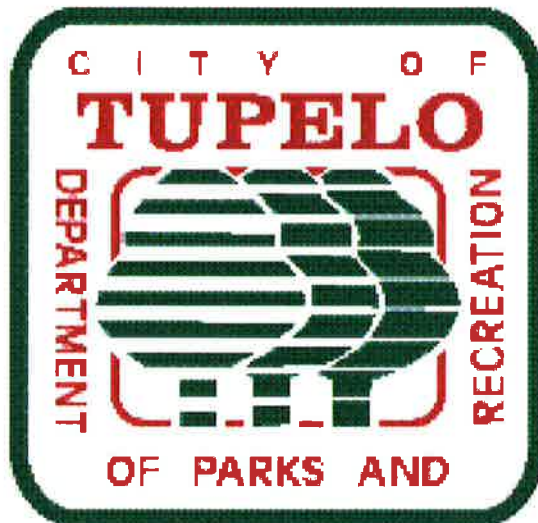


City of Tupelo Department of Parks and Recreation Summer Day Camp



Program Handbook

P.O. Box 3608
Tupelo, MS 38803
(662) 841-6440

Camp Number: (662) 231-8392

Email us at shanta.jones@tupeloms.gov we'd love to hear your thoughts

State licensing requirements prohibit smoking in or around our facilities.

VERY IMPORTANT: Lunch will be provided for campers from June 3rd – June 28th. TPSD will be not be serving lunch starting July 1st – July 12th, campers will be responsible for bringing their own lunch Camp will be closed July 4th and 5th.

Camp Dates: Monday, June 3, 2019 - Friday, July 12, 2019

Location: TBD

Doors Open: 730am

Doors Close: 530pm

ENROLLMENT

Registration for programs at Tupelo Parks & Recreation is held the first Tuesday in May of each year.

We are licensed by the State Health Dept. for a total enrollment of ~125 children. Campers are divided into age groups and days are planned to accommodate the needs of these children. We welcome all children who have completed Kindergarten not to exceed eleven years of age by May 31, 2019.

The following are the registration requirements for enrollment of each child:

- * A completed registration form
- * Other Document may be requested (Immunization Records)
- * Birth Certificate (if needed)

WITHDRAWAL PROCEDURES

Families wishing to withdraw a child from the program or make any changes in a child's schedule are asked to give a **written** notice. Notice must be given only to the **Director**. Re-enrollment is necessary to re-enter the program, but may not be immediately available, as sometimes there may be a waiting list for camp programs. If you withdraw your child prior to the program beginning you still must give a notice so you will not be responsible for fees. **If your child attends one day of the camp, no refund will be given.**

REGISTRATION TUITION AND FEES

Camp fees are City of Tupelo residents \$45 per child per week, Lee County residents \$50 per child per week, and two or more children that are siblings living in the same household \$40 per child per week (for City of Tupelo Residents ONLY). There is a discount given for additional family members, if they are siblings living in the same household. The fee includes arts, crafts, lunch and transportation to and from field trips. Parents are responsible for spending money, afternoon snack, field trips, and items needed from home (i.e. bathing suits, sun block, etc.)

Summer Day Camp hours of operation are from 7:30am until 5:30 pm Monday through Friday. All Fees Are to Be Paid by Friday prior to each week attending. Failure to do so will result in your child not being able to return to camp. If there are unpaid fees from the previous year, those fees will need to be paid before registration can take place for the current year.

ABSENCES

Please notify the TPRD office if your child will be absent at (662) 841-6440. If your child is absent due to a contagious disease, the center must be notified, so that other parents can be notified that their child has been exposed to a contagious disease. The child will not be allowed to return back to camp without a doctor's consent.

Payment of Fees

All weekly fees listed above are due on or before 5:30pm on Friday prior to EACH camp week

If making installment payments Bi-weekly or monthly for either program, fees are due in advance. No payment will be accepted after 5:30pm.

If fees remain unpaid by the end of the camp day on Monday afternoon, the child will be unable to return to Camp until all past due fees are paid. If not paid by Monday at 5:30 pm your child will automatically be withdrawn from the camp. If a check is returned to TPRD the return check fee of \$40, plus the day camp fee must be paid with cash or money order only before child can return to camp.

PAYMENT OPTIONS: Payment can be made at the camp facility. Payment must be given to the Program Director or Site Director and is to be receipted immediately. Payments given to children may or may not reach the right person so, please ensure that all payments are made by a parent or guardian ONLY.

