

2025 Summer Camp Parent Manual



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Our Mission

To advance parks, recreation, and environmental conservation efforts that promote mental and physical health, serve as a deterrent to illegal or inappropriate behaviors, and enhance Greenville's quality of life.

Greenville Recreation and Parks Department maintains 37 parks and recreational facilities, which provide activities from casual picnicking and camping to canoeing. In addition, Greenville Recreation & Parks Department offers a variety of programs for citizens of all ages. Swim teams, tennis, youth and adult sports, and senior programs are just a few opportunities that are available year-round.



Greenville Recreation & Parks

2025 Camp Manual

Dear Parents:

Greenville Recreation and Parks Department (GRPD) would like to take this opportunity to welcome your family. Our goal is to provide a constructive, safe, and fun environment for the children participating in our camps.

The GRPD Camp Manual outlines what you may expect from our day camps. We hope this information will be helpful. In order for this program to be successful, we need the complete support and cooperation of each child's parent/guardian.

GRPD reserves the right to amend policies or trips at any time. We hope your child will make many new friends, learn new games, and make great memories! We have a variety of activities planned; swimming, arts and crafts, games, sports, and much more. We hope your child will make many new friends, learn new games, and make great memories!

We look forward to a great summer! If you have any questions, please contact your Camp Director. Be sure to check your camper's weekly itineraries for trips, times, etc.

Sincerely,

Greenville Recreation and Parks Staff

Check-in & Sign-out



- Staff will sign in your child/children each morning, as well as sign them out at the end of each day.
- All parents/guardians must remain in their vehicles during this process.
- A name plate will be provided for each child at initial drop-off on the first day of camp. This tag must remain on the dashboard of your vehicle during the pick-up process.
- Once staff has identified the vehicle for pick-up, the child will be released to the vehicle.
- All parents/guardians must remain in their vehicles during this process.
- If you would like someone not listed on the Camper Information Sheet to pick-up your child, you must contact the Camp Director to notify of this change.
- These safety measures have been established for the protection and well-being of your child and others.

Late Pick-Up Policy

If your child is not picked up by the scheduled end of camp time the following procedure will be followed.

- First time late – a verbal warning will be given and the parent/guardian will have to sign the Parent Communication Log indicating they understand the policy and will be charged accordingly in the event their child is picked up late again.

Subsequent Late Pick-ups

- Up to 10 minutes late - \$10 fee
- Up to 20 minutes late - \$20 fee
- Up to 30 minutes late - \$30 fee
- More than 30 minutes late - \$30 additional for each half hour thereafter.

All late pickup fees must be paid in full prior to your child returning to camp the following day and are per child, per family.

What Do I Wear? - What Do I Bring?

Wear t-shirt, shorts, and tennis shoes. You will get dirty! Please wear tennis shoes instead of sandals; we are very active and tennis shoes will work better.



SNACKS – There will be a snack time; send appropriate snacks and drinks; fruit, granola bars, string cheese, carrots and dip, etc. Due to COVID-19 there will be no water fountains available for use. Please send a labeled water bottle with your camper daily. Water bottles may be refilled using tap water resources. Sharing of foods and water between campers is strictly prohibited. Social distancing will be maintained during snack.



We can't stress enough, the importance of **SUNSCREEN** and **HYDRATION**. Please send plenty of water and sunscreen DAILY. Encourage your child daily to drink plenty of water. The camp staff will allow your child to drink water anytime he/she needs to. ONLY spray sunscreen is allowed. Staff will not apply sunscreen lotion to campers.



VALUABLES – Personal equipment such as cell phones, iPods, mp3 players, CD players and hand held electronic games should not be brought to camp. Also, camp staff will not assume responsibility for the lost or stolen items. Campers should leave all sentimental, monetary or items of personal value at home (electronics, toys, etc.).

MEDICATION – Please make sure your camper has taken their medicine prior to coming to camp. Staff will not be administering medication.

About Our Camp Staff

Greenville Recreation and Parks Department takes great pride in our camp staff. We are very diligent when it comes to the hiring of camp counselors. Our criterion is the following: You must be 17 or older; you must be cleared through federal and local background checks, and you must have a genuine interest in working with children. Summer camp employees are interviewed by two full-time staff prior to being hired to ensure candidates meet expectations. Before camp begins, our staff are already hard at work being certified in CPR and First Aid and attending trainings. We make sure our staff is ready and eager to be at camp with your children.

