

# WELCOME!!

Dear Parents:

The City of Myrtle Beach Recreation Services Department would like to take this opportunity to welcome you and your family to "Camp Friendship" and "Camp Cool-Out" Summer Camp and After School Programs. Our programs are designed to provide a well supervised, stimulating recreation environment which allows participants to expand their awareness of recreational activities, develop socialization skills, and explore their needs, interests, talents and abilities.

The parent handbook outlines what you may expect from Youth Programs and what Youth Programs expects from you in return. We hope it will be helpful and we welcome your suggestions for future handbooks. You are welcome to visit our programs at any time!

We hope your family's experience with Youth Programs will be an enriching, delightful experience.

## **CITY OF MYRTLE BEACH YOUTH PROGRAMS PHONE DIRECTORY**

Amy Elvis – Youth Programs Supervisor <a href="mailto:aelvis@cityofmyrtlebeach.com">aelvis@cityofmyrtlebeach.com</a>	918-2290
"Pepper" Geddings Recreation Center "Camp Friendship" Paige Geddings – Asst. Youth Programs Supervisor <a href="mailto:pgeddings@cityofmyrtlebeach.com">pgeddings@cityofmyrtlebeach.com</a>	918-2280  918-2291
Mary C. Canty Recreation Center "Camp Cool-Out" Jennifer Dennison – Youth Programs Coordination <a href="mailto:jdennison@cityofmyrtlebeach.com">jdennison@cityofmyrtlebeach.com</a>	918-1465  918-1468

## **HOURS**

After School Program hours are from 2:00pm – 5:30pm

Summer Camp hours are from 8:00am – 5:30pm

Holiday Camp hours are from 8:00am – 5:00pm

## **CHILDREN SERVED**

\* Youth Programs serves children ages 5 – 12 years old.

***The child must be 5 years old by the first day of camp***

\* Youth Programs is open to City and Non-City residents.

\* Birth certificates are required for all 5 year olds

## **INSURANCE**

The City of Myrtle Beach Cultural & Leisure Services Department does **NOT** offer supplemental insurance policies. Insurance is very important and must be carried by the parent or legal guardian.

## **PROGRAM**

- \* Youth Programs offers a variety of activities for individuals of all age groups, such as arts & crafts, sports, games, music, dance and homework help.
- \* The children spend time outdoors everyday throughout the year to engage in active play.
- \* Nutritious snacks are served every afternoon. We also have snack machines for those children who wish to bring money.
- \* There are field trips throughout the summer.
- \* Youth Programs is NOT a member of the South Carolina ABC Program

## **SUMMER PROGRAM**

Youth Programs offers a full time Summer Program at "Pepper" Geddings & Mary C. Canty Recreation Centers for ages 5 – 12year olds. Summer Camp hours are from 8:00am – 5:30pm. Registration for Summer Camp and the upcoming After School Program is always held on the first Monday in February beginning at 8:00am.

## **CHILDREN'S FORMS**

We must have on file for every child enrolled in Youth Programs the following:

- \* Parent Contract
- \* Registration Form
- \* Child Information Card
- \* Photo/Video Release Form
- \* Anti-Bulling Contract
- \* Birth Certificate (if required)
- \* Medication Form (if requested)

It is very important that all information on file (especially your home, work and emergency contact numbers) be kept current. Please inform staff IMMEDIATELY of any changes.

## **SWIMMING**

Summer Swimming time is Monday – Friday 2:00pm – 3:00pm or 3:00pm – 4:00pm depending on your child's age group. Participants should wear their regular clothes and bring a bathing suit and towel every day during the summer program.

**\*\*\* Subject to change due to pool schedule\*\*\***

## **OUTDOOR PLAY**

The children will spend some time outside every day, except during inclement weather, and should be properly attired. We ask that your children wear **TENNIS SHOES** during the summer program **EVERDAY**.

## **SNACKS**

A Nutritious snack is provided in the afternoon for the After School Program and Summer Camp Program.

- If your child has allergies to certain foods or juices, we recommend that the parents supply all snacks and drinks.

Throughout the summer program, ALL the children need to bring their own BAG LUNCHES. We do NOT provide lunch

**NO MICROWAVE or REFRIGERATOR IS AVAILABLE**

## **FIELD TRIPS**

Field trips are a part of our Summer Camp program. Children are expected to go on all schedule field trips. If you do NOT want your child to attend any scheduled field trips, please make arrangements for alternate care. All staff is required to go on all field trips.

