

Parent Handbook
Germantown Athletic Club

2024 Summer Camp



1801 Exeter Road, Germantown, TN 38138 • 901.757.7370 • www.gacfitness.org

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Welcome to the Germantown Athletic Club Full Day Summer Camp!

We're glad you have chosen us to provide a fun, safe and enjoyable experience for your child this summer. This parent packet will familiarize you with the policies and procedures and help answer any questions you might have.

This camp is offered to children who are rising 1st graders through 11 years old. Camp hours run from 8 a.m. to 4 p.m. Morning and afternoon extended care, beginning at 7 a.m. and ending at 6 p.m., is provided. Busy campers can participate in age appropriate exercise classes, arts and crafts, games, swimming in the outdoor pool, and lots of team building games. Join Germantown Athletic Club for a fun filled and very active summer. We are going to have a blast!

Contact Information

[Facebook Page](#) - GAC Summer Camp

This is a private page, parents must request access.

Youth Activities Manager

Leslie Bernard

(901) 757-7368 direct line

(901) 757-7370 main line

Leslie@gacfitness.org

Registration Process

A registration form and deposit must be received for your child to have a spot in summer camp. All camp fees are non refundable and non transferable and all deposits are due at the time of registration.

Member deposits are \$65 per session

Non-member deposits are \$80 for each session

The remaining balance for each camp is due the Tuesday before the session begins. Campers with unpaid balances will be removed from the camp and their spot will be offered to campers signed up on the waitlist.

Cancellations

For cancellations or changes, we require written notice by Monday at 12:00 pm prior to the start of the session. Deposits are non-refundable and may be non-transferable. If space is available, one session transfer may be accommodated at no charge. Any additional transfers will be assessed a \$25 fee per session. No refunds or credits will be given for absences, withdrawals, disciplinary suspensions, or removal of a camper.

Hours

The summer camp program will operate from 7 a.m. to 6 p.m. Scheduled activities run from 8 a.m. to 4 p.m. Children need to be signed in and ready for the day by 8:30 a.m. Extended care is offered at no additional charge.

Before Care 7 to 8 a.m.

After Care 4 to 6 p.m

Location

Drop off and pick up is preferred between the hours of 7 a.m. - 8 a.m. and 4:15 p.m. - 6 p.m.

During these hours campers will be at Municipal Park (weather permitting). If campers are picked up during the hours of 8 a.m. - 4 p.m. parents can notify staff at drop off that they will be picking up early or can check with the desk staff for the location of your campers group. They will have a daily schedule.

Sign in/out procedures

Parents are required to sign their child in and out on a designated roster.

Only adults previously specified on the registration form will be allowed to pick up a child from the camp unless the parent has notified the counselor and/or programs coordinator in advance. When questionable circumstances arise, the parent may be called for verification. The adult will be asked for proof of ID.

Please call (901) 757-7370 if there is a chance the child will be picked up late. A verbal warning will be given the first time the child is picked up after 6 p.m. The parent will be charged \$1 per minute after the first warning.

Medications

If your child takes any prescription medication during camp hours, we must have a medication administration form prior to staff accepting medications for your child. Please make these arrangements with the lead counselor prior to the first day of camp. Medication Administration forms can be obtained from Leslie Bernard or from the sign in and out table.

Medication must be in the original container with current dates, marked with the name of patient/child, medicine and dosage. Parents/Guardians will be responsible for picking up unused medication. All unclaimed medication will be disposed of two weeks after the last day of camp.

Medical Emergencies

In the event of an emergency in which emergency medical staff warrants that the child be taken to the nearest hospital, transport fees will be the responsibility of the parent or legal guardian.

By completing the registration form the Germantown Athletics Club is given permission to seek medical attention for your child in case of an emergency. Please update this form as necessary with any changes in home, work or medical phone numbers when applicable.

In the case of life threatening emergencies, a member of our staff will immediately call 911, administer First Aid and CPR, and notify you as quickly as possible. If you cannot be reached, your designated emergency contact will be notified. If transportation to the hospital is needed, a staff member will accompany your child in the ambulance and will stay with him/her until you arrive.

For minor emergencies and injuries, a staff member on site that is trained in First Aid and CPR, will administer as needed. A staff member will then contact you to come and care for your child if additional care is needed.

