



FACT

Because Children with Autism are Children First

FAMILY HANDBOOK

WELCOME

Dear Parents, Caregivers, and Campers,

Welcome to Camp Gonnawannagoagin'. Since 1997 we have been growing and improving what we believe is an exceptional program for individuals with autism and non-disabled students who wish to benefit others through their friendship and acceptance. From our enthusiastic and compassionate team of staff and volunteers to our schedule of engaging activities, each day will provide the supported inclusion your child needs and deserves. We look forward to working and interacting with your child; thank you for the opportunity to do so.

Sincerely,

Pam Clendenen

Camp Director

ABOUT US

Description of Summer Day Camp Program

FACT hosts up to six one-week sessions of camp each summer. Camp is in session Monday through Friday from 8:45 a.m. until 3:00 p.m. Students ages five and older with a primary diagnosis of autism are eligible to attend, as well as students ages 11 to 17 who want to be part of an inclusion program. Camp Gonnawanngoagin' (referred to as CGWGA) offers everything a day camp for typical children offers, including daily swimming and field trips, games, sports, music, and crafts. CGWGA employs a knowledgeable compassionate staff that works on a maximum 1:6 ratio with campers. Campers with autism are paired with inclusion campers that model expected behavior and offers acceptance and encouragement. CGWGA utilizes a variety of communication tools, best practices in behavior management, and ongoing positive reinforcement to ensure the best possible experience for each child.

Contact Information

FACT Administrative Office (757) 422-2040

Pam Clendenen, Camp director (757) 788-1993

Our Mission and Philosophy

For children with autism, Camp Gonnawanngoagin' is meant to be a haven from the daily struggles of learning, communicating and interpreting the world around them. For non-disabled children, camp is a place to learn compassion, acceptance and social responsibility. We firmly believe that "children with autism are children first". Our goal is to provide an enriching social experience during engaging recreational activities in a safe, supportive environment.

ORGANIZATIONAL STRUCTURE- lines of authority

CGWGA accommodates equal numbers of campers with autism spectrum disorder and neuro-typical inclusion campers.

Every camper is assigned a staff member. Staff are paid, qualified, trained individuals 21 or older who may oversee up to six children.

Aids may be assigned to staff to assist in supervising children and maintaining standards of care. Staff are supervised by a Program Leader. There are three groups which are composed of up to 15 campers with autism and up to 15 inclusion campers and at least 5 staff.

The Program Leaders report directly to the Camp Director and may make decisions on behalf of the Director in their absence.

The Camp Director is responsible for the daily operations of the camp and reports directly to the Board of Directors.

The Board of Directors are a body of volunteers who oversee the operations and finances of the non-profit organization.

Hours of Operation

Camp is in session Monday through Friday, from 9:00 a.m. to 3:00 p.m.

Campers with autism should arrive between 8:45 and 9:00.

Daily Schedule

Parents will be provided a schedule of weekly outings each Monday at check-in. Each day will include a field trip and swimming. Lunch may be eaten on campus or in the community.

Detailed hourly schedules are provided to staff, volunteers, and campers each day. Parents and caregivers are provided hourly schedules upon request. The following is an example of a daily schedule:

9:00 Morning group- attendance taken, schedule and rules reviewed

9:10 table top game or craft

9:30 restroom

9:45 leave for field trip

10:00 Field trip

11:15 leave for campus

11:30 return to campus, restroom wash hands

11:45 lunch

12:15 restroom, put on bathing suits

12:30 leave for swimming

12:45 swimming

2:15 leave for campus

2:30 afternoon group

2:45 free play, begin dismissal

Holidays

Camp is not in session during Federal Holidays.

Inclusion

CGWGA utilizes a “reverse mainstream” model that incorporates non-disabled, neuro-typical, “inclusion campers” to model participation and appropriate behavior as well as emotional support. CGWGA is also not a center based program. Community integration occurs every day during field-trips.

Non-Discrimination

At CGWGA equal opportunities are available for all children with a primary diagnosis of Autism (including PDD-NOS), without regard to race, color, creed, national origin, gender, age, ethnicity, religion, or parent/provider political beliefs, marital status, sexual orientation or special needs, or any other consideration made unlawful by federal, state or local laws. Camp activities are designed to meet the varying needs of all campers.

