



Tamassee Summer Day Camp

PARENT HANDBOOK Summer 2026

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Vision

Empowering today's families and students for tomorrow's journey.

Mission

Tamassee is a place to belong where everyone experiences the peace of God, heal where mothers and children embrace holistic recovery and long-term success, and grow where students engage a passion for learning and exceptional citizenship.

Values

We inspire family.

We believe the Triune God blesses and heals us through biological and spiritual families. We welcome each other to be at home in the Tamassee family, see the inherent value and unique gifts of each person, and empower one another to be our true and best selves in healthy relationships.

We never stop learning.

We know there is always something new to discover and wonderful to explore. We are committed to ongoing learning and development because education brightens our future and expands our impact and influence.

We maximize every opportunity and resource.

We strive to be present in every moment so we never miss an opportunity to impact others positively. We seek creative solutions no matter the challenge, and we maximize every resource entrusted to us.

We own our excellence.

We are committed to doing everything with the highest standards of excellence and utilizing our best practices. Each team member takes ownership to act with integrity, always follow through, and support others' success.

We have fun!

We believe we are made to be happy and to enjoy each other and the good things of life. We believe learning is meant to be fun. We laugh and play. We even turn our challenges into opportunities to shine and revel in each other's success.

The Summer Day Camp at Tamassee values each and every student. We aim to support each child through activities that are designed to enable them to become stronger individuals and productive citizens.

The Summer Day Camp is an inclusive program, accepting campers from all backgrounds. Staff will make every attempt to develop adaptations and modifications necessary to meet the needs of the children.

Camper Bill of Rights

Each child deserves to be treated with dignity and respect. This is a list of Summer Camper rights:

- You will be treated with compassion, dignity, and respect.
- Your needs will be met in a timely and polite manner.
- Staff will talk with you in a respectful manner.
- Staff will make every effort to ensure your safety and to ensure that your basic needs are met.
- You have the right to receive competent care while you are here.
- You have the right to report suspected abuse or neglect of self or others without fear of consequences.

- You have the right to go to school in an environment free of bullying or harassment and to have reporting of any such activity be dealt with quickly, thoroughly, and fairly.
- You have the right to fair treatment that is not influenced by race, gender, sexual orientation, ethnicity, age, or disability.
- You have the right to express and practice your spiritual and religious beliefs.

The Camper Bill of Rights is meant to empower campers and create a sense of ownership within the program. As the campers begin the summer camp, they will be given the chance to add and adjust these rights as desired, as well as create their own responsibilities to which they will be held accountable.

Staff Code of Ethics

The Summer Day Camp is committed to a code of ethics that guides the performance, conduct, and behavior of its staff. This code offers guidance for responsible behavior and will ensure the highest level of professionalism in the operation and activities of the Program. Staff will adhere to this code of ethics and will be held accountable for their actions:

1. Staff will not harm children and will not participate in practices that are emotionally or physically harmful, disrespectful, degrading, dangerous, exploitive, or intimidating to children.
2. Staff will respect their colleagues and support them in maintaining this Code of Ethics.
3. Staff will promote safe and healthy working conditions and policies that foster respect, cooperation, collaboration, competence, well-being, confidentiality, and self-esteem in staff members.
4. Staff will not participate in practices that are in violation of laws and regulations protecting children in youth programs.
5. Staff will demonstrate respect and professional courtesy in their relationships with others.
6. Staff will not discriminate against children or families on the basis of sex, race, National origin, religious beliefs, medical condition, disability, or the marital status/family structure, sexual orientation or religious beliefs of their families.

Administration

Jennifer Holland, Afterschool & Summer Program Director

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864-944-1390 x114

Jan Honeycutt, Human Resource, Compliance, & Education Officer

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Fees

To be enrolled in the Summer Camp Program, a SmartCare Account must be created for your family and a working Credit Card kept on file for payment on the account. Payment will be processed on Monday the week before the camp week/day attending. If you want to cancel a requested week/day of camp and not receive a charge, you MUST cancel in writing by 2:30 on the Friday before the processing day. This will ensure that the Camp Director will have time to remove the charge from your account before it is automatically processed on Monday. If your Credit Card is declined when automatically processed, you will be contacted that same Monday and asked to provide an alternative Credit Card to be placed on your SmartCare account and charged that business day. If you are not able to pay for the upcoming requested week/day of camp, your child's registration for that week/day will be removed. Please remember that we have a scholarship application available upon request for families in need. Please be advised that NO refunds will be given once a charge is processed through SmartCare.

Schedule of Fees

Regular Hours (7:30 am-5:30 pm)
\$120 per week (for the first child)
\$110 per week (for second/plus child)
\$40 Daily Rate

Late Fees

If a camper is picked up past 5:30 pm, the following late fee will apply: \$5 per 15 minutes.

