



Dear Parents,

On behalf of the City of Gulfport and the Gulfport Department of Leisure Services, I would like to welcome you to the Summer Day Camp Program sponsored by the City of Gulfport.

The Gulfport Summer Day Camp Program is one of the largest and finest programs of its type in the State of Mississippi. We appreciate the confidence that you have placed in our department by your willingness to entrust in us the care of your child. It is our pleasure to provide for your child a valuable summer camp experience; moreover, it is our goal to have your child leave our program better than he/she came to it. We accomplish this goal through placing into the program many social and recreational opportunities which serve as summer enhancements to their traditional educational foundation. As an added bonus, our program is fully licensed by the Mississippi State Health Department as a childcare provider, so you can rest assured that our staff is trained in all aspects of the special situations that summer camps encompass.

Our goal is to provide an exciting and challenging program, which not only emphasizes recreation but education as well. Our program will help your child to:

- *Feel secure away from home
- *Develop group skills
- *Discover the joy in learning
- *Learn to interact with other children
- *Enhance thinking skills
- *Develop self-expression & creativity
- *Set a foundation for a positive educational and recreational experience

We encourage you to be involved in your child's adjustment to camp over the next several weeks. The adjustment period that all children go through when dealing with new surroundings and experiences are made much easier for the child when they are able to discuss camp experiences with your family. We also want you to know that you are welcome to visit your child's campsite or talk to the camp director at any time. We welcome and encourage open communication between you and our staff and believe that the more comfortable you are with your child's caregivers, the more comfortable your child will be with us.

Please take a moment to read carefully through this handbook and to familiarize yourself with our program and its processes. If you would like more information, please visit our website at www.gulfport-ms.gov.com or contact the Summer Day Camp Director at (228) 214-3600. We look forward to working with you and your child providing a fun and worthwhile summer experience.

David D'Aquila, Director
Gulfport Department of Leisure Services

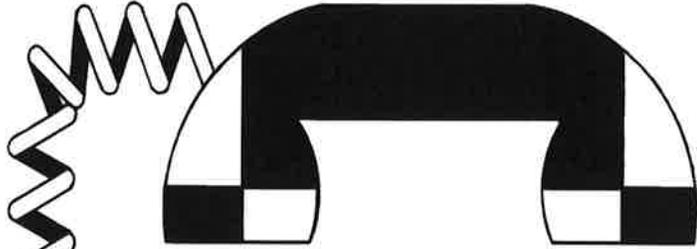
City of Gulfport

Department of Leisure Services

Summer Day Camp Program

Contact List

If you have any comments or suggestions, or if you need assistance in any matter relating to the Summer Day Camp program, please contact Edmond Salloum or Reggie Sims, or any member of our administrative staff at the Department of Leisure Services.



SUMMER CAMP

Bel-Aire Elementary Summer Camp

FLASH-Special Needs Summer Camp

Harrison Central Elementary Summer Camp

Herbert Wilson Summer Camp

Three Rivers Elementary Summer Camp

Phone Number

(228) 831-5347

TBA

(228) 831-5369

(228) 868-5777

(228) 831-5359

Summer Camp Administrative Offices

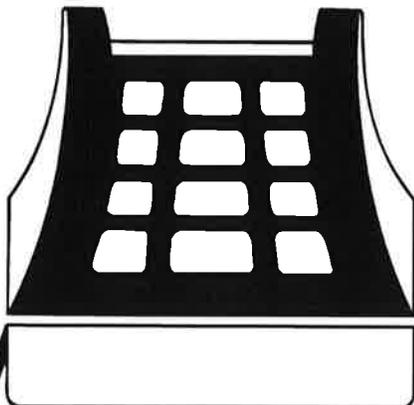
(228) 214-3600

Edmond Salloum-Camp Director

(228) 861-8050 (Mobile #)

Website: www.gulfport-ms.gov

Email: summercamp@gulfport-ms.gov



In Case of an Emergency

In the event of an emergency, we ask that you speak to the director or assistant director of the camp site where your child is enrolled in order to better prepare our staff members to assist you in an appropriate manner.

We do ask that you only contact your child at the camp site during an emergency situation, as our sites also serve as city recreational facilities and public elementary schools.

Enrollment

The City of Gulfport Summer Day Camp Program is designed for children residing within the City limits of Gulfport. Children from families outside the city limits are admitted to the program as long as openings are available.

The Department of Leisure Services Summer Program serves children from the ages of 5-12. Children of differing ages groups are separated according to age classification (5-8 years old & 9-12 years old). In most cases these age groups are located at separate campsite locations. The child's age group will be determined by the age that he or she is on or before June 1. Siblings of different age groups may be located at different locations depending on the camps that are more convenient for drop off. By grouping the children with their own age groups, our staff is better able to provide age-specific programs and activities for the participants while meeting all required regulations.



The City of Gulfport Department of Leisure Services Summer Program is a recreational program for all children regardless of ability. Please inform the staff during registration of the nature of your child's disability so that the appropriate measures can be taken to provide them with a quality summer experience with reasonable accommodations. Trained facilitators will be available throughout the summer program.

