

Policies and Procedures

MacGregor Downs Day Camp is not licensed by the State of North Carolina as a child-care facility as it operates a recreational program for less than four months per year.

Days and Hours of Operation

Welcome to Concert MacGregor Downs, LLC's Camp MacGregor. Our days and hours of operation are as follows:

Monday-Friday 8:15 a.m.- 3:30 p.m.

Enrollment

Prior to your child's attendance, the following forms will be completed and submitted electronically to Camp MacGregor. The information on the forms will remain confidential and will be shared with only Camp Staff as required to meet the needs of the child:

- Registration Form including emergency contact information, allergies, and special care instructions
- Signed Activity Waiver

Age Requirements

Camp MacGregor is open to children in K-5th grade aged 5 to 11, fully toilet trained and out of pull-ups. Camp is a fast paced, high activity schedule in a group setting and requires prior participation in group childcare settings.

Pricing

Traditional Week Session: \$265 per member child | \$290 per non-member child or grandchild

Staff to Child Ratio

Camp strives to operate no higher than an 8 to 1 Child to Staff ratio. There may be exceptions to that operation standard during transportation and in the event of an unexpected absence of a staff member.

Charging and Cancellation

Camps are charged in advance at the end of the month that registration is completed. The member registering or sponsoring the camper, whether member child, grandchild, or sponsored guest, will see the camp fees on their member statement the month they complete registration. Confirmation emails will be sent out to both the member and sponsored guest to confirm that all parties are aware of charges and dates.

All cancellations made less than two weeks from the camp start date will result in a 50% charge to your member account. Any cancellation within 48 hours of the start of camp will result in a full member charge. Children removed from Camp due to behavioral issues will incur a full member charge. Children excluded from care due to illness may be eligible for make-up options.

Exclusion Policy

All participants will be screened daily and have their temperature taken upon arrival. Please ensure that you meet the Youth eligibility guidelines and stay home when feeling ill.

- Employees and Campers should stay home if they have tested positive for, are showing signs of, or have come in close contact with a person exhibiting COVID-19 symptoms within the last 10 days.
- Symptoms of COVID-19 can include fever, cough, shortness of breath or difficulty breathing. Additional symptoms include chills, new loss of taste or smell, and vomiting/diarrhea (children only). While symptoms in children are similar to adults, children may have milder symptoms.
- Children should stay at home if they are exhibiting symptoms in conjunction with our Exclusion Policy (see below).

In conjunction with the above instances, children will be excluded, and parents called, with the following signs or symptoms as outlined by our Exclusion Policy:

- Fever, defined as 100.4 degrees or higher.
- Diarrhea, defined as runny or watery stools two or more times.
- Vomiting
- Undiagnosed body rash.
- Sore throat with a fever or swollen glands.
- Yellowish skin or eyes.
- Eye discharge, defined as thick mucus or pus draining from the eye or pink eye.
- Severe coughing, where a child gets red or blue in the face or makes a high-pitched whooping sound after coughing.
- Signs or symptoms of possible illness such as lethargy, irritability, persistent crying or any other unusual signs.

Please note: If a child is crying uncontrollably and obviously uncomfortable in the Camp (for more than 15 minutes), the parent or legal guardian will be called and asked to pick the child up.

For further information on when to stay home and when to attend camps:

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

Generally, children excluded from care due to non-COVID-19 related illnesses will be asked to stay home for a minimum of 24 hours since their last symptom or fever or provide a doctor's note giving permission to return to camp.

Campers and their family who may be showing symptoms of COVID-19/ tested positive or have come in close contact with someone who has tested positive will not be permitted to return to camp until after the 10-day quarantine period or current guidance allows.

Check-In Procedures

Check in will be at the front of the Clubhouse from 8:15-8:45 am and parents will be asked to stay in their vehicles unless assisting their child with golf clubs on Mondays. Please arrive between **8:15-8:30am on Mondays** so that all campers can attend our Welcome to Camp Introduction at 8:30am.

We ask that parents pull up one at a time and remain in the vehicle until approached by a counselor. The counselor will first ask health screening questions, check temperatures, and will then verify any day-of information. On Mondays, they will confirm allergies, pick-up people, and phone numbers.

We ask that all families arrive **no later than 8:45am**. If this is not possible, please plan to meet us at 9am on the tennis courts. We will not be able to leave a counselor at the front entrance after the group leaves.

Items to Bring to Camp:

Backpack- In a size that your child can comfortably wear. This backpack may travel with them throughout the day.

Hand Sanitizer- We encourage everyone to bring their own personal hand sanitizer in their backpack so that children can clean their hands regularly after activities and before drinking from their water bottles while away from the Clubhouse. Hand washing is required before and after meals, sneezes/ coughs, bathroom breaks, and food related activities.

Water Bottle- please bring your own water bottle or a disposable bottle of water will be given in place of our Camp MacGregor water bottles at this time. If providing your own bottle, we encourage you to choose one that covers and protects where the child's mouth touches the bottle. Water bottles will not be stored and transported by counselors so children will be responsible for carrying their own bottle to each location.

Spray Sunscreen/ Face Stick- Please provide your own spray sunscreen to allow for easy reapplication throughout the day. Counselors can assist children with contactless application.

Hat- We will be outside in the heat and not always in shade. Please bring a hat for your child to wear.

Equipment for Tennis & Golf- If you have your own equipment, please bring it with you on Monday and make sure it is labeled. Golf bags can be stored for the week, but tennis racquets will go home daily. Additional supplies will be available to use for families who do not own equipment.

