

City of Hiram  
2022 Summer Day Camp  
Parents Handbook



# **CAMP HORNET**

**Where Learning and Fun Last All  
Summer Long...**

186 Oak Street, Hiram GA 30141

City of Hiram (770) 943-3726 ext. 2009

***Welcome to Camp Hornet. We are so excited that you have entrusted us with the care of your child this summer. We are very excited about this year's activities and hope that it will prove to be a summer experience that your child will not soon forget. The following information is provided to assist you in understanding what is expected of you as a parent, your child as a camper, and from us here at Camp Hornet.***

## **CAMP HORNET OBJECTIVE**

The purpose of the City of Hiram's Summer Day Camp is to provide a quality program for children ages 5 to 12. Camp Hornet provides children with the opportunity to participate in a variety of activities, which benefit them emotionally and physically. Activities that are planned for each week will support a weekly theme and will include events such as swimming, games, arts & crafts and area field trips that reinforce the topic for that particular week. The goal of Camp Hornet is to provide the camper with activities that are safe, fun and allows for positive experiences.

## **CAMP HORNET MISSION STATEMENT**

It is the mission statement of Camp Hornet to provide a summer camp program within the City of Hiram for campers between the ages of 5 and 12. That fosters and encourages community pride as a participant of Camp Hornet. To encourage developmental qualities that will make each camper secure and independent as they progress with self-confidence, enthusiasm for learning, while promoting their physical and emotional wellbeing. To ensure each camper a safe, positive and fun experience while attending Camp Hornet.

# **PROGRAM DESCRIPTION**

This quality weekday summer day camp program includes character and teambuilding activities along with organized games, swimming, field trips, arts and craft projects, physical activity, educational experiences and opportunities to develop friendships and self-esteem in a safe supervised fun atmosphere.

Although, Camp Hornet is exempt from the requirement to be a licensed child care facility, we maintain the required standards for operating a day camp program for school age children during the summer months. Our program is staffed with adult, college, and high school individuals who are trained in basic behavior management techniques, CPR, and First Aid and are required to pass Criminal History checks for employment with children and mandatory drug testing . The standard allowed ratio of 1:10 is the maximum allowed for counselor to camper ratio, but the normal average at Camp Hornet is 1:6.

Our goal is to not only provide quality supervision and care, but also help each child develop to their fullest potential. Most activities, excluding field trips, take place on either Camp Hornet property or the adjacent fields belonging to the Hiram Ruritan Club.

## **AGE REQUIREMENTS:**

All campers must be between the ages of 5 – 12 as of June 1<sup>st</sup>. All 5 year olds must have completed kindergarten, unless registered and attend during the same time as an older sibling.

Campers that have turned 13, and have been in attendance for two or more preceding years will be allowed attendance upon approval of prior year's participation.

## **HOURS OF OPERATION:**

Camp Hornet is a seven (7) week program that opens for business on Monday, June 6<sup>th</sup> and will complete the last day of camp on Friday, July 29<sup>th</sup>. Hours of operation are Monday thru Friday 7:00am until 6:00pm. Camp Hornet will be closed the entire week of July 4<sup>th</sup> – July 8<sup>th</sup> in observance of the 4<sup>th</sup> of July holiday.

## **PROGRAM FEES:**

Camp Hornet program fees are based on residence. The total cost for the seven week Camp Hornet Summer program for City of Hiram Residents is \$850.00, Non-City of Hiram Residents is \$950.00. There is a \$50.00 discount for each additional child after the first.

Weekly registrations are available based on availability and will require at the time of enrollment the weeks of attendance to be listed. The cost per week is \$150.00 and there is no sibling discount for this type of registration.

All fees include all field trips and one Camp Hornet t-shirt. No credit will be issued for missed days. Additional fees that may occur are items available for purchase on field trips that are not included in the field trip fee, purchase of hot lunches at field trip locations or purchase of additional camp t-shirts.

## **DRESS ATTIRE:**

Camp Hornet follows the same accepted dress code policy that is adhered to within Paulding County Schools. We ask that campers wear shorts, shirts and shoes that cover the entire foot. Jewelry should be limited to watch and prescription glasses.

