



Camp Parent Handbook

Sharks &
Mermaids

Next
Level

Junior
Lifeguard

Cumming Aquatic Center
201 Aquatic Circle, Cumming, GA 30040
www.cummingaquaticcenter.com
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Enrollment and Registration

Registration is available at the Front Desk or Online at www.cummingaquaticcenter.com
 Location: 201 Aquatic Circle, Cumming, GA 30040

Front Desk Hours **Monday – Friday** **Saturday** **Sunday**
 6:00 am-8:00 pm 8:00 am-5:00 pm 1:00 pm-5:00 pm

	AGE REQUIREMENTS	PREREQUISITES / SKILL REQUIREMENTS ALL CAMPERS MUST BE POTTY-TRAINED
SHARKS & MERMAIDS CAMP	Minimum Age: 5 years Maximum Age: 10 Years	All campers must take a swim test on the first day of camp which consists of a 25-yard continuous swim unassisted in 7ft deep water. Any camper who does not successfully complete the swim test will be required to wear a life jacket (provided).
NEXT LEVEL CAMP	Minimum Age: 7 years Maximum Age: 12 Years	To be eligible for this stroke-development based camp, participants must be able to complete the exit skills assessment for Learn to Swim 3: 1. Jump into deep water from the side, recover to the surface, maintain position by treading or floating for 1 minute, rotate one full turn then turn as necessary to orient to the exit point, level off, swim front crawl and/or elementary backstroke for 25 yards, then exit the water. 2. Push off in a streamlined position then swim front crawl for 15 yards, change position and direction as necessary, swim elementary backstroke for 15 yards, then exit the water.
JUNIOR LIFEGUARD CAMP	Minimum Age: 11 years Maximum Age: 14 Years	Before entering Junior Lifeguarding, participants must be able to perform the following skills: 1. Swim the front crawl for 25 yards continuously while breathing to the front or side. 2. Swim the breaststroke for 25 yards using a pull, breathe, kick and glide sequence. 3. Tread water for 1 minute using arms and legs. 4. Show a level of comfort on the back by floating on the back for 30 seconds or swimming on the back for 25 yards using the elementary backstroke or back crawl. 5. Submerge and swim a distance of 10 feet under water.

Age Requirements, Prerequisites & Skill Requirements:

Payment

All registration must be paid in full in advance; registration for camp closes the day before the first day of camp. No late enrollments. Payment does not include lunch or snacks. Children must bring their own lunch/drink each day.

Credit/Refund Policy

Refunds will only be issued if 5 days' notice is provided for withdrawal. Administrative fees are always non-refundable, even if adequate notice is provided. Refunds/Credits will not be given once the camp begins. Refunds may take up to 2 weeks to process.

Daily Camp Operations

Sample Camp Schedule:

** Schedule will vary depending on weather, pool availability, time necessary for specific activities.*

Sharks & Mermaids	Next Level	Junior Lifeguard
8:45-9:00 <i>Drop Off Time (Free Play in Classroom)</i>	1:45-2:00 <i>Drop Off Time</i>	1:45-2:00 <i>Drop Off Time</i>
9:00-10:00 <i>Outdoor Game</i>	2:30-3:00 <i>Educational Videos</i>	2:00-3:00 <i>Theme Based Discussion / Lecture in the Classroom</i>
10:00-12:00 <i>Pool Time</i>	3-3:30 <i>Stroke Instruction</i>	3:00-4:00 <i>In-Water Skills / Drills / Games</i>
12:00-12:30 <i>Lunch (Bring your own)</i>	3:30-4 <i>Swim Workout</i>	4:00-5:00 <i>Snack Break (Bring your own) Waterpark Play</i>
12:30-1:00 <i>Arts and Crafts</i>	4-4:30 <i>Swim Games</i>	5:00-6:00 <i>Worksheets/Classroom Activities</i>
1:00 <i>Pick-up time</i>	4:30-5:30 <i>Snack Break (Bring your own) & Waterpark Play</i>	6:00 <i>Pick-Up Time</i> Theme-based lessons and activities will be complemented by discussions, skills, games, and physical activities derived from the ARC Junior Lifeguard core curriculum.
	5:30-6:00 <i>Classroom Activities</i>	
	6:00 <i>Pick-Up Time</i>	

