2020 REGISTRATION GUIDE
AND PARENT HANDBOOK
# General Information

| Grade Level Accepted: | Rising 5K-Rising 6th Grade  
5 year olds may be considered but **MUST** have completed **FULL DAY** kindergarten (proof required at registration) |
|-----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Times:                | Doors open at 7:45am and close at 5:30pm. **Campers remaining after 5:30pm will be charged $1 per minute late fee**  
**Early drop off is available this year for $5.00/week charge. Early drop off time is 7:30am.** |
| Location:             | Clemson Elementary School  
581 Berkeley Dr, Clemson, SC 29631 |
| Fees:                 | **Residents** - $70/wk per camper ($15.00 due at sign up as deposit)  
**Non-residents** - $100/wk per camper ($15.00 due at sign up as deposit) |

**Additional Charges:**  
Summer camp: + $40.00 registration fee per camper.  
Early Drop off (Both Summer/Spring break): +$5.00 per week per camper.  

*Limited number of scholarships available for families in need. Please contact [lwatley@cityofclemson.org](mailto:lwatley@cityofclemson.org) for more information.*

| Payment:              | Full payment for each week is due the **WEDNESDAY PRIOR TO THE WEEK OF CAMP** of camp. If the payment is not received prior to the week of camp, the late fee may apply and your child will not be authorized to attend until payment is made in full.  
- Weekly deposits are **NON-REFUNDABLE** and **CANNOT BE MOVED TO A TUITION PAYMENT**.  
- Campers who do not attend more than 2 weeks without notice of cancellation will be automatically cancelled for the remainder of the summer.  
- We cannot accept credit cards in the camp office. Please bring cash (exact change) or check payable to *City of Clemson*. |

| Registration Dates:   | Registration Spring Break: March 2nd-March 15th, 2020 (online)  
Registration Summer Break: March 2nd-March 15th, 2020 (online) |
| Dates of Camp:        | **Spring Break Camp:** April 13th-April 17th, 2020  
**Summer Camp:** June 08th-July 24th, 2020 |
## Policies and Procedures

### Registration:
During the registration process you have chosen the weekly sessions your child will attend. A $40 non-refundable registration fee plus a $15 deposit per week per child is required to complete registration and ensure that your child has a spot in the summer program as available. The weekly deposit will go toward the total cost for that week. Both the registration and weekly deposit are non-refundable.

### Sign in/out:
This spring break/summer each family will be issued a car tag with a designated number for each child in the family. This tag must be displayed clearly on your dashboard or hanging from your rear view mirror when entering the pick-up line. If you have multiple children you will have 1 tag with multiple numbers. The tags must be present at both drop off and pick up.

**Drop off procedure (Runs from 7:45am-9:00am *7:30am for early drop off):**
Pull all the way to the end of covered area in the drop off loop. Wait for a camp staff member to approach your car. Once the staff member approaches they will check off your camper by car tag. Once your child is checked in they may exit your vehicle and head into the building. If you would like to come in to sign in your camper please park and buzz the doorbell to be sign in manually. If you choose to park and sign in at the window please have your ID ready to be verified. Parents are welcomed to visit and encouraged to do so but you must check in at the camp office when you arrive.

**Pick-up procedure (Runs from 4:15pm-5:30pm):**
Pull all the way to the end of the pick-up loop. Wait for a camp staff member to approach your car. The staff will walkie for your child to head to drop off and you will be handed the sign out sheet. *If you have multiple children you will need to sign for each child.*

What is required to pick up my child: 1) your car tag 2)photo id. If someone is picking up your child and does not have your car tag they must come into the building and present their ID for check out. We will no longer accept ID ONLY in the car line.

The car line drop off and pick up will run 7:30am-9:00am and 4:15pm-5:30pm. If you need to drop off late or pick up early please park in the parking lot and ring the back door bell to be let in the building and sign in/ out with the camp staff.

*If at any time you would like to walk your child into camp you are more than welcome to do so. Please park in the parking lot and ring the back doorbell. Once you enter the building you MUST stop at the office to manually check into the program.*

### Snacks:
We will have a morning and afternoon snack time daily. **Campers are responsible for bringing their own afternoon snacks. The morning snack will be provided.** Additional snacks will be available in the office for campers needing additional food. Campers who would like additional food will be charged **$1 per snack.** There will be special days where we will have afternoon treats for sale including Kona Ice. Please check your weekly newsletter for these special snack days.
Lunch:
We will provide lunch through the Summer Feeding Program again this summer. Please note that special diets cannot be accommodated this summer. All the food will be peanut free but may include gluten, eggs, and dairy. Parents are responsible for sending a lunch with their child each day if they do not participate in our lunch program. We do ask that parents send heavy snacks for children who will participate in the lunch program just in case they are unhappy with the option for the day. Packed lunches will not be refrigerated or microwaved so please keep this in mind when preparing meals. Please be sure to send the appropriate utensils as needed. No knives please.