After 6:00 pm, parents will be asked to meet about dismissal from the program. If late pickup happens more than once, dismissal from the program will also be discussed. Our camp counselors are scheduled to leave at 5:30 every day.

Any concerns about payment should be discussed with the Director.

Once enrolling, we buy supplies, hire staff and save that spot for your child. Giving a week's notice allows the director to notify other families on the waiting list to take this spot. If your child does not attend for the week, or day, he/she is enrolled without proper notice, no refund will be given.

If inclement weather or emergencies close the program for a day or more, charges will still apply. Please be aware that the campus is closed on July 4th and the rates are the same for that week.

If no payments are made a week before attendance, parent/guardian must discuss payment options and concerns with the Director, in order to find a suitable payment arrangement. Failure to meet with the Director and resolve the issue may result in your child being terminated from the program and future programs for non-payment.

Financial Assistance

If a family is finding it difficult to meet their tuition obligations, we will partner with you to help you find the assistance you need and qualify for. There are scholarship options and payment arrangements to consider for childcare. The first step in the process is to share your need with the Program Director, so that a copy of the Financial Assistance Policy can be shared with you.

Daily Schedule

Daily Schedule is subject to change.

Time	Activity & Location
7:30 am – 8:20 am	Check In/Morning games in the Library
8:30 am – 9:10 am	Breakfast in Dining Hall
The breakfast serving line closes at 8:40 am. If you arrive after 8:40, your child needs to have eaten breakfast already.	
9:10 – 10:10 am	Morning Recess Time on Playground
10:20 – 10:45 am	Morning Gathering Time in the Chapel
10:50 am – 11:35 am	Theme Block 1
11:40 am – 12:25 pm	Lunch in Banquet Hall
12:35 pm – 1:15 pm	UE Reading/Rest; LE SAC Play
1:25 pm – 2:10 pm	UE SAC Play; LE Reading/Rest
2:15 pm – 3:00 pm	Theme Block 2
3:05 pm – 3:25 pm	Color War Team Challenge
3:30 pm – 4:30 pm	Snack/BINGO in Banquet Hall
4:30 pm – 5:30 pm	Recess Camper Game Enrichment in Education Building
Final Pickup at Education Building	

Enrollment

Enrollment applications need to be turned in 2 weeks before the week/day of attendance to give the camp director time to complete the enrollment process. If you do not have your child enrolled by that time, you are not guaranteed a space for that specified week/day. However, depending on available space, the director can approve late enrollment applications. If your child becomes enrolled, you will be contacted by the Friday prior to camp, to confirm enrollment. Enrollment is available both online and in-person at the Education Building.

If space is unavailable, your child will be placed on a waitlist for future openings and contacted by the Camp Director when a space becomes available.

As part of the enrollment process, a parent/guardian must complete the registration packet. This packet will include the following items:

- Registration Form
 - Address, phone number, and child's date of birth
 - Pick-up authorization and emergency contacts
 - Allergy information
 - Special needs or physical limitations
 - Demographic information
- Health Form with instructions for medication
- Permission to administer medication/first aid (if applicable)
- Photo Release consent form
- Liability Release statement
- Copy of Vaccination Records
- Acknowledgement of Agreement to Parent Manual

Changes in Information

If, and when, any changes occur to the child's address, phone number, or parent information, the Director must be notified so that a child's file can be updated appropriately.

Camper Files

While enrolled in the Summer Day Camp, campers will also have a camper file which includes any necessary reports related to enrollment, behavior reports, medical concerns, and any other information related to the program requirements. This file will remain locked up in the main office.

Attendance & Arrival Procedures

Attendance will be taken daily and throughout the day to ensure that children are present and accounted for. If a parent/guardian has any scheduled vacation days or other planned absences and late arrivals, please notify the director, so that attendance is accounted for during those times.

Drop Off Procedures

From 7:30-8:20 am campers should be dropped off at the Education Building, where parents will sign them in for the day. If you arrive after 8:20 am when we leave the Education Building for breakfast, please refer to camp schedule and the sign at entry way to know of our location on campus. You will be expected to meet with the camp counselor who has the sign-in forms to sign your child in for the day.

Pick Up Procedures

Campers will ONLY be allowed to be picked up by the parents/guardians listed on the registration form. If a parent/guardian decides to allow another person to pick up their child, they need to have this person listed as an authorized pick-up person or the child will not be allowed to leave the program. To make this adjustment to your child's form, please notify the Camp Director in writing 24 hours before the affected pick-up. Please note that an authorized person must be over the age of 18 and must bring a valid ID for approval. In cases where an individual (not listed on the enrollment form and without prior permission from a parent/guardian) attempts to pick up a camper, the parent/guardian will be called to authorize the pick-up. **If at any time you need to add or delete an authorized individual, please immediately notify the Director.** When picking up your child, you are required to sign them out of the program for the day. If a camper is signed out before 5:30 please note that once a camper is signed out for the day, he/she cannot come back to camp that same day.