ARRIVAL AND DEPARTURE

Each parent must provide transportation for his or her child to and from the Summer Camp Program. **Children must be at the campsite by 8:45am no later than 9:00am. For safety of the children, doors lock at 9:00am.** Only people over 18 years of age will be authorized to pick up a child from the Camp program. A written authorization will be required (must be given in person by parent or guardian) for anyone that is not on the authorized sign out list in order to sign a child out. Anyone picking up participants must show Photo Identification. Children are to be brought to the camp-site anytime after 7:30 a.m. during summer camp. Counselors are not authorized to accept children prior to those times. No child may be left unattended to wait for the camp staff to arrive. Tupelo Parks & Recreation staff will not assume responsibility for a child who has not been left in the custody of authorized personnel when he/she arrives for the day.

If you feel you may be late for any reason, please call to inform the director or site director. If not, your child will not be able to enter the camp for that day.

ROLL CALL

Children must be brought to the Camp by the time we have Roll Call. This is usually the time indicated on the schedule as the time we will be departing for a field trip.

Parents may not drop child off at a field trip site under any circumstance.

Parents must sign-in their child daily when dropping them off at the campsite, and sign their child out in the afternoon in order for the camp staff to accept or release a child. Children will only be released to those persons listed on the child's release form. Parents may add to the list as necessary.

Departure & Late Fees

Children should be picked up **no later** than 5:30 p.m. from the Camp Program.

Any time after 5:30pm is considered outside of normal hours of operation.

A late charge of **\$10.00 per child will be assessed after** that child is not picked up by 5:30pm, a **\$1.00 for each minute thereafter.**

The late fee is due upon pick up of your child.

PLAYGROUND STAFF

The entire Camp staff at Tupelo Parks and Recreation are qualified and trained to provide quality care for our campers. All of our directors, head counselors and counselors have been through a screening process that meets the licensing requirements set forth by the Mississippi Department of Health. All staff members are required to obtain in-service training on an annual basis. Our Camp program exceeds the 1 counselor to 20 children ratio set in the licensing requirements. **The Tupelo Camp program averages a ratio of 1 counselor to every 12 children.**

WEATHER EMERGENCIES

During severe weather conditions parents are asked to tune into WTVA-TV and Rec Check (662) 842-8422 for information on program closings. The Tupelo Camp program will close for bad weather only during potentially dangerous situations.

HEALTH REGULATIONS

In the event of an incident, accident or illness, the Site Director will:

1. Contact the child's parent(s) or an individual on the child's contact sheet incident form, or by telephone, outlining the nature of the incident, accident or illness involving the child and outlining whether the child can stay at the facility or needs to be picked up; or,
2. If the child is in a medical crisis, the child will be taken to the nearest medical facility, by emergency transport, for treatment by a licensed physician or will be transported to the location of the parent's choice should the child be exempt from medical care due to religious reasons.

In the interest of every child's well-being, only healthy children will be cared for at the camp site. These are the conditions under which you are requested to keep your child at home:

1. If he/she has a fever or has had a fever of more than 100 degrees during the previous 24-hour period.

2. If he/she has diarrhea or vomiting.
3. If he/she breaks out in a rash.
4. If he/she has symptoms or a possible communicable disease.
5. **If your child has been sent home for head lice and you do not have proof of treatment.**

Staff will conduct a health check of each child on Mondays, and any other time deemed necessary, noting fever, bumps, bruises, head lice, etc. **If a child is sent home due to lice, the parent must send proof from a physician stating that the child is free and clear of head lice.**

The Mississippi Child Abuse Law (Chapter 2 1, Section 43-21-353 found in Appendix C) requires every childcare worker in any childcare facility to report suspected child neglect or child abuse to the Department of Public Welfare. This statute due to the program's licensing requirements binds the program. Any questionable marks, any counselor observing them will bring signs of neglect or questionable responses from the child concerning any of the above subjects to the Site director's attention. Upon notification, the Site Director will:

1. Discuss the items brought to his/her attention with the child in a non-threatening way.
2. Discuss the items brought to his/her attention with the child's parent in a non-threatening way by telephone or in person when the parent picks up the child.
3. If the Program director has concerns regarding any of the items discussed with the child or the parent he/she **will** forward all appropriate information concerning the situation to the Department of Public Welfare.

If a parent is notified to pick up their child because of an incident, accident, illness or detection of head lice, they will be given **one hour from the time of notification** to do so. Children who are ill will be held in a separate area. If the child is not picked up during that time, the **child could be suspended** from the program. This is very important to the health of all of our children. A child who has symptoms of a contagious disease may be required to obtain a note from the child's doctor before returning to the camp site.

No medication will be dispensed to a child except for sun block and bug spray if indicated on the registration form.

