

2024 PARENT HANDBOOK

Day Camp



Camp Contact Info

Camp Phone: 864-851-1158

Email: Campclemson@cityofclemson.org

General Information + Registration

<p>Grade Level / Ages:</p>	<p>Day Camp-Rising 5K-Rising 6th Grade Sport Camp- Rising 5K-Rising 6th Grade</p> <p>CLICK HERE FOR REGISTRATION GUIDE</p> <p>TO VIEW THE WEBSITE AND ALL FORMS, CLICK HERE.</p> <p>or online @ parksandrec.clemsoncity.org/youthprograms</p>
<p>Dates + Times:</p>	<p><u>Registration Date:</u> March 1st, 2024 at 1:00pm-until filled (residents), March 18th, 2024-until filled (non-residents)</p> <p><u>Tag and Tshirt Day @ Clemson El:</u> May 31st, 5pm-7pm</p> <p><u>Family Pizza Night:</u> July 11th, 6pm-7:30pm</p> <p><u>Camp Dates:</u> June 3rd-July 12th, 2024</p> <p>Morning Drop off: Day Camp - 7:30am-9am</p> <p>Afternoon Pick up: Day Camp - 4:00pm-5:30pm</p> <p>Sports Camps: 9am-12pm, if enrolled in day camp you can drop off earlier.</p>
<p>Locations:</p>	<p>Day Camp- Clemson Elementary 581 Berkeley Drive Clemson, SC 29631</p> <p>Sports Camp- Clemson Elementary 581 Berkeley Drive Clemson, SC 29631</p>
<p>Payment Details:</p>	<p>Tuition payments for each week are due the WEDNESDAY PRIOR TO THE WEEK OF CAMP. If the payment is not received prior to the week of camp, the late fee (\$5.00 per week) may apply and your child will not be authorized to attend until payment is made in full.</p> <ul style="list-style-type: none"> ● Registration and 1st week of tuition is NON-REFUNDABLE. ● Campers who do not attend more than 2 weeks without notice of cancellation will be automatically canceled for the remainder of the summer. ● All card transactions will be charged 3% regardless of whether they are run online or in the office.
<p>Registration Waitlist / Acceptance Process:</p>	<p><u>Maximum # of Day Campers</u>- 200/ campers wk</p> <p><u>Sports Camps</u>- 10-24 campers/ wk</p> <p>TO VIEW THE STEP BY STEP VIDEO HOW TO REGISTER, CLICK HERE. or online @ parksandrec.clemsoncity.org/youthprograms</p> <p>The first step is to create an account, add your dependents and</p>

designated emergency contacts. If you do not add emergency contacts, it will not let you register.

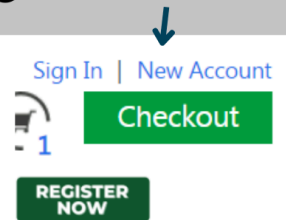
When registration opens, you will want to register each child. The way that registration will work this year is by grade level. You will register your child(ren) for the grade they are going into. You will register beginning with the week you plan to start attending camp, with each additional week after that being an add-on. (For example, if your first week attending will be week 2, you will register for week 2 and add on weeks 3,4,5, etc.)

During registration, you are required to pay the registration fee of \$40 and the first week of camp registration. All other weeks will be invoiced to you as an “add-on” and are not required to be paid until the Wednesday before the camp week.

Registration fees and the first week are non-refundable. You can cancel a week throughout summer up to a week before.

Step by Step Registration Guide

Step 1- Navigate to www.clemsoncitycreg.com using a laptop if possible. Sign in to your account or create a new account by clicking "sign in" or "new account." Please avoid making multiple accounts as it will cause issues with registering. Please do not use a Clemson.edu email. We believe they block the portal emails for password reset.



Step 2- Click on the green “Register Now” to begin registering. Camp Clemson camps will NOT appear until 1pm on March 1st, 2024.

