



Community Centers Program Handbook

SPRING BREAK CAMP 2024

March 18 – March 22

Monday – Friday

7:30 a.m. – 6:00 p.m.

Ages: 5-11 (currently in K(5) through 5th grades)

Locations

Brutontown Center: (864) 233-4669
200 Leo Lewis Street, Greenville, SC 29609

Mt. Pleasant Center: (864) 299-3220
710 S. Fairfield Road, Greenville, SC 29605

Slater Hall Center: (864) 610-2254
5 Whitney Street, Slater, SC 29683



“Creating Community Through People, Parks, and Programs.”

Our Mission:

The mission of Greenville County Parks, Recreation, & Tourism is to enhance the quality of life in Greenville County through the provisions of park facilities and recreation services that promote the health and well-being of our people, our community, our environment, and our economy.

Greenville County Rec is the largest provider of public leisure opportunities in the Greater Greenville area. The agency manages 51 varied parks that provide activities from casual picnicking to ice skating. In addition, Greenville County Rec offers a variety of programs for all citizens of all ages. Swim teams, tennis, youth and adult sports, senior adult programs, after-school programs, and programs for special needs are just a few of the opportunities that are available year-round. For further information on Greenville County Rec programs and events, visit our website at www.greenvillerec.com.

Greenville County Parks, Recreation & Tourism invites and welcomes individuals with disabilities to enjoy our programs and facilities. **If you need a modification**, please reach out to us so we can meet with you and make a plan. Contact Lawanda Curry, Community Center District Manager, at (864) 467-3332 or lc Curry@greenvillecounty.org.



Greenville County Rec has proudly earned the prestigious CAPRA Accreditation through the National Recreation & Park Association. This honor secures Greenville County Rec’s position as one of America’s elite parks and recreation departments. Of more than 10,000 public parks and recreation agencies in America we are now one of about 150 to achieve this distinction. This mark of distinction indicates that our Parks, Recreation, & Tourism Department has met rigorous standards related to the management and administration of lands, facilities, resources, programs, safety, and services.



Greenville County Rec is proud to be Advocates for Children. In partnership with the Center for Child Counseling, we have committed to training our staff in their CampSafe Program. Our staff are trained and empowered on how to recognize, react, and respond to campers experiencing the impact of Adverse Childhood Experiences (ACEs) and childhood trauma. Our responsibility is to build Safety, Connection, and Community with our campers and strive to provide an environment that protects and safeguards them while promoting play, recreation, and friendships. For more information on CampSafe and the Center for Child Counseling, visit their website at www.centerforchildcounseling.org.

Camp Fees & Registration Policies

SPRING BREAK CAMP

March 18 – March 22, 2024

Locations: Brutontown Center, Mt. Pleasant Center, and Slater Hall Center

Ages: 5-11 and currently in K5 through 5th grades

Fees: \$45.00 (Greenville County resident)
\$57.00 (non-resident)

Registration and Payment Policy

- Registration includes a completed registration form, signed waiver form, and payment of fees.
- Registration Options: (registration opens Monday, February 19, 2024)
 - Registration forms are available on-line, at centers, or Greenville Co. Rec's main office.
 - On-line registration is available at www.greenvillerec.com.
 - In-person registration is available at each center (check with Manager for office hours – see contact information below).
 - In-person registration is also available at Greenville Co. Rec's main office, 4806 Old Spartanburg Road, Taylors SC 29607.
- All camp fees must be paid in full at the time of registration.
- Cash, Credit Cards (Visa, MasterCard, Discover, and American Express are accepted) and checks are accepted. **Checks must be made payable to GREENVILLE COUNTY** and include a valid phone # and Driver's License # (or Stated issued ID #) on the check. ID must be shown with all check payments.
- Registration is first complete, first served until camp is full.
- **REFUNDS – NO REFUNDS AFTER FRIDAY, MARCH 8, 2024 at 5:00 PM.**

Contact the individual community centers (listed below) for questions or to register.

Brutontown Center – 864-233-4669

Slater Hall – 864-610-2254

Freetown Center – 864-295-3567

Staunton Bridge Center – 864-509-1401

Mt. Pleasant Center – 864-299-3220

Sterling Center – 864-235-4026

Phillis Wheatley – 864-467-5940

Also, for **additional questions or information**, contact Greenville County Rec's Administrative Office at 864-288-6470.

Community Centers Division 2024 Spring Break Camp Operating Plan and Safety Guidelines

In order to ensure that **SAFETY IS OUR #1 PRIORITY**, Greenville County Rec, follows the CDC, DHEC, and Governor's Guidelines for Day Camps, as well as recommendations from the South Carolina Recreation and Parks Association, the National Recreation and Parks Association, and the American Camping Association Guidelines for public health and safety.