Confidentiality

Unless we receive your written consent, information regarding your child will not be released with the exception of that required by our regulatory and partnering agencies. All records concerning children at our program are confidential.

Staff Qualifications

Our staff are hired in compliance with the state Department of Social Services requirements and qualifications as a base minimum. Staff participate in orientation and ongoing training in the areas of autism, child growth and development, healthy and safe environments, developmentally appropriate practices, guidance, family relationships, cultural and individual diversity, and professionalism.

Child to Staff Ratios

Children are supervised by a staff member at all times. We proudly provide a maximum 1:6 staff to student ratio that exceeds requirements for licensed child care centers.

ADMISSION AND ENROLLMENT

A parent or legal guardian must submit a complete application.

An interview with the camp director or assistant camp director will be conducted via phone or in person to determine whether the applicant is appropriate for the program and whether CGWGA can meet all the applicant's needs.

Applicants will be notified of acceptance via email when the registration period has ended.

Upon acceptance, the following documents will be required prior to attendance: proof of age, recent immunization record, recent TB test, a recent physical, special medical instruction if needed, permission to administer over the counter or prescription medications if needed, allergy instructions if needed, and pick-up authorization.

Attendance will be confirmed when all documents are received.

Tuition must be paid in full prior to attendance.

COMMUNICATION

Daily Communications

Our high staff to student ratio allows us to communicate directly with caregivers each day. Daily notes from camp staff will also keep you informed about your child's activities and experiences at the camp. Notes will be placed into your child's bag at the end of the day. Your primary point of contact will be your child's counselor. The counselor is supervised by a group leader who is also available to address questions or concerns. Our group leaders are supervised by the camp director, Pam Clendenen. You will be provided with phone numbers and emails for each of the individuals responsible for your child on your first day of camp.

Email

We encourage you to provide an email address that you use regularly so that we may send you announcements, reminders, and emergency notices.

Emergency Communication

In the case of an emergency, parents will be called by a staff member at all the numbers on file. If a parent or guardian cannot be reached, the secondary emergency contacts will be called until a responsible party is reached. In cases of weather emergencies, fire, or community emergencies that affect all enrolled children, phone calls will be made to primary caregivers and email will be sent and emergency instructions will be posted on Facebook and camp4autism.org

Open Door Policy

We are delighted to have family members participate in our program. Parents/Guardians are welcome to visit the program any time during regular program hours. Signing in is required for the safety and protection of our children. Each visitor must wear a visitor's badge while on premises and sign-out upon leaving. Parents may attend daily outings, but must provide their own transportation.

Volunteer opportunities are available to parents and caregivers.

Photos/ Publicity

Photos are taken throughout the day. Photos are shared with parents and caregivers via a private photo sharing website. Staff and volunteers are not allowed to post photos of children on their personal social media. Photos may be posted on our organizational website, Facebook page, or other social media. Photos may also be used to promote our programs in brochures and grant packets. Children are never depicted in a negative or inappropriate way.

FACT Sponsored Activities Throughout the Year

We host free bi-monthly family celebrations, monthly activities for teens and young adults, four different sports clinics, two bowling leagues, and a bike camp when possible. We also offer performing arts programs throughout the year such as karaoke, art shows, chorus, etiquette class and dram club

Newsletters

A monthly e-newsletters provides camp news, events, announcements, etc. Sign up for the newsletter by visiting camp4autism.org and clicking on “stay connected”.

Parent Resources

We encourage all families to refer to the local Chapter of the Autism Society as their purpose is to educate and support families and provide referrals for services.

OUTINGS

Camp Gonnawannagoagin' includes daily outings. We believe there is value in introducing new recreational opportunities and reinforcing participation and appropriate behavior in the community.

Transportation

CGWGA does not offer transportation to or from the program.

During daily outings, campers, volunteers, and staff are transported in either busses or vans. CDL licensed drivers will drive the busses. Camp staff with approved driving records will drive the vans.

Field Trips

All activity fees are included in camp tuition. Fieldtrips are age appropriate and may vary across age groups. Most outings are to indoor facilities. Outdoor activities are planned for the a.m. hours when extreme heat is less likely. Activities are usually active rather than sedentary, and conducive to interaction rather than isolation. Caregivers may be required to sign additional waivers from the venues for their child to participate.

