

# Parent Information

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## PREPARE FOR CAMP

1. Complete the **emergency information form and waivers online**.
2. Check your camp's website for a list of what-to-bring, sample schedule, pick-up/drop-off times and up-to-date information.
3. Come to camp and have fun! Be sure to sign your camper in with the instructor.
4. During camp, check your e-mail, the website, and **Facebook** for special announcements.

## REGISTRATION

Although several camps accept registration the day the camp begins, it is recommended that you register at least 1 week prior to the camp start date.

Registration is on a first-paid, first-enrolled basis. Attendance is not allowed until the waivers are completed and the registration fee is paid.

REFUNDS will not be granted unless the Continuing Education office is notified by 4:45pm on the Wednesday prior to each week's initial class meeting.

## REQUIRED PAPERWORK

**Waivers & Emergency Information** (online form)

Each child will need to have a completed Participant Information form and Waiver of Liability before they are able to attend camp.

If your child is attending a variety of summer camps provided by Continuing Education (Bobcat Bound, Athletics Camps, etc.) only one completed waiver and emergency form per child is required each summer.

There is no need to print and submit any portion of this form to our office, as it is all completed online. This form is valid for all summer camps advertised on this website through the end of the calendar year.

# INFORMATION, POLICIES & PROCEDURES

Requests for transfers, refunds, or changes must be received by **4:45 pm the Wednesday prior** to each week's initial camp start date. Any camp not meeting the minimum enrollment by the Wednesday before it begins will be cancelled. You will be contacted Thursday by e-mail and/or phone. A full refund will be issued or credited towards another week.

To maintain a safe and cooperative setting, GCSU summer camps have specific policies and limitations for our facilities, staff, and children behavior. If it becomes necessary to resolve or correct any dangerous or disruptive behavior. GCSU summer camp counselors will follow these guidelines:

- **Communication:** Counselors and the child will discuss the problem occurring and together identify what solutions are available.
- **Time Out:** Removal from a specific activity for a short period of time followed by a counselor/child conference.
- **Contacting Guardian:** If the problem continues after attempted solutions, the parent/guardian will be contacted. Discussion as to further actions will occur.
- **Dismissal from the Program:** The camper will be dismissed from the program and a parent/guardian will need to pick him/her up if the behavior continues to be dangerous or disruptive to the camper or the other campers. No refund will be provided if a camper must be dismissed. Please note that if there is a severe disruption (which is determined by the Director), the child will be dismissed immediately without a refund.

Do not drop off or pick up your child without notifying the child's teacher. All individuals picking up their child must be on the approved pick-up list.

# HEALTH & ILLNESS

Children with any of the following symptoms should not attend the program. If your child develops any of these symptoms the staff will contact a parent or authorized adult to pick up the child.

- A temperature above 100 degrees. Temperature must be normal (98.6F) for 24 hours before returning to camp.
- Fever, vomiting, diarrhea
- Exposure to communicable diseases such as severe sore throat, pink eye, ringworm, etc.
- If your child needs to take any medications during camp hours, please contact the program administrator.

If your child needs Epi-pens, inhalers, or other specified emergency medicines, a supply is required to be kept for the duration of camp to ensure availability in emergencies.

Written instructions and a plan for the use of the treatment must be on file upon beginning camp. Contact your program administrator to discuss your child's need for medication.

Please notify the program administrator of any food allergies so daily snacks can be prepared accordingly and prevent exposure when eating in large groups.

If your child receives any individual assistance at school, has a behavior chart or plan, or has any mental or physical limitations, please notify the camp administrator so staff can plan ahead for this to ensure the best experience. The information will only be shared with necessary staff that will be working directly with your child. Parents/guardians may be asked to attend a planning meeting with staff to prepare for and follow up on issues.

## Having trouble?

**Contact GCSU Continuing & Professional Education**

(478) 445-5277

[continuingeducation@gcsu.edu](mailto:continuingeducation@gcsu.edu)