

PROMISE Summer Camp

Parent Information Packet

TOLL FREE NUMBER FOR PROMISE SUMMER CAMP: 1-855-649-0022

Camp Director: Jamie Thornton jmt11@uark.edu 501-508-9882

CONDUCT

Counselors will meet with the campers in their Group and go over the Agreements for How We Show Up at PROMISE Summer Camp in the Camper Handbook and the Conduct and Discipline Policy.

Each camper is expected to practice and model these principles when interacting with the other campers, staff and guests.

Counselors are expected to practice and model these principles when interacting with the campers, staff, and guests.

How We Show Up (Act, Treat Each Other) at PROMISE Summer Camp:

- We make our own decisions and take responsibility for our own actions. We do not blame others.
- We treat others with respect and kindness.
- We are quiet and listen when another person is talking, and we know that he or she will listen to us when we speak.
- We trust that the counselors and other adults want to keep us safe and help us learn, and we listen and follow their instructions.
- We express our feelings. We ask for help when we need it. We provide help when others need it.
- We are guests on the campus of the University of Arkansas at Fort Smith (UAFS) and we will behave like guests, being polite and following campus rules.

CONDUCT AND DISCIPLINE POLICY

Campers are encouraged to practice those social skills that will allow them to resolve conflicts and meet their needs without the use of harmful or destructive behaviors. When disciplinary situations occur that require intervention, camp staff provides the youth with clear explanations as to why specific behavior is inappropriate. They then help him/her find alternative behavior that fits within the camp guidelines of appropriate behavior. These guidelines revolve around concerns for the ***safety of all participants in camp.***

Summer Camp Program Community Agreement

Campers shall agree to:

1. Follow instructions by staff promptly to ensure safety.
2. Show respect to all campers, staff, equipment and property. No put downs, insults, or teasing are allowed.
3. Keep hands, feet, head and other body parts to yourself unless part of an activity led by camp staff. Fighting, hitting, any type of inappropriate or unwelcome touching, sexual contact, theft, destruction of camp property, etc. **WILL NOT BE TOLERATED.**

4. Not run away from staff supervision or leave the camp premises without parents/guardian. Campers are not allowed to leave the UAFS campus unless they are accompanied by a staff member or a parent/guardian. **Leaving campus without permission could result in immediate dismissal.**
5. Appropriate language and dress at all times.
6. Maintain a positive attitude and have a fun summer.

Staff Discipline Response

1. Verbal Warning/Visual Warning.
2. Time Out/Activity Privilege Withheld, unless the camper has a behavior plan, accommodations or recommendations on the IEP that indicate other procedures or strategies.
3. 1st Parent Contact: Parent/Guardian will be notified by phone call that their youth has violated a rule of the community agreement and parent will be aware of further disciplinary action that may occur if youth continues to violate the conduct agreement.
4. Parent is asked to Pick-Up Youth and Youth is Sent Home: Parent/Guardian will be contacted to pick up their camper immediately and the youth will be suspended for the remainder of camp. Parents will also receive an "Incident Report" by mail or email within 48 hours.

Immediate Dismissal

Violence is not tolerated at PROMISE Summer Camp. Our staff reserves the right to dismiss a participant whose behavior endangers the safety of themselves or others, thereby bypassing some of the disciplinary steps outlined above.

Behaviors Resulting in Immediate Dismissal:

1. Any youth who brings a weapon to camp (butterfly knife, blade, pocket knife, bb/airsoft gun, explosive device, etc) will be immediately removed from the program.
2. Any youth who makes a credible threat to hurt him/herself or others will be removed.
3. Any youth who *seriously* harms her/himself or another will be removed (physical and/or verbal abuse).
4. Any youth who verbally or physically abuses staff will be removed.

Incident Reports

For any serious incident that occurs at camp, an incident report will be immediately completed by camp staff, and submitted and reviewed by the Camp Directors. The incident report will then be furnished to parents for their review within 48 hours of the incident occurring.

Incident Reports will contain the following:

- Date, time, place of incident
- Names of parties involved, camp staff present
- A full and detailed description of incident, including what actions or situation preceded the incident and the response of all those involved.
- Details of incident investigation: speak to parties involved, witnesses, etc
- Signature of notification from Camp Director
- Corrective plan of action decided

All conversations with parents regarding incidents will be kept confidential.

Parent Conduct and Process of Dispute

As the PROMISE staff seeks to treat the youth and their families with respect, we ask parents and guardians to be respectful and courteous in all inquiries and disputes about discipline decisions and incident response.

All program and/or staff issues, comments or concerns should be directed to the Counselor Coordinator, not the camp counselors (leaders). If the parent is not satisfied with the response by the Counselor Coordinator, parent may request an appointment to meet with the Camp Director and/or the Director of the PROMISE program.

