Welcome to Summer Camp!

Conway Parks, Recreation and Tourism would like to say “welcome” to Camp! We are looking forward to exciting new activities and friendly faces. Summer camp gives each child the opportunity to grow and learn while school is out. Through structured daily schedules, your child will be able to participate in nature programs, arts and crafts, games and sports! We will take field trips and provide awesome theme parties. An emphasis will be placed on presenting a camp atmosphere for the children. Qualified, trained and experienced counselors will initiate fun, interesting and challenging activities for all campers. Anyone who is authorized may feel free to drop in at any time. The information in this handbook has been prepared to answer questions you may have concerning camp. Please keep it throughout the time your child is registered so you can refer to it as needed.

If you have any questions that the handbook does not cover, feel free to call us. We will make every effort to provide your child with a positive, unforgettable, lifetime memory of summer camp. We look forward to meeting each and every one of your smiling faces!

-Kara Gainey, Program Coordinator
IMPORTANT PHONE NUMBERS

Conway Parks, Recreation & Tourism
(843) 248-1740

Foster Hughes, CPRE
Parks, Recreation & Tourism Director
(843) 488-7690

Kara Gainey
Program Coordinator
(843) 488-7679 -Office
(843) 251-5202 -Mobile

Summer Camp Location
Mary Thompson Center
1009 17th Avenue, Conway, SC
(843) 248-1750

Please note, this phone will only be answered during camp hours, when staff is in the building. If you need to reach someone immediately, contact Kara Gainey on her mobile line.
GENERAL INFORMATION

- Camp is available for children ages 5-12. No exceptions.
- Space is limited to the first 80 participants per session. Registrations received after a session fills up will be added to the waitlist. Those on the waitlist will be contacted (in order) if a space becomes available. Space is available on a first come first serve basis.
- Camp is held Monday-Friday, 8:00am-5:00pm.
- Nine week long session of Summer Camp are offered. They are:
  - Session 1: June 5-9
  - Session 2: June 12-16
  - Session 3: June 19-23
  - Session 4: June 26-30
  - Session 5: July 3-7 *Note: Camp will NOT meet on Tuesday, July 4th*
  - Session 6: July 10-14
  - Session 7: July 17-21
  - Session 8: July 24-28
  - Session 9: July 31 – August 4
- The cost for Camp is $65.00 per child, per week (field trips included).
- A one-time $10.00 (Camp T-shirt) fee must be paid at the first registration.
- Sessions may be purchased individually or for the entire summer. To reserve all 9 sessions, payment in full is required. Cash, Check, Visa/MasterCard and Discover Cards are acceptable forms of payment.
- Note: There is a $30.00 service charge on all returned checks. (If payment is returned, child will not be able to participate until the matter is resolved.) Registration and payment is available online at www.ConwayParksandRecreation.com and at the Conway Recreation Center. Additional Camp shirts are available for $10.00 each.
  - Due to the low cost of this camp, no discounts are offered.
- The staff to child ratio is (1:14), which is well below the state mandated guidelines set by the Department of Social Services (1:20).

CAMP GOALS & EXPECTATIONS

- Create a safe and healthy experience through careful supervision.
- Provide opportunities that will become experiences of reflection that leave long lasting positive impressions.
- Assist children with relationship building skills by learning to work and play together.
- Offer a variety of activities where kids succeed.
- Teach values of caring, honesty, respect and responsibility.
- Provide a positive atmosphere where children have fun.
CHECK-IN PROCEDURE

- Campers may arrive no earlier than 7:30 am Monday through Friday.

CHECK-IN

- Upon arrival each morning a Parent/Guardian must accompany the campers for check-in with staff.
- After 8:30 am, parents need to check their camper in with staff and personally escort your child to their assigned activity area.
- DO NOT drop your child off after 8:30 am expecting them to get to their activity by themselves. (This policy is for your child’s safety when arriving after our program day begins.)
- If by 10:00 am your child has not been checked-in, you may receive a phone call from staff to verify that your child is not attending that particular day.
- If you know in advance that your child will not be attending on a particular day, please call Kara Gainey, Program Coordinator (843)251-5202 or send a note the day before to let us know.