- We reserve the right not to take any child on a field trip due to discipline or health related reasons.

**Parents** are responsible for paying the cost of **ALL** field trips, these fees are due at the start of Summer Camp and are **Non Refundable/Transferable**.

**If you have an outstanding balance and fees are not current, your child/children will not be able to attend the field trip. Parents will have to arrange alternate care.**

## **TRANSPORTATION**

Transportation to field trips is provided by one of the following ways: City bus, Horry County School buses, or walking. Youth Programs **WILL NOT** be responsible for getting your child to any game or practice that is on another site. Alternate arrangements must be made.

## **MEDICATION**

We can administer ONLY prescription medicines that are in the original prescription bottle and are accompanied with a Youth Programs Consent Form. (Available from Supervisor)

- If medications are not picked up on the last day of Summer Camp, they will be disposed of properly.

## **ILLNESS/INJURY**

**If your child does not attend school, he/she may not attend the After School Program!**

A child should NOT attend Youth Programs if they have had any of the following symptoms within the past 24 hours

- |            |                           |                           |
|------------|---------------------------|---------------------------|
| * FEVER    | * UNDIAGNOSED RASH        | * INFLAMED OR MATTED EYES |
| * VOMITING | * INFLAMED OR MATTED EYES | * DIARRHEA                |
| * LICE     | * RINGWORM                | * SEVERE COLD             |

**\*Physical injury that does not allow the participant to fully & safely participate in camp activities.**

If a child becomes ill at the program, staff will have the child rest in a quiet area of the room and will contact you to pick up the child. If you cannot be reached staff will call the emergency backup person listed on the registration form. **The child must be picked up within 1 hour of the phone call.**

### **CHILD ABUSE**

Staff is legally required to report any instances of observed or suspected child abuse or neglect, including a parent who is intoxicated when picking up a child from Youth Programs. If necessary, Police will be called.

### **ACCIDENTS**

If a child has an accident, Youth Programs Supervisor will give you a copy of the accident report upon request.

If a serious accident occurs, which might need medical attention; the staff will contact you immediately so you can take your child to the doctor. The child must be picked up within 1 hour of the phone call.

If it is an EMERGENCY and immediate attention is needed, the staff will call 911 and then immediately contact you. After 911 has been called it is up to paramedics to decide what to do. If they decide your child needs emergency treatment, they will take your child to the nearest emergency room, and you will be responsible for the medical charges. Program staff is NOT allowed to transport children in their personal vehicle.

### **ATTENDANCE POLICY**

Youth Programs does NOT allow walk-ins. If you register your child for Summer Camp and/or After School Program you must pay for each week, whether your child attends or not. You will be allowed 1-week vacation during the Summer Program and 2 weeks during the After School Program. Vacation is defined as Monday thru Friday and must be taken accordingly. **A written letter with the dates must be given to a Supervisor PRIOR to leaving for vacation.** Failure to do so will result in payment for those weeks. **If your child does not attend school, due to an illness, they may not attend the After School Program.**

All children must be signed in before 9:00am on a daily basis. Please be mindful that all activities start at 9:00am.

If you sign your child out early from camp, they may not return until the following day.

Please call Youth Programs Supervisors if your child will be late or not attending the After School Program for any reason. (i.e. sports, drama practice, dance, or any program that may be held at their school.)

### **DROP POLICY**

### **Summer**

If you choose to remove your child/children from the Summer Camp Program, they **CANNOT** return until the following summer.

### **After School**

If you choose to remove your child/children from the After School Program, they **CANNOT** return until the following school year.

### **EXCEPTION**

If you remove your child/children from the Summer Camp Program, but they are registered for the After School Program, they may attend.

**\*All of the above must be put in email or written format\***

### **ABSENCES**

If you know your child is going to be absent from the After School Program, please call Youth Programs Supervisors before arrival time. It is very important for you to do this, otherwise we assume your child is "lost in transit" and send out a search party.

### **LATE PICK UP FINE**

According to the designated clock within the program location. Any parent arriving after the pick-up time will be assessed an additional fee of \$1.00 per minute/per child. This fee is to be paid immediately when you arrive. Please be mindful that our staff also have family, work and educational commitments.

