

**Mt. Olive Community Outreach Center, Inc.  
Summer Enrichment Camp 2022**

**We “L.I.T.”**



*“In the same way, let your light shine before others, so that they may see your good works and give glory to your Father who is in heaven.”*

Matthew 5:16

**Location:**

Greater 2<sup>nd</sup> Mt. Olive Sports Complex  
1112 Inverness Street · Albany, Georgia · 229.483.0041

**Contact Information:**

229.435.9961

**Registration:**

[www.mtoliveoutreach.com](http://www.mtoliveoutreach.com)

**Fees, Dates & Times:**

\$400.00 for Eight Weeks · Mondays-Fridays · 12:30 pm-6:00 pm  
June 6, 2022-July 29, 2022

## **2022 SUMMER CAMP POLICY AND PROCEDURE MANUAL**

Mt. Olive's Summer Camp is for youth, ages 5-16. The goal is to ensure that each child is enriched, encouraged and empowered. The desire is that our camp will help to shape and mold our children and place them on a creative path that will help inspire them to begin walking in their God given purpose.

The camp activities are designed to help our children become involved and engaged in activities that they may not otherwise be exposed to. We want to teach our children life-long skills by introducing them to some activities that technology has caused to lie dormant in the lives of many youths today. We want to awaken these dormant skills and introduce them to our children through this Summer Enrichment Camp.

The youth will also learn social skills that will encourage them to cooperate and respect one another, complete various tasks, resolve disagreements, and develop communication skills. The youth will experience free time in which they can relax, laugh, be silly, and just be children. While practicing decision making skills without puppetry guidance the youth will manage their daily choices in a safe and caring environment that will foster independence. The youth will be provided true instructions that will equip and facilitate growth in sport activities, artistic talents, and more.

While engaging in some electronic activities, the camp will encourage the participants to break away from technology and rediscover their creative powers and engage in the real world, real people, real activities and real emotions. At Mt. Olive's Summer Camp, campers will learn to endure setbacks, and try new things with kind encouragement and nurturing received from the staff. The camp will aim to help the children build self-confidence and self esteem by letting them know that they can do it.

We want to expose our children to challenging activities and encourage them to try new things and embrace new ideas that this generation knows little about. We want the children to embrace change and encourage them to persevere in the tasks that may seem complicated at first. We will encourage the children to keep moving, keep trying, keep exceling and instead of giving up, have them all walk away saying and believing that, "I Got This!"

### **CAMP DATES AND HOURS:**

June 6, 2022-July 29, 2022~ Mondays-Fridays ~ 12:30 pm-6:00 pm

**Camp will be closed MONDAY, JULY 4<sup>TH</sup> in observation of the 4<sup>th</sup> of July Holiday.**

### **CAMP LOCATION:**

Greater 2<sup>nd</sup> Mt. Olive Sports Complex, 1112 Inverness Road (229-483-0041).

### **MEALS:**

An afternoon snack and supper will be provided daily.

### **SUMMER CAMP ACTIVITIES**

Summer camp enrichment activities will assist students in the building of positive values, improving self-esteem, and accepting responsibility. For this, competent, experienced, and engaging staff has been chosen to provide educational and collective

enrichment experiences which give students the opportunity to fully develop their spiritual, mental, social, moral, physical, and cultural needs necessary to be responsible and productive citizens. The purpose of each activity is to enhance the child's summer with fun and to help develop the child's character so they will become stronger: spiritually, emotionally, mentally and physically.

### **FIELD TRIPS:**

Field trips will take place on each week. Some field trips will take place at the camp site; however, others will be away from the site. Due to the pandemic, field trip days will vary in order to keep our children safe from crowded facilities. Field Trips dates, locations and times will be determined prior to the beginning of camp and all registered parents will receive the schedule.

