

# School Age Programs



## Program Handbook

P.O. Drawer 908

Pascagoula, MS 39568

(228) 938-2356

or email us at [ajohnson@cityofpascagoula.com](mailto:ajohnson@cityofpascagoula.com)

State licensing requirements prohibit smoking in or around our facilities

# Pascagoula Parks & Recreation

## School Age Programs

### Contact List

If you have comments or suggestions you would like to express concerning the program or if you need assistance in any matter concerning the program, please feel free to contact our Director of Parks and Recreation, Program Director, the Site Director or any other member of the administrative staff at Pascagoula Parks & Recreation.

#### School Age Programs

##### Administrative Staff

Darcie S. Crew, Parks and Recreation Director.....938-2356  
Antoinette Johnson, Program Director ..... 372-6873  
Cassandra Shoemo, Site Director.....938-2356

In case of an emergency, we ask that you speak to the Program Director so that our staff may be prepared to help you in anyway appropriate. We do ask that you contact your child while participating in the camp program only during an emergency situation. However, never hesitate to contact us at the Recreation Department when necessary. The number to call is:

Pascagoula Parks & Recreation ..... 938-2356

## ENROLLMENT

Registration for programs at Pascagoula Parks & Recreation is held in January, March, and July of each year.

We are licensed by the State Health Dept. for a total enrollment of 140 children. Campers are divided into age groups and days are planned to accommodate the needs of these children. We welcome all children between the ages of 6-12 into our School Age Programs.

The following are the registration requirements for enrollment of each child:

- \* A copy of birth certificate
- \* Proof of Insurance

## WITHDRAWAL PROCEDURES

Families wishing to withdraw a child from the program or make any changes in a child's schedule are asked to give a two-week written notice. Notice must be give only to the **Director in writing**. **You are financial responsible for all weeks that you are enrolled in if notice is not given.** Re-enrollment is necessary to reenter the program, but may not be immediately available, as there sometimes may be a waiting list for camp programs. If you withdraw your child prior to the program beginning you still must give a two week notice so you will not be responsible for fees. **If your child attends one day of the camp, no refund will be given.**

# REGISTRATION TUITION AND FEES

Camp fees are \$85 per child per week. After School Fees are around \$700 per semester per child. There is a \$1.95 online registration fee for each program. There are no discounts given for additional family members as this program is self-supporting. The fee includes all events, field trips, and snacks. Parents are responsible for spending money, lunches, and items needed from home (i.e. bathing suits, sun block, etc.)

The School Age Programs hours of operation are Summer Camp from 7am until 5:30 pm Monday through Friday and 2:30 pm -5:30 pm Monday- Friday for After School.

All Fees Are to Be Paid on the Monday of each week. Failure to do so will result in your child not being able to return to camp.

**Parents are financial responsible for all the weeks of summer camp you enroll in unless notice is given**

## ABSENCES

*Please notify the PPRD office if your child will be absent at 938-2356 or email [ajohnson@cityofpascagoula.com](mailto:ajohnson@cityofpascagoula.com) .* If your child is absent due to a contagious disease, the center must be notified, so that other parents can be notified that their child has been exposed to a contagious disease.

## Payment of Fees

**All weekly fees listed above are due on or before 5:15pm on Monday of EACH camp week**

If making installment payments Bi-weekly or monthly for either program, fees are due in advance. No payment will be accepted after 5:15pm.

*If fees remain unpaid by the end of the camp day on Monday afternoon, the child will be unable to return to Camp until all past due fees are paid. If not paid by Monday at 5:15 pm your child will automatically be withdrawn from the camp.*

PAYMENT OPTIONS: Payment can be made at The Pascagoula Parks & Recreation Offices. Summer Camp fees can also be paid online with a credit or debit card. Payment must be given to the administrative assistant and is to be receipted immediately. Payments given to children may or may not reach the right person so, please ensure that all payments are made by a parents or guardians ONLY.

## ARRIVAL AND DEPARTURE

Each parent must provide transportation for his or her child to and from the Summer Camp Program and from the After School Program. Only people over 18 years of age will be authorized to pick up a child from the Camp program. A written authorization will be required (must be given in person by parent or guardian) for anyone that is not on the authorized sign out list in order to sign a child out. Anyone picking up participants must show a Photo Identification. Children are to be brought to the campsite anytime after 7:00 a.m. during summer camp and 2:15 pm for after school. Counselors are not authorized to accept children prior to those times. No child may be left unattended to wait for the camp staff to arrive. Pascagoula Parks & Recreation staff will not assume responsibility for a child who has not been left in the custody of authorized personnel when he/she arrives for the day.

