



SHARKS & MERMAIDS CAMP



Parent Handbook

Cumming Aquatic Center
201 Aquatic Circle, Cumming, GA 30040
www.cummingaquaticcenter.com
770-781-178

Table of Contents

Enrollment and Registration	Page 3
Payment	Page 3
Credit-Refund Policy and Discounts	Page 3
Daily Camp Operations	Page 4
Late pick-up Fee	Page 4
Parent/Staff Communication	Page 4
Special Needs, Clothing/Attire	Page 4
Injuries and Illness	Page 4
Behavioral Management	Page 5
Discipline	Page 5
What to bring to camp/Leave at home	Page 6
Meals/Snacks, Activities	Page 6
Counselors/Staff	Page 6
Photo Waiver	Page 6
Schedule	Page 7
Contact Information	Page 7

Enrollment and Registration

Registration is available at the Front Desk or Online at www.cummingaquaticcenter.com
Location: 201 Aquatic Circle, Cumming, GA 30040

Front Desk Hours:

Monday – Friday	6:00am-8:00pm
Saturday	8:00am-5:00pm
Sunday	1:00pm-5:00pm

Age/skill Requirements:

- All campers must turn 5 before the first day of camp.
- All campers must take a swim test which consists of a 25 yard continuous swim unassisted in 7ft deep water. Any camper who does not successfully complete the swim test will be required to wear a life jacket (provided).

Payment

All registration must be paid in full in advance; registration for camp closes the day before the first day of camp. No late enrollments.

Payment does not include lunch or snacks. Children must bring their own lunch/drink each day.

Credit/Refund Policy:

Refunds will only be issued if 5 days' notice is provided for withdrawal. Administrative fees are always non-refundable, even if adequate notice is provided. Refunds/Credits will not be given once the camp begins.

Refunds may take up to 2 weeks to process.

Sample Schedule:

8:45-9:00 Drop Off Time (Free Play in Classroom)
9:00-10:00 Outdoor Game
10:00-12:00 Pool Time
12:00-12:30 Lunch (Bring your own)
12:30-1:00 Arts and Crafts
1:00 Pick-up time

* Schedule will vary depending on weather, pool availability, time necessary for specific activities.

Daily Camp Operations

Checking your child in and out of care:

CAC Camp: Drop-off and Pick-up for CAC camp will be at the Aquatic Center Front Desk.

There will be a staff member at the drop-off/pick-up area for you to leave your child with. DO NOT just drop your child off at the curb. You must come in to sign them in and also to sign them out at the end of the day. You may drop off as early as 8:45am. Camp activities take place between 9:00am and 1:00pm. If your child is being picked up by someone other than you or the persons on your authorized pick up list, make sure you have notified IN WRITING the camp staff. If no one is aware that someone other than yourself is picking up your child and they are NOT on the Authorized pick up list of persons, your child WILL NOT be allowed to leave with that person. Please be patient with our staff as they ensure the safety of your child.

Late Pick-Up Fee

Any participants that are not picked up on time (1:00pm) will be charged \$1/minute they are late. There will be no refunds if a child is picked up early. Payment is due upon arrival. If payment is not received, the child cannot attend the program until payment is made in full. If CAC staff has not been contacted by the parents about a late pick up, the police will be notified at 2:00pm. When the police arrive, the participant(s) will be turned over to their custody.

Parent / Staff Communications & Involvement

It is important for parents and camp staff to maintain open communication at all times. Please ensure we have a contact number to easily reach you, in addition to an emergency contact number.

Special Needs

It is important that you, the Parent/Guardian, inform us of any special needs your child may have so we can fully meet their needs and ensure the summer program is a success for every child.

Clothing and Attire

Children will be in and out of the water, please send them with proper swimming attire (no cutoffs or gym shorts), a towel, goggles, and a change of clothes. Please note, if a child does not have a swim suit, they will not be allowed to swim.

Injuries

Whenever an injury requires attention beyond minor first aid, a phone call will be placed immediately to the parent. Staff will make every attempt to notify the parent, at work or through an emergency contact, before seeking necessary treatment at the doctors/hospital. Parents/guardians are responsible for providing medical insurance covering injuries for the participation in the CAC Camp.

Illness

A child's health is a matter of major importance to all of us. If a child becomes ill during the day, parents will be called and asked to make arrangements to pick up the child. If your child goes home with a fever of 99.9 or higher, they can't return to camp until they are fever free for at least 24 hours. You still have to pay for those days.

For major life threatening injuries or accidents the camp procedure is the following:

- 911 will be called immediately
- The parent/guardian will be called
- Based on the professional decision of the EMT unit, the child may be transported to the closest medical facility for immediate care.

