



*Providing A Fresh Air Experience To Underserved Youth*

# Holiday Home 2019 Day Camp Parent Handbook



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To the Parent or Guardian of Holiday Home Day Campers:











Thank you for enrolling your child in our Summer Day Camp. We are excited about the upcoming camp seasons and we are pleased that your child will be part of our program. Holiday Home is about more than looking after kids. It's about giving children the opportunity to discover their passions all while having fun! Campers will build self-reliance through our values of the 3 R's: Respect, Responsibility, and to build positive Relationships. They will have the opportunity to explore nature, find new talents, try new activities, gain independence, and make lasting memories. Summer Camp will start the week of August 12th and end on August 23rd. Day Camp will run for those two weeks from 8:30am to 5:00pm Monday through Friday. You may select the week/weeks to register your child by paying \$25 for your registration fee. Each session will be \$200 or \$225 if you need early drop off or late pick up. Your child must be between the ages of Seven and 12 years old. We have prepared this handbook with you in mind and hope to clear up any questions and/or concerns you may have. Please take the time to become familiar with the policies and procedures of our camp. If you have any questions that are not answered within this handbook, please feel free to call our office at (262)245-5161 ext.16, or send an email to [Cierrae@holidayhomecamp.org](mailto:Cierrae@holidayhomecamp.org) . We look forward to hearing from you!

Thanks

Cierrae Caver  
Programs Coordinator  
Lake Geneva Fresh Air Association

Holiday Home Camp, accredited by the American Camp Association, is owned and operated by Lake Geneva Fresh Air Association, Inc., a nonprofit organization. Contributions are tax deductible.  
361 N. Lake Shore Dr. P.O. Box 10 Williams Bay, WI 53191 (262) 245-5161 [www.LakeGenevaFreshAir.org](http://www.LakeGenevaFreshAir.org)

# Day Camp Sessions

	Mon	Tues	Wed	Thurs	Friday
Session 1	12 <u>First Day of Day Camp</u> Rainbow Tag 	13 Water Day 	14 Super group Wednesday 	15 Amazing Race Day 	16  HGT Holiday Home's Got Talent
	19 Color Wars 	20 Cartoon Creations Day 	21 Super Group Wednesday 	22 Water Day 	23 <u>Last Day of Camp</u> Camp Dance 

**Rainbow Tag**– Get your ratty clothes out because it is time for paint to be EVERYWHERE! Get ready for tag with a colorful twist The campers and staff will be on happy hill and the staff will be designated a color of paint. The campers will chase the staff and once they tag them the staff will then mark on their arm with paint. The person who is 'it' we call them rain. They will be running around with a sponge and when they tag a camper they wipe all of the paint off of their arm. The goal is to capture all of the colors (staff) while avoiding the staff member who will be rain. **On an rainbow tag day please do not send your campers to camp in their best clothing, we can not guarantee that paint won't get on your child's clothes.**

**Water Day**– It never fails, this is always every campers favorite day of camp! Each activity will guarantee that each camper is cooled off on a hot summer day with refreshing H2O! Our certified lifeguards are ready to have a water filled day of excitement! In addition to swimming, we will go for boat rides, jump on the water trampoline, try out our skills on the fun yaks, and even slide down a 60" slip n' slide! Bring a towel and dry clothes, because this day is all about having a ton of fun in the sun

## Theme/Dress Up Days-

- The Amazing Race: Wear your best tourist outfit or survivor outfit and let's explore! We will be traveling around the globe this summer day as we discover new arts and crafts, games, and more from all over the world. A fun and friendly competition to learn new cultures within your super group.
- Cartoon Creations: Dress up as your favorite character from Disney, Cartoon Network, Marvel, DC, or Nickelodeon as we travel to each television station. A day full of superhero scavenger hunts, Moana water games, and so much more!