Departure from campus may be scheduled as early as 9:30 a.m. Campers who arrive after 9:30 will need to arrange to meet their group either in the community or on campus upon their return from the outing.

Swimming

Campers are taken swimming every day. We swim in the ocean, bay, swimming pool, and Ocean Breeze Water Park. Campers are always accompanied by their staff, peer buddy, or both. Campers who are not proficient swimmers must provide their own flotation device (either life jacket or "floaties" clearly labeled with their name). Campers should wear or pack a swimming suit every day regardless of weather. Campers, staff and volunteers are encouraged to wear their suits to camp to eliminate the need to change. Campers must provide their own towel

and sunblock. When swimming must be cancelled for inclement weather, an alternative activity will be scheduled.

CHALLENGING BEHAVIOR- discipline policies

Camp staff are trained in and employ best practices in behavior management. We rely heavily on modeling, positive reinforcement, redirection, and clearly communicating rules and expectations. Parent input may be required in developing behavior plans.

Camp staff never use punishment of any kind including but not limited to corporal punishment, verbal reprimand, or revoking of privileges.

We understand that individuals with autism may react physically or aggressively to external stimuli or internal frustrations. Modifications will be made whenever possible to accommodate campers who exhibit frequent physical outbursts. Examples of modifications include not assigning a peer buddy, providing separate transportation, or limiting the length or number of fieldtrips offered.

Physical restraint is not permitted except in cases where severe injury or death may result from the behavior. Whenever possible, individuals exhibiting severe or dangerous behavior will be escorted to a safe area so restraint can cease. All incidents of physical restraint will be documented and reported to the parent or guardian on the same day.

PERSONAL BELONGINGS

Please label all items brought from home with your child's name (i.e., clothes, meals, backpacks, etc.) to prevent items from becoming misplaced or lost. We are not responsible for lost or damaged items. Wet bathing suits and soiled clothing will be sent home daily. Each camper will have a designated place for their personal belongings.

Lost & Found

There is a lost and found located in the lobby of each building. Please inquire with your child's counselor regarding any missing items.

What to Bring

Please pack enough food for the duration of the day including lunch, snacks and beverages.

Food should be packed in an insulated bag.

A microwave will not be available for heating meals.

Every child should wear or pack a swimming suit and bring a towel every day.

Flotation devices should be provided for children who are not competent swimmers.

Sun protection including hat, shirts with sleeves, and sunscreen are recommended.

(*A sunscreen waiver must be on file.)

Comfort items may be sent to camp but please refrain from sending too many toys.

Electronic games are strongly discouraged as they prevent children from interacting with others and can be easily lost or broken at camp.

An extra set of clothing is recommended for all age campers.

Closed toed shoes are recommended. Flip-flops or sandals can be packed for swim time.

A pair of socks should be kept in your child's bag as many activities require them (bowling, bounce house, skating, etc.)

ADMISSION AND ENROLLMENT

All campers must submit a completed application, provide all required documentation and sign all necessary waivers and documents in accordance with Virginia state law. Parents and Caregivers will also participate in an interview with the camp director in person or via phone, and pay all fees prior to participation.

Criteria for Attendance

- Campers with autism must be six years old by the date of their attendance.
- Inclusion campers must be eleven years old by the date of their attendance.
- Campers must have a primary diagnosis of autism.
- Inclusion campers should have the cognitive and emotional maturity to be a good role model to their disabled peers.
- Campers with autism and inclusion campers must complete or provide all required documents. (see a complete list in the next section, Required Forms)
- Campers with autism do not need to be verbal to attend. It is recommended that participants who have augmentative communication devices bring them to camp.
- Inclusion campers must be competent swimmers. Campers with autism do not need to be able to swim. Caregivers must provide flotation devices for weak swimmers. Camp is not recommended for children with a great fear of water or who refuse to get wet as swimming accounts for a third of our camp day.
- Campers with physical challenges will be accepted on a case by case basis at the director's discretion.
- Campers with ongoing acute medical needs will be accepted on a case by case basis at the director's discretion.

TUITION AND FEES

For campers with autism, tuition is \$300 per child per week which is less than 50% of the actual cost for staffing, activities, transportation, materials, and administration. FACT contributes the balance of the cost through grants, financial gifts, and fund raisers.

