



CAMP SUCCESS  
After-School  
ACADEMY  
**Baggett Elementary**

For questions please call us at  
470-464-4065  
[www.campsuccesskids.com](http://www.campsuccesskids.com)  
campsuccess1@gmail.com

## Camp SUCCESS After-School ACADEMY

2136 Old Norcross Rd.  
Lawrenceville, GA 30044

Dear Parents

Thank you for choosing **Camp Success After-School Academy**. This handbook is designed to give parents and guardians a helpful insight into the After School Program offered by Camp Success Academy. It includes detailed information about After School Program activities, procedures, and policies. Please read this handbook carefully and keep it in a safe place for easy reference during the school year.

We are excited about the 2018-2019 school year, and hope that our program is an added benefit to you and your family. Our program is jam packed with enriching curriculum that covers the areas homework help, remediation, karate, cooking, acting, art, dance, karate, robotics, music lessons, physical education, character education, arts and crafts, and more!

In order to ensure a quality program, all of our camp teachers work under the supervision of an education specialist. Our teacher assistants have experience working with children and/or tutoring, has different levels of expertise (reading, math, performing arts, fine arts, etc.), and will provide engaging and thought provoking enrichment activities. We look forward to working with your child (ren) and will be available to answer any questions you might have about our program.

If you have any questions about the content of this book, please feel free to contact us via telephone at 470-464-4065

Email: [campsuccess1@gmail.com](mailto:campsuccess1@gmail.com)

Web: [www.campsuccesskids.com](http://www.campsuccesskids.com)

Sincerely,  
Leshia Anderson  
Camp Success Director

## WHO WE ARE

Camp Success Academy is currently located at Baggett Elementary School and has been in operation since June 1, 2015. The Program uses the cafeteria, gymnasium, and outside play area as space for snack, homework time, enrichment, indoor field trip experiences, and free play.

Our well trained staff is comprised of certified elementary school teachers, qualified child care providers, college students, and assistants from Gwinnett School of Mathematics and Technology (GSMST). During the year, the Program also works with independent vendors and educational services to provide our students with a wide range of enrichment experiences. Background checks are performed on all staff members and vendors employed by the Program.

Camp Success Academy serves more than 50 campers per day. Our operating policy for the After School Program maintains a maximum staff/child ratio of 1 to 20. Students who attend Camp Success Academy are students of Baggett Elementary School and range between the ages of 4-12. Operating hours are Monday through Friday 2:30p.m.-6:30p.m.

At any time, parents may access any/all areas of the facility used by our students.

Camp Success Academy follows the Gwinnett County Schools Student Calendar. Therefore, days that are allocated as “Student Holidays”, Camp Success Academy WILL NOT BE IN SESSION. Camp Success Does have care on “Early Release Days”. On those days, students usually take field trips. An additional fee will be applied to tuition if students attend camp on those days.

**NOTE: Camp Success Academy is an independently owned and operated program. Gwinnett County Schools or Baggett Elementary is not responsible for the care of any student after being dismissed to Camp Success Academy.**

## ENROLLMENT AND ADMISSION

Camp Success Academy considers all students for enrollment as long as slots are available. We do not **discriminate** on the basis of race, color, religion (creed), gender, gender expression, national origin (ancestry) or disability in any of its activities or operations. Admission to the program is not guaranteed for future school years based on enrollment of the current year. All parents/guardians must apply/re-apply every subsequent school year.

Camp Success will forward an updated enrollment list to Baggett Elementary School’s administrative secretary and front office staff weekly. We will also send a “New Student List” to the office daily. It is the responsibility of the parent to contact Baggett Elementary School by coming in personally or sending a written note confirming enrollment.

If a child attends Camp Success Academy three or more days a week, an orange identification tag will be attached to the child's book bag. The orange tag indicates that the child attends Camp Success Academy and needs to be visible at dismissal daily. **If contact is not made with the front office or with the child's teacher (in person or by written letter), Camp Success will not permit the child to attend the after school program. Phone calls to the school indicating enrollment will not be permitted.**

It is also the responsibility of the parent to ensure Camp Success Academy is updated with any transportation changes, pick up lists, medical updates, and guardianship changes.

Parents may enroll students online anytime at [www.campsuccesskids.com](http://www.campsuccesskids.com) or come to our site (Baggett Elementary) Monday-Friday 3:00p.m-6:00p.m. Once an account has been made in the portal, parents may make online payments, pay for field trips, updated personal information, and more.

