

CAMA

**Parent/Student
Handbook**

TABLE OF CONTENTS

TUITION PAYMENTS AND DUE DATES.....	2
FORMS OF PAYMENT.....	2
PARENT RESPONSIBILITIES.....	2
WHAT CAN I EXPECT.....	3
LEAVE IT AT HOME.....	3
WHAT TO BRING TO CAMP.....	3
SNACK.....	3
CLOTHING.....	3
LOST AND FOUND.....	3
CAMPER CODE OF CONDUCT.....	4
CAMA BUS CODE OF CONDUCT.....	4
STAY INFORMED.....	4
DROP OFF.....	5
PICK UP.....	5
LATE PICK-UP/FAILURE TO PICK UP.....	5
SIGN IN / OUT PROCEDURES.....	5
HEALTH AND WELLNESS.....	6
MEDICATIONS.....	6
SPECIAL EMOTIONAL / PHYSICAL NEEDS.....	6
HOME EXPERIENCE.....	6

TUITION PAYMENTS AND DUE DATES:

It is expected that payment in full for each camp or series of lessons is **received by the beginning date of the camp. THERE WILL BE NO EXCEPTIONS.** Payments received after the beginning date will be charged a \$15 late fee per child. If the payment is not received, the child will not be permitted to attend.

Cancellations / Refunds:

All changes, including cancellations and transfers, must be made in writing. Please refer to cancellation policy below in regards to refunds.

Cancellation Notice Give	Direct Camps
1 month notice of cancellation	Full refund balance
3 weeks notice of cancellation	50% balance refund
2 weeks notice of cancellation	25% balance refund
Less than 2 weeks	No refund

FORMS OF PAYMENT:

Only check and cash payments can be made at our site locations: Music Office PAC room 104 or CAMA Office PAC room 102 in the performing arts building (PAC). Both are located at Tennessee State University. Please make checks payable to **Tennessee State University Foundation - CAMA**. There will be a \$25.00 charge for any check returned to CAMA. After three returned checks within a six month period we will only accept cash. Outstanding balances resulting from uncollected returned checks or programs must be taken care of before the child may enroll or attend any CAMA program.

PARENT RESPONSIBILITIES:

- Parents must follow all established policies and procedures outlined in the CAMA Day Camp Handbook including the pick-up policy, payment policy, late pick-up policy, cancellation policy etc.
- Parents are responsible for reading all emails, newsletters, etc. sent home regarding the Day Camp program as well as regularly reviewing the CAMA website, Facebook page, and materials available at CAMA's site location.
- Parents should read and review the Camper Code of Conduct with their children regularly.

WHAT CAN I EXPECT?

CAMA Camps have well-trained staff that are focused on meeting the needs of individual campers and are committed to serving as excellent role models.

- Dress for the weather. The camp day will continue rain or shine.
- Campers are very active during camp. Therefore, have your camper wear “play clothes” that can become dirty.
- Your camper will probably come home tired and may need additional rest after a day of high energy activities.
- Please don’t send valuable clothing or valuable items to camp including jewelry.
- Make sure all your forms and payments are completed prior to attending camp. This will save time at check-in. Include camper’s name and the week you are paying for on all checks.

LEAVE IT AT HOME

CAMA is not responsible for any valuables. Please make sure your child leaves toys, trading cards, video games, iPods, cell phones, candy and gaming systems at home. If a child is sent to CAMA with these items, they MUST remain in the child’s book bag during program hours.

Campers will not be allowed to use any of these items, and if they do, they will be confiscated and returned to the parent at sign-out. At CAMA, we make sure our programs are packed with activities and these personal items can often be a distraction.

WHAT TO BRING TO CAMP:

SNACK

In most of camps, we will provide an afternoon snack everyday for campers. We will commit to serving snacks with water being the primary beverage during snack time. Parents are welcome to send their child with a snack if they so choose.

CLOTHING

Please dress your child appropriately. You should take into consideration the weather forecast and the camp activities. Campers must wear play clothes and tennis shoes as your camper will be participating in outdoor activities.

PLEASE REMEMBER TO LABEL ALL ITEMS WITH YOUR CHILD’S FIRST AND LAST NAME.

LOST AND FOUND

We will make every effort to return lost and found items while your child is at camp. It is helpful that if items sent with your child’s first and last name with a permanent marker or laundry label for easy identification. If you discover something is missing please check lost and found immediately. Lost and found will be located in the the CAMA Office room 102 PAC or main office PAC 104 Items left will be donated to a local charity. The more time passes, the less likely it can be found. CAMA is not responsible for lost, stolen, or damaged clothing or equipment.

CAMPER CODE OF CONDUCT

- We are all responsible for our actions.

- We respect each other and our environment
- Honesty will be the basis for all relationships and interactions.
- We will care for ourselves and those around us.
- No use of profanity, offensive language or name-calling will be tolerated.
- No physical aggression, e.g. hitting, kicking, pulling, fighting, spitting, etc.
- Be enthusiastic, thoughtful, open-minded, and involved.
- Treat others as you would like to be treated.
- Listening & paying attention are mandatory for a safe and fun camp.
- Respect others using the CAMA facilities
- Complete respect for all equipment, facilities, and grounds is expected.

Students who fail to exhibit these character traits will be counseled by CAMA staff. CAMA staff respect children and do not participate in any forms of physical or corporal punishment, including spanking, and hitting. Participating students and parents are required to read and follow the CAMA code of conduct. Should discipline problems arise that require parent involvement, CAMA will follow the steps below:

- First Offense - Child completes a think sheet or timeout; parent may be notified.
- Second Offense - Child removed from activity; parent notified in writing.
- Third Offense - Parent conference and/or suspension.
- Fourth Offense - Parent conference and/or removal from program.