Communication

- Parent/guardian information will be distributed via email, calendars, messages boards, letters/memos, and in-person meetings at the center.
- Parents need to keep their contact information updated.
 - Notify staff of any changes to phone, email, or address.
 - Ensure more than one or two additional contacts.

SPRING BREAK CAMP HOUSE RULES AND DISCIPLINARY POLICIES

House Rules

In order for everyone to have a safe and enjoyable program experience, all campers must demonstrate good behavior and respect for others by following our general program house rules (specific listed house rules vary by site):

- Show Respect and Manners
- Focus on Your Activity
- Keep Your Area Clean
- Respect Personal Space and Belongings
- BE KIND

Campers are expected to adhere to our **CAMPER CODE OF CONDUCT** (see page #11). It is the responsibility of the parent or guardian to read the Camper's Code of Conduct and the Disciplinary Policy (below) to his/her child so that he or she will know the expectations regarding discipline while participating in the program. Staff will also review the information with campers.

FOR SAFETY, certain behaviors cannot be tolerated. These behaviors may result in a child's suspension or termination from the program. If such behaviors occur, parents will be notified and will be expected to support and work with the summer camp staff on a behavior plan if necessary.

Physical Assault or Verbal Threats

Greenville County Rec has a "Zero Tolerance" policy for physical violence, including direct, indirect, or veiled threats about violence, including gun violence or death threats. These offenses will receive an automatic three (3) day suspension. Staff will complete an incident report speaking to all parties involved. Under the direction of the Manager, District Manager and GCPRT Directors, additional discipline action may be taken, including and not limited to, suspension and/or termination of services.

Disruptive Behavior

Types of behavior which are disruptive and not conducive to a pleasant summer camp experience will not be tolerated.

These types of behavior include but are not limited to the following:

- Lack of respect for staff/counselors/campers (i.e. talking back, verbal and/or physical abuse)
- Pushing/Inappropriate touching (minimum one day suspension; length of suspension depends on the circumstances – see physical assault above)
- Damage to ANY property/equipment

- Stealing (minimum one day suspension)
- Profanity (including derogatory words such as shut up, dummy, stupid, “n” word, etc.)
- Throwing objects in anger with or without the intent to injure others (see physical assault above)
- Dishonesty
- Performing any illegal activities on County property, including but not limited to smoking, vaping, consuming alcohol, or other illegal substances, etc. Law enforcement may be involved depending on the circumstances.

Disciplinary Policy

As a general rule, program staff will take preventive actions with campers to keep them in the program. However, Greenville County Rec reserves the right to suspend or discharge any camper for disruptive behaviors, offensive language, and/or destruction of property using the following guidelines:

First Offense (except for mandatory “zero tolerance”)

- The camper will be spoken to in hopes that discussion alone will correct the problem.
- Parent/Guardians will be informed of any significant incidents.

Second Offense

- Camper will be spoken to again and removed from activities as our staff deems necessary.
- Camper may receive service projects such as cleaning tables or assisting with trash.
- Parents/Guardians will be contacted and updated on the child’s behavior (preferably via a conference with the child and staff).
- Child may be required to be picked up from the program.

Third Offense (Possible Suspension and/or Termination)

- If necessary, parent/guardian will be immediately notified of the child’s suspension or termination and will be required to pick up the suspended child as soon as possible.
- Parents/Guardians will be required to attend a conference with the child and staff when the child is picked up and sign a discipline report that states that he/she was informed of the disciplinary action taken.
- The length of the suspension will be determined by the Center Manager and communicated to the parent/guardian at the conference (or via formal written communication if parent does not attend the conference).

***Note: Any offenses committed by a camper may include written notification to parents and/or suspension or termination of participation in the program at any time depending on the incident.**

These are discipline guidelines. Circumstances or behaviors may arise that will call for our staff to determine, on an individual basis, which consequences should be implemented. During discussion with staff, other disciplinary procedures may be implemented as necessary. Such procedures will be communicated to the parent or guardian as soon as possible.

About our Spring Break Camp Staff

Greenville County Rec takes pride in our staff. We are very diligent when it comes to hiring staff who are knowledgeable of programs and activities and actively engage with the campers during the activities. We maintain a one staff member to twenty campers’ ratio (1:20). Our minimum qualifications for the position are:

- 18 years or older with a high school diploma or GED;
- Clear a comprehensive background check and drug screening;
- Certified in First Aid, CPR, and AED;
- Certificate from KidSafe at the Center for Child Counseling - recognize, react to, and report child abuse and neglect; and
- Ten (10) hours of annual training in professional development: CATCH (Coordinated Approach To Children's Health) training, Emergency Management Procedures, OSHA Safety Training, and additional trainings in safety and program planning.