### ROLE CALL

**Children must be brought to the Camp by the time we have Role Call. This is usually the time indicated on the schedule as the time we will be departing for a field trip.**

**Parents may not drop child at a field trip site under any circumstance.**

Parents must sign-in their child daily when dropping them off, and sign their child out in the afternoon in order for the camp staff to accept or release a child. Children will only be released to those persons listed on the child's release form. Parents may add to the list as necessary.

### Departure & Late Fees

Children should be picked up no later than 5:30 p.m. from the Camp Program.

Any time after 5:30pm is considered outside of normal hours of operation.

A late charge of \$10.00 per child will be assessed after the first five minutes that a child is not picked up, and \$1.00 for each minute thereafter.

The late fee is due upon pick up of your child.

## PLAYGROUND STAFF

The entire Camp staff at Pascagoula Parks and Recreation are qualified and trained to provide quality care for our Camp program. All of our directors, head counselors and counselors have been through a screening process that meets the licensing requirements set forth by the Mississippi Department of Health. All staff members are required to obtain at least 15 hours of in-service training on an annual basis. All staff members are also CPR and First Aid certified. Our Camp program exceeds the 1 counselor to 20 children ratio set in the licensing requirements. **The Pascagoula Camp program averages a ratio of 1 counselor to every 10 children.**

## WEATHER EMERGENCIES

During hurricane or other severe weather conditions parents are asked to tune into WLOX-TV, K99 FM or the City of Pascagoula facebook page for information on program closings. The Pascagoula Camp program will

close for bad weather only during potentially dangerous situations. In the event that Pascagoula is placed under a hurricane watch, the program will be closed and parents will be asked to come and get their children. We are concerned about the safety of our staff, the children and the parents driving when the weather is dangerous. If we have to evacuate within one mile the location will be **Pascagoula Senior Center** Live Oak Ave 39567 (762-2290). Five miles out **River Front Community Center** Moss Point 4412 Denny St Moss Point 39563 (219-6003).

## HEALTH REGULATIONS

In the event of an incident, accident or illness, the Site Director will:

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

Staff will conduct a health check of each child on Mondays, and any other time deemed necessary, noting fever, bumps, bruises, head lice, etc. **The first time a child is sent home with head lice, the parent must show bottle as proof of treatment. At any time beyond the first time a child is sent home, the parent must send proof from a physician stating that the child is free and clear of head lice.**

The Mississippi Child Abuse Law (Chapter 2 1, Section 43-21-353 found in Appendix C) requires every childcare worker in any childcare facility to report suspected child neglect or child abuse to the Department of Public Welfare. This statute due to the program's licensing requirements binds the program. Any questionable marks, any counselor observing them will bring signs of neglect or questionable responses from the child concerning any of the above subjects to the Site director's attention. Upon notification, the Site 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 Program director has concerns regarding any of the items discussed with the child or the parent he/she **will** forward all appropriate information concerning the situation to the Department of Public Welfare.

If a parent is notified to pick up their child because of an incident, accident, 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 a separate area. If the child is not picked up during that time, the **child could be suspended** from the program. This is very important to the health of all of our children. A child who has symptoms of a contagious disease may be required to obtain a note from the child's doctor before returning to the camp site.

No medication will be dispensed to a child except for sun block and bug spray if indicated on the registration form.

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 are posted at your child's camp site.

## **POLICY ON MEDICATION**

1. No medicine will be dispensed at the camp site by PPRD employees with the exception of sunscreen and bug spray. These items must be supplied by the parent and have the child's name indicated on the product.

## **TOYS & PERSONAL ITEMS**

Camp provides a wide variety of appropriate toys for each age group. Children **should not** bring toys from home **except by request of the Site Director** for a special activity. We realize that a doll or bear may be important to your child when they first begin attending the camp, but these items could become lost or broken and feelings will be hurt when they are not shared. We will take reasonable precautions to insure the safe return of personal belongings brought or left at day camp, **but we cannot assume responsibility for any toys brought from home that are lost or broken while at camp.**

## **STAFF CODE OF CONDUCT**

All staff members are trained according to the guidelines set forth by the Mississippi State Department of Health Regulations governing Child Care Facilities. The following outlines the training given to the camp staff member.

