

Hunting Hills Country Club Summer Camp Primer

MISSION STATEMENT AND PHILOSOPHY

Hunting Hills Country Club (HHCC) is a private country club made up of people of all ages, ethnic backgrounds and religious affiliations. We are dedicated to providing memorable experiences in a wholesome setting promoting mental and physical well being for all.

At HHCC Summer Camps our commitment is to the youth. HHCC provides for young people with services and activities, which develop and enrich their lives and help them achieve their fullest potential.

We believe that each child is entitled to a safe, secure, and nurturing environment when separated from his/her parents or guardian. We also believe:

- * Children deserve respect
 - * Children should not be humiliated, hurt or embarrassed
 - * Children's self-respect should be treated with TLC
- * Children have the right to make choices
- * Children should be taught rather than trained

HHCC Core Values: Hunting Hills is committed to a value-based, character development curriculum. Teaching of the following three respects is incorporated into all youth activities:

- **Respect each other:** Interest and concern - including compassion, friendliness, generosity, kindness, love, mercy. Special regard for self and others - including assertiveness, consideration, courtesy, gentleness, unity, tolerance, humility.
- **Respect yourself:** Fairness of conduct and adherence to facts - including sincerity, truthfulness, honor, forgiveness, moderation, orderliness. Moral, legal, and mental accountability - including courage, determination, helpfulness, justice, reliability, loyalty, self-discipline, obedience, cleanliness.
- **Respect the environment:** Appreciate your surroundings and be aware of your impact on the environment around you- this includes both the physical property and surrounding natural environment. **Behavior Policies:** All campers are expected to uphold the three Respects:

**Any willful damage done to the grounds may result in the involved parties being financially responsible for the repairs/replacement of damaged items.*

GENERAL INFORMATION

Summer Camp Location:

Drop Off: Club Room

Pick Up: Pool (until 4:30) Clubhouse (after 4:30)

Hunting Hills Country Club: 5220 Hunting Hills Dr. Roanoke VA, 24018

WHO:

Summer Camp: For ages 6-12

HOURS:

HHCC Summer Camps will operate from 7:30am- 5:00pm.

REGISTRATION:

Children are admitted to the HHCC Summer Camp Programs on a first come, first serve basis. Parents must complete and submit registration paperwork, a 50% deposit a week prior to their child starting the program. Parents are also required to provide your child's birth certificate, and a current copy of the complete Virginia School Entrance Exam at each program change. Registration fees are non-refundable. Entire enrollment packet must be completed prior to your child's first day of camp. Campers will not be admitted into camp without a completed enrollment packet.

Early Bird Discount

Families that Register before MARCH 15th will receive a 15\$ discount per week enrolled.

PAYMENTS:

SUMMER CAMP:

Payments are due in advance for the upcoming week and will be drafted automatically the Monday before each camp week. If your payment is declined, you will be notified by the Office Coordinator. The payment must be made by Friday at 5:00 p.m. in order for your child to attend camp the following week.

Fees are not reduced for days of illness, early pick up, suspension due to behavior problems or absences due to participation in other activities. Parents are responsible for tuition fees whether a child attends the program or not.

WITHDRAWAL:

Parents are required to pay for all weeks selected on the registration form of the summer camp brochure, regardless of the child's attendance. Parents must cancel 2 weeks prior to camp in order to not be charged for the week. Deposits are non-refundable.

DISCIPLINE AND DISMISSAL:

Children are entitled to a pleasant and harmonious environment while attending HHCC summer programs. We cannot serve children who display chronically disruptive behavior.

Chronically disruptive behavior is defined as verbal or physical activity which may include, but is not limited to such behavior that: requires constant attention from the staff, inflicts physical or emotional harm on other children, abuse of the staff, ignores or disobeys the rules. If a child cannot adjust to the Hunting Hills Country Club standards, the child may be discharged. Hunting Hills Country Club reserves the right to discharge a child immediately.

Behavior Philosophy: In any instance of poor behavior we always look to address the individual(s) in the context of the situation. The summer camp team is trained to look at disciplinary actions as an opportunity for growth, not just a punishment, and embrace the nuances that exist in the actions of children. The intended outcome is an action plan that the camper will be held accountable to. Children are going to make poor decisions, a lot of them, and it is an important part of their growing process. Our job is to make sure we help them navigate these decisions to the best of their ability and help offer strategies to help counter impulsive or destructive behaviors.

Action Plan for Disruptive Behavior:

1. A misbehaving child may be given a 5 (five) minute time-out, in order for him/her to cool off and think about his/her actions.
2. If a child's behavior continues to be challenging, an incident report may be written. Parents will read, sign and return the report, which will be filed in the child's records.
3. If a child receives another written behavior-related incident report, a meeting will be scheduled with the Child Care Director and staff to determine what action will be taken. Children may be suspended for disruptive behavior.
4. A child may be suspended immediately for two days for any undesired behavior, which includes verbal abuse or physical abuse with the intent to harm.
56. Parents may be called to pick up their child immediately if they continually exhibit

negative and/or disruptive behavior.