**Super Group Wednesday-** This is a day where the campers get to spend the entire afternoon with their super group. Their counselors will plan this adventurous day which may include a field trip hike to Fontana's park, a mind blowing game of gaga ball, participate in an art activity, or whatever else their brilliant minds may come up with. Along with all of that, on Super group Wednesday the older campers will participate in OWLS (Outdoor Wisconsin Leadership School) and the younger campers will partake in HOOTS. This will give the campers a chance to figure out their leadership style and grow as mini leaders within their life. Campers will reach new heights by challenge themselves on our 3 sided- 45' rock wall! We don't stop there - our campers will also get their adrenaline pumping by strapping in and conquering the giant ravine swing! This challenge by choice day is filled with exciting thrills as we try new things and meet our personal goals.

**Color Wars**– Campers will be split into a color where they will learn to lean on and trust each other through a variety of task. Color Wars activities provides for an exciting experience and an atmosphere that stresses sportsmanship, spirit, and camaraderie.

## Ready, set...COLOR WARS!

**HGT**– Holiday Home's Got Talent will be a huge blast! The kids are going to come to camp that day as stars, they will all have the chance to show us what they enjoy doing. It could be anything from singing, dancing, armpit noises, playing an instrument, animal noises, or anything else they like to do. We want the campers to know that it can be a goofy talent, it's just a day to be weird together.

**Camp Dance-** This will be the very last activity at camp and it is the chance for kid's to say their goodbyes to all of their new friends, all while having a good time.

# Frequently Asked Questions

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## How do I register my child for camp?

Registration for Summer Camp opens each year in December. You can register online at [www.lakegenevafreshair.org](http://www.lakegenevafreshair.org) or download the application on our website and return it to us via email, mail or fax. It will also be included at the end of the packet. Registration is based on a first come, first serve basis. Registration will remain open until all spots are filled for each session.

**Please note, your registration is NOT complete and your child's spot at camp is not secured until you fully complete the registration process!!**

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## What do I need to do to complete my registration?

In order to complete your campers registration, you must complete the following:

- Registration & Health History completed online or via the paper forms
  - Send in a copy of the campers insurance or medical card
  - Send in a copy of the campers updated immunization records
  - Registration Fee (\$25)
- 

## How much does it cost for my child to attend?

Holiday Home Camp believes that every child deserves a fresh air summer camp experience. Therefore, NO child will be turned away due to the inability to pay! We provide several unique scholarships which your camper may be eligible for. Upon receiving your camper paperwork, the Camp Registrar will align your campers with the proper scholarship.

Registration fees are non-refundable and are due before your camper attends camp. Again, the campers registration is not complete, and their spot at camp is not secure, until the fee has been paid.

**Please do not wait to apply for your child to attend camp due to financial reasons!!  
Please call us, we are more than happy to work out a payment plan!**

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## Can my child attend the overnight camp as well?

Of Course! When you go to register your child for day camp, you can sign them up for overnight camp as well. Keep in mind the register fee for the **overnight camp is \$50 and not \$25**. If you have any questions about the overnight camp, you can call the office at any time.

# All About Transportation

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## **Dropping off and picking up your camper at camp!**

When dropping your child off for camp, please make sure your child eats breakfast., and has their lunch and snack with them. You will drop them off and pick them up at the same location everyday.

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## **How do I get to Holiday Home Camp?**

Type "Holiday Home Camp" directly into your GPS or Directions App on your phone and it'll take you RIGHT to our front gate! As soon as you drive onto Holiday Home Camp's property, you will drive down the hill until you reach a parking lot. This parking lot will be the pick up and drop off location.

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## **Safety Regulations**

We will only release a camper to someone who is listed on their authorized pick up list. If you are sending a friend/other family member to pick up your camper, you must notify camp 24 hours before pick up. Additionally, if it is someone other than the guardians picking up the camper, you MUST have a photo ID ready to present to HHC staff that matches the names on the authorized pick up list. For your campers safety, we will not release a camper to anyone that is not authorized or does not provide proof of identification.

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## **Time Requirements**

Please be mindful of what time you need to leave work in order to pick your camper up in time. Every minute you are late to pick up your camper is costing camp money and taking away from the scholarship fund and program budget. Therefore, please be respectful of camp and be at camp at the scheduled time, unless you have paid the extra money for a later pickup. If you are more than an hour late picking up your camper without a phone call, social services may be contacted.