ENROLLMENT OPTIONS:

Monday through Friday from 7:30 am - 5:30pm

Ages 5-8

Harrison Central Elm

Ages 5-12

Bel-Aire Elementary

Herbert Wilson Community Center

Three Rivers Elementary

*Special Needs

FLASH Camp -19th Street Community Center
(8:00am-4pm Monday-Friday) *Times may change*

*Mild Mental and Physical Disabilities

*Child must have at least two rulings or developmental delay in more than one area.
(Autism, EMR, TMR, and EH only)

*For registration, parents must bring a copy of the Ruling Page (1st page) of IEP form for verification.

Enrollment at the FLASH Camp will be based on the child's specific need and the staff's ability to care for the child with reasonable accommodations. Assessments will be made by the FLASH Camp director.

Staff is on-site from 7am to 6pm to allow adequate pick-up and drop-off convenience at all camps other than FLASH CAMP.

Your child's enrollment is not complete until the Day Camp Application Form has been completely filled out, the registration fee paid, **and all required documents for registration are submitted for your child's file.**

Your child is eligible to attend each 1 week session that is paid for in full the week of camp. If a child does not attend a 1 week session, a \$25 payment for that session is required to hold the spot.

If a child's behavior or health is such that we feel either poses a significant risk to other children in the program, we reserve the right to temporarily or permanently withdraw the child in question.

If for any reason, a parent decides to withdraw a child from camp, please let the camp director know one-week prior to doing so. There is no reimbursement of fees. Parents should specify whether the child will attend any future sessions previously registered for when notifying the camp of a withdrawal.

FEES & TUITION

Day Camp Program Fees

- 1 Child: \$50 per week
- 2 Children: \$100 per week
- 3 Children: \$150 per week session

Registration Fees
\$50 per child
Late Registration
\$60 per Child
Weekly No-Show Fee
\$25 per child/weekly

Payment Options

-Only Cash, Cashier's Check or Money Order will be accepted at the camp sites for tuition payments.

-Checks WILL NOT be accepted at the camp sites for tuition payments.

-Please write the child/children's NAME(S) and CAMP LOCATION at the bottom of each cashier's check/money order.

Tuition for all programs is payable in advance and is due on the first day of each weekly session. Payments can be made in advance for future sessions. If you plan to deduct child care expenses on your tax returns, be sure to keep your receipts. **Our department does not mail out any tax documents to participants. Our Tax ID # is 64-6000413.**

All payments must be made in the MORNING at the time your child is dropped off. If fees remain unpaid by MORNING of the 2nd day of each weekly session, the child will not be accepted into camp (or any day thereafter) until all past due fees are paid. At this point procedures for removing that child and enrolling a child from the waiting list will begin. If delinquent, your child will not be allowed to attend the program until all delinquent payments have been satisfied.

If there are unexpected circumstances that arise which may make it difficult to continue paying the weekly fees, please contact the camp director, and we will try to work with you. Once fees have been collected from the camp by the administrative staff on the first Monday morning of each (1 week) session, no payments will be accepted until the following morning.

All weekly fees are due in their entirety regardless of the number of days that the child is present. There will be no reduction of fees for any absences unless otherwise noted by the Department of Leisure Services. Failure to attend any one week session will result in a No-Show fee of \$25 per child, per week that the child is absent to hold their spot in the camp for the rest of the summer.

NO CHECKS WILL BE
ACCEPTED FOR
SUMMER DAY CAMP
FEES

In Case of Hospitalization or Illness

In the event that your child is absent due to hospitalization or physician's orders:

Contact the Summer Camp Coordinator at 214-3600 to discuss financial arrangements. Attendance during any portion of a session requires full payment for that session. A prorated option may be offered based on your case which may be credited towards a future session's payment.

Any request to pay pro-rated fees must be submitted in writing to the Summer Day Camp Director and will be considered on its own merit.

ARRIVAL & DEPARTURE



Parents are responsible for providing transportation for their child to and from the campsite. Only persons listed on the Summer Camp Registration form as authorized to pick up and drop off the child will be permitted to do so. A written authorization will be required for someone other than the listed authorized individuals. Photo ID will be required.

A Thirty (30) minute period has been provided in order to drop off and pick up children before and after the summer program hours of operation.

Children enrolled in Day Camp Programs will not be permitted to arrive earlier than 7am. Workers are not authorized to accept children before these times. No child may be left unattended to wait for the camp staff to arrive. The Department of Leisure Services will not assume responsibility for a child who has not been left in the custody of authorized summer camp personnel when he/she arrives for the day. Local law enforcement authorities will be contacted if this practice occurs. **All Individuals should be prepared to show photo ID.**

Parents must sign-in their children when dropping them off and sign them out when picking up in the afternoon in order for the camp staff to accept or release a child.

Parents may not drop off their child at a field trip site unless written approval from the Camp Coordinator is received prior to the date of the trip. The Camp Coordinator can be reached at Department of Leisure Services Administrative Offices at 214-3600.

Children should be picked up no later than 6pm.

A late charge of \$5 per child will be assessed for every 5-minute increment after 6pm. If a child is not picked up by 6:15pm, the police department will be called.

This fee must be paid directly to the camp prior to the child arriving at camp the following day. Habitual tardiness will be addressed and may result in your child's dismissal from the camp. Our staff is aware that unexpected delays can occur. Please call the camp site as soon as possible to notify them in the instance that you may be late.



