



Summer Camp Guide



KROC
AUGUSTA

Day Camp Parent Guide

Table of Contents

Introduction, Mission Statement, ACA Accreditation	3
Camp Goals	3
Staff Contact Information	4
Camp Hours, Drop-Off & Pick-Up	5
Registration & Payment	5–6
Counselors, Visitors & Communication	7
What to Expect	8
What to Bring / Not Bring	8–10
Behavior Expectations	10–11
Pool	11
Medical Protocol	11–12
Illness & Injury	12–13
Parent Signature	14

Introduction

Welcome to The Salvation Army Ray and Joan Kroc Corps Community Center Day Camp! We are committed to providing a safe, engaging environment where your camper can build friendships, grow in confidence, and develop positive values. Throughout the summer, campers will enjoy activities like arts and crafts, swimming, games, and character-building experiences. The Kroc Center is a place where children can stay active, explore new interests, and discover more about themselves. This guide outlines the policies and procedures that help us create a safe and positive experience for everyone. Please review it carefully and keep it as a resource throughout the camp session(s). If you have any questions or concerns, our team is here to help—we look forward to a fun-filled summer with your camper!

The Salvation Army Kroc Center Camp Is An ACA Accredited Camp

We are proud that Kroc Center Day Camp has been ACA-accredited since 2012. This means your camper is participating in a program that meets high standards for safety, staffing, and programming. For more information, visit: www.acacamps.org

The Salvation Army Mission Statement

The Salvation Army, an international movement, is an evangelical part of the universal Christian church. Its message is based on the Bible. Its ministry is motivated by the love of God. Its mission is to preach the Gospel of Jesus Christ and to meet human needs in His name without discrimination.

Camp Goals

1. Build confidence and independence

- a. Campers will be encouraged to try new activities, take on challenges, and grow in their abilities.

2. Encourage teamwork and community

- a. Campers will work together in age-appropriate groups, participate in team-building activities, and take on shared responsibilities.

3. Promote personal growth

- a. Campers will engage in a variety of activities that support physical, social, and emotional development.

Staff Contact Information:

Children and Youth Manager/Day Camp Director: TBD

Office Phone: 706.922.1533

Email: TBD@uss.salvationarmy.org

Programs Director: Wayne Ivey, Jr

Office Phone: 706.922.8360

Email: wayne.iveyjr@uss.salvationarmy.org

Address:

The Salvation Army Ray & Joan Kroc Corps Community Center

1833 Broad Street, Augusta, GA 30904

Main Phone: 706.364.5762

Camp Hours

Regular Summer Camp:

Monday–Friday | 7:30 AM – 6:00 PM

Camp sessions run weekly (Monday–Friday), excluding holidays.

Drop off & Pick-Up Procedures

- Campers must be signed in and out by an authorized adult with a valid ID
- Only parents/guardians listed on the account may update authorized pick-up individuals
- Early pick-up must be communicated to the camp office that morning

To ensure a smooth experience for all campers, we ask that families follow designated drop-off and pick-up times.

Late Pick-Up

A late fee of \$1.00 per minute per child is applied if you pick up your camper after 6:05 pm. Please allow yourself plenty of time in anticipation of traffic or the volume of parents at the Day Camp Pick-Up. Every attempt will be made to contact parents. If we have not heard from the parent(s) by 6:30 pm, Child Protective Services will be notified.

Registration, Payment, & Enrollment Information

Enrollment forms must be completed in order to be accepted by the Kroc Center staff and for the child to be allowed in camp. Fill in every space on both sides of the form, marking “n/a” in those spaces that do not apply to your child. Please note that incomplete forms will not be processed. A current immunization record or an exemption from immunizations form must accompany each camper’s registration form. Registration is by week, and payment must be made no later than a week prior to the week of camp attendance.

Age Policy

Children must be five years of age by May 20, in order to enroll in the camp. No Exceptions. Campers with special needs will be enrolled in age-appropriate camps. See page 13 for more information on inclusion.

Membership Discount

To receive the Summer Camp membership rate, ***the camper must be under a gold membership*** at the time the session takes place. Membership information is available at the welcome desk.

Cancellations/Refunds

Refunds will not be given unless a camp session is canceled by Kroc Center staff. Cancellations 7 or more days prior to the start of a camp will be refunded to the card on file. Cancellations 6 days or less prior to the start of a camp will not be refunded. No prorated rates will be given for partial attendance, including illness and behavioral issues.

Transfers

Please complete the change of enrollment form for all-day camp session transfers. Transfer requests are not guaranteed and must be made *one week prior* to each camp. All transfers must stay within the same camp.

