



# MIGHTY CAMP!

BY GENESIS HEALTH CLUBS

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## 2024 Program Policies and Procedures

Welcome to **Mighty Camps!** We are so happy to have you join our Mighty Family. Our goal is to provide your child with an engaging and energizing camp experience in a safe environment where they can have a blast participating in a broad range of activities!

We look forward to having a fun, exciting, and safe summer with your child! Here are a few policies we would like you to be aware of for the safety of your child(ren) as well as others.

**To ensure program transparency, parents are required to read and then complete the “Camp-Policies and Procedures Agreement” form on your Camp Site account prior to May 1<sup>st</sup>.**

- **PROGRAM PURPOSE:**  
The purpose of Mighty Camp is to engage, energize, and inspire children to be active, to foster personal character development and respect for others, to teach children sport-specific skills and to HAVE FUN!
- **PROGRAM MISSION:**  
In short, we exist to build confident, capable problem solvers and to expand the positive self-talk of the campers we serve!
- **AGES SERVED:**  
Mighty Camp serves children ages 6-14yrs.
- **SPECIAL NEEDS CHILDREN:**  
Genesis Health Clubs complies with the Americans with Disabilities Act (ADA) and other applicable regulations pertaining to providing services to individuals with disabilities. We carefully consider each child’s individual needs in order to determine if our program can accommodate a child’s special needs; please discuss your child’s needs with the Director.
- **HOURS OF CAMP OPERATIONS:**
  - **TRI-STATE** Monday-Friday from 9am-4:00pm (full day)

- **ADMISSION AND REGISTRATION PROCEDURES:**

**Prior to participation in camp, parents are required to submit the following through the online registration system:**

- Health History Form
- Immunization Form
- Emergency Information Form
- Photography Permission Form
- Activities Permission Form
- Field Trip Permission Form
- Policies and Procedures Agreement Form
- Transportation Form
- Sunscreen Policy Agreement OR Sunscreen Waiver
- Contact information for Authorized Pick-ups
- Payment in full for program or payment plan enrollment
- Signed Behavior Guidelines Form

**REGISTRATION FEE**

There will be a non-refundable \$50 registration fee per child.

**SUMMER CANCELLATION POLICY:**

All cancellation/refund requests must be submitted in writing/email and handled by the club manager or summer camp director, NO EXCEPTIONS. No make up days will be granted under any circumstances.

Once the camp season starts, if the requested cancellation date is within two weeks of notice and cannot be filled by a waitlist camper, the spot in camp will remain reserved for the enrolled camper and therefore a refund will not be processed.

**Cancellation Due to Camper Sickness:**

To support with daily operations, parents are asked to call the Camp Desk to ensure clarity. No refunds or day credits are given for illness.

If a participant becomes ill during the program day the participant's guardians will be notified. The team leader will communicate with the participant's guardians to arrange a pick-up. If a camper departs early due to illness no portion of the program fees are refundable.

**DAILY OPERATIONAL PROCEDURES:**

**CHILD DROP OFF - SIGN-IN SHEETS**

Parents will check in camper upstairs in the big room. Camp staff will sign them in, check lunches and ensure camper has appropriate attire/supplies for the day prior to guardian departure. Once signed in, staff will escort the camper into the camp building and to their camp team for the day.

### **CHILD PICK-UP**

Children will be released to an authorized parent or guardian during camp pick-up by camp staff at the end of the day after checking with the authorized guardian list. Camp counselors will only release a child to the person who enrolled the child in camp, or a person listed as an authorized alternative pick-up. Under NO circumstances will your child be permitted to leave with anyone other than the individuals designated in writing on the proper Authorization Form.

### **INCIDENT AND INJURY REPORTS**

We take many precautions to ensure the safety of each camper in the program, however occasional incidents do occur. If an incident or injury occurs, appropriate first aid will be administered, and an Incident Report will be completed and presented to parents at the end of the day. This report will describe the incident and the follow-up care that was provided. A copy of the report will be kept on file.

### **DRESS CODE**

Please provide appropriate clothing for all weather. Shoes are required at all times. Close-toed athletic shoes are preferred since we are very active throughout the day. Campers may also bring sandals/pool shoes for swimming times! Please pack a swim suit and towel each day, and apply sunscreen in the morning before coming to camp.