Please note: these steps are guidelines and the CAMA program directors have the right to adjust consequences on an individual basis as the situation warrants. We want all of our children to enjoy their experiences at the camp. We also want all of our children to be physically, emotionally, and mentally safe when in our programs. Children who interfere with the mental, emotional, and physical safety of others may be asked to leave. If your child is removed from the program due to behavior, a refund will not be issued.

ALL PARTICIPATING CAMPERS AND FAMILIES ARE EXPECTED TO BEHAVE IN A RESPECTFUL MANNER TOWARD OTHERS AT ALL TIMES.

CAMA BUS CODE OF CONDUCT

- The Camper Behavior Code of Conduct applies while riding on the bus.
- Eating and drinking are not permitted on the bus.
- Riders must remain seated and wear seat belts at all times.
- Riders hands, arms, etc. may not extend outside the bus at any time.
- Riders must not tamper with the bus emergency door.

STAY INFORMED

It is our priority to make sure parents are informed of what is going on in our programs. CAMA will make every effort to communicate with you about activities, special events and especially about your child! We communicate through newsletters, social media, signs posted at pick-up or drop-off time, phone calls, in person and email. It is required that parents provide email addresses so you can receive important updates. If there is ever a time you want to know more,

please contact CAMA and speak with the program director or a member of our leadership staff.

DROP OFF (Traditional Day Camp):

Day Camp arrival is between the hours of 8:00am and 8:30am. We begin organized activities at 9:00 a.m. so please have your child at camp by 9:00 a.m.

PICK UP (Traditional Day Camp):

Pick up time is from 3:30pm to 4:00pm. CAMA recognizes the need to provide a safe and secure site for all children in our day camp programs. As a result, CAMA will only release a child to an adult who is listed on the authorized pick-up list provided on the registration form.

CAMA staff will adhere to the rules below to protect children in their care.

Sign-out: Adults picking up children must initial the program sign-out sheet each day upon pick up.

Changes to the pick-up list: Any changes to the pick-up list must be submitted in writing to CAMA by the primary responsible party. Any court orders declaring changes in custody should also be provided to CAMA for our records. The primary responsible party is the only person who can amend the authorized pick-up list.

Steps for clarifying custody issues: If an adult who is not on the authorized pick-up list comes to pick up a child, the child will not be released to the adult. CAMA staff will contact the primary responsible party who must clarify the situation as outlined above.

LATE PICK-UP/FAILURE TO PICK UP:

Staff are scheduled until 4:00 p.m. However, staff will not leave a camper unattended. A late fee of \$1 per minute per child will be applied for late pick-up. Chronic late pick-up may be grounds for extra fees and/or dismissal from the program. In the event that you fail to pick up your child, the following will happen:

- All phone numbers we have on file for your child will be called.
- If no contact can be made at those numbers, we will continually assure the child that everything is ok. Your child will never be left alone.
- We will notify the Director to determine the appropriate next steps, which may include calling police and/or social services.

SIGN IN / OUT PROCEDURES

Camp leadership staff will be available at this time with rosters to sign in your child and a runner will be there to take your child to their group. Campers must be “signed in” to the program each morning and “signed out” of the program in the afternoon each day. Unfortunately, we do not have staff to accommodate early arrivals or late stay. We cannot and will not permit children to leave camp on their own. For the safety of your child, participants will only be released to the legal guardian or responsible adult listed on the camper’s registration form.

HEALTH AND WELLNESS

It is our sincere desire to provide quality care for your camper while they are participants at Camp. It is absolutely imperative that we work together to make this happen. If a child becomes ill during the program and is unable to participate in activities, we will contact the parent/guardian.

If a child is hurt, and the situation requires further medical attention, a staff member will attempt to contact the parent/guardian. In the event that the parent/guardian cannot be reached all contacts on the authorized pick-up list will be contacted. Please be advised that staff will not exclude your camper from activities unless one or more of the following exists:

1. The illness prevents the camper from participating comfortably in camp activities.
2. The illness results in greater care needed than the counselor can provide without compromising the health and safety of the other campers.

MEDICATIONS

CAMA prefers that all medications be administered at home before the camp day. However if medication needs to be administered, all prescription medication must be in the original container that identifies the prescribing physician, the name of the medication, the dosage, and the frequency of administration. All medication, including over the counter items (vitamins, creams, lotions, etc.) must be stored in the camp office and administered by the camper coordinator or director. Please make sure camper's name is on all items. Refrigeration will be provided if necessary. **DO NOT PACK MEDICATION IN BACKPACK, OR IN LUNCH.** Medication must be given directly to staff at drop-off.

SPECIAL EMOTIONAL / PHYSICAL NEEDS

Campers with special emotional or physical needs should be called to the attention of the Camp Director by fully describing any unique requirements of the camper at least two weeks prior to arrival. Please call Camp if you have questions regarding children with special needs. **WE WILL MAKE EVERY REASONABLE ACCOMMODATION POSSIBLE TO SERVE CHILDREN WITH DIVERSE ABILITIES.** Please contact the CAMA Director regarding special circumstances.

HOME EXPERIENCE

Children's actions in camp often reflect situations they are experiencing at home (i.e pet's death, divorce, sibling conflict, etc.) If any disruptive or traumatic experience should occur, please inform the director or counselor.