## FEE SCHEDULE

Camp Success Academy has endeavored to make the camp affordable and still maintain the quality expected by all parties concerned. Below you will find the fees to get started.

**Registration** (non-refundable/non-transferable)      **\$45** (first child) \$35 (Each additional child)

**Weekly Fee**      **\$70** (first child) \$65 (Each additional child)  
**Three or more days (After School Only)**

**\$50** (first child) \$45 (Each additional child)  
**Three or more days (Before Care Only)**

**\$90** (first child) \$85 (Each additional child)  
**Three or more days (Before/after care)**

## PAYMENTS

In order to guarantee your child's spot at Camp Success Academy, registration and first week's tuition **MUST** be paid in advance. No student will be permitted to start the after school program if fees are not paid or a payment plan has not been set up with the director. **Camp Success Academy does not accept cash.** Checks, money orders, and online payments are acceptable. Online payments can be made once an account has been created in the portal (credit/debit/bank withdrawal).

Checks should be made payable to: ***Camp Success Academy and include child's name on check***

Any returned checks will be subject to an additional fee of \$25. Payment of the returned check along with the fee must be paid with cash/money order and all payments thereafter must be in the form of money order, cashier's check or paid online.

**Camp Success Academy reserves the right to impose a \$20 late payment penalty per week and/or revoke the enrollment of any child whose account is past due.** If tuition payment becomes a problem, please contact the program director so that a payment plan can be arranged and participation in the program can continue.

Parents can access payment statements online at any time. A Year End Statement will be emailed to each family by February 1<sup>st</sup> for tax purposes.

### **ATTENDANCE PROCEDURES**

The safety of each child is paramount to the staff of Camp Success Academy. If a child will not be attending Camp Success Academy as scheduled, it is essential that the child's parents/guardians call 470-464-4065 or email us at [campsuccess1@gmail.com](mailto:campsuccess1@gmail.com) to report the child's absence from the Program. Please leave a message if there is no answer. To avoid miscommunication, please be sure to call AND send an email (if possible) whenever an absence is communicated to the child's school or classroom teacher. Camp Success Academy relies solely on phone calls to our direct line or emails for absence information.

### **CHECK IN PROCEDURES**

When students are dismissed from class, they need to immediately head to the cafeteria to check in. Attendance will be taken between 2:40p.m.-3:00p.m. When a child who is scheduled to attend the after school program does not arrive, and the program has not received an absence call or email from the child's parents, we will institute an immediate search. An unexcused absence will initiate the following actions:

- The child's home/parent's cell phone will be called. A message will be left if no one answers.
- The child's parents will be called at work. Messages will be left if no one is available.
- Once a child's parents have been contacted, Camp Success Academy will assist in the effort to locate the child but will shift the primary responsibility for locating the child to the child's parents.
- If a child's parents cannot be contacted, someone on the child's emergency contact list and/or the Gwinnett County Police Department will be sent to the child's home. If a child is dismissed from the after school program during check-in time (before 3:00 p.m.), please be sure to notify a staff member

### **PICK UP PROCEDURES**

Camp Success Academy utilizes a checkout system to ensure that each child is dismissed to the proper person at the end of the day. Children will not be allowed to leave Camp Success Academy unattended. Parents must walk into the school building and checkout with the front desk. Children will not be released to anyone other than a parent, guardian, or person listed on the child's permission form unless the child's parent notifies Camp Success Academy prior to pick-up time. If a staff member is unfamiliar with any person picking up a child, the staff member will ask to see picture identification before the child is released. Parent's picking up a child should enter Camp Success Academy at the staff entrance closest to the gymnasium.

If a 6:30 p.m. arrival is unlikely, please take a moment to call us at 470-464-4065 so a staff member can speak to the child about the delay. A late fee of \$1.00 per minute will be charged for a pickup after 6:35 p.m. If a child is picked up before 6:35 p.m., the late fee will be waived. If a child is picked up after 6:35 p.m., the late fee will be assessed. An entry in the late pickup log will detail the time of pickup and the amount due. Late fees will be added to the child's tuition bill. After the third occurrence of a late pickup, the five minute grace period will be revoked. Continual late pickup may result in a child's suspension or removal from the program.

