

Summer 2019

Dear Summer Camp Family:

Welcome to the Cookeville Department of Leisure Services Summer Day Camp and Athletic Camp programs, and thank you for choosing to spend your summer with us! Our talented camp staff has created a diverse schedule of creative and innovative activities and athletics for your enjoyment.

We understand that lifetime memories of fun and friendship are made during the summer season and we are dedicated and committed to making this summer camp experience a memorable one for you. We take our responsibility to our campers very seriously, and we promise to provide you with a safe, friendly and positive camp environment suitable for learning, playing, and socializing.

To ensure fair and equitable treatment for all campers and their families, we have created camp policies, procedures, and rules which you will find within this handbook. I encourage you to read and review these policies so you will be informed and prepared for a fantastic Summer Camp experience.

I am very proud of our camp programs and I am confident that you will have a fantastic summer and will create memories that will last a lifetime.

Sincerely,

*Rick Woods
Director*

Important Names & Numbers

Cane Creek Recreation Center, 180 CC Camp Rd.	931-526-7393
Administrative Office	931-520-4386
Rick Woods, Leisure Services Director	931-520-5284
Cara Sheets, Recreation Superintendent	931-520-5297
Jen Webb, Special Programs Coordinator	931-526-7393
Gym Staff, Cane Creek Gymnasium	931-526-9767

Summer Camp Mission Statement

Summer Camp is a unique and innovative approach to providing an educational and recreational alternative to daycare. Summer Camp educates kids on a variety of positive and socially appropriate leisure pursuits and provides a level of supervision for summer activities that is second to none. Campers will have the opportunity to identify their recreational and athletic interests and to HAVE FUN! We believe decision-making, independence and a sense of personal identity and community are essential to their success as adults. We hope to encourage each child's talents and celebrate their uniqueness.

What to bring

We provide cubbies/space for children to store their lunch and other belongings. We ask that each child come to camp with sunscreen for daily use and a water bottle. Water bottles are frequently lost; please don't send your child's favorite (or valued) water bottle to camp. Please make sure all items are placed in a backpack/bag and clearly marked with child's name. Athletic Camp campers are encouraged to bring their own sporting equipment marked clearly with camper's name.

What to leave at home

- All toys should stay at home.
- Electronic games and devices
- Dolls, figurines, etc.
- Cell phones are discouraged and are not allowed to be used during camp.

Dress Code

Campers should dress for active camp activities and for warm weather. Light t-shirts and shorts are recommended. Athletic shoes are required as sandals may cause injuries and are not a good choice for active games. Non marking sole shoes are required in the gymnasium. Socks should be worn to maintain healthy feet. Please do not send your child to camp in expensive, valuable attire. Leisure Services is not responsible for lost articles of clothing! Warning....kids may come home dirty!!!

Signing In & Out

Campers must be signed in and out daily by a parent or authorized adult. Photo Identification may be required upon pick up. Please make sure to add all authorized adults on the campers registration form. Sign in and out is located at the Rec Center front desk for Day Camp and in front of the Gym office for Athletic Camp.

Late Fee Policy

Your child may arrive no earlier than 6:30am. Children must be picked up no later than 5:30pm. You will be charged \$10.00 for every 15 minutes you are late. Failure to comply with 5:30 closing time on three separate occasions will result in dismissal from the program.

Illness

We are concerned for the health and welfare of all of our campers. It is our program's responsibility to maintain a healthy environment and prevent the spread of contagious diseases among our campers. Leisure Services Summer Camp Programs are not designed to provide care for sick children.

We ask that you do not bring children to camp that have any of the following conditions:

- Oral temperature 101 degrees or greater
- Vomiting once
- Liquid stools
- Stomach ache lasting more than 2 hours
- Body rash
- Uncontrollable and persistent cough
- Sore throat if associated with fever or swollen glands in the neck
- Appearance of acute illness or complaint of severe pain
- Presence of head lice or nits
- Any symptoms of possible pink eye

In the event a child exhibits any of these symptoms while at camp, the child's parent will be contacted and expected to pick their child up promptly. Until the parent arrives, the child will be excluded from activities with other children. The child will rest in a "quiet area" away from the main program area but still in sight of the Leisure Services staff. If parents cannot be reached, we will contact emergency contacts listed on the registration form. We request that the ill camper be symptom free for 24 hours before returning to camp. All minor scrapes and scratches will be treated by Camp Staff and reported to parents at the end of the day.

Medications and First Aid

A medication authorization will need to be completed and signed by parent/guardian before medication can be dispensed to campers. Please include the specific instructions to administer the medicine. All medication will be kept with camp staff. No camper is allowed to keep their medication with them. In the case of a minor emergency or injury, camp staff will administer basic first aid. If a major emergency occurs, parents and emergency personnel will be contacted immediately.

Manners

All children need to follow basic courtesies! This includes table manners, politeness and respect for equipment, facilities, staff and other campers. Please make sure your child understands the importance of following rules and directions given by counselors in order to keep all safe. We realize kids will be kids, but one of our goals is to help them grow into responsible individuals.