**Continual late pickup will result in your child/children being removed from the program**

### **PICK UP/ SIGN OUT POLICIES**

When you drop off your child during the Summer Program you must sign them in at the front desk. Also, when you pick up your child, you must sign them out at the front desk. We will release your child to either parent unless we have a court order to prohibit it. You must inform Youth Program Supervisors in advance if someone else is going to pick up your child other than those people listed on the registration form and/or child information card.

**A maximum of (5) persons will be permitted to pick up your children with proper**

**ID**

**Be prepared to provide ID when picking your child/children up.**

### **PARENT CUSTODY ISSUES**

- Anyone listed on ID Card can pick up at any time with proper ID.
- Any changes to your child pick up, will be accepted through E-mail ONLY. We will not accept a written note/call or verbal request.
- Legal documents must be provided.
- Youth Programs will not be responsible for making arrangements for parents regarding Pick-up.

## **INCLEMENT WEATHER**

**If school is closed or scheduled for early dismissal due to weather, there will be NO Youth Programs.**

In the event of a hurricane, should the Governor call for a mandatory evacuation, Youth Programs will close immediately. Children MUST be picked up as soon as that announcement is made. There will be NO refunds for closings due to inclement weather.

## **FINANCIAL POLICIES AND PROCEDURES**

Payment of fees is due on Mondays. The Youth Program Supervisor will collect fees on Monday mornings during the Summer Camp Program. Online payments are preferred, however, you may also make weekly payments at the front desk (preferably in the afternoons at pick-up). **There will be \$5.00 late fee if not paid on Mondays.**

- **Weekly payments cannot exceed two weeks**
- **Continual late payment will result in your child/children being removed from the program.**

### FEES

\$20.00 City of Myrtle Beach Resident Registration Fee for Summer Camp & After School Program

\$50.00 Non-City Resident Registration Fee for Summer Camp & After School Program

\$75.00 per week – Summer Camp (8:00am-5:30pm)

\$50.00 per week – After School Attendance (2:30pm – 5:30pm)

**FEES ARE SUBJECT TO CHANGE AS MANDATED BY MYRTLE BEACH CITY COUNCIL!!!**

Reduced rates are available if you qualify.

Daily rates are **NOT** available.

### **Note to Parents:**

Your child cannot participate in another recreation activity (i.e. basketball, baseball, football or swimming...) if there is a balance due to another department.

## **YOUTH PROGRAMS HOLIDAYS AND CLOSINGS**

New Year's Day  
Martin Luther King Jr. Day  
Juneteenth Day  
Independence Day  
Memorial Day  
Labor Day  
Thanksgiving Day & the Day after  
Christmas Days (Pending Yearly Calendar)

### **HOLIDAY CAMPS**

Will be announced at the beginning of the school year (Pending HCS Calendar)

#### **Pre-Registration ONLY**

**\*We will accommodate early dismissals from schools.**

**\*We WILL NOT accommodate teacher work days & student holidays.**

## **DISCIPLINE**

The staff of the Youth Programs respects the dignity of the children in all their dealings with them. The children are expected to respect each other, just as the staff respects them.

Positive reinforcement is the best approach to motivate a child to good behavior. Minor offenses will be dealt with judiciously (Time-Out). In the event that the staff is unable to resolve a problem with a child's behavior a discipline contract will be issued. Discipline contracts must be signed by the parent or guardian and returned to Youth Program Supervisor. Children are subject to suspension for unacceptable behavior or actions such as spitting, hitting, or profanity. In the event that a child continues unfavorable behavior or becomes a threat to themselves or others they will be removed from the program.

If your child is involved in bullying behavior, they are subject to suspension from the program. A parent will be notified and the child must be picked up immediately. The parents will be asked to sign a disciplinary contract that will be kept on file. If your child is suspended for two incidents that are associated with BULLYING, they will be expelled from the program. All parents and children are required to sign an Anti-Bullying contract.

## **PARENT SUGGESTIONS**

- **Participants will be engaged in active play; therefore, it is recommended that all participants wear hand length shorts, tennis shoes and socks. NO SANDALS OR FLIP FLOPS. Camp T-Shirts are to be worn on all field trips.**
- Be sure your child's belongings are clearly marked with his or her name. Youth Programs does NOT accept responsibility for lost or stolen items.
- Have your child check for items to take home, be sure staff knows your child is leaving and sign the sign out sheet.
- For safety reasons, please do not allow your child to return to the program after they have been signed out for the day. Appointments are the only exception.
- Staff hours are assigned for the primary purpose of supervising children in the program. Therefore we ask parents:
  - To call center only to give essential and timely information.
  - To keep conversation with staff brief. Arrange a conference or call back if a longer conversation is needed.
  - To call Supervisor with questions on overall policy.



