

2024



# CAMP PARENT HANDBOOK



**Controller  
Kids Camp**



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## Dear Parents, Guardians, and Caregivers,

Welcome to Controller Kids' camp program. Whether you have enrolled in one of our special interest camps, preschool camps, or general day camp programs, we are sure that you and your camper will have a positive and enriching experience.

We have spent many hours planning curricula and selecting staff to ensure a quality, wholesome, and rewarding camp experience for each of our campers. Our staff has undergone and successfully completed pre-camp training at each location as well as CPR and First Aid certification.

*This program is exempt from the Georgia Department of Early Care and Learning state licensure requirements.*

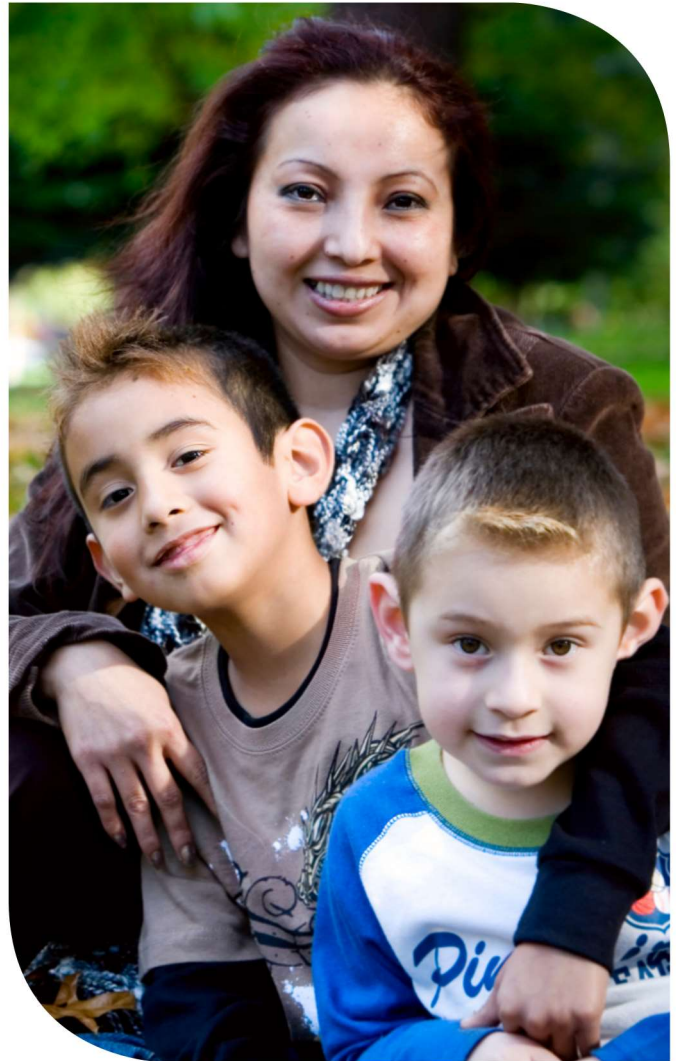
To make your camper's first day at camp as stress-free as possible, please review this handbook, complete the required paperwork in advance, and discuss expectations with your camper.

We strive to offer safe, affordable, quality programming for you and your camper. Controller Kids' Camp will follow current recommended guidance and public health orders from federal, state, and local agencies.

If you have additional questions after reviewing the handbook, please feel free to contact the program supervisor at the site (contact information is shown on page 12).

Welcome to camp!

Tiffany Ellis, Camp Director  
Controller Game Lounge





# PARENT AND GUARDIAN GUIDELINES

## Before your first day

To complete camp registration, your child's Camper Information Form, Medication Dispensing Form (if applicable) must be received prior to the first day of camp. Simply send the completed forms to the facility email address shown on the receipt.