Waiver

A current season waiver must be on file prior to a camper's first day of camp. Campers will not be allowed to participate in camp activities without having this document on file. As camper and contact information may change, parents are required to complete in full a new registration form for each day camp season (i.e.: Winter Camp, Fall Camp, Summer Camps, and Spring Break Camp, etc.)

Deposit Policy

A \$10 deposit is required to hold a camper's spot for any future session. Full payments are due a week prior to the session your child is attending. The deposit is non-refundable unless a cancellation notice is provided at least two (2) weeks in advance of the session start date. Deposits are applied toward the total camp balance.

Payment Options

Families may choose to pay the full session balance in advance at any time. A valid credit or debit card must be kept on file for all campers. We do not accept ACH/bank draft payments.

Automatic Payment Processing

Any remaining balance will be processed using the card on file on the Monday prior to the camper's session. If you prefer to make a payment manually, you may come into the office on Tuesday before the session begins to complete your payment in person.

Waitlist Policy

If a session is full, families may join the waitlist. Openings will be offered beginning on Wednesday prior to the session, and families will be contacted in the order they were added to the waitlist.

Parent Contract

A signed Parent Contract is required for all campers before attending. Registration is not considered complete until the Parent Contract is received and all required payments are arranged.

Day Camp Counselors

We feel confident that we have the best staff around! Our staff is as diverse as our campers. The majority of our staff is recruited from colleges and universities with varying backgrounds and skills. Most importantly, our staff is made up of people who love kids. They want to spend their time playing, teaching, and working with children. All Kroc Center Day Camp staff members are certified in basic First Aid, CPR, AED, and Safe from Harm and receive extensive training prior to the start of camp.

Ratios

To maximize the learning experience and to keep a safe environment, The Kroc Center Day Camp ensures sufficient staff-to-camper ratios as recommended by the American Camp Association and will not exceed a 1:10 ratio. A minimum of two staff members must always be present, regardless of the number of campers. This will be adhered to during extended care and all camp activities.

Day Camp Visitors

Sending your child to camp can be stressful. We welcome parents to check out Day Camp in action. Please inform the Camp Desk of your visit at check-in. When coming for a visit, be prepared to show valid identification to ensure that all visitors are listed as authorized adults for pick-up/visiting. You will be asked to sign in and out upon arrival and departure, and escorted by staff to your child's location. We do ask that you observe from a distance to maintain safety procedures in activity areas **Please note that at any time, due to health and safety precautions, visitors may not be permitted to camp in the areas.*

Communication

Contacting Your Camper

We understand that important situations arise. If you should ever need to reach your child while he/she is in camp, please call the Kroc Center or Camp Desk. A Kroc staff member will be able to reach your child's counselor and either relay the message or bring the camper to the nearest phone.

Cell Phones

We are strong advocates for social development and your child getting the most out of their camp experience. The use of a cell phone during camp prohibits both. Please do not send your camper with a cell phone to camp. We understand that while you may want to check in on your camper we ask that you please contact the Kroc Center to do so.

What to Expect at Camp Kroc

Morning Devotions

The Salvation Army Kroc Center is a Christian organization. We hold devotions for campers 9:30am-10:00am each Wednesday. These devotions focus on integrity and character development (See The Salvation Army Kroc Center mission statement on page 3).

Lunch and Snacks

Lunch and snacks are not provided by the camp. Please note that we do not allow nut products and that we do not have a way to refrigerate or heat up any lunch or snack items brought to camp.

Movie time

With the heat of summer and the excitement of activities what better way to wind down for a movie. (Movie day and time may vary each week for each camp group.) These movies are selected based on the theme of the week and appropriateness for the campers (G or PG).

In-house field trips

Campers will enjoy several in-house field trip opportunities throughout the summer at no additional cost to the campers. In-house field trips will offer campers fun hands-on learning experiences all within the safety and familiarity of Kroc Center Day Camp. A parent or guardian will be required to complete and sign a permission form for each in-house field trip in order for the camper to participate. **Please note that in-house field trips may be discontinued for health and safety precautions.*

What to Bring to Camp Kroc

What to Wear

We encourage you to send your campers ready to play! Campers need to wear comfortable, weather appropriate clothing with socks and closed toe rubber sole shoes. We do not recommend wearing skirts or dresses.