Behavioral Management

With prior knowledge of our basic guidelines of safety and good conduct, each child is made aware of the behavior expected of him/her. Regardless of the situation, each child is accountable for his/her own actions. As in any group activity, the inappropriate behavior of a few children can spoil the experience for the entire group. Therefore, the following basic guidelines apply directly to each child and will be used in determining his/her eligibility to continue as a summer camp participant:

- 1) Children must stay within the designated camp area. At no time should they leave the group without a staff person
- 2) Children will not be allowed to use foul language, be repeatedly rude or discourteous to staff or peers.
- 3) Children will respect their property, as well as the property of others
 - Destruction and defacing of the camps facilities. Stealing will not be tolerated.
- 4) Parents will be financially responsible for any destruction/defacing to the facility by their child.
- 5) Engaging in any type of fighting will not be permitted. Any behavior that jeopardizes the safety of other children or staff will not be tolerated. (I.e. throwing objects, pushing, hitting, biting, threatening violence)
- 6) Children will be expected to listen, respect and follow directions given to them by staff
- 7) Children must be able to keep their hands to themselves and not violate another person's personal space.
- 8) Absolutely NO drugs or drug related activity/clothing or any item intended for use as a weapon will be allowed.
- 9) Absolutely NO cell phones, pagers, walkie-talkies, Game Boys or other electronic games or gadgets etc... will be allowed at camp!!! If found, they will be taken up and given to the parent at the end of the day. If we see them twice, they will be written up.

Discipline

In order to provide a FUN and SAFE environment for your child while participating in the CAC program, the following discipline procedures have been established:

*When unacceptable behavior occurs, the child will receive-

STEP 1: VERBAL WARNING

STEP 2: "TIME OUT" system will be used. A staff member will explain to the child why he/she is being placed in timeout.

STEP 3: A written CONDUCT REPORT will be presented to the parent and child, explaining the unacceptable behavior.

STEP 4: A second CONDUCT REPORT will be issued

STEP 5: A third CONDUCT REPORT will result in an immediate expulsion. If a child is expelled from camp, he/she can't return for one full year. Upon return he/she can't receive another conduct report.

*When physical confrontation occurs (kicking, hitting, spitting etc) the child will receive a written conduct report and that can result in immediate expulsion. When discipline problems arise, our staff will contact the parent or guardian during or immediately following the program. Our goal is to provide a quality program for all participants.

CAC reserves the right for immediate dismissal of any child.

What to bring to camp

We suggest you send your child's belongings are CLEARLY labeled with their name and phone number. A specific place is designated at the Aquatic Center for personal belongings to be stored.

The program is not responsible for any lost, stolen or damaged items, INCLUDING MONEY. Please send your child with the following each day:

- A packed lunch with a drink (outdoor concession stand will also be available)
 - Extra change of clothes, including socks
 - Swim gear (goggles, towel, swim suit)
- Staff will not accept any money from parents or for the purpose of buying lunch for a child nor will they hold money for a child. Children are permitted to buy food from the concession stand during lunch break.

What to leave at home

Please make every effort to ensure that your child is not bringing any game boys or electronics to camps. Toys are fine for quiet time and free play but NO iPads or other electronics (including cell phones).

Activities offered throughout the camp

Indoor Pool Games, Water Park, Playground, Group Crafts, Outdoor Games, Fitness.

Meals and Snacks

Children must bring their own lunch with a drink each day. Our Outdoor concession stand will also be available (cash accepted).

***Please Note**, we do not have access to a refrigerator, freezer, or a microwave. Please plan and prepare your child's lunch accordingly so their food does not spoil. We recommend that you use the insulated lunchbox to keep the food from spoiling. We do not allow parents to bring fast food during the lunch hour.

Counselor: Camper Ratios

1:10

Requirements for Staff

Our staff is chosen carefully to ensure the participants will have a fun, safe and memorable experience during the program. We hire individuals that have experience in education and/or recreation and who have a sincere interest in the welfare of the children. All of our staff are certified lifeguards, or swim instructors and are background checked prior to employment.

Photo Waiver

We would like to capture the fun of campers throughout the day. The photographic/video release form indicates consent and agreement that the City of Cumming Aquatic Center ("CAC"), its employees or agents have the right to take photographs, videotape, or digital recordings of the minor while he/she is at or using the CAC. Said photographs, videos or digital recordings may be used in any and all media, now or hereafter known, exclusively for the purpose of promoting the CAC, its programs, features and uses. Please see attached waiver for more details.

Contact Information

Cumming Aquatic Center

Location:

Cumming Aquatic Center
201 Aquatic Circle
Cumming, Ga 30040

Main: (770) 781-1781

www.cummingaquaticcenter.com

Camp Coordinator

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