



## Kids Camp 2022

### Policies and Procedures

**We encourage you to review all our policies and procedures.**

Country Club of Roswell Kids Camp is not licensed by the state of Georgia as a child-care facility as it operates a recreation program for less than four months per year.

#### Days and Hours of Operation

CCR Kids Camp is our five-day summer program packed full of fun. The Camp experience includes instruction with our PGA (golf) and PTR/ USPTA (tennis) professionals, supervised swim time, outdoor games, and specialized activities. All member children, grandchildren, and sponsored friends are welcome and are encouraged to participate in multiple weeks. During Camp, carefully selected counselors will supervise your children throughout the day. Monday- Friday 9:00am-4:00pm

(optional: Before Camp Care 8:00am-9:00am and After Camp Care 4:00pm-5:00pm)

#### Enrollment

Prior to your child's attendance, the following forms will be completed and submitted electronically to CCR Kids Camp. The information on the forms will remain confidential and will be shared with only Camp Staff as required to meet the needs of the child:

- Registration Form including Emergency Contact information, Allergies, T-shirt sizes, and any special care instructions
- Signed Activity Waiver

#### Age Requirement

CCR Kids Camp is open to children aged 5 to 12, fully toilet trained and out of pull-ups. We recommend Kids Camp for school aged children (K-5th grade) due to the fast paced, high activity schedule in a group setting.

#### Summer Camp Pricing and Billing:

##### Early Bird Discounts

**For Registrations from March 1<sup>st</sup>-18<sup>th</sup> ONLY!!!**

Camp Weekly Sessions	\$300 Members	\$350 Non-Members
<b>Full Registration (All 7 Weeks)</b>	\$100 off total   \$125 off total single child   multiple children	\$50 off total   \$75 off total single child   multiple children
<b>Sibling Weekly Sessions</b>	\$50 off total price per family	\$25 off total price per family

**Regular Pricing for Registrations After March 18<sup>th</sup>**

<b>Camp Weekly Sessions</b>	\$325 Members	\$375 Non-Member
<b>Camp Daily Sessions</b>	\$75	\$100
<b>1 Time Registration Fee</b> (non-refundable: includes 1 camp shirt and a water bottle)	\$40 (non-refundable)	\$40 (non-refundable)
<b>Lunches OPTIONAL</b>	Weekly \$30   Daily \$8	Weekly \$30   Daily \$8
<b>Before Camp Care</b>	\$10/hr. per family	\$15/hr. Per family
<b>After Camp Care</b>	\$10/hr. per family	\$15/hr. Per family
<b>Late Pickup Fee</b>	\$25	\$25

**All non-members will be charged on the sponsor member account ONLY!**

\*Registration is open for members only until March 15<sup>th</sup>, after that date, grandchild(ren) and non-members are welcome to register.

**Charging and Cancellation**

Due to many unknowns still involving our upcoming camp sessions, we have made modifications to our regular charging policies. All Campers who have registered will see their accounts charged as follows:

- **March 22<sup>nd</sup> for early bird camp registration and weekly/daily sessions only**
- **April 30<sup>th</sup> for all June Camp registration and weekly/daily sessions only**
- **May 31<sup>st</sup> for all July Camp registration and weekly/daily sessions only**

If you register for camp in a month that has already been charged, you will see the charge appear on your member account at the end of the current month in which you filled out paperwork. Before and after camp care, late fees and lunches will be charged at the end of each camp week.

All cancellations made less than two weeks from the camp start day will result in a 50% charge to your member account. Any cancellation after the start of camp will result in a full member charge. Children removed from Camp due to behavioral issues will incur a full member charge. Children excluded from care due to illness may be eligible for make-up options if the space is available.

**Staff to Child Ratio**

Camp Strives to operate no higher than a 10 to 1 child to staff ratio. There may be exceptions to that operation standard during transportation and in the event of an unexpected absence of staff member.

**Exclusion Policy**

Please ensure that you meet the Youth eligibility guidelines and stay home when feeling ill.

- Employees and campers should stay home if they have tested positive for, are showing signs of, or have come in close contact with a person exhibiting COVID-19 symptoms within the last 14 days.