COVID-19

Campers who have a temperature of 100.4 or higher will be unable to attend camp until they are fever free for 24 hours, without the use of fever-reducing or other symptom altering medications.

If camper exhibits fever or other symptoms such as chills, cough, or sore throat while at camp, a guardian will be contacted and will need to arrange pickup of participant.

Camp staff who have a temperature reading of 100.4 or higher will be unable to work until they are fever free for 24 hours, without the use of fever-reducing or other symptom altering medications.

If staff exhibits fever or other symptoms such as chills, cough, or sore throat while at work, employee will be expected to leave for the day and will be eligible to return when symptoms subside.

Should a participant or staff feel unwell or have any of the above symptoms prior to arriving to camp, please stay home and monitor symptoms, or contact your health provider.

Other Safety Precautions:

- Thorough cleaning of high touched surface areas and shared equipment
- Frequent handwashing
- Train all employees on health and safety protocols

Illness

If your child becomes ill during the program, a parent or guardian will be notified and will be asked to pick-up the child.



The following procedures are in place regarding contagious conditions:

- **Vomiting:** Camper should be excluded from camp when vomiting occurs more than 2 times in a 24 hour period, or when there is vomiting with a fever and the camper looks or acts ill.
- **Diarrhea:** A camper with frequent loose stools, especially if the camper is unable to control those bowl movements, should be evaluated by a physician as the condition may lead to dehydration.
- **Fever:** Camper is excluded from camp when unable to participate in camp activities and when oral temperature is above 100.4 degrees F. Camper may return to camp when fever-free for 72 hours without the use of fever reducing medication.
- **Chickenpox:** Camper is excluded from camp until all blisters have formed scabs.
- **Head Lice:** Camper is excluded from camp until treatment is completed and proof of treatment (prescription or box top from over-the-counter treatment) is provided to the Camp Director.
- **Scabies:** Camper is excluded from camp until one treatment with prescription medication is completed.
- **Pink Eye:** Camper is excluded from camp until treated with a prescription antibiotic for 24 hours.
- **Impetigo:** Camper is excluded from camp for 24 hours or the crusting lesion are no longer present. They may return to camp when topical, oral or other systemic antibiotics are started or if the sores can be covered and kept dry.
- **Strept and Staph Infections:** Camper is excluded from camp until treated with a prescription antibiotic for 24 hours.
- **Ringworm:** Camper is excluded from camp until the parent/guardian provides the box top of the antifungal medicine with the camper when they return to camp. For ringworm of the nails or scalp, parent/guardian must send a doctor's notes verifying treatment. Camper may return once treatment begins.
- **MRSA:** Camper is excluded from camp until a prescription antibiotic is started or a doctor's note is provided stating that antibiotic treatment is not necessary. Lesion(s) must be covered with a bandage/dressing that is sealed (taped) on all four sides while at camp.

- **Bed Bugs:** Camper is excluded from camp until treatment is completed and proof of treatment (prescription or box top from over-the-counter treatment) is provided to the Camp Director.

Medical Emergencies

If your child is injured and requires more than basic First Aid, the following steps will be taken:

- Staff will call 911
- Staff will notify parent/guardian
- If parent/guardian is not available, the emergency contact listed on the registration form will be contacted.
- If no one on the registration form can be contacted or if it is imperative the child be immediately transported for care, a Recreation staff member will accompany the child.
- Paramedics will take the injured child to the nearest hospital.
- The Recreation staff will continuously call the parent/guardian/emergency contact until someone is reached.



Possession of Weapons

If any participant were to bring a weapon to a Greenville Recreation and Parks program the Department may notify the police and the offending participant will immediately be sent home for the day and remain suspended until notified otherwise. Refunds will not be given. In addition, management will decide, whether the participant will be allowed to re-enroll in any of the department's future programs. "Weapon" is defined as a dangerous instrument which may include, but is not limited to, the following: firearm, BB gun, paintball gun, stun gun, air rifle, air pistol, mace/pepper spray or gas (or other chemical of like kind), bowie knife, dirk, dagger, slingshot, leaded cane, switchblade knife, blackjack, metallic knuckles, razors and razor blades, fireworks, or any sharp-pointed or sharp-edged instrument or any look-a-like weapon.



