

2024 SUMMER DAY CAMP



PARENT GUIDE



Welcome!



Welcome!

We are thrilled to welcome you to our summer camp programs. Throughout the summer, we provide a variety of activities designed to keep your child busy and engaged every day. Our goal is to send your child home every day feeling fulfilled and tired from an active day at camp. Each week offers opportunities to foster friendships, instill the Summer Camp Spirit, and teach teamwork.

We have hired the best of the best to work with your children this summer to help us achieve our goal. Staff go through a detailed hiring process to ensure that each counselor is the right fit for your child's age group, as well as making sure everyone is properly trained. Camp staff must be at least 16 years of age, have completed CPR/ First Aid training, a background check, and drug screening.

Thank you for registering your child for the City of Alpharetta's summer camp programs, where we strive to provide recreational activities for all children. We are looking forward to meeting your "Happy Camper" and sharing a memorable summer.

City of Alpharetta Recreation, Parks & Cultural Services Staff



CONTACT SITES

AG-VENTURE CAMP

Old Rucker Farm 900 Rucker Road
Summer Camp Office Hours 8:00am – 1pm M-F
Carpool time 7:45-8am; 1-1:15am
Staff Directory
Camp Phone 404-314-1245/770-861-9469
Camp Director TBD oldruckerfarm@gmail.com
Manager Amanda Musilli amusilli@alpharetta.ga.us 404-314-1245

CAMP CREATIVE & FFA LOG CABIN

Alpharetta Art Center 238 Canton Street
Log Cabin 200 Milton Avenue
Front Desk 678-297-6135
Summer Camp Office Hours 8:00am – 6pm M-F
Carpool time 8:00am- 9am; 4pm-6pm
Staff Directory
Camp Phone Art Center 678-297-6135
Rec. Coordinator Zeal Parikh zparikh@alpharetta.ga.us 678-297-6394
Supervisor Meghan Vilela mvillela@alpharetta.ga.us 678-297-6147
Front Desk art-culture@alpharetta.ga.us 678-297-6135

TEEN ADVENTURE

Wills Recreation Center 195 Wills Road
Front Desk 678-297-6130
Summer Camp Office Hours 7:30am – 6pm M-F
Carpool time 7:30am- 9am; 4pm-6pm
Staff Directory
Rec. Coordinator Alan Sanders asanders@alpharetta.ga.us 678-297-6172
Rec. Coordinator Jaydan Macon jmacon@alpharetta.ga.us 678-297-6152
Supervisor Tyler Spinnenweber tspinnenweber@alpharetta.ga.us 678-297-6163
Admin. Assistant Tiana Budion tbudion@alpharetta.ga.us 678-297-6130

WILLS PARK DAY CAMP AND WILLS PARK EXTREME

Alpharetta Community Center 175 Roswell Street
Front Desk 678-297-6100
Summer Camp Office Hours 7:30am – 6pm M-F
Carpool time 7:30am- 9am; 4pm-6pm
Staff Directory
Rec. Coordinator Jenny Hiott jhiott@alpharetta.ga.us 678-297-6132
Supervisor Lindsey Pritchard lpritchard@alpharetta.ga.us 678-297-6115
Admin. Assistant Stacey Shirley sshirley@alpharetta.ga.us 678-297-6100



PHILOSOPHY

The philosophy of the City of Alpharetta's Day Camp Program is to provide each child with opportunities that are both educational and fun in a safe, structured, learning environment.

SUMMER CAMP GOALS

Summer Day Camp Programs are designed to provide positive and enjoyable activities for elementary and middle school, and teen students in a safe, secure, and enriching environment. Programs are overseen by well-trained and caring staff. Educational, recreational, and creative activities are geared towards the interest of the campers.

PROGRAM OBJECTIVES

- A safe, healthy, and fun atmosphere
- Provide enriching experience for all participants
- Deliver a wide variety of quality recreational and educational activities
- Promote a healthy lifestyle, build self-confidence, support social emotional growth

REGISTRATION PROCESS

Children must be registered before they can attend the camps.

A child is considered registered once the Application Activity form and payment has been completed.

All participants must be registered through ActiveNet

<https://www.alpharetta.ga.us/government/departments/recreation-parks/activities>

Registration can be done online or in-person.

WILLS PARK/MVP/TEEN ADVENTURE CAMPS:

CAMP APPLICATION (Activity #32432) MUST BE COMPLETED ONLINE BEFORE REGISTERING FOR THESE CAMPS. This is a two-step process and you will not be able to register for the weekly sessions until the application activity is completely processed.

