



## HANDBOOK

400 Alice Street  
Ocean Springs, MS 39564  
Ph (228)875-8665 Fax (228)872-5001

*Our Mission: We are committed to enhancing the quality of life for citizens of Ocean Springs by offering a wide range of innovative programs that meet the recreational needs of each and every member of the community.*

Visit us online at:

**WWW.CI.OCEAN-SPRINGS.MS.US**

# Ocean Springs Parks & Leisure Services

## Summer Camp

### Contact List

If you have comments or suggestions you would like to express concerning the camp program or if you need assistance in any matter concerning the program, please speak to the Camp Coordinator so our staff may be prepared to help you in any way necessary. We do ask that you contact your child while participating in the camp program **only during an emergency** situation. However, never hesitate to contact us at the Ocean Springs Parks & Leisure Services Department when necessary.

#### Ocean Springs Parks & Leisure Services Administrative Staff

Bre Liddell, Camp/Special Events Coordinator.....875-8665  
Geri Straight, Director.....875-8665

### **DAYS THAT WE WILL BE CLOSED**

We will be closed for the following holidays: Memorial Day, 4<sup>th</sup> of July

### **ENROLLMENT**

Summer Camp registration begins the second week in March for children that participate in the After School program or for those who attended Summer Camp 2015. Public Registration begins 2 weeks later (at 8am) and continues until we are full.

We are licensed by the State Health Department to enroll up to 114 children. Campers are divided into age groups and days are planned to accommodate the needs of these children. We welcome all children between the ages of 5-12 into our program.

#### **The following are the registration requirements for enrollment of each child:**

- A completed registration form
- A copy of birth certificate
- 121 Compliance Immunization Form (shot records)
- A copy of your insurance card
- \$25 registration fee per child (**NON-REFUNDABLE**)
- \$110 Field Trip Fee
- A completed commitment form (to be done at parent orientation)

### **ARRIVAL AND DEPARTURE**

Each parent must provide transportation for his or her child to and from the Camp Program. Only people over 18 years of the age will be authorized to pick up a child from the Camp Program. A written authorization will be required for anyone that is not on the authorized sign out list in order to sign a child out. Children are to be brought to the campsite anytime after 6:15 am. **Children must be brought to the Camp by the time we have 9am Role Call. If Parent brings a child any later than this time without prior notice to the Camp Coordinator, that child will not be accepted to camp. The reason we have role call is so that we know exactly how many children are here at all times. Please understand that Roll Call is for the safety and security of your child.** Counselors are not authorized to accept children earlier than 6:15am. No child may be

left unattended to wait for the camp staff to arrive. The Ocean Springs Parks & Leisure Services staff will not assume responsibility for a child that has not been left in the custody of authorized personnel when he/she arrives for the day.

**Parents may not drop off a child at a field trip site under any circumstance.**

Parents must clock their child in daily when dropping them off, and clock their child out in the afternoon in order for the camp staff to release a child. Children will only be released to those persons listed on the child's release form. Parents may add to the list as necessary.

## **DEPARTURE AND LATE FEES**

Children should be picked up *no later* than 6:00 p.m. from the Camp Program. Any time after 6:00 p.m. is considered outside our normal hours of operation. A late charge of **\$10.00 per child will be assessed after the first five minutes** that a child is not picked up, and \$1.00 for each minute thereafter. If your child is not picked up by 7pm, he or she will be brought to the Ocean Springs Police Department and left in their custody.

## **PAYMENT OF FEES**

**All weekly fees listed above are due on or before 6pm on Monday of EACH camp week**

If making installment payments BI-weekly or monthly for either program, fees are due in advance. No payment will be accepted after 6pm.

*If fees remain unpaid by the end of the camp day on Monday afternoon, there will be a \$10 late fee assessed on Tuesday.*

If delinquent fees are not paid by Wednesday, your child will automatically be withdrawn from the camp.

PAYMENT OPTIONS: Payments can be made at The Ocean Springs Parks & Leisure Services Offices by Check, Cash or Visa/MasterCard. Payments given to children may or may not reach the right person so, please ensure that ONLY the parents or guardians make all payments.

## **WITHDRAWAL PROCEDURES**

There are NO withdrawals over the course of the Summer Camp. Parents/Guardian/Caretakers are responsible for all 9 weeks of Summer Camp with the exception of ONE week vacation.

## **FIELD TRIPS**

All trips are noted on the camp schedule. Children are allowed to bring spending money. Please discourage them from bringing more than necessary. We are not responsible for lost or stolen money. Parents are requested to have children at the site by the time **Role Call** begins. Parents may not drop off a child any time after roll call has been completed. **PARENT'S MAY NOT DROP A CHILD OFF AT A FIELD TRIP SITE FOR ANY REASON.**

## PARENT INVOLVEMENT

Parents are encouraged to be active participants in their child's field trips. Parents and counselors must work together for the children to receive the maximum benefit from their camp experience. ALL parents/guardians that are volunteering to attend field trips must complete a background check form.

