

Suwanee Sports Academy Policies and Procedures

Program Acknowledgement and General Authorization:

I hereby give approval for the participation of my child in any and all Suwanee Sports Academy activities and assume all risks and hazards incidents to such participation, including transportation to and from all activities.

I hereby grant permission to Suwanee Sports Academy for the above named child to participate in the following:

1. Take part in all program's activities, including the use of indoor and outdoor equipment.
2. Be photographed or videotaped in connection with the daily program activities.
3. Children may leave the premises of Suwanee Sports Academy to take part in planned educational and recreational field trips or activities supervised by the staff of Multi Sport Athletics. These field trips will be separately announced to the parent or guardian at least one day in advance of the field trip or activity and they will be asked to sign an authorization form allowing the child to participate.
4. If applicable, be transported to and from the field.
5. Participate in water-related activities supervised by the staff of Multi Sport Athletics.

REGISTRATION, FEES AND CANCELATIONS

Registrations are done by the Registration staff of Suwanee Sports Academy. All sessions must be paid when registering. Cancellations made less than one week in advance will forfeit their entire session fee. To avoid losing the entire session fee, give one week's notice by 9 am the Monday before the session for any cancellation/transfer. Please note that all cancellations must be done through the Program Director, including the completion of all cancellation paperwork by the canceling party. Notes or letters of cancellation will not be accepted by camp staff. Emails to the Program Director will be accepted.

Hours and Days of Operation:

Multi Sport Athletics serves children in rising Grades K-6 with the hours of operation being from 9am to 4pm Monday through Friday. Overtime athletics will be provided for an additional charge of \$25 for the entire week. The overtime hours are 730am to 9am and 4pm to 6pm Monday through Friday. A late fee of \$1 a minute will be assessed after the scheduled finish time. Parents must make arrangements for their children to be picked up no later than 6:00p.m.

Child Illness Procedures: If your child appears ill, has a fever over 101 degrees, is vomiting or showing evidence of communicable disease, please do not bring them to Multi Sport Athletics. If any case of communicable disease is reported to Multi Sport Athletics, you will be notified. If your child has symptoms and is present at Multi Sport Athletics, they will be extracted from the general population of children and you will be asked to pick him/her up immediately. Children must be without a fever for 24 hours without the use of Tylenol, etc. before returning. The Director reserves the right to ask for physician's approval before readmission will be authorized uncertain cases.

Medical Administration: The staff will administer medicine to the child upon written authorization only by the parent or guardian. Written authorization may be made by using the standard Authorization for Medication form. In each case, the parent or guardian should complete, sign and date the form and deliver it with the labeled medication to the Director. Under no circumstances should any medication ever be left in a child's bag or taken into the classroom. Any adverse reactions to the medication will be immediately reported to the child's parents and physician.

State law requires that all medications must be:

1. In the original container.
2. Clearly labeled with the name of the child and the name of the medicine.
3. If a prescription, labeled with a prescription number.
4. Clearly labeled with the date and the dosage to be administered.
5. If it is an over the counter medication (Tylenol, Advil, etc.) you must bring a written prescription from the doctor before administering.

Discipline Procedures: Our policy at Multi Sport Athletics is learning through discipline instead of punishment. Children need rules and boundaries to prepare them to be better citizens tomorrow. They must learn self-control and they need discipline. They also need independence, but independence within limits set by adults. Discipline and punishment are two different concepts. Discipline is geared to teach self-control. Teaching means that the child learns new correct behaviors that are appropriate so the child won't need to use the old behavior any longer. Children deserve to be taught rather than punished as a consequence for their actions. That is why Multi Sport Athletics uses positive reinforcement and redirection as our main means of discipline. Sometimes, positive guidance may not be effective by itself. As these times, it may be necessary to remove the child from the group by use of "Time Out". The child is always talked to about proper behavior and the importance of respecting others. We at Multi Sport Athletics stress the importance of always using statements that will enhance the self-esteem of others. Our goal of effective discipline is to create appropriate behavior by encouraging the children to make the right choices. Refunds will NOT be issued for children dismissed due to behavior. It is the parent's obligation and responsibility to inform the Program Director, John Drummond, if your child has any conditions which may affect him/her with the day-to-day activities of camp (this includes hyperactive disorders). Failure to do so may endanger the safety and well being of your child.

Injuries

If a child is injured, first aid will be administered and if deemed necessary, 911 will be called (upon arrival, emergency medical care will be deferred to these medical personnel). The parent/guardian will be called and notified of any serious injuries. Staff will let the parent/guardian know their child needs to be picked up or was transported by emergency vehicle to the hospital. Minor scrapes and bumps will be reported to the parent/guardian when they arrive to pick up their child. Day camp staff will complete an incident report for any accident or minor injury. Parents may review this report at their discretion.

WHAT TO BRING TO CAMP

- 1) Lunch, and a leak-proof water bottle in a backpack. Lunch will not be provided by the camp. Refrigeration is not available, so please plan accordingly. Please do not send lunches that need preparation. Drinking water will be available throughout the day to refill water bottles. Please label all belongings.
- 2) Play clothes to include sneakers, Children should wear “play clothes” each day. Close-toed shoes (both front and back) like sneakers are ideal...NO FLIP-FLOPS, CLOGS, SANDELS, and BAREFEET OR WHEELIES.
- 3) Sun protection-shirt that covers shoulders, hat, glasses & sunscreen on appropriate weeks.
- 4) Please put sunscreen on your child prior to camp each day on appropriate weeks. If you would like your child to re-apply sunscreen during the day, please bring lotion labeled with your child’s first and last name. Staff is not responsible for sunburns or sun exposure; however, we will take reasonable precautions to protect your child from over-exposure. A cap or visor, t-shirt that covers the shoulders and sunglasses are highly recommended. Swim shorts are great for pool days!
- 5) A camp T-shirt will be provided to all day camp participants.
- 6) There may be occasions when we ask your child to bring supplies from home for arts & crafts.

PLEASE LABEL ALL ITEMS BROUGHT FROM HOME.

THIS INCLUDES:

LUNCH BAGS, BACKPACKS, HATS, AND WATER BOTTLES.

Natural Disasters

All staff members are trained in the established safety procedures. Drills are held each session to familiarize staff and children on the procedures to follow in the event of an emergency such as fire, tornado, or severe weather. The following steps will take place in such situation

A. Specific procedures for responding to the crisis will occur.

B Notification of the Program Coordinator must be immediate. The Program Coordinator will notify police.

C. Local authorities will begin work immediately.

D. Emergency transportation will be provided.

E. Children’s parents or guardians must be notified promptly.

Evacuation

In the event of an evacuation of the Suwanee Sports Academy due to fire, earthquake, bomb threat or other unforeseen emergencies, parents will be notified to pick up their children until their parent/guardian’s arrival. Our meeting spot for emergencies is the Suwanee Greenway Parking area.

Tornado

When staff hears the tornado siren or is alerted by a supervisor that there is a tornado warning, children will be moved to a safe location. Staff will take attendance once they are safe. Once Suwanee Sports Academy receives an all-clear signal from a supervisor or Police Department, children will return to their activity.