

Parent Handbook

Welcome to Mrs. Jackie Camp!

Mrs. Jackie Camp is a learning adventure!

Mrs. Jackie provides an adventure for campers while they learn the life skills of friendship, manners, discipline, and responsibility.

The Parent Handbook and Policy Guide provides parents with an introduction to my summer camp program, registration policies and procedures, daily life during a typical camp week, our strategies and expectations for effective parent/staff relationships, and our policies and procedures for keeping children healthy, safe, and supported during camp.

Please read through the handbook and I welcome any questions or comments you may have.

Sincerely,

Mrs. Jackie Hernandez

Owner & Operator

About Mrs. Jackie Camp

Mrs. Jackie Camp started 2014. Mrs. Jackie is a nanny for school age children during the school year and in the summer time is when multiple families needed Mrs. Jackie to care for their children all at the same time. Mrs. Jackie always had fun activities and field trips planned for every day. The kids began to call the group Mrs. Jackie Camp because we were like a summer camp, only better. There were many times when Mrs. Jackie had to rent a larger vehicle to take all the kids on field trips.

Mrs. Jackie has a bachelor's degree in math education and has over a decade of experience working with kids as a nanny, teacher, camp counselor, tutor, and mentor. Mrs. Jackie understands the importance of active learning throughout our everyday lives. Mrs. Jackie is here to create a fun and safe place for kids to grow together socially and mentally. We work on reinforcing life skills for kids to become successful in real world and social situations.

General Information

Operation Hours: Monday – Friday (excluding holidays)
8:30am – 5:50pm

Address: Lutheran Church of the Resurrection
Robin Wood Building
4814 Paper Mill Rd SE
Marietta, GA 30067

Phone: 7 2 7 – 7 2 9 – 9 8 2 9

Internet: #mrsjackiecamp
Facebook
Instagram

Ages of Children: 6 years – 12 years
(Must be of age by first day Mrs. Jackie Camp opens) Kindergarten – 8th grade

Registration & Policies

- Children will be accepted regardless of race, sex, religion, political persuasion, gender, sexual orientation, national origin or ancestry.
- Parents and guardians registering their child in Mrs. Jackie Camp must submit our registration form.
- Space is limited. In the event that the program is filled to capacity a waitlist will be formed on a first come, first served basis. Parents will receive confirmation of registration via email.
- Location space is welcoming and engaging, while allowing children to feel emotionally and physically supported.
- Indoor space is appropriate for the range of activities and is properly maintained. Ample space is provided such that active indoor play does not impact quiet activities.
- Outdoor space is maintained appropriately for the range of activities
- Activities promote personal growth and development in a physically and emotionally supportive environment.
- A healthy snack and physical activity is included in program activities each day.
- Constant, interactive supervision of children is crucial and adult to child ratio is maintained at 1:13 or lower.
- DROP-OFF: Parents will bring children into the Robin Wood building, where they will be greeted Mrs. Jackie. Parents will sign their child into the program on a daily attendance sheet.
- ARRIVING LATE: Parents and guardians are welcome to drop-offs at any time before lunch time at around 11:30am. Mrs. Jackie encourages you to make every effort to arrive at camp by 9:00am each day. If a child arrives late and the group has left the for the daily field trip adventure, the child will not be able to attend camp that day.
- PICK-UP: Children will only be released to the parents/guardians and individuals named in the child's files as approved for pick-up . Parents will sign their child out on the daily attendance sheet. Children will not be released to unauthorized persons. If a parent or guardian would like to add or remove names from this list they may do so by contacting Mrs. Jackie via email or text message.
- CONFIDENTIALITY: Mrs. Jackie Camp will maintain confidentiality and respect each family's right to privacy, refraining from disclosure of any confidential information.
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Mrs. Jackie Camp Fees

\$75 per day per camper

- ✚ All field trip costs and healthy afternoon snacks are included.
- ✚ Payment is due the Monday on the **PRIOR WEEK** of your child's attendance.
- ✚ Your payment guarantees your child's space in Mrs. Jackie Camp. Due to the high demand and minimal space, there are no refunds under any circumstances.

If space is available, drop-in attendance is welcome.

LATE FEES: Late pick-ups require Mrs. Jackie to stay past scheduled hours. Please respect her time and arrange to have your child picked up no later than 5:30pm for regular pick-up. If a child has not been picked up by 5:40pm parents will be responsible for paying late fees on this day. A \$1 per minute late until 6:30pm will be applied to your next invoice. If a child is not picked up by 6:30pm and no contact has been made with parents/guardians or emergency contact persons, Mrs. Jackie will contact the proper authorities.

