

2021



CAMP PARENT HANDBOOK

Dear Parents, Guardians, and Caregivers,

Welcome to Gwinnett Community Services' camp program. Whether you have enrolled in one of our special interest camps, preschool camps, or general day camp programs, we are sure that you and your camper will have a positive and enriching experience.

We have spent many hours planning curricula and selecting staff to ensure a quality, wholesome, and rewarding camp experience for each of our campers. Our staff has undergone and successfully completed pre-camp training at each location as well as CPR and First Aid certification.

To make your camper's first day at camp as stress-free as possible, please review this handbook, complete the required paperwork in advance, and discuss expectations with your camper.

We strive to offer safe, affordable, quality programming for you and your camper. If you have additional questions after reviewing the handbook, please feel free to contact the program supervisor at the site (page 11).

Welcome to camp!

Tina Fleming, Department Director
Gwinnett County Department of Community Services
Gwinnett Parks and Recreation | Health and Human Services | Animal Welfare and Enforcement

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YOUR SAFETY IS OUR PRIORITY

SUMMER CAMP GUIDELINES

Welcome to Summer Day Camp 2021! In these unprecedented times, our goal is to create a fun, creative, and safe environment for your child. For those of you new to our programs, welcome aboard. If you are a returning camper, you will notice we have modified elements of our camp experience to provide the same quality program while protecting your child. In response to recommended guidance from federal, state, and local public health agencies, Gwinnett County has included the following guidelines for 2021 summer camps.

- Camp capacity will be limited to a ratio of 15 campers to (2) camp staff. There will be only 15 campers assigned to a classroom setting.
- Campers will practice social distancing during all activities.
- Campers and camp staff will be screened daily. No one will be allowed to enter the facility if they have been diagnosed or exhibited symptoms of COVID-19 or had contact with a person that has, or is suspected to have, COVID-19 within the past 14 days.
- Any camper or staff exhibiting symptoms during camp hours will be separated from the group and must leave the camp facility as soon as possible.
- Camp staff are trained on how to identify symptoms of illness in campers, how to properly remove a potentially ill camper, and how to perform proper infection procedures.
- Campers and camp staff will be assigned as a group for the duration of camp week.
- A separate designated space for each camper's personal belongings will be provided.
- Camp equipment will be sanitized after each group's use, and all frequently touched surfaces will be cleaned and sanitized throughout the day.
- Shared restrooms will be sanitized no less than twice a day.
- We will promote healthy hygiene practices with campers throughout the day, and hand sanitizer stations will be provided.
- Camp staff will wear gloves when assisting with meal and snack times.
- Designated camp space will be set aside for campers and staff.

Visit [Coronavirus.gov](https://www.covid19.gov) for prevention tips and more information about the COVID-19 pandemic.

BEFORE YOUR FIRST DAY

To ensure contact-less camp registration, your child's completed Participant Registration Form and Medication Dispensing Form (if applicable) must be received prior camp arrival; send to the email on receipt.

CONTACTLESS DROP-OFF AND PICK-UP

- On site signage will direct drivers towards the appropriate area for drop-off and pick-up. Staff will provide additional guidance for the safe exit of campers from the vehicles. Campers should remain in the vehicle until guided by staff.
- Staff will conduct a health screening with each camper prior to their exit from the vehicle which will include questions and a temperature check.
- On the first day, parents will be asked to verify the previously submitted paperwork such as liability forms, medical dispensing forms, etc.
- Staff will provide parents with 2 pick-up passes. These are unique to each family each week. **After the first day, parents must present the pass at pick-up.** *If the parent or their designee does not have the pick-up pass, they must show photo identification and be listed on the camper registration to retrieve camper. Please do not assume staff will remember each parent or designee.*
- If parents arrive after camp has commenced, or at a time when staff is not present at the drop-off lane to deliver medications or to pick up camper early, please call the appropriate number listed below to receive instructions on how to safely accomplish these tasks.
- CAPS participants will be required to sign their child in and out of each program as applicable