Step 3- Navigate to the correct rising grade (grade rising 23rd seen below) and the week your camper will be STARTING Camp Clemson. And click register.

Week 6 Start / rising 23th Location: Clemson Elementary- Day Camp 01-2024-000280 Status: Open	Starting week July 08-July 12 Rising Kindergarten Campers Add-on weeks for all future weeks.	Start Date: 07/08/2024 End Date: 07/12/2024 Mon/Tues/Wed/Thurs/Fri 07:30 AM - 05:30 PM	\$140.00 Non-Resident: \$170.00 Discounts Available	Ages 0 - 5 Gender Coed	Register
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Step 4- Add-ons are organized based on CLUB, SPORT and FUTURE WEEKS. To select change quantity 0 to 1. All items that are changed to quantity 1 will be invoiced (future week tuition) or billed now (clubs and swag).

Name	Fee	Quantity
CLUB 6- Woodshop Club July 8-12	\$25.00	1
SPORT 6- Basketball ONLY July 8-12	\$0.00	1
Name	Fee	Quantity
Week 2 Grade 6 Invoice	\$0.00	1
Week 3 Grade 6 Invoice	\$0.00	0
Week 4 Grade 6 Invoice	\$0.00	0

Step 5- Click the blue “here” and read disclaimer statement. DO NOT click ID PHOTO upload until you receive the disclaimer via email. Once you have read the disclaimer check the box and click “Add to Cart”

Week 6 Start / rising 23th
01-2024-000280
Resident Total: \$140.00 / Non-Resident Total: \$170.00

Add to Cart Return to Results

By checking this box, I certify that I have read, understood and agree to the terms of the important Release, Disclaimer, and Hold Harmless Agreement shown [here](#).

Step by Step Registration Guide

Step 6- If you have more than 1 camper click "continue shopping" and repeat steps 2-5. Your cart quantity should reflect the number of campers you would like to register.

Step 7- Once your cart has the number of campers registering, click the drop down for registrant(s) and select the camper you would like to include for that registration. Fill out the information for each camper.

Step 8- Once the information for each camper is completed click the green **Next >** "next" located at the lower right corner of the screen.

Step 9- Select "Online payments" from the drop down and then green "Pay Now." Please review all add-on weeks, clubs, and sports for accuracy. If you need to make change click the red "back" located in the bottom right hand corner. Please allow 48 hours for invoicing.

Item	Quantity	Price
Watley, Samson : 01-2024-000280 - Week 6 Start / rising 23th - Camp - Clemson Elementary- Day Camp	1	\$140.00
Camp Fee	1	\$140.00
CLUB 6- Woodshop Club July 8-12	1	\$25.00
SPORT 6- Basketball ONLY July 8-12	1	\$0.00
Watley, Simon : 01-2024-000280 - Week 6 Start / rising 23th - Camp - Clemson Elementary- Day Camp	1	\$140.00
Camp Fee	1	\$140.00
CLUB 6- Woodshop Club July 8-12	1	\$25.00

Step by Step Registration Guide

Step 10- You will be redirected to an online credit card processing system that looks like below. Please fill out this information and finalize the payment using that form. You should get a confirmation like the example

Thank you for your payment.

You have been successfully registered.

Confirmation #: RECEIPT-01-2023-000772

Transaction Date: 1/20/2023 6:20:43 AM



Once your payment has been processed and you have a confirmation you have completed the initial registration for Camp Clemson! Hip hip hooray!

Now that camp staff has your information and camp selections we will input your campers registration into the respective "classes" and invoice you for the tuition and add-on items selected. Please allow 48 hours for invoicing.

How to Access and Pay Invoices

Step 1- Login to your account @ www.clemsoncitycreg.org. Click on "profile"

Step 2- Click on the green "Invoices" button to view all pending invoices. Please note there will be 1 invoice for each week of camp you registered for. If the invoice is INCORRECT please email Lindsey Watley @ lwatley@cityofclemson.org prior to moving forward.

Step 3- Click on the clipboard of the invoice you would like to pay.

