

Smoky Mountain Summer Retreat

@ SMG

Share the Wonder of Camp at our place in the Country!

Summer Day Camp

Parent Handbook 2024



Welcome to our 2024 Summer Day Camp! We are thrilled that you have chosen to spend some memorable moments with us this summer. We are excited to provide unique and unforgettable summer experiences that only our camp can offer. You can rest assured 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 at 865-984-2221.

MISSION STATEMENT

Smoky Mountain Summer Retreat at Smoky Mountain Gymnastics 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 who are entering Kindergarten – completed 4th 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.

ANTI-BIAS STATEMENT

Smoky Mountain Gymnastics 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"

ABSENCES

****NO Make-up days are available****

If a child does not attend Camp for any reasoning including sick days & holidays, THE FEES OR TUITION PAID THAT DAY REMAIN IN EFFECT. SMG Summer Day Camp meets certain child/staff ratios.

DRESS CODE

Your child should be dressed for the weather. Shorts and a tee shirt are strongly recommended. Please, no belts, buckles, dresses, loose clothing or jewelry should be worn. Your child will need to have a bathing suit to change into. Closed toed shoes only, please no flip flops. We suggest that everyone bring an extra change of clothes to change into if the other gets 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.

DAILY SCHEDULE

7:30 – 8:15	Arrivals; Free Time in Activities Classroom
8:15 – 9:00	Arrivals; Free Time in Camp Classroom
9:00—10:30	Activity Time
10:30 - 11:00	Get ready for Swim/Wash Hands/Free Time
11:00 – 11:30	Lunch Time
11:30 — 1:30	Swimming (Rainy Day Plan: Special Events / Gymnastics Gym)
1:45 - 2:15	Snack
2:15 – 3:45	Free Time in Classroom
3:45 – 4:00	Pick up in Activities Classroom
3:45 - 5:30	Free Time in Classroom / Gymnastics Classes
5:30 – 6:00	Pick up in Activities Classroom

MEALS

Summer Day Camp will serve an afternoon snack to each camper. Campers can bring their own snack if they wish. We do not provide Breakfast or Lunch. Please feed your child breakfast before they get to camp.

Campers must provide their own lunch- SMG provides a refrigerator if needed

**There will be NO ACCESS to a Microwave.

EMERGENCY PLAN

Summer Day Camp has an emergency plan in the event of an 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

No medications will be given during camp hours to campers by staff. If medication needs to be given, a parent/guardian will have to come and give it to their child during the day.

WHAT YOUR CHILD WILL NEED AT CAMP

Your child will need to bring the following: You may leave your items in your cubby

- A change of clothes—Shirt, shorts, socks, underwear and shoes.
- Bathing suit, towels, swim shoes and 2 bottles of spray 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 or puddle jumper (if they cannot swim)

- Water bottle—This is required

- A sack lunch- This is required (We have a refrigerator but NO microwave)

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

Items NOT to bring:

- Cell phone and ALL Electronics
- Toys/stuffed animals
- Water guns or blow up floats
- Jewelry

ATTENDANCE & WITHDRAWAL

Weeks may be switched if there is availability of a spot in the new requested week. Full payment of tuition 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. If needing to change original week choices from registration packet a Two week notice must be given or payment for original week choices will be expected.

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 (We have a 1, 2, 3 strike and you're out policy)

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.

SICK POLICY

Child May Not Return to School Until:

Fever of 100.4 or above	The temperature has returned to normal for at least 24 hours
Cold/flu symptoms	Thick yellow/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, COVID, pinworms, impetigo, conjunctivitis (pink eye), measles, mumps, chicken pox, head lice, and any others that are categorized as highly contagious.**

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.

HOURS OF OPERATION

Camp hours are 8:00am-4:00pm. Our summer camp is open Monday through Friday from 7:30am – 6:00 pm. If a child is picked up after 4:00pm or 6:00pm there will be a late charge of \$20 per family and \$1.00 per minute per family.

***Excessive lateness may result in dismissal from camp.**

Office hours are 4:00 – 7:00pm Monday, Tuesday & Thursday. Cash Payments may be made in the Gymnastics Lobby during lobby hours. Checks may be given to your child's teacher. We would like to encourage you to use our auto pay (EFT) for a \$4 discount.

DROP OFF & PICK UP

Drop off: If dropping off before 8:15 am, you can drop off your camper in our Activities classroom (located in white building, first door closest to the parking lot.) If dropping off after 8:15am, you must walk your child up to their camp classroom (located in back by the pool) All vehicles should be parked on the side of the gym building. All children must be accompanied to the activities room or camp room by an adult.

Pick up: If picking up at 4:00 or after 5:30pm, you can pick up your camper in our Activities room (located in white building, first door closest to the parking lot.) If picking up any other time, you must pick your child up to their camp room (located in back by the pool) 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. All vehicles should be parked on the side of the gym building. 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 a record of consent to release a child. **At 4:01 pm & 6:01 pm A late fee of \$20 and \$1.00 per minute will be charged per family.

Teachers will sign your children in and out daily.

We request that camp parents/campers **DO NOT** walk through the preschool.

HOW TO REGISTER

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

- Email your registration forms to admin@smgymnastics.com
- In person at Smoky Mountain Gymnastics at 1452 E Brown School Rd, Maryville, TN 37804 during Gymnastics Lobby hours (Monday, Tuesday & Thursday 4-7pm)
- By Mail: 1452 E. Brown School Rd – Maryville, TN 37804 / attention: Smoky Mountain Gymnastics

You may pay your Registration Fee plus first week's payment by Phone or in Person.

*Regardless of the method you choose- Registration Fee plus First weeks tuition must be made and completed registration forms must be submitted before your registration is considered complete and students can start on their 1st day.

Camp application forms may be downloaded from our website www.smgymnastics.com

REGISTRATION FEE & WEEKLY TUITION

Due at time of Enrollment:

Tuition: You will be paying for your first week of camp.

*\$10 discount (**First week only**) if you sign up before April 30, 2024

Registration Fee: Price Per Child

- New Members - \$75
- Current Gym Members and Preschool students - \$50
- If attending 2 weeks or less - \$40

Weekly Tuition Rates:

Camp hours are 8am-4pm / Extended Care is 7:30am-6pm

5 Days Week \$165 / 2nd Child Discount \$155

Extended Care: 5 Days Week \$185 / 2nd Child Discount \$175

3 Days Week \$120 / 2nd Child Discount \$115

Extended Care: 3 Days Week \$135/ 2nd Child Discount \$130

Pick your Days

Payment Options: Cash, Check, AutoPay via Credit/Debit Card,
or EFT Auto Debit (\$4 weekly discount)

**Cash or Check must be paid on Friday for the following week

****If choosing Cash or Check a Credit/Debit Card must be on file**