The staff is unable to remain on site after 6:30 p.m. for activity updates or consultations about children. We will be happy to discuss special requests or exchanges of detailed information over the telephone or at a meeting scheduled during program hours

### **EMERGENCY DISMISSAL PROCEDURES**

Camp Success Academy will be closed whenever Gwinnett County Public Schools are dismissed early due to inclement weather or whenever there is an unexpected event that impacts the safe use of our site. In the event of an early dismissal, Camp Success Academy will call parents/guardians. If there is no answer, we will leave a recording. An email will then be sent to the email address that is on file. Since this is the way we notify parents/guardians of any unexpected program closures, it is important that every family has updated telephone numbers and email addresses in our system.

Parents may make any updates to their accounts in the Parent Portal. Whenever there is an early dismissal, children who normally attend Camp Success Academy will be sent home on the bus unless other arrangements are made. Please make sure that someone will be home to meet your child and that your child knows exactly what to do if he or she arrives at home and you are not there.

### **SCHEDULE CHANGES**

Although every effort will be made to accommodate schedule changes, any reduction in participation of 50% or greater requires a two weeks written notice. Fees will not be refunded due to a child's absence or withdrawal from the Program. Written notice of a

schedule change should be submitted to the program director. Once written notification terminating a child's participation from Camp Success Academy has been received, the family will receive an invoice detailing the charges for the child's remaining time in the after school program.

If a child is enrolled for the program 3-5 days (full time), full payment is due regardless of days attended. Camp Success Academy will not reduce tuition based on attendance for that week. If a child is enrolled in the program for 1 or 2 days and additional care is needed, tuition will be adjusted. Once a student who is enrolled for partial care (1 or 2 days) has attended the program 3 or more days in a week's time for more than 2 weeks, the child's status will automatically result to full time care. At that point, tuition will be adjusted to \$65 a week.

Camp Success Academy will be closed whenever school is closed due to inclement weather. Credits will be issued for days when school is closed due to weather if the amount of days school is closed is more than two days for that week.

Parents **WILL NOT** be assessed a fee for weeks students will be out of school (Thanksgiving break, Christmas holiday break, Spring Break).

### **FIELD TRIPS**

Routine transportation will not be provided at this program. However, fieldtrips are scheduled on most "Early Release Days" and are usually available at minimal cost to parents. Information about our fieldtrips detailing times and locations will be emailed and posted at the sign out table at least two weeks prior to the field trip. Unless otherwise notified, transportation will be provided by an external transportation company that is licensed and insured. Parents are always welcome to join us and may make arrangements by calling the program director. If a parent would like to join us on a fieldtrip, or for an in-house activity, please see the program director.

Camp Success Academy is unable to provide separate staffing at school or on fieldtrip sites for children who are unable to participate in a fieldtrip activity. In order for a child to attend the program when a fieldtrip is scheduled, the child must be able to attend the fieldtrip and participate in the fieldtrip activity. Students who do not have permission slips on file will not be able to attend. Parents will need to pick students up or arrange transportation the day of the field trip. If a student who is not authorized to attend the field trip is not picked up from school before field trip departure, Camp Success Academy will exhaust every effort to locate parents/guardians. A fee of \$25 will be added to tuition if a staff member has to stay behind due to parental/guardian negligence.

### **BEHAVIOR MANAGEMENT**

The children and staff of Camp Success Academy are asked to treat each other with respect, kindness, and consideration. The rules and behavior expectations utilized by Camp Success Academy will be explained to the children clearly and reinforced in a consistent manner.

Children will be given reminders and redirection in order to encourage positive behavior. A child who is unkind verbally will be asked to apologize. A child who uses supplies or equipment inappropriately will be restricted from using the supplies or equipment for a period of time. Any activities where participants purposely exclude another child will not be allowed. When a child is disruptive or needs time to regain self-control, he or she will be removed from the group or activity. After a time out, the teacher and child will discuss behavior options before the child returns to the group.

Under no circumstances will a child be subjected to neglect, physical punishment, verbal abuse, or denial of restroom facilities. Parents will be notified if a child exhibits unusual emotional or physical behavior that threatens the wellbeing of the child or others at Camp Success Academy.

Campers will be expected to follow their teacher's instructions at all times and follow the rules for each activity area. Fighting **will not** be tolerated. Campers are to respect staff, each other, and one another's possessions at all times.