The guidelines prescribed by the State Department of Health regarding exclusion of a child due to illness are listed in Appendix A in the back of this Handbook. In addition, these are posted at your child's camp site.

POLICY ON MEDICATION

1. No medicine will be dispensed at the camp site by TPRD employees with the exception of sunscreen and bug spray. These items must be supplied by the parent and have the child's name indicated on the product.

TOYS & PERSONAL ITEMS

Camp provides a wide variety of appropriate toys for each age group. Children **should not** bring toys from home **except by request of their summer camp counselor** for a special activity. We realize that a doll or bear may be important to your child when they first begin attending the camp, but these items could become lost or broken and feelings will be hurt when they are not shared. We will take reasonable precautions to insure the safe

return of personal belongings brought or left at day camp, but we cannot assume responsibility for any toys, games, money, jewelry, etc, brought from home that are lost, broken, or stolen while at camp.

STAFF CODE OF CONDUCT

All staff members are trained according to the guidelines set forth by the Mississippi State Department of Health Regulations governing Child Care Facilities. The following outlines the training given to the camp staff member.

1. No staff member should be alone with a child where they cannot be observed.
2. Staff will not leave a child alone.
3. Staff will conduct or supervise private activities in pairs – putting on bathing suits, and changing clothes, etc. When this is not feasible, staff should be positioned so that they are visible to others.
4. Any type of abuse from the staff will not be tolerated and may be cause for dismissal. Only positive techniques of guidance will be used.
5. Staff will conduct a health check of each child on Monday, and any other time deemed necessary, noting fever, bumps, bruises, head lice, etc. Comments will be addressed to the parent or the child by the camp director in a non-threatening way. Any questionable marks or responses will be documented.
6. Staff will respect the child's right not to be touched in ways that make them feel uncomfortable.
7. Staff will refrain from intimate displays of affection toward others in the presence of children, parents and staff.
8. Staff may not be alone with the children they meet in the Tupelo program outside of the program site. This includes baby-sitting, sleep-overs and inviting the children into their homes.
9. Staff members are not to transport children in their own vehicles.
10. Under no circumstances should staff release children to anyone other than the authorized parent, guardian or other authorized adult on file.

EXTRA-CURRICULAR ACTIVITIES

Tupelo Parks & Recreation will sponsor all of the activities of the Camp Program. No private lessons or classes will be offered at our camp sites during the summer.

LUNCH AND SNACKS

All Campers must bring their own snack, as no snacks are provided on-site for them. Paper bags will be allowed; we are not responsible for any lunch bags or lunch boxes brought to the campsite. The Camp Program through the school system will offer a healthy lunch once per day for lunch time. A menu will be provided and posted near the camp schedule.

PHOTOGRAPHY

To promote Tupelo Parks & Recreation and its programs, we prefer to photograph the children while they are active in the Camp. Many times, TV and outside camera crews will ask permission to take pictures or to film the

children during various activities. As a parent, you must give consent in writing to have your child photographed and relinquish all rights, title and interest in the finished photographs, tape and negatives. Your consent form is on your registration form.

CAMP CODE OF CONDUCT

The program will follow an assertive disciplinary plan. All of the children will be presented with the rules governing behavior at each playground site and the consequences for breaking those rules. The form of discipline to be used is time out, where the child will be set aside away from the group.

1. Children must show **respect** for and abide by the instructions of the counselors, directors, facility staff and administrative staff of the Tupelo School Age Programs.
2. Children must present themselves with pride by conducting themselves as ladies and gentlemen.
3. Tupelo Parks & Recreation property is for everyone and must be treated as such.
4. Children should dress appropriately for the activity being conducted. Play clothes and shorts are recommended.
5. Fighting, scuffling, horseplay, harassment, running, name-calling or loud and excessive noise will not be tolerated.
6. All children should participate in scheduled activities unless unusual circumstances exist as outlined in writing by the parents.
7. Stealing will not be tolerated. Anyone caught stealing will be removed from the camp.
8. Socks must be worn on skating and bowling days.
9. Children must bring their own towel and swimsuit. Please label all items with the child's name.
10. **Children may not use the telephone under any circumstance.** In the event of an emergency, the camp staff will forward any messages to a child from whoever is calling.

The camper Code of Conduct is designed to insure that all of the participants in the camp program have a safe and happy camp experience.

PARENT INVOLVEMENT

Parents are encouraged to be active participants in their child's camp activities. Parents and Camp employees must work together if your child is to receive the maximum benefit from their year-round experiences. Please watch for notices concerning field trips or activities open for parental participation.