CHECK-OUT

- Campers can be checked out starting at 4:30 pm daily.
- If you need to pick your child up earlier than 4:30 pm, please send a note so we can have your child ready.
- If you want your child to go home with someone not listed on your child’s registration form, you must complete the camp release form in advance (available at Camp). Please be advised that identification is required.
- Registered campers must be picked up no later than 5:45pm. A late fee of $1.00 per minute will be charged for pickups after 5:45pm. Your child may not return to camp until late fee is paid. If you are consistently late, your child will be dropped from the program.

CAMP RULES

The following rules & regulations have been specifically designed for the enjoyment, safety and well-being of your child while at camp.

1. Every child in the Summer Day Camp Program is to have a fun and exciting experience.
2. Practice good hygiene, including frequent hand washing.
3. Be friendly to your fellow participants and leaders – be a good friend.
4. Summer Camp has a Zero Tolerance policy on bullying. Bullying in any form will NOT be tolerated and will result in immediate expulsion from camp for the season without refund. No exceptions.
5. Use respectful language at all times – no cursing, name calling or any other gestures to hurt other campers.
6. Listen to, cooperate with, and respect your summer camp counselors.
7. Good sportsmanship is expected – no fighting, spitting, hair pulling, taunting, etc.
8. Use your “inside” voice when inside buildings.
9. Take good care of program supplies and help keep your play area clean.
10. Respect the property of others and the Summer Day Camp.
11. Wear closed toe shoes each day; especially Thursdays – no sandals.
12. Do not bring toys, cell phones or electronic items from home – Summer Camp is not responsible for any lost items
13. Be on time for scheduled trips. If late, parent will be responsible for transporting child to summer trip location.
14. Eat and drink at designated times and locations.
15. Stay within camp boundaries at all times during camp.
16. Refrain from any form of violence toward yourself or others. *(i.e. such as, but not limited to, biting, hitting or kicking)*
17. Stay with your group unless otherwise instructed.
18. Listen to and follow all directions from camp counselors and staff.
19. Obscene language will not be tolerated.
20. Engage in proper use of all camp equipment under proper supervision
21. Wear camp shirt on Tuesdays & Thursdays

**DISCIPLINE**

If your child’s behavior becomes dangerous, destructive, embarrassing or disruptive, it may become necessary for staff to intervene with some form of discipline.

- Discipline shall be timely and appropriate to the action.
- Discipline shall be fair and consistently applied
- Expected behavior shall be on a child’s level.
- In the event disciplinary measures need to be taken, depending on the severity of the incident, these steps will be followed:
  1. Discussing the improper behavior;
  2. Time Out;
  3. Phone Call to Parent;
  4. Behavior Action Plan;
  5. Parent Conference;
  6. Behavior Incident Form;
  7. Suspension;
  8. Depending on the situation – **Immediate dismissal.**

*No refunds for children suspended for disciplinary actions.*

**EXPULSION**

From time to time, situations may occur where the parent may be asked to withdraw their child from camp due to continuing behavior problems.

**Criteria for Expulsion**

- A Third notice to the parent about behavioral problems will warrant being asked to leave for the summer.
- A final warning will be issued to the parents for both criteria before expulsion.
- Refunds will not be given when dismissal is issued.
- The Program Coordinator reserves the right to dismiss child with less notice, depending on the significance of incident, with approval of the Parks, Recreation & Tourism Director.

2017 Conway Parks, Recreation & Tourism Summer Day Camp Parent Handbook
TRANSPORTATION
The parent/guardian is responsible for transporting the child to and from camp daily. On Tuesday, Wednesday and Thursday, campers will be transported on school buses provided by The Horry County School District or other contracted means of transportation to program destinations. *Staff does not transport campers in their personal vehicles.*

MONDAY IS GAMES & ACTIVITIES DAY
- Campers will remain at camp for the duration of the day.
- Activities may include an art project, books to read, puzzles to enjoy or physical games to play.
- Plenty of free time on the playground will be allotted.

TUESDAY IS MOVIE DAY
- Campers should wear their camp shirt.
- We will travel to Frank Theaters in Conway to watch the summer kid’s movie.
- Popcorn and a beverage will be provided.
- The cost of admission is included in the camp fee.

