Summer Day Camp at SMG an awesome camp for awesome kids

SMG Summer Camp

Parent Handbook 2021



**Smoky Mountain Gymnastics** 1452 E Brown School Rd — Maryville, TN 37804

984-2221 admin@smgymnastics.com / www.smgymnastics.com

Welcome parents to our 2021 Summer Day Camp! We are thrilled that you have chosen to spend some memorable moment with us this summer. We are excited to provide a unique and unforgettable summer experiences that only our camp can offer. You can rest assure that your child is in the best care available. In this parent handbook we try to answer any question that you may have, but if you have other questions or concerns feel free to contact the summer camp director Kelsey Abbott at 865-984-2221.

**MISSION STATEMENT** Smoky Mountain Gymnastics Sumer Day Camp exists to serve the needs of families and their children in the Blount County area. Our Summer Camp provides a safe, fun, wholesome, nurturing educational experience for children going into Kindergarten through 6th grade. The environment and the program are carefully planned to meet the needs of young children through play, socialization, gross motor skills and individual attention. Children will be learning in a setting in which children can problem solve and develop teamwork skills.

**ABSENCES** If a child does not attend Camp for any reason including sick days & holidays, **THE FEES OR TUITION PAID FOR THAT DAY REMAIN IN EFFECT**. SMG Summer Day Camp meets certain child/staff ratios. No Make-up days are available.

**CLASSROOM PLACEMENT** All children attending kindergarten in the fall though children attending 2nd/3rd will be place in the JR Campers Room. Children who are placed in the SR Campers Room will be attending 3rd/4th grade through the 6th grade. The placement process may be adjusted allowing our camp staff to move children either up to the older class or down to the younger class based on each child’s maturity, needs and friends. The number of class groupings is subject to enrollment. Assignment of classes is at the discretion of our camp staff.

**ANTI-BIAS STATEMENT** SMG Summer Day Camp and Perpetual Motion, Inc. does not discriminate on the basis of race, color, religion, creed, gender, age, marital status, national origin, mental or physical disability and handicap.

**STATE LICENCING** We are not a state-licensed facility. However, we do follow the regulations. The state requires that all parents are informed of this fact and that they sign a document to be kept in the child’s records.

***“This facility is not required to be licensed by the State of Tennessee as a child caring agency”***

**REGISTRATION FEE & WEEKLY TUITION**

**Due at time of Enrollment:** Registration Fee—$50 1 Child or Family Weekly Deposit—$20 per week / per child (this fee will come off your weekly tuition rate)First week’s tuition

**Weekly Tuition Rates:**

3 Days a Week: $120 / Sibling discount: $115

5 Days Week: $150 / Sibling discount: $140

**Daily Schedule**

**7:30 – 9:00 Arrivals & Free Time in Classroom**

**9:00 – 10:15 Daily Activity in Classroom/Outside**

**10:15—11:00 Free Time & Get ready for Swimming**

**10:30 - 11:00 Swim Lessons**

**11:00 – 11:30 Lunch Time**

**11:30 — 1:30 Swimming**

**1:30 - 2:15 Snack & Change**

**2:15 – 3:00 JR Campers Gym / SR Campers Game Room**

**3:00 – 3:45 JR Campers Game Room / SR Campers Gym**

**3:45 – 6:00 Free Time in Classrooms**

**Weekly Themes**

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| **May 24-28**: Under the Big Top**Weekly themes and schedule are subject to change due to weather or other activities.** |
| **June 1-4**: All About the Holidays |
| **June 7-11**: Lights, Camera, Action |
| **June 14 –18:** Superhero’s in Training |
| **June 21-25**: Messitval |
| **June 28 –July 2**: Splashtopia |
| **July 6-9:** Groovin in the USA |
| **July 12-16:** Christmas in July |
| **July 19-23:** Summer Olympics Extravaganza |
| **July 26-30:** Anything Goes Week |

**WHAT YOUR CHILD WILL NEED AT CAMP:**

**Your child will need to bring the following:**

· A change of clothes—Shirt, shorts, socks, underwear and shoes.

