

Open Arms Leadership Academy

SUMMER DAY CAMP 2021

Handbook

Welcome to Summer Day Camp 2021. Summer 2021 will be the 2nd year that Open Arms Leadership Academy will offer our Leader in Me leadership program. We hope that your child will have a fun and memorable experience.

We have highlighted a few major points of our program in this handbook to help you better understand our service and the type of program that we will be offering. If you find that you need additional information, please contact LaToya Major at 770-765-1170 or any of our team members at leaders@oaleadershipacademy.org.

What is OALA?

Our summer camp provides a learning environment where students discover their inner leader through the Leader in Me process which focuses on the 7 Habits of Highly Effective People. They will internalize these habits and train in areas of meditation, financial literacy, and arts to stimulate mindfulness and activate their genius.

Camp Dates

May 26 - August 6, 2021

Registration Fees and Tuition

Registration Fee - \$50.00 per child due at registration. Payments can be made online or in person via debit card, credit card, money order, or cash.

Tuition per week: \$100 per child with additional discounts for 2 more children. For parents who register by March 1st, registration will be waved.

You will be notified in advance of any additional fees if needed.

Registration fees must be paid in full at time of registration. Your child will not enter into the program until the registration fee is paid.

Tuition will be due on Monday of every week. You will have the option to pay for the entire summer, by the month or by the week. Failure to pay the tuition fee on the due date may result in additional fees to be paid on the following week. If payment is missed for two weeks, your child may be released from the program.

Leadership Program:

Leader in Me is an improvement process based on the idea that everyone can be a leader. This evidence-based approach empowers students with the leadership and life-skills they need to thrive in the 21st century. Learn more at leaderinme.org

The 7 Habits of Highly Effective People® is one of the key frameworks of the Leader in Me model. The 7 Habits help students learn and apply social-emotional skills. Additionally, the 7 Habits give students and staff members a common language and are essential in building a strong leadership culture.

Staff Qualifications:

All staff members are carefully selected by experience and work ethic. All staff members are interviewed by the Open Arms Leadership Staff, will undergo a background check, reference check, and will complete comprehensive training. They must be CPR/First Aid and AED certified. Teachers are selected based upon their experience with children and ability to collaborate.

Staff/ Camper Ratio:

Normal Day- 1:15

All Field Trips- 1:7

Camp Hours

Camp begins each day at 8:00 A.M. and ends at 4:00 P.M.. Early drop off is 6:00 A.M.- 8:00 A.M.

Late pick up is 5:00 P.M.- 6:00 P.M. Early drop off and pick up will be an additional \$10 per child.

Where is Camp Held

Camp will be held at 1560 Commercial Court in Jonesboro, GA. Students will have a private entrance on the side of the building where they will arrive and be picked up. There will be signage on the side of the building as well.

Drop Off/ Pick Up Procedures

Drop off and Pick Up: Upon arriving at camp, we ask that you sign your child in with your signature and also when picking up your child. You will be required to show proper ID before we release your child. Only the names on the registration form are permitted to remove your child from our care. These are necessary safety precautions. For normal drop off and pick up, please enter and exit through the side door located on the side of the building. Parents should provide a note, e-mail, or phone call if pick up plans change that details the person's name. Photo ID will be required upon pick up.

Late Fees

There will be a late fee of \$1.00 for every minute your child is not picked up after 6:00 P.M. We will make every attempt to contact you, so an updated phone number should be on file. Your child may not return to camp until this fee is paid.

T-Shirts

A camp T-shirt will be provided. Campers may wear their shirt anytime throughout camp; HOWEVER, campers will be REQUIRED to wear their camp shirt on field trip days. You may purchase additional shirts for \$10.00 per shirt. No replacement shirts will be available the day of a field trip.

Field Trips

Campers are transported by a rental van operated by the camp director or staff on field trips. Parents will be notified in advance of all planned field trips. Regular discipline policy will apply to all field trips.

Lunches/Snacks

Campers will be provided with a free breakfast and lunch Monday - Friday. Students can also bring their own lunches in a lunch box that is labeled with the child's name. Students will need to bring a snack for their scheduled snack break. There will be a refrigerator available.

Please include drink and utensils if needed. It is recommended that students bring a water bottle with them everyday. Students will have snack time in the afternoon each day.

No peanut butter or nut products are allowed at camp due to extreme allergies for some students.

Be Informed

A weekly email will be sent during the week with announcements concerning our camp along with other information that may be beneficial to you or your child.

Activities

We at Open Arms Leadership Academy truly believe in our mission statement and strive to help our students achieve their potential. Through our Leader in Me implementation we have better defined our camp's mission and live it more fully. By creating a focus on Leadership, our camp culture has improved and our students are not only learning the academic lessons they need but also acquiring the social-emotional skills they need for their future.

What to expect from our Leader in Me Camp:

- The use of 7 Habits of Highly Effective People language
- Leadership opportunities for students and families
- Student led goal setting and learning

Camp Visits

If an adult guest (18 or older) is interested in observing camp, please make arrangements with the camp staff. Unregistered children and child guests are not allowed to attend camp with the campers. If having lunch with your child, let us know when you drop off camper in the morning. We will then tell you where we will have lunch that day.

Illness and Communicable Disease

If your child does not feel well, have him/ her tell the teacher. The teacher will decide if the child should rest quietly for a short period or if a call should be placed to the child's parent/guardian.