Camp Incentives, Discipline and Behavior

We think it's important to reward positive behavior. Whenever children are caught having good behavior, they will receive a trip to the treasure chest.

Discipline will be handled with think sheets and demerits. Think sheets are for minor offenses and demerits are for more serious offenses. Campers are only allowed three demerits per week. After that, they will be suspended for a week. Please take notice of any sheets in your camper's folder.

Certain types of behavior will not be tolerated in camp and will result in immediate action. Suspension might be added, even to a first offense, depending on the severity of behavior. The following behaviors are not tolerated at camp:

- Hitting, biting, kicking, throwing or any other physical action that may cause harm to another child or adult.
- Use of obscene or inappropriate language, spitting or other forms of verbal abuse or degradation by children directed at other children or adults.
- Repeated refusal by a child to comply with the rules and/or failure to listen to a counselor, and any child's behavior that is potentially harmful to himself/herself.
- Physical fighting of any kind.

If a child is continuously uncontrollable, destructive, disruptive or exhibits other such behaviors that are unacceptable in our program, the Special Programs Coordinator, Recreation Superintendent or Gym Supervisor may discharge such child temporarily or permanently. *No refunds will be given if a child is discharged.* Any child that brings a weapon will be expelled immediately.

We believe that each child is unique and special. And this belief is demonstrated in the way our counselors treat children and one another. As role models to the campers, counselors will strive to be fair and consistent and will show the campers the respect they want for themselves.

Field Trips

Recreational Day Camp will be visiting the pool and Cane Creek Park regularly. Please see monthly/weekly schedule for those and larger field trip dates. We have limited space for our larger field trips. Please see the front desk to sign up. Children that do not participate in the field trips will have to make other arrangements for the day as we do not offer Day Camp services on field trip days. Also, refunds will not be given for the days that field trips are taken that the camper does not participate in the field trip. Athletic camps will be walking to Cane Creek Park and the SportsPlex if weather permits.

How Parents Can Be Helpful

Leisure Services Summer Camp Programs are not a babysitting service. Please impress upon your child(ren) that this is a special program designed to meet his/her needs and interests. Cooperation and teamwork are vital for safety and fun.

1. Please label all of your child's belongings. CHECK LOST AND FOUND OFTEN!
2. Campers are not to bring personal items to camp such as toys, electronic games, cell phones etc. We are not responsible for any misplaced, damaged, or stolen items. These items will be confiscated and given to parents at sign-out.
3. Campers should be dressed in appropriate clothing for camp. Be prepared to get clothes dirty. (See weekly day camp schedules for appropriate dress code for each day.)
4. Campers are encouraged to wear tennis shoes and socks to camp daily. Non marking sole shoes are required in the gymnasium. Water shoes, flip-flops, or sandals can be worn on days that Day Camp goes to the pool.

RECREATIONAL DAY CAMP

Tuition

There is a one-time registration fee of \$25.00 per camper. The rate for a full-time camper is \$80.00 per week. A camper is considered full-time if they attend camp four to five days a week. For families with multiple children, there is a \$5 sibling discount *per child*. This applies to the full-time rate only and will be applied when siblings attend both Day Camp and Athletic Camps. It is \$20.00 per day for a part-time camper. A camper is considered part-time if they attend camp three days or less a week. Payments are due *prior* to the child's attendance at camp. Tuition is due the first day of each week that the child attends camp. We do not have a drop in service. If your child is removed from day camp by either yourself or by staff, tuition fees and/or deposits are non-refundable.

Cancellations/Change of Enrollment

All cancellations and changes to enrollment in Day Camp MUST be made in WRITING at the Cane Creek Recreation Center front desk ONLY! If your child will not be attending a week that he or she is registered for, you will need to fill out a Change of Enrollment Form on the Thursday prior to that week. Forms are located at the Cane Creek Recreation Center front desk. Cancellations and changes cannot be made over the phone, via a counselor or verbally. Each family is allowed to fill out two Change of Enrollment Forms per summer. If the cancellation policy is not followed, **parents will still be responsible for payment**. In case of an emergency, please contact Jen Webb at 526-7393 or jen@cookeville-tn.gov.

See the list below for appropriate cancellation and change dates.

Week	Dates	Cancellation/Change due by
1	May 28-31	May 23 rd
2	June 3-7	May 30 th
3	June 10-14	June 6 th
4	June 17-21	June 13 th
5	June 24-28	June 20 th
6	July 1-5	June 27 th
7	July 8-12	July 5 th
8	July 15-19	July 11 th
9	July 22-26	July 18 th

Delinquent Accounts:

Accounts which are one week past due (maximum \$80) will be considered delinquent. Immediate payment is expected. If payment is not received within 10 business days your child will not be able to attend camp and you risk having matters turned over to collections.

Hours of Operation

- Summer Camp Program will be open May 28th—July 26th.
- We will be closed Thursday, July 4th.
- Monday - Friday 6:30am - 5:30pm
- If you need to drop off your child after 9 a.m. or pick up your child before 3 p.m. please refer to the weekly schedule to find out the location

Age Groups

Registration for Day Camp is currently open to all children who are age 5-12 years old. Children that are 5 years old **must have completed Kindergarten** before being allowed to attend day camp. We divide the campers into two groups: Tadpoles and Frogs. The general ages of these groups are Tadpoles 5-8 years and Frogs 9-12 years. The counselors will determine the group your child will be in based on your child's age and ability.

