

CAMP JB MAC PARENT HANDBOOK



*Meet Mac
Your Guide to
Summer Fun For
Your School
Aged Child*

Looking for a summer program your child will enjoy?

Camp JB Mac is now enrolling children (kindergarter and up) for our summer day camp program offering a wide variety of outdoor activities.

Call us today at 513-772-5888 for enrollment information and to attend our open house.

Camp JB Mac runs June through August. We also offer extended care for early morning drop off and evening pick up.

Camp JB Mac

9500 Snider Road
Mason, Ohio 45040

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(513) 459-9500

Dear Parents,

Welcome to Camp JB Mac! We are delighted to include you in our summer curriculum. Our camp is designed to enhance your child's summer vacation through outdoor, invigorating stimulation. Our staff is professionally committed to meet each child's needs in a loving, nurturing manner.

This handbook is designed to familiarize you with our policies and procedures, as well as open the door to provide constant communication and understanding concerning your child's continuing growth and development.

Please review the policies outlined here and feel free to direct any questions, comments, or concerns to our camp director.

Welcome and Warm Regards,

Bridget Ringel - VP Operations

We are pleased to welcome _____
To camp JB Mac.

First day of attendance: _____

Camp Counselor: _____

Registration Fee: \$100.00

Deposit: One week tuition

Summer Activity Fee: \$100.00 (one time fee)

HOURS

The camp is open Monday through Friday from 9:30 am to 4:30 pm. The camp provides both full-time and part-time services for your child's summer enjoyment.

VISITATION

You may visit your child at the camp anytime. Unannounced visits are encouraged and welcomed. In addition, we are interested in presenting the children with as many varied experiences as possible. Please review our curriculum and become familiar with the total camp experience.

DISCRIMINATION

No child will be denied enrollment at Camp JB Mac based on race, color, religion, sex, or national origin.

ENROLLMENT

All enrollment forms for your child must be completed and signed by the parents and a copy kept at your day care center and at the camp. All forms must be current, including any change of address, home phone, or work number.

CAMP JB MAC'S PHILOSOPHY

During summer vacation, the needs of the school-aged children and parents are the objective of Camp JB Mac. By providing an exciting and stimulating outdoor environment, we can contribute to the total well being for children at the age when they need to explore all facets of outdoor life during summer vacation.

First and foremost, Camp JB Mac provides children constant and alert supervision in a safe environment. The areas include athletic fields, arts and crafts. Dramatic play, swimming, and video exploration. Our entire program is designed to enable all children to have a positive self-concept and to experience success in all areas. This is achieved because our camp environment offers children the opportunity to be safe in their quest as natural explores.

Our counselors are provided weekly themes that ignite each child's interest in "discovering and doing". The children will be able to choose and help design how they want to spend their summer vacation.

CAMP SUPPLIES

Parents are responsible for providing the following items. Please have the supplies available on your child's first day of attendance.

REMEMER TO LABEL EVERYTHING!

A back pack with the following:

- *Swim suit
- *Towel
- *Water bottle
- *Complete change of clothing

Each child will be responsible for their own supplies brought to camp.

Gym shoes are required for all children. All types of sandals are prohibited.

DAILY SCHEDULE

The campers will meet as a group at 9:45 am for the morning ceremony. This will include flag raising, camp songs, and scheduled activities. Campers will experience a balance between physical activities and arts, crafts, and dramatic play. The weekly theme will be used to create a balance of the activities. A weekly newsletter will be sent home on Fridays with your child to keep you posted on all the camp activities.

RATIO AND GROUP SIZE

The campers will be placed in groups according to age and will be assigned a group color. Ratios for children ages 6 to 8 years of age is 1:8 and children ages 9 to 12 is 1:10.

To help our counselors acquaint themselves with your children, please send your children dressed in his/her center's color. Your color will be assigned to you at the parent informational meetings and posted at your center.

ARRIVAL

All children will be received and greeted by a counselor upon arrival at camp from their respective centers. Attendance will be taken upon arrival and again at the morning ceremony.