Mrs. Jackie Camp

Daily Routine

(Duration and times of activities may vary depending on the scheduled field trip)

8:30am - 9:00am	Arrival
9:00am - 9:30am	Indoor Play (educational toys/board games)
9:30am – 10:30am	Outside Play
10:30am – 11:15am	Wash Hands & Independent Reading
11:15am – 11:30am	Lunch Prep & wash hands
11:30am – noon	Lunch time & clean up
Noon – 12:15pm	Adventure Prep (field trip shirts, snacks packed)
12:15pm – 12:45pm	Travel time
12:45pm – 1:00pm	Adventure Check-In
1:00pm – 4:30pm	A Learning Adventure
3:00pm	Snack
4:30pm – 4:45pm	Adventure Check-Out
4:45pm – 5:15pm	Travel Time
5:15pm – 5:30pm	Parent Pick-Up

What to Wear

All summer campers spend time outdoors. Campers should wear comfortable sneakers to camp each day. Closed toed shoes are required at all times. Children will have opportunities for playing in dirt, and climbing trees and rocks under the guidance and supervision of Mrs. Jackie. You can expect that your child will get dirty during these activities. Please do not send your child to camp in their best shoes and clothes as they will get dirty and wet.

What to Bring

Please bring one complete extra set of clothing (including underwear and socks), sunscreen, and independent reading book(s), and a healthy lunch.

PERSONAL BELONGINGS: Items brought to camp by participants should be clearly labeled with the child's name. Each child will have a space to hang or store their personal belongings for the day. Items left in public areas will be held by Mrs. Jackie and returned to parents/guardians at the end of the day. Items not claimed will be discarded at the end of the summer. Electronics & cell phones are not permitted at camp. Mrs. Jackie Camp is not responsible for personal items that are misplaced, stolen or broken at camp.

SNACKS & LUNCH: Meal times are a special time for building relationships and developing connections while engaging in conversations among children and adults. A healthy afternoon snack is provided for each child every day. Mrs. Jackie Camp eats lunch in the Robin Wood building, picnic outdoors, or occasionally take lunches on our field trip adventure. Please pack a lunch for their children to bring to camp each day. We encourage families to pack a low or no waste lunch, using reusable lunch bags, Tupperware and water bottles. These reusable items should be labeled with the participant's name. Please let us know if your child has any dietary restrictions or food allergies.

WATER: We encourage campers to drink throughout the day so water is provided at all times.

Discipline

Mrs. Jackie will treat each child with respect and set clear expectations and boundaries each day. Children are expected to show respect to their peers and adults, as well as treat the facilities and equipment with care. For children who experience difficulty with this structure, Mrs. Jackie will work with the child and their parents to meet the needs of the child while

ensuring the safety and trust. Frequent disrespect towards peers, Mrs. Jackie, or property may result in child's dismissal from Mrs. Jackie Camp.

Field Trips

By signing Mrs. Jackie Camp's registration form, parents and guardians grant permission for their child to participate in field trips. Parents will be notified of the field trip schedule via email in advance. Transportation to field trips is in a 15-passenger van. All campers must wear a seatbelt at all times. An adult to child ratio of 1:13 or lower will be maintained at all times and each child will be required to wear field trip shirts.

Birthdays

Birthday celebrations are significant events in children's lives. "Simplicity" is often helpful in these events and snack items such as fruit, muffins or cupcakes are very easy-to-manage favorites of the children. Please feel free to celebrate your child's birthday with Mrs. Jackie Camp. We ask that you simply communicate with Mrs. Jackie a few days beforehand to ensure we can celebrate properly and to address any questions or concerns.

Communication

Mrs. Jackie will regularly check-in with parents during drop-off and pick-up times. Please feel free to use this time to talk with Mrs. Jackie; however, drop-off and pick-up times are not good times for more in depth conversations about any concerns you may have. It is best to not discuss the children in front of them and Mrs. Jackie will be happy to talk in person or by phone at a scheduled time.

When there are special circumstances that might affect your child and family, such as absence of parents/guardians or family illness, please communicate this with Mrs. Jackie as it will help us understand any atypical behavior the child may exhibit.

If you have a question, concern or issue, please email, text, or call Mrs. Jackie.

Health and Safety

Mrs. Jackie Camp follows these guidelines to ensure the safety and security of all children:

To keep track of children, conduct head counts and wear matching bright colored field trip shirts to ensure all children stay together. Mrs. Jackie maintains exceptional staff-child ratios and check-in and -out with parents as they drop-off or pick-up their child.

