



2021 Parent Manual

Recreation Division
SPARC Summer Camp
Cultural Center

19470 Oak Road West, Building D
Gulf Shores, AL 36542
251-968-9818

Contact Us

Cultural Center
19470 Oak Road West, Building D, Gulf Shores
251-968-9818 – SPARC Program Line

Ralph Pereda – Programs Supervisor
251-968-9812 – Office
rpereda@gulfshoresal.gov – Email

Amanda Deckard – Program Coordinator
251-968-4419 – Office
adeckard@gulfshoresal.gov - Email

About Us

All of our counselors are trained and certified in CPR and First Aid. The counselors are encouraged to openly communicate with parents/guardians about your child's daily behavior, progress and successes. If at any time you have a question, suggestion or concern, you may contact the Program Coordinator, Amanda Deckard, at 251-968-4419 or adeckard@gulfshoresal.gov.

Eligibility

Children who have completed Kindergarten through 5th grade are eligible to participate. We do accept pre-k students. Due to CDC guidelines there will only be a limited amount of children allowed in a building. The program will not accept “drop-in” campers.

Hours and Sign in/Sign out

Camp hours are from 7:30 AM to 5:30 PM Monday through Friday. Please refer below for any dates in which SAPRC camp will be closed.

- Memorial Day Holiday: May 30th
- Independence Day Holiday: July 5th

All children are required to be dropped off no later than 9am and picked up between the hours of 4pm-5:30pm. Due to the potential threat of COVID-19, all children will be required to be screened by a SPARC staff BEFORE allowed in the building. All parents will receive a laminated paper with their child's name and group on it. This should be placed on the driver's side window for drop off and pick up times. We encourage the same person to drop off and pick up the child. Should someone who is not on the list need to pick up the camper, the parent/guardian must notify the Program Coordinator at adeckard@gulfshoresal.gov or 251-968-4419 no later than noon the day of pick up with the following information:

- Child's name
- First and Last name of the pick up person
- Date the person will be picking up

Parents will receive a verification email to insure of the changes. If you do not receive a verification email, the changes have not been received. The adult MUST have the same laminated sign with the child's information and display it on their passenger side window. In the event that we need to verify the identity of the authorized individual to pick-up

a child, we will ask for a picture ID. Due to the social distancing guidelines by the CDC, they will be required to hold-up their ID to the window for verification. If camper is going to be absent please call us and let us know. Please note that in order to reduce the risk of contamination parents, grandparents, siblings, or any other person(s) who are not a camper or a city employee will not be allowed in the facilities, no exceptions.

Fees and Payments

The cost for SPARC Summer Camp per child is \$660 for the entire summer. Parents do have an option to send for the entire summer or just a single session. Please note in order to be enrolled for the entire summer the child must be signed up for **BOTH SESSIONS**. If the parent chooses to just do one session (June 1-July2 or July 6-Aug 6) the cost per session is \$330 per child. A registration fee is due at time of registration (\$100 for entire camp, \$50 for one session.)

Entire summer: A weekly payment schedule of \$82.50 will be implemented for the remainder of the month. The payment schedule dates are: June 11, June 18, June 25, July 2, July 9, July 16, July 23, and July 30.

Session 1 – June 1-July2: A weekly payment schedule of \$110 will be implemented for the remainder of the month. The payment schedule dates are: June 11, June 18, and June 25

Session 2 – Jul6-August 6: A weekly payment schedule of \$110 will be implemented for the remainder of the month. The payment schedule dates are: July 16, July 23, and July 30.

Payments will resume on each Friday previously noted. If payment is not received, we will go on the assumption that your child will not be attending the remainder of the summer.

Due to the social distancing guidelines by the CDC, this year we will accept online payments only. Cash or checks will NOT be accepted. If you need help setting-up an online account in Perfect Mind, please contact the Program Coordinator. ***This account should be set up BEFORE registering your child for camp.*** After online payment is completed the system will produce a receipt as proof of payment. Please retain these for your records. ****All fees are non-refundable.****

Children picked up after 5:30pm will be charged a \$10 late fee per child per day. No exceptions. Please call the SPARC Program Line at, 251-968-9818, if pick up is delayed.