## Drop-off and pick-up

Signage will direct drivers to the drop-off and pick-up area. Campers should walk into the building by a parent or guardian daily. *ALL parents/guardians are required to sign their child in/out each day; staff will provide the form at the front intake counter.*

At drop-off on the first day, parents will be asked to verify their previously submitted forms and confirm pick up details that may be unique to each family and each week.

At pick-up, parents must show photo identification and be listed on the camper's Participant Information Form to retrieve the camper. Please do not assume staff will remember each parent or designee.

For late drop-off or early pick-up, call the facility phone number shown on the registration form.

## CAPS (Childcare and Parent Services)

Controller Kids' Camp may be CAPS eligible. The CAPS program supports early education by assisting low-income families with the cost of childcare while they work, go to school or training, or participate in other work-related activities.

CAPS is funded by the Child Care and Development Fund (CCDF) and administered in Georgia by the Department of Early Care and Learning (DECAL).

Eligibility for CAPS is determined by DECAL. There are set requirements and priority groups including:

- Child Protective Services (CPS) and court-ordered supervision cases
- Children in Georgia Division of Family and Children Services (DFCS) custody
- Families experiencing domestic violence
- Families of children with disabilities
- Families of children enrolled in Georgia's Pre-K Program
- Families participating in or transitioning from TANF
- Families who have experienced a natural disaster
- Families who lack fixed, regular, and adequate housing
- Families with very low income as defined by CAPS
- Grandparents Raising Grandchildren (GRG)
- Minor parents
- Need to protect

# PARENT AND GUARDIAN GUIDELINES

## Stuff to pack

1. Clearly label **all of your camper's belongings**.
2. Send your camper with a backpack (no rolling backpacks) containing the following:
  - Refillable water bottle
  - Healthy lunch and drinks or ***campers can participate in our Summer Feeding Program that serves a nutritious lunch.***
  - Two healthy snacks (fresh fruit, veggies, cheese and crackers). High sugar or processed foods (fruit roll ups, cookies, sugary drinks) are discouraged. Refrigeration is not available; please do not send sodas, cake, fast food, candy, or foods that need a microwave.
  - Spray sunscreen and bug spray in original containers. Instruct your camper on how to apply it as staff is not permitted to apply lotions. (See page 7 for more information.)
3. At least one week prior to camp, the program supervisor or camp director will email any special instructions such as a need for art or craft project materials, swim wear/towel, extra clothes, shoes that can get wet, or peanut-free food/snack week for your specific camp location.



## What not to pack

- Don't pack medications! All medications must be hand-delivered by the parent/guardian to staff at drop-off each day. (See page 7 for additional information.)
- Don't send extra stuff! Personal items (toys, books, money, cellphones, video games or music devices) are prohibited. We are not responsible for stolen or misplaced items or money.

## What to wear

- Comfortable play clothes appropriate for outdoor weather, craft projects, active games, etc. (Must not advertise alcohol, tobacco, or be offensive/suggestive in any way.)
- Closed-toe or tennis shoes, unless specified otherwise. (No sandals, flip-flops, Crocs, or shoes with wheels.)
- Shorts must be mid-thigh and shirts must fully cover the midriff. (No tube tops, halter shirts, visible body art, or body jewelry, etc.)

# HEALTH AND SAFETY

## Illness or injury

All camp staff are trained in first aid and CPR. Camp locations receive regular safety inspections. Controller Kids' camp will follow current recommended guidance and public health orders from federal, state, and local agencies.