Late Pick Up

Campers are expected to be picked up from the program no later than **5:30 pm**. Any pick-up time beyond 5:30 pm will be charged as a late pick-up fee, unless prior arrangements have been made with the Director.

If pick-up is past 5:45, staff will start to call the emergency contacts until a parent arrives.

If a camper is picked up past 5:30 pm, the following late fee will apply: \$5 per 15 minutes.

After 6:00 pm, parents will be asked to meet about dismissal from the program. If late pickup happens more than once, dismissal from the program will also be discussed. Our camp counselors are scheduled to leave at 5:30 every day.

Snacks & Meals

Campers will be provided with a daily snack, consisting of a healthy food item and a drink. They **DO NOT** need to provide their own snacks, and we request that children not bring in any outside snack food, unless it is discussed with the Director. If your child has any special diet or allergy concerns, these **MUST** be listed on the registration form. If dietary needs change, please notify the staff, so the camper file can be updated. The Director will have the weekly lunch menu at pick-up the Friday before. Campers are allowed to bring in a bagged lunch for a day they do not like the food on the menu. We request that no desserts, sodas or candy be brought from home when your child is bringing his/her own lunch. Also, please notify your child that sharing food is not permitted due to allergies and dietary concerns among other campers. **Campers who bring a lunch from home will not go through the dining hall line.**

Activities

Before all structured activities, safety guidelines and rules will be shared with the children. Extra precautions will be taken as necessary, to include liability release, guidelines for proper clothing, and camper to staff ratio.

Swimming

The only water emersion activities happen on our Water Day, the last Wednesday, July 22nd. On this day campers will get to play on a water slide and will be supervised at all times. Rising K-2nd graders and 3rd-6th graders will be in separate groups during this activity. On this day our rising 3rd-6th graders have the opportunity to attend Jocassee Wild Child educational boat tour. The campers will wear life jackets at all times while on the boat or in the water. Campers who do not participate in the boat tour will stay on campus with the K-2nd graders and counselors for the water slide experience.

Field Trip & Water Activities

On campus field trips are an integral part of our learning experience. We do have two off campus trips planned for this summer. The Cooking Enrichment trip to the cooking lab at Hamilton Career & Technology Center for all our campers will be in June. The Jocassee Wild Child educational boat tour will be offered to our rising 3rd-6th graders, and held on July 22nd. A permission form must be signed by a parent/guardian prior to each field trip. Parents/guardians will be given information prior to the trip, regarding the destination, scheduled times, and other pertinent information. Children are not required to participate, but it is highly encouraged. For campers who do not wish to attend, they will remain on campus with counselors following our normal camp schedule.

In the event of an accident during the trip, staff will adhere to the following procedures:

- Call 911 to report the accident and request an ambulance if there are injuries.
- Call any injured child's parent/guardian immediately after calling 911 to inform them of the child's symptoms and where they will be transported for medical care.
- Provide first aid as trained in an approved First Aid training course until emergency personnel arrive.
- Take the child's emergency medical information with them to the hospital or emergency location.
- A staff member will remain with the child at the hospital or emergency location until a parent or guardian arrives.
- A staff member will remain at the accident scene to supervise uninjured children.
- A call will be made to the Center and/or the Administration Office to inform the Director, the CEO, or Program Development Officer of the accident.

In the event that a child becomes sick on a field trip or during on campus camp activities:

- The group will return to the Education Building
- The child's parent/guardian will be contacted and asked to pick the child up.

Outdoor Activities

It is our expectation that children will go outside as often as possible, weather permitting. "Weather permitting" means no falling precipitation, thunder, lightning, or inclement weather. Inclement weather is defined by the American Academy of Pediatrics, American Public Health Association, and National Resource Center for Health and Safety in Child Care and Early Education (2010) as a wind chill factor at or below 20 degrees Fahrenheit or at or above a heat index of 95 degrees Fahrenheit. Due to the health effects of ground-level ozone, the SC Department of Health and Environmental Control provides the service of forecasting ozone concentrations to warn the public of unhealthy air and to encourage people to avoid exposure to unhealthy air.

If outdoor play is decreased due to weather, indoor active play is still available, so the total amount of active play remains the same. Any change in recreational opportunities will be determined by staff, based on weather conditions and program needs.

If you feel a child is too sick to go outside, then he/she is too sick to be at the Summer Day Camp. We request that a child be kept home until they are well enough to go outside.

Cell Phone & Technology Usage

Our policy requires that campers do not bring any technology or personal items to camp. These items include but are not limited to cell phones, including video game systems, tablets, or laptops, and any item of value.

If this policy is violated, the item will be collected and kept in the director's office until the end of the camp day. If this happens more than once and multiple warnings have been given to a camper, then we will have a meeting with the parent/guardian regarding these incidents. Tamassee DAR Summer Camp is not held responsible for any items brought from home that are lost, stolen or damaged.