Step 4- Review invoice to ensure it is correct then click

[Click Here to Make a Payment](#)

Step 5- Select "online payment- Credit Card" from the drop down box and then "Pay Now" to pay your selected invoice.

Invoice Number	Invoiced Amount	Unpaid Amount	Invoice Status	Invoice Date
11-2022-000756	\$15.45	\$15.45	Invoiced	11/29/2022 1:10:42 PM

CAMP PROCEDURES

Registration:

We will be using the same system as last year. We understand that it can be hard to navigate, so please take extra time to register this year as the new system has proven to have its quirks. If you are experiencing issues please call 864-624-1154 and Lindsey or Faith will do what they can to assist you. We highly suggest signing up for an account now in preparation for March 1st. You will receive your “add-on” weeks invoice within 48 hours of filling out the “Camp Clemson” membership form. These invoices are due the Wednesday prior to attending that week of camp.

Sign in/out:

Each family will be issued a car tag again this summer with a designated number for each camper as well as a camper ID. Campers will be checked out based on their camper number on their ID and car tag.

Drop off/ Pick up procedure:

Day Camp-Morning drop off- 7:30am-9:00am / Afternoon pick up- 4:00-5:30pm pick up

Sport Camp- Morning drop off - 9:00am / Afternoon pick up- 12:00pm

DROP OFF- Pull all the way to the designated drop off area under the covered sidewalk parallel to the outdoor basketball courts. On the first day you are welcome to walk up to the check in table or release your camper from the vehicle to check in at the table. Please ensure a staff member is outside prior to releasing your child. Your campers ID should be attached to their backpack. Camp staff will scan in your campers ID to check them into camp. Once your child is checked in they may head into the building or field. If you would like to come in to sign in your camper please park and buzz the doorbell to be signed in manually. If you choose to park and sign in at the window please have your ID ready to be verified. Parents are welcomed to visit and encouraged to do so but you must check in at the camp office when you arrive.

PICK UP-Pull all the way to the end of the pick-up loop. Wait for a camp staff member to approach your car and have your barcode car tag ready (see photo→). If you do not have your car tag you will be required to present your photo ID (which will have to match authorized to pick up), AND provide the camper number.



Snacks:

We will have an afternoon snack time daily. Campers are responsible for bringing their own afternoon snacks.

Additional snacks will be available for purchase at the snack cart. Campers who would like additional food will be charged \$.50-\$1.00 per snack. There will be special days where we will have afternoon treats for sale including Kona Ice. Please check your weekly newsletter for these special snack days.

Lunch:

No lunch will be provided for Spring Break Camp. Please make note of this.

We will provide lunch through the Summer Feeding Program again this summer. All the food will be peanut free but may include pork, gluten, eggs, and dairy. Please check the menu on the newsletter for menu options. Parents are responsible for sending lunch with their child each day if they do not participate in our lunch program. We do ask that parents send heavy snacks for children who will participate in the lunch program just in case they are unhappy with the option for the day. Packed lunches will not be refrigerated or microwaved so please keep this in mind when preparing meals. Please be sure to send the appropriate utensils as needed. No knives please.

Please pack a refillable water bottle daily. Campers who do not have a water bottle will be given a bottle from the office and will be charged \$1 per water bottle.

TREE NUT POLICY: CAMP CLEMSON IS A TREE NUT FREE CAMP. PLEASE DO NOT PACK ANY OF THESE ITEMS IN YOUR CAMPER'S LUNCH BOX. EX: PEANUT BUTTER CRACKERS, PB&J UNCRUSTABLES, NUTELLA OR ANY NUT PRODUCT.

Field Trips:

We will go on field trips throughout the summer. Your child will be given one camp t-shirt, which MUST be worn on all field trips. Campers not wearing camp t-shirt will not be allowed to board the bus. If the shirt is lost or you want to purchase an additional shirt, they are available in the camp office for \$10 per shirt.

