

CAMP SPEARHEAD'S

# THE WEEKEND PROGRAM

# PARENT'S GUIDE



**Spearhead**  
MORE THAN JUST A CAMP.

Dear Parents and/or Caregivers,

We are so pleased that your family member will be participating in Camp Spearhead's *The Weekend Program* this season!

This Parent's Guide is designed to answer questions and prepare you and your family member for their *The Weekend Program* experience. If you have any other questions or concerns, please do not hesitate to call, text, or email at any time.

We look forward to seeing you!

Campcerely,  
Grant Spikes  
The Weekend Program Coordinator  
Ph: 864-960-5967  
Email: [gspikes@greenvillecounty.org](mailto:gspikes@greenvillecounty.org)  
[www.campspearhead.org](http://www.campspearhead.org)



## Goals & Objectives

Camp Spearhead's *The Weekend Program* serves children (8+ yrs) & adults (no upper age limit) with special needs and disabilities by giving opportunity to participate in **fun, structured, & fulfilling** recreational activities all around the community while in an **accepting, safe, & controlled** environment.

*The Weekend Program* accomplishes this by:

1. Emphasizing safety, respect, and acceptance.
2. Being well-organized.
3. Utilizing caring volunteers.
4. Having a certified Registered Nurse (RN) at each activity.

*The Weekend Program* supervises participants with staff and volunteers in the same way as camp counselors during our summer camp season. Staff and volunteers are divided into groups with the participants (campers), allowing campers to engage in activities while being safely supervised. While the group sizes may vary somewhat from activity to activity, a typical group size is 10 campers with 3-4 volunteers.

# Who Can Attend

Camp Spearhead's *The Weekend Program* serves children and adults with special needs. Campers must be 8 years old – there is no upper age limit. *The Weekend Program* reserves the right to determine eligibility of potential campers. Eligibility is determined through applications and, if necessary, through interviews with the potential camper and parent/caregiver. Any camper, regardless of age or ability level, is eligible for any week of camp. All applications are completed online and made available approximately one month prior to the start of the respective season (Spring or Fall) on our [website](#).

**Please note that it is an application, not a registration, and does not guarantee enrollment.** After applying you will receive communication via email regarding your camper's application.

## Activities

*The Weekend Program* gives campers the opportunity to participate in a variety of fun activities that are facilitated throughout Upstate SC. At *The Weekend Program*, we ensure that each of our scheduled activities is adaptive and accessible to each of our campers. Typically, we schedule activities that have been popular with past campers, but we are open to suggestions and ideas from you for future activities. Activities vary from season to season and may include, but are not limited to:

- Sporting Events
- Karaoke/Dance Parties
- Movie Days
- Apple/Pumpkin Picking
- Greenville Zoo
- Bowling

Some activities will allow campers the opportunity to purchase additional items, such as concessions at a sporting event or candy at the movies. If this is the case, this will be noted in the week-of informational email send prior to any activity. If your camper requires help in managing their money, it can be given to one of their volunteer counselors at check-in in an envelope or plastic bag. Please remember to collect any change at camper pick-up!

The program schedule and [registration forms](#) are available on the [Camp Spearhead website](#) under *The Weekend Program* tab.

# Meal Guidelines

The majority (but not all) of our activities include one meal and are noted on the Camper Application and Confirmation Form for that season. Food allergies and health concerns are taken into account when we choose our meals for the campers. You may choose to send a bagged meal with your camper if you prefer because of your camper's dietary needs or food allergies.



# Registration/Admissions Policy

Pre-registration and payment are required for every camper before each activity. Payment should be made by the Monday before the scheduled activity. Not paying by the deadline could result in your camper losing their spot for that activity.

Activities are filled on a first-come, first-serve basis. There are times when a *The Weekend Program* activity is at capacity. If this occurs, your camper will be placed on the Waitlist. Should space become available, we will notify you and add them to the activity roster. Please note that payment is only due if the camper is enrolled in the activity roster. No payment is collected to hold a spot on the Waitlist.

Camp Spearhead fees are based on residency and are due the Monday prior to the scheduled event. There are a number of ways to pay for activities through The Weekend Program:

1. **By Phone:** Payment information can be collected over the phone. The Greenville County Parks, Recreation, & Tourism (GCPRT) Administrative Office can be reached at 864-288-6470. In the event the front desk is unavailable, you can contact Grant Spikes at 864-960-5967.
2. **Online:** Fees can be paid online 24/7 using WebTrac. Please visit [campspearhead.org](http://campspearhead.org) and follow these steps:
  - a. Be sure you have verified your email through GCPRT.
  - b. Click the Make a Payment button at the top of the page.
  - c. Log in with your existing WebTrac username and password OR choose the option from the box below that corresponds to you. If you lose your information, please call 864-288-6470 to have a reset link emailed to you.
  - d. Select My Account under the Greenville Rec logo.
  - e. Click Pay Balances from the drop-down menu. If your camper has been enrolled in a The Weekend Program activity, your balance will be shown and can be paid in full or in installments until the due date.
3. **By Mail:** Checks can be mailed to the GCPRT Administrative Office by the payment due date (4806 Old Spartanburg Road, Taylors, SC 29687). Please make checks out to Greenville County.
4. **In Person:** Accepted payments include cash, check, and credit/debit card. Payment can be brought to the GCPRT administrative office by the payment due date (4806 Old Spartanburg Road, Taylors, SC 29687).
5. **AutoDraft:** Your card will be retained on file and automatically charged on the respective activity's payment due date. A completed AutoDraft Authorization Form must be completed and either mailed or delivered to the GCPRT Administrative Office in person.



## Cancellation/Refund Policy

Cancellations made 5 days or more before an activity will receive a full refund minus a \$5 processing fee. Cancellations made less than 5 days before an activity or simply not showing up for an activity will result in no refund.

### Fees:

- \$5 processing fee for cancellations made 5 days or more prior to an activity.
- Full cost of activity for cancellations made less than 5 days prior to an activity.



Office Use Only

Date: \_\_\_\_\_

By: \_\_\_\_\_

**For security and protection of your financial information  
RETURN BY US MAIL OR HAND DELIVER ONLY**

**Greenville County Parks, Recreation, & Tourism**  
4806 Old Spartanburg Road  
Taylors, SC 29687

**Credit/Debit Card Auto Draft Authorization Form**

**Customer Information**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email address: \_\_\_\_\_

**Payment Information**

*I authorize Greenville County Parks, Recreation, & Tourism to automatically charge my credit/debit card on file for any Camp Spearhead fees, including Summer Camp, The Weekend Program, and/or merchandise. I understand that my credit card will be charged on the due dates specified for each program. I understand that in the event my card is declined, it is my responsibility to submit payment by the close of business on the due date of the incurred charge. I agree that I will pay for these purchases in accordance with the issuing bank cardholder's agreement.*

Cardholder's signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Credit Card Information**

**\*Please print.\***

Cardholder's name: \_\_\_\_\_  
(as it appears on the credit card)

Cardholder's Zip Code (required) \_\_\_\_\_  
(from credit card billing address)

----- Destroyed After System Entry -----

Credit Card Number: \_\_\_\_\_

Expires: \_\_\_\_\_

# Transportation Information

**Safety First:** Safety is a cornerstone of Camp Spearhead and *The Weekend Program*. We need you, the parent/caregiver, to partner with us in encouraging your camper to follow safety guidelines when riding on our vehicles to and from the activities. Here is what we expect:

## **Safety Rules for Bus Travel:**

1. Passengers should remain seated at all times.
2. Passengers must keep hands, arms, and head inside vehicle at all times.
3. Nothing should ever be thrown out of the vehicle.
4. All passengers are required to wear seat belts when provided.
5. The driver should ensure that passengers using wheelchairs are seat belted and properly secured in the wheelchair restraint system.
6. Noise level should be such as to not distract the driver.
7. Passengers should enter and exit the vehicle under the direction of a staff member and/or driver.
8. Do not block exits with equipment or personal belongings.

## **Arrival/Camper Drop Off:**

Campers are responsible for arriving for drop off at the Bob Jones Academy Primary Center parking lot located at *1450 Wade Hampton Blvd.* at the scheduled time. If, for example, the event is scheduled from 10am-2pm, the camper should arrive at the Primary Center at 10am – please no earlier or later. After campers arrive, we will organize campers into their assigned group and assigned bus. If your camper has any medication to be taken while they are at the activity, you should take it directly to the nurse.

## **Departure/Camper Pick-Up:**

You should arrive to pick up your camper at the Bob Jones Academy Primary Center parking lot at the scheduled time for pick-up. Campers will stay on their assigned buses until their parent/guardian retrieves them from the bus. If a non-parent/guardian is picking up the camper, please make sure to inform The Weekend Program Coordinator before the event.

## Communication During Activities:

All camper emergency contact information is carried with us during activities. Should we need to contact you during an activity, we will use the emergency contact information you provided on your application/registration. Should you need to contact us during an activity, please use the telephone number provided on the Confirmation Form sent to you at the beginning of the season (864-960-5967).

# Inclement Weather

Our goal at *The Weekend Program* is to provide fun, structured, and fulfilling recreational programming in an accepting, safe, and controlled environment. In the event of inclement weather the day of an activity, *The Weekend Program* will take all necessary steps to ensure camper safety.