Transportation

Any staff member who transports children will be required to have the following:

- Valid Driver's License (with no more than 8 violation points or 2 accidents within a 3-year period)
- Completion of a Defensive Driving course
- Completion of an internal bus driver training (supervised by the Building/Grounds Director)

Illnesses

Summer Day Camp is not set up to care for sick children. Please do not bring your child to the program if they are ill in any capacity. This includes vomiting, diarrhea or a fever of 100 degrees or more without medication, and head lice. They should be free of symptoms, without taking medication for 24 hours, before returning to the program. If your child becomes ill during the program you will be notified and asked to pick up your child. Sick children will be isolated from the other children and will be supervised by a staff person until the child is picked up by their parent or guardian. If you cannot be reached, the emergency contact person listed in your child's file will be contacted. It is very important that phone numbers for you and a contact person be updated as they change. Chairs, desks, and other items a sick child may have come in contact with will be cleaned using a disinfectant to reduce the risk of infecting other children.

Over the counter medication and prescription medication are provided by the parent. Medication of any form, including sunscreen, medicated ointment, and bug spray, will not be given without the written

permission of the parent/guardian. A medication log for any medications being given during the program will be completed by the staff administering the medication. The parent or guardian must sign a *Medication Administration Form* for any of the specified days that medication is to be given. Medication should be in appropriate containers and labeled with the child's name, dosage, and instructions for administering. Medications will be stored in a locked area and administered by the appropriate staff. A *Medication Administration Form* must also be on file from the doctor for all prescription drugs.

Immunizations

Children are required to have immunization records as a part of the enrollment process. These immunizations are the same as required by the school district:

- Hepatitis B
- Polio
- Varicella (Chickenpox)
- DTaP (tetanus, whooping cough)
- MMR (Measles, mumps, rubella)
- Tdap (whooping cough booster required before seventh grade)
- Hepatitis A

Medication Procedures

All medications to be given to campers during school hours, whether for a temporary condition (such as a cold) or for chronic issues (such as asthma or food allergies), must meet the following guidelines:

- Written, signed and dated parental consent is required prior to the administration of any prescription or over-the-counter medication (this includes cough drops, Tylenol, vitamins, etc.) or the administration of any special medical procedure.
 - All medications shall be used only for the camper for whom the medication is labeled.
 - Medications shall not be given more than the recommended dose.
 - Prescribed special medical procedures ordered for a specific child shall be written, signed and dated by a physician.
- Storage of medications:
 - All medications shall be kept in their original labeled containers and have child protective caps. The child's first and last name shall be on all medication.
 - All medications shall be stored in a separate locked container under proper conditions of sanitation, temperature, light and moisture.
 - Discontinued and expired medications shall not be used and shall be returned to the parent/guardian or disposed of in a safe manner.
- Medication log:
 - For medication administered by a staff person, a log shall be kept including the child's name, name of the medication, dosage, date, time and name of the person administering the medication. The log shall be kept on file for three years.
- Medication error:
 - Medication errors, (e.g. failure to administer a medication at the prescribed time, administering the incorrect dosage or administering the wrong medication;) shall be recorded in an incident report and kept on file for three years.
 - The parent shall be immediately notified by phone of a medication error or a suspected adverse reaction to a medication

Injury

Children who are injured during our program will receive immediate first aid and/or emergency care. In case of a severe or life-threatening injury, staff will immediately call 911 and a parent/guardian will be contacted. If the parent/guardian cannot be reached and does not return our call in a timely manner, staff will also call the emergency contact/s in order to ensure we have contact with someone.

Inclement Weather

The Summer Day Camp may be closed during any periods of inclement weather that hinder the safety of our children and staff. If inclement weather develops during program hours, the emergency weather procedures listed below will be followed and the program will remain open, unless the weather becomes a safety hazard. Parents will be notified if any camp closures occur.

If you have any questions about our hours of operation or closings, please call us at 864-944-1390 x112.

Emergency Preparedness

The Summer Day Camp has a set of procedures and guidelines in place to provide assistance and support during any emergency situation.

Emergency drills will be conducted on a regular basis.

Disaster and Severe Weather Emergencies

A nuclear event, severe weather, earthquake, gas or chemical spills, fires, and other facility and security related emergencies are disasters that could occur with little or no warning.

Storms and other hazardous weather can manifest quickly. The most important safety tip for campers and staff is to remember to stay calm in any situation. Staff will have access to flashlights, extra batteries, water bottles, and other items during an emergency. Staff will also be expected to keep their cell phone in hand, as this may be the only means of communication during a power outage.