### **PERSONAL BELONGINGS**

We ask that campers bring a labeled backpack to keep their personal belongings. Counselors will encourage children to “keep their valuables safe.” However, we are not responsible for items lost or damaged. **Electronic use is at the discretion of the camp councilors during designated times.**

### **PROCEDURES FOR SNACKS/LUNCH**

- Snacks are not provided.
- Campers are permitted to access their personally provided snacks during snack times and as needed.
- Lunch is not provided, please make sure to pack a lunch for your child daily.

### **PROCEDURE FOR FILING COMPLAINTS ABOUT MIGHTY CAMP PROGRAMS:**

If for any reason a parent may need to contact state offices, the address and phone numbers are as follows:

Indiana Dept. of Health  
Child Care Regulations  
2 N Meridian St, Indianapolis, IN 46204  
Ph: 317-233-1325

Mighty Camps are license exempt by Indiana Department of Human Services. Although not required, we strive to adhere to the rules and regulations set by each state as best practice. For further information regarding state licensing policies or to report a complaint please call refer to the contact information listed above.

All of Mighty Camp’s Team Members have been cleared by the State Central Registry and federally background checked. This registry has information concerning anyone who has been convicted of child abuse.

All Mighty Camp Participant’s records will remain confidential.

## **PROGRAM POLICIES:**

### **WEATHER RELATED POLICIES:**

- Excessive Hot Weather: Children will be cared for indoors in cooler rooms with water available for hydration.
- Excessive Cold Weather: Children will not be allowed outdoors to play. Indoor activities will be planned.

### **PROCEDURE FOR IDENTIFYING WHERE CHILDREN ARE AT ALL TIMES:**

Children must be escorted to their counselor by their parent and signed in by their parent each day. Parents are required to call the front desk to communicate their child's absence. Should a child not be accounted for during the camp day the counselor will immediately contact the director. The director will call the parents when it is determined that the child is missing from the premises. The police will be contacted after reaching a parent; if a parent is not immediately available, the proper authorities will be contacted. Throughout each camp day, the following counselor expectations are in place:

- Team Rosters are to be in hand during transitions
- Campers should be counted repeatedly during transitions
- Roll call should occur prior to and at the end of each activity and recorded on the hourly camper tracker
- Counselors must "check-in" and "checkout" campers on their personal copy of the sign in sheet to ensure the correct number of campers.

### **DISCIPLINE/ HOW THE MIGHTY CAMPS TEAM CAPTURE'S TEACHABLE MOMENTS:**

We feel socialization and learning how to have successful relationships with friends is an important part of the camp experience. We understand that "teachable moments" are a part of socialization process. Below is an outline of how Mighty Camps team of youth development professionals choose to navigate teachable moments:

- a. Mighty Camps team wants to partner with parents to support their children! Parents will be notified of any behaviors that we notice to help your child have the best and safest summer they can with peers.
- b. At Mighty Camps, we believe that children will consistently meet expectations and follow rules IF they have the skills necessary to do so. We understand that our primary role is to be educators of life skills and character! Whether we are leading a tennis game, gym activity, or swimming at the pool our team of youth development professionals understand that the "real" work at hand involves teaching children how to use their words to advocate for themselves, be respectful, be confident, be problem solvers, and take responsibility with praise for doing so.
- c. At Mighty Camps we leverage the "Collaborative and Proactive Solutions" model developed by Doctor Ross Greene (Learn more about this approach by visiting [livesinbalance.org](http://livesinbalance.org)). In leveraging this model, when we experience ongoing challenging camper behavior, we meet as a team to track data about when the challenging behaviors are occurring. We use this data to support our ability to identify the camper's specific lagging skills. Once known, the team is empowered with the

information necessary to change the environment and modify expectations to allow each camper to be successful and work towards mastery of new skills.

- d. If and when Mighty Camp's team of youth development professionals have exhausted all resources and must recognize the program as not being the right fit for a particular child, parents will be contacted. Prior to deciding the Mighty Camps program is no longer the right fit for a child, the following actions will take place:
- Conference between team and parents to identify child's lagging skills and collaboratively problem solve systems to put into place to support the child's success.
  - Continued data tracking after the implementation of agreed upon systems with daily parent communication.
  - If physical violence/ aggression occurs towards a camper or staff and results in injury or damage to physical property, parents will be called for an immediate pick-up followed by a 24hr suspension from camp.
  - If challenging camper behavior continues and directly impacts the team's ability to keep said camper or other campers safe, Mighty Camps will determine that the program is not the right fit for said child. Examples of unsafe behavior that would deem a camper not being the right fit include; violent or aggressive behavior, running away from camp group, consistently not following directions.
  - Once the decision is made, parents will be notified through a phone conversation and given 1 camp week to secure alternative care. During this week, the team will do everything in our power to fill the camper's spot in camp with waitlisted campers in order to secure a refund (see above Cancellation Policy).