- Financial Need scholarship- a discount of 50% is available to any student who qualifies for free or reduced lunch in the public school system, with documentation from the school. *Homeschoolers may provide a statement of need in lieu of school documents.
- Military Dependents Scholarship- a 25% discount per week, for as many weeks as needed, is available to military dependents.
- Sibling Scholarship- families with more than one child enrolled in camp, receive a 25% discount per child for as many weeks as they attend.
- Emma Dickerson Memorial Scholarship- offered to a teen whose family has undergone a hardship.
- Jack and Anne Glenn Scholarships- offered to families with financial need thanks to the generous gifts of the Glenn Foundation.
- Francis Tom Memorial Scholarship- offered to families with financial need in memory of Francis Tom.
- Jericho Jefferson Memorial Scholarship- In memory of a beloved family member, this full one week scholarship is available to an adult (18+) participant whose family has financial need.

Inclusion campers do not pay tuition, as their participation is crucial to the social growth and emotional well-being of our campers with autism.

Returned Checks/Rejected Transaction Charges

All returned checks or rejected ACH (automatic debits) or credit card transactions will be charged a fee of \$ 20. This charge may be collected electronically. Two or more returned checks or rejected transactions will result in your account being placed on “cash only” status.

Late Pick-up Fees

Parents or caregivers who arrive after 3:15 may be charged \$5 for every 15 minutes they are late to cover the cost of retaining staff.

ATTENDANCE AND WITHDRAWAL

Absence

If your child is going to be absent or arrive after camp activities have begun, please contact your child's counselor or group leader for drop off instructions.

Withdrawal

Since our program is a week to week program, a written notice is not required.

Termination

FACT staff and supervisors maintain the right to dismiss any child whose behavior or the behavior of their parent or guardian poses an ongoing threat to staff or other children.

Refunds

Full refunds will be made to families who withdraw their child at least 5 business days prior to scheduled attendance. Partial refunds will be made to families who withdraw less than 5 days prior to attendance if a substitute from the waiting list takes their place. Refunds for family emergencies and camper illness or injury will be handled by the executive director on a case by case basis.

Closing Due to Extreme Weather

Should severe weather or other conditions (i.e. storms, floods, tornadoes, hurricanes, earthquakes, loss of power, loss of water) prevent us from opening on time or at all, notification to the families will be announced via email and on our Facebook page.

If it becomes necessary to close early, we will contact you or your emergency contacts as soon as possible. Your child's early pick-up is your responsibility to arrange.

ARRIVAL AND DEPARTURE

General Procedure

Camp activities begin at 9:00 a.m. Please do not drop-off your child prior to 8:45 as staff are in their daily briefing. Parents or caregivers are expected to accompany their children and sign them in. Never leave a child in the supervision of an inclusion camper.

- If a child has not arrived by 9:15, staff will inform their supervisor and call the primary contact to see if the child will be late or absent, regardless of whether the child is brought by a parent/caregiver or another program.
- Children will join the group in the activity that is ongoing at the time of arrival.
- If a child arrives after the class has left for a field trip, the child may be taken by the caregiver to meet the field-trip in the community if arrangements have been made in advance.
- If a child arrives after the class has left for a field trip, the child may be left in the care of two staff members and remain on campus until their group returns if arrangements have been made in advance.
- If a child is scheduled to arrive from another program, they will join the group just as if they had arrived with a family member.
- Only persons authorized by parents/guardians in writing are permitted to pick up a camper. Proof of identification must be shown before a child is released.
- Camp activities end at 3:00 p.m. Please allow enough time to arrive, sign your child out, and leave by 3:10.
- If a child is still on campus at the conclusion of the day, after 3:10 p.m., staff will gather all of the child's belongings and escort the child to the gym. A supervisor will make necessary contact with the parents/guardians. Staff may be asked to stay with office staff until an authorized person arrives to pick up the child as two persons are required by the Department of Social Services.
- In the event a child is not picked up from the center by 5:00 p.m. and we have exhausted every effort to have the child picked up by an authorized person, FACT is required to notify Child Protective Services and have a state official pick up or stay with the child until parents arrive.

Authorized & Unauthorized Pick-up

Your child will only be released to you or those persons you have listed as Emergency and Release Contacts. If you want a person who is not identified as an Emergency and Release Contact to pick-up your child, you must notify us in advance, in writing. Your child will not be released without prior written authorization. The person picking up your child will be required to show a picture ID as verification. Please notify your pick-up person of our policy.