DEPARTURE

No child will be released to any person other than the parent or guardian without written permission or verbal permission. Any one who picks up your child other than you will be required to show identification. Only the camp director can authorize an early or irregular departure, so please plan accordingly.

SAFETY

No child shall ever be left alone or unsupervised. This policy governing arrival and departure of children assures that a childcare staff member is aware of each child's presence at camp.

There is immediate access to a telephone within the main building at all times. A monthly fire and tornado drill is conducted. Exit plans are posted in each area in case of fire emergency or weather alerts.

First aid kits are located in the office, art barn, and pool area. Staff members trained in CPR, first aid, communicable disease and child abuse recognition are present on camp grounds at all times.

Use of aerosol sprays, pesticides, or herbicides are prohibited when children are in attendance at camp.

The director and each employee of Camp JB Mac are required by state law to report their suspicions of abuse or neglect to the local Children's Service Bureau (241-caps) or the Warren County Children's Services (925-1512).

Two staff members shall accompany and supervise children at swimming sites. Every child must have a written permission form before the child is permitted to swim or participate in water activities, in bodies of water two or more feet in depth. The parent must notify the staff in writing whether their child is a swimmer or non-swimmer. One person with a senior life saving certificate shall be on duty when the swimming area exceeds two feet in depth.

PARENT ROSTER

We will publish a roster with the names and telephone numbers of all patrons of Camp JB Mac. Upon registration you must sign the permission form in order for your name and number to be included. Your name will not be included in this directory without your consent.

ACCIDENTS

Anytime a child has an accident or injury, the staff member in charge must fill out a report in triplicate explaining how the accident happened and the nature of any injuries. One copy is sent to the parent on the day of the accident, one copy is sent to the day-care facility, and the third is placed on file in the office. If first-aid is administered, the director is notified immediately and a separate form provided by the State will be completed and given to the parent the same day. These forms must be signed by the parent.

DISCIPLINE

Each camper will help contribute in providing the rules for their assigned group. By doing this they are aware of what is inappropriate behavior and will understand the consequences of their actions. Positive guidance methods are Camp JB Mac's philosophy for discipline. Positive directions are used to tell the children what they are to do instead of focusing on what not to do, (i.e. "walk please" instead of "no running"). Redirecting the child to another activity and keeping the child's goals or interest in mind

is another technique used. Words are tools we use to teach and encourage problem solving skills between children. This helps them to make careful judgments, choose appropriate solutions, and to understand the consequences of different choices. The last resort used would be a “thinking time”, this is when a child will be given time to sit and determine a better choice of conduct for their actions. The maximum thinking time allowed is one minute per year of the child’s age. All staff members are required to document excessive inappropriate behavior and give to the camp’s director. If this behavior continues, a scheduled meeting with the child’s parents will be called so that we can work as a team to eliminate this from continuing.

Physical or verbal punishment shall never be an accepted disciplinary procedure. Discipline shall not be administered for a child’s failure to eat, toilet accidents, or for not wanting to participate in certain activities. Techniques of discipline shall not unnecessarily humiliate, shame, or frighten the child. It is the purpose of the staff at Camp JB Mac to provide a safe, healthy, and caring environment for your child. Through our discipline procedure, we hope to teach your child to understand the rules of safety and help them gain control of their own behavior.

Excessive, disruptive behavior will not be tolerated at Camp JB Mac. The first serious offense will result in written documentation and a parent phone conference with the director. The second serious offense will also result in written documentation and mandatory early dismissal from camp. Third offense will result in immediate expulsion.

Excessive behavior includes:

1. Violent outbreaks
2. Possession of weapons or drugs
3. Running away from counselors or the actual camp grounds
4. Use of profane language

5. Stealing
6. Uncontrollable anger (i.e. fist fights with other campers or violent attacks directed at counselors)

Camp JB Mac reserves the right to refuse children who can not comply with the camp's policies.