All Campers will receive the following items when they arrive at camp. These items are provided by PROMISE:

- 1 Set of Sheets
- 1 Blanket
- 1 Pillow and Pillow Case
- 2 Bath Towels
- 2 Wash Cloths
- 5 Camp T-Shirts
- 1 Toiletry Kit(includes shampoo, conditioner, toothbrush, toothpaste, deodorant, and small hair comb)
- Pool Towel

WHAT CAMPERS SHOULD BRING TO SUMMER CAMP

- Clothing: Shorts, Pants, Socks, Underwear (See Dress Code)
- Tennis Shoes/Sneakers
- Hat
- Swimsuit (See Dress Code)
- Sunscreen
- Hair Dryer/Other Styling Tools of Your Choice
- Personal Items
- Feminine Hygiene Products
- Hangers (if you want to hang clothes in the closet)

Items Not Allowed:

- Weapons (butterfly knife, blade, pocket knife, bb/airsoft gun, explosive device, etc)**
- Fireworks**
- Illegal Drugs/Alcohol**
- Hot Plates/Toasters/Microwaves
- Pets
- Candles
- Extension Cords
- Furniture/Loft Beds

The University of Arkansas at Fort Smith is a tobacco-free campus. Anyone using tobacco products on campus could face a fine from \$100 to \$500, according to the state law. "Vaping" or electronic cigarettes are also prohibited on campus.

While we trust our PROMISE community to follow the conduct agreement and respect the property of others, it is a good idea not to bring any valuable items or items that you would be devastated to lose, such as jewelry, laptops, tablets, ipads, etc.

Before campers are allowed to board the bus, campers and parents will be reminded of the items not allowed and will be asked if the camper has any of those items in his or her luggage. If the camper does have a prohibited item, this is the time to acknowledge and remove the item. If the camper arrives at camp with the prohibited item, the discipline policy will go into effect.

CELL PHONE POLICY

Campers will be able to use their cell phones in the dormitory rooms during free time.

Campers may bring their phones when attending camp activities, but phones should be turned off and put away.

Campers should be fully present and giving all of their attention to the speakers or activity.

The only exception is if you use your phone as a communication accommodation.

Campers who use phones as a communication accommodation should inform their counselors and get their agreement to use the phone during camp activities. Phones may only be used to communicate with staff and other campers during camp activities. Campers should not use phones for checking email, accessing the Internet, playing games, or anything else during daytime or night time activities.

PROMISE MEDICATION ADMINISTRATION GUIDELINES

Consent must be filled out and signed by parent/guardian. This is included in the registration packet. If consents are not complete, medication will not be administered.

All prescription medications must be in original container with prescription label. Please only send the amount of medication that your child will need during the five days of camp.

Medications will be given only as stated on prescription label.

Any over the counter medications needed by your child as designated on camp paperwork must be provided by parent/guardian.

If your child needs any procedures (catheterizations, tube feedings), details and supplies for those procedures will need to be provided.

Please have all medications/supplies for procedures contained in some type of bag/zip-lock so it is easy for your camper to give to those to the nurses.

If medication **needs to be refrigerated**, please let your Connector know right away so that arrangements can be made to refrigerate it during the bus trip.

"Controlled" medications, such as many ADHD medications, will be secured and stored as required by the Arkansas Department of Health.

Summer Camp Dress Code

1. PROMISE is providing Summer Camp t-shirts for each day of camp. The color of your t-shirt will help us identify which group you belong with. Please wear a fresh Summer Camp t-shirt each day of camp. The t-shirt should completely cover your torso.
2. Clothing worn with the Summer Camp t-shirt (shorts, pants, skirts, jeans) should completely cover the buttocks.
3. Appropriate footwear must be worn at all times. Please bring comfortable shoes as we will be doing a lot of walking as well as participating in outdoor recreation activities. You may want to bring more than one pair of shoes for different activities, such as athletic shoes for walking and recreation, sandals or other shoes for the dance, flip flops to wear around the pool area or in the showers at the dorms
4. **Articles of clothing which display profanity, products, or slogans which promote tobacco, alcohol, drugs, sex or are in any other way distracting, are prohibited.**
5. **Items of clothing which expose bare midribs, bare chests, undergarments, or that are transparent (see through) are prohibited.**
6. Tank tops with straps wider than one inch are permitted.
7. **Please be advised that spaghetti straps, shirts which expose a bare back, halter tops, and tube tops are prohibited.**

Swimming Dress Code

All swimmers may wear their own swimsuits in accordance to the following:

- *All swimwear must be modest in coverage, style, and cut.*
- *Fabrics and colors must not be transparent or revealing.*
- *No baggy street clothes allowed in the pool.*
- *One-piece suits recommended, however, two-piece suits are allowed as long as they are modestly cut.*
- *No cutoffs, string, thong, or crochet suits will be allowed.*
- *Men's suits must sit at the waist (No shorts, cut-off pants, or Speedos).*
- *Swimsuits may only be worn during swimming activities.*

