



## 2024 Program Policies and Procedures

Welcome to **Mighty Camps at Orlando Sportsplex!** 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 May 1<sup>st</sup>.**

- **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 ages 3-15yrs.

- **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.

- **HOURS OF OPERATIONS:**

- **ORLANDO SPORTSPLEX** Monday-Friday from 9:00am-3:00pm. Extended care available from 8:00am – 6:00pm.

- **ADMISSION AND REGISTRATION PROCEDURES:**

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

- Health History Form
- 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
- Signed Behavior Guidelines Form

### **FRIEND REQUESTS**

We do our best to accommodate as many friend requests as possible. Friend requests are granted on a first come, first serve basis and are not a guarantee. The following information is required in order to submit a friend request:

- First and Last name of the Friend
- Both parties need to request each other
- Campers need to have the same camp schedule (days of the week, camp sessions)

### **CANCEL ATION POLICY**

All cancellations require a 2 week notice to avoid \$25 cancellation fee.

### **DAILY OPERATIONAL PROCEDURES:**

#### **CHILD DROP OFF - SIGN-IN SHEETS**

Extended Care drop off inside the main entrance of Kid's Stuff from 8:00am - 8:40am. After that time – There will be a car line for pick-up and drop-off from 8:45am – 3:15pm.

#### **CHILD PICK-UP**

Children must be signed out each day at car drop-off line. 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 PICK-UPS**

If you are late picking up, your child will be checked into kids' stuff, and you will be charged our extended care fee.

### **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**

Please provide appropriate clothing for all weather. We like to paint and make big messes, so please do not dress your child in their best clothing. Since we are very active throughout the day close-toed athletic shoes with socks are required at all times. **No flip flops or crocs are to be worn at any time.** Please pack a swim suit and lunch 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.**

We recommend labeling belongings prior to attending camp. We partner with Oliver’s Labels on our enrollment site if it serves to purchase labels. We coach responsibility with our camper’s belongings and perform routine backpack checks. If there is something left behind at the end of the day, our closing team will take lost and found to the Kids Stuff main lost and found, to support parents picking up during non-camp hours. Lost and found is held for two weeks before being donated.

### **PROCEDURES FOR EXTENDED CARE SNACKS**

- Campers that are here for Extended Care are permitted to access their personally provided snacks during snack time at the end of the camp day.

## **PROGRAM POLICIES:**

### **WEATHER RELATED POLICIES:**

- Excessive Hot Weather: Children will be cared for indoors in cooler rooms with water available for hydration.
- Excessive Wet Weather: Children will not be allowed outdoors to play. Indoor activities will be planned.

### **DISCIPLINE/ HOW THE MIGHTY CAMPS TEAM CAPTURE’S TEACHABLE MOMENTS:**

We feel socialization and learning how to have successful relationships with friends is an important part of the camp experience. We understand that “teachable moments” are a part of socialization process. Below is an outline of how Mighty Camps team of youth development professionals choose to navigate teachable moments:

- a. Mighty Camps team recognizes that when it comes to your child...you are the expert! We proactively partner with parents to learn best practices on how to support their children. We work diligently to connect with parents during morning drop off to capture pertinent information that may be occurring outside of camp that could impact a child’s day. We make it a priority to connect with parents at the end of each camp day to share about each camper’s day to ensure an open line of communication as we work as a team to support the growth and wellbeing of each child in our care. However, parents will be notified of any behavior warranting a conference. In an effort to support the effectiveness of our counselors we ask that parents keep open communication with us,

letting us know of any situation at home that could cause stress and inconsistent behavior. In addition to daily in person conversation, Mighty Camps team will provide weekly communication about what to expect in camp.

- b. At Mighty Camps, we believe kids do well if they can. In other words, we believe that children will consistently meet expectations and follow rules IF they have the skills necessary to do so. With this philosophy as our foundation, we understand that our primary role is to be educators. Educators of life skills and character! This is the work we are MOST passionate about and we have the luxury of teaching these important skills through facilitating FUN camp programs! Whether we are leading a lacrosse sport workshop, Character First class, doing arts or crafts, or swimming at the pool our team of youth development professionals understand that the “real” work at hand involves teaching children how to use their words to advocate for themselves, how to respectfully handle the intrusions of others, and how to be confident, capable problem solvers! Although we leverage many different resources and techniques to support our ability to effectively guide the growth of the children in our care, outlined below are two of our foundational tools:
- 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.
- c. At Mighty Camps we leverage the “Collaborative and Proactive Solutions” model developed by Doctor Ross Greene (Learn more about this approach by visiting [livesinbalance.org](http://livesinbalance.org)). In leveraging this model, when we experience ongoing challenging camper behavior, we meet as a team to track data about when the challenging behaviors are occurring. We use this data to support our ability to identify the camper’s specific lagging skills. Once known, the team is empowered with the information necessary to change the environment and modify expectations to allow each camper to be successful and work towards mastery of new skills.
- d. If and when Mighty Camp’s team of youth development professionals have exhausted all resources and must recognize the program as not being the right fit for a particular child, parents will be contacted by the camp director. Prior to deciding the Mighty Camps program is no longer the right fit for a child, the following actions will take place:
- Daily communication between team and parents will occur to share about the child’s experience and partner with parents to support the child’s success.
  - Conference between team and parents to identify child’s lagging skills and collaboratively problem solve systems to put into place to support the child’s success.

- Continued data tracking after the implementation of agreed upon systems with daily parent communication.
- 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.
- Once the decision is made, parents will be notified through a phone conversation and given 1 camp week to secure alternative care. During this week, the team will do everything in our power to fill the camper's spot in camp with waitlisted campers in order to secure a refund (see above Cancellation Policy).

### **SUN PROTECTION POLICY:**

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

We encourage parents to apply sunscreen prior to camp drop off. 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.

**POLICY FOR STORING AND ADMINISTERING CHILDREN'S MEDICATION:**

If a child requires medication to be given daily, Mighty Camps staff will need a completed Medication Administration form signed by the child's physician and the **original childproof container** with written directions from a pharmacist. The container needs to have the child's first and last name, as well as an expiration date. We will store the medication in accordance with the form completed by the physician, stating the dosage, time to be given, and any other special instructions that may be needed. We recommend that parents ask their pharmacist for two separate containers for the medication: one for home and one for us.

All prescription drugs must be in the original pharmacy bottle with the full pharmacy label. The label should include the following information:

- Child's Name
- Name of Medication
- Dosage
- Frequency Per Day

**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:**

Medication administration form will need to be filled out prior to camp season. Camp leadership will store all approved medications in a labeled Ziploc and store appropriately until it needs to be administered. If this is done daily and the child is registered for the week – Medications will go home with the child on Fridays unless otherwise advised. Epi pens for food allergies are placed in the campers lunchbox, but otherwise medications are kept by the counselors in a safe location.

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 versa
- 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. 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.

### **POLICY REGARDING MANDATED REPORTING OF SUSPECTED CHILD ABUSE OR NEGLECT:**

It is required by law that 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)