All campers will receive one (1) Camp Hornet shirt at the start of camp and should be worn on designated field trip dates. Additional shirts will be available for purchase the first day of camp at a cost of \$15.00.

## **PERSONAL BELONGINGS:**

Personal items should be left at home as they can get lost, stolen, or broken. Any items brought in must have prior approval by the Camp Director or as listed on a designated day allowed for such a particular item. **The City of Hiram and Camp Hornet will not be held responsible for any lost or damaged items.**

Cell phones will not be allowed at camp. Phones will be confiscated and given to parents at the end of the day.

## **SUPPLIES AND ADDITIONAL FEES:**

Each week a weekly activity sheet will be available for review that outlines the scheduled daily activities and items that your child will need to bring each day (type of lunch, swimsuit and towel, additional money, etc). This information will also be emailed out as a reminder prior to the start of each week.

Any additional funds that are required to be paid for any items needed (lunch, snacks, gift shop...) not included in the scope of the scheduled field trip should be paid in cash prior to departure at the front desk.

Any extra money that a camper brings and is not turned in to be recorded as paid will be the responsibility of the camper. Camp Hornet will not be responsible for the loss of said funds.

## **INSURANCE:**

The City of Hiram and Camp Hornet does not maintain a health insurance policy for participants enrolled in Camp Hornet that covers accidents and/or injuries which may result from activity during organized activities, field trips and participation during camp hours.

## **CAMP ACTIVITIES**

Camp Hornet plans daily activities based on the projected number of campers that have registered for attendance. The fees for attendance that are associated with each event are prepaid in advance to secure our reserved dates and times.

## **SNACKS AND LUNCHES:**

During Summer Camp, each camper is responsible for bringing their own lunch, snack and drink this year. Each lunch should be clearly labeled with the Camper's name. The type of lunch allowed for each day's activity will be marked as either normal, picnic or purchase.

- **Normal lunch** - may include items that require a microwave and the location of the lunch is always at Camp Hornet.
- **Picnic lunch** - can still be carried in a lunch box but cannot contain items that require the use of a microwave or refrigerator as these lunches are normally scheduled at an offsite location and may be outdoors.
- **Purchased lunch** - will require a minimal fee to be collected prior to the field trip and will be purchased at the location due to a no outside food rule. This type of lunch will have the amount listed on the activity sheet and what type of food will be provided.

Camp Hornet does not have the capabilities to provide missing lunches to campers. In the event of an emergency and a camper does not provide their own lunch, and a lunch is required to be provided to the camper, there will be a \$5.00 charge. The Director or Assistant Director will notify the parent/guardian of this charge and it will be due and payable that day at the time of pickup.

If your child has dietary restrictions or allergies, please make sure that it is noted on the registration form and the Camp Supervisor is notified. Cold packs are recommended for items that need to be kept cool.

## **BREAKFAST:**

We encourage breakfast to be eaten prior to arrival, but in situations where that is unavoidable, your child may bring a cold or preheated breakfast (pop tarts, granola bars, biscuit, etc.) to be eaten upon arrival.

## **FIELD TRIPS:**

A special feature of Camp Hornet during the seven weeks of camp is going on field trips. These trips will be conducted away from Camp Hornet, necessitating a bus ride. Campers are transported to and from all field trips within a Paulding County School Bus, driven by a licensed Paulding County bus driver that is employed also during the summer months by Camp Hornet. As a result, campers need to be at camp by 9:00 a.m. unless an earlier departure time has been noted for particular trips. Failure to arrive by the required time may result in your child missing the trip and not be accepted to camp that day. No exceptions. Campers will not be allowed to be dropped at the location of a scheduled field trip.

Funds will be collected for participation for any items not included in the scope of the scheduled field trip. Some examples would be popcorn and drink on movie days or Kona Ic, a minimal fee (normally \$5.00 or less) for lunches that are required to be purchased at the field trip location due to no outside food restrictions, and gift shops if notified that this is an option.