Face Mask- All campers are required to wear a face mask to participate in camp while indoors. We will be giving campers regular breaks as needed and will have times, like meals, when they will be able to sit in a socially distanced environment to remove their mask and rest for a few minutes. Should guidelines change as we approach summer and increased vaccination, we may see modifications to this requirement.

Clothing & Shoes- Please wear comfortable clothing and tennis shoes to participate in all activities. Swimsuits, cover-ups, and sandals will be packed daily. Please keep in mind that complicated swimsuits, rompers, or other pieces of clothing that would require an adult's assistance are strongly discouraged. Children should be able to easily dress and undress themselves while using the restroom and changing for the pool.

Leave at Home:

-Toys, balls, electronic devices

If any of the above items are brought in, we will ask the child to leave them in their backpack or confiscate it until the end of the day to avoid cross-contamination or distractions from our programming.

*****Please make sure that everything that comes with your child is labeled with their name.*****

Golf bags with clubs are more than welcome to be stored during the week in the Youth Room.

Tentative Schedule of Activities

8:15-8:45AM Drop Off at Clubhouse

8:30-8:45AM Games (varies daily)

9-10AM Tennis

10AM Break/Snack Time

10:30AM-11:30AM Golf

11:30-12:15PM Various Games and Activities (varies daily)

12:15-12:45PM Lunch

12:45-1:30PM Themed Activities **tentative schedule**

Monday- Pool til 1:45pm

Tuesday- Yoga

Wednesday- Science Experiments

Thursday- Trashbag Fashion Show

Friday- Zumba

1:30-3:15PM Pool Time

*****Mondays- Karate at 2:15pm*****

3:30PM Pick Up

M & Fr at Clubhouse | T-TH at Pool

Administration and Storage of Medication

At the time of registration, please make us aware of any allergies, dietary restrictions, or medical conditions as well as whether any additional aids (EpiPen, Asthma Inhaler, Diabetes Testing Kit) will need to accompany your child while in care. All essential medication should be stored in an easily identifiable bag, be labeled with the child or family name, and not be expired. Our Head Counselor will generally keep any essential medication with our counselor bag to ensure it is easily accessible and secure while we travel for activities. It is the family's responsibility to take home their medicine each day and no medication is allowed to be stored overnight.

Please alert the Head Counselor at drop-off if essential medication is coming into camp. If the child requires medication and can take it on their own, they are allowed to do so with parental consent upon entering Camp. All others requiring medication with assistance must have the parent administer.

Camp counselors are not medical professionals and are NOT allowed to administer medication to children. They are trained to recognize warning signs and can assist a child verbally with reminders. Camp does not store or stock any medications for children and will only provide band aids and ice packs for basic first aid.

Management of Injuries

In the event that an injury does occur:

- Properly maintained first aid kits are available and out of reach of children.
- Each staff member working with a group of children has had training in First Aid and CPR.
- All staff has immediate access to a phone to summon Emergency Medical Services when needed.
- A staff member will then notify the parent or legal guardian of the emergency or fill out an Incident Report to communicate minor incidents at the time of pick-up.
- An Incident Report will be completed and available for review.

Behavior and Guidance Policy

Camp is committed to a philosophy of using positive guidance, redirection, planning ahead to prevent problems, encouraging children to use appropriate behavior, setting clear, consistent rules and fostering the children's ability to become self-disciplined.

- Staff will encourage children to respect other people, to be fair, to respect property, and learn to be responsible for their actions.
- If a child is acting unruly or continually acts out, the parent or legal guardian will be called to pick the child up.
- We reserve the right to not accept a child into Camp.

Meals and Snacks

Lunch and a snack are provided daily and are included in tuition. Lunch is ordered from the children's menu and the daily snack schedule will be emailed out before each week of camp. Should a child have allergies, please provide full details in the registration form. We will also make a sweet treat during our Cooking Fun themed activity and may have popsicles on Friday.

Children are asked to wash their hands before and after they eat.

Children will have a seating chart and asked to sit at the same table each snack or meal service.

Pick-Up Procedures

A counselor will verify the adult is authorized for pick-up and may ask for a photo ID. Any information about their day (behavior, injuries) will be communicated to the authorized adult picking up. Pick-up Locations Vary:

Mondays & Fridays: All children will be taken to the front of the Clubhouse for parents to drive up and collect their children with a counselor walking children to vehicles.

Tuesdays-Thursdays (Weather permitting): All children will exit the water and gather for authorized adults to enter the pool facility for pick-up, with a counselor at the front for check-out.

If someone other than the parent or legal guardian will be picking the child up, a written authorization is required either at the time of registration under Authorized Pick Up Person or by the first day of camp via email. No child will be released without the presence or permission of the parent or legal guardian.

Late Pick-up Policy

If parents or guardians are more than 10 minutes late in picking up their child at the time of closing, a late fee of \$25 will be charged per half hour.

After Hours Care

After camp care is available for \$10/hr per child or \$15/hr per family (siblings only) until 5PM daily and must be booked in advance. At the time of registration, you will be given a chance to request the specific dates and hours required.

Communication During the Camp Day

A counselor will greet you each day at drop-off and is available for any information that needs to be communicated to the other counselors or Youth Director. However, should anything change and you need to reach the staff or Youth Director during the day, please call the front desk reception at 919-467-0146 (T-Fr until 4pm). Please note the Youth Director is away from her desk and with the children throughout the day during camp. The Youth Director's direct line is 919-653-0157 and messages will be monitored no later than the end of the camp day.