

ELESE TOMLIN

COMMUNITY
CENTER



S.A.V.E.

Summer Activities & Vocational Enrichment
Summer Program
HANDBOOK

JUNE 03RD – August 01ST, 2023

Else Tomlin Community Center

204 Gadson Street, Groveland, Florida 34736

Phone: **352-404-7898 x 101**



GENERAL INFORMATION

Dates: June 3 – August 1, 2024

Days/Hours: Monday through Thursday
10:00 AM – 3:00 PM

Location: Elese Tomlin Community Center
204 Gadson Street, Groveland, Florida 34736

Telephone: 352-404-7898 x 101

Eligibility: Children between the ages of 5 and 15 may attend

Cost: \$50.00 per family

CAMP DESCRIPTION

Your children will enjoy fun activities such as sports, crafts, games, movies, outdoor play, character and practical building lessons, computer technology, and more. S.A.V.E. will have volunteer tutors who will focus on reading throughout the program. In addition, S.A.V.E. students will participate in outdoor water activities and one off-site swimming session during their nine (9) weeks.

SWIMMING

Before a scheduled S.A.V.E trip to South Lake Aquatics, waivers must be completed and submitted to S.A.V.E staff so your child can participate in Swimming. Swimming will be held on Tuesdays and Thursdays from 11:30 PM to 12:30 PM at South Lake National Training Center in Clermont, FL. Contact us at 352-404-7898 x 101 for any questions or concerns.

LUNCH & SNACKS

Second Harvest Food Bank will provide Breakfast, Lunch, and Snacks.

REGISTRATION

To complete your child's registration for summer camp, you will need to return the following items:

- Summer Camp Registration Form (2 pages located at the end of this packet)
- S.A.V.E Acknowledgement Form
- Transportation Consent Form & Liability Waiver

NOTE: Children should arrive by 10:00 a.m. Monday-Thursday.

STUDENT RULES

The children who attend summer camp will expect respect, patience, courtesy, and care from all our S.A.V.E staff. In return, the team expects the children to follow specific rules. Please review the rules with your child before the first day.

Student Rules:

- Respect other children, staff, and property.
- Use inside voices.
- Keep your hands and feet to yourself.
- Sit on the chairs and not on the tables.
- Listen and obey all staff.
- Quiet down when counselors use the quiet signal.
- Always stay with a staff member and NEVER leave the room or area where the activity is conducted without a staff escort or permission.
- Adhere to rules regarding building and playground safety.
- Refrain from using foul language or other forms of verbal abuse.
- No fighting or other physical altercations.

If inappropriate behavior becomes consistent, a parent-staff meeting may be required to develop a behavior plan. A copy of the behavior plan will be sent home with the parent or guardian. If the behavior does not cease, Anointed Community Services Int'l reserves the right to suspend or terminate services to your child. Suppose a child exhibits more severe behavior, such as fighting, verbal abuse, unprovoked physical altercations, endangering the welfare of others, assault, vandalism, running away from the program, hiding from S.A.V.E staff, or leaving the program area without staff supervision. In that case, your child will receive a suspension for a period of 3 to 5 days. We reserve the right to terminate services if your child continues their severe behavior, and they will not be allowed back into the S.A.V.E program.

POLICIES

Notification Policy

You are expected to notify Anointed Community Services of your child's absence or early dismissal from camp as soon as you are aware that he/she will not be attending by calling 352-404-7898 x 101.

Check-In Policy

You may check in your child at the Front Desk upon entering. If you need assistance, a staff member or volunteer will help you check in your child at the facility daily.

PLEASE NOTE: Parents must complete all the forms, sign them, and turn them in to Staff to enter the program. We will only be responsible if your child is left at the Elese Tomlin Community Center grounds with authorization from the Staff that all paperwork is submitted and the child is registered correctly. Do not leave your child unsupervised.

Check-Out Policy

You are required to check out your child at the front desk upon exit each day.

Pick-up Policy

Parents or guardians picking up children must be registered on file with ACSI, provide proper identification, and sign out their child at the time of pick-up each day in the presence of a staff person.

Sick Child Policy

Children who develop symptoms of illness, headaches, stomach aches, or COVID will be removed from others and placed in an area away from the rest of the group, yet in full view of staff. Parents/Guardians will be notified of your child's illness and asked to pick up your child immediately if they present a fever, are vomiting, or have COVID symptoms. Your child will be allowed to return to the program once they are cleared by a doctor and found negative for COVID.

Severe Weather/Natural Disasters Policy

When the weather is severe enough to cause cancellation of the summer camp, Staff will notify parents/guardians through a messaging service that will place a call to the phone number you provide. Staff will contact parents and be asked to pick up their child immediately in a natural disaster or any occurrence where the program cannot remain in the Elese Tomlin Community building.

Finger Printing Background Check Policy

All staff are required to undergo a Level 2 background check.

Discipline Policy

The purpose of discipline is to guide and assist children in resolving their conflicts and regaining control of themselves. Each day, some children will have a difficult time following the rules or controlling their temper, etc. Minor behavior problems will be discussed with that child. We will ask the child if everything is okay, or it may be that the child is just having a bad day. If the problem does not subside after speaking with the child, redirecting and separating the child may be necessary until the child regains self-control and can return to the group. Redirecting and separating a child from their group is only to be used as a last resort. Before and after every redirection and separation, S.A.V.E Staff will talk with the child and ensure they understand why they've been separated from the group. There are several guidelines that Staff will follow when redirecting and separating a child:

- They will use this procedure only when a child is out of control.
- This procedure should be used as a time for the child to regain their composure.
- The separation area WILL be in full view of a staff member.
- Before and after this time, the child will be spoken with.