In order to safeguard your child we will need copies of any court ordered custody agreements. Without a custody agreement, we are not able to prevent the release of your child to a parent.

If a child has not been picked up after closing and we have not heard from you, attempts will be made to contact you, and the contacts listed as Emergency and Release Contacts. Two staff members will stay with your child. If after two hours we have not been able to reach you or a person listed as an Emergency and Release Contact, we will call the child protective services.

Right to Refuse Child Release

We may refuse to release children if we have reasonable cause to suspect that any person picking up a child is under the influence of drugs or alcohol, or is physically or emotionally impaired in any way that may endanger the child. To protect your child, we may request that another adult listed as an Emergency and Release Contact pick-up the child or we may call the police to prevent potential harm to your child. Reoccurring situations may result in the release of your child from the program.

NUTRITION- FOOD POLICIES

CGWGA does not provide meals or snacks. Please pack an adequate amount of food and beverages for your child each day. Lunch and snack may be eaten on campus or in the community. Microwaves are not available for heating lunches.

Food Allergies

If your child has a food allergy, you must notify us in writing. Food allergies can be life threatening and each child with a food allergy should have an action plan for emergency care completed by the family physician. Action Plan forms are available at the time of enrollment.

Meal Time

A caregiver who is trained in first-aid for choking is present at all meals.

HEALTH

Immunizations

Immunizations are required according to the current schedule recommended by the U.S. Public Health Services and the American Academy of Pediatrics, www.aap.org. Our state regulations regarding attendance of children who are not immunized due to religious or medical reasons are followed.

Physicals

Routine physicals are required according to the current recommendations of the American Academy of Pediatrics, www.aap.org. A copy of your child's physical should be received before but must be received no later than [30] days after your child begins the program. Families are responsible for assuring that their child's physicals are kept up-to-date and that a copy of the results of the child's health assessment is given to the program.

Medications

Camp Gonnawannagoagin' has MAT trained staff who will only administer medication that is prescribed by a Doctor or medications required for allergic reactions. All MAT trained staff know which children (if any) use emergency medications, where the medications are stored, and how to administer them if necessary. Prescription medications must be in the original container with a prescription label on it. The prescription label must include: the name of the physician, the patient's name (must be the person for whom the medication is to be administered), date the medication was prescribed and the instructions for dosage. Medication will only be administered according to the labelled directions. Once it is administered, staff will record the name of the medication, time of administration, amount administered, and initials of who administered the medication. If a child requires Prescription Medication to be administered at the Day care, a Medication Administration Form will need to be filled out and signed by the Parent/Guardian (see Medication Administration Procedures below). CGWGA staff will administer Emergency Medications that are required for allergic reaction. However,

Parents/Guardians must inform the Staff of possible allergies. This information is to be recorded in the child's registration form file. A letter from the child's physician with information pertaining to the allergy, symptoms of allergic reaction, medication required, dose to be administered, how often to administer medication, will be required for the child's file. The medication must be in the original container with the child's name on it. The Parent/Guardian will also need to fill out and sign an Emergency Medication Form. CGWGA staff will not, under any circumstance, administer any other medication by mouth that is not prescribed by a physician. Parents/Guardians of the child are welcome to administer the medication themselves, however, they must inform the Staff of the medication given and the time it was given (even if this was given at home before day care). This is a precautionary measure in case the child has a delayed reaction throughout the day. If a child requires medication such as Tylenol to treat symptoms such as fever, severe cough, or pain it is important for the Parents/Guardians to refer to CGWGA Health Policy and Infectious Disease Policy and Procedure. Children that have these symptoms should remain at home until they are symptom free. If a child requires Topical Cream or ointment, the Parents/Guardians must inform the staff and a Medication Administration form will be required.

Sunscreen

It is highly recommended that your child be sent to camp with sunscreen on. Parents/caregivers must provide written permission for camp staff to re-apply sunscreen. Sunscreen must be provided in the original container, labeled with the child's name.

Insect Repellent

If you would like your child to be protected by insect repellent during outdoor play or swimming, you must provide written permission for camp staff to apply it. Insect repellents must be provided in the original container, labeled with the child's name.