STAFF QUALIFICATIONS

The entire staff of the City of Gulfport Summer Day Camp Program is qualified and trained to provide quality care for the children enrolled in our summer programs. All of our Camp Directors, Assistant Directors, and Counselors have undergone an extensive screening and training process to ensure the highest quality care. Each staff member receives a minimum of 15 hours of in-service orientation training on an annual basis. Each staff member is also currently certified in both CPR and Standard First Aid and meets all requirements set forth by the Mississippi State Department of Health Childcare Licensure Regulations. Staff ratios are maintained at 1 counselor to 20 children, as specified in the Mississippi licensing requirements.



ABSENCES



Please notify the camp in which your child is enrolled in the event he or she will be absent from camp. If your child is absent due to contagious disease, the camp must be notified, so that other parents can be notified that their child has been exposed to a contagious disease.

There will be no reduction in fees for regular absences. Please see the Fees & Tuition section of this handbook for fee reduction due to hospitalization or physician's orders.

WEATHER EMERGENCIES

During hurricanes or other severe weather conditions, parents are asked to tune in to WLOX-TV 13, Magic 93.7 FM, 99.1 WKNN FM, or WVMI 570 AM for information on camp closings or relocations. The Gulfport Summer Program will close for bad weather only during potentially dangerous situations. The Department of Leisure Services is concerned for the safety of our staff, the children, and the parents of the children driving during dangerous weather conditions.



In the event that any of our campsites have to be evacuated, the location of the campers from the evacuated site can be found in campsite evacuation plan found in **Appendix D** of this handbook. If any campsite has to be evacuated, all parents from that site will be contacted by telephone as soon as possible.

HEALTH REGULATIONS

In the event of an incident, accident, or illness, the camp director will:

1. Contact the child's parent(s) or an authorized individual listed on the child's contact sheet by telephone outlining the nature of the incident, accident, or illness involving the child and determine whether the child can stay at the facility or needs to be picked up: or,
2. If the child is in 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 campsite. 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 of a possible communicable disease.
5. If your child has been sent home for treatment of head lice and you do not have proof of treatment.



Staff will conduct a health check of each child on Monday, Friday, and any other time deemed necessary, noting fever, bumps, bruises, head lice, etc.

The Mississippi Child Abuse Law (Chapter 21, Section 43-21-353 found in Appendix C) requires every childcare worker in any child care facility to report suspected child neglect or child abuse to the Department of Public Welfare. The Gulfport Summer Day Camp is bound by this statute, due to the program's licensing requirements. Any questionable marks, any counselor observing signs of neglect, or questionable responses from the child concerning any of the above subjects will be forwarded to the camp director's attention. Upon notification, the camp director 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 director has concerns regarding any of the items discussed with the child or parent, the camp director will notify the Summer Camp Coordinator, who will forward all appropriate information concerning the situation to the Department of Public Welfare.



Health Regulations (cont'd)

If a parent is notified that he/she must pick up their child because of an accident, incident, 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 at each camp. If the child is not picked up during that time, the child may be suspended from the program. This is very important to the health of all of our children. A child with symptoms of a contagious disease may be required to obtain a note from the child's doctor before the child is admitted back to camp.

No medication will be dispensed to a child without written permission of a doctor or the parents. Directions for administering the medication must be provided in writing on the departmental Medication Form with the date and time indicated. Whenever possible, we request that parents acquire single dose packets of medication from their pharmacy to insure their child is not overmedicated. In order for your child to receive Tylenol during summer camp, there must be a signed form in your child's file granting permission for Tylenol to be given upon contact with the parents by telephone. All medication must be in its original properly labeled prescription bottle with the pharmacy address, telephone number, and correct description of the medication contained in the bottle.



The guidelines 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 guidelines are posted at each campsite.

Summer Day Camp & Playground Program POLICY ON MEDICATION

1. A medication consent form must be filled out on a daily basis before medication can be dispensed. Consent forms are available at the campsite. (For daily medications that are administered routinely, parents are encouraged to take a blank medication form and make copies. The signature and date must be handwritten each day.)
2. The State Health Department requires that your child's name be on all medication. Medication must be contained in its original prescription bottle or container.
3. Medication will only be accepted from an adult. Medication left only in plastic bags will not be accepted or administered. Single dose packets from the pharmacy are preferred. This includes all medications (ointments, aspirin, vitamins, cough drops, etc.)
4. Any medicine left at any Day Camp or Playground site longer than three (3) days past the dates for the administering of that medicine will be discarded.



