

SMG "Take Action" Summer Youth Camp 2017
1452 E Brown School Rd.
Maryville, TN 37804
865-984-2221
www.perpetualmotion4kids.com

Dear summer Friends,

Welcome and thank you for choosing Perpetual Motion Summer Camp for your child's summer activities. We have received your application and reserved a space in the weeks indicated on your application form. Weeks can be added only if there is space in the weeks you request.

We'd like to acquaint you with our program.

We have lots of fun activities planned for the summer. The center opens at 7:00am, and you may drop off your child any time before 8:45am. Please make sure your children had breakfast at home before dropping them off. Please provide a sack lunch for your camper.

Enclosed you will find information about our camp and a few forms to fill out. Our camp buildings are fully equipped with age appropriate activity areas. Each location or building exhibits different types of activities as they switch to these locations throughout the camp day. Activities in each location will be teacher lead some of the time, and open for independent child directed play at other times. We have lots of fun craft activities planned throughout the summer.

We require the campers have a rest period for a short time every day. They do not have to sleep, but must be in a reclined position quietly reading, coloring, writing or doing a puzzle.

Please read over all the enclosed information carefully. You will be asked to fill out an emergency card for your class instructors on the first day.

See you soon!

The Teachers:

All staff members are fingerprinted and checked for child abuse through the Tennessee Child Abuse Registry. Teachers are all required to have both first aid and CPR training. Teachers meet with the Directors on a regular basis to share information on the children and discuss curriculum. Specific requirements of Lifeguard training and swimming lesson knowledge and gymnastics backgrounds are also required for the specific activities designated to them throughout the camp day.

Drop-Off Procedures:

Parents must sign their child in on the sign-in/sign-out form located with the teacher. Parents must escort their child to the location of the activity and personally acknowledge the exchange to any of the teachers that are present.

Pick-Up Procedures:

If your child is in the pool, please allow an adequate amount of time for your child to change into their clothes and gather their belongings. It is mandatory that proper footwear be worn when not in the pool. This is a safety rule.

If your child is in an activity, please allow an adequate amount of time for your child to clean up their current activity and gather their belongings. It is very important to teach all the children to finish and clean up an activity properly. This is a life skill with great importance to every child.

We close at 5:55pm. A late fee of \$10.00 and \$1.00 per minute will be charged per family for late pick-up. All children should be out of the center by 6:00pm to avoid any late fees.

We require that anyone who picks up your child must be 18 years of age or older. They must listed on your form and also present proper photo ID. We will not release any child to an under age sibling or relative. If we as staff feel that the person picking up your child is under the influence of drugs or alcohol, we will not release your child to them. We will contact someone else on the pick up form to come and pick up your child. Parents must sign out their child and personally acknowledge the exchange to any of the teachers that are present. Perpetual Motion is not responsible for your child after the exchange is properly made.

Access to Children:

During hours of operation, parents are permitted immediate access to their children. This center will grant access to non-custodial parents if the non-custodial parent provides us with a valid court order granting the non-custodial parent access to the child during our operating hours; provided however, that such access is not otherwise restricted by an Order of Protection or other legal document. The custodial parent may not prohibit or restrict the non-custodial parent access to the child while in our care if the non-custodial parent meets the provisions above. Perpetual Motion may place reasonable restrictions on access by any parent as needed to limit disruption of the child's routines, e.g., limiting the number of days each week the parent may visit, etc.

Special Camp Considerations: Safety and program goals for all the children come first! Students need to wear clothes that do not restrict movement for all gym classes, no belts, or jeans. Students must remove jewelry before participating in the gym class (better not to wear jewelry to camp). Water shoes (not flip-flops) are required for walking to, from, and around the pool area. Behavioral standards are to be met with all students especially in the pool and gym. Extended behavioral or special needs problems may prompt the need for a more suitable program for your child. Please review our statement below concerning this situation. General safety and program activities come first at our camp! If a child, for any reason, cannot participate in the swimming portion of the program, it is advised that parents make arrangements for the child to be picked up by 1pm, so the child will not feel left out.

Class ratio and the safety and well being of our teachers and your child:

Perpetual Motion Summer Camp program may refuse to enroll or discontinue the enrollment of any child who requires more teachers than we have available for appropriate class needs and class ratio requirements. Children should not be unattended because another child requires the total attention of the camp staff during any part of the camp day. To keep costs reasonable, summer camp rates are figured by the teacher-to-student ratio with consideration of program and safety standards necessary for each age level. If the teacher's well being or the general student safety standards is lowered by the behavior or consequential special needs of any student, the student will not be allowed to attend this program. We do enroll special needs children who we feel do not threaten this standard. We ask that all parents understand the responsibility we have to "every" child attending Perpetual Motion. We, at all times will try to meet the special needs of all children, but we will not sacrifice the teachers well being, the children's safety, or the general activities planned for all the other children in the camp.

In many cases this situation is the result of a special needs child who, in most cases, has great caring parents who want their child to be included in as many activities as other children. If we can provide a program for these children without sacrificing the teacher's well being and the general safety of all the other campers, we will give everything we can to these children.

Children attending the camp must fully able to use the bathroom on their own and dress themselves.

Allergies and Physical limitations must be listed in our forms. Any category 4 or 5 allergies must be documented by a statement from the allergist with appropriate guidelines and directions if any problem relating to the allergies occurs. Two Epi pens should be provided by the parents with directions for use if needed.

Attendance and Reporting Absences

Attendance is taken daily in the camp. If your child will not be attending camp please call the office, or email us as early as possible.