## LUNCH/SNACKS

Lunch will be provided by the Bay Area Food Bank. We will provide a nutritious morning and afternoon snack for each child.

## CAMP STAFF

The entire Camp staff at Ocean Springs Parks and Leisure Services are qualified and trained to provide quality care for our Camp program. All of our directors, and counselors have been through a screening process that meets the licensing requirements set forth by the Mississippi Department of Health. All staff members are required to obtain at least 15 hours of in-service training on an annual basis. All staff members are also CPR and First Aid Certified. Our Camp program exceeds the 1 counselor to 20 children ratio set in the licensing requirements. **The OSPL Camp program averages a ratio of 1 counselor to every 10 children.**

## CAMP CODE OF CONDUCT

The program will follow an assertive disciplinary plan. All of the children will be presented with the rules governing behavior at each playground site and the consequences for breaking those rules. The form of discipline to be used is time out, where the child will be set aside away from group.

1. Children must show **respect** for and abide by the instructions of the counselors, directors, facility staff and administrative staff of the Ocean Springs Parks and Leisure Services.
2. Children must present themselves with pride conducting themselves with pride by conducting themselves as ladies and gentlemen.
3. OSPL property is for everyone and must be treated as such.
4. Children should dress appropriately for the activity being conducted. Play clothes and shorts are recommended. Appropriate dress is outlined on page 8 of this handbook.
5. Fighting, scuffling, horseplay, harassment, running, name calling or loud and excessive noise will not be tolerated.
6. **All children must participate in schedule activities** unless medical reasons exist as outlined in writing by the child's doctor.
7. Stealing will not be tolerated. Anyone caught stealing will be removed from the camp permanently.
8. Socks must be worn on skating and bowling days.
9. Children must bring their own towel and swimsuit. Please label all items with the child's name.
10. **Children may not use the telephone under any circumstance.** In the event of an emergency, the camp staff will forward any messages to a child from whoever is calling.
11. **Children are not allowed to bring cell phones to camp.** If a child is caught with his/her cell phone it will be taken away and placed in the possession of the camp coordinator. The phone can be retrieved from the camp coordinator by parents only.

The camper code of conduct is designed to insure that all of the participants in the Camp program have a safe and happy camp experience.

# **PLAYGROUND DISCIPLINARY POLICY**

The Ocean Springs Parks and Leisure Services Camp program disciplinary practices shall be directed toward teaching the child acceptable behavior to help self-esteem. Under no circumstances will we use humiliating, frightening, or physically harmful guidance techniques towards any children.

## **RULES:**

1. Campers will keep hand, feet, objects and negative comments to themselves.
2. Campers will obey directions of counselors the **first time given.**

## **SEVERE DISRUPTIONS:**

1. Open defiance of counselor Step 1-4
2. Profanity or vulgarity (to include acts, gestures, or symbols directed toward another person) Step 1-4
3. Possession of tobacco or tobacco related products, alcohol, drugs or weapons on playground sites. Step 1-4
4. Defacing or otherwise injuring property that belongs to the school or program (to include restitution for damages) Step 1-4
5. Leaving campus without authorization Step 1-4
6. Misbehavior on the bus Step 1-4
7. Fighting, pushing, choking, or in any way hurting another camper. Step 2-4
8. Other misbehavior as determined by the Summer Playground Staff including pattern of repeated Classroom misbehavior Step 1-4

## **DISCIPLINE LADDER**

## **CONSEQUENCES:**

**First offense-** Age appropriate Time-Out from activity

**Second Offense-** Double Age Appropriate Time-Out

**Third Offense-** Formal Write-up and referral to Camp Director for conference and step on ladder

## **DISCIPLINE LADDER:**

STEP 1: Contact parent

STEP 2: Contact parent, schedule conference... Suspension up to 3 days

STEP 3: Contact parent, schedule conference... Suspension up to 5 days

STEP 4: Contact parent (permanent **Removal** from program)

**The Ocean Springs Parks and Leisure Camp program operates year-round and therefore, disciplinary action pertaining to camp dismissal is based on a cumulative incident occurrence basis, rather than on a time-period basis. Consistent and continual disregard for camp policies and procedures cannot be tolerated. A camper may possibly be removed from Summer Camp or After School Camp at the discretion of the Camp Coordinator for repeatedly disregarding camp policies and procedures.**

**Camp counselors will be responsible for the discipline of the campers. These are the guidelines for action to be taken:**

1. In order to be most effective, immediate consequences for misbehavior should be known in advance.
2. Physical punishment such as spanking, pinching, slapping are not to be used. The counselor will shout at the child only if there is need to warn of immediate danger.