No Smoking

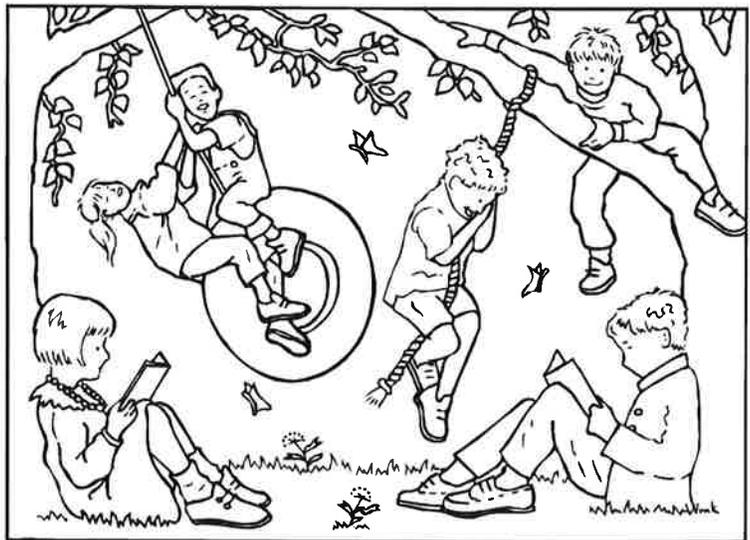
State licensing requirements and city ordinances prohibit smoking in city facilities, at day camps or on the premises, or in view of the children in attendance.

CAMP CODE OF CONDUCT

The Gulfport Leisure Services Summer Day Camp Program will follow an assertive disciplinary plan. All of the children will be presented with the rules governing behavior at each campsite and the consequences for breaking those rules. The form of discipline to be used is time out, where the child will be set aside from the group for 1 minute for each year of age of the child. This time may be increased if further misbehavior is observed during the time out period. This may result in a loss of inclusion in activities and possible loss of field trip privileges. The camper code of conduct is designed to insure that all of the participants in the Summer Program have a safe and happy camp experience.



1. Children must show respect for and abide by the instructions of the counselors, directors, facility staff, and administrative staff of the summer camp program.
2. Children must present themselves with pride, conducting themselves as ladies and gentlemen. No sagging pants. No items of clothing with explicit images or text will be allowed. No clothing containing alcoholic or tobacco related products will be allowed.
3. Center and camp property is for everyone and should be treated as such.
4. **Children should dress appropriately for the activity being conducted.** Play clothes and shorts are recommended.
5. Fighting, scuffling, horseplay, harassment, running, name-calling, or loud and excessive noise will not be tolerated.
6. **Profanity of any kind will not be tolerated.**
7. All children should participate in scheduled activities unless an unusual circumstance exists as outlined in writing by the parents.
8. Stealing will not be tolerated. Anyone caught stealing, will be removed from the camp.
9. **Socks must be worn on skating or bowling days.**
10. Children must bring their own towel and (one-piece only) swimsuit. Please label all items with the child's name in permanent ink.
11. Children may use the telephone or will be called to the telephone to receive calls **ONLY** in the case of an emergency.
12. **No open-toed shoes or sandals shall be worn to camp for the child's safety.**



DISCIPLINARY POLICY & PROCEDURE

The Gulfport Summer Day Camp Program disciplinary practices shall be directed toward teaching the child acceptable behavior to help self-esteem with consistent and individualized levels of understanding. Staff will never humiliate, frighten, or physically harm a child.

Consistent disregard for camp regulations and instructions will result in the following:

First infraction: Written Incident Report; ***Appropriate camp discipline.**

Second infraction: Written Incident Report; ***Appropriate camp discipline;** parent conference.

Third infraction: Written Incident Report; Parent Conference including Day Camp Coordinator, Camp Director, Counselor, and Participant; A mandatory 1-5 day suspension (depending on the severity of the infraction). Fees are not refundable for suspended period.

Fourth Infraction: Written Incident Report; Parent Conference to inform the parent that the child will be involuntarily withdrawn from the camp. Fees are not refundable for involuntarily withdrawal.

***Appropriate camp discipline may vary according to the severity of the infraction. This may include, but not be limited to conference, suspension and/or removal from camp.**

The Gulfport Department of Leisure Services is responsible for the safety of all of the summer program participants, and consistent and continual disregard for camp policies and procedures cannot be tolerated. Serious infractions placing the safety of the participants and staff in jeopardy, or infractions which compromise the operation of the summer program may result in disciplinary actions more severe than outlined in the 1st, 2nd, 3rd, & 4th incident occurrences listed above.



All camp staff members are responsible for the discipline of the campers. Below is a listing of the guidelines to be used when disciplining children for infractions.

1. In order to be most effective, immediate consequences for misbehavior should be made communicated to the child in advance.
2. "Time Out" will be administered at 1 minute for each year of age of the child.
3. Physical punishment (spanking, pinching, slapping) are not to be used. Shouting will only be utilized if there is a need to warn of immediate danger or if noise levels in the immediate area are such that warrants it.
4. Removal of playground, field trip, or other activity privileges may be used for serious or for cumulative infractions.
5. All children should be directed to the appropriate behavior, rather than continually spoken to in negative terms (i.e. "Do this" rather than "Don't DO this"). Staff will also communicate to parents when children DO behave.
6. A child should be sent to the camp director sparingly in order to be most effective.
7. 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 and the actions taken for the incident.

STAFF CODE OF CONDUCT

All staff members are trained according to the guidelines set forth by the Mississippi State Health Department Regulations Governing Childcare Facilities. Each staff member is currently certified in Child & Adult CPR and Standard First Aid. Every employee has passed a Child Abuse Central Registry check and undergone an extensive criminal background check by local, state, and federal law enforcement agencies and has been cleared for child care employment by the Mississippi State Health Department.