As an added measure of safety, **no one** will be able to pick a child up from the field trip site without prior notice. If you, the parent, desire to chaperone for the field trip please understand that your child is still a part of the camp and will not be able to travel with you unless you sign your child out prior to leaving the campus. Please have campers at the camp site 45 minutes prior to departure time to enable staff to get an accurate count and to place children in groups. If your child is not at camp by the time the camp leaves for the field trip, parents will have the option to drop students off at the field trip site, **only** for local field trips. If you make the decision to drop the child off on the trip site, you must check in with his or her counselor and sign your child in for that day. **We will not** have staff available to stay behind during field trips; therefore, if your child does not attend a field trip we ask that you make other arrangements for your child on that day. **Summer camp T-shirts must be worn on every trip for identification and safety purposes.**

### **SWIMMING:**

Throughout the course of the summer, campers will use St. John's Estates outdoor swimming pool. **Swim Schedules will be made available at the beginning of the program.** Please bring appropriate swim wear: one-piece swim suit, tankinies or swim shorts, towel and change of clothes for younger children. Please note: Only students with proper swim wear will be permitted in pool. **T-shirts, bikinis and non swim shorts will not be permitted in the pool.** Please retrieve your child's swim wear daily.

### **DRESS CODE:**

Tennis shoes are required. Please dress your child in comfortable play clothes. Each child needs to bring a tote bag or a backpack to store his or her personal belongings, such as, a change of clothes, shoes, swim wear, school supplies, towels, blankets, water bottles, and sun block. We strongly suggest that you put your child's name on all items brought to the camp including shoes. All campers are expected to maintain their personal and camp belongings in an orderly manner within their assigned areas.

Personal items should not be left at camp overnight. Mt. Olive Summer Camp, Mt. Olive Community Outreach Center, Inc. nor Greater 2<sup>nd</sup> Mt Olive Missionary Baptist Church will be held responsible for any personal items brought to the program, nor items that are lost or stolen from the program; however, respect for property will be taught.

## **ITEMS TO LEAVE AT HOME:**

Weapons, drugs, alcohol, large amounts of money and electronics.

## **SIGN-IN/OUT AND DROP OFF/PICK UP PROCEDURES:**

**Drop off-** begins at 12:30p.m.

**Pick up:** Curbside Service will begin at 5:30 p.m. If you do not desire curbside pickup, the recommended sign-out period of 5:15 pm - 5:30 pm.

### **The Pickup Process:**

Parents are asked to travel north on Inverness and make right onto the alley and then make left into the parking lot for both drop off and pick up. There will be individuals outside to assist students getting in and out of the car. When arriving after the specified times, parents will be responsible for bringing his or her child in and signing him or her in at the front door. This curb-side service is only offered during the following hours: **12:30pm-1:15 pm and 5:30pm-6:00pm. ALL GA CAPS PARENTS MUST COME TO THE FRONT DOOR TO SIGN STUDENTS IN AND OUT DAILY.** Parents, feel free to park on the grass in the large gated area when there is a need for you to come inside. Campers may not leave the facility unless accompanied by a parent, guardian or staff member, **No exceptions!**

Children will be released in accordance with the authorized signatures on the form provided. If you wish to add someone's name to the list, you must do so in person. No child will be allowed to leave the campsite with individuals who are not on the child's pick up list, even if it's a staff member. Parents please place the individuals on the child's pick up list or leave a note when you drop your child off in the mornings (word of mouth will not be valid). A note written for a previous day will not work for the next day unless specified on the notice. Parents if you are running late for pick up and you send someone else to pick up your child who is not on the pickup list please be sure to call and notify the staff or your child will not be released. That individual should come prepared to show picture I.D.

## **ANNOUNCEMENTS:**

Camp announcements will be sent home or emailed as needed.

## **FIRST AID:**

All of the Summer Camp Staff has been trained in CPR, First Aid, and Basic Water Safety. Leaders will administer first aid for minor accidents. In the case of a serious accident or injury, 911 will be called and parents/guardians will be notified immediately. We will refer to your child's medical release form for pertinent information. Follow up medical supervision will then be the responsibility of the parent/guardian.