Staff will note it in the Disciplinary Logbook whenever a child must be redirected and separated. At times, behavior problems may become continuously disruptive or more serious. Examples of this type of behavior may include children physically hurting other children, property damage, continual fighting, verbal abuse toward Staff, and constant use of abusive or foul language. In extreme situations, removing a child from the program may be necessary if the behavior does not

improve. The S.A.V.E program director will make this decision. Please see the STUDENT RULES section for more information.

Communication Policy

We aim to inform you about the program and your child's behavior and/or progress. To achieve this, we provide you with this enrollment packet, post items of interest on the bulletin board to review, send letters home, and hold conferences with you upon request. At times, we will send information home with your child. As the child's parent or guardian, you can ask the Center anytime for information on your child. We also encourage you to bring your questions, suggestions, and complaints to our director's attention.

Ms. Sandra Lee, Else Tomlin Coordinator

352-404-7898 x 101 (Office)

Late Pick-Up Policy

If you find you will arrive after 3:00 pm, please contact ACSI immediately by calling (352) 404-7898 x 101. A staff person will remain with your child until you arrive, but no later than 3:30 pm.

NOTE: Be advised that the office must be aware ahead of time of a late pick-up as the Center closes promptly at 3:00 pm.

SIGN & RETURN THIS DOCUMENT



Summer Camp Registration Form
(Page 1 of 2)

DATE _____

NAME OF PARENT/GUARDIAN _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PARENT/GUARDIAN D.O.B _____

HOME PHONE _____ CELL PHONE _____

IDENTIFICATION VERIFIED: D.L.# _____

SUBMIT PRIMARY PHONE NUMBER FOR STAFF TO USE FOR ALL EMERGENCY NOTIFICATIONS AND/OR SEVERE WEATHER UPDATES

PRIMARY TEL: _____

E-MAIL _____

Please provide us with an indication of your anticipated drop-off and pick-up times.
Thank you.

Drop off time _____ Pick up time _____

PARTICIPANT:

Name _____ DOB: _____ Grade: _____

Check child's t-shirt size: Youth small 6/8
 Youth medium 10/12
 Youth large 14/16

Name _____ DOB: _____ Grade: _____

Check child's t-shirt size: Youth small 6/8
 Youth medium 10/12
 Youth large 14/16

Name _____ DOB: _____ Grade: _____

Check child's t-shirt size: Youth small 6/8
 Youth medium 10/12
 Youth large 14/16

Note: All children must wear their camp T-shirts on any authorized trips, which ACSI will provide. At the end of their time at S.A.V.E Summer Camp, the children can take their shirts home.

SIGN & RETURN THIS DOCUMENT



Summer Camp Registration Form
(Page 2 of 2)

GENERAL TERMS

I understand that under the terms of this agreement, Anointed Community Services obligates itself to furnish me with a competent program and suitable facilities. I understand that my child is to comply faithfully with all the program rules and that Anointed Community Services reserves the right to revoke or terminate any participation at any time. I understand that before my child engages in any physical fitness activities or programs, I should consult with my physician, advise them of the nature of the program, and agree that all exercises are undertaken at our own risk. I understand that there is a risk of personal injury involved in any activity or program and agree that Anointed Community Services International and/or the City of Groveland, its staff, employees, or volunteers shall not be held liable or responsible for personal injuries.

This program is Open Access, and you or your child can enter and leave the program at any time.

PHOTOGRAPHS

I further irrevocably authorize the organization, Anointed Community Services International, Inc, its successors and assigns, and those under its authority, to copy, use, publish for art advertising, or any other lawful purpose whatsoever, photographic portraits or video of my child, in which they may be included in whole or in part.

NOTICE OF CANCELLATION RIGHTS

You have the right to cancel your child’s attendance and withdraw your child at any time. Notice of cancellation shall be in writing and delivered to ACSI by email or in person.

AUTHORIZATION & ALTERNATE GUARDIAN

I authorize the following persons to drop off/pick up my child.

_____ **Print Name**

_____ **Print Name**

By signing below, I attest that I understand and am in agreement with all of the terms listed in this S.A.V.E. Program Registration agreement.

Date: _____

Signature of Parent/Guardian: _____

Date: _____

ACSI Representative: _____

SIGN & RETURN THIS DOCUMENT



S.A.V.E Handbook Acknowledgement Form

I, _____ (*parent/guardian name*), acknowledge that I am the parent/guardian of _____ (*child/ren name*) and have read and reviewed the S.A.V.E Handbook appointed to me by a staff member at Anointed Community Services Int'l and is effective at the start of the Summer Program. I acknowledge that my participating child and I are responsible for knowing the contents of this S.A.V.E Handbook and adhering to its contents.

Parent/Guardian Signature _____

Date: _____

SIGN & RETURN THIS DOCUMENT



Parent/Guardian Transportation Consent Form & Liability Waiver

I, _____ (*parent/guardian name*), grant permission for my child, _____ (*child/ren name*), to be transported from _____ (*school/event/activity*) by Anointed Community Services Int'l. As the parent and/or legal guardian, I remain legally responsible for any personal actions taken by the above-named minor ("participant"). I agree on behalf of myself, my child, or our heirs, successors and assigns to hold harmless and defend the above-named individual, the organization (Anointed Community Services, Int'l), its officers, directors, employees, and agents, and the City of Groveland, its employees, agents, or representative associated with the event for reasonable attorney's fees and expenses which may incur in any action brought against them as a result of such injury or damage unless such claims arise from the negligence of the organization or individual.

Parent/Guardian Signature _____

Date: _____