3. Removal of playground or other activity privileges may be used for serious infractions or cumulative ones.
4. All children should be directed to appropriate behavior rather than continually spoken to in negative terms, such as “Do this” rather than “Don’t do this”.
5. Habitual misbehavior cannot and will not be tolerated. Each time a child is involved in a disciplinary incident, the parent will receive a written incident report outlining the incident, the parent will receive a written incident report outlining the incident and the action taken for the incident. As earlier stated; a child may be removed from the program due to his or her habitual misbehavior.

## **SAMPLE SCHEDULE FOR PLAYGROUND CAMP**

The City of Ocean Springs Parks & Leisure Services School Age program uses city facilities as host sites for the program. Our campers enjoy the use of playgrounds, library facilities, as well as go swimming and roller skating. We have a vast variety of games, arts & crafts and other recreational materials to keep our campers busy and to stimulate their recreational and educational growth during our program. From bowling to plays, to roller skating and movies, your child will be provided the opportunity to learn and expand their recreational and educational experience while still having a lot of fun.

6:15am	Arrival & Free Play
9:00am	Roll Call
9:15am	Load Buses
12:00pm	Lunch
1:00pm	Free Play
2:00pm	Kick Ball
3:00pm	Snack & Free Play
4:00pm	Group Game
5-6:00pm	Free play, TV and Departure

Daily schedule per room will be posted through-out the building, and there will be days that the campers will be on field trips and at the pool, but those dates and events will be given to you by your child’s Camp Coordinator and will be posted at the OSPL building.

## **DRILLS**

Fire and disaster drills are practiced monthly. A complete plan has already been arranged and is posted at the Parks & Leisure Services building.

## **TOYS & PERSONAL ITEMS**

Camp provides a wide variety of appropriate toys for each group. Children **should not** bring toys from home **except by request of the Camp Coordinator**. We realize that a doll or bear may be important to your child when they first begin attending the camp, but these items could become lost or broken and feelings will be hurt when they are not shared. We will take reasonable precautions to insure the safe return of personal belongings brought or left at day camp, **but we cannot assume responsibility for any toys brought from home that are lost or broken while at camp. Toys & Electronic are ONLY allowed on Wednesdays & Fridays unless other wise noted by the Camp Coordinator.**

## **EXTRA-CURRICULAR ACTIVITIES**

Ocean Springs Parks & Leisure Services will sponsor all of the activities of the Camp Program. No private lessons or classes will be offered at our playground sites during the summer.

## **TRANSPORTATION POLICIES**

The Ocean Springs Parks & Leisure Services is responsible for the safe transportation of enrolled children to and from programs and field trips that are part of the camp program.

1. Under State Health regulations, all vehicles used for camp transportation have a Gross Vehicle Weight Rating, and meet the current Federal Motor Vehicle Safety Standards (49 CFR 571.213) for a vehicle of this size. Vehicles having a GVWR of 10,000 lbs or more are not required to be equipped with safety restraints.
2. Buses will be driven by license bus operator. The vehicle will have a current inspection sticker at all times and will be maintained in safe condition at all times.
3. Good order in the vehicle is essential to safety. Play will not be tolerated and reserved the right to refuse future transportation services to any child when that child's behavior is considered to be unsafe. Example would include refusal to remain in one's seat or excessive and distracting noise.
4. The only exception to the above policies shall be a medical emergency.

## **WATER SAFETY**

Ocean Springs Parks and Leisure services Camp will try to provide regular visits to the Biloxi Natatorium for swimming. Campers will swim weekly (weather permitting) as part of the regular camp program. The Natatorium exceed water activity and facility requirements set forth in regulations for childcare licensing by the Mississippi State Department of Health.

Listed below are the rules and regulations governing water activities that are included as part of the summer playground program.

1. All lifeguards employed by the facilities are certified by the American Red Cross or an equivalent approved by the licensing agency as a lifeguard.
2. The number of lifeguards on duty will be determined as follows:
  - a. One lifeguard will be required for 25 or fewer children.
  - b. Two lifeguards will be required for 26 or more children.
3. All lifeguards and After School staff will strictly enforce all posted rules and regulations at the facilities. Any child violating these rules will be subject to the disciplinary policy of the facility as well as the disciplinary policies set forth by the Ocean Springs Parks & Leisure Services.
4. The Certified Staff includes lifeguards instructors, water safety instructors, CPR and First Aid Instructors, as well as Certified Pool Operators and Aquatic Facility Operators.
5. The facility meets or exceeds all other requirements set forth in the Regulations for Child Care Licensing.

