

Summer 2020

Dear Summer Camp Family:

Welcome to the Cookeville Department of Leisure Services Summer Day Camp program 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 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
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 socially appropriate leisure pursuits as well as 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.

Camp COVID-19 Statement

This year we face many new challenges because of the COVID-19 (coronavirus) pandemic. It is continually evolving and our decision about camps and what our guidelines are largely depends on recommendations set by Federal, State and Local authorities. We have been diligently working to implement safety protocols for the summer and will be closely monitoring how the outbreak affects our community. Safety is our priority during this time and we are committed to keeping our campers and staff safe and healthy.

Drop off/Pick Up (NEW to 2020)

Campers can be dropped off in front of the Cane Creek Recreation Center between 7:15-8:00am. Staff members will check in campers and do a temperature screen once inside. Campers can be picked up between 4:45-5:30pm by carline. Parents will need to show car tag or ID. Please make sure to add all authorized adults on the campers registration form. If the child needs to be dropped off or picked up outside of these times, parents can call to make arrangements. Parents are more than welcome to walk their child to the door. The carline method is there to help limit the amount of people in and out of the building.

Late Fee Policy

Your child must arrive no earlier than 7:15am. 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 Day Camp is 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 100.4 or higher
- 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. Please inform the camp staff of any positive coronavirus diagnosis (of anyone in camper's household). This diagnosis requires the person to be 14 days symptoms free before returning to camp. If you or any member of your household has knowingly had close contact with someone who tested positive for the coronavirus, we ask that you stay at home and please inform the camp staff.

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. All minor scrapes and scratches will be treated by Camp Staff and reported to parents at the end of the day. 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 or Recreation Superintendent 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.

What to bring

We provide cubbies 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.

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. 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!!!

Field Trips

We will be visiting the SportsPlex, Cane Creek Park and our camp garden regularly. As of the start of camp, we will not be taking any larger field trips this summer. If covid restrictions change, we will let parents know of any added trips.

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, Youth Ball Fields and camp garden.

Tuition

There is a one-time registration fee of \$25.00 per camper. The rate for a camper is \$80.00 per week. There is no part time rate for this summer. For families with multiple children, there is a \$5 sibling discount per child. 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 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	June 1-5	May 28 th
2	June 8-12	June 4 th
3	June 15-19	June 11 th
4	June 22-26	June 18 th
5	June 29-July 3	June 25 th
6	July 6-10	July 2 nd
7	July 13-17	July 9 th
8	July 20-24	July 16 th
9	July 27-31	July 23 rd

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 June 1st-July 31st.
- Monday - Friday 7:15am - 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 typically 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 what group your child will be in based on your child's age and ability. Because of social distancing recommendations and smaller group numbers, our group ages and numbers may change.

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. Note: There will be provided food program after July 17th.

Sunscreen

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 any 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.

How Parents Can Be Helpful

Summer Day Camp is 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 schedules for appropriate dress code for each day.
4. Campers are encouraged to wear tennis shoes and socks to camp daily. If water shoes, flip-flops, or sandals are needed, send them with your child and he/she will be allowed to change shoes at the appropriate time.

5. Note the Cancellation policy! If your child will not be attending a session you have reserved, fill out the Change of Enrollment Form and make the cancellation at the front desk. Be sure to cancel the Thursday prior to the week your child will not attend. Failing to do so will result in the parent being charged for that week.