## **HEALTH:**

We will administer medication only with parental consent. If we must monitor medication, you will need to have a medical form signed by a physician with specific instructions before any medication will be administered. All prescriptions need to be in their original container with the prescription label with the doctor and child's names and dosage information on the bottle. If your child becomes ill during the day or is suspected of having communicable disease, he/she will be attended by a counselor until a parent

or responsible guardian is contacted by telephone and arrives to take your child home.

**When there are questions of illness, please use these guidelines:**

In order to keep all of the children as healthy as possible, we ask that you **Do not** bring your child to camp if he/she has a fever (over 100 rectally and 99 orally) or if the child has had a fever and medication has been given. The child should be given an appropriate time to rest, usually 24 hours. **Do not** bring your child if he/she is vomiting. **Do not** bring your child if they have diarrhea. One or two loose stools might be due to a new food, etc., but more than this may mean contagion and is especially dangerous to children who become quickly dehydrated. **Do not** bring your child if the mucous membrane of the eyes is reddened, if the eyes are draining or if there is an unexplainable body rash. Check with your physician before bringing your child to camp. Please leave an emergency phone number with the staff if a situation arises where the number on the emergency form is not valid.

**DISCIPLINE:**

The staff or individual leader in charge of a child or a group of children will be responsible for their discipline, in keeping with the discipline policy established by the camp/program. Child training and discipline will be handled with kindness, consistency and understanding. Attention will be given to specific needs of each individual child while at the same time the child is encouraged to become part of the group and participate.

We believe children in a group situations want to conform to the rules as soon as they know what is expected of them. Rules will be made for both inside and outside play. Leaders will discuss the regulations thoroughly with the children and explain why it is necessary to have them. We do not want the children to hurt themselves or each other. We want to encourage respect for people and property. Due to the fact that children are children, and discerning right from wrong is a continual learning process, we will first talk to the child when unacceptable behavior occurs. If it is recurring, we may separate the child from the group. We hope this will encourage the child to understand the importance of acceptable behavior patterns and result in an early return to the group. We will try to discover the reasons for unacceptable behavior and thereby be able to resolve and correct the situation. If the leader feels it is necessary, he/she may report the incident to the Administrative staff and have them call the parent and share the incident with them.

Too often discipline is thought of synonymously with punishment; it involves much more. We want to approach discipline with a positive action so there is reinforcement for acceptable behavior and a learning process taking place as a natural growth and development. In order to help us accomplish these goals, we will use the following steps:

- **OBSERVE** and **LISTEN** in order to prevent conflict by anticipating unacceptable behavior,
- **RE - DIRECT** the child to another activity,
- **TALK** to the child individually,

- **SEPARATE** the child from his/her group,
- **DISCUSS** the situation with the child,
- If advisable, the counselor will discuss the incident with the parents.

We reserve the right to terminate a child's enrollment if the staff decides that it is not in the best interest of the child and/or the Summer Camp Program to continue his/her participation. If any child physically harms another child, staff member, facility or vehicle, they will be immediately suspended from any Mt. Olive Recreational Programs for 24 hours from time of incident (no refund) and parent will be called immediately to discuss removing their child from the program. A mandatory conference with Site Supervisor, Program Supervisor, parent and child will be arranged prior to child being readmitted into the program.