Our staff will not use corporal punishment; will not isolate children out of sight or sound of the group; and will not deprive any child of food, water or bathroom privileges as a part of punishment. Reasonable efforts will be made to assist children in adjusting to our program.

At no time during our programs are parents allowed to discipline children other than their own. If a situation arises concerning another child, please speak to a counselor and not the child. HHCC has the right to dismiss a child from the program, because of a parent's/guardian's inappropriate behavior or conduct.

HHCC Summer Camp IS NON-THERAPEUTIC:

HHCC expects all participants to function in a group of up to 18 children. We are unable to provide one on one care to participants. HHCC has the right to dismiss a child from the program if a child is unable to function in a group setting.

LATE PICK UP:

Parents are expected to pick up their children before closing time (5:00 p.m.). There will be an overtime charge of \$1.00 per minute after 5:00 p.m. Parents who are continuously late may be terminated from our program.

NON-PICK UP:

In the unlikely event of this situation, at 5:01 p.m. the staff will start calling both parents. If parents cannot be reached, our staff will call the two emergency numbers on file. If at 6:30 p.m., the child is still at the site, the local police or Department of Social Services will be contacted

What to send with your child:

- Water Bottle
- Swimming Supplies (bathing suit, towel, sunscreen)
- Nut-free Snack (s)
- Backpack
- Change of clothes (for accidents and messy crafts)
- **We strongly encourage all parents to label all their campers belongings.**

ELECTRONICS POLICY

We strongly discourage any additional electronics within the camp program. Phones, game systems, ipads, etc. all actively detract from the intended group bonding experience that camp offers. Expensive electronics and the fast paced schedule of camp also don't mix well and can lead to damaged or stolen goods. We understand that some families may want their child to have a phone on them as a safety precaution and that is a valid concern. However any camper caught using an electronic device inappropriately or to the detriment of the program will have it confiscated for the day and returned to their parent/guardian at pick up.

ACTIVITY GROUPS

To help ensure all campers are getting the best summer camp experience we will be dividing our campers into groups based on age and enrollment size. This will allow the counselors to provide a more specialized experience appropriate for the ages of their group. It will also help ensure more sustainable ratios of staff to campers. This may lead to siblings and family members being split up during the mornings however we will always come back together in the afternoon. If you have any concerns with this policy please feel free to reach out and we will see how we can best accommodate your camper's needs.

ARRIVAL AND DEPARTURE:

Parents must escort children into the site in the morning and sign them in. Drop off will be at the Clubhouse Room. In the afternoon, parents must come into the site to sign children out. Parents must indicate the time you have picked up their child and write your initials next to their child's name on the specific day of the week.

Our programs do not permit children to go home unaccompanied. The only people your child will be released to are those listed on the enrollment forms. If someone not listed is going to pick up your child, a written notice must be given to the staff in advance. If an emergency arises, a phone call from a parent will suffice. Staff will ask for photo identification upon pick up. If your child attends extracurricular activities (such as the swim team) or has any other kind of arrival/departure time change within the period he/she is enrolled in the program, you must provide the staff with written permission. Our program must have a copy of all appropriate legal paperwork when the custodial parent requests the program not to release the child to the other parent.

TYPICAL DAY

7:30 -8:30- Drop off at the club house.

9:00 - Morning Assembly/Morning energizer, Go over the schedule for the day and break off into groups.

9:15 - Themed Activity 1 (Tennis/Golf or Culinary Class for specialty camps)

10:00 - Themed Activity 2 (Tennis/Golf or Culinary Class for specialty camps)

10:45 - Snack break (Snacks not provided)

11:00 - Themed Activity 3 (Tennis/Golf or Culinary Class for specialty camps)

12:00 - Lunch buffet/pool prep

1:00 - 4:30 pm Pool Time- While at the pool campers will elect which "zone" they wish to be a part of. Examples include: Free Swim, Outdoor Craft, Sports, and Chill Zone.

4:30 - Pick Up at the Clubhouse

*****Many families may wish for the fun to keep on going and utilize our kids club service at the end of the camp day. After-hours kids club will only be available on Fridays. You must let the team know in advance if you are utilizing this service. Otherwise you will be charged a late pick up fee of \$1 per minute past 5:00 pm.***

POOL

We plan to go to the pool each afternoon, weather permitting. There is a snack shack at the pool that campers will have access to for snacks and refreshments, charges will be made to their member accounts. All campers will have access unless we are informed otherwise. On the first day of each session we will conduct a swim test for all new campers. The three competencies we are checking for are swim strength, ability to tread water, and the ability to get out of the pool unassisted. Any camper may choose to retake the swim test as many times as they would like throughout the summer. Additionally campers can opt out of the test entirely, that does mean they will not be allowed in the pool without a floatation device. We expect to be offering swim lessons during summer camp hours for an additional fee. More details will be available by the open house.