If the weather is not conducive to the scheduled activity (i.e., lightning at an outdoor activity), we will make all possible efforts to find alternative programming that is still possible within the current weather conditions. In the event severe weather is anticipated prior to the planned activity and it is deemed necessary, we will make the decision to cancel the weekend activity. If a weekend activity is cancelled due to weather or unforeseen events, all registered campers will receive notification as soon as possible and a full refund for the activity. Due to available weekends in a given season, there is no opportunity to reschedule an activity in the event of its cancellation.



# Camper Care & Support

Each *The Weekend Program* activity will staff one Registered Nurse (RN). In addition to 1 RN, the Weekend Program Coordinator is CPR/First Aid/AED Certified with access to an AED at all times. The nurse is the manager of all camper health needs that may arise. Be sure to review any concerns you may have with the RN at Camper Drop-Off. The RN will use their professional training as well as consultation with The Weekend Program Coordinator to determine if and when parents/caregivers should be notified regarding camper health issues. We prioritize the health and safety of all campers and staff, so we follow the practice of “When in doubt, make the call.”

## Camper Medications:

To help ensure the safety of all campers, medications must be checked in with *The Weekend Program* nurse at Camper Drop-Off. The nurse will manage administering all medication and will return medication at the end of the activity.

Med-Minders, blister packs, and pill pouches are great ways to dose medications for camp. Medications should be accompanied by the camper’s full name and time to be administered.

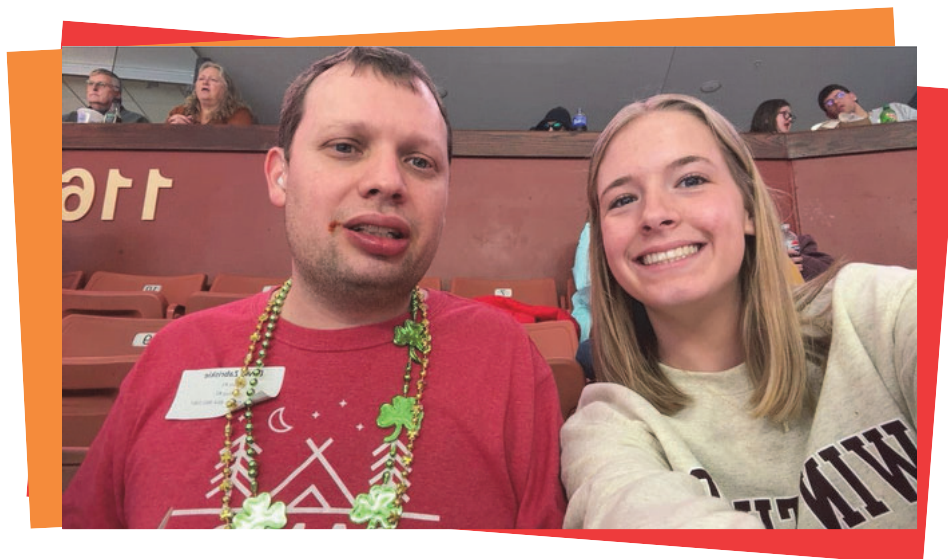


## **Behavior Management:**

Many campers are still developing appropriate behaviors. Our desire is to partner with you and work together to see great strides made in specific areas your camper may need to improve. The Weekend Program environment is one of understanding and unconditional acceptance, but that does not mean any and all behavior can be tolerated. A guiding principle when considering the behavior of a camper is the health, safety, and general well-being of other campers and volunteers. One way in which you can partner with us to ensure success is to communicate to us any behavior issues you are currently working on with your camper prior to their arrival. This ensures we are properly staffed and prepared to help your camper work through any challenges that may arise. We strive to focus on positive reinforcement of good behavior rather than punishment for undesired behavior. While this is not an exhaustive list of action steps, the following may give you a better idea of our approach to behavior management.

### **To manage camper behaviors, we strive to:**

1. Set clear rules and expectations
2. Be fair and consistent.
3. Focus on and reinforce positive behavior.
4. Use positive language.
5. Understand the behavior.
6. Pick our battles.
7. Consider special circumstances.
8. Anticipate triggers (loud activities, heat, overstimulation, etc.) and avoid or prepare for them.



# Thank You!

This guide is an effort to answer as many questions as you may have. We recognize each camper is unique and each camper has different needs. Our desire is to partner with you to achieve the best camp experience possible. We encourage and welcome you to contact us to discuss the needs of your camper further.

## **Bob Jones Primary Academy**

1450 Wade Hampton Blvd  
Greenville, SC 29609

## **Greenville County Parks & Recreation Admin Office**

4806 Old Spartanburg Rd  
Taylors, SC 29687  
864-288-6470

## **The Weekend Program Coordinator**

Grant Spikes  
864-960-5967  
[gspikes@greenvillecounty.org](mailto:gspikes@greenvillecounty.org)  
[www.campspearhead.org](http://www.campspearhead.org)

