



SPARC Summer Camp Parent Manual

Welcome to SPARC Summer Camp 2025!

We're thrilled to have your child join us for a summer full of fun, learning, creativity, outdoor adventures, and new friendships. This manual is your all-in-one guide for everything you need to know to ensure a safe and unforgettable camp experience.

All of our certified teachers and experienced counselors are trained in CPR and First Aid. Your child's physical and emotional safety is always our top priority!

Camp Information

Camp Director: Erica McGrath

Camp Phone: (251) 968-9818

Email: sparc@gulfshoresal.gov

Camp Website: www.gulfshoresal.gov/sparc

Camp Address: Cultural Center – Building D, 19470 Oak Road W, Gulf Shores, AL 36542

Dates & Hours

Session 1: May 27 – June 27

Days: Monday – Friday

Session 2: July 7 – August 1

Camp Hours: 7:30 AM – 5:30 PM

Drop-Off & Pick-Up Procedures

Drop-Off Window: 7:30 AM – 8:30 AM

Pick-Up Window: 4:00 PM – 5:30 PM

**Drop-offs or pick-ups outside of allotted hours require walking your child in/out and signing them in/out.

Drop Off

- Drop-offs are only allowed between 7:30 AM and 8:30 AM.
- Do not drop your child off before 7:30 AM. Children may only be dropped off when a counselor is present outside to receive them.
- If a child is dropped off without a staff member present:
 - First Offense: Written warning
 - Second Offense: Dismissal from camp for the remainder of the summer

Pick Up

- You will receive two laminated pick-up tags with your child's name. These must be visible in the front passenger-side window during pick-up.
- Anyone without a tag must present a valid photo ID and must be listed on your child's Authorized Pickup List.
- To add or change pickup contacts, send a written request to the Camp Director.

Late Pick-Up Penalty

- \$15 per child for pickups after 5:30 PM
 - \$1 per minute beginning at 5:45 PM
- Chronic late pickups may result in dismissal from camp.

Absences

Please inform the Camp Staff of any absence due to illness, travel, or appointments. For planned absences, written notice is appreciated.

No refunds are given for missed days.

What to Bring Daily

- Backpack (clearly labeled with your child's name and phone number)
 - Please avoid bulky bags—everything should fit comfortably in the child's backpack.
- Refillable water bottle (labeled)
- Packed lunch + two snacks (AM & PM)
 - No refrigeration or heating available—pack accordingly.
- Apply sunscreen before camp each morning
 - Sunscreen is not provided or applied by camp staff
- Camp T-shirt (on field trip days)
- Swim / Water Play Days
 - Towel & change of clothes

What NOT to Bring

- Toys, trading cards, electronics or any valuables
- No phones, smart watches or tablets are allowed at camp

If we find any of these items they will be confiscated and returned to the parent at the end of the day. Repeated violations will result in suspension or dismissal from the program for a minimum of one week, up to the remainder of the camp season. No refund will be given in these cases. If you need to contact your child, call the camp desk at (251) 968-9818.

Lost & Found

Label all items! Found items will be held at the front desk. Unclaimed items will be donated or discarded at the end of the session.

Dress Code

- Comfortable, weather-appropriate clothing
- Closed-toe shoes only (no sandals or flip-flops; crocs are allowed)
- A hat or cap for sun protection is recommended
- Camp T-shirts must be worn on all field trip days

Swim Days

- Swimsuits must be worn to camp under clothing
- Full change of clothes should be sent for after swimming (ensure undergarments are included)
- Labeled swim towels must be sent
- Goggles are optional but if sent, must be labeled with your child's name
- Floatation devices (puddle jumpers) are not allowed in the pool

Field Trips

You'll receive a detailed calendar of field trips in advance. All field trips are subject to change.

- Field trip fees are included in your tuition
 - Do not send money with your child
 - Campers must travel with camp staff to and from field trips
 - No drop-off or pick-up at field trip locations
 - Camp shirts are required on all trip days
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Safety & Wellness

Keep your child home if they:

- Have a fever of 100.4°F or higher
- Have vomited or had diarrhea in the past 24 hours
- Show signs of contagious illness
- Have lice or an undiagnosed rash or skin condition

Children must be symptom-free for 24 hours before returning.

If your child becomes sick during camp, you'll be contacted for immediate pick-up.

For contagious illnesses (e.g., strep, lice, pinkeye), inform camp staff right away. A doctor's note may be required to return.

All injuries or incidents are documented. Parents will be notified and asked to sign an incident report when necessary

In a medical emergency, 911 will be called and parents will be contacted immediately. A staff member will accompany the child to the hospital and stay until a parent arrives.

Medications & Allergies

- Camp staff may only administer emergency medications (e.g., EpiPens) with a completed Epinephrine Authorization Form
 - Medications must be in original containers and clearly labeled and will be stored in the camp office
 - Notify the Camp Director of all allergies or health needs prior to the first day of camp
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Photo & Media Policy

Photos/videos taken during camp may be used for promotional purposes.

Weather Policy

Camp operates rain or shine!

In cases of severe weather, activities will be modified or moved indoors to ensure safety.

Have Questions?

We're here to help! If you need assistance or have any questions, please reach out.

Camp Phone: (251) 968-9818 | **Email:** sparc@gulfshoresal.gov