What to Wear and Bring

For safety reasons, please have your camper wear closed toed footwear, preferably sneakers. NO sandals, flip flops, open toe shoes, or cleats. Closed toed crocs with a back strap are acceptable. In order to keep all areas from becoming contaminated, toys or electronics from home will not be allowed. All lunches should be packed in a throw away brown paper bag. In order to keep your child and others safe, ***CHECK, DISINFECT AND/OR WASH CAMPER'S POSSESSIONS DAILY.***

Personal Possessions

In order to keep all areas from becoming contaminated, toys or electronics from home will not be allowed.

Field Trips

Due to the threat of COVID-19 we will be having a lot of outside field trips. Therefore, please be sure to pack a hat, sunscreen, and extra water for each field trip day. Please note, money is not needed on field trip days as this cost is included in your tuition for SPARC.

Pick-up/drop off is strictly prohibited at a field trip site.

Disciplinary Actions and Procedures

Inappropriate behavior will not be tolerated at SPARC Summer Camp. The camper(s) will be informed immediately if a Counselor feels they are doing something unacceptable. It will be explained to the camper why the action is inappropriate and they will receive a warning not to continue that behavior. If the Counselor(s) do not feel the camper is trying to restrain or he/she continues to interrupt the activity, the child will be placed in a timed "time-out". If the interruptive behavior continues, the parent/guardian will be asked to come and pick-up the child for the day. A meeting with the Counselor(s) and Program Coordinator may be scheduled to discuss the child's behavior with the parent/guardian. If the behavior continues, the child will be asked to leave camp the rest of the week with no refund. If no improvement in behavior is seen upon return, the camper may be dismissed from the program. If a child brings weapons to camp, issues violent threats of any kind, intentionally harms a staff member or other child, vandalizes property, steals from the program or others, or displays any type of violent behavior, he/she will be dismissed from the program immediately without warning or notice.

Because of the ages of our campers, each child is expected to use the restroom on their own and clean up after themselves in the case of an accident. Counselors are not trained to accommodate special needs children.

Lunch and Snacks

Each camper needs to pack a nutritious lunch, a morning snack and an afternoon snack. This food should not require heating or refrigeration. All lunches and snacks should be in a brown paper sack with camper's name that can be thrown away. Be sure to send a lunch, snacks and drinks each day.

COVID-19/Illness Notification

For the safety of your child, campers and counselors, please keep your child home if he/she is ill. A camper who has a fever (100.4), vomiting, or diarrhea within 24 hours of the next camp day should remain at home. ***All children will be screened daily by a medical professional upon arrival.*** Should your child become ill at camp, the parent will be called to pick them up. We will contact the parent right away to inform them and have them pick up the child. In the meantime, the child will be put in an isolated room or area (such as a cot in a corner of the classroom), in order to prevent spread to other children and staff. Clean and disinfect surfaces in your isolation room or area after the sick child has gone home. The child will **NOT** be allowed to come back to camp until cleared by doctor and a doctor's note will be needed.

If COVID-19 is confirmed in a child or staff member per CDC regulations counselors will do the following:

- Close off areas used by the person who is sick.
- Open outside doors and windows to increase air circulation in the areas.
- Wait up to 24 hours or as long as possible before you clean or disinfect to allow respiratory droplets to settle before cleaning and disinfecting.
- Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, and common areas.

- If more than 7 days have passed since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.
- Continue routine cleaning and disinfection.

Lice

If a camper has head lice they must be removed from all activities and avoid contact with other campers immediately to avoid an outbreak. The child will be isolated and a parent will be notified and required to pick up their child. If your child was diagnosed with head lice, he/she will not be allowed back in camp until we receive a doctor's note with confirmation that the child is lice free.

Medications/Epinephrine Pen

*The SPARC Summer Camp Coordinator or Counselors are **NOT** allowed to administer any medication.

*We have campers with severe allergies. Therefore, if a camper needs the assistance of an epi-pen, an (EPINEPHRIN AUTHORIZATION FOR MINOR) form needs to be filled out by child's doctor and parent. We ask parents to bring an Epi-Pen and leave it at SPARC throughout the summer in case of an emergency. It will be stored in a locked Epinephrine Pen cabinet with the corresponding medical information and picture of the camper.