- Symptoms of COVID-19 can include fever, cough, shortness of breath or difficulty breathing. Additional symptoms include chills, new loss of taste and smell, and vomiting/diarrhea (Children only). While symptoms in children are like adults, children may have milder symptoms.
- Children should stay at home if they are exhibiting in conjunction with our exclusion policy (See Below).

In conjunction with the above instances, children will be excluded, and parents called, with the following signs or symptoms as outlined by our exclusion policy:

- Fever, defined as 100.4 degrees or higher.
- Diarrhea, defined as runny or watery stool two or more times in 24 hours
- Vomiting
- Undiagnosed body rash
- Sore throat with fever or swollen glands
- Yellowish skin or eyes
- Eye discharge, defined as thick mucus or pus draining from the eye or pink eye
- Severe coughing, where a child gets red or blue in the face or makes a high-pitched whooping sound after coughing.
- Signs or symptoms of possible illness such as lethargy, irritability, persistent crying, or any other unusual signs.

Please note: if a child is crying uncontrollably and obviously uncomfortable in the camp (for more than 30 minutes), the parent or guardian will be called and asked to pick the child up.

Generally, children excluded from care due to non-COVID-19 related illness will be asked to stay home for a minimum of 24 hours since their last symptom or fever or provided a doctor's note giving permission to return to camp.

Campers and their family who may be showing symptoms of COVID-19/ tested positive or have come in close contact with someone who has tested positive will not be permitted to return to camp until after a 7-day quarantine period or current guidance allows.

#### **Check-In Procedures**

Check in will be at the front of the Clubhouse from 9:00am-9:20am and parents will be asked to stay in their vehicles.

We ask that parents pull up one at a time and do not allow their child to exit until the counselor has given them permission to do so.

The Counselor will first ask a series of health screening questions and will then verify any day-of information. On Mondays, they will confirm allergies, approved pick-up guardian, and phone numbers.

We ask that all families arrive no later than 9:15am. If this is not possible, please plan to meet us in Kids Corner at 9:20am with all their belongings. We will not be able to leave a counselor at the front entrance after the group begins the daily activities.

#### **Items to Bring to Camp:**

**Backpacks** - because of heightened social distancing measures and cross-contamination concerns, we are asking all families to bring their own backpacks each day that their child can comfortably wear. This backpack may travel with them throughout the day.

**Hand Sanitizer** - we encourage everyone to bring their own personal hand sanitizer in their backpack so that children can clean their hands regularly after activities and before drinking from their water bottles while away from the Clubhouse. Hand washing is required before and after meals, sneezing/coughs, bathroom breaks, and food related activities.

**Water Bottle** - please bring your own water bottle or disposable bottle of water with the child's name on it. We encourage you to choose one that covers and protects where the child's mouth touches the bottle. Water bottles will not be stored and transported by counselors so children will be responsible for carrying their own bottle to each location.

**Spray Sunscreen** - please provide your own spray sunscreen. We will not allow children to share and will not be able to assist children in the application unless it is contactless.

**Hat** - we will be outside in the heat and not always in shade. Please bring a hat for your child to wear.

**Equipment for Tennis & Golf** - we are requiring everyone to provide their own equipment this summer. If you do not have racquet or golf clubs, we may be able to loan the child a set for use during camp. Campers will not be allowed to share equipment unless they are siblings.

**Clothing & Shoes** - please wear comfortable clothing and tennis shoes that participate in all Activities; swimsuits, cover-ups, and sandals are recommended for pool time. Please keep in mind that complicated swimsuits, rompers, or other pieces of clothing that would require an adult's assistance is strongly discouraged. Children should be able to easily dress and undress themselves while using the restrooms and changing for the pool.

#### **Leave at Home:**

- Toys, Balls, Electronic devices

If any of the above items are brought in, we will ask the child to leave them in their backpacks or confiscate it until the end of the day to avoid cross-contamination or distractions from our programming.

**\*\*Please make sure that everything that comes with your child is labeled with their name.\*\***

Golf Bags with clubs as well as tennis racquet are more than welcome to be stored during the week in the Youth Room.