Severe Thunderstorm/ Tornado/Flash Flooding

During severe weather (lightning, wind, flash flooding, etc.) each staff person having responsibility for children will follow the guidelines listed below:

- 1) Safety is often the use of good, practical, and common sense. Staff members will assume the responsibility for any child's safety that is in their care or supervision during times of danger.
- 2) Children will be kept inside the building under supervision. **Under no circumstances** will the children be outside if lightning or high winds are in the area, nor after it has passed, until they have been notified that it is safe to do so.
- 3) During a Severe Thunderstorm or Tornado Warning, all children will be placed within the safest confines of the building away from glass windows and doors, i.e., basement, hallway, etc. Designated areas are shown in diagrams throughout each building and both staff and campers will know where these areas are located, as practice drills are a regular and consistent part of the program.
- 4) High voltage lines are often broken as a result of winds and fallen trees. Campers and staff are expected to stay clear from any possible danger until they are notified that the area is safe.
- 5) During power failures, **STAFF WILL NOT** use open flames (candles, etc.) in any area of the building. No matches and/or lighters should be used until it is determined that there are no gas leaks in the area.
- 6) When a **Severe Thunderstorm Watch or a Tornado Watch** is posted, this means that weather conditions are favorable for the development of a Severe Thunderstorm and/or Tornado and a

Warning could be issued at any time. All children will be accounted for and preparation will be made to move children to a designated area immediately, should a **Warning** be issued. **Staff and children must stay in the designated area until the warning is lifted.** We will make every effort to keep parents informed in an emergency situation.

- 7) Designated areas are assigned as follows:
 - a) Chapel – Under the nearest pew away from windows
 - b) Banquet Hall – Hallway near public bathrooms, serving line and kitchen area
 - c) Student Activities Building – Downstairs bathrooms and/or the Activity Room.
 - d) Education Building – Basement hallway
 - e) Playground/Pavilion area- Basement in Groves Cottage
- 8) It has been suggested by the Oconee County Emergency Preparedness Agency that a **Severe Thunderstorm Warning** be taken as seriously as a **Tornado Warning**.

Earthquake

An earthquake is a sudden shaking of the earth caused by the breaking and shifting of the rock beneath the earth's surface. Earthquakes happen very suddenly with little or no warning. Children will be guided to **STAY CALM AND DO NOT RUN OR PANIC**. If children are in a building, they will stay inside and get under a heavy table or a piece of sturdy furniture. If they are outside, they will be led away from buildings. If an evacuation is necessary, the Program Director will coordinate plans with the Chief Executive Officer.

Gas or Chemical Spills

A toxic chemical spill or gas leak could require us to shelter in place or in extreme situations, to evacuate the campus. Evacuation of the campus, if required, would be handled under the direction of our local Emergency Preparedness Office. The Program Director will coordinate evacuation plans with the Chief Executive Officer. Staff and children will stay indoors with all the windows closed until they receive instructions on procedures for an orderly evacuation, if warranted.

Fire

In the event of an actual or observed fire or the observation or smell of unexplained smoke that could indicate a fire in a building or on the grounds, and/or if the fire alarms are triggered within a building, all occupants will evacuate the building and/or the surrounding area and immediately call 911.

A diagram will be placed in each building showing the floor plan and the fire exits. A designated location outside of each building will be determined, so that staff can take attendance and ensure that all campers have left the building. Staff will conduct and track monthly fire drills. It is everyone's responsibility to report any suspected fire hazards, malfunctioning fire warning devices and/or fire extinguishers, or any other conditions that might cause or fuel a fire. All staff will be trained in the proper use of fire extinguishers annually.

Bomb Threats

In the event of a bomb threat to any building, the procedure listed below should be followed: the person receiving the threat will obtain all possible information from the caller. Children will be evacuated from the building and be supervised at all times. Attendance for campers will be taken and then all campers will move to the nearest building. Staff will notify the Director immediately after a threat has been heard or suspected. If a Director is unable to be reached, staff will immediately call 911 and **NOT** return to the building until it is deemed safe to do so.

Threats of Terrorism

When an individual receives what is believed to be a potential or credible terrorist threat, or observes activity that could be potentially terrorist related, that information will be immediately provided to the Director and they will inform local law enforcement. The local law enforcement will determine if the situation meets the FBI's definition of terrorism. If the threat is determined to meet the definition, SLED will be notified and they will determine if the area potentially impacted needs to be evacuated and will establish and secure the area as appropriate.

Intruder

In the event that an intruder or visitor becomes violent or poses any danger, communication will be made to the Director regarding the possible threat. The following procedures shall be applied through a staff member's personal judgment, in an effort to make decisions that would maximize the potential for their own safety as well as that of our children and other staff:

Staff will be on alert for any suspicious individuals or activity and immediately notify the Director when a concern is observed. If anyone feels threatened or has a valid suspicion of immediate danger, they will stay calm and call 911 immediately, and then communicate with the Director. If they are safely able to do so, they will then inform others within the building and across the campus, using phone calls, texts, or other means of communication.