Bill Atkinson Animal Welfare Center

770.339.3200

Best Friend Park Gym

678.277.0222

Bogan Park Community Recreation Center

678.277.0850

Environmental and Heritage Center

770.904.3500

George Pierce Park Community Recreation Center

678.277.0910

Lenora Park Gym

770.978.5271

Lilburn Activity Building

678.277.0875

Lucky Shoals Park

Community Recreation Center

678.277.0860

Mountain Park Activity Building & Mountain Park Park Depot

678.277.0874 or 678.277.0179

OneStop Buford

678.225.5360

OneStop Centerville

678.277.0228

OneStop Norcross

678.225.5400

Pinckneyville Park

Community Recreation Center

678.277.0920

Rhodes Jordan Park

Community Recreation Center

678.277.0890

Shorty Howell Park Activity Building

678.277.0906

WHEN TO STAY HOME

Your child should stay home if exhibiting any of the following symptoms of COVID-19:

- Temperature greater than 100.4 degrees Fahrenheit
- Respiratory symptoms such as coughing, shortness of breath, or difficulty breathing
- At least two of the following symptoms: chills, repeated shaking with chills, muscle pain, headache, sore throat, or new loss of taste or smell.

Please call or email the facility immediately to notify camp staff if your child experiences any of the symptoms listed above.

PARENT AND GUARDIAN GUIDELINES

Stuff to pack

1. Clearly label **all of your camper's belongings**.
2. Send your camper with a backpack (no rolling backpacks) containing the following:
 - Refillable water bottle
 - Healthy lunch and drinks. **Campers at the following camps are invited to participate in Gwinnett County's Summer Feeding Program which serves a nutritious breakfast and lunch:** George Pierce Park Community Recreation Center, Lenora Park Gym, Lilburn Activity Building, Lucky Shoals Park Community Recreation Center, Pinckneyville Park Community Recreation Center, Rhodes Jordan Park Community Recreation Center.
 - Two healthy snacks (fresh fruit, veggies, cheese and crackers). High sugar or processed foods (fruit roll ups, cookies, sugary drinks) are discouraged. Refrigeration is not available, please do not send sodas, cake, fast food, candy, or foods that need a microwave.
 - Spray sunscreen and bug spray in original containers. Instruct your camper on how to apply it as staff is not permitted to apply lotions. (See page 6 for more information.)
3. At least one week prior to camp, the program supervisor or camp director will email any special instructions such as a need for art or craft project materials, swim wear/towel, extra clothes, shoes that can get wet, or peanut-free food/snack week for your specific camp location.

What not to pack

- Don't pack medications! All medications must be hand-delivered by the parent/guardian to staff at drop-off each day. (See page 6 for additional information.)
- Don't send extra stuff! Personal items (toys, books, money, cellphones, video games or music devices) are prohibited. We are not responsible for stolen or misplaced items or money.



What to wear

- Comfortable play clothes, appropriate for outdoor weather, craft projects, active games, etc. (Must not advertise alcohol, tobacco, or be offensive/suggestive in any way.)
- Closed-toe or tennis shoes, unless specified otherwise. (No sandals, flip-flops, Crocs, or shoes with wheels.)
- Shorts must be mid-thigh and shirts must fully cover the midriff. (No tube tops, halter shirts, visible body art, or body jewelry, etc.)

HEALTH AND SAFETY

Illness or injury

All camp staff are trained in first aid and CPR. Camp locations receive regular safety inspections and are equipped with first aid kits and AEDs.

It is the parent/guardian's responsibility to monitor the health of their camper. For the health and well-being of all campers, we have established the following procedures:

1. If your camper has a fever, nausea, headache, intestinal/stomach problems, rash, or other illness, they must stay home and be fever-free for 24 hours before attending camp.
2. Tell your camper they must inform the staff if they start to feel ill. Staff will then notify the parent/guardian to pick-up the camper promptly.
3. Minor scrapes, scratches, and insect stings will be treated by camp staff and reported to the parent/guardian at the end of the camp day.
4. Campers diagnosed with or being treated for infectious illnesses (chicken pox, measles, hepatitis, strep throat) or communicable diseases (head lice, body lice, or ringworm) are not permitted in camp. The parent/guardian must present a doctor's note confirming resolution of the illness and releasing the camper to attend.
5. Please see "When to Stay Home" on page 3 for specific COVID-19 related guidelines.
6. Any life threatening injury or accident that may occur during camp will be handled in the following steps:



Medical Emergency Protocol

Step 1 911 will be called immediately

Step 2 The parent or guardian will be called

Step 3 EMT may transport camper to medical facility for immediate care

Step 4 EMT may advise parent/guardian/camp staff how to care for the camper or any additional follow-up care required

Allergies

When packing snacks for your camper, please be sensitive to potential nut allergies of other students.

