



THE OASIS CENTER FOR
WOMEN & GIRLS

GCDA Camp Handbook

2020 SUMMER



The Oasis Center for Women & Girls
317 E. Call St, Tallahassee FL 32301
(850) 222 - 2747

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GCD A Summer Camp Policies & Procedures

Camp Drop-Off Procedure

Timeframe: 7:45 A.M. - 9:00 A.M.

The approved caregiver dropping the camper off must

1. Sign her in on the sheet provided at the lobby desk.
2. Deliver her directly to the care of a camp staff member

Campers and other children not enrolled in camp may not be left unattended by caregivers. Campers must be physically received by camp staff.

If drop off is expected after 9:00 A.M., approved caregiver must contact the camp coordinator at (850) 270-9569. **The Oasis Center for Women Girls Inc (Oasis Center), will not accept responsibility for campers who arrive after the group has left for a field trip.** Campers may not be left at The Oasis Center to wait for the group's return. Campers may join the camp group once the group has returned from the field trip.

Camp Pick-Up Procedure

4:00 - 5:45 P.M.

Campers will only be released to persons who

1. are listed as an approved individual on the camper's permission forms and
2. Provide valid photo identification

Late fee of \$1/minute is assessed after 5:45 p.m.

To add people to the approved, pick up list, the caregiver of record must send an email to celeste.cerro@theoasiscenter.net from the email address on file. The email must be sent prior to the pick-up period and include: first and last name of person authorized to pick up the camper (name must match photo ID), the name of the camper to be picked up, and a statement that the caregiver extends permission to this person to pick up the camper. By enrolling the camper, caregiver agrees to keep all forms up to date.

If an **unexpected pick up** is needed prior to 4:00 p.m., caregiver should notify camp coordinator at (850) 270-9569. If a field trip is scheduled, it is possible the camp group may not return to the building prior to 4:00 p.m.

Camp Schedule is Subject to Change

The field trip schedule may be impacted by weather or other unforeseen events. If a schedule change is required, the information will be made available at drop-off. Departure and arrival times on any field trip communication are approximate. Caregivers that need to reach a camper during a field trip should call the camp coordinator at (850) 270-9569.

Field Trips and Weekly Water Days

Campers need to wear camp shirts and closed toe shoes on field trip days. Any item a camper brings to camp must have their name on it.

Water Day Requirements

We swim at a city pool that requires a bathing suit to swim. **Campers wearing street clothes will not be allowed to swim per facility policy.** Weekly water days require a bathing suit, towel, sunscreen, and bug spray. Campers can bring a change of clothes, as swimming may not be the last activity for the day. Water days are usually on Thursdays but that may change for some weeks of camp. Be sure to check the camp schedule provided in the weekly newsletter and any updates provided at pick-up/drop-off.

Lunch and Snacks

Caregivers must provide a packed lunch daily for their camper (with name on it). Pack your campers a lunch that can be stored in a cubby without refrigeration or re-heating. Lunches should not contain candy or soda. Include a reusable water bottle with the campers (with name on it). The Oasis Center will provide two snacks daily (morning/afternoon) for every camper.

Sick Policy

Campers who go home sick and register a fever over 100 degrees must remain away from camp. Campers may return after a minimum of 24 hours (fever free) have passed or present a doctor's note stating when they may return. Campers who vomit must go home with an approved adult. **Note that camp fees are not refunded due to illness.**

Guidance Policy & Behavior Statement

Our goal is to use as little discipline as possible, we prefer the term guidance; however, occasionally the need for correction and discipline does arise. When a child must be disciplined during services, the camp team will choose a method most fitting to the circumstance from the following methods.

Behavior Management Philosophy

The Oasis Center incorporates concepts from Conscious Discipline as a base for behavior management. Conscious Discipline integrates social-emotional learning, discipline, and self-regulation so that care providers spend less time policing behaviors and more time teaching vital life skills. Conscious Discipline is evidence-based, and was named as a national model for character education by the Florida State Legislature.

For More Information: <http://consciousdiscipline.com>

Our Behavior Management Process

Camper to staff ratio is 5:1.

- Redirecting the child's behavior often will fix the problem. By just talking with the child, explaining the rule or expectation and showing them how to change their behavior, many problems can be corrected.
- We also focus on coping tools to deal with stressors and big emotions. An adult can help the child recognize their emotions and take steps to calm them. We offer the child a safe space to help support self-regulation. It allows children to achieve calm by taking deep breaths, identifying their emotions, choosing a safe way of expressing themselves and finding a productive way to solve their upset.
- If the caregiver feels that the child has gotten out of control, a parent's involvement may be required. Staff will notify the parent at the earliest appropriate time if this is the case. **If there seems to be a consistent problem area that needs to be addressed, staff will complete a Behavior Report and discuss with the parent after group services are complete.**

The Oasis Center, also feels it important to let parents know what we will NOT do when guiding children. Children are precious, and will not be treated in a demeaning way or physically harmed in any way.

