

City of Orange Beach  
Parks and Recreation Department  
Camp Sunshine  
After School, School Holiday and  
Summer Camp Programs  
Parent Handbook

# **CAMP SUNSHINE**



**CITY OF ORANGE BEACH  
PARKS AND RECREATION**

## Table of Contents

Introduction.....	2
Important Contact Information.....	2
Eligibility.....	3
Registration.....	3
Drop Off and Pick Up.....	3
Loss of Personal Property.....	3
Clothing.....	3
Phone Use Policy.....	4
Behavior and Discipline Policy.....	4
Illness.....	4
Medication.....	4
Incident/Accident Report.....	5
Absences.....	5
Vacation and Leave Time.....	5
Snacks and Lunch.....	5
Fees and Charges.....	6
Income Tax Credit.....	6
Birthdays.....	6

## **Camp Sunshine**

The Camp Building Programs provide the perfect combination of recreational and educational activities for a well-balanced out-of-school experience. Children end each day excited about the broad range of engaging hands-on activities that allow them to develop their interests and skills, as well as having the opportunity to spend time on homework so that they can enjoy more quality time at home.

Parents are welcome to visit the Camp Building anytime. However, please do not attempt to engage the staff in lengthy discussions when they are responsible for supervising children. If a conference is desired with your youth’s counselor or the director, please call to arrange an appointment. Your observations, questions and suggestions are always welcome. We are here to serve you and your children. Their well being and safety is foremost on our minds.

### **Camp Sunshine Information**

Camp Building Main Office.....251-974-2336  
Camp Building Fax.....251-974-2338  
E-mail.....ssmith@cityoforangebeach.com  
Facebook Page.....Orange Beach Camp Sunshine  
Camp Mailing Address.....City of Orange Beach  
Parks and Recreation Camp Sunshine  
PO Box 458  
Orange Beach, AL 36561

### **Hours of Operation**

Camp Sunshine will be closed on all Federal Holidays  
Front Desk: Monday-Friday 9am-6pm  
After School Program: Monday-Friday 3pm-6pm  
School Holiday Program: 7am-6pm  
Summer Camp Program: Monday-Friday 7am-6pm

### **Age Eligibility**

After School and School Holiday Programs: Youth in Kindergarten through 6th grade  
Summer Camp: Youth going into Kindergarten through 6th grade

### **Admission/Registration**

Completion of registration forms is required for any admission of a child into any program provided at the Camp Building. It is vital that these forms have all the necessary and correct information on them. It is the parent(s) responsibility to ensure the forms are kept up to date with all correct telephone numbers, mailing address, emergency contact, etc.

### **Drop Off and Pick Up**

Drop Off and Pick Up is at the Camp Sunshine Building. Children must be logged "IN" and "OUT" daily by an authorized adult. Children are not allowed to sign themselves in or out. For safety reasons do not park your car at the front door. Please park your car in the parking spaces provided. WRITTEN notice is required if your child is to leave with persons other than ones designated on the registration form and have a picture ID card during pick up. We do not accept permission over the phone.

### **Loss of Personal Property**

The Parks and Recreation Department and Camp Sunshine are not responsible for lost or misplaced toys, jewelry, clothes, shoes, money, etc. We strongly suggest that children not be permitted to bring unnecessary personal property. If certain items appear to be causing a problem at the Camp Building, the items in question may be banned from the building and confiscated on sight. All items brought to the building should be labeled permanently with the youth's name. The Camp Building will not be responsible for any loss or damage done to jewelry that a child may bring or wear or for an injury caused by wearing jewelry. The Camp Building routinely collects a small mountain of misplaced items and clothing. Please check the lost and found bin on a regular basis. The bin is located at the front desk.

### **Clothing**

Children should come dressed for activity. Loose fitting clothes and closed toed shoes with socks are recommend. For the safety of your child, sandals or flip flops are not allowed. All children are encouraged to have a change of clothing in case of accidents. The Camp Building does not have spare clothes and cannot predict when an accident could occur.

### **Phone Use Policy**

Children will be discouraged from disturbing parents at work by telephone about trivial matters. Children are required to ask their counselor to use the telephone. If the staff member approves, the child will be escorted to the telephone and the call will be placed.

## **Behavior and Discipline Policy**

All children are expected to behave properly at all program activities. If a child insists on continuing with the unacceptable behavior he/she gets time out and is assigned a special seat that is out of the activity area but within ordinary view of supervision. The first time a child misbehaves, he/she will be informed of the offending behavior in clear and easily understood language. The offending child will be warned that continuing will result in a five (5) minute loss of participation called time out. At the end of time out, the child is reminded what the unacceptable behavior is and continuing this behavior will result in a ten (10) minute time out. If the behavior continues after the first time out, then a second time out will be assigned with the warning that the next offense will result in loss of participation the remaining time of the activity. Depending on the nature of the child's behavior, a suspension from the program may occur. In a situation of a child biting, choking or fighting another child or staff member, the parent will be called to pick up the child immediately. If there is an incident of fighting and an injury occurs, there could be an automatic suspension from the program, depending on the severity of the injury.