Mrs. Jackie keeps current copies of health and emergency paperwork in a binder at all times (indoors/outdoors/field trips). Please keep current your emergency name and number in the camp records. Notify us immediately if there is any change.

All cleaning supplies and toxic substances are stored in locked cabinets.

If an emergency occurs at camp we will take the following actions;

1. If it is life threatening, Mrs. Jackie will contact emergency medical services (911)
2. If it is not a life-threatening emergency, we will determine appropriate next steps in caring for the child.
3. In both cases, the child's parent(s) will be called. If we are unable to reach the parents, we will try the other emergency contacts listed in their paperwork.

FIRST AID: Mrs. Jackie Camp is equipped with a first aid kit and certified in first-aid and CPR training.

SAFE OUTDOOR PLAY: We will be outside in various types of weather while always being aware of the children's health and safety. We follow weather alerts to determine safe temperatures for outdoor play and exploration. To ensure that children are protected in our outdoor space and in various types of weather, we follow these guidelines:

- Parents are asked to apply sunblock to their child before arriving at camp. We also ask that parents bring in sunscreen for reapplication in the afternoon. Each container of sunscreen or sunblock should be labeled with the child's name and stored appropriately.
- Mrs. Jackie will carry her phone and additional chargers at all times.

BRUISES SCRATCHES & STINGS: Campers frequently come home with minor scratches, bumps and bruises as a result of active play outdoors. We treat these minor injuries with soap, water, and bandages for scratches, icepacks for bumps and stings, and loving care. We typically do not call parents if their child is stung(unless s/he is allergic), or gets bumps, bruises, or scratches, as they are simply a part of outdoor play, but we do notify parents of the incident at pick-up.

INCIDENT REPORTS: If an accident, injury, or emergency should occur, An Incident Report form will be completed and given to parents/families. The original report will be kept on file and a copy will be given to the family or guardian.

ILLNESS: To help avoid the spread of illness, children with fever, diarrhea, vomiting or at the start of a cold should not attend camp. You must wait until fever, vomiting, or diarrhea has been gone for 24 hours before sending your child back to camp. Upon notification of a sick child during camp hours, a parent or guardian must pick up their child immediately. If the parent or guardian cannot be reached, emergency contacts will be called to pick up the child. It is very important that a sick child not remain in camp, both for the well-being of the child and the other children in camp. You will be contacted to pick up your child if he/she has any of the following:

1. Illness that prevents your child from participating in activities
2. Illness that results in greater need for care than we can provide
3. Fever (above 100°F) accompanied by other symptoms
4. Diarrhea –two or more cases of loose stool
5. Vomiting
6. Drooling caused by mouth sores
7. Rash with fever
8. Pink or red conjunctiva with white or yellow eye discharge
9. Strep throat
10. Scabies
11. Chickenpox

MEDICATION: All medications must be received in the original prescription container with original date and instructions. Medications will be kept in medical kits if appropriate (epi-pens, inhalers, etc.) or in a locked medicine cabinet.

FOOD ALLERGIES: Many students have food allergies. If your child has a food allergy, please let us know on the registration form with an Allergy Action Plan, to provide guidance in prevention and outline steps to take in case of exposure. Camp is not peanut/nut free; however, if we have a child in camp with a peanut or other severe food

allergy, we may restrict certain foods from being sent in to camp for the safety of that child. In order to provide a safe environment for all our students, the following guidelines and steps are followed:

1. Students with allergies are supported in taking responsibility to be knowledgeable of their allergies and avoid foods containing a harmful ingredient.
2. When an individual food allergy care plan is in place, children, parents and Mrs. Jackie will adhere and follow the set plan. If the plan includes restriction of certain foods in class, all parents will be notified of this restriction and expected to adhere to it.
3. We ask that parents remain flexible if special health accommodations come up during camp. Our main concern is the health and safety of the children and with the help and support of families we can ensure a safe environment for all.
4. All children who are in class with a child who has a life-threatening allergy should wash hands after eating.
5. Children should not trade or share lunch, snacks or drinks.

BEE STING ALLERGIES: Parents of children with known bee sting allergies must complete an Allergy Action Plan and submit it with their registration form. If a child with an allergy is stung, we will implement the Allergy Action Plan and parents will be notified. Any time an epipen is administered, our protocol is to follow it with a call to 911. If a child without a known allergy begins to develop symptoms of an allergic reaction after having been stung 911 will be called. This is treated as a medical emergency and parents will be notified.