**Tentative Schedule of Activities:**

9:00am-9:20am Camp Drop Off  
9:20am-10:00am Outdoor Fitness Games  
10:00am-10:15am Bathroom, Wash Hands, Snack  
10:15am-11:00am Mini Crafts  
11:00am-12:00pm Tennis (Tuesday, Friday) Golf (Wednesday, Thursday)  
12:00pm-1:00pm Lunch / change into swimsuits  
1:00pm-1:45pm Themed Activities (Cooking, Martial Arts, Special Guest Visits, etc.)  
1:45pm-3:15pm Pool Time (includes time walking)  
3:15pm-4:00pm Walk from pool, swimsuit change and afternoon snack  
4:00pm-4:15pm Camp Pick up

**Note: Due to Covid-19 and weather, the Schedule is subject to change**

**\*If number of full week participants is below 10 campers,  
a modified activity schedule will be used**

Our Goal is to keep everyone as safe as possible but also comfortable. We are planning to spend time outdoors on the garden Terrace as well as in larger Clubhouse spaces that allow for social distancing. Should free spaces not be available, we will divide the campers into groups and offer activities in the Youth Room, Garden Terrace, and other smaller Clubhouse spaces on a rotating schedule to allow for time in the air conditioning to cool down.

Social distancing will be encouraged for campers and counselors at all times. We will make every effort to keep children at a safe distance from each other and have put together games and activities that will not require shared supplies or direct contact.

**Administration and Store of Medication:**

At the time of registration, please make us aware of any allergies, dietary restrictions, or medical conditions as well as weather and additional aids (EpiPen, Asthma Inhaler, Diabetes Testing Kit) will need to accompany your child while in care. All essential medication should be stored in an easily identifiable bag, labeled with the child or family name, and not be expired. Our head counselor will generally keep any essential medication with our counselors' bag to ensure it is easily accessible and secure while we travel for activities. It is the family's responsibility to take home their medicine each day and no medication can be stored overnight.

Please alert the Head counselor at drop-off if essential medication is coming into camp. If the child requires medication and can take it on their own, they can do so with parental consent upon entering camp. All others requiring medication with assistance must have the parent administer.

Camp counselors are not medical professionals and are **NOT** allowed to administer medication to children. They are trained to recognize warning signs and can assist a child verbally with reminders. Camp does not store or stock any medications for children and will only provide band aids and ice packs for basic first aid.

### Management of Injuries:

In the event that an injury does occur:

- Properly maintained first aid kits are available and out of reach of children.
- Each staff member working with a group of children has had training in First Aid and CPR.
- All staff had immediate access to a phone to summon emergency medical services when needed.
- A staff member will then notify the parent or legal guardian of the emergency or fill out an incident report to communicate minor incidents at the time of pick-up.
- An incident report will be completed and available for review.

### Behavior and Guidance Policy

Camp is committed to a philosophy of using positive guidelines, redirection, planning to prevent problems, encouraging children to use appropriate behavior, setting clear, consistent rules and fostering the child's ability to become self-disciplined.

- Staff will encourage children to respect other people, to be fair, to respect property, and learn to be responsible for their actions.
- If a child is acting unruly or continually acts out, the parent or legal guardian will be called to pick the child up.
- We reserve the right to not accept a child into camp.

### Meals and Snacks

Lunch and snacks are provided daily. Snacks are included in tuition. Daily Lunch and snack are on a preset menu and will be emailed out as a reminder before each week of camp. Should a child have allergies, please provide full details in the registration form. We will also be making various foods during cooking fun themed activity and may have popsicles on Fridays. You are more than welcome to pack an additional snack option if it is **NUT FREE**.

- Children are asked to wash their hands before and after they eat.
- While serving food, counselors will be required to wear gloves and a face mask.

### Daily Lunch and Snack Menu

Monday	<ul style="list-style-type: none"> <li>• Turkey/cheese sandwiches</li> <li>• Chips &amp; carrot sticks</li> </ul>	<ul style="list-style-type: none"> <li>• Cheez-it</li> <li>• Fruit snacks</li> </ul>
Tuesday	<ul style="list-style-type: none"> <li>• Cheese Pizza</li> <li>• Fruit</li> </ul>	<ul style="list-style-type: none"> <li>• Granola bar</li> <li>• Go-gurts</li> </ul>
Wednesday	<ul style="list-style-type: none"> <li>• Spaghetti/marinara, meatballs on side)</li> <li>• Grapes</li> </ul>	<ul style="list-style-type: none"> <li>• Pretzels</li> <li>• Squeeze apple sauces</li> </ul>
Thursday	<ul style="list-style-type: none"> <li>• Chicken tenders</li> </ul>	<ul style="list-style-type: none"> <li>• String cheese</li> </ul>

