



# PARENT HANDOUT 2024



## CAMPER AGES

Camp is for children ages 7-14

## CAMP DATES AND TIMES

June 3, 2024 - July 19, 2024  
7:30am to 3:00pm

## CAMP TUITION:

ASYEP camp is a free camp.

## PHONE NUMBER, ADDRESS, ARRIVAL & PICK – UP PROCEDURES

ASYEP OFFICE 229-500-3571 or 229-291-0508

Drop-off: begins at 7:30 am in the circle at the Jones Brothers HPER Complex, 504 College Dr. Albany, GA 31705. Program officially starts at 8:00 am.

Pick-up: begins at 3:00 pm. Cars will use the parking lot adjacent to the football field and circle around to pick up their child. All cars will receive a car rider number on the first day of the program. Parents (or authorized guardian listed on the enrollment form) must physically check out their children from camp if you pick them up before dismissal time. For their safety, children are not allowed to check themselves out unless their transportation mode is walking.

## TRANSPORTATION

All individuals will have to supply their own means of transportation.

## WHAT TO WEAR

All participants must be dressed in athletic wear each day. Athletic wear includes t-shirt, comfortable athletic shorts, socks and tennis shoes. **The following items are not permitted: wife beaters, short shorts, tight shorts, spaghetti strap tops, tank tops, sandals, flip-flops, or clogs.**

The following items are permitted:

Hat or Cap

Water Bottle

Sunscreen

Swimsuits

Towel

Extra Healthy Snacks

## **WHAT NOT TO PACK**

Expensive jewelry, electronic games/music players or items of sentimental value are strictly prohibited. Please note that if you chose to send your child to camp with a cell phone, we will ask that he or she keep the phone in his or her backpack throughout the entire camp day as electronics of any kind are not allowed at camp.

## **CAMPER EXPECTATIONS**

1. Be respectful
2. Maintain good attendance
3. Be punctual
4. Report to your group each day. Tardy participants must sign-in to the ASYEP office before reporting to their scheduled activity
5. Follow the assigned schedule
6. Attend all schedule activities
7. Maintain proper behavior at all time.
8. No eating allowed in classrooms
9. Participants are not allowed to use the ASU vending machines
10. All participants must go to lunch each day
11. SWIMMING IS MANDATORY
12. Report all injuries to an ASYEP staff member immediately
13. Do not bring valuables or money.
14. Please follow and adhere to all safety precautions when traveling groups
15. No cell phones or electronic devices during instruction time

## **CAFETERIA RULES**

1. Participants must sit and eat quietly in the cafeteria
2. No playing or throwing food
3. Participants must clean their area of food, discard uneaten food, return trays and push in chairs

## **DISCIPLINE**

THE Albany State Youth Enrichment Program is a place for fun, friends, growth and memories. It is not a place for poor behavior. Any behavior that detracts from the positive experience your fellow campers are having may lead to consequences including dismissal from camp as outlined by the participant code of conduct.

ASYEP reserves the right to dismiss any camper for inappropriate unsafe behavior. The camp director will always make an effort to discuss and resolve any issues with a participant with their parent(s) or guardian(s). If a problem persists and can't be corrected, the decision to dismiss a camper will be made by the camp director in consultation with management.

## **THE CAMP STAFF**

The ASYEP camp staff are some of the finest and caring adults. They are teachers, educators, coaches and college students. Each staff member has undergone a thorough hiring process to include background and reference checks. They have attended staff trainings and adhere to ASU's strict Code of Ethics. Should there ever be an issue with a staff member, please do not hesitate to contact the ASYEP Administration immediately and we will work to resolve it.

## **SWIMMING**

Every participant will participate in swimming. Swimming is a mandatory sport. All campers will be given a swim test on the first day to swim. Based on the swim test the Water Safety Instructor will classify your child into one of three swim categories: Beginner, Intermediate, or Advance. The pool will be lifeguarded at all times by ASYEP staff. The ASYEP lifeguards are all CPR and First Aid certified and will be supervising swim time as well. One member of the ASYEP lifeguarding staff will remain on the pool deck while the other staff members swim in the water with the campers during swimming lessons.

## **ILLNESS AND EMERGENCY PROCEDURES**

If your child wakes up ill, please keep him or her at home for the day. We ask for your consideration for the health of all our campers and staff. In the event of a minor accident, our medical coordinator/trainer will administer First Aid and notify you at pick-up. If a child is injured or becomes ill during the camp day, you will be contacted right away. If the illness or injury is significant to the extent that your child can no longer participate in camp activities, you will be notified immediately and asked to pick the child up. In the unlikely event that an injury or illness requires emergency care, you will be notified immediately. The director will contact 911, and paramedics will transport your child with an accompanying staff member to an emergency care facility. Parents or the designated guardian will be responsible for any medical fees incurred.

**WE STRONGLY ENCOURAGE YOU TO ADMISTER ANY REGULAR MEDICATION YOUR CHILD TAKES AT HOME.** However, if it is the case that your child must receive a dose of his or her medication during camp hours, please bring the medication in its original labeled container and hand it directly to the medical coordinator/trainer on your child's first day of camp.