The outline below describes the code of conduct that staff will maintain:

1. Staff will not be left alone with a child where they cannot be observed.
2. Staff will never leave a child alone.
3. Staff will conduct or supervise private activities in pairs (dressing for swimming, changing clothes). When this is not feasible, staff should be positioned so that they are visible to others.
4. Only positive techniques of guidance will be used. Any type of abuse from staff will not be tolerated and will be cause for dismissal.
5. Staff will conduct a health check of each child on Monday and Friday, and any other time deemed necessary by camp staff, noting fever, bumps and bruises, head lice, etc. Comments will be addressed to the parent or the child by the camp director in a non-threatening manner. Any questionable marks or response will be documented.
6. Staff will respect the child's right not to be touched in ways that make them feel uncomfortable, and their right to say no.
7. Staff will refrain from intimate displays of affection towards others in the presence of children, parents, or staff.
8. Staff may not be alone with the children they meet at Summer Day Camp outside of the summer program site. This includes baby-sitting, sleepovers, and inviting children into their home.
9. Staff members are not to transport children in their own vehicles.
10. Under no circumstances will a staff member release children to anyone other than the individuals listed as an authorized person to pick up/drop off children on the registration form. Any additions or changes to this list must be submitted in writing to the camp director at the campsite.

TOYS



All campsites provide a variety of appropriate toys for each group of children. Children should refrain from bringing toys or items from home (Nintendo Game-boys, water guns, etc.) unless otherwise requested from the Camp Director or Camp Counselor for a special activity. We realize that a doll or bear may be important to your child when they first begin attending camp, but these items could become lost or broken and feelings will be hurt when they are not shared with other children. We will take reasonable precaution to ensure the safe return of personal belongings brought or left at day camp, but we can not assume responsibility for any toys brought from home that are lost or broken while at camp.

FIELD TRIPS & TRANSPORTATION



The Gulfport Department of Leisure Services is responsible for the safe transportation of enrolled children to and from events and activities that are part of the camp program.

Field Trip Fees are not included in the weekly tuition fees to attend the summer program. Field trip fees are payable on the morning of the scheduled field trip unless otherwise requested by the camp director. **Field trip fees must be paid separately from the weekly fees** as in most cases this money goes directly to the field trip destination for admission or participation in specific activities. Parents should communicate with camp directors of planned absences during field trip activities. Field Trips will be posted at the entrance to each campsite and weekly flyers may be sent when available. **We strongly suggest that parents dress their children in their camp t-shirt (or a t-shirt of the same color) on field trip days** to help camp staff to distinguish Summer Day Camp children from other guests at field trip locations.

All transportation for the Summer Day Camp Program is handled by a licensed and insured transportation company, providing safe, secure, and air conditioned buses for the movement of our children from activity to activity. Transportation is limited to camp children and staff. Our transportation program is subject to the following conditions and limitations.

1. Our buses will be driven only by licensed bus operators provided by the busing company. The vehicle will have a current inspection sticker at all times and will be maintained in safe condition as set forth in the contract for transportation services.
2. Insurance on the vehicle is obtained by the owner and operator of the bus service with the City of Gulfport named as additional insured. The certificate of insurance for the transportation provider is available upon request for review at the Leisure Services Administrative Offices.
3. Good order in the vehicle is essential to safety. Play will not be tolerated and we reserve the right to refuse future transportation services to any child when that child's behavior is considered to be unsafe. Examples would include refusal to remain in their seat or excessive distracting noise.
4. 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.
5. The only exception to the above policies shall be a medical emergency.

PHOTOGRAPHY

To promote the Gulfport Department of Leisure Services and its programs, we occasionally photograph the children while they are active at camp. Many times, television and outside camera crews will ask permission to take pictures or to film the children during various activities. The Gulfport Department of Leisure Services utilizes various forms of media for promotion of its services (flyers, brochures, web page, etc.). As a parent, you must give consent in writing to have your child's photograph taken and relinquish all rights, title and interest in the finished photographs, tape, and negatives. Your consent form is located on your Summer Day Camp Registration Form that you have previously signed.



SAMPLE SCHEDULE

The Gulfport Day Camp & Playground Program uses city and school facilities as host sites for the summer program. Our campers enjoy the use of playgrounds and other resources at some of our facilities. Every camper has the opportunity to use the city owned swimming pool of the Francis X. Collins Lifetime Fitness Center during the summer (weather permitting). We have a vast variety of games, arts & crafts, and other recreational materials to keep our campers busy and stimulate their social and educational growth during our program. We also plan field trips each week to enhance our campers experience during our summer program. From bowling and plays, to roller skating and movies, your child will be provided every opportunity to learn and expand their educational skills while still having a lot of fun.

Below is a sample schedule of events that your child may follow during day camp:

7:00am	Supervised playtime (games, play-dough, coloring, reading, etc)
9:00am	Snack time
9:30am	P.L.A.Y. (Positive Learning for Active Youth) or Field Trip Departure
10:30am	Gym or Outdoor Time (Arts/Crafts, etc.)
11:45am	Prepare for lunch (including transportation to feeding program site if necessary)
12:00noon	Lunch Time
1:00pm	Quiet Time
1:45pm	P.L.A.Y. (games, etc.)
2:30pm	Snack Time
3:00pm	Gym or Outdoor Play
4:00pm	Activity Time (television, movies, and arrival of parents)



Daily Schedules will differ from camp site to camp site, as will field trip and swimming schedules. Those dates and event details will be given to parents by the Camp Director and will be posted at the child's day camp site. Sun-Safe Practices are implemented.