Parents are welcome to visit the camp site at any time. However, due to the nature of the camp setting, we do request that you keep your visits short. Insurance and licensing requirements prevent our staff from

allowing any visitor free access to the camp. If you do choose to visit with us, please ask the Site Director, so a counselor may be assigned to accompany you during your visit.

DISCIPLINARY POLICY

The Tupelo camp program disciplinary practices shall be directed toward teaching the child acceptable behavior to help self-esteem with consistent and individualized levels of understanding and not in a humiliating, frightening or physically harmful manner to the child.

RULES:

1. Campers will keep hands, feet, objects and negative comments to themselves.
2. Campers will obey directions of counselors the first time given.

SEVERE DISRUPTIONS:

1. Open defiance of a counselor
2. Profanity or vulgarity (to include acts, gestures, or symbols directed toward another person)
3. Possession of tobacco or tobacco-related products, alcohol, drugs or weapons on playground sites.
4. Defacing or otherwise injuring property that belongs to the school or program (to include restitution for damages)
5. Leaving campus without authorization
6. Misbehavior on the bus
7. Fighting, pushing, choking, or in any way hurting another camper.
8. Other misbehavior as determined by the Summer Playground Staff including pattern of repeated classroom misbehavior

DISCIPLINE LADDER

Step 1-4

Step 1-4

STEP 4

Step 1-4

Step 1-4

Step 1-4

Step 2-4

Step 1-4

CONSEQUENCES:

Name Taken - Warning

One Check - Age Appropriate Time-Out from activity

Two Checks - Age Appropriate Time-Out and disciplinary report written

Three Checks- Referral to coordinator for conference and step on ladder

DISCIPLINE LADDER:

STEP 1: Contact parent...Removal from ladder if not referred for 5 days

STEP 2: Contact parent...Suspension up to 3 days

Removal from ladder if not referred for 10 days

STEP 3: Contact parent, schedule conference...Suspension up to 5 days

Removal from ladder if not referred for 10 days
STEP 4: Contact parent
Permanent Removal from program

If a camper receives three disciplinary reports he/she will be suspended. After three suspensions, campers will be removed from program. Consistent and continual disregard for camp policies and procedures cannot be tolerated. A camper may possibly be removed from the School Age Programs at the discretion of the Site Director for repeatedly disregarding camp policies and procedures. No refunds will be given if a child is suspended from camp.

Camp counselors will be responsible for the discipline of the campers. These are the guidelines for actions to be taken:

1. In order to be most effective, immediate consequences for misbehavior should be known in advance.
2. Camp will have a "Time Out Area" to isolate the child who needs discipline.
3. Physical punishment such as spanking, pinching, slapping are not to be used. The counselor will shout at the child only if there is need to warn of immediate danger to the child.
4. Removal of playground or other activity privileges may be used for serious infractions or cumulative ones.
5. All children should be directed to appropriate behavior rather than continually spoken to in negative terms, such as "Do this" rather than "Don't do this".
6. A child should be sent to the Site director sparingly in order to be effective.
7. Habitual misbehavior cannot and will not be tolerated each time a child is involved in a disciplinary incident; the parent will receive a written incident report outlining the incident and the action taken for the incident. As earlier stated, a child may be removed from the program due to his or her habitual misbehavior.

TRANSPORTATION POLICIES

The Tupelo Camp Program is responsible for the safe transportation of enrolled children to and from programs and field trips that are part of the camp program.

1. Under State Health regulations, all vehicles used for camp transportation have a Gross Vehicle Weight Rating, and meet the current Federal Motor Vehicle Safety Standards (49 CFR 571.213) for a vehicle of this size. Vehicles having a GVWR of 10,000 lbs or more are not required to be equipped with safety restraints.

2. Licensed Bus Operators will drive the buses. The vehicle will have a current inspection sticker at all times and will be maintained in safe condition at all times.
3. Good order in the vehicle is essential to safety. Play will not be tolerated and we reserve the right to refuse future transportation services to any child when that child's behavior is considered to be unsafe. Examples would include refusal to remain in one's seat or excessive and distracting noise.
4. The only exception to the above policies shall be a medical emergency.
5. Staff to camper ratio will be met even while transporting children
6. No child will be permitted to ride in the front seat of a vehicle that has an air bag.

SAMPLE SCHEDULE FOR SUMMER DAY CAMP

The Tupelo Parks & Recreation School Age program uses city facilities as host sites for the program. Our campers enjoy the use of playgrounds, library facilities, as well as swimming and roller-skating. We have a vast variety of games, arts & crafts and other recreational materials to keep our campers busy and to stimulate their recreational and educational growth during our program. We also plan field trips once a week to enhance each camper's experience during our summer program. From bowling, to roller-skating, movies, etc. your child will be provided the opportunity to learn and expand their recreational and educational experience while still having a lot of fun.

