

Apex Cheer & Athletics, LLC

Summer Camp Handbook



Dear Parents,

Welcome to Apex Cheer & Athletics Summer Camp. We are very excited about our Summer Camp programs. We are preparing for these camps to offer a safe and fun environment for you and your children. With our facility and our amazing staff, we are able to offer all participants registered in our programs the best of the best.

We are glad your child is enrolled in our summer program and look forward to seeing them grow and have lots of fun. It is our hope that together we can make this a positive and enriching experience for you and your child.

This handbook was developed to inform parents / guardians of the Apex Cheer & Athletics Summer Camp policies and programs. You are expected to read and be familiar with the information contained within this packet. On the Apex Cheer & Athletics, LLC Summer Camp Registration form, you must sign indicating that you have read, understood and agree to abide by the policies and procedures contained in this handbook. This must be signed before your child may attend our Summer Camp program.

Our Goal

It is our goal at Apex Cheer & Athletics Summer Camp to create an atmosphere for children to develop lasting friendships and self confidence, to have fun while exploring and learning new things, and to create great memories that they will carry forever.

General Information

Our summer camp program is for children ages 5 – 12. We maintain a camper to counselor ration of 10 to 1, ensuring that your child is always supervised and enabling our counselors to better get to know your child.

Registration:

Registration begins in March. Campers may register for one, several or all weeks as desired. A \$50 / week deposit is required at registration for each week the camper is registering to attend. This deposit will be applied to the registered week tuition.

Cancellation Policy: You may change weeks prior to May 15, 2018 without any penalty, but there are no cancellations as the deposit is non-refundable. After May 15, 2018, the deposit is non-refundable and non-transferable across weeks or programs.

“No Show” Policy: if you fail to attend your registered week(s) of camp without a one week notice, you will be responsible for full payment of the camp week(s).

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Parents are required to read and complete the following forms as part of the enrollment process before their child may attend any of our summer camps:

- Participant Release & Waiver Form for Summer Camp Program
- Summer Camp Registration Form
- Apex Cheer & Athletics, LLC Summer Camp Handbook

Parents must also provide a copy of their driver's license and the driver's license of any individual who will regularly pick-up the child. For those that are listed as emergency or additional authorized pick-ups, we will obtain a copy of their license when they come to pick-up your child.

Summer Camp Cost:

- Tuition - \$185 / week (8:30am – 3:30pm)
- Registration Fee - \$35 / child – this registration fee is applicable to all children even if they are enrolled in other programs at Apex Cheer & Athletics, LLC.
- Early Care: \$15 / week (7:00am – 8:30am)
- Late Care: \$30 / week (3:30pm – 6:00pm)

Refund Policy: There are no refunds or proration of tuition for missed days. Missed camp days cannot be transferred from one week to another.

Arrival Procedures:

EVERY MONDAY a parent must accompany the camper into the building and check in with the office. Tuesday through Friday you may drop-off your camper at the front door of the gym.

Official drop-off: 8:15 – 8:30am

Early Care drop-off: 7:00 – 8:15am

Pick Up Procedures:

Children will be checked out by a supervisor at the front door when leaving at the end of the activity session (3:15 – 3:30pm). Parents are asked to place the pick-up name plate in their window as they drive up to the door. A supervisor will check your child out at this time. Children will only be released to persons designated by their parent / guardian on the waiver and release form. If there is not a copy of the driver's license on file, the person picking up the child will be asked to provide identification. After 3:45pm, parents must park, and come into the gym to pick up their campers.

Official pick up: 3:15 – 3:30pm

Late Care pick up: 3:30pm – 6:00pm

Should you have to pick up your child late, please contact the front office as soon as possible. A late pick up fee of \$1 per minute will be applied after the program pick-up time. Note that exceptions can be made as to whether or not the late fee is applied. One time offenders may or may not be charged the late fee, but persistent tardiness will result in a late fee. These must be paid before your child can attend another day of camp.

Children may NOT be picked up and signed out at a field trip location.

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Field Trips:

Campers enjoy field trips to various educational, cultural, and recreational venues. All campers must attend the field trip. If you do not want your child to attend the field trip, then please keep them home from camp on the day of the field trip. Camp directors and counselors accompany the children on all field trips. Counselor to camper ratio is 1:10.

Attire:

Apex Summer Camp official t-shirts must be worn on the field trip day. Every camper will be given one free camp t-shirt when they register. Additional t-shirts may be purchased at the front desk. Camper should dress for general athletic activities each camp day. We recommend comfortable shorts and tennis shoes (tennis shoes required for field trips!). Some activities and field trips may require hats or visors, sunscreen, swimsuits, towels, etc. On Mondays, each child will be given an agenda for the week which will list any special attire requirements.

Meals & Food:

Apex Summer Camp does not provide snacks or lunches for campers. All campers should bring a sack lunch that does NOT require refrigeration or warming in a microwave with them each day. Please label your child's lunch box / sack with their full name. Campers will have two snack times each day so please send two healthy snacks with your child.

If your child does not have a lunch, the parent / guardian will be contacted and ask to bring a lunch. If the parent cannot be reached or cannot bring a lunch, a lunch will be provided at a cost of \$10.00.

