



# FRANKLIN ATHLETIC CLUB

## Summer Camp 2010

### Policies and Procedures

#### **What to Bring to Camp: *Please make sure ALL personal belongings are labeled with your campers first and last name.***

- A Franklin Athletic Club drawstring tote bag, backpack, book bag or any other means of securing contents. The bag should be large enough to hold all personal belongings but small enough for your camper to carry around. Campers will be responsible for carrying their own backpack and belongings around the club with them throughout the day.

#### **Items to be brought to Camp Daily:**

- Swim Suits
- Sunscreen, labeled with child's name
- Cold Lunch and Beverage ( if a hot lunch is not purchased)
- **We suggest a refillable water bottle**
- 2 healthy snacks, for morning and afternoon snack
- A bag to put wet things in

#### **What to Wear to Camp:**

- T-Shirts, tank tops, shorts, socks and Gym Shoes with white soles.
- It is recommended that sandals, flip flops, and crocs are to be worn during swimming time only. Campers do a lot of walking, and active playing during the day.
- It is recommended that campers are sent in play clothes. A variety of activities are planned throughout the day and cloths may be damaged.
- Sunscreen with an SPF of at least 15 is recommended. Sunscreen should be applied before campers are sent to camp. Campers aged 3-5 will be aided in applying sunscreen before any outdoor activities. Franklin Athletic Club is not responsible for supplying sunscreen, so please send your child with it.

#### **What Not To Bring To Camp:**

- **Weapons of any sort** (pocket knives, knives, guns, etc). Safety is Franklin Athletic Clubs primary concern. If your camper attends camp with any of these items, they will be immediately expelled from camp.
- **We cannot guarantee that valuable items will not be lost or stolen, nor is Franklin Athletic Club responsible for broken, lost or stolen items. Campers will be very busy and will not have much down**

**time. Please do not send Nintendo DS and iPods, or other handheld devices. If such items are found, they will be withheld and will be released to the parent/guardian.**

### **Extended Day Camp:**

- Extended day camp will be offered from 7:30am to 6:00pm. Extended day camp must be pre-registered and prepaid for. **If you are not Pre-registered or pre-paid for extended day an additional charge of \$10.00 will then be charged per child. If pick up time exceeds 6:00pm, your child will then be brought to the nursery where a \$1.00 per minute charge will then be applied.**

### **Extended Day Camp Drop Off & Pick-up:**

- **Drop-off** for camp is at the east entrance of Franklin Athletic Club between 7:30am – 8:45 am. Please park and bring your camper into the east entrance of Franklin Athletic Club for sign in at the Gym desk.
- **Pick-up** for camp is at the east entrance of Franklin Athletic Club between 4:15pm – 6:00pm. You can locate your child on the gym floor at this time.

### **Franklin Academy Summer Camp:**

- **Early drop-off:** If your child is attending Franklin Academy Summer Camp extended hours will be located on the Franklin Academy entrance off of Franklin Road.
- **Extended Hours Pick-up:** For Franklin Academy summer campers: pick-up is located on the gym floor on the main athletic club side of the building, located at the east entrance of Franklin Athletic Club.

### **Regular Camp Day**

- **Arrival after 8:50am:** You may drive up to the Franklin Athletic Club east entrance and Counselor will help your camper out of the vehicle. A parent/guardian will be responsible for signing the camper in, then your child will be escorted into the facility.
- If you arrive after 9:20am and the camp day has begun, please park and bring your camper into the east entrance of Franklin Athletic Club for sign in at the Gym desk. **We will need to locate your child's counselor in order for you to escort your child to his/her camp location. EVERY CAMPER MUST BE SIGNED IN EVERYDAY! Safety and concern is our number one priority!**
- **Franklin Academy Summer Camp:**
  1. **Arrival between 8:45am and 9:00am:** you may drive up to the Franklin Academy entrance located off Franklin Road, a counselor will be there to help your camper out of the vehicle and escort them into the facility.

2. **Franklin Academy Summer Camp pick up:** The regular camp day ends at 4:00pm, pick up for Franklin Academy will be located off Franklin Road at the Academy entrance.
- **Aquatic Camp/ ½ day Camp:**
    - A.M Aquatics Camp will meet on the couch in front of the gym/camp desk at 9:00am. Pick up for A.M. Aquatic Camp will be in the same location.
    - P.M. Aquatics Camp will meet on the couch in front of the gym/camp desk at 1:00 P.M. Pick up for P.M. Aquatics Camp will be in the same location.

### **Allergies:**

- If your child has allergies please make sure you walk your child each day of camp to assure they receive a wrist band to alert staff that they have allergies.

### **Camp Pick-Up:**

- **Girls and Boys Empowered Camp pick up:** Youth Room, enter at the east entrance of the club.
- **Tennis Camp pick-up:** Control Desk, enter at the east entrance of the club.
- **Jr. Explorers Camp and Explorers Camp:** Gym Floor (left Side), enter at the east entrance of the club.
- **Kinder Camp pick-up:** Restaurant, enter at the east entrance of the club.
- **Basketball Camp:** Gym Floor (right side), enter at the east entrance of the club.
- **Franklin Academy Camp:** Franklin Academy, enter at Academy entrance off Franklin Road.
- **Aquatics Camp:** pick up on the couches in front of Gym/Camp Desk.
- **Daily ID Check at camp pick-up**
- All campers must be signed out on a daily basis. Parents/guardians or those authorized should be prepared to show your ID at sign out every day.