WEDNESDAY IS SWIM DAY
- Swimming will take place from 9:00 am – 12:00 noon at the Smith Jones Pool.
- The pool is closed to the public during this time.
- We will not be swimming at the pool during afternoon public swim.
- Lunch will be provided at Smith Jones Park under the shelter.
- After lunch, campers will play on the playground at Smith Jones Park until 3:00 pm.
- Campers will return to Mary Thompson Center at 3:00 pm.
- Campers must bring a bathing suit and towel.
- All Swimming Pool Rules & Regulations will be enforced.
- Do not bring valuable items to the pool. Pool Management and Summer Camp Staff are not responsible for lost items.
- The camp will designate an area at the pool for campers to consolidate their belongings.
- A buddy system will be established for campers’ safety.
- Swimmers must pass a weekly swim test in order to go in the deep end of the pool.

THURSDAY IS FIELD TRIP DAY
- Field trips will be age appropriate with staff supervision.
- Please have your child at camp on-time on field trip day!
- Refunds will not be granted for field trips.
- Only registered participants and Summer Camp Staff are allowed to ride bus.
- Lunch will be provided.

FRIDAY IS GAMES & ACTIVITIES DAY
- Campers will remain at camp for the duration of the day.
- Activities may include an art project, books to read, puzzles to enjoy or physical games to play.
- Plenty of free time on the playground will be allotted.
NUTRITION POLICY
The Summer Camp will have a nutritious lunch and afternoon snack provided by the Waccamaw EOC for each registered camper beginning June 12th. The Summer Camp encourages the development of good eating habits that will last a lifetime. Summer Camp follows the child care nutrition guidelines recommended by the USDA CACFP (Child and Adult Care Food Program) for at least one meal and one snack per day. When the lunch program is not offered, campers must bring their own healthy lunch, snack and drink each day. Your child is welcome to bring their lunch daily. Lunches and snacks from home should be clearly marked with camper’s name as well as be non-perishable. Send water bottle (*labeled with camper’s name*) especially on field trip days.

PHYSICAL ACTIVITY POLICY
Physical activity and active play is an important part of children’s healthy development. Therefore Summer Camp encourages all children to be physically active indoors and outdoors at appropriate times. Organized play activities are held Monday, Tuesday, Wednesday, and Friday.

ANNOUNCEMENTS
When you sign your child in or out for the day, please check their folder for any news, schedules or items that need to be taken home. This will be on the same table that you sign your child in and out on. Any general announcements will be posted on the white board in the same area.

DRESS CODE
Tennis/Athletic shoes and socks are required to be worn at all times, every day. Campers should wear clothing that is cool and comfortable. They should wear clothes that parents do not mind getting soiled by dirt, grass, paint, glue etc. A camp shirt (*must be purchased in advance*) will be provided for each camper on their first day. Please have your child wear these shirts on Tuesdays & Thursdays. Make sure all of your child’s belongings are labeled with their name on it.

ATTENDANCE
Campers are encouraged to attend camp daily for the session they are registered. If the camper is unable to attend, please contact the Program Coordinator. There will be no financial credit made for absences, illness or suspensions.

SPECIAL ARRANGEMENTS
If you have any concerns, special needs, medical issues or circumstances that staff should be aware of, please see the Program Coordinator.

OPEN-DOOR POLICY
Summer Camp has an open-door policy. Parents and authorized guardians may visit their children during camp at any time. Parent’s that would like to volunteer during field trips may speak with the Program Coordinator.
HEALTH POLICY
In order to protect the welfare of all campers and staff, all children attending camp sessions must be free of head lice, scabies or any other communicable or contagious condition and must exhibit proper hygiene. Any camper who does not exhibit proper hygiene or is suspected of a communicable or contagious condition will be immediately removed from camp and will not be permitted to return until the hygiene issue has been resolved. In the event of a communicable or contagious condition, a physician’s release will be required.

REFUND POLICY
1. Refunds will be given only if notification is received before the session registration deadline (the Friday before the next session). After that time, no refunds will be offered.
2. Refunds will not be granted for issues dealing with attendance, discipline, suspensions, check-out or other problems explained in the parent handbook.