## **Illness**

The child must be free of contagious illness and healthy enough to participate in recreational activities in order to attend the program. They must be able to play outside as well as inside and participate in low and high energy activities. If your child is ill, please do not attempt to bring him/her to the building. If the child exhibits signs of illness after entering the building, the child will be isolated, and the parent notified to remove the child from the building. Parent(s) are responsible for ensuring that they can be contacted. Staff members are not allowed to let sick children remain in contact with healthy children. If a parent is unable to come and remove their child, it is their responsibility to arrange for someone else to pick up their child. Children will not be released to any other person other than the parent or a person designated by the parent on the child's pick up list. Parent(s) will be called to remove a child from the building when a child shows signs of illness such as but not limited to:

1. FEVER—A temperature of 100 or above
2. DIARRHEA or VOMITING
3. HEAD LICE or NITS—The Camp Building has a NO NIT policy
4. CONJUNCTIVITIS (Pink Eye)
5. UNDIAGNOSED SPOTS OR SORES
6. SEVERE COLDS—Continuous coughing, congestion, green or yellow discharge

## **Medication**

No medications will be administered by staff unless the medical authorization form has been filled out and signed by the parent. Any prescription drug sent to the center shall be in its original container and clearly labeled with the child's name and directions for administering the drug. Prescriptions bearing name of person other than child in question will not be administered. No child will be allowed to keep medicine themselves. Any medication found on the child will be removed and the parent notified.

### **Incident/Accident Report**

Incident/Accident Reports will be filled out anytime a child is injured, has been placed in time out throughout the day, injured another child or when a child is involved in an unusual or abnormal event. These reports are for documentation purposes as well as for the child's protection and welfare. The staff member(s) who saw the incident or treated the child will sign the filled out reports. The reports will be at the front desk for the parent to sign. A copy will be made for the parent upon request and the original kept in the child's file. Occasionally a child will receive some type of minor injury that will escape detection by our staff or the staff is not witness to an accident. Please contact the Camp Building any time injury escapes detection.

### **Absences**

The Camp Building must be notified through phone call or email if your child will not be attending any of the programs. Please verify if the child will be bus, car, check out or absent from school. This allows the telephone line to remain open and avoid unnecessary and time consuming calls in regards to your child's whereabouts. If your child misses school from being sick or suspended you may **not** bring your child to the Camp Building after school.

### **Vacation and Leave Times**

After School and School Holiday Programs: Parents may take a 4 week (Monday-Friday) vacation/leave time from the program during ASP/SHP. No fees will be charged for the time the child is not in the program for their vacation/leave. If a parent has already used up their vacation/leave and wishes to take their child on further vacation/leave time they may either opt to pay their normal fees for that time or withdraw the child from the program. The entire weekly fee must be paid if the child attends any one and/or all five days of the weekly program. Withdrawing from the program will require a registration fee upon return.

Summer Camp: Parents may take a 2 week (five program days per week) vacation/leave time from the program during Camp Sunshine. No fees will be charged for the time the child is not in the program for their vacation/leave. If a parent has already used up their vacation/leave and wishes to take their child on further vacation/leave time, they may either opt to pay their normal fees for that time or withdraw the child from the program. The entire weekly fee must be paid if the child attends any one and/or all five days of the weekly program. Withdrawing from the program will require a registration fee upon return.

### **Snacks and Lunch**

The After School program requires the parent to provide a snack and drink everyday. The School Holiday and Summer Programs require the parent to provide a lunch, snack and drinks for those days. Do not send food that requires refrigeration or has been prepared with mayonnaise, eggs, fish products or any condiments that cannot remain healthy during an outdoor type event or travel time.

## **Fees and Charges**

### After School Program Fees

Registration	\$35.00 per child
Weekly Fee	\$40.00 per child

### Summer Camp Program Fees

Registration	\$35.00 per child
Weekly Fee	\$80.00 per child

All fees are due before services being rendered. Camp fees are paid on the Friday before the following week. A \$5.00 late charge will be assessed after 6:00 p.m. on Friday. If the camp fee is not paid by the following Tuesday morning the child will not be able to return to camp until the balance is paid. A late pick up fee of \$5.00 will be assessed for each quarter hour after 6pm if you are late picking up. The registration fee will not be refunded in case of cancellation or withdrawal.

### **Income Tax Credit**

End of year tax statements concerning childcare will be available upon request. Parents are responsible for saving copies of their receipts if needed before that time.

### **Birthdays**

Children's birthdays are very special benchmarks and should be celebrated as such. Each child's birthday will be recognized by the camp staff. The parents are welcome to provide cupcakes or other snacks for the child's class. All food/snack must be store bought. **No homemade food will be accepted.** Please let the staff know in advance on your plans.

Parents,

We make every effort to give your child the best service possible. Please feel free to comment and make recommendations, your child is our customer and we appreciate the opportunity to serve them. I have an open door policy and if anytime you feel the need to talk to me, I will make myself available to you.

Sunshine Smith