



# **Bo Jackson's Elite Sports Summer Day Camp Parent Manual 2018.**



Welcome to Bo Jackson's Elite Sports! We developed this little handbook to provide you and your child(ren) with important information in preparation for their time with us, and to answer any questions you may have about camp. As always, please feel free to call or email us at any time with your questions, concerns or suggestions. We want to work together with campers and families to make your experience a positive one!

**Purpose:** Our purpose is to provide a high-quality summer camping program through asset development, child's choice activities, physical activity, and character development that will help in the development of each child's spirit, mind, and body. Our program provides a valuable service to the parents of the community as well as each program participant.

**Staffing:** BJES believes in employing a motivated, caring, and diverse staff team who are focused on providing a safe and fun atmosphere for each child. Steve Ryan is the General Manager and hands-on camp director – you'll see Steve out and about with the staff and kids. Our camper groups are led by highly qualified adult staff who have received 40 hours of training in child development, CPR, first aid, blood borne pathogens, activity planning, conflict resolution and supervision. In addition, all staff have undergone background checks and training on BJES safety, risk management, procedures, and activities. Our staff are screened to ensure they have the right experience and qualifications to be positive role models for children.

**Safety:** The health and safety of each camper is the primary concern of the staff at BJES. We take your child's health and safety very seriously, which is why we ask you to help us by informing us of any medical or dietary issues your child may have. Our adult to child ratio is 10:1 allowing us to ensure camper safety at all times. General safety information, including how to avoid injury will be reviewed with campers on the first day of camp.

**Camp Hours of Operation & Contact:** Our program operates from 9am-4pm. Children may be dropped off as early as 8:45am and must be dropped off no later than 9am. Children will not be allowed to attend camp if they are dropped off later than 9am. Children must be picked up between 4-4:15pm. We charge a \$2 per minute late fee after 4:15pm-NO EXCEPTIONS.

If you have any questions, please contact us at (614) 528-4555. If you leave a message (if for some reason we can't get to the phone at that moment) we will call you right back as soon as we can. If you call after camp hours, we have voice mail that will be checked first thing in the morning. We are only able to check email infrequently throughout the day, so please call if your message is urgent. Our email is [info@bjescolumbus.com](mailto:info@bjescolumbus.com)

**Absences:** Please help us out by informing us if your child will be absent from camp at least one day prior to the absence if possible. If a camper is absent without a prior call or note from you, we will contact you to check on the unexpected absence. There are no refunds for days of camp missed.

#### **BJES RELEASE OF CHILD POLICY**

**Release of child:** Children in our program will only be released to their parents or other designated adults who the parents have approved. All persons picking up children must be at least 18 years of age and we require a photo identification to be provided prior to our release of custody to any individual.

**Change of Emergency Contacts:** All BJES Child Care Programs will follow the following process in order to change emergency contacts and authorization for pick up: Parents wishing to add individuals to their approved pick-up roster must complete the Parent Authorization Form. This form must be returned in person to the Program Director or Coordinator. No faxes will be accepted. Phone calls will only be accepted for changes in emergency situations (see above).

**Staff Discretion:** It is the policy of the BJES that staff is empowered to make decisions regarding the release of children. If the above rules are not being followed it is their job to withhold the child's release. This will only be done if the Release of Child Policy is not being followed by the parent or guardian.

**Custody Issues:** In cases of separated or divorced parents, where visitation rights are denied to one parent, we cannot deny releasing the child to this parent if they are entered on the child's pick up roster. It is up to the custodial parent to make necessary changes to the child's pick up roster when appropriate. It is helpful to BJES to have a court decree or separation document in your child's file so we can have a better understanding of their situation.

**Neglect:** After a period of 1 hour after the program has ended, and no parent or guardian has contacted the Camp Director, and all emergency contacts have been called, the local child protective agency will be contacted. BJES will comply with their recommendation based on their expertise in these situations.

**Program Content:** We provide a variety of activities and opportunities for each of our participants that will assist in their development. These activities focus on meeting the goals listed below:

- To develop self confidence and self-respect among their peers and to create an appreciation of their own worth as an individual.
- To develop an understanding that a strong mind and body are a gift but, mental well-being and physical fitness are conditions that must be achieved and maintained.
- To recognize the value of all people regardless of their differences.
- To develop a capacity for leadership.

*Activities include but are not limited to the following:*

Arts and Crafts	Character Development
Physical activity	Teambuilding
Outdoor play	Indoor Play

**Fees:** In order for BJES to properly staff each week of camp we must know how many children will be in attendance. We do this by collecting payments prior to providing service. All payments for the 1<sup>st</sup> week of summer camp must be received no later than the first morning of camp. The next payment will be due each Friday beginning the first week of camp. Payments received later than Friday will incur a \$10 late fee. We understand that plans change during the summer and will allow a deposit to be applied to a different week if we know in advance. BJES does not pro-rate fees due to a short camp week. **Three or more days constitute a full week of camp.**

#### Breakdown of Participant Fees

Summer Day Camp Fees:	\$150 per week for Half Day Camps
	\$200 per week for Full Day Camps

**Refund Policy:** Refund requests must be made prior to the week of attendance. If a child does not attend a week of camp and notice is not given before the week starts, a refund will not be issued. Documented medical reasons are the only exceptions to the above stated policy. A 10% administrative fee will be accessed on all qualifying refunds.