Checking your child in/out of care:

Drop-off and Pick-up for CAC camp will be in **Activity Room 106** unless otherwise stated. There will be a staff member at the drop-off/pick-up area for you to leave your child with. DO NOT just drop your child off at the curb. You must come in to sign them in and also to sign them out at the end of the day. You may drop off as early as 15min before the start time. If your child is being picked up by someone not on the authorized pick up list, make sure you have notified the camp staff IN WRITING at drop-off. If no one is aware that someone other than yourself is picking up your child and they are NOT on the Authorized pick up list of persons, your child WILL NOT be allowed to leave with that person. Please be patient with our staff as they ensure the safety of your child.

Late Pick-Up Fee:

Any participants that are not picked up on time (1:00pm-Shark & Mermaid / 6:00 Next Level & Junior Lifeguard) will be charged \$1/minute they are late. There will be no refunds if a child is picked up early. Payment is due upon arrival. If payment is not received, the child cannot attend the program until payment is made in full. If CAC staff has not been contacted by the parents about a late pick up, the police will be notified 1 hour past pick up time. When the police arrive, the participant(s) will be turned over to their custody.

Parent / Staff Communications & Involvement:

It is important for parents and camp staff to maintain open communication at all times. Please ensure we have a contact number to easily reach you, in addition to an emergency contact number.

Special Needs:

It is important that you, the Parent/Guardian, inform us of any special needs your child may have so we can fully meet their needs and ensure the summer program is a success for every child.

Clothing and Attire:

Children will be in and out of the water, please send them with proper swimming attire (no cutoffs or gym shorts), a towel, goggles, and a change of clothes. Please note, if a child does not have a swim suit, they will not be allowed to swim.

Restrooms and Changing Areas:

Your child should arrive to camp with swimwear under his/her clothes. Your child must be able to change in and out of swimwear/clothes independently. Designated changing areas/restroom facilities will be available for your camp's use, with a counselor monitoring the area from the outside.

Injuries:

Whenever an injury requires attention beyond minor first aid, a phone call will be placed immediately to the parent. Staff will make every attempt to notify the parent, at work or through an emergency contact, before seeking treatment at the doctors/hospital, if deemed necessary. Parents/guardians are responsible for providing medical insurance covering injuries for the participation in the CAC Camp.

Illness:

Your child's health is a matter of major importance to all of us. If a child becomes ill during the day, parents will be called and asked to make arrangements to pick up the child. If your child goes home with a fever of 99.9 or higher, they can't return to camp until they are fever free for at least 24 hours. As a reminder, no refunds will be provided once camp begins.

For major life-threatening injuries or accidents the camp procedure is the following:

- 911 will be called immediately
- The parent/guardian will be called
- Based on the professional decision of the EMT unit, the child may be transported to the closest medical facility for immediate care.

Behavioral Management:

Each child will be made aware of our basic guidelines for safety and good conduct. Regardless of the situation, each child is accountable for his/her own actions. As in any group activity, the inappropriate behavior of a few children can spoil the experience for the entire group. Therefore, the following basic guidelines apply directly to each child and will be used in determining his/her eligibility to continue as a summer camp participant:

- 1) Children must stay within the designated camp area. At no time should they leave the group without a staff person.
- 2) Children will not be allowed to use foul language, be repeatedly rude or discourteous to staff or peers.
- 3) Children will respect their property, as well as the property of others. Stealing will not be tolerated.
- 4) Parents will be financially responsible for any destruction/defacing to the facility by their child.
- 5) Engaging in any type of fighting will not be permitted. Any behavior that jeopardizes the safety of other children or staff will not be tolerated. (I.e. throwing objects, pushing, hitting, biting, threatening violence).
- 6) Children will be expected to listen, respect and follow directions given to them by staff.
- 7) Children must be able to keep their hands to themselves and not violate another person's personal space.
- 8) Absolutely NO drugs or drug related activity/clothing or any item intended for use as a weapon will be allowed.
- 9) Absolutely NO cell phones or other electronic games or gadgets etc... will be allowed at camp!!!