### **SUN PROTECTION POLICY:**

Campers will apply sunscreen DAILY!

We encourage parents to provide spray on sunscreen to aid in staff helping to apply on campers. Parents MUST provide sunscreen or sun protection for their child and the sunscreen MUST be labeled with the child's first and last name.

### **HEALTH POLICY:**

No sick child will be accepted into Mighty Camps. In the case of illness during the day the parent or guardian will be notified, the sick child must be picked **within an hour of the call**. Sick children will be kept separated from the other children until the parent arrives.

Symptoms that necessitate removing a child from camp include but are not limited to:

- Sore Throat/Strep Throat
- Rash
- Vomiting- Children may return to camp 48hrs after the last episode of vomiting of diarrhea.
- Diarrhea
- Earache

- Fever (temp. of 101 F or higher)- Children may return to camp after being fever free for 24hrs without Tylenol or similar products.
- Eye discharge (thick mucus, or pus draining from the eye or a pink eye)- Children may return to camp after 24hrs of successful antibiotic therapy.
- Yellowish skin or eyes
- Severe coughing
- Lice/ Hair Infestation. Children may return to camp 24hrs after receiving a specified Lice Shampoo treatment and all the eggs are gone.

All parents will be notified of any contagious disease affecting the children at Camp. A child with a communicable disease will not be readmitted to Camp until the contamination period has passed or until the child is fully recovered.

#### Injury/Accident:

If a child is injured the staff member who is closest to the child at the time of injury is responsible for tending to the child and for filling out an **Incident Report**. If the injury is severe, other staff will be called including the Camp Director and Club Manager.

- If severity of injury is in doubt, team members are to call 911.
- One staff member will remain with the child at all times.
- The parent will be notified of the injury or accident and an incident report will be filled out and a copy kept in the child's file. The director is responsible for follow up calls to the parents.

#### MEDICATIONS:

We do not administer medications except emergency inhalers and Epinephrine.

**Siblings may not share medication. Medication must be directly handed to a team member at the Camp Desk for check-in and proper storage in an area that is not accessible to children. Children cannot be sent to camp with medicine in their packed belongings.**

#### POLICY FOR STORING AND ACCESS OF INHALERS AND EPINEPHRINE:

Emergency medicine such as inhalers and epinephrine are to be discussed with camp staff upon camp start for directions and storage needs.

Prior to each camp week, Mighty Camp's Administrative team generates and distributes a roster of all children who have emergency medications, all children are at risk of anaphylaxis, and children who have the permission to carry and self-medicate as needed.

#### POLICY FOR REPORTING COMMUNICABLE ILLNESSES:

In the case of a suspected outbreak of any disease, Mighty Camps will report the case to the Communicable Disease Branch at the state department of public health and the organization's Environmental Health Specialist, who conducts routine health and sanitation inspections. To effectively track communicable illnesses occurring in camp, the administrative team will retain a comprehensive Illness Log. This log will contain information on campers who go home sick from camp, campers who stay home from camp due to illness, team member who go home sick from camp, and team members who stay home from camp due to illness. The log will maintain a record of symptoms and suspected and confirmed illnesses. If a group outbreak of any form of communicable illness were to occur, including food-borne outbreaks, the camp administrative team

will report the information within 24hrs of said knowledge. Our team's first line of communication will be connecting with our childcare health consultant. If and when a formal report is made, this information will also be disclosed to our camp families, via an email communication, to support with keeping our children safe and healthy.

Indiana Department of Public Health (317) 233-1325

**POLICY REGARDING MANDATED REPORTING OF SUSPECTED CHILD ABUSE OR NEGLECT:**

It is required by law that any and all incidences of suspected child abuse and or neglect be reported to the State Department of Human Services. It is the responsibility of the Department of Human Services to determine what abuse/neglect (if any) has occurred. Examples of situations that would be reported by Mighty Camp's Team Members:

- Marks or bruises on a child that are unexplained or seem unlikely to have occurred as a result of the explanation given
- Reports from the child of abusive or neglectful treatment or observations by team members of abusive or neglectful treatment of a child
- Failure by the parent to obtain appropriate medical care for a child
- Observations by team members of inappropriate sexual behavior of a child
- Observations by team members of possible neglect (inappropriate hygiene and or provisions of appropriate clothing, food, and shelter for the child)