Camper's Responsibility

(Parent's please read and explain the following to your child.)

1. Please use your manners and treat others with respect.
2. Obey all counselors.
3. Respect the rights of others - your fellow campers and other visitors. We can all have a good time together if we follow the Golden Rule: "Do unto others as you would have them do unto you."
4. Respect the property of others - help keep our site and the places we visit neat and clean. Help put away games and equipment when you are through. Don't damage any of the equipment, supplies, or facilities at your site. We want to be able to enjoy them all summer long.
5. Share in all the activities we have planned - arts, crafts, entertainment, sports, and special camp projects have all been planned to make your summer FUN! Participate in all that's offered. Campers can go back to individual games when each group activity is through.
6. Be responsible for the things you bring to camp. You are responsible for the personal items you bring to camp. Every day before you leave, check to see that you are taking home everything you brought that day and not someone else's things. Parents, please label each of your child's items such as water bottles.
7. Stay with your camp group and your counselor at all times - this is one of the most important rules and it will be strictly enforced. Campers are not allowed to leave the camp site or your group at any time, for any reason. Campers are not allowed to go near or across any roadways, streets, or parking areas unless accompanied by camp staff.
8. Be careful and watch out for others on the playground equipment - exercise playground safety when using the equipment. Do use the equipment properly. If you see any broken glass or broken equipment, tell a counselor immediately.

DO- Make new friends, have loads of fun, share new experiences and have a terrific summer at camp!

Greenville Recreation and Parks – Summer Camp Behavior Management and Discipline Policy

At Greenville Recreation and Parks (GRPD), bullying is inexcusable, and we have a firm policy against all types of bullying. Bullying is when one or more people exclude, tease, taunt, gossip, hit, kick, or put down another person with the intent to hurt another. Our Camp philosophy is based on our mission statement, which ensures every camper has the opportunity to have a constructive, safe, and fun environment. Unfortunately, persons who are bullied may not have the same potential to get the most out of their camp experience, which is why our leadership and camp staff addresses all incidents of bullying seriously. Working together as a team to identify and manage bullying, we will ensure campers gain self-confidence, make new friends, and go home with great memories.

GRPD staff will use positive behavior management techniques that are developmentally appropriate. The use of corporal punishment and physical activity as discipline is strictly prohibited.

Behavior Management Techniques

GRPD Staff will

1. Discuss rules with campers and identify out of bounds areas.
2. Enforce all rules, at all times with consistent application and without malice.
3. Guide children by setting clear, consistent and fair limits for program behavior.
4. Use natural and logical consequences.
5. Redirect children to a more acceptable behavior or activity.
6. Use positive reinforcement, including a positive behavior recognition program.
7. Make eye contact and listen when children talk about their feelings and frustrations.
8. Guide children to resolve their own conflicts through the use of conflict resolution skills.
9. Use effective praise that is immediate, sincere and specific.
10. Modify and structure the environment to attempt to prevent problems before they occur.
11. Remove the child/ren from the group, discuss rules and behaviors, and allow time for reflection. Once the disciplinary time is over, accept the camper as part of the group again.

12. Periodic evaluation of the program, volunteers and staff to ensure the environment is not contributing to behavior problems.

Inappropriate behavior includes, but is not limited to, the following:

1. Behavior requiring constant attention from staff.
2. Behavior that may threaten the physical or emotional wellbeing of others.
3. Behavior abusing the staff and/ignoring or disobeying the rules.
4. Name calling/threatening.
5. Physical bullying/fighting such as pushing, spitting, tripping, pinching, pulling, groping, biting, and punching.
6. Inappropriate exposure.
7. Foul language.
8. Stealing.
9. Not following directions.

Discipline Action Steps

GRPD staff will utilize the following disciplinary steps in normal circumstances. More dire situations will result in steps being skipped which could result in immediate suspension.

1. Remove camper portraying negative behavior until they can regain self-control.
2. Communicate verbally or in writing to parent/guardian regarding camper' behavior.
3. Meeting between camp director and parent/guardian to enact a Behavior Improvement Plan.
4. Suspension of camper for one or more days.
5. Removal of camper from program for the remainder of the summer. GRPD cannot serve children who display chronically disruptive behavior.

If a child cannot adjust to the program setting and behave appropriately, the child may not be able to return to the program. Reasonable efforts will be made to assist children in adjusting to the program setting.