1. No staff member should be alone with a child where they cannot be observed.
2. Staff will not leave a child alone.
3. Staff will conduct or supervise private activities in pairs – putting on bathing suits, and changing clothes, etc. When this is not feasible, staff should be positioned so that they are visible to others.
4. Any type of abuse from the staff will not be tolerated and may be cause for dismissal.  
Only positive techniques of guidance will be used.
5. Staff will conduct a health check of each child on Monday, and any other time deemed necessary, noting fever, bumps, bruises, head lice, etc. Comments will be addressed to the parent or the child by the camp director in a non-threatening way. Any questionable marks or responses will be documented.
6. Staff will respect the child's right not to be touched in ways that make them feel uncomfortable.
7. Staff will refrain from intimate displays of affection toward others in the presence of children, parents and staff.

8. Staff may not be alone with the children they meet in the Pascagoula program outside of the program site. This includes baby-sitting, sleepovers and inviting the children into their homes.
9. Staff members are not to transport children in their own vehicles.
10. Under no circumstances should staff release children to anyone other than the authorized parent, guardian or other authorized adult on file.

## EXTRA-CURRICULAR ACTIVITIES

Pascagoula Parks & Recreation will sponsor all of the activities of the Camp Program. No private lessons or classes will be offered at our camp sites during the summer

## LUNCH AND SNACKS

All Campers must bring their own lunch in a temperature controlled lunch box, as no lunch is provided on-site for them. No paper bags will be allowed. The Camp Program will offer a healthy snack once per day in the afternoon. A menu will be provided and posted near the camp schedule.

## PHOTOGRAPHY

To promote Pascagoula Parks & Recreation and its programs, we prefer to photograph the children while they are active in the Camp. Many times, TV and outside camera crews will ask permission to take pictures or to film the children during various activities. As a parent, you must give consent in writing to have your child photographed and relinquish all rights, title and interest in the finished photographs, tape and negatives. Your consent form is on your registration form.

## CAMP CODE OF CONDUCT

The program will follow an assertive disciplinary plan. All of the children will be presented with the rules governing behavior at each playground site and the consequences for breaking those rules. The form of discipline to be used is time out, where the child will be set aside away from the group.

1. Children must show **respect** for and abide by the instructions of the counselors, directors, facility staff and administrative staff of the Pascagoula School Age Programs.
2. Children must present themselves with pride by conducting themselves as ladies and gentlemen.
3. Pascagoula Parks & Recreation property is for everyone and must 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. All children should participate in scheduled activities unless unusual circumstances exist as outlined in writing by the parents.
7. Stealing will not be tolerated. Anyone caught stealing will be removed from the camp.
8. Socks must be worn on skating and bowling days.
9. Children must bring their own towel and swimsuit. Please label all items with the child's name.
10. **Children may not use the telephone under any circumstance.** In the event of an emergency, the camp staff will forward any messages to a child from whoever is calling.

The camper Code of Conduct is designed to insure that all of the participants in the camp program have a safe and happy camp experience.

## PARENT INVOLVEMENT

Parents are encouraged to be active participants in their child's camp activities. Parents and Camp employees must work together if your child is to receive the maximum benefit from their year-round experiences. Please watch for notices concerning field trips or activities open for parental participation.

Parents are welcome to visit the camp site at any time. However, due to the nature of the camp setting, we do request that you keep your visits short. Insurance and licensing requirements prevent our staff from allowing any visitor free access to the camp. If you do choose to visit with us, please ask the Site Director, so a counselor may be assigned to accompany you during your visit.

## PLAYGROUND DISCIPLINARY POLICY

The Pascagoula camp program disciplinary practices shall be directed toward teaching the child acceptable behavior to help self-esteem with consistent and individualized levels of understanding and not in a humiliating, frightening or physically harmful manner to the child.

### RULES:

1. Campers will keep hands, feet, objects and negative comments to themselves.
2. Campers will obey directions of counselors the **first time given.**

### SEVERE DISRUPTIONS:

1. Open defiance of a counselor
2. Profanity or vulgarity (to include acts, gestures, or symbols directed toward another person)
3. Possession of tobacco or tobacco-related

### DISCIPLINE LADDER

- Step 1-4
- Step 1-4
- Step 3-4

- products, alcohol, drugs or weapons on playground sites.
- |   |          |
|---|----------|
| 4. Defacing or otherwise injuring property that belongs to the school or program (to include restitution for damages) | Step 1-4 |
| 5. Leaving campus without authorization   | Step 1-4 |
| 6. Misbehavior on the bus   | Step 1-4 |
| 7. Fighting, pushing, choking, or in any way hurting another camper.  | Step 2-4 |
| 8. Other misbehavior as determined by the Summer Playground Staff including pattern of repeated classroom misbehavior | Step 1-4 |