### **General, inside, outside play and field trip**

- Dress appropriately; No skirts without shorts underneath, shorts must be at an appropriate length: (no daisy dukes) no back out or halter-tops without cover shirts and no sagging pants. Please wear tennis shoes for physical activities.
- Respect all staff members, students, yourself and camp property at all times
- Always be courteous and cooperative
- Foul language or verbal abuse will not be tolerated
- Any form of physical fighting will not be tolerated
- Be responsible for your own belongings
- Do not go into other children's belongings
- No horse playing during swimming activities
- Play safely
- Get involved
- Be quiet during quiet time - a good rule is to rest and relax
- When inside use inside voices
- Be on time for all scheduled activities
- Walk while indoors
- Use good sportsmanship
- Always tell a group leader when you check in or out
- Always stay with your group and group leader
- Take rules seriously during activity times and field trips
- Children will walk together to the bus/van and wait at the door
- Children will enter the bus/van in an orderly line as directed
- No eating on vans or in gym
- Clean up your activity area before beginning another
- Any child experiencing behavioral problems on a field trip may be excluded from the next field trip or from the Summer Camp Program
- Report anything wrong (e.g., broken toilet, burned out light, etc.) to the group leader
- All campers must wear summer camp T-shirt on every field trip!
- **Most important of all: HAVE FUN!**

### **Grounds for Suspension/Expulsion**

1. Fighting or continuous disorderly conduct
2. Maximum numbers of write ups (3 write ups)
3. Using foul or abusive language
4. Refusal to abide by the dress code
5. Bringing weapons, alcohol or drugs to camp
6. Vandalism of property

### **Campers Attendance**

Please inform staff of any decision made by parent to keep a child home.

### **Campers Early Drop Off and Late Pick Up**

Parents who desire early drop off before 1:15 p.m. or late pick up after 6:00 p.m. will need to make arrangements prior to the child beginning camp. The fee for each service is \$5.00 per day for one, or both services, and will be due at the time of registration. However, a child cannot be dropped off before 12:45 pm or picked up later than 6:30 p.m. **For non-planned late pick up:** Late pick up begins at 6:01 p.m. thusly; thereafter late fees will be assessed at \$1.00/per minute. The late fees will be due upon the return of your camper to the camp.

### **Campers Dress Code**

- No halter tops, back outs, or sundresses worn without an over shirt or shorts underneath.
- Tennis shoes
- Shorts and skirts must be worn at an appropriate length, non-offensive; shorts must be worn under skirts and/or all types of dresses.
- No sagging pants or shorts.
- Wear camp T-shirt on Field Trip Days only
- Camp shirts are to remain whole; absolutely no tears or holes are to be put in shirts for the purpose of style.
- Girls-No two-piece swim suits. **One piece** swimsuits **only** for swimming.
- Boys-no basketball shorts, swim shorts only.

### **PAYMENT OPTIONS:**

**Discount Available for one-time payments by May 27<sup>th</sup>, 2022**

**One Time Payment for Full Eight Weeks- \$375.00**

### **Monthly Payments:**

**\$225.00 for June 6<sup>th</sup>-June 30<sup>th</sup> (Must be paid by May 27, 2022)**

**\$225.00 for July 5<sup>th</sup>-July 29<sup>th</sup> (Must be paid by June 29, 2022)**

**Families with three or more, from the same household, will receive a \$25 discount per child.**

### **PAYMENT METHODS-WE DO NOT ACCEPT CASH PAYMENTS:**

- Cash App \$2Olive (please add a 2.75% convenience fee to your payment and put child's name in memo)
- Credit Card (please add a 2.75% convenience fee)

- **Check written to Mt. Olive Community Outreach Center, Inc. (\$50 returned check fee) Only cashier's check, money order can replace a returned check)**

**GENERAL INFORMATION:**

Please feel free to address questions, comments or concerns to contact Mrs. Leslie P. Heard, Program Manager at 229.435.9961 or [lesliep.heard@gmail.com](mailto:lesliep.heard@gmail.com). In the event you cannot reach Mrs. Heard, please contact Mrs. Esheka M. Hopper 229.435.9961 or email at [Esheka.hopper@gmail.com](mailto:Esheka.hopper@gmail.com). The phone number to the Greater 2<sup>nd</sup> Mt. Olive Sports Complex is 229.483.0041.