	<ul style="list-style-type: none"> <li>• Curly Fries w/ Strawberries</li> </ul>	<ul style="list-style-type: none"> <li>• Apple slices</li> </ul>
Friday	<ul style="list-style-type: none"> <li>• Cheese Quesadilla, sour cream, and salsa (Mild)</li> <li>• Fruit</li> <li>• Ice cream treat or popsicles from the pool</li> </ul>	<ul style="list-style-type: none"> <li>• Goldfish</li> <li>• Cuties (oranges)</li> </ul>

### Pick-Up Procedures

All children will be taken to the front of their Clubhouse for parents to drive up and collect their children. A counselor will verify the adult while walking the child to their vehicle. Any information about their day (Behavior, injuries) will be communicated to the authorized adult picking up.

If someone other than the parent or legal guardian will be picking the child up, a written authorization is required either at the time of registration under authorized pick-up person or by the first day of camp via email. No child will be released without the presence or permission of the parent or legal guardian.

### Late Pick-up Policies

If parents or guardians are more than 15 minutes late without notification in picking up their child at the time of closing, a late fee of \$25 will be charged.

### Before Hours Care

Before camp care is available for \$10/ hr. per child or \$15/hr. per multi families before 9:00am daily from 8:00am-9:00am and must be booked in advance. At the time of registration, you will be given a chance to request the specific date and hours required.

### After Hours Care

After camp care is available for \$10/ hr. per child or \$15/hr. per multi families after 4:00pm from 4:00pm-5:00pm daily and must be booked in advance. At the time of registration, you will be given a chance to request the specific date and hours required.

### Communication During the Camp Day

A Counselor will greet you each day at drop-off and is available for any information that needs to be communicated to the other counselors or Youth Director. However, should anything change, and you need to reach the staff or Youth Director during the day, please call the front desk reception at (770) 475-7800 Please note the Youth Director is away from her desk and with the children throughout the day during camp. The Youth Director's direct line is (770) 475-7800 x210 and messages will be monitored no later than the end of the camp day.

### Camp FAQ

Thank you so much for registering for CCR Kids Camp this summer. Below are some reminders to make your camp experience stress-free. Please ensure that you have read through this so that you are prepared for the first day of camp.

### What if I need to drop my child off late or pick them up early from their session?

That is fine! Please let the Youth Director or counselors know in advance. When you arrive, reception will be able to assist you with our current location. If picking up early, please notify

the check-in counselor that morning and alert the front desk when you arrive. A counselor will bring the camper up for pick up.

### **What about the weather?**

Camp Roswell is designed to be outside, and the child(ren) will be active for most of the day. Please apply sunscreen before the start of camp each day to help protect your child(ren).

- Child(ren) will be asked to reapply spray sunscreen at various intervals throughout the day.
- We do not cancel camp due to rain and will try to follow as much of our usual schedule as is possible with modifications or alternative activities inside.
- For higher temperatures, we try to follow local public-school guidelines and will monitor the temperature each day. Our goal is to keep children in shady areas whenever possible, take regular water breaks, provide cool down time, and have access to air conditioning when possible.

### **Reminders**

Should you need to get in contact with us for any reason during the day, please leave a message with the reception at (770) 475-7800 or before noon at my desk phone at (770) 475-7800 x210. I will be monitoring my desk messages at lunch each day. If we experience any power cuts, inclement and severe weather, or any other disturbances to our programming, we will make every effort to update you at our earliest convenience. Unless deemed unsafe to continue, we will continue our programming through the designed pick-up times.

The safety of campers and staff is our highest priority. We will continue to monitor the guidelines and will make necessary changes to any of our policies and procedures to ensure protocols are being followed.

**Please ensure that you have read and understood all of our policies and procedures.**

Please let me know if you have any questions or concerns, and I look forward to seeing everyone in the next few weeks!

Best,

Whitney Montgomery  
Youth Activities Director  
(770) 475-7800 x210