## **PARENT CONTRACT**

In consideration of my child/children's participation in Summer Camp & After School Programs, I agree to the following:

1. I agree to pay a nonrefundable reg. fee of \$20.00 for City Residents and \$50.00 for Non-City Residents per child.
2. **I agree to pay for each week of camp, even if my child does not attend camp. I will be allowed 1-week vacation. I must give a written letter to supervisor prior to leaving for vacation. Failure to do so will result in me paying for those weeks. Weekly Payments cannot exceed 2 weeks \*\*All payments are due on Mondays\*\***
3. I give my child/children permission to travel to and from field trips in one of the following ways: City bus, chartered buses, school buses, or walking.
4. If I have, an outstanding balance and fees are not current, my child will not be able to attend field trips and I will have to find alternate care.



5. I agree that if I sign my child out early from camp, they may not return until the following day.
6. I agree that I will pick my child up by 5:30pm or earlier; I also understand that it is my responsibility to provide alternate arrangements for picking up my child if I am unavailable. **I understand that in the event that my child is not picked up by the required time, a fee of \$1.00 per minute/per child must be paid in cash at the time of pick up.** After 5:45 pm, my emergency contact will be notified.
7. I agree to personally drop off and pick up my child from the “Pepper” Geddings or Mary C. Canty front desk with proper ID. I also agree to sign him/her in and out each day, except when I have authorized in writing alternate arrangements.
8. **I agree to the terms of the parent custody pick up procedures.**
9. If I decide to withdraw my child from the Summer and/or After School, I must follow **DROP POLICY GUIDELINES.**
10. I have signed and agree to the Anti-Bullying & Photo Consent forms.
11. I understand that the City of Myrtle Beach reserves the right to remove my child from Youth Programs for any good cause which includes but is not limited to:  
(Continued late payment, late pick up of my child, behavior issues or failure to comply with program policies)

Please sign below acknowledging that you have received a copy of the Summer Camp and After School Parent Handbook and agree to the Parent Contract guidelines.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Child (re) Name's



## **PHOTO/VIDEO RELEASE FORM**

I, \_\_\_\_\_ (please print), grant permission to the City of Myrtle Beach - Parks, Recreation and Tourism and its employees the irrevocable and unrestricted right to reproduce the photographs and/or video images taken of me, or members of my family, for the purpose of publication, illustration, advertising, or trade, in any manner or in any medium. I hereby release the City of Myrtle Beach - Parks, Recreation and Tourism and its legal representatives for all claims and liability relating to said images or video. Furthermore, I grant permission to use my statements that were given during an interview or guest lecture, with or without my name, for the purpose of advertising and publicity without restriction. I waive my right to any compensation.

**I acknowledge that I am**

[ ] **over the age of 18**

[ ] **the legal guardian of the following**

**If legal guardian of model(s), please list name(s) here:**

Name(s): \_\_\_\_\_

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

Address: \_\_\_\_\_



## **ANTI-BULLYING CONTRACT**

In an effort to make our program an enjoyable safe environment where the child's emotional, social and physical needs will be met, Youth Programs has developed an Anti-Bullying Program that all children are expected to follow and abide by.

**BULLYING** is defined as a repeated behavior that is meant to hurt someone physically, emotionally or socially. It is also unfair, one-sided, an imbalance of power and intentional.

**BULLYING** is... but not limited to:

- ✓ Physically hurting someone
- ✓ Teasing
- ✓ Name calling or insults

- ✓ Making threats
- ✓ Excluding others
- ✓ Spreading rumors
- ✓ Mean verbal exchange
- ✓ Taking things from others
- ✓ Sending mean or threatening notes, text messages, emails or phone messages

**\*\*BULLYING WILL NOT BE TOLERATED \*\***

If your child is involved in bullying behavior, they are subject to suspension from the program. A parent will be notified and the child must be picked up immediately. The parents will be asked to sign a disciplinary contract that will be kept on file. If your child is suspended for two incidents that are associated with **BULLYING**, they will be expelled from the program.

**This contract will be discussed and explained to all youth program participants. We are asking that children and their parents sign this contract acknowledging that they received a copy and understand the contents and consequences.**

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Parent/Guardian Signature

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Date