



**CITY OF TUCKER
2024 SUMMER CAMP
HANDBOOK**

WELCOME TO SUMMER CAMP

Dear Summer Campers and Parents,

Congratulations!

You are confirmed for the City of Tucker's 2024 Summer Day Camp at Tucker Recreation Center. This year the City of Tucker will offer your camper the opportunity to swim, play games, participate in special activities, create arts and crafts, meet new friends, and much more! Tucker Recreation Center offers a mix of indoor and outdoor opportunities for each camper. The City of Tucker is excited to serve you and your family this summer.

You will find important information concerning the City of Tucker Summer Camp in this booklet. We ask all parents and campers to read this information and understand the policies and procedures of camp. Our goal is for each camper to have the best experience as we try to accommodate as many campers as possible. The camper to counselor ratio is one counselor per 12 children, meaning that based on enrollment your child could change age groups from week to week.

If, after reviewing this information, you have additional questions please feel free to contact our camp leadership team at camp@tuckerga.gov. We look forward to a wonderful summer with you and your children.

DIRECTORS' INFORMATION

Rip Robertson
Director of Parks and Recreation
rrobertson@tuckerga.gov
470-273-3076

Molly Martin
Program Manager
mmartin@tuckerga.gov
678-372-1761

LOCATION & CONTACT INFO

Tucker Recreation Center
4898 Lavista Road
Tucker, GA 30084
470-481-0205

Camp Email: camp@tuckerga.gov
Camp Phone: 470-829-2751

NOTE: Save this information in your phone parents!

HOURS OF OPERATION

Monday-Friday
9 a.m. – 4 p.m.
Free Before and After Care
7-9 a.m. and 4-6 p.m.

Thank you for choosing the City of Tucker for your child's summer!

CAMP GOALS

- Provide a safe, fun, recreational atmosphere for all campers.
- Promote caring, honesty, respect and responsibility throughout the day camp program.
- Promote understanding and stewardship for the natural world.
- Help campers and staff build their sense of self-confidence.
- Provide opportunities within the program for campers to develop interpersonal relationships and social skills.
- Provide campers with activities which offer opportunities for growth.
- Encourage a sense of belonging and achievement.

REGISTRATION & SUMMER SESSION DATES

REGISTRATION

Summer camp registration will open at 8 a.m. on February 12, 2024. We are offering summer camp in two sessions. You may choose Session 1, Session 2 **OR** both sessions.

SESSION 1

June 3-June 7
June 10-June 14
June 17-June 21 (*No camp on June 19*)
June 24-June 28

SESSION 2

July 8-July 12
July 15-July 19
July 22-July 26
July 29-August 2

Please note that there will be no camp offered for the week of July 4, 2024.

This will provide our staff and families with time off during their summer.

After registering your child(ren), you will have 30 days to complete the Camp Questionnaire and Program + COVID Waiver forms under your RecDesk account. This is your responsibility, and we will not be able to remind our many families as the deadline approaches. If these forms are not completed within 30 days, you will forfeit all reserved spots, and those spots will become available for other families on the waitlist.

GENERAL INFORMATION

INCLUSION STATEMENT

At the Tucker Recreation Center, we aim to promote an inclusive environment where children can learn and develop in a happy, caring, safe and educational environment. Children with special or medical needs will be considered for admission on a case-by-case basis. Children whose limitations create a safety issue or unreasonable risk of harm to themselves, others or property may not be accommodated. We will work to provide reasonable accommodations upon request. Inclusion information for children with special and medical needs must be provided at the time of registration and directly given to the camp director. We do not have medical staff on the premises. We will make every attempt to serve all children. Please plan to meet with the camp director prior to camp so that we can make your child's experience an amazing one.

CAMP COMMUNICATION

We will be posting pictures and videos of what is happening at camp. Please make sure you "like" the Tucker Parks and Recreation Facebook page. If you do not wish to have photographs of your child taken please email camp director.

CAMP STAFF

All staff are background checked, drug tested and are CPR and First Aid certified. Our camp staff go through 40 hours of training before camp starts and we do in-service trainings during the summer. Our staff love to get to know the camp parents as well, so please take the time to get to know them. All camp staff can be ID'd by their camp staff shirts and name tags.

LOST & FOUND

Please help us reduce the items in lost and found this summer season. Carefully labeling all your camper's belongings will help him/her keep up with their gear. Lost and found items are kept until the end of the session. Encourage your camper to check lost and found each day for things possibly left behind the day before.

Lost and found is located in the drop-off and pick-up area.

The City of Tucker is not responsible for lost, stolen or broken possessions that are brought to camp.

INCLEMENT WEATHER

In the event that light rain is falling, our camp programming will continue as scheduled. If thunderstorms occur, all groups will take shelter inside their designated area. Staff will provide campers with rainy day activities. During thunder or lightning, all pools will be closed for the required amount of time.

ACCOUNTING PROCEDURES

Please make every effort to finalize your camper's summer plans before you submit your registration online.