Please pack a refillable water bottle daily. Campers who do not have a water bottle will be given a bottle from the office and will be charged $1 per water bottle.

TREE NUT POLICY: CAMP CLEMSON IS A TREENUT FREE CAMP. PLEASE DO NOT PACK ANY OF THESE ITEMS IN YOUR CAMPER’S LUNCH BOX. EX: PEANUT BUTTER CRACKERS, PB&J UNCRUSTABLES, NUTELLA OR ANY NUT PRODUCT.

Field Trips:
We will go on field trips each week, with the exception of family night week. Your child will be given one camp t-shirt, which MUST be worn on all field trips. Campers not wearing camp t-shirt will not be allowed to board the bus. If the shirt is lost or you want to purchase an additional shirt, they are available in the camp office for $10 per shirt.

We reserve the right to change, add or delete any trips from the schedule. We also reserve the right to excuse a child from a field trip due to discipline or health related issues. If this action becomes necessary it will be the parent’s responsibility to find alternate day care for the child on the field trip day.

Transportation:
Campers will be transported to the Central-Clemson Recreation Center for swimming and field trips by agency-approved buses. We use CAT buses and Charter Buses to fulfill these needs.
**Swimming:**
Each group will swim twice per week at the Central Clemson Rec Center. On the campers' first swim day, a swim test is administered by the Director, Assistant Director, or Head Counselor along with on duty lifeguard. From this test we will determine who is allowed to swim in deep water. Swim levels are designated by red, yellow, or green wristbands. If swim safety gear is required, please pack in your campers' swim bag along with other water gear. PLEASE LABEL ALL ITEMS WITH CAMPERS NAME. You will indicate your swim level on your online registration form. If you child is required to wear a life vest please indicate that on your registration.

**Wristbands:**
- **Red** – small pool ONLY
- **Yellow** – small pool or shallow end of large pool
- **Green** – deep water

**Novice Levels- Red (warm pool only, can opt to require life vest)** Unsuccessful in passing yellow or opts out of test. If child's height is below 4ft height they will be required to wear a life vest in red zone.

**Beginner Level- Yellow (No life jacket required)** The Yellow Band is earned when a camper can competently and confidently swim the shallow distance of the pool without stopping to rest or the camper is at least 5 ft in height. If a child is below 5 ft tall and cannot pass the yellow swim test they will be required to be in the red zone.

**Advanced Level-Green (No life jacket required)** The Green Band is earned when a camper can competently and confidently swim the entirety of the pool (deep to shallow) without stopping to rest. Then, without resting, tread water for 30 seconds in deep water while maintaining the face out of the water. If the test is not passed they will be issued a yellow band or red band depending on height.

**Possessions:**
We discourage your camper from bringing toys, games, CD/MP3 players, IPod, CELL PHONES, game systems, playing cards, videos, jewelry, or anything of value to camp. We are not responsible for any items that are not the property of Camp Clemson if they are damaged, destroyed or misplaced.

In the situations where the camper is asked to bring additional clothing, towels, shoes, etc. it is the responsibility of the camper and parent/guardian to retrieve these items at the end of each day. (PLEASE LABEL ALL ITEMS)

We are not responsible for any items left after camp hours. If any items are lost please check lost and found.

**Attire:**
Please dress your camper properly for physical activity. Tennis shoes are encouraged. **ABSOLUTELY NO OPEN TOES SHOES.** (Chacos, crocs, sandals, flip-flops, etc.) We will have to hold back outdoor activities for any child who do not comply with our policy. Prior to drop off, please apply sunscreen to your child and provide camp staff with approved sunscreen to apply as needed.

**Medication:**
Medications should be given to office staff when the camper is signed in for his/her first day of camp. Each medication is required to have a medicine form on file. No medications will be taken without written permission.

**Activities:**
Each weekly session will have a special theme emphasis. Character development, sports, nutrition, games, arts, crafts, special events, specials guest speakers, presentations and G and PG rated movies. Campers will always have freedom to choose between group wide activities. Normally we have 1 large planned activity and then 2 smaller options available. You will receive a detailed weekly newsletter with the craft of the day and group wide activity. Please check your newsletter for items that may need to be sent to camp.
**Staff:**
We will have CPR and First Aid certified staff on site at all times. Counselors and Supervisors have passed sex offender database searches, a national criminal background check, and drug screen.

**Illness:**
If your camper becomes ill or has a fever, they cannot be present at camp. If your camper becomes ill during the program, a parent or guardian will be notified and asked to pick the camper up. Your camper must be fever free for a minimum of 24 hours before returning to camp.

