

**2024 Program Policies and Procedures**

Welcome to **Mighty Camps**! We are so happy to have you join our Mighty Family. Our goal is to provide your child with an engaging and energizing camp experience in a safe environment where they can have a blast participating in a broad range of activities!

We look forward to having a fun, exciting, and safe summer with your child! Here are a few policies we would like you to be aware of for the safety of your child(ren) as well as others.

**To ensure program transparency, parents are required to read and then complete the “Camp-Policies and Procedures Agreement” form on your Camp Site account prior to camp.**

* **Program Purpose:**

The purpose of Mighty Camp is to engage, energize, and inspire children to be active, to foster personal character development and respect for others, to teach children sport-specific skills and to HAVE FUN!

* **Program Mission:**

In short, we exist to build confident, capable problem solvers and to expand the positive self-talk of the campers we serve!

* **Ages Served:**

Mighty Camp serves children age 6-11yrs.

* **Special Needs Children:**

Genesis Health Clubs complies with the Americans with Disabilities Act (ADA) and other applicable regulations pertaining to providing services to individuals with disabilities. We carefully consider each child’s individual needs in order to determine if our program can accommodate a child’s special needs; please discuss your child’s needs with the Director.

* **Camp Hours of Operations:** 
  + **Blairwood -** Monday-Friday from 9:00am-4:00pm
* **Admission and Registration Procedures:**

**Prior to participation in camp, parents are required to submit the following through the online registration system:**

* + Health History Form
  + Immunization Form
  + Emergency Information Form
  + Photography Permission Form
  + Activities Permission Form
  + Policies and Procedures Agreement Form
  + Sunscreen Policy Agreement OR Sunscreen Waiver
  + Contact information for Authorized Pick-ups
  + Payment in full for program or payment plan enrollment
  + Signed Behavior Guidelines Form

**CAMP Fees By Location**

**Camp fees vary by location. Refer to your location’s webpage for pricing.**

**Other Camp incidental fees:**

$1.00 per minute late charge for every minute after closing.

\*When enrolling 2 or more siblings at the same time, receive a 5% discount off all items at check out.

**Summer Cancellation Policy:**

* January through May 31st – Credit if qualified, deducting $25 change form fee.
* June 1st through summer season – Credit if qualified, deducting $50 change form fee.

**Cancellation Due to Camper Sickness:**

To support with daily operations, parents are asked to call the Camp Desk to ensure clarity. No refunds or day credits are given for illness.

If a participant becomes ill during the program day the participant’s guardians will be notified. The team leader will communicate with the participant’s guardians to arrange a pick-up. If a camper departs early due to illness no portion of the program fees are refundable.

**Daily Operational Procedures:**

**Child Drop off - sign-in sheets**

Parents will check in camper for the day at the camper’s drop-off by the pool entrance. Camp staff will ensure camper has appropriate attire/supplies for the day prior to guardian departure. Once signed in, staff will escort the camper inside to their camp team for the day.

**CHILD PICK-UP**

Children will be released to an authorized parent or guardian during camp pick-up by camp staff at the end of the day after checking with the authorized guardian list. Camp counselors will only release a child to the person who enrolled the child in camp, or a person listed as an authorized alternative pick-up. Under NO circumstances will your child be permitted to leave with anyone other than the individuals designated in writing on the proper Authorization Form. **Adults picking up your child will need to provide government-issued photo ID for verification.**

**LATE ARRIVALS**

For all late arrivals after the posted drop off-time frame, parents are asked to walk the child in and wait at the front desk until a camp member can meet them.

**LATE PICK-UPS**

If a child has not been picked up by the time camp closes, team members will call parents/ guardians. A camp team member will remain onsite until all children have been signed out. If a parent or guardian does not pick up a child within 30 minutes of closing, a camp team member will make every effort to contact the adults listed on the Emergency Contact List. Once all contacts have been called, the Local Police will be contacted for assistance.

**incident and Injury reports**

We take many precautions to ensure the safety of each camper in the program, however occasional incidents do occur. If an incident or injury occurs, appropriate first aid will be administered, and an Incident Report will be completed and presented to parents at the end of the day. This report will describe the incident and the follow-up care that was provided. A copy of the report will be kept on file.

# DRESS CODE

# Close-toed athletic shoes are preferred since we are very active throughout the day. Please pack a swim suit and towel each day, and apply sunscreen in the morning before coming to camp.

**PERSONAL BELONGINGS**

We ask that campers bring a labeled backpack to keep their personal belongings. Counselors will encourage children to “keep their valuables safe.” However, we are not responsible for items lost or damaged**. Please do not bring toys or electronics from home.**

**PROCEDURES FOR SNACKS**

* Mighty Camps will provide a lunch and afternoon snack.
* If parents choose to pack additional snacks, they are required to be nut free.
* Campers are permitted to access their personally provided snacks during snack times and as needed.