Please note that some campers with severe nut allergies may attend the camp program. As such, all of our camp locations will be NUT-FREE ZONES. In consideration of the health and safety of other campers, please ensure that items in your camper's possession do not include nut products.

While full compliance is not guaranteed, this will help reduce risk to those who may suffer a life-threatening reaction if exposed to nuts, their oils, dusts, or shells.

Be sure to list all of your camper's allergies (nuts, latex, wasp stings, etc.) on the **Participant Information Form**.

HEALTH AND SAFETY

Medication

If campers require medication during program hours, the following steps must be completed by the parent or guardian:

1. Complete and sign a Medication Dispensing Form and return to the email on your receipt before the first day of camp.
2. Parents should place medications in a single zip-lock baggie which will be dropped into a sanitized bin provided by staff at drop-off each day.
3. All medications (prescription and over-the-counter) must be in the original, up-to-date container clearly labeled with your camper's name.
4. Supply only the daily dosage needed during the program times.
5. Parents/guardians can authorize staff to assist their camper in administering their EpiPen and/or inhaler via the Medication Dispensing Form.
6. If your camper does not need medication during program hours, it is not necessary to complete the Medication Dispensing Form.

Sunscreen and bug spray

With outdoor activities, sun exposure and insects are to be expected. SPF sunscreen and/or bug spray will help minimize discomfort for your camper.

Parent/guardians should apply sunscreen and/or bug spray to their camper each day prior to camp. Instruct your camper on how and when to re-apply sunscreen and/or bug spray.

Parent/guardians are encouraged to send spray sunscreen and bug spray for their camper to use during camp. The medication must be in the **original contain and be clearly labeled with your camper's name**.

Staff will remind campers to re-apply sunscreen to exposed skin areas before going outside, but **staff cannot apply sunscreen lotions**.



CAMPER EXPECTATIONS

Behavior expectations

We want our campers to succeed and we're here to help them do just that. In all situations, each camper is accountable for his/her own actions.

To help campers to understand the expectations and respond appropriately, we have developed the camper code of conduct. Please **review it with your child before camp**.



Camper code of conduct

During camp campers will:

1. Show proper manners
2. Keep proper voice levels when indoors or outdoors
3. Show respect and consideration for fellow campers
4. Respect the authority of camp staff and leaders
5. Respect camp supplies, equipment, and facilities
6. Communicate needs or concerns to camp staff
7. Respect other campers' belongings and space
8. Listen and follow instructions from camp staff
9. Participate in all activities; unless told otherwise
10. Clean up behind yourself
11. Treat others the way you want to be treated; be courteous

During field trips campers will:

1. Listen and follow directions the first time you are asked
2. No pushing shoving or horseplay allowed
3. Be respectful to counselors and other campers
4. No name calling or insulting
5. No foul or inappropriate language
6. Keep hands and feet to themselves
7. Participate in all activities
8. Know where their buddy is and stay with your group

If anything seems unsafe, contact camp staff immediately!

Internet/Social Media/Blogging Policy

If a camper chooses to indicate online (Instagram, Snapchat, Facebook, websites, blogs, or other networks) they are a camp participant, they should never present themselves as a spokesman of the camp or Gwinnett County Community Services. If referring to the camp, activities, campers, and/or staff, campers must:

- Be respectful, including not using obscenities, profanity, and other vulgar language.
- Not disparage, bully, harass, or intimidate the camp, campers, facilities, or camp staff.
- Not discuss participating in conduct that is prohibited by camp policies.
- Not post names, pictures, or videos of campers or staff.

Any camper found to be in violation of any portion of this policy will be subject to immediate disciplinary action, up to and including dismissal. If a camper is dismissed, a refund will not be issued.