There will be three ranks to the swim test:

Rank 1- Opted out of the swim test or was unable to complete any single element. Can only go in up to their midriff. Any further will require a floatation device

Rank 2 - Could swim but unable to tread water or get out of the pool unassisted. Shallow end access only.

Rank 3- Must swim one length in the pool without stopping, tread water for 30 seconds, and exit the pool unassisted without using the ladder. This will grant deep end access and all included items.

Campers will be given a colored band to be worn while in the pool area to signify their rank. This is to help ensure both the summer camp staff and lifeguards can safely manage camper interactions in the pool, especially on busier days.

SNACK SHACK:

HHCC is fortunate to have a fully equipped kitchen located at the pool. The “Snack Shack” is a place where campers may purchase a variety of pool style food and drink. Campers will be permitted to go to the Snack Shack **once a day** to make a food purchase, including ice cream and other treats. Hunting Hills Country Club Summer Camp Staff is not responsible for a child overcharging their account unless we have received instructions from the parents if they would like any limitations or additional permissions to be granted to their camper with regard to the snack shack. We recommend having a conversation with your camper prior to arrival so that they know ahead of time if they are not allowed to go to the snack shack.

PARENT VISITATION:

You are welcome to visit HHCC Summer Camp at any time without an appointment, our staff welcome comments from you. Sometimes when you pick up your child, the staff may be too involved with other children to engage in an extended conversation. Feel free to talk to them informally. For liability and supervision reasons, it is not possible for non-enrolled children visiting the program to take part in activities.

HHCC STAFF:

Summer Camp staff are supervised by the Child Care Director. The ratio of HHCC Summer Camp staff falls between 1/10 and 1/18.

Camp Staff Qualifications

We are a Licensed Child Care provider and operate at the highest safety standards. All camp staff are required to complete a thorough screening process, as well as 30-plus hours of training, including child safety training, first aid and CPR, and more. If you have further questions about camp staff qualifications please contact the Camp Program Director.

REPORTING OBLIGATION:

As a licensed child care provider, we are required by law to report to the Virginia Department of Social Service and Child Protective Services anything we suspect to be child abuse or neglect. Our staff receive special training on this topic from Child Abuse Prevention Council. This also includes the reporting of parents who appear to be impaired by drugs or alcohol.

MEDICAL CONDITIONS:

If your child has a known medical condition (asthma, diabetes, seizure disorder, etc.) or any food allergies, HHCC requires a written and signed Action Plan from your child's physician. Your child may not be enrolled until we have this plan in place.

ILLNESS POLICY

We ask that you keep your child at home if they are sick. Many communicable diseases start with cold-like symptoms. HHCC asks to be informed of the nature of any illness, especially when it is communicable to others. If, at any time, the staff feels that your child is too sick to remain in the program, you will be called. You, or someone you designate who is authorized in your child's registration information for pick up, must pick up the child within one hour of receiving the phone call. This policy is for the safety of all of the children and the staff.

Your child should not be sent to camp, and will be sent home, if any of the following conditions are apparent:

- A temperature of 100 degrees or more within 24 hours
- Vomiting or diarrhea
- Rash (if cause is unknown)
- Suspected communicable disease
- Severe cold with fever, coughing, unclear mucus
- Bronchitis or other throat infections such as strep
- Nits or lice in hair

Parents, please notify us within 24 hours if your child has a communicable disease, such as chicken pox, pink eye, strep throat or lice so that we can inform other parents and staff. Your child is welcome back to the program with a note from the doctor or reasonable evidence of recovery.

HAND WASHING AND TOILETING:

Children are required to wash with soap and running water after toileting, after any contact with blood, feces or urine as well as before and after meals. Staff are required to wash their hands with soap and running water prior to serving snacks, and after any bodily fluid contact. If running water is not available, a germicide-cleaning agent administered per manufacturer's instructions may be used. HHCC staff are not authorized to assist children in the bathroom or assist children in changing clothes if a bathroom accident occurs or at the pool. Due to the licensing stance of HHCC, we

are unable to provide care to children with continuous bathroom accidents.

MEALS AND SNACK:

Menus will be posted at each site weekly, and will be sent to all enrolled families a week before the program starts. If a child is allergic to a specific food or beverage or cannot eat the planned meals for physical reasons (i.e. loose tooth and an apple) please make alternative snack arrangements. Snacks are served individually and Meals are served via staff guided buffet. HHCC provides hearty serving sizes with second helping made available upon request. If your child would like to supplement with food from home, please remember to label with name and date.