Illness

Observable Symptoms: If your child has any of the following observable symptoms he/she should not be sent to camp.

- Diarrhea
- Severe coughing
- Difficult or rapid breathing
- Yellowish skin or eyes
- Pinkeye
- Unusual spots or rashes
- Sore throat or trouble swallowing
- Complaints of ear pain
- Infected skin patch(es)
- Unusually colored urine or stool
- Headache and stiff neck
- Vomiting
- Loss of appetite
- Severe itching of body or scalp
- Nasal discharge that is green or yellow
- Fever over 100 degrees

*If your child has a fever of 100 degrees, we will be sending them home. DO NOT send your child to camp sick. DO NOT give your child medication to keep a fever down. They must be fever free, without Tylenol or other fever reducing medication for 24 hours before they can return to camp.

*If your child is vomiting or has diarrhea DO NOT send them to camp for 12 hours. If your child vomits at camp, they will be sent home. If your child has diarrhea two or more times they will be sent home.

*If we call for your child to be picked up due to illness, they must be picked up within the hour.

*Parents should be reasonably sure that a child is ready to resume the full camp schedule before returning from an illness, this includes going outdoors.

*If your child is diagnosed with an illness that is contagious please let us know so we can alert the other parents in the center. Any contagious disease requires a doctor's note to return to the center.

Medication Authorization

*All medication will be given to the child only with the dated, medical permission form, signed by the parent(s) stating the length of time the medication may be given, and instructions for administration including the times and amounts for dosages. A copy will be put in the child's file, and one will go home at the end of the day.

*Prescription medication shall be in the original container and labeled with the child's name, instruction for administration, including the times and amounts for dosages and the physician's name. This may include sample medication provided by the physician. This medication must be taken home each day and can be brought back if necessary.

*All nonprescription medication shall be in the original container and labeled by the parent(s) with the child's name. This medication must be taken home each day and can be brought back if necessary.

This is a list of items your child will need to bring to camp the first day...

- ◆ Swim Suit
- ◆ 2 Large Towels
- ◆ Water Shoes - required - to walk to, from and around pool area - no flip flops
- ◆ A Change of Clothes
- ◆ Sunscreen
- ◆ A Water Bottle - that can be refilled as needed
- ◆ A floating device if you want (noodles, etc.)

Please make sure all items are marked with your child's name.

The campers will have a rest period everyday for about 45 minutes. They may read, do a puzzle, play a game, color etc. If you think your child will nap during this time, you need to supply them with a crib sheet to fit over the mat and a small blanket.

*Electronic games should not be brought to camp unless ok'd by the teacher. In the past toys, keepsakes, and electronic games have been broken or stolen. Perpetual Motion is not responsible for lost, broken or stolen toys, keepsakes or electronic games.

*If your child takes any medication:

All medication will be given to the child only with the dated, medical permission form, signed by the parent(s) stating the length of time the medication may be given, and instructions for administration including the times and amounts for dosages. A copy will be put in the child's file, and one will go home at the end of the day.

Prescription medication shall be in the original container and labeled with the child's name, instruction for administration, including the times and amounts for dosages and the physician's name. This may include sample medication provided by the physician. This medication must be taken home each day and can be brought back if necessary.

All nonprescription medication shall be in the original container and labeled by the parent(s) with the child's name. This medication must be taken home each day and can be brought back if necessary.

Medication taken once a day must be administered by the parent before coming to camp. We are looking forward to a safe and fun filled summer!

Parent Acknowledgement Form

Payment Policy

1. ALL PAYMENTS ARE TO BE PAID IN FULL ON OR BEFORE FRIDAY. **NO EXCEPTIONS.** Tuition pays for the slot in the camp whether the child is in attendance or not. There is no credit or reduction given due to vacations, illness, or holidays. Camp Tuition should be paid one week in advance of service (on the preceding Friday).
 2. Parents who do not make timely payments on Friday by 6:00pm, or the last day of the week your child attends will be charged a late tuition fee of \$10.00. All late charges are to be paid in full the week they are charged. Late fees are automatically added to your account Monday mornings.
 3. If you do not make your payment by Monday 8:30 a.m your child may **not** attend camp.
 4. Tuition is due whether or not statements are printed and/or distributed.
 5. Parents who wish to enroll in our “auto pay” system will receive a \$4 discount on their weekly tuition rates for full time campers and a \$2 weekly discount for part time campers.
 6. Should your child be dropped from the camp for non-payment of fees, an additional finance charge of 2 percent per month will apply until the balance is paid in full. In order to re-enroll your child parents/guardians will have to pay all tuitions fees in full including late & finance charges.
 7. Perpetual Motion Summer Camp closes at 6:00 pm. (new time) A late fee of \$10 and \$1.00 per minute will be charged per family for late pick-up. Late fees will be added to the weekly statements.
 8. If your check is returned you will have a \$25.00 return check / late fee will apply.
- **My child has permission to engage in all camp activities and swimming unless noted in the Health History Form.**
 - **The Perpetual Motion Camp Director reserves the right to send home, or terminate the camper’s enrollment, if the camper does not comply with the rules and safety procedures, or if the camper’s behavior proves detrimental to the health and safety of our campers, staff or program. No credits or refunds will be issued if your child is sent home or terminated.**

I have read, understand and acknowledge all policies and procedures presented to me in the summer camp parent welcome letter.

Parent’s Signature: _____ Office: _____
(Required before attending camp)