For minor injuries that do not require us to notify you immediately, a verbal or written report will be given to you that day when you pick up your child, explaining what happened and how the situation was treated.

Illness

Please do not send your child to camp with a fever and/or ailment that would hinder his/her participation and jeopardize the well being of other campers and staff. If your child develops symptoms after drop-off, parents will be contacted and asked to come pick-up their child. Staff members that are ill will also be sent home.

If a staff member calls to notify you that your child is sick, please pick up promptly for the health of your child and others.

If your child displays any of the following symptoms they will not be able to attend camp:

- Flu/Covid like symptoms including- fever, chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea
- Vomiting within the past 24 hours

- Fever of 100°F or higher
- Eye Discharge or Pink Eye
- Too tired or sick to participate in daily activities
- Draining Rashes
- Diarrhea
- Lice or Nits- If your child had lice or nits, he/she must be free of lice and nits to be able to return.

What to bring

We are not responsible for the loss or damage of any item your child brings to camp, please label all items brought to camp.

- 2 snacks and a Lunch - Additional snacks may also be packed for extended care if preferred. It is not possible for us to provide refrigeration or a microwave for lunches or snacks, please do not send foods that may spoil (such as mayonnaise).
- Water Bottle- It's hot out there and we will be moving all summer! Please provide a labeled water bottle for your child each day. There will be water stations/fountains available for them to refill their drink.
- GAC Gift Card –Children will have the option to purchase items from the outdoor concession during afternoon snack time. Gift cards may be purchased at the main desk if you would like your child to have a card. Please label this card with a permanent marker. We cannot determine the owner of the gift card if it is lost. The counselors keep the cards for the kids all week.
- Comfortable clothes - Children will be playing in the gym, outside and will be participating in group fitness classes. No sandals, open-toed shoes or Crocs like shoes are allowed. Children should wear sneakers/tennis shoes only.
- Swimsuits and towels– These items will be needed on Mondays, Wednesdays and Fridays. Please refer to the weekly newsletter and/or calendar for additional “splash” days.
- Sunscreen - Please apply sunscreen before your child is dropped off. Please let the lead counselor know if you would like additional sunscreen applied. The camper will need a face stick and sunscreen that can be sprayed instead of lotion. (Don't forget to label these.)
- US Coast Guard Approved Type 3 Personal Floatation Device – (life jacket) If your child cannot swim the width of the pool please include this. The Club also provides life jackets for all campers who can not pass our swim test.

What not to bring

Many items can be lost, broken or stolen while at the site. If these items accidentally show up with your child, the staff will hold them for your child and return them at the end of the day.

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| ○ Electronic Devices | ○ Gum/Candy/Soda |
| ○ Cell phones | ○ Trading Cards (such as Pokemon) |
| ○ iPads | ○ Toys (such as cars/dolls) |
| ○ iPods | ○ Weapons of any kind (including toys) |
| ○ Gaming devices | ○ Drugs, Alcohol & Tobacco products |
| ○ Money | |

Lost and Found

Please label all clothing, and items that are brought to the GAC with your child's name and last initial. A lost and found bin will be located in the Camp Office and once a month unclaimed items will be donated.

Nut Free/Allergy Policy

To help us create a safe environment for the children and staff in our programs that may have life-threatening nut allergies, please do not send items that have peanut butter or other nuts. If you have questions please

speak to the Youth Activities Manager. If your child has an allergy it is the responsibility of the parent to notify the Youth Activities Manager and provide appropriate forms and medication prior to the child attending camp.

Birthdays

Birthdays are a special time for children and we are happy to help you celebrate them. You are welcome to send a special treat (no homemade items please) on your child's birthday. Please check with the Lead Counselor's to make arrangements and learn about special food allergies.

Custody Issues

We realize that custody decisions and parenting plans are very important to both parents. However, we are not a party to any custody orders and not in a position to enforce parenting plans. If both parties are listed on the registration form (or if one parent is listed on the form but that parent has confirmed the identity of the other parent) both parents may pick up regardless of the custody agreement. Any disagreements must be addressed by the parents away from the site. Please make sure that you have established clear expectations between the parties. We do honor Restraining orders, Anti-Harassment orders, or other court orders created for the protection of the child. A copy of these orders must be on site for staff to enforce them.

