



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

**Girls Empowerment Coordinator**  
Celeste Cerro  
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(850) 270-9569

# GCDA Summer Camp Policies & Procedures

## Camp Drop-Off Procedure

Timeframe: 8:30 A.M. - 9:00 A.M.

### The approved caregiver dropping the camper off must

1. For the protection of our families and staff, parents and counselors **must wear cloth masks when dropping off**
2. Please **make sure to have campers' hands disinfected** at the door before entering the center and staff will do the same
3. Camper must be dropped off at the door directly to a camp staff member.
4. Camp staff will sign in camper

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

Drop off will be done at the door. **No parents are allowed into the building except in emergencies.** This might change as the pandemic changes but unfortunately for now this is the new normal.

All parents must adhere to the 6 feet social distance recommendation when dropping off camper.

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

2:00 - 2:30 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
3. For the protection of our families and staff, parents and counselors **must wear cloth masks when picking up**
4. Must have hands disinfected at the door before picking up camper, staff will do the same.
5. Camp staff will sign camper out

**Late fee of \$1/minute is assessed after 2:30 p.m.**

To update your approved, pick up list, the parent/guardian on 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. **There may be no more than 2 additional approved pick-up people besides the 2 parents/guardians listed.** By enrolling the camper, parent/guardian agrees to keep all forms up to date.

If an **unexpected pick up** is needed prior to 2:00 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 2:00 p.m.

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## **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**

Campers need to wear camp shirts and closed toe shoes on field trip days. All special guests will interact with camp virtually, and all off-campus field trips will be limited to nearby uninhabited green-spaces within walking distance to the center.

We will not be able to go to the public pool this summer. If we do have water fun, it will be near the center with things like a sprinkler, water toys, etc. Water days require a bathing suit, towel, sunscreen, and bug spray. Campers may want a change of clothes as well. Campers name should be on all items. Be sure to check the camp schedule and any updates provided at pick-up/drop-off.

## **Personal Items**

We discourage bringing to camp any unnecessary items, toys, and belongings. You will be provided with an activity bag at the beginning of camp that will include your child's individual supplies to be used for the duration of camp.

## **Lunch and Snacks**

Campers must bring 2 labeled packed snacks (one for the morning and one for the afternoon), one lunch, and a water bottle labeled with her name/enough drinks for the whole day. **Soda and candy are not allowed.** Your child's lunch box has to be big enough to fit all those items, and labeled with their name. Lunches must be able to be kept in their cubby and not require refrigeration or re-heating. **Under the guidelines, no community snacks will be served and campers are not allowed to share food.**

## Sick Policy

We have to have a **daily health check at the door** by asking every parent dropping off his/her child, if she has a cough, runny nose, fever, etc.—if any of these are present, the child will not be allowed to attend for at least 48 hours to see how the symptoms progress.

If a child gets sick at camp, we will immediately isolate the child and contact the parents for a quick pick up. If a child gets sick and has a sibling enrolled at camp, both children have to be isolated for the exact same time. The CDC and DCF guidelines will be followed in disinfecting the area that child was in. **Camp fees will not be refunded due to the absence or illness of a camper. Please note that camp can be canceled at any time for the safety of the campers and staff. Camp fees may be refunded due to closure of camp.**

**The Oasis Center reserves the right to ask a parent to isolate a child at home if the counselors suspect she is sick.** Not abiding by Oasis Center recommendations in this regard, or failure to follow these guidelines, will lead to the immediate termination of enrollment at camp.

## Additional COVID-19 Updates/Protocol

**For the health and safety of our girls and families, we have made the additional updates to our camp format and guidelines:**

Campers will be limited to 8 girls per session. There will be 2 counselors, with back-up help available.

Camp will be held in 2-week sessions. We will not be offering 1-week sessions to limit the person to person interaction. There will be a week long break between each session to allow camp staff to sanitize building and reassess safety measures.

Camp will be operating for only 6 hours a day; our limited staff will need extra time outside those hours on site to prepare and disinfect the environment.

Bathroom will be disinfected after each usage. Commonly used surfaces and supplies will be disinfected throughout the day.

Frequent handwashing and use of hand sanitizer for campers and staff will be required and enforced.

**If you need more information on safety precautions, please visit these two websites:**

<https://www.myflfamilies.com/service-programs/child-care/announcements.shtml>



<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-schools.html>

## 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

- 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. Registration will adhere to the CDC guidelines of no more than 10 in a class (including camp staff).

### **Payment Policies**

Registration fees will be charged at \$600 per 2-week session for new registrants. Payments for remaining balance (after deposit is made) will be invoiced electronically. Registrations and payments are for full 2-week sessions only. A camper may attend

fewer than 10 days in the 2-weeks session, but payment must be made for the full 2-week session.

### **Deposit**

A non-refundable deposit of \$300 per camper for each camp 2-week session is required by credit or debit card at registration. Deposit will be applied to 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.) Campers are not considered registered until deposits and all completed forms are received.

### **Camp Fees**

Full payment is due on the following days (at 11:59 pm) for each session, or your child's spot may be forfeited, and offered to another family. (Session 1 - due by May 24th; Session 2 - due by June 14th, Session 3 - due by June 28th)

### **Refunds**

Camp fees will not be refunded due to the absence or illness of a camper. Please note that camp can be canceled at any time for the safety of the campers and staff. Camp fees may be refunded due to closure of camp.

## **Camper Permission & Parent Agreement Form**

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: *GCD A 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 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.