Discipline:

In order to provide a FUN and SAFE environment for your child while participating in the CAC program, the following discipline procedures have been established:

*When unacceptable behavior occurs, the child will receive-

STEP 1: VERBAL WARNING

STEP 2: "TIME OUT" system will be used. A staff member will explain to the child why he/she is being placed in timeout.

STEP 3: A written BEHAVIOR INCIDENT REPORT will be presented to the parent and child, explaining the unacceptable behavior.

STEP 4: A second BEHAVIOR INCIDENT REPORT will be issued

STEP 5: A third BEHAVIOR INCIDENT REPORT will result in an immediate expulsion. If a child is expelled from camp, he/she can't return for one full year. If another report is issued upon return, he/she will be expelled from camp once again and not able to return to any CAC Camps.

*When physical confrontation occurs (kicking, hitting, spitting etc) the child will receive a written Behavior Incident Report and that can result in immediate expulsion. When discipline problems arise, our staff will contact the parent or guardian during or immediately following the program. Our goal is to provide a quality program for all participants. **CAC reserves the right for immediate dismissal of any child.**

What to bring to camp:

Your child should arrive to camp with swimwear under his/her clothes. We suggest you send your child's belongings are CLEARLY labeled with their name and phone number. A specific place is designated at the Aquatic Center for personal belongings to be stored. **The program is not responsible for any lost, stolen or damaged items, INCLUDING MONEY.** Please send your child with the following each day:

- Swim gear (goggles, towel, swim suit), sunscreen
- Extra change of clothes, including socks
- A packed lunch with a drink (outdoor concession stand will also be available) or money for concessions.
 - Staff will not accept any money from parents or for the purpose of buying lunch for a child nor will they hold money for a child. Children are permitted to buy food from the concession stand during lunch break.

Meals and Snacks:

Children may bring their own lunch with a drink each day or purchase lunch at the CAC. Our Outdoor concession stand will also be available (cash accepted).

***Please Note**, we do not have access to a refrigerator, freezer, or a microwave. Please plan and prepare your child's lunch accordingly so their food does not spoil. We recommend that you use an insulated lunchbox to keep the food from spoiling. We do not allow parents to bring fast food during the lunch hour.

Counselor: Camper Ratios:

1:10 Sharks & Mermaids and Next Level

1:12 Junior Lifeguard

Requirements for Staff:

Our staff is chosen carefully to ensure the participants will have a fun, safe and memorable experience during the program. We hire individuals that have experience in education and/or recreation and who have a sincere interest in the welfare of the children. All of our staff are certified lifeguards, or swim instructors and are background checked prior to employment.

Photo Waiver:

We would like to capture the fun of campers throughout the day. The photographic/video release form indicates consent and agreement that the City of Cumming Aquatic Center (“CAC”), its employees or agents have the right to take photographs, videotape, or digital recordings of the minor while he/she is at or using the CAC. Said photographs, videos or digital recordings may be used in any and all media, now or hereafter known, exclusively for the purpose of promoting the CAC, its programs, features and uses. Please see attached waiver for more details.

Contact Information

Cumming Aquatic Center

Location:

Cumming Aquatic Center

201 Aquatic Circle

Cumming, Ga 30040

Main: (770) 781-1781

www.cummingaquaticcenter.com

Camp Coordinator

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