DEPOSITS:

During registration, there is a **\$100 non-refundable deposit per child per session**. This is required to reserve a camper's spot for each session. Your deposit is part of the cost of the session:

Example of Deposit Amounts Required		
Number of Campers	Number of Sessions	Deposit Due February 12
1	1	\$100
1	2 (both sessions)	\$200
2	1	\$200
2	2 (both sessions)	\$400

PAYMENT OPTIONS:

You can pay for each session in full or five equal payments. Each session is \$500, or \$125 per week (there is no increase in camp registration fees from the previous year). Listed below are the payment due dates if you choose the payment plan:

Camp Payment Cycle - 5 Payments of \$100 (per child)		
Date Payment is Due	Session One OR Two	Both Sessions
February 12	\$100	\$200
March 12	\$100	\$200
April 12	\$100	\$200
May 12	\$100	\$200
June 12	\$100	\$200

NOTE: Once again, if payment is not made by the due date listed, you will forfeit all reserved spots, and those will become available for other families on the waitlist.

Except for the initial payment, other previous payments will be refunded prior to May 17, 2024. After May 17, 2024, please see the "withdrawal/refund policy".

WITHDRAWAL/REFUND POLICY

As of May 17, 2024, if you decide to withdraw your child(ren) from camp, there will be no refund awarded. Fees will not be prorated for absences.

Camp deposits are non-refundable and non-transferable.

KNOW BEFORE YOU GO

WHAT SHOULD I PRACTICE BEFORE COMING TO CAMP?

- Knowing the difference between snack and lunch
- Being able to change in and out of a swimsuit unassisted
- Applying sunblock and bug spray
- Speaking up to a counselor when they need to go to the bathroom or need help with something
- Respecting personal space of others by keeping hands and feet to self.

WHAT SHOULD I WEAR TO CAMP?

At camp we like to have a lot of fun and fun can be messy. Please remember to send your camper in clothes that they can have fun in!

- Sneakers - campers who wear open-toed shoes may not be able to participate in all activities for safety reasons. We recommend packing sandals for swim days
- Clothes that can get dirty (t-shirt/shorts)
- Sunblock and bug spray - campers must be able to apply themselves
- Weather attire (rain gear/sweatshirt/jacket)
- Hat/visor
- A great attitude ready to have fun!

WHAT SHOULD I BRING TO CAMP?

- A backpack to put all your belongings in
- Two snacks for full day
- Refillable water bottle
- Swimsuit and towel
- Change of clothes
- **NOTE that we do not allow any nut products at camp.**

LABEL ALL OF YOUR BELONGINGS! IT HELPS US GET THEM BACK TO YOU!

WHAT SHOULD I LEAVE AT HOME?

At camp we provide all the fun! Please do not bring anything other than what is listed on the bring list. The City of Tucker is NOT responsible for any items that are lost, stolen or broken.

- Money in excess of what is needed for snacks or field trips
- Video games
- Trading cards
- Valuable or sentimental items
- Weapons
- Toys
- Pocket knives
- CD/DVD players
- Tobacco, alcohol, drugs
- Cell phones/iPods/MP3 players

DROP-OFF AND PICK-UP PROCEDURES

CHECK-IN PROCEDURES

We operate a carpool at Tucker Parks and Rec, with a kiss and go line. Upon arrival for the first day of camp, please update your camper's registration form if needed. A staff member will help your child out of the car and check them in. If you need to get out of the car, please park. Please also communicate to staff any needs for the day at sign-in. Campers should arrive before 9 a.m. We will not accept campers after 9 a.m., without a prescheduled late drop off and doctor's note. Please make sure each camper is signed in daily. We thank you in advance for your attention to this important detail.

In order to make drop-offs and pick-ups run as smoothly as possible for all parties, we ask that all parents use the carpool line.

- Morning Carpool: 7 – 9 a.m.
- Evening Carpool: 4 – 6 p.m.

The following situations should be addressed during check-in:

- **Early Release:** We understand there will be days when you may need to sign out your camper early. To assist you in a timely manner, please call 470-829-2751 or email camp@tuckerga.gov. Any camper being signed out before 4 p.m. is considered an early release.
- **Change in Authorization to Sign Out Camper:** Parents must notify staff in writing if their camper will be picked up by someone not authorized to do so on their registration form. Should you forget or should an emergency arise during the day, please e-mail camp@tuckerga.gov. Please include the name of the child and the name and phone number of the person being added to the authorized sign out list. Please confirm receipt of the e-mail.
- **Parent/Counselor Communication:** Open communication is essential to ensuring that this is your child's best summer ever. Please see any of our camp leadership in carpool or contact camp@tuckerga.gov with any questions or concerns.
- **Medication:** See section on First Aid and Medication.