We reserve the right to change, add or delete any trips from the schedule. We also reserve the right to excuse a child from a field trip due to discipline or health related issues. If this action becomes necessary it will be the parent's responsibility to find alternate day care for the child on the field trip day.

Transportation:

Campers will be transported to the Central-Clemson Recreation Center for swimming and field trips by agency-approved buses. We use CAT buses and Charter Buses to fulfill these needs.

Swimming:

Swimming will occur between the hours of 12:30pm-3:30pm Tuesday and Thursday. All campers are required to attend the swimming time with their group. No campers will be

forced to dress out or swim but will be given alternate “sideline” activities to complete. On the campers first swim day, a swim test is administered by the Director, Assistant Director, or Head Counselor along with an on duty lifeguard. From this test we will determine who is allowed to swim in deep water. Swim levels are designated by red, yellow, or green wristbands.

If swim safety gear is required, please pack in your campers swim bag along with other water gear. PLEASE LABEL ALL ITEMS WITH CAMPERS NAME.

You will indicate your swim level on your online registration form. If your child is required to wear a life vest please indicate that on your registration.

Wristbands:

Red – small pool ONLY / Yellow – small pool or shallow end of large pool / Green – deep water

Novice Levels- Red (warm pool only, can opt to require life vest) Unsuccessful in passing yellow or opts out of test. If a child's height is below 4 ft height they will be required to wear a life vest in the red zone. If your child registers as “NOVICE” they will not be permitted to take the swim test until the parent verifies they are a beginner level.

Beginner Level- Yellow (No life jacket required) The Yellow Band is earned when a camper can competently and confidently swim the shallow distance of the pool without stopping to rest or the camper is at least 5 ft in height. If a child is below 5 ft tall and cannot pass the yellow swim test they will be required to be in the red zone.

Advanced Level-Green (No life jacket required) The Green Band is earned when a camper can competently and confidently swim the entirety of the pool (deep to shallow) without stopping to rest. Then, without resting, tread water for 30 seconds in deep water while maintaining the face out of the water. If the test is not passed they will be issued a yellow band or red band depending on height.

Possessions:

We discourage your camper from bringing toys, games, **CELL PHONES**, game systems, playing cards, videos, jewelry, or anything of value to camp. We are not responsible for any items that are not the property of Camp Clemson if they are damaged, destroyed or misplaced.

In the situations where the camper is asked to bring additional clothing, towels, shoes, etc. it is the responsibility of the camper and parent/guardian to retrieve these items at the end of each day. (PLEASE LABEL ALL ITEMS)

We are not responsible for any items left after camp hours. If any items are lost please check lost and found.

Attire:

Please dress your camper properly for physical activity. Tennis shoes are encouraged. Prior to drop off, please apply sunscreen to your child and provide camp staff with approved sunscreen to apply as needed. We do not allow flip flops and will call for a replacement if worn. All shoes must have a BACK STRAP.

Medication:

Medications should be given to office staff when the camper is signed in for his/her first day of camp. Each medication is required to have a medicine form on file. No medications will be taken without written permission.

Activities:

Each weekly session will have a special theme emphasis. Character development, sports, nutrition, games, arts, crafts, special events, special guest speakers, presentations and G and PG rated movies. Campers will always have freedom to choose between group wide activities. Normally we have 1 large planned activity and then 2 smaller options available. You will receive a detailed weekly newsletter with the craft of the day and group wide activity. Please check your newsletter for items that may need to be sent to camp.

Staff:

We will have CPR and First Aid certified staff on site at all times. Counselors and Supervisors have passed sex offender database searches, a national criminal background check, and drug screen.

Illness:

If your camper becomes ill or has a fever, they cannot be present at camp. If your camper becomes ill during the program, a parent or guardian will be notified and asked to pick the camper up. Your camper must be fever free for a minimum of 24 hours before returning to camp.