If your child has a food allergy please make sure to note it on their registration form as well as provide Apex Cheer & Athletics with any medication meant to treat a reaction (i.e. Benadryl, Epi-Pen).

Medical and Illness Information

Illness:

We ask that parents please keep your child home if he/she has any one of the following:

1. A temperature of more than 100 degrees Fahrenheit in the morning. Children should be free of fever for 24 hours (without medication) before returning to camp.
2. Conjunctivitis, an eye infection commonly referred to as Pink Eye. The eye is generally red with some burning and there is thick yellow / white drainage being secreted.
3. Bronchitis; hoarseness in the throat, cough, and slight fever.
4. Rashes that you cannot identify or that have not been diagnosed by a physician.
5. Impetigo of the skin (reddish pimples). A blister may form and then burst leaving the skin surface irritated and raw.
6. Vomiting, must not have vomited in the last 24 hours before returning to camp.
7. A severe cold with fever, sneezing, and/or a runny nose.
8. A contagious disease (measles, chicken pox, Mumps, etc.). Please let us know if your child becomes ill with a communicable disease, we are required by law to so we can notify the parents of other children attending our camp. Privacy will be kept.
9. Been diagnosed by a doctor as having an ear or throat infection. Children must be medicated for at least 24 hours before returning to the camp.

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10. Head lice; a child must be free of head lice/eggs before returning to class. A doctor's note and assessment by the Summer Camp director will be required upon your child's return. This also applies to ringworm.

If a condition develops during the day, a parent will be notified and the child must be picked up as soon as possible. A sick child will be attended to and kept comfortable in the office until the parent arrives. **It is required by law that any child sent home due to illness may not return until they have been symptom free for 24 hours.**

Medications:

Only prescription medications and "emergency medications" prescribed by a doctor (i.e. asthma, insulin, Epi-pen, etc.) will be administered by Apex Cheer & Athletics employees.

Medications must:

1. Must be in official bottle with prescription information on it for the child
2. Must be turned into the camp director daily or weekly.
3. May only be dispensed by the Camp Director or Assistant Director.
4. You must fill out and return a "Permission to administer medication" form before any Apex Cheer & Athletics staff member can administer medication to your child.

Medical Emergency Procedures:

Apex Cheer & Athletics is extremely concerned and cognizant of our role in correctly managing situations that require first-aid and/or emergency care. Our staff is required to be certified in CPR and basic first-aid training.

In the event of an actual medical emergency, EMS (911) will be called and first-aid protocol will be followed. If transportation is necessary the program director or director's assistant will accompany the child to the hospital. Parents will be notified by phone at the number specified on the enrollment form and/or sign-in sheet.

Accidents:

Parents are notified of any accidents. Accident reports are filled out by the attending staff member and signed by the director or supervisor. Parents are also asked to sign the accident report as proof that they were notified. Although accidents do unfortunately occur, safety is our number one priority in all of our activities.

Discipline and Guidance Practices:

Redirection/Discipline: One of our goals at the Apex Summer Camp program is to help develop and build a child's self esteem and confidence. We believe that every child should learn to take ownership of their actions and learn to make appropriate choices before acting.

Our counselors follow a 3 step process when disciplining a child.

1. A verbal correction is given followed by verbally telling the child the correct behavior.
2. A second verbal correction is given by the counselor, the child will sit out from the activity for 1 minute times the age of the child (i.e. a 5 year old would sit out for 5 minutes). When the time is up the counselor will communicate to the child why they were sitting out from the activity, what the right choice should have been, and what they can do next time to prevent acting in the wrong behavior.
3. A third verbal correction is given by the counselor, the child will be placed in the director's office and sit out for 1 minute times their age, and a discipline write up will

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be issued. When the parent(s) arrives to pick up their child a parent conference will be held with the child present to ensure that they understand the behavior for which they are being disciplined, as well as be warned of the more serious consequences for further misbehavior.

Dismissal: While it is always regrettable to dismiss a child from the Apex Summer Camp program there are times when such an action is necessary. After a child's initial write-up, the consequences for further misbehavior are as follows.

1. Second write-up, a parent conference is held, accompanied by a 1 day suspension.
2. Third write-up, a parent conference is held, accompanied by a 3 day suspension.
3. Fourth write-up, a parent conference is held, accompanied by a 1 week suspension.
4. Fifth write-up, a parent conference is held and the child is expelled from the program.

During each parent conference the parent is expected to work with the director and other counselors in helping to address the behavioral issues of the child, so as to avoid any further suspensions and ultimately expulsion from the program. Apex Cheer & Athletics is deeply committed to seeing your child grow in their time here and we want to greatly avoid having to use these more serious discipline actions. Please be aware though that we do hold the right to bypass any of these steps and act immediately with the more severe consequences such as suspension and expulsion.

Questions / Concerns

One thing we value is the feedback from parents. If you have any questions or concerns regarding your child's experience in our Summer Camp program, please contact the camp director, Kim Wong at 281-240-8833 or send an email to info@apexcheer.com.

If you have any questions about tuition or payments please contact the front office staff.