



**ROOTS ACADEMY
SUMMER CAMP**

RULES & EXPECTATIONS

Table of Contents

INTRODUCTION	3
OVERVIEW	3
SUMMER CAMP RULES	3
STANDARD EXPECTATIONS	4
BEHAVIOR	4
USE OF ELECTRONICS	4
CARING FOR OUR FACILITY	5
PROGRAM ELIGIBILITY AND COST	5
SAFETY	6
CHILD ABUSE	6
SAFETY PROCEDURES	6
MEDICATION	6
EMERGENCY COMMUNICATION	6
RATIOS	6
MEDICAL RECORDS	7
DAILY & WEEKLY PROCEDURES	8
CHECK-IN	8
PICK-UP	8
LATE PICK-UP	8
ILLNESS	9
WHAT TO BRING TO CAMP	9
WATER DAY	9
FIELD TRIPS	10
SUMMER CAMP ACKNOWLEDGEMENT FORM	11

INTRODUCTION

We are so excited your child is joining Roots Academy Summer camp! Roots Academy provides a summer camp program for children ages 4-11 where they can play, learn, and have fun in a positive and safe environment. We provide opportunities for campers to grow socially, mentally, and physically in a well-rounded atmosphere.

This manual has been prepared to give you the knowledge and understand the goals and expectations of Roots Academy Summer Camp. We expect all parents/caregivers/guardians to read this before the first day of camp so that you know the standards and practices at Roots Academy. It will also help you understand the goals and philosophy behind the summer day camp program, your role, and the conditions for child participating in the program.

OBJECTIVE

We want everyone who comes to Roots Academy for summer camp to have an awesome and fun experience. When attending camp, we expect that all participants will always demonstrate care, respect, and responsibility while with us. In addition, we expect participants to exhibit self-control, be kind to others, and follow simple instructions.

SUMMER CAMP RULES

1. **Be Caring.** Being caring means that you will be kind to others, be a good friend, and use supplies and other materials wisely.
2. **Respect Others.** To show respect you must be kind and polite to others. You should also pay attention to others as well as yourself.
3. **Take Responsibility.** Taking responsibility means that you do what you are supposed to do, when you are supposed to do it, the way you are supposed to do it, and if you do something wrong you try to make it right.
4. **Have fun!** We hope students actively participate and enjoy all activities we offer. We want people to have a camp spirit and positive attitude.

STANDARD EXPECTATIONS

BEHAVIOR

Roots Academy expects participants to respect others and their space, harmoniously participate in games, cooperate with staff, and be enthusiastic. We expect that participants will always demonstrate care, respect, and responsibility while with us. We also expect participants to exhibit self-control, be nice to others, and follow simple instructions.

Unacceptable behaviors include profanity; disrespecting others and their space; failure to comply with a staff member or counselor's directions; excessive horseplay; inappropriate or violent physical contact; lying; stealing; bullying or harassment; destroying property; or possession/use of a weapon.

Removal from the program is a possibility depending on the severity and continuation of the behavior or action. Participants who are unable to follow our rules may be asked not to continue their session or not to return in the future and refunds will not be provided.

Counselors and staff may report incidents of unacceptable behavior to the parents/guardians of all children involved and reserve the right to release a child for unacceptable behavior.

Behavioral guidance conducted by Counselors will be constructive in nature and intended to redirect children to appropriate behavior through conflict resolution. Counselors shall interact with the child and one another to provide needed comfort, support, and a sense of well-being.

The following actions are forbidden: Physical punishment; striking a child; roughly handling or shaking a child; restricting movement through binding or tying; forcing a child to assume an uncomfortable position; exercise as punishment; punishment conducted by another child; the withholding or forcing of food; verbal remarks which are demeaning to the child; punishment for toileting accidents; and punishment by the application of unpleasant or harmful substances.

USE OF ELECTRONICS

Children may not bring any cell phones, tablets, or electronics to Roots Academy. Roots Academy has a TV policy we adhere to which includes if we show movies they will be G or PG rated and parents will be informed of movie choices.

CARING FOR OUR FACILITY

At Roots Academy, we expect everyone to be good citizens and pick up after themselves. This includes picking up trash after snacks and meals, and properly putting it in the trash. We ask that caregivers help reinforce this to help keep our facilities clean, tidy, and safe.

PROGRAM ELIGIBILITY AND COST

To be accepted and have your child start his or her first day at Camp, all application forms, registration fees, and signed policy agreements should be submitted prior to your child's confirmed attendance.

A non-refundable registration fee of \$50 per student is required at the time of registration to reserve space each student. If enrolling more than one student, a 10% discount for the second and subsequent students will be granted.