What to Bring

Campers should bring a backpack or bag to carry all of their items. Be sure that all of the items brought with your child are labeled, including the bag. In this bag, we suggest packing:

- **Sweater/sweatshirt** –It can get a little chilly in the classrooms.
- **Water bottle** – Staying hydrated during their daily activities is important for each camper’s safety. Be sure to write their name on their bottle. Glass water bottles are not permitted.
- **Lunch** - Lunch and snacks are not provided by the camp. Please note that we do not allow nut products and that we do not have a way to refrigerate or heat up any lunch or snack items brought to camp.
- **Snacks** – Campers always have snack time after they swim. Snacks are not provided by the camp and are especially important for campers enrolled in extended care. Please do not send candy or sugary drinks as a snack. Campers will not be allowed to visit the vending machines for snack time.
- **Sunscreen** – We recommend SPF 35 or higher. We highly suggest campers come to camp already with sunscreen applied. On account of child safety standards, counselors are not allowed to apply sunscreen onto campers, but can supervise and give instructions to campers while applying sunscreen.
- **Swimsuit, goggles & towel** – Campers go swimming every day unless otherwise noted. Be sure to pack a swimsuit, sandals, and a towel. Campers may bring rubber-soled water shoes to wear in the pool. Campers are encouraged to bring goggles as well, as the Kroc Center has a chlorinated pool. **Please label all swim items.*

What Not to Bring to Camp

Some items are not welcome at Camp Kroc for the safety of the children, as well as to encourage interactions amongst campers. These include:

- Cellphones (see communications for more information)
- Electronics: Tablets, iPods, electronic games, cameras, etc.
- Expensive jewelry or other belongings.
- Backpacks with wheels
- Shoes with wheels in the soles (“heelies”).
- Personal toys such as cards/trading games, motorized cars, boats, dolls, stuffed animals, sports equipment, etc.
- Pets
- Drugs or alcohol of any type
- Weapons: guns, knives, nun chucks, or any other weapon (real or pretend)
- Pillows or blankets

This policy is for the campers’ safety, as well as to encourage group interactions. Additionally, the Kroc Center is not responsible for camper possessions that are lost or stolen. **Please do not have your camper bring valuables!** Lost and found items are kept for two weeks after a session and then donated to the local Salvation Army Thrift Store.

Food Donations/“treats”

In order to maintain compliance with food safety regulations and in consideration of campers with special dietary restrictions, the Kroc Center Day Camp cannot accept donations of food unless prepared commercially. We do want to celebrate campers successes and experience at camp and appreciate parents desire to provide treats or goodies for the campers. Please check with a camp coordinator prior to bringing in special treats for the child’s group.

Behavior Expectations

The Kroc Center Day Camp program strives to offer every child the opportunity to participate in recreational activities that are both fun and educational, allowing him or her to learn new skills, foster relationships, and build self-confidence. Our counselors work to create a positive environment that is free from discrimination or other factors that may prohibit campers from having an enjoyable experience at camp.

Every child deserves to have a positive experience at camp, free from peer pressure, excessive negativity, and any other behavior that negatively affects his/her self-esteem and/or ability to fully participate in camp activities. We take bullying of any kind very seriously. Day Camp counselors are trained in utilizing positive discipline techniques to create a positive camp environment that welcomes growth and learning.

During the beginning of each camp session, counselors and campers will work together to create a Peace Contract and outline the consequences for misbehavior. The best way to deal with problems is through a proactive approach-informing the campers of what is expected of her or him and creating an environment that fosters openness, respect and fun. Children thrive creatively within a structured system; by giving the campers boundaries and expectations, the counselors give them the freedom to play and learn through their experiences.

Camper Peace Contract

Counselors review the rules at the beginning of each camp week. At the most fundamental level, campers are expected to keep hands and feet to themselves, listen to all instructions and stay with the group at all times. We expect campers at the Kroc Center to respect themselves, respect other campers, respect their counselors, and respect their environment. Campers are encouraged to identify other expectations they would like to set for themselves.

BEHAVIOR MANAGEMENT POLICY

Preventing negative behavior from occurring is the best way to avoid consequences for misbehavior. Regardless of how positively a camp group begins their journey, various factors may contribute to a camper breaking the rules established by the Peace Contract, resulting in the need for disciplinary action. Should disciplinary action become necessary, our Day Camp staff will utilize verbal warnings, time-out sessions, and sometimes parents will be asked to pick up their camper. If a camper's behavior warrants disciplinary actions, the parent is provided with a report at sign-out explaining the situation and what action was taken. If a camper receives 2 reports in a week for a repeated offense, the camper and parent/guardian will need to speak with the Camp Director/Children and Youth Coordinator/ Lead Camp Counselor. If a third report happens within the same week for said repeated offense, the camper will be asked to leave the Camp for the safety and well-being of the staff and campers. Questions about the incident may be directed to the Day Lead Camp Counselor, Children and Youth Coordinator, or Camp Director.