Signs of Illness

- If parents/guardians notice their camper is not feeling well, or showing signs of illness, parents **must** keep camper home and monitor for 24 hours.
 - Including but not limited to a fever of 100.4 or above; open wounds, infections or fungal diseases such as lice or ring worms; and any other conditions that may be contagious. Parents should notify Camp Directors of any possible exposures within the camp. If necessary, a doctor's note (or parent letter) will be required for the child to return to camp.
- If staff notices signs of illness during the day, camper's temp will be taken.
 - 100.4 or above – parent must pick child up within one hour of notification.
 - For other illnesses such as headaches, stomach aches, etc., parents will be notified of child symptoms and asked to pick child up within one hour as well.
 - Staff are not allowed to provide any medications unless prescribed by a doctor (see Medical Needs section below).
 - Camper will be isolated from other campers until departure.
 - Main Offices will serve as "medical stations".
- Parents/guardians must provide a written letter, signed and dated, confirming camper has been fever-free for 24 hours if original temp check was 100.4 or above.
 - Managers will report any issues to District Manager daily.
- In the event that a staff member or camper is diagnosed with COVID 19, Camp officials will consult with local health authorities on how to proceed.
 - The diagnosed person would remain home for 10-14 days, depending on the current health guidelines.
 - Camp may also be closed for up to 14 days, depending on the current health guidelines.

Medical Needs/Medications

Center Managers (or Camp Directors) may keep prescribed medication on a daily or **weekly** basis in a lock box or bag. They will directly monitor/supervise/distribute the administration of medicines or testing procedures as required. Please send the medication only in its original container. Be sure that it is clearly labeled with your child's name on it, the name of the medicine and dosage. The parent must give the medication to a Manager each morning or at the beginning of the week. There is also a permissions form that you will need to complete that must be on file by the first day your child attends camp (please request a copy of the form from your site's Manager at registration). You (or your representative) will also be required to sign the medications in and out daily or weekly. A sharp box will be available if needed for needles, finger prickers, or other sharp items which are considered a biohazard. **(See Center Manager for more details)**

If your child is injured and requires more than basic first aid, the following steps will be taken:

- Staff will call 911.
- Staff will notify parent/guardian.
- If parent guardian is not available, the emergency contact listed on the registration form will be contacted.
- If no one on the registration form can be contacted or if it is imperative that the child be immediately transported for care, a Greenville County staff member will accompany the child.
- Paramedics will take the injured and /or sick child to the nearest hospital.
- Greenville County Rec staff will continuously call the parent/guardian/emergency contact until someone is reached.

Additional Safety Guidelines

- Social Distancing
 - We will practice social distancing when possible and as best as feasibly possible.

PPE

- Greenville County Rec will provide masks and gloves for staff.
 - Staff will be required to wear gloves during meal service.

Hygiene Practices

- Hand sanitizing and handwashing daily and after any opportunity to come in contact with any potential contamination.
 - After all restroom use.
- Review proper handwashing with campers periodically.
- Monitor proper hand-washing when possible.
 - Before and after meals.
 - Between rotations.

Sanitation

- Clean frequently used surfaces as needed, especially at the end of each day.
 - Door handles as needed.
- Clean all surfaces at the end of each day.
 - Tables, chairs, restrooms, floors, door handles, etc.
- Clean restrooms periodically throughout the day as needed and after all bathroom breaks (group).
- Staff will check/clean playgrounds and outdoor grounds daily for trash and other objects.

Drop Off/Check-in Procedures

- Drop off will be between 7:30 AM and 8:00 AM each morning in the parking lot.
 - Parents may remain in their vehicles (or “walk-up” parents should meet staff in the entranceway to the center).
 - Staff will meet the camper at the car or parking lot and sign him/her in for the day.
 - No personal items allowed at camp (see exceptions in Programming Supplies section below).
 - No phones/electronics, toys, etc. (except for TEEN CAMP special events).
- Parents dropping off outside of scheduled drop off times or during inclement weather **must** call the center from the parking lot or enter the building to drop off the camper.
 - Staff will meet the child at the door or entranceway.
 - **PLEASE DO NOT DRIVE OFF UNTIL YOU SEE STAFF WITH YOUR CHILD.**

Pick Up/Sign-out Procedures

- **Please have your ID.**
- Pick up will be between 5:30 PM and 6:00 PM each evening in the parking lot.
 - Parents may remain in their vehicles.
 - Staff will walk the camper to the vehicle for sign out.
- Parents picking up outside of scheduled times or during inclement weather must call the center from the parking lot or enter the building for sign-out.
- “Walk-up” parents must also show a state issued photo ID when signing out the camper.