For information regarding tuition costs for Summer Camp, please reach out to the Director or refer to the Roots Academy website.

Summer camp tuition is due the Friday before your camper starts each week. If payment is not received prior to the start of camp, your child may not join the camp program until the tuition payment is paid and processed in full.

SAFETY

CHILD ABUSE

All Roots Academy staff members are mandated reporters and required by law to report incidents where there is a reasonable suspicion that abuse or neglect has occurred, or there is a substantial risk that abuse or neglect may occur, either in the care of a Roots Academy program or outside of it. These will be reported via the Florida Abuse Hotline. Records of reported cases of suspected child abuse or neglect will be kept confidential.

SAFETY PROCEDURES

The most important responsibility of all recreation staff is the safety of campers. Roots Academy has extensive safety standards and practices to maintain a safe environment and camp. Staff are responsible to always know the whereabouts of campers, both onsite, during water play, or field trip.

Unauthorized persons are not permitted to visit the camp site during camp hours and will be asked to leave. While we have an open-door policy, when parents/guardians wish to visit, they must first check in at the main office and be escorted by a staff member, unless the activity has been advertised as a time for visitation by parents/guardians. If you wish to accompany your child at any time during his or her day, please notify the Director.

MEDICATION

At this time, Roots Academy cannot administer medication during operations (except for Epi Pens) which will be properly stored and administered in case of emergency by staff that are trained. If your child needs medication during camp, an authorized parent or caregiver may come onsite to administer medication. Parents/Guardians must communicate with the staff if they are administering medication before or during camp to the child.

EMERGENCY COMMUNICATION

During any unforeseen crisis, such as natural disaster, threat or similar events, Summer Camp will cease regular activities and will evacuate the premises if necessary. Parents will be contacted if the children are to be released early from the program. We will notify the proper authorities in the event of any emergency. The school emergency preparedness plan is available for your review. If you would like to see it, please ask the Director.

RATIOS

Roots Academy follows Florida and St. Johns County Statutes and will not exceed a staff-to-child ratio of 25:1 (this is the standard for ages 5 and older). Our goal is to exceed this standard by having additional staff support in After Care whenever possible to provide the highest quality care. Please contact the Director for more details.

MEDICAL RECORDS

All children who attend Roots Academy must have current immunization and relevant medical records on file with their own public school.

DAILY AND WEEKLY PROCEDURES

HOURS AND CONTACT INFORMATION

Summer Camp hours are from 7:00AM to 6:00PM. Please refer to the Roots Academy website for dates in which Roots Academy is closed and will not offer Summer Camp. These may include holidays, teach training, or school year transition weeks.

If you need to contact someone during Camp, please contact us through ProCare or at 904-481-8843.

CHECK-IN

Parents must arrange their own transportation to and from Summer Camp at Roots Academy. The child should be signed in by the parents or guardian through ProCare. Each parent / guardian has a unique code to use at check in.

PICK-UP

Each parent or guardian will sign the child out at pick up through ProCare. For safety reasons, it is our staff's policy to ask for a valid photo identification card, such as a driver's license, if someone other than the parent arrives to pick a child up.

LATE PICK-UP

Roots Academy closes and pick-up ends at 6:00 p.m. at which time, the doors will be locked. Pick-up ends at 6:00 p.m. If you know that you are running late, please call to notify Roots Academy immediately through ProCare. If you cannot access ProCare, you can contact us at 904-481-8843.

If a child has not been picked up by 6:00 p.m. and staff have not been notified by the parent, we will attempt to contact the parent(s). If the parent(s) are unreachable, the emergency contacts will then be contacted.

Due to the operational and staffing costs incurred when a parent/guardian is late, a late fee will be charged. There is a late fee of \$1.00 per minute until 7 p.m. (up to a maximum charge of \$60.) and parents will be required to complete a Late Fee Payment Form, which is to be signed by the parent/guardian acknowledging that they are late and agrees to the amount due. Fees not paid within 48 hours will be automatically charged and added to your statement.

A minimum of two staff will remain at the Academy until all children are picked up. Staff will attempt to contact the parents/guardians. If they cannot be reached, emergency contact(s) will be

notified. If the parents/guardians/emergency contact(s) are not available, and it is 7:00 pm, the Department of Child Services will be contacted.

Parents who are repetitively late may be subject to higher fines and/or subject to removal from admission at Roots Academy.