· Bathing suit, towels, swim shoes and sunscreen\* (sunscreen must be labeled with your child’s name) **\*Please note that we CANNOT put sunscreen on your child if they do not have any at camp\***
 Optional– swimming goggles & small personal floating devise (if they cannot swim)

· An empty wet clothes bag (optional)

· Water bottle—This is required

· A sack lunch (We have 2 refrigerators and 2 microwaves)

· A bag to keep all your items in - label all items

**Items NOT to bring:**

· Cell phone

· Any Electronics or Toys

· Toys , stuffed animals, water guns

· Jewelry

**HOW TO REGISTER**

In order to register for camp , you may choose any of the methods listed below. Enrollment are subject to availability.

· Email your registration forms to admin@smgymnastics.com

· Fax your registration Forms to 865-984-9974

· In person at our Smoky Mountain Gymnastics/Perpetual Motions Campus at 1452 E Brown School Rd, Maryville, TN 37804 Office Hours 10:00 a.m.—5:00 p.m.

* By Mail: 1452 E. Brown School Rd – Maryville, TN 37804 attention Smoky Mountain Gymnastics

· You may pay your Registration, Weekly Deposit & First weeks payment by Phone or in Person.

Regardless of the method you choose, Registration & Weekly Deposit Payment must be made & hard copies of the completed registration forms must be submitted before your registration is considered complete. Camp application forms may be downloaded from our web site www.smgymnastics.com.

**DRESS CODE** Your child should be dressed for the weather. Shorts and a tee shirt are strongly recommended. Please, no belts, buckles, dresses, lose clothing or jewelry should be worn. Your child will need to have a bathing suit to change into. We suggest that everyone bring an extra change of clothes to change into if the other get messy or wet. Children with long hair should come to camp with their hair up and out of their faces. All children should be able to put on their bathing suits by themselves. Please, no complex bathing suits.

**MEALS** SMG Summer Day Camp will serve an afternoon snack to each camper. Campers can bring their own snack if they wish. We do not be provide Breakfast or Lunch. Please feed your child breakfast before they get to camp, or they may eat a breakfast you for them provide at camp.

**Parents of Campers will need to provide their own sack lunch & breakfast items**. SMG provides a microwave and refrigerator if needed.

**EMERGENCY PLAN** SMG Summer Day Camp has an emergency plan in the event of earthquake, fire, and/or natural disaster.  If there is a major disaster, children will be cared for on-site if it is safe or moved to another location. Parents are asked to pick up their children as soon as possible, and to please limit phone calls.  Although we know you will be concerned about your child, we need to be free to care for all children and the phone lines will need to be kept free for emergency use.  All centers have first aid supplies, food, water, and blankets on hand if children need to remain in the centers for an extended period.  Sign out procedures will be followed.

**MEDICATIONS**

You will need to fill out a permission slip to allow staff to give medication to your child if needed.

**Child May Not Return to School Until:**

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| **Fever of 101 or above** | The temperature has returned to normal for at least 24 hours |
| **Cold/flu symptoms** | Thick yellow or green mucus discharge is no longer draining from nose for at least 24 hours and coughing has subsided. |
| **Diarrhea/Vomiting** | Loose stools and vomiting have subsided for at least 24 hours and your child has returned to normal eating with no stomach upset. |
| **Earache/Sore Throat** | A doctor has written a release for your child to return to school, or has been on antibiotics for 24 hours, or symptoms subside. |
| **Red/ Discharging Eyes** | Eyes are clear or your child has been on antibiotics for 24 hours |
| **Rash** | Spreading, itching and/or discomfort have disappeared or have been diagnosed by a doctor as non-communicable. |
| **Head Lice** | The child has been treated with lice shampoo and *all nits have been removed from hair.* |