When a teacher is consistently having a problem with a camper's behavior they will:

- 1) talk with the camper and try to resolve the problem. If this does not prove effective the teacher will:
- 2) take away time at a desired activity, if this fails the teacher will:
- 3) fill out a Behavior Form with details about the incident and send the child to a director where the following occurs:

### **1<sup>st</sup> Behavior Form**

The director will talk to the camper about the problem and send the form home for the parent's signature

### **2<sup>nd</sup> Behavior Form**

The director will talk with the camper about the problem and then send the form home for the parent's signature.

### **3<sup>rd</sup> Behavior Form – Conference**

The Director will call the parent(s) and schedule a conference with the camper, his/her parent(s), and possibly the reporting teacher.

### **4<sup>th</sup> Behavior Form – Three-Day Suspension**

The Director suspends the child for a period of three days (after a 24-hour notification)

### **5<sup>th</sup> Behavior Form – Expulsion**

The Director will speak with the parent and ask that the camper be withdrawn from the camp.

**NOTE: Depending on the seriousness of the problem, a director may skip any of the above steps and move to a conference or expulsion.** We recognize that our program is not designed or staffed to handle every child and every problem. At times we may recommend to parents that they seek a program better suited to their child's individual needs. **We reserve the right to withdraw any child from the camp at any time if behavioral and/or emotional problems disrupt camp operations or if another camper's safety is jeopardized.**

### **SPECIFIC BEHAVIORAL ISSUES**

If a child has specific and noted behavior issues and it has been communicated to the director of the program prior to enrollment, every effort will be made to implement a behavior management program consistent with efforts being made at the child's home and school. If a child's behavior indicates that the program is not able to meet his or her needs, the program director will contact the child's parents to arrange a meeting. A parent or staff member may also request a meeting. With the parent's permission, school staff, and other professionals providing services to the child may be asked to attend the meeting. Within ten days of the meeting, in keeping with the conclusions of the meeting, an action plan will be developed that establishes reasonable, attainable objectives for the child. A copy of the plan will be given to the staff and to the child's parents. A log will be kept of the child's progress. If the Program Director feels the program cannot accommodate the needs of the child, or if the objectives established for the child are not met, the program reserves the right to terminate the child's participation in the program with two weeks notices. Pre-paid tuition will be refunded

Any child who does not accept the physical boundaries of the program, or exhibits behavior that threatens his or her wellbeing, or the wellbeing of others, is subject to dismissal without notice.

Any inappropriate behavior by a parent, including verbal abuse of a child or staff member, or confrontations with staff members in the presence of a child, is grounds for termination of the family's participation at Camp Success Academy without notice

### **ENRICHMENT**

Camp Success Academy strives to meet each child's need for physical and intellectual activities through educational, enrichment, and recreational programs. Throughout the school year, the children are offered a variety of activities that are included in tuition. The activities offered in the past have included art workshops, karate lessons, creative theater, computer courses, sports programs, cooking, music, dance, and more. Most activities meet a minimum of once per week. If a child does not wish to participate in an activity, they may be withdrawn from the activity with written permission from their parents. Children who do not participate in a scheduled activity may read a book or use the time to complete homework.

## **HOMEWORK POLICY**

Camp Success Academy stresses the importance of homework and sets time aside every day for the children to complete their assignments. Staff members are available to supervise homework and to assist children with their work, however, a child who needs individual help with his or her homework must ask. Because of the number of children who require assistance during homework time, it may be hard for staff members to check each child's homework for accuracy or provide the type of one-on-one homework help that is available from a private tutor. Although we encourage the children to do their homework when it is assigned, using the time set aside to complete homework is the responsibility of the child. We recommend that parents check homework nightly after child has left the facility. Please let us know if you prefer to have a child complete his or her homework at home.

## **SNACKS**

All campers receive juice and a snack when they arrive in the cafeteria in the afternoon. If your child has any food allergies, dietary restrictions, or prefers different or additional food, please feel free to send a healthy snack to school with your child. Students will not be allowed to use the school vending machines. If you wish to have your child bring their own snack, you must follow the guidelines below:

- All snacks must be placed in a closed container /wrapper
- If your child brings a lunch box/bag, please ensure it is labeled with a black or dark permanent marker with the child's name printed boldly and in plain sight.
- Students will also have the opportunity to purchase snacks through our in house "Snack Shack". Most snacks range from \$.50-\$1.00.

## **HEALTH POLICY**

Camp Success Academy's exclusion and reporting policies for communicable diseases are in conformance with the guidelines set by the Georgia Department of Public Health. In the event of an outbreak of a communicable disease or condition that is reportable to the Department of Health, a notice will be posted at the front desk.