Weekly activity reports will be available in the front office and will notify you of what activities are scheduled for the week and if any additional funds are required along with special clothing requirements.

## **SWIMMING:**

Included each week, Camp Hornet participants will be taken to local swimming pools or water parks for water activities. Locations will vary between Sara Babb Park, which is maintained by Paulding County Parks and Recreation or Wild Horse Water Park maintained by Cobb County Parks and Recreation. All locations have lifeguards on duty. Other locations may be added throughout the summer and location information will be passed on if scheduled.

All campers are required to change before departure and upon return. On scheduled swim dates all campers should have the following items: change of clothes, swimwear and towel labeled with child's name. Flip flops are optional, but it is always a good idea to bring a closed toe shoe for other activities later in the day. Most swim dates are scheduled in the morning, so campers can arrive in their swimwear as long as they are

covered and remembered to bring their change of clothes. A labeled bag is always recommended for use to transport these items to and from camp.

Goggles may be brought from home, but MUST be labeled clearly with your child's name. Lifejackets may be provided at some locations and no other floatation devices are allowed. Camp Hornet will not be responsible for items lost or left.

## **MOVIES:**

Based on the provision by local movie theaters, each week participation at various movie theaters allows campers to enjoy a morning or afternoon movie. The title of each week's movie will be reflected on the weekly activity sheet. Notification will be sent out prior to the first scheduled movie as to the requirements that the theater has established for popcorn and drink pricing.

## **ARRIVAL & DEPARTURE**

Camp Hornet is located at 186 Oak Street in Hiram. This is the location that should be used for all drop-offs and pick-ups between the hours of 7:00am and 6:00pm based on activities scheduled for the day of attendance.

### **ARRIVAL:**

All campers attending Camp Hornet will be required to be signed in by a listed authorized individual. Each camper must be signed in with their arrival time and the name of the individual responsible for dropping them off at that time. At no time, should a camper be dropped off without the acknowledgement by a counselor to the parent that the camper is accepted that day. No campers will be checked in before 7:00am.

### **DEPARTURE:**

A camper may not leave Camp Hornet until they have been released by a staff member to an authorized individual. Your child will only be released to those whom have been authorized on your child's enrollment form. Individuals picking up your child may be required to show identification.

Each camper must be signed out with their departure time and the name of the individual responsible for picking them up at that time. This will be on the same daily sheet that the camper was signed in on.

All campers should be checked out by 6:00pm. Disregard for this rule will result in an additional charge of \$1.00 per minute per child after 6:00. Repeated disregard will lead to dismissal from the day camp program.

## **SCHEDULE CHANGES:**

Please notify Camp Hornet's Director of any changes, including schedule additions and cancellations as soon as possible. In the event you wish to withdraw your child prior to the completion of our summer program, please notify the Camp Director in writing of your child's last scheduled day. There is no credit issued for early withdrawal.

In the event of non-attendance on a scheduled field trip that required prepayment based on attendance and notice was not given prior to that date, Camp Hornet has the right to charge a fee up to \$10.00 per child for an unnotified absence. Special consideration will be given in lieu of illness, but will still require notification prior to the scheduled departure time.

## **PROGRAM RULES**

Camp Hornet is a fun leisure experience for all of our campers. Camp Hornet's expectations are direct and clear: respect for self, respect for others and respect for environment. We will encourage campers to be responsible and mindful of their words and actions at all times with camp staff and with each other. All Camp Hornet staff is trained in the best practices for positive behavior management.

## **PARENT INVOLVEMENT:**

Parent involvement in your child's summer program is essential. Cooperation with all policies and procedures is imperative. Some parent/guardian expectations are listed below:

- Submit in a timely manner all required paperwork and required items for participation.
- Communicate openly by providing pertinent information of your child's needs for a successful summer.
- Inform Camp Counselors or the Camp Director of any family or life events that may affect your child's behavior.
- Communicate absences by contacting the Camp Director, either by calling 770-943-3726 at ext. 2009 or by email at [camphornet186@gmail.com](mailto:camphornet186@gmail.com) in advance.
- Contact the Camp Director with any questions or concerns.
- Provide constructive feedback on your child's progress and/or behavior.