When other staff that are with children are notified of a dangerous situation, they should immediately take measures to ensure the safety of the children in their care. They should take the following actions if they can do so safely:

- 1) If outdoors, get the children to a safe location away from the area of danger.
- 2) If indoors, in a separate building from intruder, staff should immediately ensure that all doors and windows are locked and gather the children together in a central, safe location.
- 3) If indoors, in the same building as the intruder, immediately evacuate as many children as possible, if they can do so in a manner that does not go near the area where the intruder is located. If they cannot safely exit the building, they will shelter in place until the area is secured by emergency management personnel.
- 4) Once emergency personnel have arrived and taken over the situation, staff should obey all commands. Any statements to the news media shall be made only by the Chief Executive Officer or their designee.

Evacuation Plan (Non-Nuclear)

Should a mandatory evacuation of the campus be ordered, Tamassee would follow the direction and guidance of the Oconee County Emergency Preparedness Office (EPO). The evacuation site would be established by the EPO at the time of the incident. EPO will coordinate with the Program Director, who will then notify parents immediately through a text alert and email sent from the SmartCare (registration) system. Please make sure that the information in this system is always kept current. In the event that a parent is not reached, individual phone calls will be made, once we have arrived at the evacuation site.

Nuclear Event, Emergency & Evacuation

In case of a nuclear event or an emergency, outdoor sirens will sound repeatedly to warn of a problem. If you hear a siren, turn on your radio or television immediately. Tune your radio to WFBC 93.7 or your TV to WYFF News 4 Greenville. *THE SIRENS MAY BE USED TO WARN YOU OF A STORM OR OTHER EMERGENCY SO*

HEARING A SIREN DOES NOT MEAN YOU SHOULD EVACUATE. In an emergency, fire, police and rescue units may also patrol the area and sound their alarms. If there is a problem, you might be told to stay indoors or you might be told to evacuate. Should an evacuation be necessary, a member of the Emergency Response Team will coordinate evacuation plan A or B. If a warning is given for a nuclear emergency, please take the following action:

Account for all of the campers in your immediate care;

If you are outside, go inside immediately and turn on your TV or Radio;

Wait for instructions.

In the event of an actual nuclear evacuation, as identified above, the Program Director will follow immediate guidelines from the Chief Executive Officer. Parents/Guardians will be notified immediately through a text alert sent from the SmartCare (registration) system. Please make sure that the information in this system is always kept current. In the event that a parent is not reached, individual phone calls will be made, once we have arrived at the evacuation site.

Parents/Guardians should be aware of the following designated location for evacuation procedures:

7:30 AM to 5:30 PM (Full Camp Day)

Appointed members of the Emergency Operations Team will pick up the Summer Camp Campers and staff at their respective buildings and transport them, in a school vehicle, to Westside High School in Anderson. Westside High School is located at 806 Pearman Dairy Road, Anderson, SC 29625.

The designated route is SC 11 to SC 183, right on SC 183 to US 76/123, left on US 76/123 to SC 24, right on SC 24 to SC 28 Bypass, left on SC 28 bypass, 1.2 miles to Westside High School on right.

Behavior Management

Camper Expectations

Age-appropriate limits and rules are necessary to safeguard children and premises. These limits and rules are explained on each child's level of understanding. Acknowledging that all children are uniquely different and mature at different levels, it is necessary that each parent cooperate with the Program in establishing an appropriate disciplinary action.

Staff Procedures

THERE IS ABSOLUTELY NO CORPORAL PUNISHMENT ALLOWED.

Praise and positive reinforcement are effective methods of behavior management of children. When children receive positive, nonviolent, and understanding interactions from adults and others, they develop good self-concepts, problem solving abilities, and self-discipline. Based on this belief, we use a positive approach to discipline and practice the following discipline and behavior management techniques:

WE DO:

- Communicate to children using positive statements.
- Communicate with children on their level.
- Talk with children in a calm quiet manner.
- Explain unacceptable behavior to children.
- Give attention to children for positive behavior.

- Praise and encourage the children.
- Reason with and set limits for the children.
- Apply rules consistently.
- Model appropriate behavior.
- Set up the classroom environment to prevent problems.
- Provide alternatives and redirect children to acceptable activity.
- Give children opportunities to make choices and solve problems.
- Help children talk out problems and think of solutions.
- Listen to children and respect the children's needs, desires and feelings.
- Provide appropriate words to help solve conflicts.
- Use discussion to work through common conflicts.