- If you need to add someone to your authorized pick up list, you will then need to request an authorized pick up form and have it returned by pick up time.
- **Early Pick Up**
- During camp hours of 9:00am -4:00pm your camper will be doing a variety of activities around the entire club. It is very difficult to pull your camper out of camp and may take up to 30 minutes. If your camper needs to get picked up early please contact the Gym desk within an hour before actual pick up.

### **Camp Lunch's:**

- Franklin Athletic Club will be offering hot lunch daily for campers:
  - Kid Meal = \$5.00
  - Big Kid Meal = \$6.00
- **Daily Schedule of Hot Lunch:**
  - **Monday:** Papa Romano's Pizza:
    - Kid Meal: 2-3 Slices per child
    - Big Kid Meal: 4 Slices per child
  - **Tuesday:** Hot Dogs, Sliced Watermelon, and Chips
    - Kid Meal: 1 hot dog
    - Big Kid Meal: 2 hot dogs
  - **Wednesday:** Bosco Sticks, Applesauce, and Chips
    - Kid Meal: 1 Bosco Stick
    - Big Kid Meal: 3 Bosco Sticks
  - **Thursday:** Chicken Nuggets, Carrots & Ranch Dressing and Chips
    - Kid Meal: 5 Chicken Nuggets
    - Big Kid Meal: 10 Chicken Nuggets
  - **Friday:** Papa Romano's Pizza
    - Kid Meal: 2-3 Slices per child
    - Big Kid Meal: 4 Slices per child

### **Camp Bag Lunch:**

- If you choose to send your child to camp with a bag lunch, please provide an ice pack if needed, also, please provide a drink and eating utensils for your child. We do not have eating utensils for the campers, so please make sure to send them daily.
- We are not able to warm up lunches; everything must be ready to eat out of the lunch box.

### **Snacks:**

- Send 2 healthy snacks daily with you child, Franklin Athletic Club does not provide snacks for campers.

- The **Franklin Kiosk will not be available** for your child to purchase food at. The only exception to this is tennis campers will be allowed to purchase food during their lunch time at the Kiosk.

### **Lost and Found:**

- If your camper misplaces an article of clothing or personal belonging and is recovered, those items will be held at the Gym desk for pick up so that they may be claimed. Lost and found items will be kept for **two weeks** and then donated to charity. Please be prompt in claiming all lost items. Please remind your camper to keep track of their items.

### **Child Guidance policy**

- Summer camp is designed for children to grow and learn. We believe that discipline should be a learning experience and not a humiliating or punitive one.
- Our goal is to be proactive and preventive in our discipline procedures. Preventive discipline involves clear expectations and consequences, consistency, redirection, humor, follow through, and positive reinforcement. The following steps will be taken when behavior expectations have not been met:
  1. Verbal warning and explanation of why behavior is inappropriate.
  2. Withdraw from activity.
  3. Written and verbal warning for parents/guardians.
  4. Written and immediate verbal contact with parent/guardian.
  5. Verbal contact with parent/guardian and pick-up within 1 hour.
  6. Possible expulsion from camp.

**\*Steps 1-3 may be omitted if camp director deems the behavior serious and may endanger themselves and/or others.**

### **Accidents and Injuries:**

- Every effort is taken to keep your camper safe throughout the day. Should your child be injured throughout the course of the day, the following steps will be taken:
  - ✓ **Minor Injuries** (scraps, bumps, bruises, etc.) will be cleaned off with soap and warm water and will be treated with a band-aid and cold pack as needed. An ouch-report will be filled out for parents/guardians at pick-up.
  - ✓ **Head Injuries** – due to the severity of head injuries, all will be handled with caution. Staff members will look for signs of

a possible concussion and will provide ice as needed. Parents/guardians will be notified immediately.

- ✓ **Severe Injuries**– If a child should suffer from a more severe injury, we will attempt to contact parents/guardians before seeking professional medical attention. If we are unable to reach a parent/guardian we will call emergency contacts. If these steps are unsuccessful, professional medical attention will be provided and we will continue to contact parents/guardians.
- ✓ **Emergencies** – If a child should need immediate medical attention we will contact 911 and parents/guardians. The child will be transported by ambulance and accompanied by a staff member. If we are unable to contact parents/guardians, we will contact emergency contacts and continue to attempt to reach parents/guardians.

### **Distribution of medication**

- If your child must receive medication during Summer Camp hours, you must provide written authorization. A form will be available upon request. The authorization must include: date, child's name, name of medication, prescription number if any, dosage, and date/time to be dispensed and parent/guardian signature. All medication must be in its original container. Franklin Athletic Club staff will keep a written verification log of date, time, dosage, and name of staff who administered medication. Children will not be permitted to carry their own medication or self medicate, this action could result in expulsion.

### **Sick Children**

- Children with communicable diseases such as conjunctivitis (pinkeye), pediculosis (head lice), scabies, ring worm, chicken pox, strep throat, etc. or with a fever of 100 degrees or higher and/or other contagious symptoms which are but not limited to rash, vomiting, diarrhea, sore throat, or discolored mucus will not be allowed to attend or remain at camp. Please refrain from allowing your child from attending camp or returning until they have been without a fever for 24hrs. If a child becomes ill during summer camp, we will contact parents/guardians to pick-up the child within 45 minutes.

**\*Thank you for all your cooperation in keeping with these policies\***