MEALS AND SNACKS

The lunches must consist of 1/3 of the recommended daily allowances of vitamins and foods from each of the four food groups. The nutritional requirements for lunches are as follows:

- *1 cup of milk
- *2 ounces of meat or meat alternative
- *3/4 cup total of vegetables or fruits
- *1 slice of bread or grains

A nutritional snack should consist of 2 items from the list above. All lunches will be kept in a refrigerator. If a child loses or forget their lunch, the camp will provide a peanut butter and jelly sandwich, fruit, and a snack. Many Youthland Academy locations provide a sack lunch daily for all camp attendants. Your center's director will provide you with a summer menu.

ILLNESS

Please notify the day care center you attend or the camp if your child WILL NOT be attending camp that day. **UNDER NO CIRCUMSTANCES WILL WE ACCEPT A CHILD WHO IS ILL.** Please be sure to check your child each morning before arriving at camp.

Staff members will be trained by a registered nurse or by the Red Cross in the recognition of the signs and symptoms of illness and communicable diseases. Training in the proper methods of hand washing will also be provided. (All staff members trained in recognition of the symptoms of illness and in hand washing procedures are listed by the phone and hand washing facility). We monitor children and their behavior throughout the day for signs of

illness. You will be contacted immediately if your child becomes ill while under our care. Please be sure you have made provisions for your child to be picked up in the event of such illness occurring. **YOUR CHILD MUST BE PICKED UP FROM THE CAMP WITHIN 60 MINUTES OF NOTIFICATION OF THE ILLNESS OR THE LATE FEE WILL APPLY.**

Symptoms of illness include:

1. Diarrhea
2. Severe coughing, making a whooping sound
3. Difficult rapid breathing
4. Yellowish skin or eyes
5. Conjunctivitis
6. Temperature of 100F or higher
7. Untreated infected skin patches
8. Unusually dark urine or stool
9. Stiff neck

A “Child Day Care Center Communicable Disease Chart” is posted in the camp office and at your day care center.

Parents will be notified of a contagious disease by written notice on the “Parent Board” at the child’s day care center. A mildly ill child (minor cold, not exhibiting any of the listed symptoms) will be permitted to stay at camp and will be closely monitored by the staff for communicable disease symptoms to develop. Your child will be re-admitted after the signs and/or symptoms of any communicable diseases are not present for a period of 24 hours. Staff members exhibiting any of the signs and/or symptoms of communicable disease will be released of job responsibilities and will not be permitted to return without a physician stating that they are free of communicable disease.

MEDICATION

When a medication or food supplement is administered by a staff member, it must be approved by the Director and follow these guidelines:

1. Prescription medication must be accompanied by written instructions from the parent. It must be presented in the original container with the label intact.
2. Any fever-reducing medications that do not contain aspirin, cough, or cold medications that do not contain codeine, may be given for no longer than three days, only if it is in the original container and accompanied with written instructions from the parent. This cannot exceed the manufacturer's recommended dosages.
3. Any non-prescription topical lotion, creams, or ointments may be administered with written instructions from the parents for no longer than three months. When used for skin irritations, the ointments, lotions, or cream shall be administered for no longer than fourteen consecutive days at any one time.
4. All medications must be hand delivered to the camp director by the day care center of the parents.

TRANSPORTATION

In case of an emergency, children will be transported by emergency squad to the nearest hospital or a particular one chosen by parent. All parents must fill out an "Emergency Transportation Form" prior to enrollment.

CAMP SPECIAL EVENTS

Camp JB Mac does provide many special events as part of our camp curriculum. The camp director will have available an activity calendar with all scheduled activities, events, and weekly themes. Any additional costs will be included in the required activity fee.

LOST AND FOUND

We cannot stress the importance of labeling all items brought to camp. Each Friday, the children will view all items in the camp's

lost and found box. At the end of the season, these boxes will be displayed at the day care centers.

Each camper will be responsible for any belongings they bring to camp. The counselors will collect all articles left behind each day and encourage the children to look in the lost and found box regularly.