It is the parent/guardian's responsibility to monitor the health of their camper. For the health and well-being of all campers, we have established the following procedures:



1. If your camper has a fever, nausea, headache, intestinal/stomach problems, rash, or other illness, they must stay home and be symptom- and fever-free for 24 hours before attending camp.
2. Tell your camper they must inform the staff if they start to feel ill. Staff will then notify the parent/guardian to pick-up the camper promptly.
3. Minor scrapes, scratches, and insect stings will be treated by camp staff and reported to the parent/guardian at the end of the camp day.
4. Campers diagnosed with or being treated for infectious illnesses (chicken pox, measles, hepatitis, strep throat) or communicable diseases (head lice, body lice, or ringworm) are not permitted in camp. The parent/guardian must present a doctor's note confirming resolution of the illness and releasing the camper to attend.
5. Any life-threatening injury or accident that may occur during camp will be handled as follows:

## Medical Emergency Protocol

Step 1 911 will be called immediately

Step 2 The parent or guardian will be called

Step 3 EMT may transport camper to medical facility for immediate care

Step 4 EMT may advise parent/guardian/camp staff how to care for the camper or any additional follow-up care required



# HEALTH AND SAFETY

## Allergies

In consideration of the health and safety of campers who have nut allergies, please do not include nut products when packing snacks for your camper. All of our camp locations are NUT-FREE ZONES. While full compliance is not guaranteed, this will help reduce risk to those who may suffer a life-threatening reaction if exposed to nuts, their oils, dusts, or shells.

Be sure to list all of your camper's allergies (nuts, latex, wasp stings, etc.) on the **Participant Information Form**.



## Medication

If campers require medication during camp, parents/ guardians must complete the following steps:

1. Complete, sign and return the Medication Dispensing Form before the first day of camp.
2. Place medications in a single zip-lock bag that will be dropped into a sanitized bin provided by staff at drop-off each day.
3. All medications (prescription and over-the-counter) must be in the original, up-to-date container, clearly labeled with the camper's name.
4. Supply only the daily dosage needed during camp time.
5. Parents/guardians can authorize staff to assist their camper in administering their EpiPen and/or inhaler via the Medication Dispensing Form.
6. If your camper does not need medication during program hours, it is not necessary to complete the Medication Dispensing Form.

## Sunscreen and bug spray

With outdoor activities, sun exposure and insects are to be expected. SPF sunscreen and/or bug spray will help minimize discomfort for your camper.

Parents/guardians should apply sunscreen and/or bug spray to their child each day prior to camp. Instruct your camper on how and when to re-apply sunscreen and/or bug spray.

Parents/guardians are encouraged to send spray sunscreen and bug spray for their camper to use during camp. These must be in the **original container and clearly labeled with the camper's name**.

Staff will remind campers to re-apply sunscreen to exposed skin areas before going outside, but **staff cannot apply sunscreen lotions**.

# CAMPER EXPECTATIONS

## Behavior expectations

We want our campers to succeed and we're here to help them do just that. In all situations, each camper is accountable for his/her own actions. To help campers understand the expectations and respond appropriately, we have developed the camper code of conduct. **Please review it with your child before camp.**

## Camper code of conduct

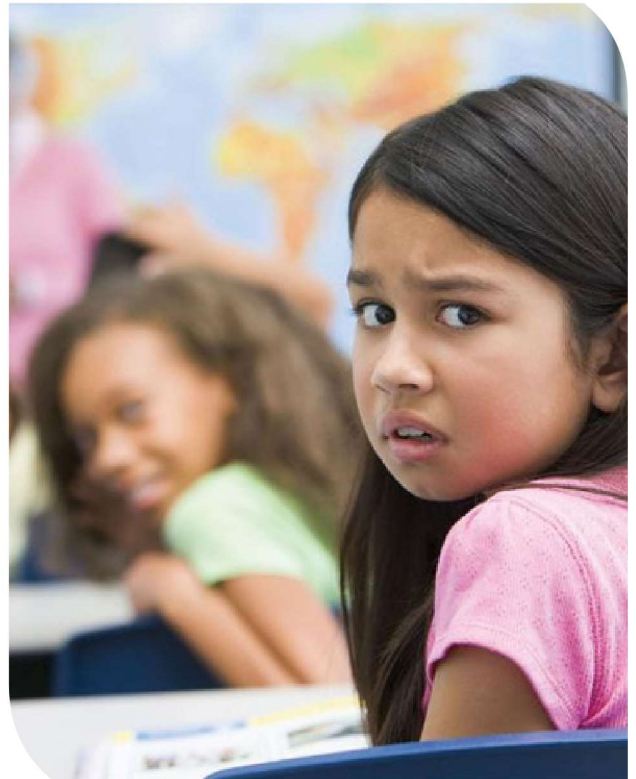
During camp, campers will:

1. Show proper manners and courtesy
2. Keep proper voice levels when indoors or outdoors
3. Show respect and consideration for fellow campers
4. Respect the authority of camp staff and leaders
5. Respect camp supplies, equipment, and facilities
6. Communicate needs or concerns to camp staff
7. Respect other campers' belongings and space
8. Listen and follow instructions from camp staff
9. Participate in all activities, unless told otherwise
10. Clean up after themselves
11. Treat others the way they want to be treated

During field trips, campers will:

1. Listen and follow directions the first time they're asked
2. Not push, shove or horseplay
3. Be respectful to counselors and other campers
4. Not name call or insult others
5. Not use foul or inappropriate language
6. Keep hands and feet to themselves
7. Participate in all activities
8. Know where their buddy is and stay with their group

***If anything seems unsafe, contact camp staff immediately!***



## Internet/Social Media/Blogging

If a camper chooses to indicate online (Instagram, Snapchat, Facebook, websites, blogs, or other networks) they are a camp participant, they should never present themselves as a spokesman of the camp or Controller Game Lounge.

If referring to the camp, activities, campers, and/or staff, campers should:

- Be respectful, including not using obscenities, profanity, and other vulgar language
- Not disparage, bully, harass, or intimidate the camp, campers, facilities, or staff
- Not discuss participating in conduct that is prohibited by camp guidelines
- Not post names, pictures, or videos of campers or staff

Any camper found to be in violation will be subject to immediate disciplinary action, up to and including dismissal. If a camper is dismissed, a refund will not be issued.



# CAMPER EXPECTATIONS

## Behavior management

In order to maintain a friendly, fun, and safe environment, we have adopted the following behavior management procedures for campers. The goal is to ensure that each camper will achieve the most positive camp experience possible. Please review these with your child prior to camp.

As in any group activity, the inappropriate behavior of a few can spoil the experience for the entire group. Staff are trained to recognize, act swiftly, and appropriately correct misbehavior.

Unacceptable behaviors include, but are not limited to:

1. Use of violence, force, intimidation, fighting, or other inappropriate behavior
2. Bullying, excluding, name calling, teasing, or profanity
3. Destroying or defacing supplies or property
4. Leaving the designated camp area
5. Violating another person's personal space or belongings; keep your hands to yourself
6. Bringing prohibited items including, but not limited to, gang- or drug-related paraphernalia or any item intended for use as a weapon



Behavior	Corrective Action
First Incident	<ul style="list-style-type: none"><li>• warning</li><li>• written report to parent/guardian</li><li>• apology suggested</li><li>• age appropriate timeout</li></ul>
Second Incident	<ul style="list-style-type: none"><li>• call parent/guardian</li><li>• apology expected</li><li>• age appropriate timeout</li><li>• possible parent/guardian conference</li><li>• possible suspension or dismissal</li></ul>
Third Incident	<ul style="list-style-type: none"><li>• call parent/guardian</li><li>• apology expected</li><li>• age appropriate timeout</li><li>• possible parent/guardian conference</li><li>• possible suspension or dismissal</li></ul>

While we strive to keep all campers engaged and reward positive behavior, camp staff reserves the right to determine unacceptable behavior and to dismiss a camper who is disruptive, disrespectful, or jeopardizes the safety of themselves or others.

Staff will use the listed steps to correct behavior.