Illness

We understand that it is difficult for a family member to leave or miss work, but to protect other children; you may not bring a sick child to camp. FACT has the right to refuse a child who appears ill. You will be called and asked to retrieve your child if your child exhibits any of the following symptoms. This is not an all-inclusive list. We will try to keep your child comfortable but he/she will be excluded from all activities until you arrive.

- Illness that prevents your child from participating in activities.
- Illness that results in greater need for care than we can provide.
- Illness that poses a risk of spread of harmful diseases to others.
- Fever (100°F or higher under the arm, 101°F or higher in the mouth, 102°F or higher in the ear) accompanied by other symptoms.
- Diarrhea – stools with blood or mucus, and/or uncontrolled, unformed stools that cannot be contained in a diaper/underwear or toilet.
- Vomiting – green or bloody, and/or more than 2 times during the previous 24 hours.
- Mouth sores caused by drooling.
- Rash with fever, unless a physician has determined it is not a communicable disease.
- Pink or red conjunctiva with white or yellow eye discharge, until on antibiotics for 24 hours.
- Impetigo, until 24 hours after treatment.
- Strep throat, until 24 hours after treatment.
- Head lice, until treatment and all nits are removed.
- Scabies, until 24 hours after treatment.
- Chickenpox, until all lesions have dried and crusted.
- Pertussis (Whooping Cough), until 5 days of antibiotics.
- Hepatitis A virus, until one week after immune globulin has been administered.
- Tuberculosis, until a health professional indicates the child is not infectious.
- Rubella, until 6 days after the rash appears.

- Mumps, until 5 days after onset of parotid gland swelling.
- Measles, until 4 days after onset of rash.
- Has a physician or other health professionals written order that child be separated from other children.

Children who have been ill may return when:

- They are free of fever, vomiting and diarrhea for 24 hours.
- They have been treated with an antibiotic for 24 hours.
- They are able to participate comfortably in all usual activities.
- They are free of open, oozing skin conditions and drooling (not related to their disability) unless:

The child's physician signs a note stating that the child's condition is not contagious, and;

The involved areas can be covered by a bandage without seepage or drainage through the bandage.

- If a child had a reportable communicable disease, a physician's note stating that the child is no longer contagious and may return to our care is required.

Allergy Prevention

Families are expected to notify us regarding children's food and environmental allergies.

Families of children with diagnosed allergies are required to provide us a letter detailing the child's symptoms, reactions, treatments and care. A list of the children's allergies will be posted in the main area and kitchen when applicable. All staff members will be made aware of all allergies of campers.

Communicable Diseases

When an enrolled child or an employee of the center has a (suspected) reportable disease, it is our legal responsibility to notify the local Board of Health or Department of Public Health. We will take care to notify families about exposure so children can receive preventive treatments.

Included among the reportable illnesses are the following:

- Bacterial Meningitis
- Botulism
- Chicken Pox
- Diphtheria
- Haemophilus Influenza (invasive)
- Measles (including suspect)
- Meningococcal Infection (invasive)
- Poliomyelitis (including suspect)
- Rabies (human only)
- Rubella Congenital and Non-congenital (including suspect)
- Tetanus (including suspect)
- H1N1 Virus
- Any cluster/outbreak of illness
- Tuberculosis

SAFETY

Roll Taking

Roll to be taken **every time** a vehicle is loaded or unloaded. The staff responsible for taking roll must have a **visual confirmation of every child** called. After unloading both roll taker and bus driver should walk the length of the bus to make sure everyone has unloaded.

Roll will be taken when children exit the building for outdoor play and again upon re-entry.

Roll will be taken during field-trips at the venue, at least once per hour.

Clothing

Please dress your child in practical clothing that allows for freedom of movement and is appropriate for the weather. Your child will be involved in a variety of activities including: crafting, outdoor play, sand, swimming, and other sensory activities. Our program activities are often conducted outside when weather permits.

One particular aspect of concern is the risk associated with children's clothing that may become entangled with climbing or sliding equipment that could lead to choking or other serious harm.

Extreme Weather and Outdoor Play

Outdoor play will not occur if the temperature is excessively hot or cold, if lightening is present, or severe weather is pending

Communal Water-Play

CGWGA employs certified lifeguards who are on duty during all water activities. Campers are always accompanied by their staff, peer buddy, or both.