## **CONSEQUENCES:**

**Name Taken - Warning**

**One Check - Age Appropriate Time-Out from activity**

**Two Checks - Age Appropriate Time-Out and disciplinary report written**

**Three Checks- Referral to coordinator for conference and step on ladder**

## **DISCIPLINE LADDER:**

STEP 1: Contact parent...Removal from ladder if not referred for 5 days

STEP 2: Contact parent...Suspension up to 3 days  
Removal from ladder if not referred for 10 days

STEP 3: Contact parent, schedule conference...Suspension up to 5 days  
Removal from ladder if not referred for 10 days

STEP 4: Contact parent  
Permanent Removal from program

**If a camper is receives three disciplinary reports he or she will be suspended. After three suspensions, campers will be removed from program. Consistent and continual disregard for camp policies and procedures cannot be tolerated. A camper may possibly be removed from the School Age Programs at the discretion of the Site Director for repeatedly disregarding camp policies and procedures. No refunds will be given if a child is suspended from camp.**

Camp counselors will be responsible for the discipline of the campers. These are the guidelines for actions to be taken:

1. In order to be most effective, immediate consequences for misbehavior should be known in advance.
2. Camp will have a "Time Out Area" to isolate the child who needs discipline.
3. Physical punishment such as spanking, pinching, slapping are not to be used. The counselor will shout at the child only if there is need to warn of immediate danger.

4. Removal of playground or other activity privileges may be used for serious infractions or cumulative ones.
5. All children should be directed to appropriate behavior rather than continually spoken to in negative terms, such as "Do this" rather than "Don't do this".
6. A child should be sent to the Site director sparingly in order to be 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 action taken for the incident. As earlier stated, a child may be removed from the program due to his or her habitual misbehavior.

## **TRANSPORTATION POLICIES**

The Pascagoula Camp Program is responsible for the safe transportation of enrolled children to and from programs and field trips that are part of the camp program.

1. Under State Health regulations, 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.
2. Licensed Bus Operators will drive the buses. The vehicle will have a current inspection sticker at all times and will be maintained in safe condition at all times.
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 one's seat or excessive and distracting noise.
4. The only exception to the above policies shall be a medical emergency.
5. Staff to camper ratio will be met even while transporting children
6. No child will be permitted to ride in the front seat of a vehicle that has an air bag.

## **SAMPLE SCHEDULE FOR PLAYGROUND CAMP**

The Pascagoula Parks & Recreation School Age program uses city facilities as host sites for the program. Our campers enjoy the use of playgrounds, library facilities, as well as go swimming and roller-skating. We have a vast variety of games, arts & crafts and other recreational materials to keep our campers busy and to stimulate their recreational and educational growth during our program. We also plan a field trip each and every day of the week to enhance each camper's experience during our summer program. From bowling to plays, to roller-skating and movies, your child will be provided the opportunity to learn and expand their recreational and educational experience while still having a lot of fun.

Below is a sample schedule of events that your child will be participating 'in during camp:

### **Summer Camp**

7:00 a.m. - 8:30 a.m.	Supervised playtime: table games, outside games
8:30am	Role Call and load buses for field trip (child must be here by role call)
9:00 a.m.	Field Trip
11:30 am.	Prepare for lunch
12:00 noon	Lunch Time
12:45 p.m.	Quiet Time
1:00 p.m.	Art Project
2:00 p.m.	Gym/Snack
3:00 p.m.	Sports/Guided Activities
4:00-5:30 p.m.	Kids Choice Activities
5:30 p.m.	Arrival of parents.

### **After School**

2:55-3:20 pm	Snack
3:20-4:20 pm	Homework
4:20-5:30 pm	Guided Activities/ Parents arrive

Daily schedule will differ daily, and there will be days that the campers will be on field trips and at the pool, but those dates and events will be given to you by your child's Site director and be posted at the Camp Site.

## **FIELD TRIPS**

A written permission slip for field trips to be made during the summer must be signed by the parent. Calendars will be issued announcing all scheduled field trips. Parents must have children at the Camp Site by Role Call. Children will not be accepted into the program after role call.

Children may bring money for any scheduled field trip, however, **Pascagoula Parks & Recreation will not be responsible for any money lost or stolen.**

**PARENT'S MAY NOT DROP CHILD OFF AT A FIELD TRIP SITE  
UNDER ANY CIRCUMSTANCES**

## **CLOTHING**

Washable play clothes are most suitable for the Camp Programs. Play clothes and shorts are recommended. Socks must be worn on skating and bowling days. Children must bring their own comb/brush, towel and swimsuit in a carrying bag on swimming days. Boys swim trunks must be lined. No cut-off shorts will be allowed. **Long dresses, cowboy boots and flip flops are not recommended.** **The child's name must be labeled on all clothes, towels and swimsuits, etc ...** Pascagoula Parks & Recreation cannot be responsible for unmarked items.