Illness

Summer Camp staff reserve the right to release a child if he or she appears too ill to participate in the program or is considered contagious. Staff will notify the child's parent/guardian or emergency contact and request that the child be picked up within a half-hour. If the child has not been picked up within the allotted time frame, we reserve the right to take any action necessary to ensure the health and safety of the child. If a child has a fever over 100.4, the child is not permitted back to camp until 24 hours after the fever has subsided.

What to Bring to Camp

Each day, campers are expected to bring a water bottle labeled with their name, a nutritious lunch that is properly cooled and labeled, and at minimum of one change of clothes (shirt, socks, underwear, and shorts.) On water days, we ask that campers come to school with proper water clothes and shoes, a towel, and full change of clothes.

Roots Academy provides snacks from time to time. Make sure you abide by Roots Academy's allergy policy and bring in healthy snacks. For a list of what is acceptable, please contact the Director. We are allergy friendly.

We also recommend that sunscreen and/or bug spray be applied each day before arriving to camp. Roots Academy must receive written consent from a parent or guardian for any sunscreen or skin product that is to be administered during camp. This written consent must note any potential adverse reactions. Skin products shall be in the original container and labeled with the child's name.

Water Day

Every Wednesday in the summer, Roots Academy has Water Day. On Water Day, there will be water slides and as such, extra safety procedures are in place. Children sliding down the water slides must always go feet-first down the slide. Camp counselors will ensure water safety measures are always followed, and children are required to abide by these safety measures. On Wednesday come to camp dressed in bathing suit, sunscreen, and water shoes.

Field Trips

Each week, summer camp kids in the elementary programs (ages 5 to 11) will participate in a weekly field trip. Parents or guardians must sign permission forms for field trips for the child to participate. The form will include the trip's purpose, dates, times, location, and transportation.

Roots Academy is contracted with St. Johns County Schools (SJCS) and will be utilizing their buses and drivers to transport kids to and from field trips. Drivers and/or group leaders will ensure all campers board the bus and have their belongings and follow all SJCS safety rules related to bus transportation rules.

On field trip days, parents should clearly label all backpacks/bags with child's name and provide additional clothing, socks, bathing suites, towels, etc., as requested. Campers must wear their Roots Academy t-shirt on field trip days.

Roots Academy is committed to ensure all field trips are safe and fun. This includes adequate supervision (regarding ratios and CPR certified staff), ensuring first aid available, taking attendance at regular intervals and other safety measures necessary to ensure a safe trip. Parents are required to alert Roots Academy if a child has certain conditions that will prevent him/her from participating in a particular activity on a field trip.

Campers must arrive 30 minutes before offsite field trip departures. Failure to do so may result in the camper not being able to participate in the trip. There will be no childcare for ages 5-11 at Roots Academy during field trip hours at the Roots building – so if you miss the bus your camper can not stay at Roots. To ensure the safety of all campers and to allow counselors to maintain accurate counting of campers, campers cannot be dropped off or picked up from a field trip that is offsite.

ACKNOWLEDGEMENT OF PARENT RIGHTS AND RESPONSIBILITIES

Roots Academy values families. We believe that both parents and children are valuable contributors to our Summer Camp program. For this reason, we have very high expectations for families.

My rights as a parent or guardian in the Summer Camp program include:

- To be treated with respect by Roots Academy staff.
- To be welcomed in my child's classroom. There is an open-door policy, and I may visit the program at any time during its hours of operation.
- To receive information and guidance from Roots Academy about my child's behavior.
- To participate in discussions about my child's behavior and care during camp.
- To review and ask for clarification on policies and procedures.

My responsibilities as a parent or guardian of a child in Roots Academy Summer Camp:

- Adhere to the policies and procedures as outlined in Summer Camp Rules and Expectations.
- In cases my child is ill, arrange pickup from Roots Academy in a timely manner.
- Keep my contact information and all other information needed by the program up to date.
- To return phone calls and messages in a timely manner.
- Actively participate in parent/teacher meetings, when asked.
- Help make Roots Academy better by offering my opinions, constructive feedback, and suggestions related to the Summer Camp program.
- Ensure that my child is up to date on all required medical, developmental, and health screening needs. Agree to access follow-up care when health concerns are identified.

I have received a copy of the Roots Academy Summer Camp Rules and Expectations. I have read and I understand the policies and procedures and I agree to abide by them. I/we am/are aware that lack of health forms, repeated policy violations, non-tuition payment or other instances of non-compliance will result in a meeting with the Director for my child to continue at Roots Academy.

Parent / Guardian #1 (NAME)

Parent / Guardian #2 (NAME)

Parent / Guardian #1 (SIGNATURE)

Parent / Guardian #2 (SIGNATURE)

Date

Date