- Utilize schedules to ensure your child is prepared for each day's activities (swim gear, lunch, snacks, money, etc.)
- Respect pick-up times (by 6:00 p.m.). The Camp Hornet staff has other obligations too. Pick up after 6:00 will result in \$1.00 per minute per child being charged and collected prior to next date of attendance.

## BEHAVIOR GUIDELINES:

Discipline is not merely a list of expectations, but rather an approach to teaching skills in self-control, responsible choice making, and appropriate community participation. The following are guidelines that may be used to determine the most logical consequence:

<b>Tier 1</b>	
<b>Misbehavior</b> <ul style="list-style-type: none"> <li>• Failure to follow instructions</li> <li>• Disrespectful and using unkind words</li> <li>• Inability to stay with group</li> <li>• Unable to keep hands and feet to self</li> </ul>	<b>Logical Consequence</b> <ul style="list-style-type: none"> <li>• Verbal cue to remind about rules</li> <li>• Time out</li> <li>• Notify parent of situation</li> </ul> <i>Repeated misbehaviors could lead to a Tier 2 consequence</i>
<b>Tier 2</b>	
<b>Misbehavior</b> <ul style="list-style-type: none"> <li>• Repeated Disobedience</li> <li>• Misuse/Abuse of resources</li> <li>• Repeated foul language</li> <li>• Disrespect towards staff and/or adults</li> <li>• Bullying and/or threats</li> <li>• Physical violence (first instance)</li> </ul>	<b>Logical Consequence</b> <ul style="list-style-type: none"> <li>• Exclusion from activities and/or trips</li> <li>• Suspension</li> <li>• Behavior management plan (created with camper and parent)</li> </ul>
<b>Tier 3</b>	
<b>Misbehavior</b> <ul style="list-style-type: none"> <li>• Violation of Behavior Plan</li> <li>• Physical violence</li> <li>• Behavior that endangers the safety of the camper and others</li> </ul>	<b>Logical Consequence</b> <ul style="list-style-type: none"> <li>• Immediate dismissal from program</li> </ul>

These guidelines do not guarantee that a participant will receive each level before dismissal, since each incident/behavior is based on its severity with individual and disability needs taken into consideration. However, Camp Hornet reserves the right to dismiss any child who violates Camp Hornet facilities and/or camp rules or whose conduct is disruptive and endangers the safety of him/her or others and prevents staff from providing a complete, consistent and enjoyable camp experience for the other participants. No physical discipline is allowed on City of Hiram property or locations

associated with Camp Hornet at any time by Camp Hornet Staff or parents/guardians. **Campers dismissed from the program are not eligible for a refund.**

## **OTHER IMPORTANT INFORMATION**

### **WATER BOTTLES:**

Each camper should provide their own water bottle that will be kept during the week at Camp Hornet. This bottle should be clearly labeled with the campers first and last name.

Hydration during the day is of great importance and the availability during the day and use of their water bottle is highly encouraged. Daily these bottles will be rinsed and refilled for daily use.

It is recommended that campers take their water bottle home on the weekend for a more thorough cleaning, but please make sure it returns on Monday.

### **MEDICATION:**

All medications that your child is currently taking must be on the enrollment form which you completed at your child's registration. If there are any changes in medications during the summer, please notify the Camp Director.

If your child requires medication during the day, you must complete a Prescription Medication Authorization Form that was included in your registration packet or can be obtained at the front desk of Camp Hornet. The prescription must be presented in the original labeled prescription bottle. Any adverse reactions that may occur due to the administration of this medication must be listed also. At any time Camp Hornet may request the parent/guardian to provide from the child's physician or health care provider a letter indicating the need to administer the prescribed medication during the hours of camp. Medication will be stored and secured in a locked cabinet. If the medication requires refrigeration, it will be stored in a refrigerator designated for this purpose.

It will be the responsibility of the Camp Director or Assistant Camp Director to administer all prescribed medications to those children that are in compliance with the required documentation. No medication that requires refrigeration can be left overnight.