Pool

All campers change in our single private cabanas for swimming. All campers will be required to take a swim test to show their skill level before entering the pool. Children who cannot swim well are required to remain in the shallow recreation pool. Due to safety concerns, the only flotation devices permitted are swim floaties (worn all the way up on the arm), a U.S. Coast Guard approved life jacket, and flotation swimsuits. The following items MAY NOT be brought into the pool: swimming training devices, water guns, kick boards, neck rings, toys, and inflatable tubes/beds. In order to provide the best care possible, please indicate your child's swimming abilities in the provided area on the camper's form.

Medical Protocol

If your camper has any special medical needs, please include this information on the Camp Registration Form. This includes all medical or behavioral diagnoses that may affect your child's experience at camp. Even if your child does not take medication for the condition, knowledge of the condition helps our counselors to provide the best care possible for your child. A coordinator will contact you to find out more detailed information about the campers' needs, medications, and any side effects they may have during their experience at camp.

Medications

If your child needs medication administered during the camp day, a Medical Information form must be completed, and the medication(s) must be dropped off in their original prescription container with your child's name printed on the label and placed in a plastic bag. Medication sent for your child must not be expired. All medications are stored in a locked area. The Kroc Center Day Camp does not provide over-the-counter medications for campers. Staff is not authorized to dispense over-the-counter medications to children unless they are accompanied by a written note from the camper's doctor, the Medication Information Form, and submitted in a plastic bag with the camper's name clearly marked.

Administration of Medications

The Children and Youth Manager, the Children and Youth Coordinator, or the Lead Camp Counselor will administer all medications according to the medication information sheet on file for the camper.

Centrally Stored Medications

Some parents may have multiple containers of a child's medication. If you would like to keep a medication on-site overnight for the duration of the camp, please speak with the Children and Youth Manager, the Children and Youth Coordinator, or the Lead Camp Counselor to complete the appropriate information. Otherwise, all medications must be dropped off and picked up daily.

Permission to Carry

Parents may authorize campers to carry and administer his/her medications needed for life-threatening conditions such as epi-pens for anaphylactic reactions and Asthma inhalers. Prior approval is needed for medications to be carried by campers. Parents must complete and sign a Camper Medical Information Form to authorize that the camper has been instructed in the proper administration and all other pertinent information regarding this medication and has authorized him/her to self-administer as directed.

Illness/Injuries at Camp

Camp is not designed to handle ill children. If your camper becomes ill while at camp, our staff will contact you to pick him/her up. Staff are trained in CPR and First Aid, and will treat minor injuries requiring application of a bandage or ice. If further medical attention is required or if we are unsure of the severity of the injury, parents will be notified immediately by the Lead Camp staff and/or the Day Camp Director or Children and Youth Coordinator. The Emergency Medical System (911) will be activated at the discretion of the Lead Camp staff and/or the Day Camp Director or Children and Youth Coordinator. If we are unable to reach the parents and a child needs immediate medical attention, he/she will be transported to the hospital by an ambulance, and we will continue attempts to reach the adults listed on the camp waiver form. All expenses for any emergency medical care are the responsibility of the parents/guardian.

Illness Policy

Your child must be kept home if he/she exhibits any symptom of a communicable disease, such as:

- Fever within the preceding 24 hours
- Vomiting or diarrhea in the preceding 24 hours
- Unexplained rash or skin eruptions
- Sore throat or earache
- Swollen glands
- Sneezing, running nose (yellow or green discharge, which indicates a possible infection), watery eyes (including pink eye), or persistent cough. Sinus issues and coughing must be under control so as not to interfere with activities or affect your child's physical well-being.
- Flushed face, listlessness, headache, lack of appetite
- Any behavioral signs that are out of the ordinary for your child
- Lice or nits
- Symptoms of infectious childhood illnesses (including but not limited to: strep throat, chicken pox, flu, etc.)

Children sent home with a fever, vomiting, or diarrhea will not be allowed to return to camp the next day. Children must be fever free and symptom free for 24 hours, without medication, before returning to camp. If you send your child to camp the day after they were sent home for any of the above listed symptoms, you will be called to return to camp and take your child home. Children with communicable diseases should stay home until they are no longer contagious. Recommendations from the Centers for Disease Control and prevention are followed, and will be communicated to parents as needed. A doctor's note may be required. Parents are informed with an information letter any time their child is exposed to potentially communicable illnesses (chicken pox, strep throat, etc.) This helps parents to be on the lookout for symptoms and get their child prompt medical attention.

Inclusion Program

The Kroc Center Day Camp works to include all children in our programs. Parents of children with special needs should contact the Day Camp Director at least two weeks prior to the desired session's start date to determine whether the Kroc Center can provide appropriate accommodations for your child.

Parent Signature

I have received and reviewed the Camp Kroc Parent Guide, and understand the contents.

Parent's Printed Name

Camper's Printed Name

Parent's Signature

Date