## **POSTINGS**

The Following paperwork needs to be posted in parent and child's view:

- Evacuation Plan
- Daily Schedule
- License

## WEATHER EMERGENCIES

During hurricane or other severe weather conditions parents are asked to tune into WLOX-TV, Lite 107 FM, K99 FM or WVMJ 1570 and Magic 93.7 for information on program closings. The OSPL Camp program will close for bad weather only during potentially dangerous situations. In the event that the Ocean Springs School District closes, the program will also close. We are concerned about the safety of our staff, the children and the parents driving when the weather is dangerous.

## HEALTH REGULATIONS

**We are not a diapering or changing facility. If your child accidentally soils him or herself, you will be notified immediately, and will be given 1 hour to pick up or come and change your child's clothes.**

In the event of an incident, accident or illness, the Camp Director will:

1. Contact the child's parents or an individual on the child's contact sheet by incident form, or by telephone, outlining the nature of the incident, accident or illness involving the child and outlining whether the child can stay at the facility or needs to be picked up; or,
2. If the child is in a medical crisis, the child will be taken to the nearest medical facility, by emergency transport, for treatment by a licensed physician or will be transported to the location of the parent's choice should the child be exempt from medical care due to religious reasons.

In the interest of every child's well-being, only healthy children will be cared for at the playground site. These are the conditions under which you are requested to keep your child at home:

1. If he/she has a fever or has had a fever of more than 100 degrees during the previous 24 hour period.
2. If he/she has diarrhea or vomiting
3. If he/she breaks out in a rash
4. If he/she has symptoms or a possible communicable disease.
5. **If your child has been sent home for head lice and you do not have proof of treatment.**

Staff will conduct a health check of each child on Mondays, and any other time deemed necessary, noting fever, bumps, bruises, head lice, etc. **The first time a child is sent home with head lice, the parent must show bottle as proof of treatment. At anytime beyond the first time a child is sent home, the parent must send proof from a physician stating that the child is free and clear of head lice.**

The Mississippi Child Abuse Law (Chapter 2 1, Section 43-21-353 found in Appendix C) requires every childcare worker in any child facility to report suspected child neglect or child abuse to the Department of Public Welfare. This statute due to the program's licensing requirements binds the program. Any questionable marks, any counselor observing them will bring signs of neglect or questionable responses from the child concerning any of the above subjects to the Camp Coordinator's attention. Upon notification, the Camp Coordinator will:

1. Discuss the items brought to his/her attention with the child in a non-threatening way.
2. Discuss the items brought to his/her attention with the child's parent in a non-threatening way by telephone or in person when the parent picks up the child.
3. If the Camp Coordinator has concerns regarding any of the items discussed with the child or the parent he/she **will** forward all appropriate information concerning the situation to the Department of Public Welfare. This statute due to the program's licensing requirements binds the program. Any questionable marks, any counselor observing them will bring signs of neglect or questionable

responses from the child concerning any of the above subjects to the Program director's attention. Upon notification, the Camp Coordinator will:

If a parent is notified to pick up their child because of an incident, accident, illness or detection of head lice, they will be given **one hour from the time of notification** to do so. Children who are ill will be held in the reception area. If the child is not picked up during that time, the **child will be suspended** from the program for the following day. This is very important to the health of all of our children. A child who has symptoms of a contagious disease may be required to obtain a note from the child's doctor before returning to the playground site. The guide-lines prescribed by the State Department of Health regarding exclusion of a child due to illness are listed in Appendix A in the back of this Handbook. In addition, these are posted at your child's playground site.

## **POLICY ON MEDICATION**

We **do not dispense prescription medicine** to camp participants under any circumstances. Our liability insurance policy forbids it.

## **PHOTOGRAPHY**

To promote Ocean Springs Parks and Leisure Services and its programs, we prefer to photograph the children while they are active in the Camp. Many times, TV and outside camera crews will ask permission to take pictures or to film the children during various activities. As a parent, you must give consent in writing to have your child photographed and relinquished all rights, title and interest in the finished photographs, tape and negatives. Your consent form is on your registration form.

## **INSURANCE**

**The City of Ocean Springs Parks & Leisure Services carries accident and liability insurance.** Our staff records all incidents that require first aid. However, our insurance is considered **secondary**. We request that you provide us with the name of your primary insurance carrier on your child's enrollment for our records.

**State licensing requirements prohibit smoking in or around our facilities.**



The Ocean Springs Parks & Leisure Services After-school & Summer Programs are operated by the City of Ocean Springs Parks & Leisure Services Department and is fully licensed by the Mississippi State Department of Health Office of Child Care Licensure.

All policies and procedures administered by this program are in full compliance with the regulations set forth by this governing authority including but not limited to: staff training, camp operations, background checks, staff/child ratios, etc.