

# UPSON 4-H SUMMER DAY CAMP '24

## Policies and Procedures



### Payments and Refunds

***All payments and deposits are non-refundable.***

A \$50 deposit is required to hold your spot. Total payment is \$210 and is due in full by 4:00 PM, May 29<sup>th</sup>. If you would like to discuss a payment plan, contact the camp director.

### Behavior Expectations and Disciplinary Actions

**All campers and guardians must agree to the following Camp Conduct Agreement.**

Please discuss this with your child **BEFORE** camp begins.

### Outside Food

#### ***Breakfast, Lunch, Snacks***

We will provide breakfast, lunch, snacks, and water every day of camp. You may send a sack lunch, if necessary, labeled with camper's name.

- ❖ **No** outside food will be allowed from eating establishments (i.e. fast food restaurants).

### Illness Policy

Attendance of an ill child with communicable diseases will not be permitted. This includes, but is not limited to: flu, covid-19, pink eye, diarrhea, vomiting, and a fever of 99.5 or higher. If your child becomes sick during the day, you will be notified to come pick them up. Sick children must be picked up promptly.

- ❖ Children may not return to camp until they have been fever-free for 24 hours.
- ❖ We reserve the right to check temperatures via temporal thermometer.

### Peer Conflict

Any physical or emotional conflict between children will be addressed by 4-H Camp Director. No parents or adults are authorized to directly interact with the other student regarding the conflict. Unauthorized persons approaching children to reprimand, discuss, or intimidate; will be escorted off premises. We reserve the right to withdraw the camper with no refund.

### Unacceptable Objects

Any child found with knives, guns, drugs, vapes, or other dangerous objects or substances that could cause harm to others or self will be removed immediately & permanently from camp without a refund.

### Personal Items and Electronics

Upson Extension/4-H is not responsible for lost or stolen items; we advise campers to leave anything valuable, precious, or irreplaceable at home.

Label all items that campers bring to camp. Personal belongings should be kept in a backpack or bag labeled with camper's first and last name. Items left at the end of each week of camp will be donated or disposed of.

Campers are not allowed to bring any electronics to camp, including but not limited to: headphones, handheld video games, cellular devices, or other items to be used during camp hours. If a cellular device is necessary for use after camp, the phone must be turned in to the camp director at the beginning of the camp day and will be returned upon pick-up.

### Field Trips

We will be taking two field trips. Campers are **required** to wear their camp t-shirt on those days, so they will be easily identified off-campus. If your camper does not wear their camp shirt on those designated days, they will be dismissed from camp for that day, to return the following camp day with no disciplinary actions taken.

## Camp Attire

Campers should wear attire appropriate for being outside. No holy shorts or crop-tops.

**Closed-toe tennis shoes MUST be worn**, as many of the activities are outside and require running and jumping.

❖ **CROCS AND SANDALS ARE NOT ALLOWED IN THE GYMNASIUM!**

*Campers who arrive in Crocs or sandals will be sent home to change.* On pool days, campers may bring a swimsuit that covers torso and bottom. Athletic material clothing may be worn over swimsuits. Flip flops may be brought and worn to the pool only. **Water shoes are required for the pool.** *The cement inside and around the pool will cause blisters and scrapes.* Socks are not allowed in the pool.

## Strike System

In order to ensure camp is enjoyable and memorable for everyone, we have a strict behavior policy. We want all campers to have a positive experience and we will strive to work out potential problems that could arise at camp. Upon Extension/4-H reserves the right to remove any child from camp if their behavior or attitude is destructive, disruptive, threatening, or creates a safety hazard.

**If behavior or attitude is an issue, the following steps will be taken:**

**1<sup>st</sup> incident:** The camper will be given a verbal warning, the situation will be documented, and the child will be notified by the camp director what behavior was unacceptable. If the problem is corrected, the camper will return to the group to continue camp activities. Camper's guardian will be notified in writing at the time of pick-up.

**2<sup>nd</sup> incident:** The camper will be given their second verbal warning, the situation will be documented, and the guardian will be notified by phone to pick up the child immediately. The camper will be suspended for one full camp day.

**3<sup>rd</sup> incident:** The camper will sit out of camp activities until the guardian can pick up the child from camp. The camper will be dismissed from the remainder of camp with no refund.

\* In the case of persistent behavioral issue, or behavior of an aggressive or violent nature, the camper will go directly to the camp director. The guardian will be notified immediately for pickup and dismissal from camp with no refund.

## Camp Pick-Up and Drop-Off Policies & Procedures

### Morning Drop-Off Procedures

- Do not drop off before 9:00 AM.
- Do NOT pull up and drop your child off unless the Camp Director is outside to check them in.
- Please remain in your vehicle, with name card visible, until the Camp Director opens camp (9:00 AM).
- Parent sign-in is not required. Camp Director will check campers in, at drop-off.
- We ask all campers to arrive by 9:30 AM so they get the full experience and don't disrupt activities.
- If you arrive after 9:30 AM park on the side of the building and walk your child inside to be signed in.

### Afternoon Pick-up Procedures

- Dismissal is 2:30-3:00 PM.
- If you need to pick up before 2:30 PM, park beside the building and walk inside to sign your child out.
- Drive into the portico with your child's name card visible. ID may be requested by Camp Director.
- Remain in your car and a staff member will retrieve campers.
- You will sign your child out from your vehicle, in the pick-up line.
- Any person not on the camper's approved pick-up list, will not be allowed to take the child off premises. Camper's pick-up list may be modified at any time, but must be done in person by the legal guardian.  
\*We **will not** take list alterations over the phone.
- Please notify Camp Director if there are specific persons NOT allowed to pick up your child.

**\*DO NOT DROP OFF BEFORE 9:00 AM\***

**\*3:00 PM ENDS THE CAMP DAY\***

***If early drop off or late camp pick-up is an issue, the following steps will be taken:***

***1<sup>st</sup> incident:*** The guardian will be issued a **fine of \$25** if child is dropped off **before 9:00 AM** OR is not picked up **by 3:00 PM**. The child will not be allowed to return to camp until this fine is paid.

***2<sup>nd</sup> incident:*** The guardian will be issued a **fine of \$50** if child is dropped off **before 9:00 AM** OR is not picked up **by 3:00 PM**. The child will not be allowed to return to camp until this fine is paid.

***3<sup>rd</sup> incident:*** If the child is dropped off **before 9:00 AM** OR is not picked up **by 3:00 PM**, the child will be released from camp and unable to return, without a refund.

***If you have any questions or concerns, please contact the Camp Director, Ashlee Lindsay, at (706) 647-8989 or ashlee.lindsay@uga.edu.***

**\*To make contact during the camp day, you may call or text Ms. Ashlee at 706-975-2180.**

### **Student Camp Conduct Agreement**

Student Name Printed: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Guardian Camp Conduct Agreement**

Guardian Name Printed: \_\_\_\_\_

Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*An Equal Opportunity, Affirmative Action, Veteran, Disability Institution  
If you are an individual with a disability who may require assistance or accommodations  
in order to participate in or receive benefit of a service, program, or activity of UGA, or if  
you desire more information, please contact us.*

**Office Copy: (staple this portion to child's folder)**

I, \_\_\_\_\_, have read and agree to the entire Upson County 4-H Summer Day Camp Policies & Procedures. I have received the signed copy and will keep it on-hand, for reference, while my child attends 4-H Day Camp.

Camper's Name: \_\_\_\_\_

Guardian Signature: \_\_\_\_\_

Camp Director Signature: \_\_\_\_\_