LUNCH

Providing a lunch for your child each day is the parent's option, however children must be provided with 2 (two) healthy snacks from home each day. Examples of acceptable snacks (as well as prohibited snacks) may be found in the boxes at the bottom of the page.

The Gulfport Summer Day Camp Program participates in the Hot Lunch Program offered by the Gulfport Public Schools, Harrison County Public Schools, and Gulf Coast Community Action Agency. These feeding programs provide a hot nutritional lunch at no cost for each child. Some camps have feeding programs located on site. Camps which do not have a feeding program located in close proximity will be transported by bus to the nearest feeding program location at no additional cost. Parents who choose to send a lunch must pack lunches in an insulated container. **NO PAPER BAGS WILL BE ALLOWED.** Please put your child's name on the outside of the container. Snacks may also be brought from home for the camp's dedicated snack time. If a child forgets their lunch on a day designated as a sack lunch day, the parent will be called to bring in a lunch for their child. All children are transported to the feeding site regardless of participation.



Suggested Snacks:

- Fruit: apples, oranges, grapefruit, raisins, dried unsweetened fruit, etc.
- Sliced Vegetables
- Fruit Cups
- Apple Sauce
- Baked Snacks
- 100% Fruit Juice
- Animal Crackers
- Graham Crackers
- Trail Mix or Chex Mix
- Granola Bars

Prohibited Snacks:

- Soda
- Fatty Cookies
- Snack Cakes
- Fruity Drinks
- Candy Bars
- Sugary candy
- Potato Chips
- Fruit Chews
- Candy

PARENT INVOLVEMENT



Parents are encouraged to be active participants in their child's Day Camp experience. Parents and caregivers must work together in order for the child to receive the maximum benefit from their summer camp experience. Please watch for notices concerning field trips or activities open for parental participation.

Parents are welcome to visit the campsite any time. However due to the nature of the day camp and playground setting, we do request that you keep your visit short. Insurance and licensing requirements prevent our camp staff from allowing any camp visitor free access to the camp. If you do choose to visit with us, please find the camp director, so a counselor can be assigned to accompany you during your visit.

CLOTHING & REST MATS



Washable play clothes and shorts are recommended. Socks must be worn on skating and bowling trip days. Children must bring their own comb/brush, towel and swimsuit in a carrying bag on swimming days. No two-piece swimsuits are allowed. Boy's swim trunks must be lined. No cut-offs will be allowed in the pool. Long dresses and boots should not be worn, as they are inappropriate for typical summer camp activities. The child's name must be on all clothes, towels, swimsuits, etc. Gulfport Leisure Services cannot be responsible for any unmarked items. No sandals or open toed shoes shall be worn to camp.

Rest mats must be provided, if required by the camp director (younger age groups only) and must be plastic or rubber coated. No cloth mats, sleeping bags, or cloth pillows are allowed.



DRILLS



Fire & disaster drills are practiced randomly. A complete plan has already been arranged and is posted at each Day Camp & Playground Program site. Parents are asked to familiarize themselves with the Camp Evacuation & Relocation information in the appendix of this handbook in the event of an actual emergency.

CHILD CARE REGULATIONS SUMMARY

The Gulfport Department of Leisure Services Summer programs are licensed and routinely inspected by the Mississippi State Department of Health. A complete copy of regulations governing child care facilities is in each of our camp sites at all times. This summary is intended only to provide you with an overview. We welcome the opportunity to discuss in detail, any child care related topic about which you would like more information.

PURPOSE OF CHILD CARE LICENSER

The purpose is to protect and promote the health and safety of children in Mississippi and to assure that certain minimum standards are maintained in licensed child care facilities.

LEGAL ISSUES

The "Mississippi Child Care Licensing Law" section 43-20-1 et. Seq. Of the Mississippi Code of 1972 provides the legal authority under which the Mississippi State Department of Health prescribes minimum regulations for child care facilities. Specific remedies and penalties are within the authority of this agency if a child care facility in Mississippi attempts to operate without proper license or if a licensed facility fails to comply with the published child care regulations.

LICENSE & TYPE DISPLAY

The Gulfport Department of Leisure Services Summer programs have a "regular license" which means our sites meet all conditions and requirements for licensure. Licenses are renewed annually. Our license is displayed on the child care center bulletin board or on the wall of each camp site.

INSPECTIONS & SANITATION

Routine unannounced inspections are made at licensed child care facilities. A copy of all findings is provided to the Camp Director. These inspections are a valuable asset to child care facilities in that they provide an opportunity to insure the maintenance of minimum standards by a chance to discuss ideals on how to improve facilities and services. Regarding sanitation, the regulations are quite specific and cover food service, building sanitation, garbage disposal, toilets and hand washing, personal hygiene and water supply. We make every reasonable effort to maintain the highest sanitation standards at all times.