****NOTE:** Campers suspended for behavior management problems are not eligible for a refund.

ABC BEHAVIOR DATA TRACKING

CAMPER:	Date:	DURATION:	INTENSITY:
<p>A- Antecedent What happened before?</p> <p><input type="checkbox"/> Asked TO do something</p> <p><input type="checkbox"/> Told No/ denied access</p> <p><input type="checkbox"/> ATTENTION given TO OTHERS</p> <p><input type="checkbox"/> Transition</p> <p><input type="checkbox"/> Ongoing behavior INTERRUPTED</p> <p><input type="checkbox"/> OTHER:</p>	<p>B- Behavior What inappropriate behavior happened?</p> <p><input type="checkbox"/> Noncompliance</p> <p><input type="checkbox"/> Physical aggression</p> <p><input type="checkbox"/> Screaming/TANTRUM</p> <p><input type="checkbox"/> Throwing objects</p> <p><input type="checkbox"/> Running away</p> <p><input type="checkbox"/> OTHER:</p>	<p>C- Consequence What happened after?</p> <p><input type="checkbox"/> Verbal redirection</p> <p><input type="checkbox"/> Called for assistance and removed</p> <p><input type="checkbox"/> Ignored problem behavior</p> <p><input type="checkbox"/> Guided compliance</p> <p><input type="checkbox"/> Time-out (duration _____)</p> <p><input type="checkbox"/> OTHER:</p>	<p><input type="checkbox"/> 1 (low)</p> <p><input type="checkbox"/> 2</p> <p><input type="checkbox"/> 3</p> <p><input type="checkbox"/> 4</p> <p><input type="checkbox"/> 5 (high)</p> <p>Initial: _____</p>

CAMPER:	Date:	DURATION:	INTENSITY:
<p>A- Antecedent What happened before?</p> <p><input type="checkbox"/> Asked TO do something</p> <p><input type="checkbox"/> Told No/ denied access</p> <p><input type="checkbox"/> ATTENTION given TO OTHERS</p> <p><input type="checkbox"/> Transition</p> <p><input type="checkbox"/> Ongoing behavior INTERRUPTED</p> <p><input type="checkbox"/> OTHER:</p>	<p>B- Behavior What inappropriate behavior happened?</p> <p><input type="checkbox"/> Noncompliance</p> <p><input type="checkbox"/> Physical aggression</p> <p><input type="checkbox"/> Screaming/TANTRUM</p> <p><input type="checkbox"/> Throwing objects</p> <p><input type="checkbox"/> Running away</p> <p><input type="checkbox"/> OTHER:</p>	<p>C- Consequence What happened after?</p> <p><input type="checkbox"/> Verbal redirection</p> <p><input type="checkbox"/> Called for assistance and removed</p> <p><input type="checkbox"/> Ignored problem behavior</p> <p><input type="checkbox"/> Guided compliance</p> <p><input type="checkbox"/> Time-out (duration _____)</p> <p><input type="checkbox"/> OTHER:</p>	<p><input type="checkbox"/> 1 (low)</p> <p><input type="checkbox"/> 2</p> <p><input type="checkbox"/> 3</p> <p><input type="checkbox"/> 4</p> <p><input type="checkbox"/> 5 (high)</p> <p>Initial: _____</p>

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FORMS

Camper Information Sheet – pg. 15

Parent Acknowledgement Form – pg. 16

Greenville Recreation & Parks Department Bug Repellent & Sunscreen Authorization – pg. 17

Administration of Medication – pg. 18-19

Please bring these with you on the first day of each camp.

Greenville Recreation & Parks Camper Information Sheet

About the Camper

1. Name of Camper: _____
Age: _____ Birth date: ____/____/____ Grade this August: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Home Phone #: _____
E-mail Address: _____

2. Mothers Name: _____
Mother's Cell #: _____ Mother's Work #: _____
Father's Name: _____
Father's Cell #: _____ Father's Work #: _____

Do both parents have permission to pick child/ren up? Yes ____ No ____

If no, please list which parent CANNOT pick-up: _____

3. Emergency Contact (other than parents): _____ **(This person will be allowed to pick up your child in case of emergency.)**

Relation to the Camper: _____

Home #: _____ Work #: _____

Cell #: _____

4. Please list any information we should know about your child (medication, allergies, etc.) Include food allergies, insect bites, etc.

