



IT'S SUMMER

THE LORD IS A MIGHTY TOWER WHERE HIS PEOPLE CAN RUN FOR SAFETY

B. R. U. H.



"BELIEVERS. RUNNING. UNTO. HIM"
PROVERBS 18:10

Location:

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

Contact Information:

229.435.9961

Registration:

www.mtoliveoutreach.com

Dates & Times:

June 1st-June 29th • 1:30 pm-5:45 pm
June 30th-July 21st • 7:30 am-5:45 pm

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:

Mondays-Fridays as follows:

June 1st-June 29th-1:30 pm-5:45 pm

June 29th-July 21st-7:30 am-5:45 pm

Camp will be closed MONDAY, June 19th in observance Juneteenth and Tuesday, July 4th in observance of the July 4th Holiday

CAMP LOCATION:

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

MEALS:

Lunch and an afternoon snack will be provided

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 or they will begin the month of July. Some field trips will take place at the camp site; however, others will be away from the site. Field trip dates, locations and times will be determined and distributed prior to the beginning of camp.

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 desire to chaperone for the field trip your child is still a part of the camp and will not be able to travel with you unless you do not sign your child in for the day. 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 and/or Albany State University. **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 2nd 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 1:30p.m.

Pick up: Curbside Service will begin at 5:15 p.m. If you do not desire curbside pickup, the recommended sign-out period of 5:00 pm - 5:15 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: **1:30pm-2:15 pm and 5:15pm-5:45pm. 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 (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 of \$225.00 by May 26th

SCHOLARSHIP OPPORTUNITIES AVAILABLE FOR CURRENT STUDENTS WHO MAY NEED ASSISTANCE.

Full Camp Cost after May 26th is \$250.00

Monthly Payments:

\$125.00 – Must be paid by May 26, 2023

\$125.00 – Must be paid by June 16, 2023

Bi-Weekly Payments:

\$85.00 – Must be paid by May 26, 2023

\$85.00 – Must be paid by June 9, 2023

\$85.00 – Must be paid by June 23, 2023

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

PAYMENT METHODS-WE DO NOT ACCEPT CASH PAYMENTS:

- CashApp- [\\$Mtoliveoutreach](#) (please add a 3.25% convenience fee to your payment and put child's name in memo)
- PayPal- <https://rb.gy/bzvaw> (please add a 3.25% convenience fee to your payment and put child's name in memo)
- Credit Card (please add a 3.25% 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. Eshika M. Hopper or Mrs. Wanda Johnson at 229.435.9961 or email Mrs. Leslie P. Heard at lesliep.heard@gmail.com. The phone number to the Greater 2nd 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 by May 31st. Because we hire staff and purchase equipment and supplies based on our anticipated enrollment, the full camp fee is non-refundable after this date. After this time, all refunds will be subject to a 20% reduction. Refunds for camp will be made if requested **in writing** by fax, email or in person. All refunds will be processed the week of July 24th-28th unless a child has been fully withdrawn from the camp.

_____ Early withdrawal is permissible; however, we request the reason in writing. The remaining balance, less a 20% reduction 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 5:45 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 2nd Mt. Olive Baptist Church will be held responsible for lost or stolen items. We encourage all children to leave electronics and other valuables at home.

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

_____ Drop in service is available at \$65.00 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

Parent's Printed Name:	Date:
Parent's Signature:	