FOOD SERVICE & NUTRITION

The Gulfport Department of Leisure Services Summer Programs meet all the requirements set forth in the regulations concerning food service. Our staff continuously makes every effort to insure every participant in our program meets or exceeds the proper nutritional standard set by the regulations. Each School/Agency sponsored Hot Lunch Program that our program participates in is required to meet these same food service standards.

PROGRAM OF ACTIVITIES

A copy of the class schedule will be given to parents and/or posted at the entrance to camp site location. The child care regulations, available for review, outline in detail the required components of our activity programs.

BUILDING & GROUNDS REQUIREMENTS

All licensed facilities must comply with local fire, health, building and zoning ordinances. Regular Uniform Fire Safety Inspections are required, as are Fire & Disaster Drills. Facilities are licensed for a specific number of children based on a variety of factors among which are minimum square footage requirements for both the building and playground areas. Regulations under this heading include such items as receptacle covers, fluorescent tube covers, adequate fire extinguishers and safety shields on lower windows. We are in compliance with all requirements in this section including references to doors, exits, heating and cooling, and playground safety.

WATER SAFETY

The Gulfport Summer Day Camp Program provides, as part of its summer curriculum, occasional visits to the city owned and operated swimming pool at the Francis X. Collins Lifetime Fitness Center. Campers swim (weather permitting) in designated areas after proper swim tests are administered as part of its summer program. Field trips to local water recreation areas (West Side Park Splash Pad, Gulf Islands Water Park, etc.) may also be part of the summer camp programming. Every facility utilized by the Gulfport Summer Day Camp & Playground Program meets or exceeds the minimum water activity and facility requirements set forth in the Regulations for Childcare Licensing by the Mississippi State Health Department.



Listed below are rules and regulations governing water activities that are included as part of the summer camp programs:

1. All lifeguards employed by the City of Gulfport for the Francis X. Collins Fitness Center swimming pool are certified by the American Red Cross or its equivalent and approved by the licensing agency as lifeguards. Certified lifeguards will be on duty at all times during summer camp activities.
2. All lifeguards employed by any facility utilized by the Gulfport Summer Program for swimming or water activities are certified by the American Red Cross or its equivalent and approved by the licensing agency as lifeguards. Certified lifeguards will be on duty at all times during summer camp activities.
3. The number of lifeguards on duty will be determined as follows:
 - a. One(1) lifeguard will be required for groups of 25 or fewer children.
 - b. Two (2) or more lifeguards will be required for groups of 26 or more children.
4. Lifeguards and summer camp staff will strictly enforce all posted rules and regulations at the swimming pools or water facilities. Any child violating those rules and regulations will be subject to the disciplinary policy of the facility as well as the disciplinary policies set forth by the summer camp program.
5. Facilities meet or exceed all other requirements set forth in the Regulations for Childcare Licensure (Section XIX Swimming and Water Activities, 19-1 through 19-3, pages 41-44).
6. Children and staff must wear one-piece swim suits, only. Cotton shirts in the pool are prohibited. Only specially designed "swim shirts" made from nylon/lycra blends will be permitted in the pool as swim suit cover-ups.

INSURANCE

The City of Gulfport Department of Leisure Services Summer Day Camp Program is covered by a general liability insurance policy. Please note that this policy is not an accident policy and medical expenses incurred due to an injury at the camp will be your responsibility. This policy is not, nor should it be your child's primary insurance coverage.

We require that you provide to us the name of your primary insurance carrier on your child's enrollment form for our records.

APPENDIX A

EXCLUSION GUIDELINES FOR CHILD CARE FACILITIES

SOME IMPORTANT SYMPTOMS OF ILLNESS TO LOOK FOR:

- *Fever of 102* (oral) on second reading at least one hour from the first reading.
- *Diarrhea (more than one abnormally loose stool). If the child has only one loose stool, observe the child for additional loose stools or other symptoms. Be sure that the child and care provider wash their hands at all recommended times.
- *Severe coughing (The child gets red or blue in the face or makes high-pitched, “croupy” or “whooping” sounds after coughing).
- *Labored or rapid breathing (This is especially significant in infants less than six (6) months old).
- *Yellowish tint to the skin or eyes (jaundice).
- *Tearing, irritation and redness of eyelid lining, followed by swelling and discharge of pus (conjunctivitis, also called “pink eye”)
 - Unusual spots or rashes
 - Sore throat or difficulty in swallowing
 - Infected areas of skin with crusty, bright yellow, dry or gummy areas
 - Unusually dark, tea-colored urine
 - Grey or white stools
 - Headache and stiff neck
 - Vomiting
 - Unusual behavior (crankiness, listlessness, crying more than usual, obvious general discomfort)
 - Loss of Appetite
 - Severe itching of body or scalp or constant scratching of the scalp

WHAT TO DO IF A CHILD AT YOUR CENTER DEVELOPS SYMPTOMS OF DISEASE:

Symptoms	Actions
Any of the signs or symptoms listed	Isolate the child from other children and watch for other symptoms.
Feverish appearance	Take the child’s temperature. Fever = 100°F (37.8° C) by oral thermometer, 101°F (38.3° C) by rectal thermometer and 99° (38.3C) if axially. Take a ear reading when the child is too young to use an oral thermometer without risk of injury.
Any of the signs or symptoms marked with a star (*)	Contact the parents and ask them to take the child home.
A fever and signs or any of the symptoms (with or without *)	Contact the parents and ask them to take the child home.
Any of the symptoms not marked by *; no fever	Contact the parents to ask if they are aware of the symptoms and to obtain any information they may have about the child’s condition.