Below is a sample schedule of events that your child will be participating 'in during camp:

Summer Camp

7:30AM- 9:00AM	Children arrive, sign in, meet and greet children and parents. Play table games, Make nametags for everyone. Put campers' belongings in proper place.
9:00AM	Roll call, camp announcements, warm-up exercise and organized group games and Activities.
9:30AM	Separate children according to their grade level completed. Each counselor will be Assigned to a group.
10:30AM	Prepare for lunch
11:00AM	Lunch
11:45AM	Outside Time
12:30 PM	Prepare for Swimming
1:00PM	Swim Time
2:15PM	Arrive back at camp, change into dry clothes
2:30PM	Snack Time
3:00PM	Down / Quiet Time
3:30PM	Campers are leaving
4:00PM	Indoor / Outdoor Games
5:00PM	Clean up time, check lost and found items. Campers prepare to leave.
5:30PM	Day Camp Ends for the day. Tomorrow begins a new day!

Schedule will differ daily, and there will be days that the campers will be on field trips and at the pool, but those dates and events will be given to you by your child's Site director and be posted at the Camp Site.

TIMES ARE SUBJECT TO CHANGE

FIELD TRIPS

Calendars will be issued announcing all scheduled field trips. Parents must have children at the Camp Site by the time of departure. Children may bring money for any scheduled field trip, however, **Tupelo Parks & Recreation will not** be responsible for any money lost or stolen.

IF A FIELD TRIP IS SCHEDULED EVERY CHILD NEEDS TO BE AT THE CAMPSITE AT THE SCHEDULED TIME, UNLESS NOTIFIED DIFFERENTLY.

Camp T-shirt are to be worn for all field trips.

PARENT'S MAY NOT DROP CHILD OFF AT A FIELD TRIP SITE

CLOTHING

Washable play clothes are most suitable for the Camp Programs. Play clothes and shorts are recommended. Socks must be worn on skating and bowling days. Children must bring their own comb/brush, towel and swimsuit in a carrying bag on swimming days. Girls are required to wear age appropriate swimsuits. Boys swim trunks must be lined. No cut-off shorts will be allowed. **Long dresses, cowboy boots and flip flops are not recommended.** **The child's name must be labeled on all clothes, towels and swimsuits, etc ...** Tupelo Parks & Recreation cannot be responsible for unmarked items.

DRILLS

Fire and disaster drills are practiced weekly. Everyone at the Camp Site is required to participate.

WATER SAFETY

Tupelo Parks & Recreation Camp Programs provide regular visits to the Rob Leake City Pool and the C.C. Augustus Pool for swimming. Campers will swim weekly (weather permitting) as part of the regular summer program. The Pool Staff exceeds water activity and facility requirements set forth in regulations for childcare licensing by the Mississippi State Department of Health.

Listed below are the rules and regulations governing water activities that are included as part of the summer playground program.

1. All lifeguards employed by the TPRD are certified by the American Red Cross or an equivalent approved by the licensing agency as a lifeguard. Certified lifeguards will be on duty at all times during the summer activities.
2. The number of lifeguards on duty will be determined as follows:
 - a. One lifeguard will be required for groups of 25 or fewer children.

- b. Two or more lifeguards will be required for groups of 26 or more children.
- 3. All posted rules and the lifeguards and summer staff will strictly enforce regulations at the Pool. Any child violating these rules will be subject to the disciplinary policy of the Pool as well as the disciplinary policies set forth by the summer program.
- 4. The TPRD Certified Staff includes lifeguards, which are certified in AED and CPR/First Aid for Professional Rescuers.
- 5. The facility meets or exceeds all other requirements set forth in the Regulations for Child Care Licensing.

Holidays

Camp will be CLOSED Wednesday, July 4th and 5th

Tupelo Parks & Recreation Summer Day Camp Program Contact List

If you have comments or suggestions you would like to express concerning the program or if you need assistance in any matter concerning the program, please feel free to contact our Director of Parks & Recreation or the Program Director or any other member of the administrative staff at Tupelo Parks & Recreation.

Summer Day Camp Program
Administrative Staff

Alex Farned, Parks and Recreation Director.....	662.841.6440
Shanta Jones, Summer Camp Program Director	662.231.8392

In case of an emergency, we ask that you speak to the Program Director so that our staff may be prepared to help you in any way appropriate. We do ask that you contact your child while participating in the camp program only during an emergency situation. However, never hesitate to contact us at the Recreation Department when necessary. The number to call is Tupelo Parks and Recreation 662.841.6440.