# DRILLS

Fire and disaster drills are practiced monthly. Everyone at the Camp Site is required to participate.

# WATER SAFETY

Pascagoula Parks & Recreation Camp Programs provide regular visits to the Andrew Johnson Pool for swimming. Campers will swim weekly (weather permitting) as part of the regular summer program. The Pool Staff exceeds water activity and facility requirements set forth in regulations for childcare licensing by the Mississippi State Department of Health.

Listed below are the rules and regulations governing water activities that are included as part of the summer playground program.

1. All lifeguards employed by the PPRD are certified by the American Red Cross or an equivalent approved by the licensing agency as a lifeguard. Certified lifeguards will be on duty at all times during the summer activities.
2. The number of lifeguards on duty will be determined as follows:
  - a. One lifeguard will be required for groups of 25 or fewer children.
  - b. Two or more lifeguards will be required for groups of 26 or more children.
3. All posted rules and the lifeguards and summer staff will strictly enforce regulations at the Pool. Any child violating these rules will be subject to the disciplinary policy of the Pool as well as the disciplinary policies set forth by the summer program.
4. The PPRD Certified Staff includes lifeguards, lifeguard instructors, water safety instructors, CPR and First Aid Instructors.
5. The facility meets or exceeds all other requirements set forth in the Regulations for Child Care Licensing.

# INSURANCE

The **Pascagoula Parks & Recreation does carry liability insurance.** Our staff records all incidents that require first aid. We request that you provide us with the name of your primary insurance carrier on your child's enrollment form for our records.

# Holidays

Our Center will be closed on the following holidays: **Labor Day, Fall Holiday, Thanksgiving Day and the Day after Thanksgiving, Christmas Holidays, Martin Luther King Holiday, Memorial Day, Mardi Gras Holiday, Good Friday, 4<sup>th</sup> of July Week , One week after school ends for the year and one week before students return to school.**

MISSISSIPPI STATE DEPARTMENT OF HEALTH

# CHILD CARE REGULATIONS SUMMARY FOR PARENTS

Dear Parents,

The *Regulations Governing Licensure of Child Care Facilities* require that child care providers supply you with a summary of the Child Care Regulations that govern the licensure of child care facilities. You will find that information below.

The Child Care Regulations are the rules and regulations that each child care facility in Mississippi must follow in order to maintain their Child Care License. You, as a parent, are entitled access to these regulations. Among the subjects covered in the Child Care Regulations are:

Licensing Requirements	Health, Hygiene and Safety Nutrition and Meals	School-Age Care
Right of Entry and Violations	Discipline and Guidance	Summer Day Camp & School-Age Programs
Facility Policies and Procedures	Transportation	Hourly Child Care
Personnel Requirements	Diapering and Toileting	Hearings, Emergency Suspensions, Legal Action and Penalties
Records	Rest Periods	Release of Information
Reports	Feeding of Infants and Toddlers	
Staff Requirements	Swimming and Water Activities	
Program of Activities	Children with Special Needs	
Equipment, Toys and Materials	Night Care	
Buildings and Grounds		

## APPENDICES

Appendix A - Child Abuse and Neglect Reporting Statutes	Appendix F - Hand washing Procedure
Appendix B - Reportable Diseases	Appendix G - Diaper Changing Procedure
Appendix C - Nutritional Standards	Appendix H - Cleaning and Disinfection Procedure
Appendix D - Playground Safety Standards	Appendix I - Communicable Disease/Conditions and Return to Child Care Guidelines
Appendix E - Dishwashing Procedure	

A full copy of the Child Care Regulations should be located in the Director's office of your child care facility. It should be available for your examination upon request. You may also access the Regulations at [www.msdh.state.ms.us](http://www.msdh.state.ms.us) (from the left menu, select Licensing, and then Child Care). You may direct your questions to the local licensing official, **Paige Ward** at **(228) 867-6236**, or you may contact the Child Care Licensure office in Jackson at (601)576-7613.

Should you have a **complaint** concerning a child care facility, contact the licensing official listed above or call the Child Care Licensure office, toll free, at **1-866-489-8734**.

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Revised October 2009

*F.E. Thompson, Jr., MD, MPH, State Health Officer*

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