WE DO NOT:

- Inflict corporal punishment in any manner upon a child. (Corporal punishment is defined as the use of physical force to the body as a discipline measure. Physical force to the body includes, but is not limited to, spanking, hitting, shaking, biting, pinching, pushing, pulling, or slapping.)
- Use any strategy that hurts, shames, or belittles a child.
- Use any strategy that threatens, intimidates, or forces a child.
- Use food as a form of reward or punishment.
- Use or withhold physical activity as a punishment.
- Shame or punish a child if a bathroom accident occurs.
- Embarrass any child in front of others.
- Compare children.
- Place children in a locked and/or dark room.
- Leave any child alone, unattended or without supervision.
- Allow discipline of a child by other children.
- Criticize, make fun of, or otherwise belittle a child's parents, families, or ethnic groups.

Conferences will be scheduled with parents if consistent disciplinary problems occur. If a child's behavior consistently endangers the safety of the children around him/her, then the director has the right to terminate services for that particular child. A meeting will take place between the parent and the director before any suspension or dismissal takes place. The safety and well-being of your child and the other children are of the utmost priority for our program, and decisions will be based on the best interests of all the children involved.

We strive to offer quality developmentally appropriate educational programs to children. One of the main components to success is partnering with you to help your child grow within our program and at home. We also recognize that, "one size does not fit all", meaning our summer camp environment, although inclusive, may not meet the expectations you envision for your child's program. If at any time, you are unsatisfied or concerned with our policies and expectations, please speak with the Director.

Trauma-Informed Practices

The Summer Day Camp utilizes trauma-informed practices to guide camper behavior and camp management. These practices have the following components:

1. Safety- Practices that will make campers and staff feel physically safe
2. Trustworthiness & Transparency- Making decisions that allow for transparency to all parties involved and will help to build and maintain trust

3. Peer Support- Drawing on personal strengths to develop non-judgmental relationships that can help support each other throughout the camp
4. Collaboration- Making decisions that support the different opinions between staff, campers, and parents
5. Empowerment- Supporting the idea of resilience and the ability to heal from trauma, which will allow for campers to build upon their strengths and overcome their challenges
6. Cultural Responsiveness- Responding appropriately to stereotypes, biases, and trauma that might affect a camper's decisions and behavioral responses

Sources: SAMSA https://ncsacw.samhsa.gov/userfiles/files/SAMHSA_Trauma.pdf and National Child Traumatic Stress Network

Expulsion Procedure

We will do everything possible to work with you and your family in order to prevent expulsion/suspension.

Proactive Actions That Can Be Taken in Order to Prevent Expulsion:

1. Staff will try to redirect child from negative behavior.
2. Staff will reassess the classroom environment, appropriateness of activities, supervision.
3. Staff will always use positive methods and language when disciplining children.
4. Staff will praise appropriate behaviors.
5. Staff will consistently apply consequences for rules.
6. Child will be given verbal warnings.
7. Child will be given time to regain control. (Quiet areas are available.)
8. Child's disruptive behavior will be documented and maintained in confidentiality (for use in development of behavioral plan with parent and/or mental health services).
9. Parent/ Guardian will be notified verbally or in writing when needed and parent meetings will occur to help with actions to support the child's needs for services and support.
10. Parent/Guardian will be given written copies of the disruptive behaviors that might lead to expulsion.
11. The Director, classroom staff and parent/guardian will have a conference to discuss how to promote positive behaviors, and resources and tools will be provided in development of a behavioral plan to support social emotional development for all children.
12. The parent/guardian will be given literature or other resources regarding methods of improving behavior.
13. Recommendation of evaluation by professional consultation on premises or off premises referrals may be required.

Expulsion:

1. Expulsion may occur if the child is at risk of causing serious injury to other children or himself/herself and methods in behavioral plan have not worked.
2. Expulsion may occur if Parent/Guardian threatens physical or intimidating actions towards staff members or others.
3. Expulsion may occur if Parent/Guardian exhibits verbal abuse to staff in front of enrolled children.

If after the remedial actions above have not worked, the child's parent/guardian will be advised verbally and in writing about the child's or parent/guardian's behavior warranting actions. An expulsion action is meant to be a period of time so that the parent/guardian may work on the child's behavior or come to an agreement with the program.

The parent/guardian will be given specific expulsion dates determined on the child's behavior in efforts to keep child and other children safe. These dates will be determined by a collaboration of the Director and Education Officer.

Note: If, at any point, there is an indication/suspicion that a child may have special needs, we will inform the child's family.

Bullying

At no time during our program will we allow any form of bullying, including, but not limited to: teasing, harassment, fighting, rude or discriminatory comments, pushing, shoving, and throwing objects at other children. If these incidents occur, we will take the following steps:

1. Campers will be given a verbal warning and a conversation about each incident, alongside a written disciplinary report.
2. Campers will receive a "suspension" of privileges, such as the removal of group recess time and/or choice time at Student Activity Center.
3. If the issue escalates after all the above procedures have been used, the camper will be removed from the program for a minimum of 1 day, and more days as needed, based on the situation.

Multiple cases of disciplinary reports, without a change in behavior being shown, may result in dismissal from the program or extended suspension.

