



Cherokee Recreation & Parks Agency

TRue Friends Camp Parent Manual

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True Friends Mission Statement

TRue friends Camp strives to provide each camper with a high quality recreational experience. Cherokee Recreation & Parks Agency will provide a fun, safe atmosphere conducive to the growth of each child. KAOS Camp offers an opportunity for each camper to build social skills through individual and group interaction while being sensitive to each camper's needs.

Enrollment and Registration

True Friends Camp registration begins in April at the Recreation Center in Woodstock. All registration is on a first come, first served basis. Space is limited to 30 campers each week. TRue Friends camp can only accommodate 4 wheelchairs, 2 per camp, due to transportation. TRue friends camp can only accommodate 4 one-on-one, 2 per camp, due to staff to camper ratio. If you are a new camper, then you are required to do a needs assessment. Your child must have an IEP to attend TR camp. Registration can be done in person or online.

The cost for camp is \$175 per week. When registering, you must put down a **\$50 non-refundable** deposit for each week your camper wants to attend. The remaining \$125 balance is due the Friday **prior** to your child coming to camp. A \$10 late fee is applied if payment is not received by Monday, week of camp.

The camper is NOT guaranteed a spot until a \$50 non-refundable deposit is paid.

Please note that if your camper receives a waiver of any kind, a \$50 non-refundable deposit is still due at registration

Waivers

Cherokee Recreation & Parks Agency (CRPA) does accept pre-approved waivers. The \$50 non-refundable deposit still applies to those receiving a waiver and it must accompany the paperwork at registration in order to secure a spot in camp.

Each Thursday that your child attends camp, CRPA will email an invoice for the outstanding \$125 balance to the camper's parent. **THE PARENT IS RESPONSIBLE FOR SUBMITTING THE INVOICE TO THE WAIVER COMPANY.** CRPA understands that payment may not be received for 2-3 weeks.

If all balances are not paid in full by September 15, the parent is responsible for the outstanding balance. Failure to pay will result in your account being submitted to collections.

Credit/Refund Policy

If your camper is unable to attend TRue Friends Camp for one of the registered weeks, you must notify CRPA one week prior to that week. A credit or refund will be provided, minus the \$50 non-refundable deposit. Please note that if you choose a refund, a \$5 administrative fee will be deducted. Refunds may take 2-4 weeks to be processed.

TRue Friends Camp Daily Procedures

True Friends Camp meets at Woodstock Elementary, 230 Rope Mill Rd, Woodstock. Camp hours are from 9:00am- 3:00pm. Please wait in the lobby for a staff member to come get you at 8:45am to accompany you to check-in. Each camper must be accompanied and signed in each day as well as signed out in the afternoon by an authorized pick- up designee.

At registration, you will receive a field trip schedule that indicates what time we will leave each day and check the daily board. If your camper misses the bus, it is your responsibility to find alternate care for that day. We do not allow drop off at the location on field trip days.

Late Pick-Up Policy

True Friends Camp's late pick-up fee will be assessed beginning at 3:00pm. For every 10 minutes (per camper) that a camper is not picked up, a \$10 fee will be applied. Payment is due upon arrival from whoever is picking the camper up. If payment is not received, the camper may not return until the payment has been made.

If True Friends Camp Staff has not been contacted by the parents about a late pick-up, Woodstock Police will be notified at 3:45pm. When the police arrive, the camper will be turned over to their custody.

True Friends Camp Discipline Policy

In order to provide a fun and safe environment for your child while at TR Camp, the following discipline procedures have been established.

Step 1: When unacceptable behavior occurs, the child will be redirected for acceptable behavior.

Step 2: If it happens again, a CONDUCT REPORT will be presented to the parent and camper explaining the unacceptable behavior. The child will be redirected for acceptable behavior.

Step 3: A second CONDUCT REPORT will be presented to the parent and camper explaining the unacceptable behavior. The child will be redirected for acceptable behavior.

Step 4: A third CONDUCT REPORT will result in a meeting with the parents, KAOS Director and TR Coordinator. Expulsion from camp is possible after third conduct report. (Each camper will vary)

Step 5: Camper cannot return for one full year. Upon return, they will not be able to receive another conduct report.

Step 6: When physical confrontation occurs (including but not limited to hitting, kicking, spitting, pushing and throwing) the camper will receive a written CONDUCT REPORT, and redirected for acceptable behavior.

Step 7: The second offense will result in a meeting with the parents, TR Director and camp Coordinator. Expulsion from camp is possible after second conduct report.

When discipline problems arise, the KAOS Camp Director will contact the parent or guardian during camp. Our goal is to provide a safe, successful summer for your camper.

Transportation and Field Trips

True Friends Camp utilizes CRPA vehicles for all field trips. This consists of a 21-passenger bus. All campers must follow the bus rules and staff instructions.

In the event that a vehicle is not available because of malfunction, CRPA reserves the right to cancel the scheduled field trips.

For field trip if camper is exhibiting unsafe behavior, it is up to the Recreation Coordinator and Camp Director's discretion, to hold campers back from the field trip if they are exhibiting unsafe behaviors and an in-house day would be more appropriate. It is our goal to provide a safe, fun, environment for all campers and this policy will help to ensure that experience for every camper.

TR camp is divided into two groups with 15 campers per group and prior to camp you will be notified what group your camper will be in for the weeks you registered for, however, at any time, the TR Coordinator feels your camper is best suited with the other group, the Coordinator can move campers and notify you of the change. This is for the safety of the participants and to ensure each camper has a fun time while at camp.

Dress Code

True Friends Campers go outside daily, except in extreme weather. Clothing should be appropriate for the weather conditions. Please remember to label all of your camper's belongings with permanent ink. Campers must wear their TR Camp t-shirt on field trip days, no exceptions. Closed-toe shoes are recommended.

Lunch/Snack

Send each camper with a lunch and two snacks each day, along with plenty of fluids. Some field trips will provide a specified lunch. These will be listed on the field trip and board at camp. Staff will not accept money from parents for the purpose of buying lunch for a camper. Please do not send perishable items in your camper's lunch unless it's stored in an insulated lunch box.

True Friends Staff Requirements

TR Camp Staff is chosen carefully to ensure the campers will have a fun, safe and memorable experience with a 1:3 staff to camper ratio. TR camp Staff are at least 16 years of age. They have

experience in education and/or recreation and have a sincere interest in the welfare of the campers. ALL staff is CPR/First Aid certified prior to the beginning of camp.

Medication

CRPA requires written permission from the camper's parent or guardian authorizing TR camp Staff to administer any type of medication (prescription or over the counter). Prescription medicine must be in its original bottle with the camper's name and dose clearly indicated. Over-the-counter medication must be in its original container and marked with the camper's name. A Medication Authorization Form should be filled out each week the campers attends TR Camp and all medication should be sent home each night.

Illness

The camper's and staff's health is a matter of major importance to all of us. If a camper is ill, parents are asked not to bring him/her to TR Camp that day. Illness includes, but is not limited to, fever, diarrhea, vomiting and unexplained rash. If a camper gets ill during camp, the parent will be contacted for pick up.

If a child does not attend for or goes home with one of the below illnesses, they cannot return to camp for 24 hours.

- Fever
- Diarrhea and/or Vomiting
- Unexplained Rash

Injuries

True Friends Staff are only allowed to treat injuries with ice or clean a wound with soap and water. No antiseptic or Hydrogen Peroxide may be used.

When 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 or an emergency contact before calling 911. A release is signed at the time of registration allowing True friends Staff to act in an emergency situation. Parents are responsible for the payment of medical services while at True friends Camp