NEWSLETTER

Each week camp JB Mac will publish a newsletter for the campers and their parents. This is an effective tool to communicate with you about camp events, parties, guest speakers, and all other special events happening at our exciting world of camp.

CHANGE OF ADDRESS

Please send, in writing, any changes in work or home address and/or phone numbers immediately.

PAYMENT POLICIES

All payments arrangements are made through your participating day care center. Any community campers are to make payments at the camp director's office.

HOLIDAYS AND VACATIONS

Refunds are not given for absences. In order to guarantee your child's spot at camp, all vacations and sick days must be paid. Camp will be closed for the 4th of July holiday. This is a paid holiday, no discounts will be given.

LICENSING

Camp JB Mac is accredited by the American Camping Association. The certificate of accreditation is posted in the director's office. We may take care of _____ campers during the day. A copy of the ACA rules and regulations are available at your day care center and in the camp directors office.

DAILY SCHEDULE

9:30 am	Field Games
9:45 am	Morning Ceremony
10:00 am	Morning Rotation (each group will participate in 5 of the following activities) Cheerleading Field Games Arts and Crafts Drama Swimming Nature and Gardening Manipulative Nature/Science Music Reading and Expression Building and Blocks Fitness and Fun Brain Games
12:00 pm	Lunch
1:00 pm	Tribe Gatherings
1:30 pm	Afternoon Rotation
4:00 pm	Clean up time

CAMP JB MAC'S SAFETY PROCEDURE**VEHICLE SAFETY PLAN**

All vehicles arriving at camp must park in the designated area. No camper may be in this area without a counselor for arrival or dismissal.

No vehicle may drive past the designated area under any circumstances.

All vehicles or persons that enter the camp site must register in the office with the director. Any visitor not doing so will be escorted off the premises.

ORIENTATION

All staff and campers will complete an orientation introducing them to the terrain of the camp. All hazards will be identified and the procedures will be explained for the use, care, or identity of the following:

Pool The lifeguard and staff will be located in the pool area at all times. (Even if the pool is not in use)

Trees No child may ever climb a tree. If branches are too low, they will be trimmed back. Tree areas will be identified with signs to remind the staff and campers to use caution while playing in these areas.

Uneven Terrain The campsite has an irregular terrain. It is marked (creek, hill, pebbles) so that children will use caution in these areas.

Equipment Any equipment, whether maintenance or sports, may only be used when the proper authority is present. Otherwise it is stored and locked where the children cannot gain access.

Barns All barns are left open at all times. Any areas restricted are locked securely and all keys are located in the office.

Power Lines The City of Mason has various power lines throughout their city. One is located at camp and is secured by a safety fence.

PROCEDURES FOR ARRIVAL AND DEPARTURE

All campers will arrive and check in with the director. After check in, the children will be escorted to the flag site for morning activity and split up into their own groups.

Prior to departure all children unite with the group they arrived with. When they leave, attendance is re-taken. Children are escorted to their van with a camp counselor. Community campers will remain with a camp counselor until their parents arrive.

ARRIVAL AND DEPARTURE PLAN

Vehicles that enter the camp for drop off are to stop at the top parking lot to discharge children. Children are dismissed from the vans to the camp director, who will take attendance. Children will then proceed with the director to the main gathering area to meet with their senior counselor and group. Attendance will then also be taken by each senior camp counselor.

Vans are to turn around in the gravel parking lot at camp. No children will be allowed in this area. No vehicle may drive past this designated area.

At the end of the day, vans are to pull in the top drive and await campers; brought to them by the director. A master attendance will be taken again. Campers are to board the vans and secure seat belts. A final check is done at this time.

Any vehicle or persons that enter the camp must register at the office. Any visitor not doing this will be escorted off the premises.

I have read and understand this handbook in its entirety and I agree to all terms in the handbook and will direct any questions or concerns to my director.

Child's name(s) _____

Signature _____

Director's Signature _____

Date _____