



## **2023 Parent Manual**

SPARC Summer Camp

Cultural Center  
19470 Oak Road West  
(Building D- back of campus)  
Gulf Shores, AL 36542

### **Contact Us**

251-968-9818 – Front office/  
Main Line

### **Jamie Robertson**

Program Coordinator  
251-968-4419 Office

[jrobertson@gulfshoresal.gov](mailto:jrobertson@gulfshoresal.gov) Email

### **About Us**

Our staff is trained and certified in CPR and First Aid.

The counselors are encouraged to openly communicate with parents/guardians about your child's daily behavior, progress and successes. If at any time you have a question, suggestion, or concern you may contact the Program Coordinator, Jamie Robertson at 251-968-4419 or [jrobertson@gulfshoresal.gov](mailto:jrobertson@gulfshoresal.gov).

### **Eligibility**

Children who are currently in Kindergarten through 5<sup>th</sup> grade are eligible to participate in SPARC Camp. The program will not accept “drop-in” campers. Every student in attendance must be pre-registered.

### **Hours / Drop-off & Pick-up**

Camp hours are from 7:30 AM to 5:30 PM Monday through Friday, depending on camp dates

We will operate a drop-off line from 7:30am-8:30am and a pick-up line from 4:00pm-5:30pm. Outside of those times, you will need to bring your child in to our building to check them in or sign them out.

All parents will receive a laminated window sign with their child's name. This should be placed on the passenger's side window for drop off and pick up. We encourage the same person to drop off and pick up the child when possible. Should someone who is not on the list need to pick up the camper, the parent/guardian must notify our staff at 251-968-9818 or [jrobertson@gulfshoresal.gov](mailto:jrobertson@gulfshoresal.gov) before noon the day of pick up with the following information:

- Child's name
- First and Last name of the pick-up person
- Date the person will be picking up

Parents will receive a confirmation email to confirm the change. If you do not receive a confirmation email, the changes have not been received. The adult picking up your child MUST have the same laminated sign with the child's information and display it on their passenger's side window. In the event that we need to verify the identity of the authorized individual to pick-up a child, we will ask for a picture ID.

If a camper is going to be absent, please let the counselor or coordinator know.

### **Fees and Payments**

Summer Camp is \$125/week (in addition to the \$50/session non-refundable deposit). There is a pay in full discount and multi-child discount. Full payment is required for the entire session – no proration based on attendance.

**LATE FEE: Children picked up after 5:30pm will be charged a \$15 late fee per child per day.** After 15 minutes, beginning at 5:45 pm there will be an additional \$1/min charge (and could result in dismissal from the program). No exceptions. Please call the Program Line, 251-968-9818, if pick up is delayed.

### **What to Wear and Bring**

For safety reasons, please have your child wear closed toed footwear, preferably sneakers. NO sandals, flip flops, open toe shoes, or cleats. Closed toed shoes with a back strap are acceptable. Please check, disinfect and/or wash camper's personal items daily as needed.

### **Personal Possessions**

Campers should not bring money, cell phones, or personal toys to camp. If you chose to allow your child to bring a cell phone, it must remain in their book bag throughout the day and may only be used for crucial communication with parent/guardian with the teacher's permission. We assume zero liability for lost, damaged, or stolen personal items!



## Lunch and Snacks

Each camper needs to pack a lunch, a morning snack and an afternoon snack each day of camp. This food should not require heating or refrigeration.

## Disciplinary Actions and Procedures

Inappropriate behavior will not be tolerated at SPARC Camps. The camper(s) will be informed immediately if a Counselor feels they are doing something unacceptable. It will be explained to the camper why the action is inappropriate and they will receive a warning not to continue that behavior. If the Counselor(s) does not feel the camper is trying to restrain or he/she continues to interrupt, the child will be placed in a timed "time-out". If the behavior continues, the parent/guardian will be asked to come pick-up the child for the day.

A meeting with the Counselor(s) and Program Coordinator may be scheduled to discuss the child's behavior with the parent/guardian. If the behavior continues, the child will be asked to leave camp the rest of the week with no refund. If no improvement in behavior is seen upon return, the camper may be dismissed from the program. If a child brings weapons to camp, issues violent threats of any kind, intentionally harms a staff member or other child, vandalizes property, steals from the program or others, or displays any type of violent behavior, he/she will be dismissed from the program immediately without warning or notice.

Because of the ages of our campers, each child is expected to use the restroom on their own and clean up after themselves in the case of an accident. Counselors are not trained to accommodate special needs children.

## Illness Notification

For the health and safety of our campers and counselors, please keep your child home if he/she is ill. A camper who has a fever (100.4), vomiting, or diarrhea within 24 hours of the next camp day should remain at home. Should your child become ill at camp, the parent will be contacted right away to inform them and they must come pick up the child. In the meantime, the child will be put in an isolated room or area (such as a cot in a corner of the classroom), in order to prevent spreading to other children and staff. The isolation area will be cleaned and disinfected after the sick child has gone home. The child will **NOT** be allowed to come back to camp until cleared by doctor and a doctor's note will be needed.

## Health/ Allergies & Safety Information

Please make sure that the both the Program Coordinator and your child's camp counselor are aware of any allergies and medical, dietary, or behavioral issues that may affect the health and safety of your child.

If we have campers with serious allergies or severe allergic reactions to nut products, we will ask parents not to pack nuts or nut products in lunches and/or snacks. We will determine that on a camp by camp basis. Please inform us immediately if your child has a nut allergy.

## Medications/Epinephrine Pen

SPARC Camp Staff and Counselors are NOT allowed to administer any medication. Therefore, if a camper needs the assistance of an epi-pen, an (EPINEPHRIN AUTHORIZATION FOR MINOR) form needs to be filled out by child's doctor and parent. Then we ask that a parent bring their child's Epi-Pen and leave it at SPARC throughout the duration of camp in case of an emergency. It will be stored in a locked Epinephrine Pen cabinet with the corresponding medical information.

## Lice

If a camper has head lice they must be removed from all activities and avoid contact with other campers immediately to avoid an outbreak. The child will be isolated and a parent will be notified and required to pick up their child. If your child is diagnosed with head lice, he/she will not be allowed back in camp until we receive a doctor's note with confirmation that the child is lice free.

## Technology Release

The City of Gulf Shores uses photos and videos in print and multi-media promotional materials. If you do not want your child and his/her photograph, video, or digital image to be used for promotional, news, or public relations purposes in any manner please let the Program Coordinator know by phone, email, or in person before the first day of camp.

## Field Trips

All field trip fees are included in your camp tuition. Please do not send money to camp, even on field trip days. Pick-up/Drop-off is strictly prohibited at the field trip site.