SUNSCREEN AND INSECT REPELLANT:

Parents give written parental authorization for the application of sunscreen when they sign their acknowledgement of receipt of the Summer Camp primer. The parent will provide an in date bottle of sunscreen labeled with your child's name, and any specific instructions. Staff will be trained if the skin product is prescribed. If a parent does not want sunscreen applied to their child, a written and signed statement must be submitted with enrollment forms. We ask that parents apply sunscreen prior to drop off.

OUTDOOR PLAY:

As the leader in youth development, we understand the importance of providing our participants with time for active play and sports. Getting kids moving and having fun is essential to their overall health. During the summer months a shady area will be provided to play while outside. Closed toe shoes are a strong recommendation in our non-pool programs. If a child does not wear closed toe shoes, they might not be able to participate in every activity

Medication Policy

Hunting Hills staff will not be able to provide assistance in administering prescription medications. Over the counter medication will only be accepted if it's in its original container. Parents must provide detailed information on dosage from a physician.

Medical Emergency Procedures

In case of an accident, the following emergency procedures will be followed:

- 1) A staff member will administer immediate, basic first aid.
- 2) 911 will be called if needed. 911 is called for all serious neck/head injuries.
- 3) A staff person will accompany the child to the hospital and stay until a parent or guardian arrives.
- 4) A staff member will contact the parent if immediate medical care is necessary.
- 5) Information regarding the accident will be recorded. Any necessary forms will be completed by HHCC staff and forwarded to you for your signature.

Allergies

When filling out the camp registration forms, please be sure to specify if your child has any allergies to food or materials (example: nuts, latex, etc.). Please ask for an Allergy Action Plan to fill out if your child has severe allergies. If your child requires an EpiPen due to severe allergies please provide at least one non-expired EpiPen to keep in the camp area. You will also need to fill out a medication log form to be kept

with the EpiPen. It is the parents' responsibility to ensure that new EpiPens are given to the camp director when existing EpiPens expire. Parents are also responsible for the disposal of used EpiPens. It is our policy that if your child is prescribed an EpiPen and it is used in response to an emergency situation, paramedics will be notified immediately.

TRANSPORTATION AND FIELD TRIPS:

HHCC Summer Camps does not offer off-site field trips or provide any form of transportation off site.

SAFETY PROCEDURE:

The procedure to identify where children are at all times:

1. Frequent counts, every 15 minutes.
2. Monitor bathroom use.
3. Designate groups of children to specific staff.

The procedure for the search of a missing child:

1. The surrounding area will be searched.
2. The notification of emergency services. (911)
3. The notification of the Family Events Director
4. Our office contacts the parents.

The pool safety plan

1. Our staff remain in their assigned pool area zones near each group of children.
2. If an injury occurs, the nearest staff attends to the child.
3. If needed, emergency services will be notified by the staff.
4. The Family Events Director contacts the parents.
5. Our staff will accompany the child to the hospital.

PROCEDURE TO FOLLOW IN CASE OF A DISASTER (NATURAL OR MAN-MADE):

In the event of a fire, thunderstorm, severe winter weather, tornado, earthquake, flood, bomb threat, terrorist attack, or any other natural or man-made disaster, staff and the Family Events Director will keep each other informed. The program staff will contact each parent of the child(ren) at our program, and inform them of any location changes or pick up instructions. If the staff is unable to contact parents, the HHCC office will contact each parent. Family Events Director and staff will evaluate the environment for safety, and determine if the children need to move to a safer location. The staff will gather the attendance record, emergency and health supplies and each child's registration file to be taken with them. The staff will complete the evacuation checklist prior to leaving the site. Each site has an emergency evacuation plan and shelter available. If a disaster or emergency occurs, our Family Events Director will have at least two cell phones available to contact parents and/or emergency personnel as needed. If a disaster or emergency occurs before the program begins or after the program ends, please listen to local television and radio stations for information regarding the HHC Programs

EMERGENCY SHELTERS:

Each location has designated emergency shelters in place.

INSURANCE:

Please contact the HHCC Front Desk for information pertaining to our accident insurance coverage.

LOST AND FOUND:

We encourage you to label your child's clothing and belongings. Please be observant of clothing, belongings, etc. that may accidentally come home with another name in them. Please help us maintain our supplies by returning any that are taken home. For the safety of your child's belongings, please do not allow your child to bring toys and games from home. Any items not claimed prior to the end of each month, will be discarded.

LICENSING INFORMATION:

HHCC Summer Camps is a license exempt child care program through the Commonwealth of Virginia.