# Life at Camp - What to Bring?

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## Holiday Home Day Camp

Below is a daily list of supply of items. We DO NOT do camper's laundry at HHC, so please send the camper with a change of clothes for an emergency. If you need assistance with items for your camper, call us ahead of time and we'll see how we can help! Clearly label all items in permanent marker with the campers full name, if this is not done, counselors may label campers items upon their arrival each day. Please do not send new or nice clothes and/or shoes to camp! We will be playing outside in the woods all day, every day! Your camper and their items are bound to get dirty and smelly while they are at camp

### SEND YOUR CAMPER WITH:

- Long sleeve t-shirt/sweatshirt incase of chilly weather
- Raincoat or poncho
- Swimsuit
- Tennis shoes/close toed shoes
- Beach towel
- ALL medication needed during the day

Lunch and Snack

### Suggested Items:

- |                                  |                     |
|----------------------------------|---------------------|
| - Hat                            | - Water Bottle      |
| - Sunglasses                     | - Disposable Camera |
| - Fun/crazy clothes (theme days) | - Water Shoes       |

**Again, please label ALL of your campers items before they come to camp!! It is YOUR CHILD'S responsibility to look after and take care of their belongings while they are at camp!! One of our core values at camp is Responsibility and we encourage all campers to keep track of their belongings from the very moment they arrive at camp.**

**Holiday Home Camp will NOT be held responsible for lost, stolen or damaged items.**

### Things to Leave at Home

Personal Sports Equipment

ALL ELECTRONICS—Cell Phones, Apple Watches, iPads, Digital Cameras, etc.

Toys

### Lost and Found

We have a designated Lost and Found area in our Dining Hall. It is your campers responsibility to check the lost and found if they have misplaced an item. We also display each item individually on the last day of each session during pick up time. After each session, we clean out and launder the items left in the lost and found and then place all items in our "Camp Good-will." Our Goodwill room contains clothes and items for campers who need items when they arrive at camp.

# Life at Camp - Camp Schedule

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Our day is structured so campers can work on personal goals and skills in the morning, build their small community (Super Group) during the afternoon, and then team build with the entire community in the evening before pick up. For the morning, campers are allowed to choose three activities or as we call them, “skills.” This is where campers will build on what they learned the day before to become proficient in their skill choices. In the afternoon they participate in activities/ games with their super group mates after lunch. After that, we all come together for a large activity, field trip, or if it is a special day they will not have super group time.

## **Schedule: Tentative Schedule**

<b>Time</b>	<b>Activity</b>
<b>7:00 - 8:30</b>	Early drop off
<b>8:30 - 9:00</b>	Normal drop off and Group Game
<b>9:00 - 9:45</b>	Free time (Day one - Pick Skills/ Learn Camp Rules)
<b>9:50 - 10:20</b>	Skill #1 (Creative Expressions or Rec Sports)
<b>10:25 - 10:55</b>	Skill #2 (Escape Room or Camper vs The Wild)
<b>11:00 - 11:30</b>	Skill #3 (Arts and Crafts or Wacky Sports)
<b>11:35 - 11:45</b>	Flag (Sing Fun Camp Songs!)
<b>11:50 - 12:30</b>	Lunch
<b>12:30 - 2:00</b>	Super Group Time (Waterfront/High Ropes, group bonding, or Field Trip)
<b>2:00– 2:30</b>	Rest Period and Snack
<b>2:40 - 4:15</b>	Scheduled activity (Special day, Water Day, Rainbow)
<b>4:15 - 5:00</b>	Normal Pick up
<b>5:00 - 6:30</b>	Late Pick up and Snack

We offer a variety of programs to be sure each camper can find something they love at camp! Some activities (high ropes course, rock climbing wall and giant swing) are only offered to campers that meet age requirements. All of our staff are trained and certified in their areas of expertise and it is our goal to provide the campers with .