Drop Off/Pick-Up Additional information

- **Come Inside:** At any time that you, the parent, want to come in to the center to talk to staff, please feel free to do so. The drop off/pick up procedures are intended to try to be efficient with your time but not to dismiss contact with you. **Please have your ID if needed.**

- **IMPORTANT:** The staff will release a child to those listed on your registration information. If the sign out staff does not recognize you, **a photo ID will be required** before a child is released into your custody. It is helpful to **ALWAYS have your ID** with you when picking up your child in case a substitute counselor has had to come in at some point during the day. If they don't know you, they will ask you to get your ID. Please do not get upset with our staff, they have been instructed to ask for ID from Greenville County Rec Management and it is for the safety of your child. **Please be patient.**
- **Pick Up Changes:** If you would like someone not listed on your registration information to pick up your child, you must **contact your Center Manager (texts are not acceptable)** or send a written note with your child stating who will be picking him/her up and a contact number. **This person will be required to show his/her ID.**
- If your child is allowed to walk to and from camp, the parent/guardian must send a written note giving permission for your child to walk to and from home; the note should also state what time that the child should arrive daily. This child will not be allowed to come and go from camp during the camp program. Keep in mind the field trip and waterpark schedule when allowing your child to walk. Any child under the age of 8 **will not be allowed** to do this unless accompanied by an older sibling. Walkers will be signed out by staff and released to walk home at 5:30 PM each day.
- **Late Pick-Up**
 - **BASED ON THE TIME/CLOCK KEPT AT CAMP,** if you arrive after 6:00 PM when the program has ended for the day, **a \$1.00 per minute late fee** is charged per household which must be paid before your child can return to the camp the next day. Consult with your Manager for instructions on how/where to pay the late fees. Remember, your child cannot return to camp until the fee has been satisfied.

Programming Supplies

- Greenville County Rec will provide all general program supplies and equipment needed for the operation of the activities of camp, including arts/craft supplies, balls and other activity equipment, and education and recreation games.
- **Parents will need to provide individual storage crates or book bags on the first day of camp for each camper's use throughout the summer.**
 - Storage crates will be sanitized weekly or at the end of the week.
- **Parents will need to provide a water bottle daily to be filled at approved water stations.**
- **Additional items allowed:**
 - Campers are also allowed to bring a book weekly to be kept in their storage crate.
 - Campers are also allowed to bring a blanket or towel for the week for meditation time.
 - Sunscreen (**in spray form** to be left in storage crate throughout summer) must be provided by parents on the first day of camp for use throughout the summer.
 - Campers are allowed a cap or hat for outdoor use.
- Lunch and afternoon snack will be provided by camp (please see Other Important Stuff Section below).

OTHER IMPORTANT STUFF!

WE CAN'T STRESS ENOUGH THE IMPORTANCE OF SUNSCREEN AND HYDRATION! We highly recommend and encourage waterproof/sweatproof sunscreen **SPRAY (not lotion)** with at least an SPF of 50. Please help us instruct and remind your child about the importance of applying sunscreen. Please apply before you leave for camp each day due to outside activities. The Counselors will remind campers about reapplying before and after water activities or outdoor activities (if applicable). We will use the buddy system (if needed) when applying **SPRAY** sunscreen.

We have water fountains at all locations; however, please feel free to send extra water DAILY! Staff will provide water breaks throughout the day; however, **PLEASE HELP REMIND YOUR CHILD ABOUT STAYING HYDRATED THROUGHOUT THE DAY.**

LUNCH AND AFTERNOON SNACK

Greenville County Rec will provide daily lunch and an afternoon snack to all participants. Greenville County Rec is a partner agency of Livewell Greenville, "Making the Healthy Choice, the Easy Choice." Our snacks and lunch items will be nutritious in content and value. Campers should eat a morning snack or breakfast each day before attending camp.

If you choose to send your own snacks or meals, please send appropriate snacks and drinks: fruit, granola bars, string cheese, carrots & dip, sandwiches, etc. If your child brings his/her own food, please pack it in a small cooler with your child's name on it (no glass containers). If you have more than one child attending camp, we **highly recommend** that each child have his/her own cooler for lunch, drinks, and/or snacks. **These items should not require the use of refrigeration or a microwave.** **TIP:** Freeze water bottles to use as ice packs in the coolers and your child can drink it later in the day!