**Please notify the center immediately if your child has a contagious disease.  Strep throat, pinworms, impetigo, conjunctivitis, measles, mumps, chicken pox and head lice, among others, are categorized as highly contagious.**

**SICK POLICY**

After enrollment, attendance may be denied temporarily for the following reasons:

1. Tuition is owed to the facility; all other reserved weeks will still be charged as contracted.
2. Behavior

Please contact the office immediately to take care of your situation. Any behavior that may cause physical trauma to our campers or to our staff may result in early dismissal from the camp program. We will work to change a camper’s negative behavior with parental cooperation. Dismissal usually occurs when behavior is not altered over a period of time. Refunds during the week of dismissal and the remaining weekly deposits are non-refundable. If the SMG Summer Day Camp staff decide to dismiss a camper, the remaining full tuition minus deposits for the remaining weeks will not be charged to the family of the dismissed child as normally required.

If you decide to withdrawal from summer camp you must give a 2 week notice all deposit money paid will be forfeited for weeks that your withdrawal from. If you do not give a 2 week notice you will be charged for 1 week of tuition and all deposit money paid will be forfeited.

**ATTENDANCE & WITHDRAWAL** Weeks may be switched if there is availability of a spot in the new requested week. Full payment of tuition minus the deposit is still required if the week was initially reserved and you choose not to attend. We will always try to accommodate the changing needs of families as much as possible.

**INCIDENT & ACCIDENT REPORTS** Minor injuries are treated with soap and water, bandages and ice.  The teacher observing the injury will write an accident report and place the original on your child's attendance sheet for signature.  Parents will be called immediately if we observe a head injury or in the event of any serious or questionable injury.  In an emergency, the staff will contact 911. The parent/guardian will need to sign the incident report and a copy will be given to you. Please keep your personal emergency phone numbers current and up to date.

**PROGRAMS AT SMG**

**Other School of Perpetual Motion quality programs include the following:**

· Preschool is available to children ages one (walking on their own) to five years old. Our program provides educational curriculum for all ages.

* Swim Lessons ( Campers can enroll in swim Lessons during the day while attending Camp)

· Gymnastics & Tumbling classes are available to children starting at age two.

· Cheer & tumbling classes are available to any child 6 years old and older.

Children enrolled in Summer Camp will get the opportunity to take an extra Gymnastics Classes at a discounted rate of $12 per week.

All children must be signed out on the correct clipboard located with the teachers. Anyone picking up a child MUST be 18 years of age or older and have a photo ID. For any Non-parent or guardian, we must have record of consent to release a child.

Pick up times are anytime during the day. If you intend to pick up your child early, please give us a call and let us know so we can get your child ready for this early departure .

We close at 6:00 p.m. A late fee of $10 and $1.00 per minute will be charged per family if children are still here at 6:00 P.M..

**DROP OFF & PICK UP**

All camp drop off vehicles should be parked on the side of the building gym building. All children must be accompanied into the building. Each child MUST be signed in on the correct clipboard located with the teachers. Please, do not scribble your signature. This signature must be readable. We request that camp parents refrain from walking through the preschool.

SMG Summer Day Camp will be closed during the following holidays:

 MEMORIAL DAY—MAY 31 INDEPENDENCE DAY - JULY 5
Tuition and fees will be charged for these holidays if a child’s regular attendance falls on any of the above days. The weekly rate is still more cost effective than the 4-day rate.

**HOURS OF OPERATION & DAYS CLOSED**

Our summer camp is open Monday through Friday from 7:30 a.m. – 6:00 p.m. If a child is picked up after closing time (6:00 p.m.) there will be a late charge of $10 per family and $1.00 per minute per family. All children should be out of the center by 6:00 p.m. Excessive lateness may result in termination of services.

Summer camp office hours are 10:00 am to 4:00 pm. Cash Payments may be made in the Gymnastics Office or all other payments may dropped in the red box anytime in JR Campers room. We would like to encourage you to use our auto pay for a $4 discount.