## ACCOUNT ADJUSTMENTS, CREDITS AND REFUND POLICY

Please read and initial each paragraph, then sign below and return

\_\_\_\_\_ Full camp fee is fully refundable up to May 24, 2022, but because we hire staff and purchase equipment and supplies based on our anticipated enrollment, the full camp fee is non-refundable after this date. Refunds for camp will be made if requested **in writing**: by fax, email or in person.

\_\_\_\_\_ Early withdrawal is permissible; however, we request the reason in writing. The remaining weeks of camp less one full week of camp will be considered for any withdrawn children.

\_\_\_\_\_ Parents whose children attended camp through sponsorship will not be refunded any camp fees directly; however, consideration will be given towards the Agency/person who provided the sponsorship.

\_\_\_\_\_ Field trips are a component of the camp program just as dance, football or arts and craft, therefore, refunds will not be made for missed field trips.

\_\_\_\_\_ The latest time available to pick up campers is 6:00 p.m. Thereafter, late fees will be assessed in \$1.00/per minute intervals. The late fees will be due upon the return of your camper to the camp.

\_\_\_\_\_ The camp, Mt. Olive Outreach, nor Greater 2<sup>nd</sup> Mt. Olive Baptist Church will be held responsible for lost or stolen items.

\_\_\_\_\_ If your child displays inappropriate behavior during camp and is removed from the camp, refunds may be denied.

\_\_\_\_\_ Drop in service is available at \$55.00 per week; however, we will not accept drop-in registrants within the last two weeks of the camp.

\_\_\_\_\_ A returned check fee of \$50.00 will apply to all returned checks to be paid prior to child attending camp or field trip.

\_\_\_\_\_ We reserve the right to grant exceptions to the stated policy.

**I have read and understand the policies, procedures and rules outlined within the handbook. I am willing to follow all rules, policies, and procedures within the hand book. I understand that this handbook**

Child's Name	Child's Age
<b>Parent's Printed Name:</b>	<b>Date:</b>
<b>Parent's Signature:</b>	

# COVID-19 SAFETY PLAN

## PROGRAM GUIDELINES

- Classes will include the same group each day, and the same staff will remain with the same group each day.
- Students will have assigned seating and desk shields each day. Desk shields will be labeled with each student's name.
- All students will have personalized cubbies or designated space in which to store their items each day.
- School supplies will not be shared among students to avoid cross contamination
- The water fountain will not be available so we encourage students to bring their bottle water or we will happily accept donations of cases of unopened water so that we will have water readily available upon request.
- Class sizes will be limited to 10 students per class
- Ratio is 1:10

## STUDENT GUIDELINES

- **Masks should be worn at all times.**
- All hands must be sanitized prior to entering the facility, prior to meal service, and after bathroom usage
- Temperatures will be taken daily, upon arrival, with a touchless thermometer by a designated staff
- If possible parents/guardians are asked to take their child's temperature prior to coming to the facility and if they have a fever, we kindly ask that you don't bring them to the facility that day.
- Persons who have a fever of 99 degrees or above or other signs of illness will not be admitted to the facility.
- Physical distancing of at least 6 feet apart

## PARENT VISITATION

Due to COVID-19, parents will need to make an appointment to visit the premises for a meeting. However, parents will be unable to visit the classrooms and must wear a mask, at all times during the meeting