Children who are ill with a contagious illness or fever may not attend the program. A temperature of 100.7 is considered a fever. If your child has a fever, or becomes ill while attending camp, we will call you. If your child is sent home with a fever, he/ she must be fever free for at least 24 hours before returning to the program.

Injuries/Accidents

Every effort will be made to notify the parent/guardian immediately in the case of an emergency or injury. In the event that the parent cannot be contacted or arrive at the site in ample time, the child will be transported to the nearest hospital.

Medication

All medication must be turned in to the Camp Coordinator with a completed medicine form, provided by a medical professional. The time, dosage and name of medication must be listed. A parent must sign this medication form. Medication MUST be in the original container, with the original label. Medications will be dispensed by the Camp Coordinator or Lead Counselor and will be documented.

Weather

In the event we should have severe weather, we will follow the guidelines set forth by our Camp Director and the city of Jonesboro. Please monitor the city's website, television stations and/or radio announcements for early dismissal.

Behavior Policy

The staff at OALA 2020 will strive to not only provide fun and learning experiences, but to also stress respect for the environment and others. The following procedure will be followed when children misbehave or break camp rules. We reserve the right to bypass one or more steps in the process if a situation warrants. Please review the rules with your child and make sure they are understood. We believe that you as a parent/guardian will appreciate knowing of any problem that your child may experience. Open Arms Leadership Academy reserves the right to suspend or expel any child from the program who poses serious continual discipline problems, whether or not all of the steps in our discipline procedure have been completed. See Below:

MINOR OFFENSES: Disrespect of staff or participants, inappropriate behavior on the van or on field trips and breaking general program rules.

Consequences:

- 1st Offense - Verbal warning followed by a note in file
- 2nd Offense - Loss of morning or afternoon activities and notify parents
- 3rd Offense - Written notice to parent/guardian
- 4th Offense - Termination from program or session. This will be up to the Camp Director's discretion. No refunds will be given.

SERIOUS OFFENSES: Endangering another person's well-being, swearing or verbal abuse of staff or participants, stealing or destruction of property, general disregard for Unit Leaders, program and regulations. If we need to remove camper from program immediately, the parent will be notified.

Consequences:

- 1st Offense - Written notice to parent/ guardian regarding the problem
- 2nd Offense - Removal from site, Camper will be with Director, and parent/ guardian will be notified to pick child up
- 3rd Offense - Termination from Program, or session. This will be up to the Camp Director's discretion. No refunds will be given.

What to Wear/Bring

1. Play clothes and tennis shoes are recommended. No open toe or open back shoes.
2. Students should apply sunscreen before the camp day. We will encourage them to reapply as necessary. We are outside about 40% of the day. Lunches, jackets, sunscreen and other personal items should be marked with student's name.
3. Children need to bring a towel and swimsuit on swim days only (Remember, we prefer the child wear their swimsuit under clothes if possible).
4. **IF YOUR CHILD WEARS GLASSES-** please make a plan with your child for the safety of their glasses.
5. Campers may not bring friends or family members to camp that not enrolled in our program.
6. If your camper brings money to camp, we are not responsible if it lost or stolen.

Lost and Found

Due to limited space and cleanliness, lost and found will be cleared out frequently. Please check the lost and found every day for any belonging your child/ children may have misplaced. Staff members will not take time away from campers to search for lost items. The OALA Staff will not assume responsibility for the loss of personal property.

Donations

Donations will be accepted throughout the summer. If you have games, crayons, paper, craft supplies, etc. that you would like to donate, contact the Camp Director.

General Rules of OALA 2021 *Please review with your child*

- Personal items (electronics, phones, cards, toys, etc.) are NOT allowed at camp unless an activity calls for this. You will be notified in advance if your child can bring these items.
- Avoid all forms of horseplay including piggyback rides, pool dunking, wrestling, hitting, kicking, pinching and picking each other up.
- Sticks, rocks, dirt, sand and mulch should not be picked up.
- Students are not allowed to walk around the building or any area without a staff person.
- Only staff and students are permitted in program areas.
- Keep hands and feet to yourself.
- Profanity or negative talk will not be tolerated.
- Always show good sportsmanship.
- If you do not feel well, tell your teacher.
- If there is a problem, notify a staff member immediately.
- Respect other students, staff, equipment, facilities and yourself.
- On the van, remain seated, talk quietly and save food for later.
- Always pick up and put equipment away.
- Always ask permission from teacher to use restroom or to get a drink from their water bottles.
- Students should ALWAYS be with their teacher unless they have permission to be somewhere else.
- Stay in program areas with your group at all times.
- If a child consistently refuses to follow directions that apply to his or her safety, we will contact the parent/ guardian immediately.
- Please do not bring makeup, hairspray, body spray, cologne, etc. to camp. These things need to be left at home.
- Please do not bring any type of camera to camp.

Insurance

We make every effort to protect your child from injury. Unfortunately, accidents do happen. Our facility does carry liability and medical insurance for participants in the case of an emergency. The camp does not assume any responsibility for injury or accidents occurring at programs, activities, special events, field trips, outings, etc.

Refund Policy

Refunds are given only if the program is canceled by the OALA Director or under extraordinary circumstances for health. A doctor's note will be required. If you are not satisfied with the program and would like a refund, please contact LaToya Major or Tia McIntosh.