CAMPER EXPECTATIONS

Behavior management

In order to maintain a friendly, fun and safe environment, we have adopted the following behavior management procedures for campers. The goal is to ensure that each camper will achieve the most positive camp experience possible. Please review these with your child prior to camp.

As in any group activity, the inappropriate behavior of a few can spoil the experience for the entire group. Staff are trained to recognize, act swiftly, and appropriately correct misbehavior.

Unacceptable behaviors include but are not limited to:

1. Use of violence, force, intimidation, or other inappropriate behavior
2. Bullying, name calling, teasing, or profanity
3. Destroying or defacing supplies or property
4. Leaving the designated camp area
5. Violating another person's personal space or belongings, keep your hands to yourself
6. Bringing prohibited items including, but not limited to gang or drug related paraphernalia or any item intended for use as a weapon



While we strive to keep all campers engaged and will reward campers with positive behavior, camp staff reserves the right to determine unacceptable behavior and to dismiss a camper who is disruptive, disrespectful, or jeopardizes the safety of themselves or others. Staff is trained to recognize, act swiftly, and use the following steps to correct a camper's behavior.

Corrective action will be taken in appropriate measure to the unacceptable behavior as determined by the camp director or staff.

Some behaviors (violence, stealing, leaving camp-site unsupervised, inappropriate touch, or illegal activity) may warrant automatic suspension or dismissal. Every precaution will be taken to ensure the safety of our campers, and the above actions will only be put in motion if absolutely necessary.

If, at the discretion of the camp director or program supervisor, a camper becomes unable to follow verbal directions or is a danger to themselves or others, staff may remove the camper to a designated safe area. Staff will immediately notify the parents/guardians to pick their child up from camp. If a camper is suspended or dismissed from camp due to behavior issues, a refund is not issued.

The purpose of our camps is to have fun and learn in a safe, creative environment. Safety is at the forefront of all we do, so we're committed to providing a positive atmosphere for our campers.

Behavior	Corrective Action
First Offense	<ul style="list-style-type: none">• warning• written report to parent/guardian• apology suggested• age appropriate timeout
Second Offense	<ul style="list-style-type: none">• call parent/guardian• apology expected• age appropriate timeout• parent/guardian conference• possible suspension or dismissal
Third Offense	<ul style="list-style-type: none">• call parent/guardian• apology expected• age appropriate timeout• parent/guardian conference• possible suspension or dismissal

INCLUSION AND REASONABLE ACCOMMODATIONS

Successful participation

Gwinnett Community Services will provide reasonable accommodations to campers with disabilities upon request.

With the support and commitment of camp staff, fellow campers, and families, participation with accommodations helps campers with disabilities successfully participate!

So that preparations can be made, parents/guardians are asked to notify the program supervisor or camp director of potential accommodations at least two weeks prior to camp. Some minimum eligibility requirements must be met in order to participate.



If accommodation requests are made less than two weeks in advance, Gwinnett Community Services will make every effort to meet the request. If we are unable to meet the request in time, we reserve the right to limit or disallow registration. However, the participant will be eligible to register for a later camp.

Reasonable accommodations

Accommodations can take many forms. Gwinnett Community Services frequently provides the following accommodations to support camp participants:

1. Ongoing inclusion training provided for all camp staff
2. Enhanced staff/participant ratio, when possible
3. Common adaptive activity equipment and/or supplies
4. Accessible transportation will be available upon request when transportation is provided as part of an activity or program
5. Changing the rules of the games/activities as long as it does not fundamentally alter the purpose of the game/activity
6. Implementation of an individualized behavior modification plan
7. If alternative location is available, moving the program/activity from a non-accessible location to an accessible location, while not fundamentally altering the activity
8. Allowing service animals in programs
9. Allowing assistive technology aids

Other available accommodations may be available upon request, we will work to enable camp participation.

INCLUSION AND REASONABLE ACCOMMODATIONS

Minimum requirements

The same minimum requirements apply to all campers regardless of disability status. These include:

- Meeting the age and registration requirements of the program. (May be waived at the program supervisor's discretion.)
- Following the rules of conduct, with or without accommodations.
- Voluntary participation; programs and activities are voluntary in nature. Participation will be encouraged and aided.
- Campers will engage in activities for the majority of the program time, with or without accommodations.
- Campers should be able to tolerate and function in a group of 10 or more people.