**Procedure for identifying where children are at all times:**

Children must be escorted to their counselor by their parent and signed in by their parent each day. Parents are required to call the camp desk to communicate their child’s absence. Should a child not be accounted for during the camp day the counselor will immediately contact the director. The director will call the parents when it is determined that the child is missing from the premises. Throughout each camp day, the following counselor expectations are in place:

* Team Rosters are to be in hand during transitions
* Campers should be counted repeatedly during transitions
* Roll call should occur prior to and at the end of each activity and recorded on the hourly camper tracker
* Counselors must “check-in” and “checkout” campers on their personal copy of the sign in sheet to ensure the correct number of campers.

**Discipline/ How The Mighty Camps Team Capture’s Teachable Moments:**

* + DLP- to support our campers in expanding their self-image and positive self-talk, Mighty Camp’s team is hyper vigilant about **describing**, **labeling** and **praising** campers for their positive contribution to their camp community. Whether it’s holding a door, including a new camper, picking up trash or encouraging another…. campers at Mighty Camps are noticed and celebrated for the positive impact their presence makes!
  + Intention/Impact- When mistakes happen, our team facilitates an intention/impact conversation. The bull’s eye of an intention/impact conversation is to help the child capture learning and gain understanding that sometimes what “we hope to accomplish” does not match the impact made by our choices. For example, I may not have intended to hurt someone’s feelings when I choose not to throw the ball to them. That said, regardless of my intention, I am responsible. In facilitating intention/ impact conversation campers have the opportunity to take responsibility for their choices and grow in their understanding of how their choices impact others.
  + If physical violence/ aggression occurs towards a camper or staff and results in injury or damage to physical property, parents will be called for an immediate pick-up followed by a 24hr suspension from camp.
  + If challenging camper behavior continues and directly impacts the team’s ability to keep said camper or other campers safe, Mighty Camps will determine that the program is not the right fit for said child. Examples of unsafe behavior that would deem a camper not being the right fit include; violent or aggressive behavior, running away from camp group, consistently not following directions.

**Policy for Proper Supervision of Campers:**

Mighty Camps strives to provide a 1:12 team member to child ratio. Proper supervision of children requires a high level of team member engagement and participation in scheduled programming. Team members are expected to facilitate programming from the center of action versus observing from the slide lines. Team member participation directly impacts the level of interest, enthusiasm, and participation of the children in our care. Furthermore, when children are actively engaged in the program at hand, challenging camper behaviors are less likely to occur. When on the field, at the pool, in the gym or in the classrooms, team members should position themselves in a way that maximizes their ability to have eyes on each child they are directly responsible for. Meaning, team members should be always facing their campers and that team members MUST adhere to the “Rule of 3” at all times.

**Sun Protection Policy:**

Counselors are required to provide direct supervision as campers apply sunscreen. Counselors are prohibited to apply lotion sunscreen on campers. Counselors can assist with the spraying of spray sunscreen. Sunscreen must be applied prior to outside play unless parents provide written notice that they have applied sunscreen themselves.

We encourage parents to provide spray on sunscreen or have their camper utilize the buddy system when applying sunscreen. Parents MUST provide sunscreen or sun protection for their child and the sunscreen MUST be labeled with the child’s first and last name.

**Health Policy:**

Children need to be in good health in order to get the most out of their camp day. In order to reduce the spread of illnesses, we ask that team members and children remain home if any of the following symptoms are present:

* Vomiting and/ or diarrhea. Children may return to camp 48hrs after the last episode of vomiting of diarrhea.
* Runny nose with green or yellow discharge that can be associated with a fever or cough. Any discharge other than clear may be a sign of infection. Children may return to camp 24hrs after all symptoms are gone.
* Fever of 101° or above. Children may return to camp after being fever free for 24hrs without Tylenol or similar products.
* Conjunctivitis or pink eye. Children with red, itchy, draining or crusty eyes may have Conjunctivitis. Children may return to camp after 24hrs of successful antibiotic therapy.
* Rashes or skin conditions such as impetigo or contagious cold sores. Any unusual rashes should be examined by a doctor. Children may return to camp after all symptoms are gone, or the child’s doctor has provided written clearance.
* Chicken Pox. Children with Chicken Pox may exhibit the symptoms of low fever, rash, blister, scabs, and malaise. Children may return to camp after all sores are crusted over and dried.
* Lice/ Hair Infestation. Children may return to camp 24hrs after receiving a specified Lice Shampoo treatment and all the eggs are gone.
* Other symptoms. Children will be excluded from camp as the Director or Health Department determines it is inappropriate for the child to be at camp.

In case of illness or injury, the camp counselors or Director will make every attempt to contact the parents/ guardians indicated on the Registration Forms. If your child is sick he/she will be kept comfortable and will be isolated from the other children in the program.

Children who arrive at camp with symptoms will not be admitted without proper authorization from a doctor or negative test result. It is our goal to create and maintain a healthy environment.

**Policy for handling sick or injured children:**

No sick child will be accepted into Mighty Camps. In the case of illness during the day the parent or guardian will be notified, the sick child must be picked **within an hour of the call**. Sick children will be kept separated from the other children until the parent arrives.