Disciplinary Policy

1. Verbal reminder and redirection by camp counselor
2. Cool down or removal from activity
3. Removal from activity, verbal discussion by lead counselor who may then notify the parent. An email or phone call may be sent to the parent or the parent may be asked to pick up their child.
4. Parent & Staff Conference will be held with recommendation for an immediate behavior contract
5. Suspension from camp for a specified length of time. In extreme cases, a child may be removed from the program entirely. All suspensions must begin the following day of camp. No refunds or partial refunds will be given.

Camper Code of Conduct

Please carefully review the code of conduct with your child. In fairness to all campers, we expect appropriate behavior at camp. Disciplinary measures that may result in the suspension or removal of a camper will be taken when necessary.

1. Campers must stay in designated areas and with their assigned group.
2. Campers will be courteous to fellow campers and staff.
3. Campers will respect City property and all facilities therein.
4. Campers will respect and not abuse equipment.
5. Cursing, profanity, name calling, fighting and roughhousing will not be tolerated.
6. Campers must follow camp and leader rules at all times. Flagrant disrespect will not be tolerated.
7. Campers should stay with the camp counselor at all times.
8. Only registered participants are allowed at camp.
9. Campers must participate in activities and have fun!

Special Needs and Accommodations

Germantown Athletic Club staff is committed to working with all children and their parents to address and accommodate participants with mild to moderate disabilities to succeed while participating in programs. However, we are not equipped nor staffed to work with children who need significant assistance with personal care, constant one-on-one support or have great difficulty in managing their behavior in a group setting. All children are expected to abide by the stated behavior expectations for participation and safety and will be held to the stated behavior expectations found in our parent handbook.

If your child has a significant health issue or a special need, please be sure this information is listed on the Youth Program Registration form.

Depending upon your child's need, additional paperwork and/or a meeting with a Youth Activities Manager may be required prior to your child's start to ensure your child can best be accommodated. This process may take up to 10 business days. Failure to share information that identifies your child's special care, accommodations or supervision needs may jeopardize the placement of or continued participation by your child in the program.

For some children, special accommodation needs may appear later, or may change over time. The Club will make ongoing assessments of your child's needs, and will require the parent or legal guardian's involvement in this process. Failure to share ongoing and updated information about your child that identifies special care, accommodations or supervision needs may jeopardize their placement or their continued participation by your child in the program.

Despite our best efforts, it may not be possible in certain circumstances to accommodate the disability or special needs of a particular child. This occurs in two circumstances:

- The individual's disability or special needs present a significant risk to the health or safety of others and such risk cannot be eliminated or reduced to an acceptable level.
- The required accommodation would require a fundamental change to the programs or otherwise would present an undue burden for the Club.

All participants are expected to abide by the stated behavior expectations and staff members are committed to improving any behavioral difficulties we may encounter in a positive, nurturing manner. However, if the behavior exhibited poses a health or safety risk for the child, other children, parents or staff, the GAC a child may be unable to continue in the program.

Swimming

A mandatory swim test will be required for each child in camp on his/her first day of swimming. The swim test consists of swimming the width of the outdoor pool. The deep end is 6 ft deep. A lifeguard will supervise the test and camp counselors will be in the pool and on the edge of the pool to assist. If your camper cannot pass the test they will be required to wear a life jacket.

Swim days are Mondays, Wednesdays and Fridays for one hour. Half of the campers will go at 10 a.m. and the other half will go at 11 a.m. Campers who forget their swimsuits or have a medical excuse will participate in the activity with the other half of the campers.

Swim Lessons/Swim Team

Camp Counselors will not be able to transport campers to and from group or private swim lessons or swim team. If a camper needs to attend swim team practice during the camp day, arrangements must be made through the swim team. Summer Camp Swim lessons will be offered during two sessions on Monday and Wednesday to participants who sign up for summer camp swim lessons through their MYACCOUNT.

Activities and Daily Schedules

Campers will participate in a wide variety of activities at Germantown Athletic Club. Please refer to the monthly calendar and weekly newsletter for a more detailed itinerary.

Activities include:

- Arts and crafts
- Games
- Swimming 3 days per week
- Walking Field Trips
- Exercise classes
- Team building activities
- Camp Assemblies including songs skits and spirit competitions
- Themed activity rotations
- Themed All Camp Events!
- Time to just be a kid