



# CCGI CAMP PARENT HANDBOOK

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**Welcome to CCGI's Camps!**

**We are committed to providing a safe, fun, and loving environment for your child during their summer vacation!**

**Please take the time to read through our Camp Policies**

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## **Hours of Operation**

CCGI Camps are open from 7:30am-5:30pm.

Our Late Fee policy is: \$1.00 per minute per child if you pick up your child after 5:30pm. The late fee is due upon arrival to the Front Desk.

## **Camp Classroom Rules**

1. Respect yourself, others, and property
2. Be polite and courteous
3. Be a good listener
4. Have fun!

## **Sign-In Sheets**

All children must be signed in and out by an authorized adult each day. A legible printed name and time must be used each day when you drop off your child and when you pick up your child.

It is the parent's duty to sign in correctly. Sign-In Sheets will be located at the Camp Table in the Front Desk lobby area.

W E L C O M E

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## **Snacks and Lunch**

CCGI provides morning and afternoon snacks. Snack is served at 9:30am and 2:30pm. Lunch is served at 11:30am.

Parents are responsible for bringing a nutritious lunch and drink. Absolutely NO soda or candy. Please make healthy food choices! Please keep an ice pack in your child's lunch pail. Please NO fast food. You may bring warm-ups for your child's lunch. Bring a Water Bottle!!

## **Accidents and Injury Reports**

Accident Reports will be filled out by the teacher on duty when a minor accident (scrape, bump, etc.) occur.

Parents will be called immediately in the event of any serious or questionable injury. If a parent or guardian cannot be reached and an emergency exists, the staff will seek medical care as needed and as designated by the Identification and Emergency Card on file.

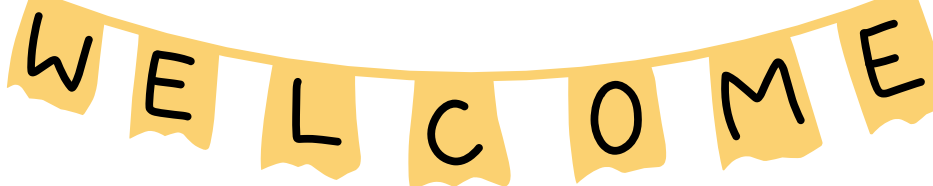
## **Clothing and Shoes**

Please dress your child in clothing that will allow them to participate in all play - both indoors and outdoors.

Please send your child in shoes that are made for active play- indoor and outdoor and appropriate for the season.

## **Electronics**

Please do not bring any electronics to Camp. We do supply a full day of activities and have plenty of fun crafts & games for your child!



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## **Discipline**

Our staff models appropriate behavior and teaches the children manners that the child can use in everyday situations. Our staff uses positive techniques which include redirection, problem solving, communication, and reinforcing positive behavior. No one is allowed to hurt (physically and verbally) another person. The use of words to express our feelings are encouraged and modeled.

## **Consequences of Unacceptable Behavior**

1. CCGI staff will correct unacceptable behavior by stating the inappropriate behavior, redirecting the child, and reinforcing positive behavior. Corporal punishment will never be used.
2. The child may lose a privilege that is related to their inappropriate behavior.
3. In instances where improper behavior is repeated or the safety of other children is at risk, the behavior will be discussed with the parents.
4. If after involving parents, and the behavior continues, the child may be removed from camp. The Director retains the right to determine if a child is compatible and/or benefiting from the camp program.

## **Policies on Health**

You must keep your child home if he/she has any symptoms of a communicable disease.

Parents are asked to please report contagious diseases immediately so that the parents of other children exposed in the camp may be notified.

W E L C O M E

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**You may not bring your child to Camp when any of the following take place:**

1. The illness prevents the child from participating comfortably in routine activities.
2. The illness requires more care than the staff can provide without compromising the health and safety of other children.
3. The illness is any of the specific diagnosed conditions listed below:

- **Fever** – Temperature of 100.0 degrees F or greater.
- **Signs and Symptoms of possible severe illness** – until medical evaluation allows return. May include unusual lethargy, uncontrolled coughing or wheezing, persistent crying or irritability, or difficulty breathing.
- **Uncontrolled Diarrhea** – until it is controlled or stops.
- **Vomiting** – more than once in the previous 24-hour period until the vomiting stops or health care provider determines that the child may be in camp and is not in danger of dehydration.
- **Rash with Fever or Behavior Change** – until a health care provider determines that the child may be in camp (doctors note required).
- **Pink Eye** – with white or yellow eye discharge, until 24 hours after treatment is made (doctors note required).
- **Head Lice, Scabies, or other Infestations** – until 24 hours after treatment is started and in case of head lice, the child must be completely nit free.
- **Strep Throat or other Streptococcal Infections** – until 24 hours after antibiotic treatment has begun.
- **Covid-19** – Child **MUST** be fever free for at least 24 hours without the use of fever-reducing medications, **AND** all other symptoms have improved