5. You may list additional people who may pick-up your child (they will be asked to show their driver's license). If anyone other than the people listed below is going to be picking up your child, you must send a note. If you have changes to this list (additions or deletions) anytime during the camp, you must notify the Camp Director.

1.) _____

4.) _____

2.) _____

5.) _____

3.) _____

6.) _____

Parent Communication Log

Date	Purpose of Call/Meeting	Outcome	Signature

Summer Camp Parent Manual Acknowledgement Form

I, the undersigned parent or guardian of _____ (child's full name), do hereby state that I have read and received a copy of GRPD's Parent Manual that includes:

- Check-in & Sign-out
- Late Pick-up Policy
- What Do I Wear? - What Do I Bring?
- About Our Camp Staff
- COVID-19
- Illness
- Medical Emergencies
- Camper's Responsibility
- Behavior Management and Discipline Policy
- Camper Information Sheet
- Parent Communication Log
- Acknowledgement Form
- Assumption of Risk Form

Signature of Parent or Guardian _____ Date _____

Greenville Recreation and Parks Department Spray Bug Repellent &/or Spray Sunscreen Authorization

Camper Name: _____

Camp: _____

I give permission for a staff member of Greenville Recreation and Parks Department to apply spray bug repellent and/or spray sunscreen to my child. I understand that I must supply the spray bug repellent and/or spray sunscreen with their name clearly written on the bottle.

Parent Signature: _____ Date _____

Greenville Recreation & Parks Department

Administration of Medication

The safety and well-being of your child participating in a Greenville Recreation and Parks program is of utmost concern. For this reason, policies for the administration of medications have been designed to protect participants. Only those medications, which are medically necessary and cannot be scheduled outside the hours of the recreation program, will be given during the recreation program.

Recreation and Parks employees only administer medication to children if:

1. The Permission to Administer Physician Prescribed Medication form is completed by the parent or guardian and is in the possession of the recreation and parks staff. These forms are available at your program location and Jaycee Park.
2. The pharmacist or physician's label, which must be on the bottle, will serve as the physician's order. A list of possible side effects or contraindications provided by the pharmacist must also accompany the medication.
3. No medication will be given by a Recreation and Parks employee unless it is in a container dispensed by a pharmacy with the camper's name, name of medication, date the prescriptions was filled and DIRECTIONS CLEARLY MARKED. No expired medication will be administered.
4. If a camper needs a non-prescription (over the counter) medication a Permission to Administer Physician Prescribed Medication form needs to be signed by the physician and the parent specifying the dosage, time, and frequency of medication. If the need is short term (less than a week), only a parents note is required that states the medication, dosage, time and frequency of medication. The parent always has the option to visit the summer camp location and administer the medication. In this case, parents should notify camp staff so they are aware.

It is the Parent/Guardian's responsibility to:

1. Sign the Permission to Administer Form and return to the recreation program staff.
2. Provide medication in a current prescription container, which includes the child's name, medication name, dose and time to be given, how it is to be administered and the physician's name. Provide a list of possible side effects or contraindications from the pharmacist.
3. Have the pharmacist label two containers - one for home use and one for use while child is a Recreation Program participant - if a child is to receive medication at both sites (or send the original).
4. Provide new, labeled containers when medication changes are made.
5. Parents/Guardians must transport medication to program site.
6. Medications will not be stored over the weekends and empty containers will be disposed of by recreation employees (unless otherwise instructed).

Permission to Administer Physician Prescribed Medication

Greenville Recreation & Parks Department

We encourage parents/guardian to administer all physician prescribed medications(s) to their children before or after a Recreation and Parks sponsored program. We understand that an unusual case may arise and the day camp's part-time/full-time supervisor may be requested to administer medication. By completing the information below we will, in some circumstances, authorize the City's part-time/full-time supervisor to administer physician's prescribed medication(s) that are stored in current prescription bottle(s).

Parent Authorization to Administer Physician Prescribed Medication

Child's Name:	Name of Medication:
Dosage:	Side Effects:
Physician's Name:	Times to be given:
Phone Number:	Dates to be given:
Parents Signature: _____	Date: _____
Physician's Signature (If OTC): _____	Date: _____

For Staff Only

Week Of:

Day	Time	Initials
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

Week Of:

Day	Time	Initials
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		