Source; Adapted from What You Can Do to Stop Disease in the Child Day Care Center by the Centers for Disease Control, the Department of Health and Human Services, 1984.

APPENDIX B

MISSISSIPPI CHILD ABUSE LAW

§43-21-353 (1) Any attorney, physician, dentist intern, resident, nurse, psychologist, teacher, social worker, school principal, child care giver, minister, law enforcement officer, or any other person having reasonable cause to suspect that a child brought to him or coming before him for examination, care or treatment, or of whom he has knowledge through observation is a neglected child or an abused child, shall cause oral report to be made immediately by telephone or otherwise and followed as soon thereafter as possible by a report in writing to the Department of Public Welfare, and immediately a referral shall be made by the Department of Public Welfare to the intake unit and where appropriate to the youth court prosecutor. Upon finding evidence that a child has been abused the Department of Public Welfare shall promptly notify the district attorney's office in writing within seventy-two (72) hours. When the knowledge or suspicion of such neglect or abuse of an attorney, physician, dentist, intern, resident, nurse, psychologist, teacher, social worker, school principal, child care giver, minister or any law enforcement officer is pursuant to the performance of services as a member of his staff of a hospital, school, child care center or similar institution or law enforcement duties, he shall notify the person in charge of the institution or his designated delegate, who shall report or cause a report to be made regarding said child. Such report shall contain the names and addresses of the child and his parents or other persons responsible for his care, if known, the child's age, the nature and extent of the child's injuries and any other information that might be helpful in establishing the cause of the injury and the identity of the perpetrator.

(2) The Department of Public Welfare shall maintain a statewide incoming area telephone service or similar service for the purpose of receiving reports of suspected cases of child abuse: provided that any attorney, physician, dentist, intern, resident, nurse, psychologist, teacher, social worker, school principal, child care giver, minister, or law enforcement officer who is required to report under subsection (1).

(3) Reports of abuse and neglect made under this chapter and the identity of the reporter are confidential except when the court in which the investigation report is filed, in its discretion, determines the testimony of the person reporting to be material to a judicial proceeding.

(4) Reports made under subsection (1) of the section by the Department of Public Welfare to the district attorney's office shall include the following, if known to the department:

- (a) The name and address of the child
- (b) The names and addresses of the parents
- (c) The name and address of the suspected perpetrator.
- (d) The names and addresses of all witnesses, including the reporting party if a material witness to the abuse.
- (e) A brief statement of the facts indicating that the child has been abused; and
- (f) What, if any, action is being taken by the Department of Public Welfare.

§43-21-355 IMMUNITY FOR REPORTING INFORMATION

Any licensed doctor of medicine, licensed doctor of dentistry, intern, resident, registered nurse, psychologist, teacher, social worker, school principal, child care giver, minister, law enforcement officer or any other person participating in the making of a required report pursuant to §43-21-353 or participating in the judicial proceeding resulting therefrom shall be presumed to be acting in good faith. Any person or institution reporting in good faith shall be immune from any liability, civil or criminal, that might otherwise be incurred or imposed.

APPENDIX D

GULFPORT LEISURE SERVICES CAMP SITE EVACUATION PLAN

Summer Day Camp and Playground Program

The Gulfport Department of Leisure Services Summer Day Camp and Playground Program CAMP SITE EVACUATION PLAN is designed to provide the parents of all of our summer camp program participants with the information necessary to locate their child in the instance that an incident or accident occurs that makes it necessary to evacuate their child's campsite. Listed below are the locations that each camp will be relocated to in the event that it becomes necessary to do so.

Bel-Aire Elm. Summer Day Camp Three Rivers Elementary School
Harrison Central Elm. Summer Day Camp Bel-Aire Elementary School
Three Rivers Elm. Summer Day Camp Harrison Central Elementary School

In the event that the entire Orange Grove area North of Interstate 10 is evacuated, the following locations will be utilized for relocation.

Bel-Aire Elm. Summer Day Camp Herbert Wilson Summer Camp
Harrison Central Elm. Summer Day Camp 19th Street Community Center
Three Rivers Elm. Summer Day Camp Handsboro Community Center

The following will be the evacuation locations for all other camps.

Herbert Wilson Summer Day Camp Pass Road Elementary School
West Elm. (FLASH) Gaston Point Community Center

In the event that all areas South of Interstate 10 are evacuated, the following locations will be utilized for evacuation.

Herbert Wilson Summer Day Camp Pass Road Elementary School
West Elm. (FLASH) Gaston Point Community Center

Should circumstances arise that make evacuation of a camp necessary, camp staff will begin to contact parents as soon as the camp has reached its evacuation relocation point. If you hear of an ordered evacuation through the news media, and have not received a call from your child's camp concerning camp relocation, please contact the Day Camp Coordinator at (228) 214-3600 or (228) 861-8050 for information concerning camp evacuation and relocation.

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