Campers who are not proficient swimmers must provide their own flotation device

Injuries

Safety is a major concern so daily safety inspections are completed on site and at all places we visit. First aid will be administered by a trained caregiver in the event that your child sustains a

minor injury (e.g., scraped knee). You will receive an incident report outlining the incident and course of action taken. If the injury produces any type of swelling or needs medical attention, you will be contacted immediately. Each classroom/vehicle is equipped with a first aid kit meeting the state regulations and a counselor will always have one with the group.

In the event of a serious medical emergency, the child will be taken to the hospital immediately by ambulance, while we will contact you or an emergency contact. One of our counselors will ALWAYS accompany a camper should they be transported to the hospital.

Smoking

The use of tobacco in any form is prohibited by counselors and is prohibited on the center's premises.

Prohibited Substances

The use of alcohol or illegal drugs is prohibited on the center's premises. Possession of illegal substances or unauthorized potentially toxic substances is prohibited.

Any adult who appears to be inebriated, intoxicated, or otherwise under the influence of mind-altering or polluting substances is required to leave the premises immediately.

Dangerous Weapons

A dangerous weapon is a gun, knife, razor, or any other object, which by the manner it is used or intended to be used, is capable of inflicting bodily harm. Families, children, staff or guests (other than law enforcement officers) possessing a dangerous weapon will not be permitted onto the premises.

In cases that clearly involve a gun, or any other weapon on our premises, the police will be called and the individual(s) involved will be immediately removed from the premises. This policy applies to visible or concealed weapons.

Child Custody

Without a court document, both parents/guardians have equal rights to custody. We are legally bound to respect the wishes of the parent/guardian with legal custody based on a certified copy of the most recent court order, active restraining order, or court-ordered visitation schedule. We will not accept the responsibility of deciding which parent/guardian has legal custody where there is no court documentation.

Suspected Child Abuse

We are required by law to report all observations of child abuse or neglect cases to the appropriate state authorities if we have reasonable cause to believe or suspect a child is suffering from abuse or neglect or is in danger of abuse or neglect, no matter where the abuse might have occurred. The child protective service agency will determine appropriate action and may conduct an investigation. It then becomes the role of the agency to determine if the report is substantiated and to work with the family to ensure the child's needs are met. Our center will cooperate fully with any investigation and will maintain confidentiality concerning any report of child abuse or neglect.

EMERGENCIES

Lost or Missing Child

In the unlikely event that a child becomes lost or separated from a group, all available staff will search for the child. If the child is not located within 10 minutes, the family and the police will be notified.

Fire Safety

Our center is fully equipped with fire extinguishers, flashlights and a battery operated radio.

Our fire evacuation plan is reviewed annually, practiced and documented monthly and is always posted within the building.

Emergency Transportation

In the event your child needs to be transported due to a medical emergency, if no other authorized person can be contacted and the need for transportation is essential, an ambulance will be called for transportation. A proper escort will accompany and remain with the child until a family member or emergency contact arrives.

Emergency Closings

Severe weather, impending severe weather, loss of power or water, delay the start of camp or prevent us from opening; all campers and staff will be notified via email and a message will be posted on Facebook.

If the threat of severe weather or utility interruption occur during the camp day, you may be contacted to pick up your child early. If a parent, guardian or authorized designee cannot pick up their child following an emergency, the child will remain under staff supervision until the parent, guardian or authorized designee arrives.

CGWGA has written shelter in place plans for the Friends School campus and all outings in case of severe weather, fire, or natural disaster.

Camp Policies

Our policies are reviewed annually and updated as needed. They are available for review upon request to the camp director.

Family Handbook Acknowledgement

Please sign this acknowledgement, detach it from the handbook, and return it to the director prior to enrollment.

This handbook may be updated from time-to-time, and notice will be provided as updates are implemented.

Thank you for your acknowledging the policies and procedures we have established for the safety and welfare of all children in our care. We look forward to getting to know you and your family.

I have received the **Family Handbook**, and I have reviewed the family handbook with a member of the CGWGA staff. It is my responsibility to understand and familiarize myself the Family Handbook and to ask camp management for clarification of any policy, procedure or information contained in the **Family Handbook** that I do not understand.

Print Camper Name

Recipient Signature

Date

Center Staff Signature

Date