Symptoms that necessitate removing a child from camp include but are not limited to:

* + Sore throat
  + Rash
  + Vomiting
  + Diarrhea
  + Earache
  + Fever (temp. of 101 F or higher)
  + Eye discharge (thick mucus, or pus draining from the eye or a pink eye)
  + Yellowish skin or eyes
  + Severe coughing

All parents will be notified of any contagious disease affecting the children at Camp. A child with a communicable disease will not be readmitted to Camp until the contamination period has passed or until the child is fully recovered.

Injury/Accident:

If a child is injured the staff member who is closest to the child at the time of injury is responsible for tending to the child and for filling out an **Incident Report.** If the injury is severe, other staff will be called including the Camp Director and Club Manager.

* If severity of injury is in doubt, team members are to call 911.
* One staff member will remain with the child at all times.
* The parent will be notified of the injury or accident and an incident report will be filled out and a copy kept in the child’s file. The director is responsible for follow up calls to the parents.

**Medications:**

We do not administer medications except emergency inhalers and Epinephrine. **Siblings may not share medication. Medication must be directly handed to a team member at the Camp Desk for check-in and proper storage in an area that is not accessible to children. Children cannot be sent to camp with medicine in their packed belongings.**

**Policy for storing and Access of Inhalers and Epinephrine:**

Emergency medicine such as inhalers and epinephrine are to be signed in and out at the Camp Desk by the camper’s counselors daily. Once signed out, emergency meds are to be stored in the counselor’s backpack, which MUST remain on the counselor’s back at all times. Once the camper requiring emergency meds departs for the day, the medicine is to be signed back in at the Camp Desk. When campers requiring emergency medication are not present on a given camp day, the meds are to be stored in a locked cabinet.

With written consent and authorization from the prescribing health care provider, children may carry their own inhalers and epinephrine, and use as directed. In order to self-carry children must have the following:

* A signed contract with the parents and child acknowledging and assigning level of responsibility for each individual
* Orders for the medication from the health care provider
* Confirmation from the health care provider stating that the child has been instructed and is capable of self-administration of the prescribed medications

Prior to each camp week, Mighty Camp’s Administrative team generates and distributes a roster of all children who have emergency medications, all children are at risk of anaphylaxis, and children who have the permission to carry and self-medicate as needed.

**Camper Hygiene Policy:**

Children and team members are responsible for washing their hands upon arrival each day, before and after snack times, meal times, and using the restroom. Proper hand washing techniques outlined below must be followed 100% of the time and taught to children when necessary:

* Wet hands
* Apply enough soap to cover all hand surfaces
* Rub hands palm to palm
* Right palm over left hand with interlacing fingers and vice versa
* Palm to palm with fingers interlaced
* Backs of fingers to opposing palms with fingers interlocked
* Rotational rubbing of left thumb clasped in right palm and vice versus
* Rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa
* Hands should be washed for a minimum of 20 seconds
* Rinse hands with water
* Dry thoroughly with a single use towel
* Use towel to turn off faucet

Children are also required to be able to safely use a standard restroom facility unassisted by an adult for admittance into our program.

**Policy for releasing children from camp:**

A child can only be released to person for whom Mighty Camps has written authorization. At the time of registration parents must provide Mighty Camps with a list of people who are authorized to pick up their child, these forms will be completed at the time of registration and kept in each counselor’s group binder. It is Mighty Camp’s policy to ask the person for an ID to verify the release. If a Team Member is uncomfortable releasing the child, we will contact the parent. A counselor will remain with the child until the parent/guardian arrives. Children will not be released to an unauthorized adult. If an unauthorized adult attempts to pick-up a child, parents will be immediately notified via a phone from the camp administrative team.

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**Policy for Determining who is present in the center at all times:**

At any given point of time, the director, assistant director, and administrative support team have the ability to identify who is present in the center through reviewing Camper Sign-In sheets, Camper Trackers, Visitor Sign-in Sheets, team member check-ins, camp rotation schedule and through completing a team member “radio roll call.”

**Policy For End of Day Camp Closure:**

At the conclusion of each camp day, the closing team member is responsible for completing the following responsibilities:

1. Reviewing all sign-in/out sheets to ensure each child is signed out and picked up
2. Walking the facility to ensure that all children are picked up
3. Remaining onsite until all children are picked up

**Policy Regarding Program Closure:**

We do our best to plan and not offer dates of service that could become unavailable. If Mighty Camps is no longer able to serve children, parents will be notified, by email, then by phone, at the earliest possible date to support parents in their ability to secure alternative care.

**Policy Regarding Mandated Reporting of Suspected Child Abuse or Neglect:**

It is required by law that any and all incidences of suspected child abuse and or neglect be reported to the State Department of Human Services. It is the responsibility of the Department of Human Services to determine what abuse/neglect (if any) has occurred. Examples of situations that would be reported by Mighty Camp’s Team Members:

* Marks or bruises on a child that are unexplained or seem unlikely to have occurred as a result of the explanation given
* Reports from the child of abusive or neglectful treatment or observations by team members of abusive or neglectful treatment of a child
* Failure by the parent to obtain appropriate medical care for a child
* Observations by team members of inappropriate sexual behavior of a child
* Observations by team members of possible neglect (inappropriate hygiene and or provisions of appropriate clothing, food, and shelter for the child)