Language & Diversity Procedure

The Summer Day Camp will aim to actively promote anti-discriminatory practices to build an inclusive environment where all children can fulfill their potential and where children and families can feel accepted, respected, and valued. No child will be denied access to activities, materials, or equipment on the basis of race, sex, national origin, sexual orientation, culture, or family structure. Children will not be encouraged or discouraged in ways that reinforce stereotypes. The program aims to provide a positive and loving environment free from prejudice and discrimination and it will provide activities that promote diversity. Activities, books, materials, and the learning environment are used to reflect the diversity of all children and their families. We strive to provide learning experiences that are meaningful to each individual child and that recognize various learning styles, languages, and abilities.

Publicity Release Procedure

Parent/Guardian must give permission to Tamassee to use a child's name, photograph, or other identifying information in written or visual form for newsletters or other forms of media. Please also consider that many photographs will include groups of children engaged in different activities and you **MUST** have a written refusal on file if you do not wish for your child to be included in these group photographs.

Tamassee is completely committed to rejecting any use of children's names, photographs, or other identification in any manner whatsoever that could be considered exploitation. No child will ever be intentionally used in such a manner.

Complaints and Grievances

Both campers and their families have a right to voice their grievances and concerns about the program at any time. We are open to hearing your thoughts and we are committed to providing reasonable accommodations for you and your child, as needed, and within reasonable expectations. If you have a complaint/grievance, please follow this procedure:

1. Contact the Director or lead teacher for any complaints that have originated within the classroom, the outdoor space, or the enrichment activity. This will allow each party the opportunity to clarify and resolve the issue.
2. If there is any issue with a volunteer, contact the Program Director.
3. If a problem persists after meeting with the teacher, contact the Program Director.
4. In any case where the issue escalates beyond the Program Director, parents/guardians are encouraged to contact the Chief Executive Officer.

Please note that all communication will be documented as part of the camper file.

Confidentiality & Disclosure of Confidential Information

Staff and child records will be kept in a locked location.

Staff members may have access to a child's record if he/she has a need for such information in connection with his/her duties. The fact that an individual usually has access to a camper's record does not give them the privilege of reviewing the record unless there is a need for the information in the performance of his or her duties.

A child's record, emergency information, photograph, and other information about the child or family, including information that may identify a child by name or address, is confidential and may not be copied, posted on a web site, or disclosed to unauthorized persons, without written consent from the child's parents.

Staff members having access to children's records are required to abide by the written policies regarding confidentiality of children's records and the method of making disclosure of information in records.

In order to prevent improper disclosure, any request for confidential information should be made in writing to the Program Director.

Mandated Reporting

Tamassee DAR Summer Camp staff are required by law to report any information received in a professional capacity which gives reason to believe that a child has been, or may be, abused or neglected. Depending on the relationship of the alleged perpetrator to the victim, the report will be made to the relevant County Department of Social Services, law enforcement, and/or the Out-of-Home Abuse and Neglect (OHAN) Investigations Unit within the SC Division of Social Services.

Any time a staff person becomes aware of an abusive or neglectful situation, a report shall be made to two of the following administrative staff: Program Director and Chief Executive Officer. The report should include all individuals involved, the facts of the incident, and how the staff became aware of the incident. Administrative staff will support the staff person in making the necessary reports and documenting the incident.

The report must be kept confidential and only shared on a need-to-know basis. Other than gathering basic information about the incident, no staff will investigate the incident prior to making the necessary reports as required by law. The proper outside agencies will be responsible for investigating the disclosed information. Tamassee DAR Summer Camp Staff will cooperate with the SC Department of Social Services, OHAN, and Law Enforcement related to any resulting investigations. Additional internal investigations will only be done in cooperation with the outside responsible organization and/or with their consent and approval.

Volunteers and Staff

As part of the Summer Day Camp, children will be working alongside both volunteers and staff. Staff will be over the age of 18 and cleared of criminal and child abuse background. Staff will also be expected to have experience in childcare or education, and they will receive professional development training throughout the school year.

Volunteers will need to be at least 16 years old, with exceptions to certain clubs and private groups that choose to provide only short-term and non-recurrent volunteer services. Volunteers over the age of 18 will receive criminal and child abuse background checks, as well as volunteer orientation. Volunteers are here to support the extra needs of our program and while they are treated as staff and held to similar childcare expectations, they are never working with children, unless supervised by a staff member.

Summer Day Camp Parent Manual Acknowledgment Form

_____ I DO agree with and will follow the policies and procedures in the Summer Day Camp Parent Manual. If I have any concerns about the above policies and procedures, I will contact Jennifer Holland the camp director.

_____ I DO NOT Agree with the policies and procedures in the Summer Day Camp Parent Manual and I wish to un-enroll my child(ren) for the summer camp program.

Parent/Guardian Printed Name _____

Parent/Guardian Signature _____