CAMP CREATIVE/FFA LOG CABIN CAMPS/AG-VENTURE AND SPECIALTY CAMPS:
Register at <https://www.alpharetta.ga.us/government/departments/recreation-parks/activities>

IRS publication 503 states that entities who are not licensed dependent care facilities by their state or county government are not eligible to provide tax deductible services. City of Alpharetta Recreation, Parks & Cultural Services Day Camps are not licensed dependent childcare programs, and therefore are not eligible to provide tax deductible services.

Notice of Exemption

I, _____ acknowledge that I have been informed that this program is not a licensed childcare facility. I also understand this program is not required to be licensed by the Georgia Department of Early Care and Learning and this program is exempt from state licensure requirements.

WAITLIST PROCESS

If the program is full, you may place your child on the waitlist, staff will notify you when an opening becomes available.

WITHDRAWAL/REFUND/TRANSFER PROCESS

Cancellations must be received by email or phone before **Thursday 5pm** on the prior week to the scheduled start of camp. No refunds will be issued thereafter. **All refunds subject to a \$5 service fee.** We are happy to accommodate transfers whenever possible.

DROP OFF AND PICK UP PROCEDURES

- Daily attendance sheets are kept on all participants who attend any Summer Day Camp Program.
- Campers cannot be dropped off before camp start time.
- All persons designated as “Authorized to Pick Up” will be required to present some form of picture identification; this will assist in ensuring the utmost safety for your child.
- No participant will be allowed to leave camp unless accompanied by a parent/ guardian or authorized pick up.
- Any changes to “Authorized pick up” must be submitted by a written note or email.
- If your camper is arriving after carpool or before pick up, parents/ guardians must come inside to the front desk and sign the camper in or out.
- **IF YOUR CHILD NEEDS TO LEAVE EARLY FOR ANY REASON DURING THE DAY, A LETTER MUST BE GIVEN TO A CAMP STAFF MEMBER THAT MORNING.**

AG-Venture Camp

- Drop off hours 7:45-8:00 am at first entrance to Old Rucker Farm. Remain in your vehicle and a staff member will greet your camper at the end of the driveway. You will be handed a green carpool tag for pick up on first day of attendance.
- Pick up begins at 1:00 pm. Remain in your vehicle with carpool tag visible, and your camper will be called and assisted to your vehicle by a staff member.
- Turnaround for drop-off and pick-up will require you to drive further down the dirt road and turn around at the dead end.

Typical Daily Schedule:

7:45 am – 8:00am	Dropoff carpool
8:00am - 11:00am	Organized group activities at the farm
11:00am – 11:30am	Lunch (Campers must bring a lunch each day)
11:30am – 1:00 pm	Organized group activities at the farm
1:00pm	Pick up carpool

Camp Creative & FFA Log Cabin

- Drop off hours 8am-9am at front entrance of the Alpharetta Art Center or FFA Log Cabin. Remain in your vehicle and a staff member will greet your camper. You will be handed a carpool tag for pick up on first day of attendance.
- Pick up hours begin at 4pm through 6pm. Remain in your vehicle with carpool tag visible, and your camper will be called and assisted by a staff member.

Typical Daily Schedule:

8:00am – 8:45am	Dropoff carpool/ Supervised Free play
9:00am- 4:00pm	Organized group activities
4:00pm- 6pm	Pick up carpool/ Supervised Free play

Wills Park Day Camp, Extreme & Teen Adventure

- Drop off hours 7:30am-9am at front entrance of the Alpharetta Community Center (Wills Park Day Camp & Extreme) or Wills Park Recreation Center (MVP & Teen Adventure). Remain in your vehicle and a staff member will greet your camper. You will be handed a carpool tag for pick up on first day of attendance.
- Pick up hours begin at 4pm through 6pm. Remain in your vehicle with carpool tag visible, and your camper will be called and assisted by a staff member.

Typical Daily Schedule:

7:30am – 8:45am	Dropoff carpool/ Supervised Free play in the Gym
9am- 4pm	Organized group activities
4pm- 6pm	Pick up carpool/ Supervised Free play in the Gym

LATE PICK UP

Parents/Guardians who do not pick up their children by camp end time will be charged \$5 for every 15 minutes they are late. **For example: 0-14 minutes = \$5, 15-30 minutes = \$10, etc.** **Even if you call the office, you will still be charged a late fee.**

IMPORTANT: Staff may contact Alpharetta Police Department for campers left at the facility more than one hour after camp ends.

COMMUNICATION

PARENTS/GUARDIANS ARE ASKED TO CONTACT THE CAMP WHEN...

- Any of the information on your child's registration form has changed.
- Someone other than those individuals listed on your child's application will be picking up your child.
- Your child will not be able to be dropped off **OR** picked up on time before or after camp.
- An incident or change occurs in your child's life that may alter his/her attitude or cause emotional changes (i.e., divorce, loss of pet, death in family, etc.).
- Your child or immediate family member has any contagious condition (chicken pox, head lice, pink eye, etc.).