## **Week 2 Skills Options:**

Skills 1 - Arts and Crafts or Mad Scientist Experiments

Skills 2 - Camper vs The Wild or Life Sized Board Games

Skills 3 - Rec Sports or Creative Expressions



# Life at Camp

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## Water Safety

Holiday Home Camp's waterfront is monitored by trained lifeguards who are certified by the American Red Cross. Here at camp, we are lucky enough to be located right along the shores of one of the most beautiful lakes in Wisconsin - Geneva Lake! HHC has its own 50 yard shoreline. We have a lovely beach filled with beach toys, seashells and more. We have an awesome water trampoline with a slide attached as well as a floating dock. We have two piers that enclose our entire swimming area. We require that all campers wear life jackets while in the water. However, if your camper is confident in their swimming abilities and can pass an intensive swimming test, judged by our lifeguards, they may be able to opt out of wearing a life jacket. Anytime a camper is on a boat, tube or kayak, they are required to wear a lifejacket, regardless of swimming abilities.

We are aware that this may be the first time our campers have ever been in a body of natural water, and that can sometimes be scary. We do our best to have plenty of staff at the waterfront, so that we can make your campers experience at the waterfront as comfortable, safe and fun as possible.

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## Food Allergies

We are a completely peanut free campus. If your child has any food allergies, please notify us ahead of time by listing it on the campers Health History form. We have prizes that we give during special days which more often than not involves a treat for the campers, and we would like to make sure that we can accommodate to all food allergies.

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## Camper Supervision

Here at HHC, campers are carefully supervised by our caring staff. Campers are never left unattended or unsupervised. We train and require our staff to always adhere to the "four eyes" rule. The "four eyes" rule means that there are always four eyes on each camper.

All staff must be two years of age older than the campers they are working with. As an American Camp Association accredited camp, we comply with the following supervision ratios:

- Campers 6-8 years of age require 1 staff member per 6 campers.
- Campers 9-14 years of age require 1 staff member per 8 campers.

# Life at Camp

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## Camp Store

Holiday Home Camp has its very own camp store called Holiday Home Depot! The camp store is filled with a variety of camp souvenirs such as: lanyards, t-shirts, sunglasses, hats, flashlights, school supplies, Frisbees, water bottles, etc. The price of items ranges from \$1-\$10. Every child is given the opportunity to shop at the store (during Super Group Wednesdays), but purchasing items is completely optional. Camp store money will be collected for safekeeping by camp staff at drop off. We recommend that you send between \$5 and \$20 with your camper.

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## Camp Birthday!

Having a birthday at camp is super special! We have a signature song that we sing to all campers on their birthday during lunch. If you would like to send your camper with treats for everyone please make sure it is in a seal container from the store. We will not accept homemade treats due to aller-

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## Behaviors

Campers who attend Holiday Home Camp **must** want to come to camp! Most children make a smooth and successful adjustment to camp life. We have found that children who **want** to come to camp are very successful while they are at camp. **Please discuss camp thoroughly with your child.**

### Your camper should be able to:

- Get along with other children with different backgrounds
- Take direction from young adults who are not their guardian.
- Take responsibility for their actions, as well as deal with the appropriate consequences given for their actions.
- Function in a group and not require one-on-one guidance.
- Be successful in a structured environment.

If you have any concerns regarding your child's ability to be successful at camp, please give us a call. We try our best to accommodate to every camper in order for them to have a successful session at camp!

We often see negative behaviors in campers that are forced or pushed to come to camp. There will be more about this in the Health section, however, if your child is typically on medication during the school year—send it with them to camp! Camp is a lot like school with the daily structure and we often find that children who are taken off of their medication in the summer have a very hard time being successful at camp. Set your children up for success! We expect all campers to act respectful, responsible, cooperative and to actively work on building positive relationships. We work with each camper to promote their success at camp. However, any camper whose behavior is deemed unruly, may be given consequences or be sent home from camp

# Health Care

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## Health Care Protocols

Holiday Home Camp has a fully functioning health center equipped with multiple beds, an examination room, bathroom, office, a sensory room and a medical closet. We have a Registered Nurse on site daily to ensure the safety and well-being of campers. In addition, we have a licensed physician on call 24/7 and we have a Wilderness First Responder living on site. The nearest hospital is 2.5 miles away from camp and Walworth County ambulances readily available in the event of an emergency.