**Emergency Medications:**
If you indicate on your medical profile that your child has a life threatening allergy and must have emergency medication present at ALL times you MUST fill out an Emergency Action Plan and meet with the Camp Director prior to the first week of camp.

Emergency medications will be kept with the counselor at all times.

**Discipline:**
Should a disciplinary problem arise, staff will respond immediately to the situation. You may be contacted to pick up your child if the problem affects the safety and well-being of another participant and/or staff member, or if staff cannot resolve the problem.

Suspension is possible if a child deliberately harms another child and/or staff member, participates in the deliberate or willful destruction of facility property, and/or compromises the safety of another child or staff member.

The following behaviors will not be tolerated and disciplinary action will be taken immediately.

- Foul and sexually suggestive language
- Sexually aggressive behavior
- Hitting or striking of other children and/or staff members
- Insubordinate or disrespectful behavior
- Damage to or theft of other’s property
- Bringing weapons or illegal drugs to camp

Discipline may include a verbal warning, ‘time out’ from the area of play, being sent to the office, exclusion from certain activities and suspension for the day, week, or indefinitely. We will ask for a parent conference if discipline problems continue.

No refunds and/or credits will be issued if your child is removed from the program for disciplinary reasons.

In certain instances parents may be asked to fill out a Behavior Action Plan.
# Camp Theme Schedule
(Tentative * May Change)

<table>
<thead>
<tr>
<th>Week</th>
<th>Theme</th>
<th>Dates</th>
<th>Events</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 1</td>
<td>Color Wars</td>
<td>June 08th - June 12th</td>
<td>*Field trip/Special Guest: Disco with DJ (onsite)</td>
</tr>
<tr>
<td>Week 2</td>
<td>Going Green</td>
<td>June 15th - June 19th</td>
<td>*Botanical Gardens</td>
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<tr>
<td>Week 3</td>
<td>Lights, Camera, Action</td>
<td>June 22th-June 26th</td>
<td>*Movies June 24th, 2020</td>
</tr>
<tr>
<td>Week 4</td>
<td>Hero Week</td>
<td>June 29th-July 2nd *off July 3</td>
<td>*Big Air</td>
</tr>
<tr>
<td>Week 5</td>
<td>The Jungle Book</td>
<td>July 6th- July 10th</td>
<td>*Partee Time (Easley)</td>
</tr>
<tr>
<td>Week 6</td>
<td>We are Family (philanthropy wk)</td>
<td>July 13th- July 17th</td>
<td>*Family night July 16th, 2020 6pm-8:30pm</td>
</tr>
<tr>
<td>Week 7</td>
<td>Under the Sea</td>
<td>July 20th- July 24th</td>
<td>*Waterpark</td>
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What to Bring (and What Not to Bring)

To bring:
(All items need to have the campers name on them)
  • Non – perishable lunch and 2 snacks
    o Peanut and tree nut free
  • Refillable water bottle
  • Swim suit and towel (Water shoes or flip flops are optional)
  • Sunscreen
  • Backpack/Bag
  • A GREAT ATTITUDE!!

Not to bring:
  • Open toed shoes
  • Make up or finger nail polish
  • Trading cards, games, collections, etc.
  • Comics or Magazines
  • T-shirts with inappropriate slogans
  • Electronic devices (CD players; IPODS, Cell phones)
  • Valuable jewelry
  • Items you don’t want to end up in the lost and found

  **Camp Clemson Staff is not responsible for anything lost or stolen**

Recommended camp attire
  • Comfortable, non-restrictive clothing – **nothing new** – we get dirty and wet!
  • Closed toe and closed heel shoes
  • Sunscreen (apply as well as bring)
  • Camp shirt on field days (please write name on tag)
  • Hat if you choose.
A Day in the Life of a Camper

Daily schedule

7:45 – 9:30 am  Drop off/Supervised choice time activities
9:30 – 9:45 am  Morning Snack (provided)
9:45 – 10:15 am Round Tree (Camp Songs, Group Chants, Spirit points)
10:00 – 11:30 am Group Wide Activities
11:30 – 12:15 pm Chow Down

Activity Rotations include: Gym, Cafeteria, Lower Field, Upper Field, Reading Room and Art Room

12:15 – 1:00 pm  Activity 1
1:00 – 1:45 pm  Activity 2
1:45 – 2:30 pm  Activity 3
2:30 – 3:15 pm  Activity 4
3:15 – 3:30 pm  Afternoon snack
3:30 – 5:30 pm  Pick-up/Supervised choice time activities

Planned activities consist of small group games, all-camp games, sports, arts and crafts, nature awareness, water activities, and any fun filled interaction between the campers and counselors.