PARENTS/GUARDIANS WILL BE CONTACTED IMMEDIATELY WHEN ...

- Your child has received an injury that requires immediate medical attention.
- Your child exhibits a medical condition that could be contagious or is deemed as a threat to other participants.
- For major infractions such as becoming violent to staff or other campers, obscenities and/or the child is being uncontrollable.

PARENTS/GUARDIANS WILL BE NOTIFIED AT PICK UP TIME WHEN...

- A staff member wants to share your child's accomplishments.
- Your child receives a minor injury that does not require the services of a professional in the medical field.
- Your child complains of a non-emergency condition or symptom.
- Your child exhibits unusual behavior.

PARENT/GUARDIAN CONFERENCES WILL BE SCHEDULED BY THE CAMP SUPERVISOR WHEN...

- Your child exhibits a pattern of disruptive behavior that interferes with the quality of the program or management and supervision of other participants.
- The Camp Director, Assistant Director or Camp Supervisor observes unusual patterns of behavior or participation.

CAMP RATIO AND GROUPS

AG-Venture Camp

- Minimum of 1 staff member per every 6 children, as well as the Camp Director and/or Camp Counselor.
- Campers will be assigned a group according to their age.
- We do not take group requests; we encourage your camper to enjoy the opportunity to make new friends and focus on the fun activities that they will be participating in during the day.

Camp Creative & FFA Log Cabin

- Minimum of 1 staff member per every 6 children, as well as the Camp Director and/or Camp Counselor.
- We do not take group requests; we encourage your camper to enjoy the opportunity to make new friends and focus on the fun activities that they will be participating in during the day.

Wills Park Day Camp/Extreme/Teen Adventure

- Minimum of 1 staff member per every 10 children, as well as the Camp Director and/or Camp Counselor.
- Campers will be assigned a group according to their age.
- We do not take group requests; we encourage your camper to enjoy the opportunity to make new friends and focus on the fun activities that they will be participating in during the day.



CAMP DRESS & CAMP T-SHIRTS

- Appropriate dress is shorts, t-shirts, or any other casual wear. Please be advised, **CHILDREN GET DIRTY AND MESSY AT CAMP!**
- Campers are **REQUIRED** to wear **rubber-soled shoes (tennis shoes) and socks.**
- Please mark all clothing and extra items with the child's name.
- **Wills Park Day Camp/Extreme/Teen Adventure:** One camp t-shirt will be provided to each child. T-shirts will be issued the first week your child attend camp (*prior to field trip days*). All campers are required to wear the camp t-shirt on field trips. Please do not alter the camp shirt in anyway.
- **AG-Venture Camp** - Appropriate dress is closed toe shoes or boots, pants or shorts, t-shirts, or any other casual wear. Please be advised, **CHILDREN GET DIRTY AND MESSY AT CAMP!** The farm has insects, and the campers will be outside the entire time.



ACTIVITIES

- Camps offer a variety of activities such as: high and low impact games, groups games, arts & crafts, acting, sewing, painting, sculpting, sports, special guests, swimming and field trips, gardening, nature crafts, poultry care; dependent upon the camp.
- **Wills Park/Extreme/Teen Adventure:** Campers should wear their swimsuits, sunscreen, and bring a towel to camp on pool days. Staff will not be responsible for administering sunscreen. If you would like a counselor to apply sunscreen to your child, you must complete that section on the camp registration form.

FIELD TRIPS

Wills Park/Extreme/Teen Adventure

Campers will have a weekly field trip. Please check your camper's newsletter for scheduled field trips and what is needed on these days. ***All campers are required to wear the camp t-shirt on field trips.***

- Arrive promptly on field trip days- we will not hold the buses.
- The City of Alpharetta Camp programs do not provide supervision for a child on a field trip day if the child has not arrived by the designated departure time. If this occurs, it will be the parents' responsibility to find alternative care for their child on that day.
- Parents may not attend field trips; however, we cannot stop a parent from purchasing tickets and arriving at the field trip location. If you decide to remove your child from the group, you must sign them out of camp. Once you have your child out of camp, you will be responsible for your child until you sign them back into camp.
- Field trips are not guaranteed and if a field trip gets cancelled for any unforeseen circumstances, no refunds will be issued.

MEDICATION

- To dispense any type of medication, we must have a completed Medical Authorization Form that is available at registration.
- All medication **MUST** be in original container. Prescribed medication must display the child's name and dosage on the container label.
- Over the counter medication must be in the original container and labeled with child's name
- Medication will be kept in Director's office.
- Please do not send your child to camp when he or she is not feeling well. Your cooperation in this is appreciated.
- If your child has any type of contagious condition, he or she will not be allowed in the program until the staff feels the child is not a threat to the safety or health of our other participants.