List of illness, symptoms that constitute staying at home or a call home to be picked up:

- Head Lice
- Concussion Symptoms
- Fever
- Vomiting
- Diarrhea
- Hand, Foot and Mouth
- Pink Eye
- Ringworm
- Impetigo
- Scabies
- Strep Throat
- Flu
- Stomach Virus
- Whooping Cough
- Rash with Fever

Emergency Medications:

If you indicate on your medical profile that your child has a life threatening allergy and must have emergency medication present at ALL times you MUST fill out an Emergency Action Plan and meet with the Camp Director prior to the first week of camp.

Emergency medications will be kept with the counselor at all times.

Discipline:

Code of Conduct Standards

Camper's Will:

- Keep hands, feet, & objects to themselves
- Be mindful of keeping the camp environment neat and clean
- Treat other campers, staff & visitors with respect
- Follow the instructions of their counselor
- Always stay with their group
- Treat the environment, camp facilities, & field trip facilities with respect.
- Use appropriate language at all times

Counselor's Will:

- Praise, reward, encourage, & listen to the children
- Reason with & set limits for the children
- Provide explanations related to the child's understanding
- Model appropriate behavior
- Provide natural & logical consequences for misbehaviors.
- Use short, supervised periods of timeouts.

[Click here for the "write up" / behavior policy](#) or online @ parksandrec.clemsoncity.org/youthprograms

What to Bring/ Wear:

- Camper ID
- Non-perishable lunch and snack (peanut free)
- Closed toed shoes (depending on situation hiking sandals w/back strap may be acceptable)
- Refillable water bottle (labeled)
- Swimsuit and towel (labeled)
- Comfortable, non-restrictive clothing – nothing new – we get dirty and wet!
- Sunscreen (apply as well as bring)
- Camp shirt on field days (please write name on tag)

What Not to Bring:

- Trading cards, games, collections, etc.
- T-shirts with inappropriate slogans
- Electronic devices (cell phones)
- Valuable jewelry
- Items you don't want to end up in the lost and found

**Camp Clemson Staff is not responsible for anything lost or stolen.*

Daily Camp Schedule

**Subject to change. See weekly newsletter for group wide activities, crafts, and science lessons for each week. Newsletters are released the week prior to attending and emailed to families registered as well as posted @ parksandrec.clemsoncity.org/youthprograms.*

SPORT CAMP SCHEDULE

*may vary based on coach**

9:00am-Drop off please check regarding drop off location (some sports are @ Clemson EI and others @ CCRC)

9:15am-Drills / Sports instruction

9:30am- Counselor lead activity / break

10:15am- Drills/ Sports instruction

11:15am- Counselor lead activity/ break

12:00pm- Bus pick/Parent Pick Up (will eat at next location)

DAY CAMP SCHEDULE

7:30am-9:00am Drop off and free play / centers

9:00am-9:15am Breakfast in cafeteria

9:15am-9:30am Round Tree Pep Rally

9:30am-10:15am- Group Wide Activity

10:15am-10:45am Group rotation 1 *

10:45am- 12:00pm Group rotation 2 *

12:00pm-12:30pm Lunch

*NO LUNCH FOR PM ONLY

12:45pm-1:30pm Group rotation 3*

1:30pm-2:00pm Group rotation 4*

2:00pm-2:30pm Group rotation 5*

2:45pm-3:15pm Snack time / Round Tree Closing

3:30pm-5:30pm-Free play/ centers

4:00pm-5:30pm-Pick up line open

*Rotations include: outdoor organized games, science, art, gym games or cafeteria activities.

DAY CAMP WEEKLY THEMES AND FIELD TRIPS

Week 1- Glow and Grow in June 24 3-7

Week 2- Wacky Week June 10-14

Week 3- Color Crazed June 17-21 (Field Trip on Friday in morning)

Week 4- H2Oasis June 24-28

Week 5- Field Day-yay July 1-6 (Field Trip on Friday in morning)

Week 6- Holiday Hop July 8-12 (Field Trip on Friday in morning)

[CLICK HERE TO VIEW REGISTRATION GUIDE](#)