**Participant Conduct:** The following are the rules each child must follow during program hours:

- I will treat others the way I wish to be treated.
- I will always use appropriate language.
- I will listen to the person speaking.
- I will follow instructions given to me by my counselor.
- I will be honest.
- I will allow counselors to assist in solving disputes.
- I will be helpful to others.
- I will keep my hands, feet, and objects to myself at all times.
- If I cannot say anything nice, I will not say anything at all.

**Discipline Policy:** The philosophy of Positive Discipline is used in BJES programs in order to promote proper boundaries. When boundaries are set, children are able to make better decisions. We follow these guidelines in order to help with this process:

- We do not subject children to any type of physical or corporal punishment.
- We do not issue verbal threats or abuse.
- We do not make derogatory remarks toward children.
- No child or group of children is ever allowed to discipline another child.
- We do not deprive children of their snack/lunch.

Counselors will give a verbal warning to a camper who breaks a rule, followed by a short time out for a second infraction. If repeated infractions occur, a visit to the Director and/or a call to the camper's parent will take place. We have a zero-tolerance policy for violence or theft.

**Child Abuse Prevention:** The following rules have been established in order to make our program as safe as possible:

- Staff and volunteers are discouraged from baby-sitting or socializing with program participants under age 18, outside BJES activities.
- All staff are prohibited from being alone with a single child.
- Parents are encouraged to visit program sites at anytime a program is in session and to attend all special events.
- Activities will not be closed from parental visitation or inspection.
- Visitors who are unfamiliar to our staff will be asked to leave the program unless proper identification can be provided.
- Any suspected or reported abuse from a staff or volunteer toward a child will immediately be reported to child protection services. They will also be removed from their position.
- No child will be released to someone other than their authorized parent or guardian unless written consent is provided in advance.

**Medical Information:** If your child is in need of prescription medication during the time that he/she will be attending Day Camp, a Medical Information Form must be completed. The Camp Director/Coordinator will have these forms on hand. All medication must be in its original container when it is turned over to the Camp Coordinator. No over the counter medication may be dispensed for any reason. Medication may only be given by a BJES staff person as prescribed. Additionally, no over the counter antibacterial ointments, sting kits, or medications, will be administered to any child attending a BJES Summer Day Camp. Medical Information Forms must be updated each time there is a change in your child's prescription.

**Illness:** Whenever a camper is not feeling well and wishes to speak to his or her parent, we permit the camper to call. Often, just a few comforting words from Mom or Dad are all that is needed for the camper to bounce back and continue to participate at camp. Parents are also called whenever a camper is not

feeling well enough to participate in activities beyond resting for one activity period. Parents may choose to pick up their child at any time. Campers may not attend camp if they have certain contagious illnesses, including but not limited to chicken pox, bacterial meningitis, diarrhea, hepatitis A, measles, mumps, rubella, or influenza, and must have a doctor's permission to return to camp.

**Injury:** Whenever a child is injured and requires professional medical attention, parents will be notified immediately and asked to take their child to their own doctor or meet our staff at the office of the local health center. For minor first aid treatment provided by our staff that goes beyond applying a band-aid, cold compress, or similar treatment, a staff member will contact the parent at the end of the day.

**Emergency Procedures:** The following is our emergency response plan. All staff is trained to follow this plan in the event an emergency should arrive:

**BJES Emergency Response System**

1. Establish who is in charge.
2. Dial 911
3. Send for Help
4. Provide First Aid
5. Call Program Director or Coordinator
6. Contact parent or guardian
7. Identify treatment locations
8. Make list of those involved
9. Transport persons needing additional care to local healthcare facility or hospital.

**Helpful Hints:** The following information is to help us better serve each child. For additional hints please review the camper checklist that was included in your registration packet.

**What to Bring to Camp:**

- Reusable/refillable water bottle with ice and water inside.
- Backpack
- Lunch and two snacks (We have an AM and PM quick snack break)
- Sunscreen (Most of our day is indoors, but we do go outdoors on occasion)
- Please label all items with your child's name!

**What NOT to Bring to Camp**

- Anything electronic: iPods, cell phones, video games, CD players
- Candy or gum
- Expensive watches or jewelry
- Toys or stuffed animals
- Trading cards
- Pets or any other living animal
- We are not responsible for items that are lost, stolen, or damaged.

**What to Wear to Camp**

- T-Shirt, shorts, and Sturdy running shoes