Corrective action will be taken in appropriate measure to the unacceptable behavior as determined by the camp director or staff. Some behaviors (violence, stealing, leaving camp-site unsupervised, inappropriate touch, or illegal activity) may warrant automatic suspension or dismissal.

Every precaution will be taken to ensure the safety of our campers, and the above actions will only be put in motion if absolutely necessary.

If, at the discretion of the camp director or program supervisor, a camper becomes unable to follow verbal directions or is a danger to themselves or others, staff may remove the camper to a designated safe area. Staff will immediately notify the parents/guardians to pick their child up from camp. If a camper is suspended or dismissed from camp due to behavior issues, a refund is not issued.

# INCLUSION AND REASONABLE ACCOMMODATIONS

## Successful participation

Controller Kids' Camp will provide reasonable accommodations to campers with disabilities upon request. With the support and commitment of camp staff, fellow campers, and families, participation with accommodations helps campers with disabilities successfully participate!

So that preparations can be made, parents/guardians are asked to notify the program supervisor or camp director of potential accommodations at least two weeks prior to camp. Some minimum eligibility requirements must be met in order to participate.



If accommodation requests are made less than two weeks in advance, Controller Kids' Camp will make every effort to meet the request. If we are unable to meet the request in time, we reserve the right to limit or disallow registration. However, the participant will be eligible to register for a later camp.

## Reasonable accommodations

Accommodations can take many forms. Controller Kids' Camp frequently provides the following accommodations to support camp participants:

1. Ongoing inclusion training provided for all camp staff
2. Enhanced staff/participant ratio, when possible
3. Common adaptive activity equipment and/or supplies
4. Accessible transportation will be available upon request when transportation is provided as part of an activity or program
5. Changing the rules of the games/activities as long as it does not fundamentally alter the purpose of the game/activity
6. Implementation of an individualized behavior modification plan
7. If an alternative location is available, moving the program/activity from a non-accessible location to an accessible location, while not fundamentally altering the activity
8. Allowing service animals in programs
9. Allowing assistive technology aids

Other available accommodations may be available upon request; we will work to enable camp participation.



# INCLUSION AND REASONABLE ACCOMMODATIONS

## Minimum requirements

The same minimum requirements apply to all campers, regardless of disability status, including:

- Meeting the age and registration requirements of the program. (May be waived at the program supervisor's discretion.)
- Following the rules of conduct, with or without accommodations.
- Voluntary participation. Programs and activities are voluntary in nature; participation will be encouraged and aided.
- Campers will engage in activities for the majority of the program time, with or without accommodations.
- Campers should be able to tolerate and function in a group of 10 or more people.



## Ready, Set, Go!

New environments full of unfamiliar faces can be unsettling for young kids. New schedules, unfamiliar voices, and different smells can become a sensory overload for some children. Parents and guardians are encouraged to prepare their child for camp by discussing and developing effective coping and communication strategies.

Some campers have found comfort in knowing the schedule of activities each day to eliminate surprises. Others benefit from being a helper to feel a sense of purpose. Some campers benefit from a parent simply pointing out who the trustworthy grownups are on the first day.

Please reach out to the camp director or program supervisor to discuss strategies or available resources.

# ALTERNATE LOCATIONS

In the unlikely event that an incident occurs or there is an issue with a camp facility, parents and guardians will be notified of the alternate location in which to drop off or pick up their child. To obtain a situation update, please call 678.694.1293

Camp Location	Supervisor	Phone	Relocation Site	Relocation Address
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## LOST AND FOUND

Parents/guardians are strongly encouraged to clearly label all of their camper's items. At the end of each week of camp, please **check the lost and found** for missing items. At the end of summer camp, when Gwinnett County schools begins, all of the lost and found items will be donated to charity.

Staff will regularly remind campers to gather their belongings while at our facilities or off-site locations.

Parents/guardians are responsible for reclaiming items left behind at any off-site locations. Camp staff will not be responsible for retrieving items left at other locations.