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## Your Campers Health History

All campers are required to fill out a health history form as part of their application to attend summer camp. Please answer all questions fully and honestly, All information must be accurate and up-to-date to ensure we are giving your camper the best possible care. In addition to the health history form, we must have a copy of each campers updated immunization record each year. **We can not pull your child's immunization records from last year's overnight camp, you must send a new copy in each year.** Hint: contact your child's school and request a copy of the records, they also require an updated record each year.

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## Medication Procedures

All medication **must** be sent to camp in the original container (s) showing your child's full name and dosage information. Please write explicit dosage and dispensary instructions on the campers Health History Form. If your child has over-the-counter medication (daily vitamins, creams or herbal supplements) they must also be in the original containers with explicit instructions on the Health History Form. Please do not send Tylenol, Advil, Midol, etc. as we have these basic items stocked in the health center. If your child's medical status or medications changes prior to their arrival at camp, please send a **written update** along with their medication so we can best serve your child.

Please be sure to put ALL medications in a Ziploc bag and clearly label the bag with the child's full name in permanent marker. During check-in procedures when you drop your camper off at camp, you can give the medication to a camp staff. Upon arrival at camp, all medications are stored in the medical closet in the Health Center. Our Camp Nurse dispenses medications according to prescription or procedures for health care written by a licensed physician. Exceptions are made for items such as inhalers, epipens and prescribed ointments, which will be logged by the camp nurse and then returned to the campers to use as needed.

# Health Care

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## Basic Health Care

Your child's safety and well-being is our primary concern. Insect bites, minor sunburn, headaches, minor poison ivy, upset stomachs, cuts and scrapes, etc. are considered basic routine health care. **It is our policy to notify parents only if a child experiences illness or injury that requires more than basic routine health care. Please be sure to provide accurate contact information and an additional emergency contact who will be available while your child is at camp.** If you have any questions or concerns regarding your child's health while at camp, please contact the Camp Director or the Camp Nurse.

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## Health Insurance

Each camper is required to submit a copy of their medical or insurance card that is clearly labeled with their name and birth date. If a camper requires medical treatment, the insurance card on file will be used and the guardian will be billed as having primary coverage on the camper.

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## Insect Repellent and Sunscreen

We provide sunscreen and insect repellent for your child to use while they are at camp. We constantly remind campers to wear and reapply sunscreen and bug spray, however, we are not able to individually monitor each camper to ensure they are reapplying as needed. This is summer camp! Your child will be playing outside the majority of the day and will be exposed to insects and the sun. We are persistent about bug spray and sunscreen, but please have a chat with your camper about the importance of reapplying sunscreen often. Holiday Home Camp is not responsible for campers who return home with bug bites and/or sunburn and as stated in the protocols section, these are considered basic, routine health care procedures and parents will not be notified of these minor situations.

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## Emergency Contact

On the Holiday Home Camp application, guardians are required to list an emergency contact. This person should be someone other than the parent or guardian **who will be available** while your child is at camp. In the event of an emergency, the primary contact on the child's account will be contacted. If the primary contact is unavailable, the emergency contact will be notified and it is then their responsibility to take care of the child should they need to return home or have any health care concerns

# Camper/Parent Communication

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## Cell Phones and Electronics at Camp

Cell phones and all electronics are strictly prohibited at Holiday Home Camp. We ask that you please take your child's cell phone before you drop them off at camp. We do not allow electronics because they are expensive and could get broken, lost or stolen at camp. However, the most important reason is because THIS IS CAMP! One of our main values here at camp is Relationships. We promote face-to-face conversations, we encourage campers to face challenges independently and lastly, we encourage them to instill trust in their adult mentors while at camp. We have found that cell phones and social media are counter productive in achieving these goals for our campers.

We need your help! Please let your child know about our "no cell phone/electronic" policy before they come to camp. Let your child know that there will simply be no time for cell phones and that they will be so busy playing, learning and growing every day, that they won't even miss having their cell phone. And please, take their cell phones from them before their arrival!