LUNCH AND SNACKS

- Please pack your child a lunch, two snacks and something to drink. Campers are not permitted to purchase drinks or snacks from vending machines during camp hours.
- The Camp Staff is **NOT** responsible for what your child eats for lunch or snack.
- The Camp Staff is **NOT** responsible for whether your child eats lunch or snack each day.
- Bring a water bottle to fill throughout the day.

DISCIPLINE

The Alpharetta Recreation, Parks & Cultural Services Department reserves the right to limit, deny or expel a participant when the health and/or safety of the individual, other participants, staff, volunteers and/or the public are threatened. Decisions of this nature may be based on the following behavior situations:

1. Repeated and unresolved disciplinary problems that require excessive staff intervention (problems that cannot be resolved with behavior modification).
2. Behavior that hinders or interferes with the safe operation of a vehicle (bus trips)
3. Violent, uncontrollable, or bullying behavior.
4. Smoking or use of illegal drugs, intoxicants, or weapons.
5. Interference with employee or volunteer duties.
6. Inappropriate or indecent conduct or language.
7. Alteration or damage to equipment or facility or defacing property.

Campers are disciplined when camp rules are broken and/or when they become uncooperative. For minor infractions such as these, the counselor will fill out a Disciplinary Action Form. The parent/guardian will be informed by the Camp Director of any action taken when the child is picked up.

DISCIPLINE (CON'T)

For major infractions: becoming violent to staff or other campers, obscenities, uncontrollable behavior, damage to property, running away from camp group; parents/guardians will be informed and required to pick up the child immediately.

- Any recurring infractions of camp rules by a camper will result in suspension from the camp ranging from one day to permanent expulsion as deemed necessary by staff.
- Infractions resulting in expulsion include actions that persist after a behavior modification plan has been implemented, cases that cannot be resolved or behavior that presents danger for the participant, other participants, staff, or the public.
- No refund will be given for a child that is suspended or expelled.
- Some steps in our disciplinary procedures may be skipped depending on the severity of the offense.
- City of Alpharetta Recreation, Parks & Cultural Services Department Policy on Participant Code of Conduct:
<https://www.alpharetta.ga.us/government/departments/recreation-parks/resources>

IN CASE OF AN ACCIDENT

- The City of Alpharetta does not assume responsibility for any accident on city facilities (including the campsite, playground etc.), for payment of the medical treatment or for payment of transportation to a facility for treatment.
- Staff will perform emergency first aid and call an emergency vehicle when necessary.
- For minor injuries, the staff will perform the necessary first aid and will inform the parent/guardian upon pick up.

The City of Alpharetta does NOT provide medical insurance for its participants. Insurance is the responsibility of the parents/guardians. If you do not have insurance, the City of Alpharetta strongly suggests you obtain it prior to the camp start date.

SITE EMERGENCY

- In the event of an emergency or a natural disaster, the following procedures will be in effect:
- Children will remain at the site until they can be picked up by a parent/guardian or authorized person.
- In the event of a site evacuation, children will be taken to a local emergency center. The location will be posted on outside doors. Efforts will be made to contact parents/guardians if an evacuation becomes necessary.
- Summer Day Camp Staff will remain with the children until they are picked up.

PROHIBITED ITEMS

- Money (unless noted for special events in newsletter), toys, games, electronics, or the like are not allowed. These items can be easily broken or stolen. Exception: Extreme and Teen Camp may bring money on Pool and Field Trip days.
- **CELL PHONES WILL NOT BE PERMITTED AT CAMP UNDER ANY CIRCUMSTANCES.** Should a cell phone be discovered by staff, it will be confiscated and returned to the parent at the end of the day.
- Camp Staff are **not** responsible for any lost, damaged, or stolen items.

LOST AND FOUND

We ask that parents check our lost and found storage weekly as we will remove all items the following Monday at 5pm. The Recreation, Parks and Cultural Services Department is not responsible for missing clothing, toys, etc. Again, please help us by labeling your child's items and not allowing prohibited items at camp.

PRIVACY

It is the intent of the City of Alpharetta to keep all information about participants confidential; however, photos taken during camp may or may not be used as publicity for future programming. Please notify our staff if your child is **NOT** to be photographed.

HOW PARENTS CAN HELP

- Label all camper's belongings.
- Communication with staff and parents/guardians, and keeping staff updated on any changes, contributes to a successful summer at camp.
- Notify staff immediately of any changes in residence, phone numbers, medication, and health status to maintain up-to-date records.

Remind your camper about the following expected behaviors:

- Demonstrate respect and self-control
- Act in courteous and polite manner
- Maintain a safe environment
- Promote a fun and healthy atmosphere
- Display respect towards public and private property, equipment, and supplies
- Comply with directions from staff, officials, and/ or instructors
- Adhere to Camp rules and policies

If you have questions, please email recreation@alpharetta.ga.us