Lunch and Snacks

Campers have the option to bring their lunch or have a free lunch prepared by the Putnam County Nutrition Program. Lunch boxes should be clearly marked with child's name. Lunches cannot be stored in a refrigerated area nor can they be heated or microwaved. Please keep this in mind when preparing lunches. Snacks will be provided every morning and afternoon. Morning snack is a light breakfast and is served with milk or juice. You may send additional snacks if you wish. Campers are not allowed to purchase drinks from the vending machines. We encourage using a water bottle for afternoon snack. Soft drinks are not allowed at camp.

Frog Lounge

Campers in the frog age group will have the opportunity to attend Frog Lounge every Wednesday afternoon. This is an opportunity for the older campers to enjoy having a little more responsibility. Campers are allowed to bring one item from home to use/play/share in Frog Lounge. Parents will be required to check these items in when they arrive and sign them out when they leave. Children will only be able to access their item during Frog Lounge time. Please do not bring items with wheels as Frog Lounge is held in a studio and items like board games, books and cards are more appropriate.

Swimming

Each child will need a bathing suit, towel, and sunscreen on scheduled swimming days (Tuesdays & Thursdays). Please make sure these belongings have your child's name on it and are in a bag. Children will be responsible for keeping their sunscreen in their bag and giving it to their counselor and returning it to their bag. Parents are asked to please keep tabs on their child's sunscreen and replace it when it starts getting low. We apply sunscreen on days that children will be outdoors for an extended period. On pool days, we sunscreen each child before leaving the Cane Creek Recreation Center and again after lunch. If your child requires sunscreen more often please alert the front desk along with putting it on your child's information sheet.

If your child can use only a certain brand of sunscreen, please provide a bottle with the child's name on it. Please note on your child's registration form any allergies your child has to sunscreen. Please be sure to mark swimming ability and sunscreen needs on the enrollment forms. We use the information you provide to make a checklist for swim days to assure that all the children get adequate sunscreen.

All children will be given a swimming skills test on their first swimming day. If they decide not to take the swim test, they will only be allowed in water up to their chest. They can always retake the swim test as their swimming abilities improve over the summer. Parents are more than welcome to send floaties or a lifejacket for their child.

Transportation

Parents are responsible for transporting their child to and from camp each day. Once at camp, children will be walking around the Cane Creek Recreation Center, Cane Creek Gymnasium, Cane Creek Park, SportsPlex and Youth Ball Fields. Children will be transported to offsite locations in a school bus. We have contracted a Putnam County bus driver for the bus.

Camper money

If your child would like to purchase food or drinks from the pool concession stand on Tuesdays or Thursdays, you may turn in money for them at the front desk. Counselors will write down the amount given and keep it in a camper "account" to be used on pool days only. Campers will only have access to their money from lunch time until 15 minutes before we leave the pool. Leisure Services and the Camp Staff will not be responsible for money left with the camper. Parents and guardians are encouraged to cash out camper money on the camper's last day. Any money left in camper accounts after August 31st will be deposited into camp funds.

ATHLETIC CAMPS

Tuition

Basketball Camp: The cost for 1Shot Athletics Basketball camp is \$80 if registered prior to the Friday before camp starts. If registered the week of, the cost is \$100 and the daily drop in rate is \$20 per day.

Lacrosse and All Sports Camp: The cost for these camps is \$80. Half of the payment is due at the time of registration and the remaining half is due on the first day of camp. There is no daily drop in rate. For families with multiple children, there is a \$5 sibling discount *per child*. This discount applies to siblings attending both Day Camp and Athletic Camps. If your child is removed from camp by either yourself or by staff, tuition fees and/or deposits are non-refundable.

Hours of Operation

- All Athletic Camps run from 8:00am-4:00pm.
- Early drop off and late pick up can be arranged upon request.

Age Groups

Basketball Camp: 1Shot Athletics Basketball Camp is open to children age 6-15 years old.

Lacrosse and All Sports Camp: These camps are open to children age 7-12 years old.

Lunch and Snacks

Campers have the option to bring their lunch or have a free lunch prepared by the Putnam County Nutrition Program. Lunch boxes should be clearly marked with child's name. Lunches cannot be stored in a refrigerated area nor can they be heated or microwaved. Please keep this in mind when preparing lunches. The Putnam County Nutrition Program will also provide an afternoon snack. Please make sure your child has eaten a good, nutritious breakfast before coming to camp. You may send additional snacks if you wish. We encourage using a water bottle throughout the day. Campers will also have the opportunity to purchase food or drinks from the concession stand during snack and break times.

Camper money

If your child would like to purchase food or drinks from the concession stand, you may turn in money for them to use. The Gym Staff will be accepting camper money at the concession stand. Leisure Services and the Gym Staff will not be responsible for money left with the camper. Parents and guardians are encouraged to cash out camper money on the camper's last day. Any money left behind after August 31st will be deposited into camp funds.