If a child becomes ill or injured while attending the Program, a parent or emergency contact person will be notified. A child who is not feeling well should be picked up within one hour of notification. The Program will provide a rest mat and a quiet area while the child waits. Children who attend Camp Success Academy should be well enough to follow the normal routine of the program. Children who have a contagious condition, eye ailment, head lice, rash, fever, vomiting, or diarrhea, may not attend the after school program and must be fully recovered before returning. No child will be permitted to remain at the facility if the child has the equivalent of 101 degrees or higher oral

temperature and another contagious symptom, such as but not limited to a rash, diarrhea, or sore throat.

Please report any changes of emergency contact information, employment, telephone numbers, or addresses to the program director as soon as they become available. Although this information will be kept confidential, it will be shared with appropriate staff members to facilitate communication with parents or guardians in emergency situations. In the event of an accident or acute illness, every effort will be made to notify the child's parents and physician prior to treatment. If a situation requires immediate attention, 911 will be called and the child will be transported to the hospital by ambulance.

### **MEDICATION POLICY**

Camp Success Academy will dispense prescription and non-prescription medication only when the written permission of the child's doctor and parent or guardian is on file at the After School Program. All medication administered by the staff of the after school program must be current and in a pharmacy labeled container. An adult must bring the medication into the Program. Children are not allowed to transport medication. Expired medications will be returned to the families. Any adverse reactions to medication will be noted and parents/guardians will be immediately notified.

### **ABUSE AND NEGLECT POLICY**

The staff of the Camp Success Academy are mandated reporters and as such, are required by Georgia Law to report all suspected instances of abuse or neglect to the Department of Social Services.

### **HEAD LICE**

Camp Success Academy has a no lice policy. If the program is notified by the school nurse that a child who attends Camp Success Academy has been sent home with head lice, the staff of the after school program will check all of the children in the program. If head lice are found, the parents of the child will be notified and asked to take the child home for treatment. Children who have been sent home with head lice may return to Camp Success Academy once they have been cleared for return by their doctor. In order to prevent the spread of head lice, children should be encouraged not to share clothing, combs, or hair accessories.

### **COMMUNICATION**

Camp Success Academy maintains an open door policy. Please feel free to direct questions or concerns related to any facet of the after school program to the program director at any time.

Any questions regarding tuition, policies, staffing, activities, or a child's participation in the program may be directed to the program director at 470-464-4065. Voicemail is in place 24 hours a day and will record a message if no one is available to answer your call. To report a child absence, please call us at the above number or send an email to

[campsuccess1@gmail.com](mailto:campsuccess1@gmail.com). This number may be called 24 hours a day to report a child's absence from the Program or to revise pickup information.

If a concern involving a staff member arises, the program director and Site will meet with the staff member and arrange a meeting with the staff member and parent to discuss and resolve the concern. We ask that parents do not directly approach staff members without notification to the director first.

The first priority of the staff is to focus as much attention as possible on the children. In order to meet the needs of the children and the staff during Program hours, we ask that parents limit their conversation with after school program staff members to subjects involving their child.

**PROTECTION OF CHILDREN IN THE EVENT OF EMERGENCIES:**

Emergency plans have been developed and are posted for parent viewing.

**SAMPLE WEEKLY SCHEDULE FOR CAMPERS**

2:35-3:00	snack
3:00-4:00	homework/remediation
4:00-5:00	Enrichment (karate, dance, chess, etc)
5:00-5:30	Computer based learning
5:30-6:30	Teacher Directed P.E. / Free Play

**Note: Students may bring an electronic device (cell phone, iPad, small laptop, etc). However, Camp Success Academy will not be responsible for any lost or damaged items.**

**CAMP SUCCESS AFTER-SCHOOL ACADEMY BEHAVIOR FORM**

In order to communicate with you about your child(ren), we have devised a behavior form to note unusual incidents or particular concerns.

Today \_\_\_\_\_, did the following:  
**Child's Name**

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**As you are aware, continued behavioral incidents could result in suspension or expulsion from camp. Please sign below stating that you have read this form and return it to either of the camp directors.**

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**Parent's Signature**

**Date**

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**Reporting Teacher's Signature**

**Date**

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**Camp Administrator's Signature**

**Date**

**If you have any questions or concerns, complete the portion provided below:**

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**ADMINISTRATIVE USE ONLY**

First Incident                      YES   or   NO

Second Incident                    YES   or   NO