PERSONAL BELONGINGS

Greenville County Rec **will not** be held accountable for valuables such as game systems, personal electronic devices, jewelry, excess money, etc. that are brought to camp. **CELL PHONES OR SMART WATCHES ARE NOT PERMITTED AT CAMP. WE HIGHLY DISCOURAGE SENDING ANY OF THESE ITEMS TO CAMP** (except special programmatic days for Teens only). **PLEASE CHECK** your child's belongings (towels, bags, swimsuits, coolers, sunscreen, etc.) before and after camp each day.

Our amazing activities and events will be enough to keep the campers entertained throughout the day.

Program Operations

- Program Calendars
 - Community Center campers will receive a Camper's Calendar, which includes activities, field trips, and times of events. **Please note:** programs/field trips are subject to change due to inclement weather or transportation problems. Message Boards will provide daily updates on any changes.
- Approved volunteers will be allowed to assist with specialized programs and activities.
- There may be camp-wide special events or collaboration events among two or more centers.
- Extra routine cleaning will occur as needed throughout the day.

Field Trips/Transportation

Field Trips would be included in the registration (if applicable). Campers will be transported to County locations by Greenville County vehicles (full size buses and mini buses). We use certified bus drivers with commercial driver's license and our camp staff. All of our staff who may be driving a vehicle attends a mandatory driver's improvement training class provided by the County of Greenville.

Bus Rules (please review with your child):

1. Stay seated while the bus is moving.
2. Keep all body parts and personal items inside the bus window.
3. Talk in low voices.
4. Do not throw any objects out the window.
5. Do not distract the driver.
6. Obey your counselor.
7. Violation of ANY of these rules may result in forfeiture of field trip(s).
8. ***Make the bus driver's day.....smile and say thank you!***

QUESTIONS/EMERGENCIES BUT CAN'T REACH YOUR CENTER STAFF? THEN CONTACT US!

Greenville County Rec Admin. Office, Hours: Monday-Friday, 8:30 a.m. – 5:00 p.m.
(864) 288-6470 or 4806 Old Spartanburg Rd., Taylors, SC 29687

THANK YOU AND LET'S HAVE A GREAT SPRING BREAK WEEK!!!

CAMPER'S CODE OF CONDUCT

(Parents, please review this information, in detail, with your child(ren))

In order for everyone to have a safe and enjoyable summer, all campers must demonstrate good behavior and respect for others by following these basic rules.

CARE AND RESPECT FOR SELF, OTHERS AND THINGS

1. Keep hands, feet and objects to yourself. Respect other people's belongings and space.
2. Treat other children, staff and visitors with respect (good behavior and language).
3. Follow the instructions of your counselors.
4. Always stay with your group.
5. Be kind to the environment and camp facilities, including all equipment.
6. Participate in all activities we have planned to make your summer fun. Share your positive attitude.
7. Be responsible for the things that you bring to camp. Your bathing suits, towels, lunch cooler, backpack, etc. are your responsibility. Label all your belongings with your name.
8. Be careful and watch out for others on the playground equipment.....exercise playground safety when using the equipment. Do use the equipment properly. If you see broken glass or broken equipment, tell your counselor immediately.
9. When on field trips, we are guests of wherever we visit. PLEASE BE ON YOUR BEST BEHAVIOR, and thank people for letting us visit by using your best manners. That way we will be welcomed and allowed back again.
10. Bring a positive attitude with you every day.

CAMP STAFF WILL

1. Praise, reward, encourage, and listen to the campers.
2. Reason with and set limits for the campers.
3. Provide clear explanations related to the camper's understanding.
4. Model appropriate behavior.
5. Provide natural and logical consequences for misbehaviors.
6. Use short, supervised periods of time-outs.
7. Give clear directions for activities and schedule of events.
8. Interact with parents and provide updates on their child's participation in camp.

CAMPERS WILL AVOID

1. Hurting others and self.
2. Leaving designated areas without permission.
3. Running away from staff.
4. Destruction of property.
5. Cursing or profane language.
6. Threatening violence.
7. Jeopardizing the health and safety of others.

For safety reasons, certain behaviors cannot be tolerated. These behaviors may result in a child's suspension or termination from the program. If such misbehaviors occur, parents will be notified and will be expected to support and work with camp staff.

***Goals: Make new friend; Have loads of fun; Share new experiences;
and Have a terrific Spring Break!***

THANK YOU AND LET'S HAVE A GREAT SPRING BREAK!!!