Over the counter medication will only be given during the hours of camp on a limited basis. Medication must be presented in original manufacturer packaging along with the completed Non-Prescription Medication Authorization Form.

## **INJURIES AND ILLNESS:**

All Camp Hornet medical services are minimal. Camp Hornet Staff are only able to provide basic first aid. If a child arrives sick, assumption will be made the illness began at home and the parent will be contacted immediately to arrange to have the child picked up. If your child becomes ill during the day, he/she will be allowed to rest in a designated area and a parent will be notified to arrange for an early pick up.

Injuries that occur during Camp Hornet, will receive basic first aid by a member of Camp Hornet staff and assessed for the need of additional care. An incident report will be completed for injuries that require more medical attention than a band-aid and a copy will be provided at the time of pick up. If an injury requires additional treatment beyond the scope provided by Camp Hornet, the parent/guardian will be notified and the injured camper will be either transported by ambulance to the local hospital or emergency care center or held for pickup per the parent/guardian instructions. If the parents cannot be contacted, an individual listed as an emergency contact will be contacted. A Director will remain with the child until a parent or guardian arrives.

Camp Hornet does not carry medical or accident insurance for program participants and cannot be held liable for injury or accident that occurs during the course of activities provided or associated with Camp Hornet participation.

## **PHOTO POLICY:**

Camp Hornet staff or personnel from the City of Hiram may take photos of the children participating in our Summer Camp program. Please be aware that these photos are for Camp Hornet and City of Hiram use only and may be used in future catalogs, brochures, web site, pamphlets, flyers or displays and presentations. If you do not want your child's picture used for these purposes, please notify the Camp Director or indicate your preference on your child's enrollment form.

## **STAFF/CHILD RATIO:**

Camp Hornet feels very strongly about the interaction of staff and children during activities. We want all campers to enjoy activities with the staff, yet have respect for staff decisions and directions. Every effort will be made to maintain the Camp Hornet standard staff/child ratio of 1:6, not to exceed the standard allowed maximum of 1:10 staff/child ratio in our Summer Camp program.

## **COMMUNICATION:**

Please feel free to contact Camp Hornet during business hours with any concerns, suggestions, or comments regarding the program. Parent and camper input is always welcomed. Messages for Directors can be left at the Camp Hornet's administrative support phone number (770) 943-3726 ext. 2009 during business hours or email at [camphornet186@gmail.com](mailto:camphornet186@gmail.com) or [kstancil@hiram-ga.gov](mailto:kstancil@hiram-ga.gov).

Current updated contact information should be constantly supplied by all parents/guardians to Camp Hornet when changes occur.

If a situation arises and you need to get a message to your camper, please call (770) 943-3726 ext. 2009 and Camp Hornet's administrative support will get a message to the Camp Director to notify your camper of the message left.

## **CAMP HORNET'S COMMITMENT**

Camp Hornet relies on the continuous commitment of the staff, parents and campers to work in unity for the overall success of Camp Hornet. It is with this commitment that the City of Hiram and Camp Hornet find it essential that each camper have an enjoyable camp experience, but it is also important that the policies and procedures set forth by Camp Hornet are clear and understood by all. It is our top priority to create and maintain a safe environment for all of our camp participants, both youth and staff.

The City of Hiram and Camp Hornet maintains a developmental philosophy, designed to fit the needs of all campers according to their age and individual progress along with the philosophy of the development of spirit, mind and body, while teaching the four core values of caring, honesty, respect and responsibility.

Camp Hornet is designed to promote physical, social and emotional growth, by offering a wide variety of activities including arts and crafts, sports, swimming, teambuilding activities, character development, physical activities and much more.

It is with these commitments that campers learn by actively doing and learning through play experiences. Camp Hornet will continue to take an active approach to children's learning in all areas of development while encouraging both independence and a cooperative spirit. All campers will be encouraged daily, to grow personally, develop interpersonal skills, improve relationships and become better leaders and supporters of having FUN while doing this all summer long.