## **STUDENT ILLNESS BEFORE COMING TO THE PROGRAM**

**THIS WILL APPLY TO SCHOOL BASED SITES DURING SUMMER CAMP OR INTERSESSION BREAKS**

**When there are questions of illness, please use these guidelines:**

- **Do not** bring your child to the program if he/she has a fever over 99 orally, or if the child has had a fever and medication has been given. The child should be given an appropriate time to rest, usually 24 hours. Student temperature will be taken each day before entering the building by office staff. No student will be permitted to stay if he/she has a fever of 99 or higher. If a student gets sick during the day and has a fever, he/she must remain from the program a minimum of 48 hours.
- **Do not** bring your child if he/she has a cough, shortness of breath, difficulty in breathing, other respiratory symptoms, chills, muscle pain, sore throat or new loss of smell or taste.
- **Do not** bring your child if he/she has an uncontrollable runny nose.
- **Do not** bring your child if he/she has been exposed to COVID-19 unless he/she has been quarantined for 14 days; or has had COVID-19 unless the child has a negative COVID-19 test.
- **Do not** bring your child if he/she is vomiting.
- **Do not** bring your child if they have diarrhea. One or two loose stools might be due to a new food, etc., but more than this may mean contagion and is especially dangerous to children who become quickly dehydrated.
- **Do not** bring your child if the mucous membrane of the eyes is reddened, if the eyes are draining or if there is an unexplainable body rash.

If a student begins to exhibit sickness while at the program, the office will be notified immediately and the student will be removed from the classroom and taken to an identified isolation room. A parent will be contacted to pick up the child and the child may return to the program after providing a cleared medical diagnosis from his/her doctor.

In the event of a Contagious Illness, other than COVID, parents will be notified immediately via email, text contact, and/or paper distribution. We will also notify the Local Health Department. A child, who may be diagnosed with a Contagious Illness may not return to the program without a doctor's excuse.

### **STUDENT EMERGENCIES**

Student safety is of the utmost importance; therefore, we will notify parents in the event of an illness or injury that causes moderate to serious discomfort to their child. In the event that emergency medical services are required, we will seek prompt emergency medical treatment through 911, follow their instructions, and notify parents immediately. Therefore; it is imperative that we keep emergency contact data on file and updated on each child in the case of any accidents, injuries or emergencies. Also, student incident reports will be completed and kept on file at the location. In the event of an injury or accident, parents will be contacted and a copy of the incident will be made available upon request. Staff will not be permitted to administer any medication without specific written approval; therefore, all parents will be responsible for administering any medication to their child either before, during or after the program ends.

### **STAFF GUIDELINES**

All staff entering the building for the Afternoon Program will follow the same guidelines as the students as follows:

- Masks should be worn at all times.
- All hands must be sanitized prior to entering the facility, prior to meal service, and after bathroom usage
- Temperatures will be taken daily, upon arrival, with a touchless thermometer by a designated staff. Staff who have a fever of 99 degrees or above or other signs of illness will not be admitted to the facility.
- Physical distancing of at least 6 feet apart.

If a staff member begins to exhibit sickness, while at the program; he or she will be asked to immediately depart the facility to seek medical attention. Staff may return after receiving a cleared medical diagnosis.

### **COVID-19 INFECTED STAFF OR STUDENTS:**

If a staff or student had reason to be tested for COVID, then he or she shall not return to the program until they have received a negative result or have been quarantined for a 14-day period. Additionally, students and staff must be free of all symptoms in order to return to school.

If he or she received a negative result, but was exposed to someone who had a positive result, then this person may not return to the program until they have been quarantined for 14 days from their last contact with the infected person.

Any staff or student who has been exposed to a person with a positive COVID test, must be quarantined for a period of 14 days from the last contact they had with the infected person.

In the event of a positive case, the designated personnel or office for the Dougherty County School System will be notified immediately.

### ***Notification Process:***

In the event that contact tracing is needed, the designated personnel or office will have access to Mt. Olive Community Outreach Center, Inc.'s Student Database. The Database will provide the necessary agencies with access to student attendance and contact information in case it becomes necessary to contact the student or to see if a child was in attendance at our program on a day a positive infection was verified.

### **SANITATION**

- The facility will be cleaned and sanitized daily to help combat germs and illness;
- Tables, chairs, desks, etc. will be disinfected daily
- Each class will be equipped with Hand Sanitizer, Disinfectant spray and Lysol wipes to wipe down chairs and tables prior to the program beginning and at the close of each day.