MEDICATIONS
Medications can be administered at Conway Summer Day Camp in adherence to HIPPA regulations. If your child requires medication, including over the counter, please have the medication clearly marked in the original container and provide instructions to the counselors on administering the medication.

INJURIES
An accident report will be provided at the end of the day for each camper in the event of an injury. In a case of serious injury, the parents will be notified immediately. Camp staff are trained in first aid and CPR.

PERSONAL ITEMS
Personal items your child should bring to camp include sunscreen, bathing suit, towel and a change of clothing. Please be sure all items are clearly marked with the child’s name. Personal toys, games, iPods, and other electronic devices etc. should be left at home. Conway Summer Day Camp will not be responsible for lost, stolen or damaged items.

SUNSCREEN & INSECT REPELLENT
Parents are responsible for providing Sunscreen and Insect repellent (Deet-free). These items must have the child’s name on the container. Written authorization is required before staff shall administer either product.

CAMP PERIMETER
Camp participants must remain within the camp perimeter at all times which are confined to the Collins Park property. If the activities are inside the Collins Park Building or the Mary Thompson Center, campers must remain inside with staff. Staff will designate the boundaries in which campers are allowed each time there is an outside activity. Campers must always remain in sight of staff and refrain from entering a parking lot or roadway.
LOST & FOUND
It is highly recommended that you label all times with your child’s name. While we make every effort to keep all camper’s belongings together, the Conway Summer Day Camp will not be held responsible for lost or stolen items. At the end of each week, we will display all items that have been collected.

TAX INFORMATION
The City of Conway’s Tax Identification Number is: 57-6001017. If you request a list of payments made for your child’s 2017 Summer Camp Sessions, please call the Program Coordinator (843) 488-7679.

SAMPLE CAMP SCHEDULE

<table>
<thead>
<tr>
<th>Time</th>
<th>Mondays</th>
<th>Tuesdays</th>
<th>Wednesday</th>
<th>Thursdays</th>
<th>Fridays</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:30a – 8:30a</td>
<td>Check –In</td>
<td>Check –In</td>
<td>Check –In</td>
<td>Check –In</td>
<td>Check –In</td>
</tr>
<tr>
<td>8:30a – 8:45a</td>
<td>Announcements</td>
<td>Announcements</td>
<td>Announcements</td>
<td>Announcements</td>
<td>Announcements</td>
</tr>
<tr>
<td>8:45a – 9:00a</td>
<td>Morning Snack</td>
<td>Morning Snack</td>
<td>Morning Snack</td>
<td>Morning Snack</td>
<td>Morning Snack</td>
</tr>
<tr>
<td>9:00a – 9:30a</td>
<td>Free Play</td>
<td>Field Trip to Various Location</td>
<td>Trip to Frank Theaters</td>
<td>Activity 1</td>
<td>Free Play</td>
</tr>
<tr>
<td>9:30a – 10:30a</td>
<td>Activity 2</td>
<td>Activity 2</td>
<td>Swimming at Smith Jones Park</td>
<td>Activity 2</td>
<td>Activity 1</td>
</tr>
<tr>
<td>10:30a – 11:30a</td>
<td>Activity 1</td>
<td>Activity 1</td>
<td>Field Trip to Various Location</td>
<td>Activity 3</td>
<td>Field Trip to Various Location</td>
</tr>
<tr>
<td>11:30a – 12:00p</td>
<td>Clean Up/Gather</td>
<td>Clean Up/Gather</td>
<td>Clean Up/Gather</td>
<td>Activity 4</td>
<td>Activity 3</td>
</tr>
<tr>
<td>12:00p – 1:00p</td>
<td>Lunch</td>
<td>Lunch</td>
<td>Lunch</td>
<td>Lunch</td>
<td>Lunch</td>
</tr>
<tr>
<td>1:00p – 2:00p</td>
<td>Activity 3</td>
<td>Activity 3</td>
<td>Trip to Local Park</td>
<td>Activity 4</td>
<td>Afternoon Snack</td>
</tr>
<tr>
<td>2:00p – 3:00p</td>
<td>Activity 4</td>
<td>Activity 4</td>
<td>Playground at Smith Jones Park</td>
<td>Activity 3</td>
<td>Afternoon Snack</td>
</tr>
<tr>
<td>3:00p – 3:30p</td>
<td>Afternoon Snack</td>
<td>Afternoon Snack</td>
<td>Afternoon Snack</td>
<td>Activity 4</td>
<td>Afternoon Snack</td>
</tr>
<tr>
<td>3:30p – 4:30p</td>
<td>Group Activity</td>
<td>Group Activity</td>
<td>Group Activity</td>
<td>Group Activity</td>
<td>Group Activity</td>
</tr>
<tr>
<td>4:30p – 5:45p</td>
<td>Free Play/Pick-Up</td>
<td>Free Play/Pick-Up</td>
<td>Free Play/Pick-Up</td>
<td>Free Play/Pick-Up</td>
<td>Free Play/Pick-Up</td>
</tr>
</tbody>
</table>