Ready, Set, Go!

New environments full of unfamiliar faces can be unsettling for young kids. New schedules, unfamiliar voices, and different smells can become a sensory overload for some children.

Parents and guardians are encouraged to prepare their child for camp by discussing and developing effective coping and communication strategies.

Some campers have found comfort in knowing the schedule of activities each day to eliminate surprises. Others benefit from being a helper to feel a sense of purpose. Some campers benefit from a parent simply pointing out who the trustworthy grownups are on the first day.

Feel free to reach out to the camp director or program supervisor to discuss strategies or available resources.



LOST AND FOUND

Parents/Guardians are strongly encouraged to clearly label all of their camper's items. At the end of each week of camp, you are encouraged to **check the lost and found** for missing items. At the end of summer camp, when Gwinnett County schools begins, all of the lost and found items will be donated to charity.

Staff will regularly remind campers to gather their belongings while at our facilities or at off-site locations.

Parents/guardians are responsible to re-claim items left behind at any off-site locations. Camp staff will not be responsible for retrieving items left at other locations.

ALTERNATE LOCATIONS

In the unlikely event that an incident occurs or there is an issue with a camp facility, parents and guardians will be notified of the alternate location in which to drop off or pick up their child. To obtain a situation update, please call 770.822.8833.

Camp Location	Supervisor	Phone	Relocation Site	Relocation Address
Bill Atkinson Animal Welfare Center	Gail Lane	770.339.3200	Rhodes Jordan Park Community Recreation Center	100 E. Crogan Street, Lawrenceville
Environmental and Heritage Center	Cammie Fulmer	770.904.3500	Bogan Park Community Recreation Center	2723 N. Bogan Road, Buford
Best Friend Park Gym	Terra Branch	678.277.0222	Pinckneyville Park Community Recreation Center	4650 Peachtree Industrial Blvd., Berkeley Lake
Bogan Park Community Recreation Center	Kathryn Ralston	678.277.0850	George Pierce Park Community Recreation Center	55 Buford Highway, Suwanee
George Pierce Park Community Recreation Center	Samantha Zeidan	678.277.0910	Bogan Park Community Recreation Center	2723 North Bogan Road, Buford
Lenora Park Gym	Tyler Ratchford	770.978.5271	OneStop Centerville	3025 Bethany Church Road, Snellville
Lilburn Activity Building	Janice Rinaldo	678.277.0875	Lucky Shoals Park Community Recreation Center	4651 Britt Road, Norcross
Lucky Shoals Park Community Recreation Center	Jadayia Sinclair	678.277.0860	Best Friend Park Gym	6224 Jimmy Carter Boulevard, Norcross
Mountain Park Activity Building	Amanda Muth	678.277.0874 678.277.0179	Mountain Park Depot Building	5050 Five Forks Trickum Road, Lilburn
Mountain Park Depot Building	Amanda Muth	678.277.0874 678.277.0179	Mountain Park Activity Building	1063 Rockbridge Road, Stone Mountain
Pinckneyville Park Community Recreation Center	Michael McCarver	678.277.0920	Jones Bridge Park Good Age Building	4901 E. Jones Bridge Road, Peachtree Corners
OneStop Buford	Ingrid Patrick	678.225.5360	George Pierce Park Community Recreation Center	55 Buford Highway, Suwanee
OneStop Centerville	Lysandra D'Souza	678.277.0228	Centerville Senior Center	3075 Bethany Church Road, Snellville
OneStop Norcross	Mary Arthur	678.225.5400	Lilburn Activity Building	788 Hillcrest Road, Lilburn
Rhodes Jordan Park Community Recreation Center	Colleen Sloan	678.277.0890	Gwinnett Historic Courthouse	185 Crogan Street, Lawrenceville
Shorty Howell Park Activity Building	Tanita Cook-Nelson	678.277.0906	Pinckneyville Park Community Recreation Center	4650 Peachtree Industrial Blvd., Berkeley Lake