Staff Will NOT Do Any of the Following

1. Hit, spank, shake, bite, pinch, or inflict other forms of corporal punishment
2. Restrict a child's movement by binding or tying him or her
3. Inflict mental or emotional stress, such as humiliating, shaming, threatening a child, or using derogatory remarks
4. Deprive a child of meals, snacks, rest, or necessary toilet use
5. Confine a child in an enclosed area such as a closet, locked room, box, or similar cubicle

Behavior Expectations

The Oasis Center ensures a safe and secure environment for all children within our care. We also ensure that inappropriate and unacceptable behavior is addressed in a timely, consistent, and fair manner for the well-being of each individual child as well as the group as a whole.

Our Behavior Expectations

- Use of kind and appropriate language
- Listening to the safe keeper's instructions or requests
- Treating the Center's (or another individual's) property with respect
- Respecting other children and Center staff (Making helpful choices in conflict. For example, taking a deep breath and using kind words instead of physical action when upset)
- Respecting one's self (keeping your own body safe)

Behavioral Policy

While understanding that children of different ages will have varied expectations regarding what is developmentally appropriate behavior, The Oasis Center will not tolerate continuous disruptive, aggressive or violent behavior by children of any age. If a child's behavior continuously takes away from the care and safety of the others, dismissal from service might be required.

However, in most cases, the following processes will be followed:

1. Staff will log behavior issues with a Behavior Plan Form when redirection is not effective
2. A discussion will take place with the parent/ guardian at the end of services
3. The parent/guardian is expected to further address the issue with their child at home
4. Staff will follow up with the parent to discuss a plan for helping the child to make helpful choices in the future

Payment & Registration Policies

Registration Policies

Campers are not considered registered until deposits and all completed forms are received.

Payment Policies

Camp fees are \$225/week and include all field trips, two snacks daily, and a camp t-shirt. Registration and payments are for full weeks only. A camper may attend fewer than five days in the week, but payment must be made for the full week.

Deposit

A non-refundable deposit of \$35 per camper for each camp week is required by credit card at registration. Deposit will be applied to the camp fee balance. *(Deposits will only be refunded in the event of extreme weather or other unforeseen circumstances that require the closing of the facility.)*

Camp Fees

Camp fees for June weeks must be paid in full by April 1st. Camp fees for July weeks must be paid in full by May 1st. Unpaid balance after the deadline may result in loss of registration and forfeiture of deposit. For registrations made after May 1st, camp fees are due in full 14 days prior to camp start date.

Refunds

Refunds for camp fees, less deposits, due to cancellation may be issued prior to the payment deadline. Refunds will not be issued for registered weeks the camper is unable to attend due to illness or injury. After payment deadlines, refunds will only be issued for extreme weather events or other unforeseen circumstances that require the closing of the facility.

Discounts

A limited number of discounts can be applied to camp fees according to need and subject to availability. Call The Oasis Center at (850) 222-2747 or email admin@theoasiscenter.net to inquire about available discounts.

I understand that the Parent Handbook can be viewed and downloaded at <https://theoasiscenter.net/programs-services/girls-can-do-anything-summer-camp/>, and I acknowledge that has met its obligation to inform me of its policies and procedures by providing me with the Handbook. I understand that if I have a question regarding a specific area of content in the Handbook, a staff member will clarify the area for me.

- I agree to follow all program policies as stated in the Parent Handbook, with special attention to the following areas: *GCDA Summer Camp Policies & Procedures, Guidance Policy & Behavior Statement, and Payment & Registration Policies.*
- I understand and agree that my child is to follow the policies of the program and have access to The Oasis Center For Women & Girls, Inc. Guidance Policy & Behavior Statement.
- I have read the camp information and give my child permission to attend and participate in all activities of The Oasis Center for Women & Girls' Girls Can Do Anything! day camp, unless exceptions are noted on our registration.
- I give permission for my child to be treated in case of illness or emergency, and understand I will be notified if an emergency happens.
- I understand that my daughter may be driven to activities throughout the community. I give permission for my daughter to be transported to these activities by contracted vehicle (bus), private car or camp van, to be driven by contracted personnel, staff and/or parents/volunteers. All volunteers (including parent volunteers) will have a valid background screening on file. ALL drivers will be screened for good driving records and proof of valid insurance.
- I understand that clothing, towels, shoes, coolers, swimsuits, and water bottles will be marked with the child's name. I understand the The Oasis Center is not responsible for their loss or misplacement.

- I understand that my child may not be released to anyone without prior written documentation and presentation of a valid photo identification.
- I agree to hold harmless The Oasis Center for Women & Girls, its agents and employees for all incidents alleging bodily injury or property damage or loss occurring while the person herein described is a participant at a company-sponsored activity on or off the company premises. I will not hold harmless the company from any liability arising out of negligence of the company.

Photo Release

I hereby give permission for The Oasis Center for Women & Girls, Inc., and its community partners to take, use, and publish photographs, video recordings, and audio recordings of my child, content from interviews and my child's original writing or artwork for education, public relations, and marketing purposes in print and/or electronic format.