Activities May Include:
- Art/Crafts
- Reading
- Puzzles
- Outside Games
- Board Games

Note: Each group will be divided up in age appropriate small groups.
2017 Summer Day Camp Parent Agreement

In consideration of my child’s participation in Summer Camp, I agree to the following:

1. I understand that camp space is available on a first come first served basis. Once a camp session has reached capacity, no further campers will be admitted. No exceptions.
2. Summer Camp sessions are $65.00 per week. This includes field trips.
3. Camp sessions must either be:
   a) Paid in full at the beginning of the camp season or,
   b) Paid by 5pm on the Friday prior to the next session, space permitting. Please note, spaces fill fast.
4. I agree to pay a one time non-refundable registration fee of $10.00 to cover the cost of the camp T-shirt. I also understand replacement shirts will be available for $10.00 each.
5. I understand I can pay for camp at the Conway Recreation Center or online at www.ConwayParksandRecreation.com.
6. I understand that camp hours are Monday – Friday 8am – 5pm. I understand that staff will be onsite at 7:30am and that my child must be picked up no later than 5:45 pm. I understand that if my child is not picked up by 5:45 pm, I will be charged a late pick up fee of $1.00 per minute. Late fees are due no later than Friday at 5:45pm. Failure to pay the fee by the end of the current week (Friday) shall result in denied access to future camp sessions.
7. In order to protect the welfare of all campers and staff, all children attending camp sessions must be free of head lice, scabies or any other communicable or contagious condition and must exhibit proper hygiene. Any camper who does not exhibit proper hygiene or is suspected of a communicable or contagious condition will be immediately removed from camp and not permitted to return until the hygiene issue has been rectified or, in the event of a communicable or contagious condition, without a physician’s release to do so.
8. Summer Camp has a Zero Tolerance policy on bullying. Bullying in any form will NOT be tolerated and will result in immediate expulsion from camp for the season without refund. No exceptions.
9. I give permission, for my child to travel to and from field trips on Horry County School buses or through contracted providers. By signing this agreement, I give my child permission to attend the trips listed on the camp schedule. Without this signed agreement, I understand that my child will not be allowed to attend any planned trips. Field Trips will be held on Tuesday, Wednesday and Thursday.
10. I understand that campers are required to travel to and from the field trips on the transportation provided, unless proper arrangements have been made and agreed to in writing.
11. I understand that Summer Camp has an open-door policy. Authorized parents and guardians may visit their children in our facility any time they wish.
12. Authorized parents, guardians or designated persons must personally sign the child in and out when dropping off and picking up.
13. I understand that my child must follow camp guidelines that are included in the parent handbook. I understand that my child’s failure to follow rules can result in discipline (depending on the severity) leading up to suspension from camp.
14. I understand that Conway Parks, Recreation and Tourism reserves the right to remove my child from Summer Camp for just cause which includes, but is not limited to:
   a) Hygiene issues
   b) Communicable and/or contagious conditions
   c) Late payment for future sessions
   d) Late pick up
   e) Failure to comply with Summer Camp policies
15. I have received a copy of the Parent Handbook. *NOTE, THIS IS A COPY FOR REFERENCE*

_________________________               ____________
Parent/Guardian Signature               Date