## **CONTACTING A CAMP ADMINISTRATOR**

Please call the ASYEP office at 229-500-3571 or 229-291-0508 if you should need to make contact.

## **CUSTOMER SERVICE AND QUESTIONS**

Our number one goal is to ensure that all campers, parents, and families' experiences are the best that they can be. We want to exceed all of your expectations and provide any help that is needed. Please do not hesitate to contact us at your convenience at 229-500-3571 or by email at [robert.skinner@asurams.edu](mailto:robert.skinner@asurams.edu).

# CODE OF CONDUCT

These rules have been established for the safety and welfare of all ASYEP participants. It is not our intention to discipline the participants. However, no one participant nor group of participants will be allowed to ruin this program or this experience for those participants whom truly want to benefit from an Albany State Youth Enrichment Program experience. Any violation of the Code of Conduct can and will lead to dismissal from the Albany State Youth Enrichment Program. Your cooperation and the participant's cooperation with following and enforcing ASYEP rules will help ensure a great experience for everyone.

## Violations:

- Possession of a weapon or replica of a weapon
- Use of a weapon or replica of a weapon against another person
- Selling, attempting to sell, or giving controlled substances, illegal drugs, counterfeit drugs, intoxicating substances or alcohol. These infractions will be reported to the police.
- Purposely setting fire within the camp setting or tripping the alarm
- Physically assaulting a staff member or fellow program participant
- Gambling
- Smoking or using tobacco at any time or place during camp hours
- Possession, concealing, or using intoxicating substances such as alcohol or drug
- Intentionally or recklessly causing or threatening physical or emotional harm to another or behaving in such a manner as to present an imminent risk or such harm
- Use of explosives
- Theft
- Gross insubordination. Failure to comply with directions or otherwise acting in defiance of camp authority after a specific warning in the presence of others.
- Intentionally or recklessly damaging, defacing or vandalizing university property or private property. Participants and their parents will be held legally and financially responsible.
- Engaging in sexual activity. No inappropriate touching between program participants.
- Using profane, vulgar, or other improper language or gestures.
- Hazing another student or camp employee physically or via social media.
- Aiding or abetting any violation of this code.
- Insubordination, such as failing to comply with the directions of camp personnel or otherwise acting in defiance of camp authority.

- All areas of campus are off limits, unless under supervision of an ASYEP staff member. This includes but is not limited to switching groups without proper authority and skipping classes.
- Participants are not allowed to ride on university or public transportation during camp hours unless accompanied by an ASYEP staff member.
- The Albany State Youth Enrichment Program will not be responsible for electronic devices or cell phones that are lost or stolen
- Participants must leave campus as indicated on the ASYEP transportation/safety form. The ASYEP office must be informed in writing of any transportation changes. Participants must leave campus upon camp dismissal each day.
- Certain violations are cause for automatic dismissal as determined by Albany State Youth Enrichment Program Executive Staff.

#### **PENALTIES FOR VIOLATING ASYEP RULES:**

1. First Offense- A warning by ASYEP staff and removal from the activity
2. Second Offense- A written reprimand and phone call or meeting with parent
3. Third Offense- Dismissal from ASYEP

## **STUDENT EMERGENCIES**

Student safety is of the utmost importance; therefore, we will notify parents in the event of an illness or injury that causes moderate to serious discomfort to their child. In the event that emergency medical services are required, we will seek prompt emergency medical treatment through 911, follow their instructions, and notify parents immediately. Therefore, it is imperative that we keep emergency contact data on file and updated on each child in the case of any accidents, injuries or emergencies. Also, student incident reports will be completed and kept on file at the location. In the event of an injury or accident, parents will be contacted and a copy of the incident will be made available upon request. Staff will not be permitted to administer any medication without specific written approval; therefore, all parents will be responsible for administering any medication to their child either before, during or after the program ends.

## **STAFF GUIDELINES**

All staff entering the building for the Afternoon Program will follow the same guidelines as the students as follows:

- Masks should be worn at all times
- All hands must be sanitized prior to entering the facility, prior to meal service, and after bathroom usage

If a staff member begins to exhibit sickness, while at the program, he or she will be asked to immediately depart the facility to seek medical attention. Staff may return after receiving a cleared medical diagnosis.

## **COVID-19 INFECTED STAFF OR STUDENTS:**

If a staff or student had reason to be tested for COVID, then he or she shall not return to the program until they have received a negative result or have been quarantined for a 14-day period. Additionally, students and staff must be free of all symptoms in order to return. If he or she received a negative result, but was exposed to someone who had a positive result, then this person may not return to the program until they have been quarantined for 14 days from their last contact with the infected person. Any staff or student, who has been exposed to a person with a positive COVID test, must be quarantined for a period of 14 days from the last contact they had with the infected person. In the event of a positive case, the designated personnel or office for the ASYEP Program will be notified immediately.

Notification Process:

In the event that contract tracing is needed, the designated personnel or office will have access to ASYEP Student Database. The Database will provide the necessary agencies with access to student attendance and contact information in case it becomes necessary to contact the student or to see if a child was in attendance at our program on a day a positive infection was verified.