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## Receiving Phone Calls from Camp

While your child is at camp, please be available and answer all unidentified calls in case we are trying to reach you. Typically, we will be calling you from our camp phone, however, at times we are out and about on camp property and may call you on a cell phone. Most likely, if we are calling you while your child is at camp, it is an important issue, so please be available and open to having phone calls during each day. If you do not answer your phone, the emergency/alternate contacts listed for the camper will be contacted.

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## Communication with Camp

Before your camp session, we will send you several email reminders regarding your campers status! **Check your emails regularly!** All correspondence regarding application status, transportation information, specific session information and times are sent via email. If you have changed your email, give our office a call at 262-245-5161 and we can update it for you. It is crucial that parents check emails as all correspondence regarding camp will be sent via email!!

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**Camp Phone Number:** (262) 245-5161 **Camp Fax Number:** (262) 245-6518

**Website:** [www.lakegenevafreshair.org](http://www.lakegenevafreshair.org)

**Camp's Physical Address:** 571 Outing Street  
Williams Bay, WI 53191

**Camp's Mailing Address:** P.O. Box 10  
Williams Bay, WI 53191

**If you have any questions regarding camp, give our office a call!**

# WE HOPE TO SEE YOU AT CAMP SOON!

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## American Camp Association Accredited Camp

Holiday Home Camp remains the oldest summer camp still operating in it's original location IN THE USA!! We are accredited by the American Camp Association and all activities, including food service and transportation, meet or exceed all of the 300+ American Camp Association standards. Holiday Home Camp is proud to say we have received 100% on ALL American Camp Association evaluations since 2014. For more information on standards or summer camp in general, check out their website at: <https://www.acacamps.org/>

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## Questions? Call us!

If you have ANY questions at all about anything pertaining camp, please call us! We are more than happy to help! Our phone number is 262-245-5161. During the non-summer months, we are typically in the office Monday—Friday from 8am-4pm. If you would like to come and see camp, we love showing people around, so feel free to call us if you'd like to set up a camp tour with your camper.

**KEEP CALM AND CAMP ON!**

**WE CAN'T WAIT TO SEE YOU THIS SUMMER!**

*Lake Geneva*  
***Fresh Air***  
**ASSOCIATION**



**Since 1887**



*Providing A Fresh Air Experience To Underserved Youth*

# Appendix A



# Behavioral Incident Report

## \*Example\*

Child's Name: \_\_\_\_\_

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

Incident: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Corrective Action Taken: (Staff- Please circle which action was taken)

1. The child was removed from an activity for a short period of time to talk with a staff member about the behavior that had occurred and discussed ways to correct the behavior. A note was written in the camper's file to notify parents of the incident.
2. The child was removed from an activity and had to remain with the staff member until the next activity started. A copy of this Behavior Incident Report and any previous Behavior Incident Reports from the current day are attached and put into their file. A parent signature is required to return to camp the next day.
3. The child was removed from the camp activity and their parent/guardian was called for immediate pickup. The child will then be suspended for the remainder of day.
4. The child was removed from the camp and their parent/guardian was called for immediate pickup. The child will then be suspended for the camp session.

**Any child causing severe harm to another child or staff member will be dismissed from camp immediately. No refunds given.**

Please remind your child of proper behavior so that all campers can have an enjoyable camp session. We are dedicated to providing a fair and positive experience for all children. We want your children to succeed and have a great time! Keep in mind that the last thing we want to do is send a camper home. Thanks for your help! Always remember your 3 R's (**Responsibility, Respect, and building positive Relationships**).

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# Appendix B



# FIELD TRIP CONSENT FORM

## DAY CAMP PARENT/GUARDIAN HANDBOOK CONFIRMATION

Child's Name: \_\_\_\_\_

I \_\_\_\_\_, received and have read the 2019 HHC Day Camp Handbook. I understand the policies and procedures. I give permission for Holiday Home Camp to take my child to Fontana Park on fieldtrip days.

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

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# PHOTO CONSENT FORM

I \_\_\_\_\_, give permission for Holiday Home Camp to photograph and post pictures of my camper.

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