SIGN-OUT PROCEDURES

- Each day campers must be signed out by a parent or a listed authorized adult in our registration system.
- Campers will not be released to any person under the age of 18.
- Anyone signing out a camper will be required to show a photo I.D. before the child will be released.
- **Late Pick-Ups:** All campers must be picked up from camp by 6 p.m. daily. Late pick-up fees start at 6:00 p.m. and are \$1 per minute and will be billed to your account. Parents should call the front desk if they are running late to inform staff. Excessive late pick-ups and/or unpaid late fees may result in your child's dismissal from the camp program.
- **Absences:** Our Summer Camp will NOT verify camper absences. Campers attending one day during the week will be billed for the full week. No-shows will automatically forfeit their deposits for the session.

CAMPER SAFETY

FIRST AID

A first aid station is maintained at the camp. A written record is kept of all incidents requiring first aid. The camp director will contact parents or emergency contacts if there is evidence of serious illness or injury. No camper will be allowed to remain at camp with a fever or other visible signs of illness. The camper **MUST** be picked up **IMMEDIATELY** when parents are contacted about an illness or injury.

In the event of an injury to your child, the camp director will:

- Call 911
- Attempt to call parent/guardian
- Attempt to call emergency contacts listed on registration form

IT IS THE RESPONSIBILITY OF THE PARENT/GUARDIAN TO CARRY PRIMARY ACCIDENT INSURANCE

MEDICATION

We are only accepting EpiPens and inhalers. All other medication will need to be adjusted around camp hours.

- A Medication Authorization form must be filled out and signed by a medical doctor.
- Medications must be signed in daily at the front desk during check-in. Prescriptions must be in their original containers.
- We **DO NOT** have medical professionals on site or available. Please schedule a meeting with the camp director if you have any questions or concerns about our medication process.

INCIDENT REPORTS

An incident report will be completed for every reported injury or incident during the camp day. Minor injuries will be treated by a first aid certified staff member. Parents will receive notification of all reported injuries at check out.

SWIMMING AT SUMMER CAMP

CAMP SWIMMING AND FIELD TRIPS

Campers will be transported via bus to swim at one of our outdoor pools and on any field trips. The City will always provide a certified lifeguard on duty. Pools will have some designated hours for the City of Tucker Summer Campers; other times will be shared with the public. Camp counselors help supervise the campers on the pool deck. Due to fluctuating age groups, swim schedules may change week to week. In order to transport your child, please ensure that you have signed the transportation waiver.

CAMP SWIM TEST:

- Jump into deep water from the side, recover to the surface, maintain position by treading or floating for 30 seconds, rotate one full turn then turn, as necessary, to orient to the exit point, level off, swim front crawl and/or elementary backstroke for 25 yards, then exit the water.
- Kids will receive a green wrist band that they must wear for the week. We will only test on Mondays of each week. Once your child has passed and is wearing a wrist band, they do not need to retest.

CAMPER EXPECTATIONS & BEHAVIOR POLICY

Promoting social interaction and building interpersonal skills are among the most important camp goals. Staff will help campers with this process by providing ongoing encouragement and assistance. Counselors are trained to provide corrective action in a positive and supportive manner designed to build self-confidence and teach responsibility.

On the first day of each session all camp rules will be covered and explained by camp administrators. Each camper is expected to follow these rules to maintain a safe, well-organized program. If a camper cannot adjust to these rules and expectations, we reserve the right to terminate the camper's enrollment for the summer. If this happens, we will NOT issue a refund.

GUIDELINES USED FOR DISCIPLINE

- Camper will be re-directed
- Camper will receive verbal warning
- Camper will be asked to take a break from the group
- Camper will lose the privilege of participating in a special activity
- Parent will be called and asked to sign camper out early
- Camper will be suspended

Campers may be suspended for failure to follow the standards of discipline established by day camp staff as outlined below:

- Refusing to remain with his/her group
- Using inappropriate language
- Rude/disrespectful behavior
- Fighting/hitting/biting/kicking
- Theft or defacing property of others
- Verbal threats/name-calling
- Uncontrollable behavior
- Bullying

BULLYING POLICY

City of Tucker Summer Camps will enforce a zero-tolerance policy against bullying this summer.

We define "bullying" as aggressive behavior manifested by the use of force or coercion to affect others, particularly when the behavior is habitual and involves an imbalance of power. It can include verbal harassment, physical assault, or coercion and may be directed repeatedly towards particular victims. Bullying is not an isolated incident.

Each child entering our camp program will attend a camp orientation on the first day of the session where staff will discuss camper expectations, our behavior policy and the zero-tolerance policy against bullying. Campers will have a pre-determined station available to report all incidents of bullying. A staff person assigned to this camp task force will investigate all reports. All parents will be notified by an incident report, a phone call or an e-mail if their child is involved in a reported incident.

To be successful with this aspect of our camp community, we will deliver age-appropriate activities that encourage and develop listening skills, working together and understanding others.

We are committed to incorporating this aspect to our existing camp program, to ensure that our campers have the opportunity to learn and explore in an emotionally safe environment designed to build self-confidence and teach responsibility.