



CAMP SUCCESS SUMMER CAMP PARENT HANDBOOK

Camp Success Academy

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Introduction

WELCOME

Dear Parents,

Thank you for choosing **Camp Success Summer Academy**. This handbook is designed to give parents and guardians a helpful insight into our summer component. It includes detailed information about our summer program activities, procedures, and policies. Please read this handbook carefully and keep it in a safe place for easy reference during the summer.

Innovative Programming

We are excited about summer 2024 and hope our program will benefit you and your family. Our summer component is jam-packed with an enriching curriculum that covers themed weeks, including but not limited to Team Building Week, Entrepreneurship Week, Olympics Week, Little Chefs Week, STEAM week, etc.

Summer Learning

Camp Success Summer Academy also takes pride in preparing students for the upcoming school year. We incorporate daily language arts and mathematics instruction directly correlated to Common Core Standards. Our curriculum is also heavily focused on the most weighted content standards outlined by the Georgia Milestones Assessment System (GMAS).

Summer Programming with the Highest Standards

As of March 2023, **Camp Success Academy** was recognized for the second time as **Three-Star Quality Rated After-School Program**. To ensure our summer component is of equal quality, all instructors are certified teachers or work under the supervision of an education specialist. Our teacher assistants have experience working with children and/or tutoring, have expertise in a wide range of skills, and will provide engaging and thought-provoking enrichment activities.

We look forward to working with your children and can guarantee this summer will be one they won't forget!

If you have any questions about the content of this document, please feel free to contact us.

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Staff-to-Camper Ratios

Ensuring appropriate staff-to-child ratios is fundamental to maintaining a safe and effective childcare environment. The right balance between caring, qualified staff members and the number of children under our care is crucial for promoting individualized attention, nurturing relationships, and overall well-being. Though the chart below provides guidelines from Bright from the Start, Camp Success summer academy will ensure there are at least two educators within our rising kindergarten, first grade, second grade, and third grade classrooms. In addition, the maximum group size for each class will be 25.

Note: 4–5-year-olds: The staff child ratios for a mixed-age group shall be based on the age of the youngest group of children that includes more than 20% of the total number of children in the mixed-age group.

Age of Children	Ratio	Maximum Group Size
4-year-olds	1:18	36
5-year-olds	1:20	40
6 years and older	1:25	50

Summer Day Camp Dates and Tuition Rates



Session Schedule

Summer Day Camp Dates: June 3-July 19, 2024 6:30 am-6:30 pm	
June 19 (Juneteenth) No Camp	July 4-5 (Independence Day) No Camp

Payments

Registration fees and tuition for the week is due prior to the start of summer camp.

Afterwards, Payments are due on the Friday before the start of the next week. Parents and/or legal guardians are responsible for the timely payment of Program fees. Camp Success Academy automatically drafts payment from your preferred payment method each week/bi-weekly. The following are acceptable forms of payment:

- Debit/credit card: 3% + \$0.30 per transaction
- ACH: Flat fee \$1.00 per transaction

In only EXTREME cases, money orders/cashier's checks

Tuition Rates

Rate	Description
\$75.00	Registration Fee
\$175.00	Full time care (3-5 days) (commitment of four or more weeks)
\$195.00	Full time care (3-5 days) (commitment of less than four weeks).
\$100.00	Part time Care (2 days) (commitment of four or more weeks)
\$50.00	Part time care (1 day) (commitment of four or more weeks)
\$125.00	Part time Care (2 days) (commitment of less than four weeks)
\$75.00	Part time care (1 day) (commitment of less than four weeks)
\$10 off	Each additional sibling
10% off	Gwinnett County Public School Employees

Camp Success Summer Themed Weeks

Week of	Theme
6/03/2024	Team Building Week
6/10/2024	Little Chefs Week
6/17/2024	Mad Scientist Week
6/24/2024	Olympics Week
7/01/2024	Field Trip Week
7/08/2024	Entrepreneurship Week
7/15/2024	Indoor field trip week

Special Events- Parents, please be informed that both indoor and outdoor field trips during summer camp will incur an additional fee. Fees will include vendor payment, transportation costs, entrance, and food (if applicable)

Week of	Theme
6/07/2024	Pep Rally- Family and Friends Encouraged to Come
6/15/2024	Water Day
6/28/2024	Olympic Games- Family and Friends Encouraged to Come
7/01/2024	Aquatic Center
7/02/2024	Sparkles Skating Rink
7/03/2024	Main Event
7/12/2024	Water Day
7/17/2024	Market Day- Family and Friends Encouraged to Come
7/19/2024	Urban Air

Summer Day Camp Daily Schedule



Please be aware that the daily schedule for summer camp may be subject to change. We appreciate your flexibility and understanding.

Time	Activity
6:30AM-8:30 AM	Arrival-puzzles, centers, gym, rest, etc.
8:30AM-9:00 AM	Breakfast/morning chat and chew
9:00AM-11:00 AM	Academics (math/ELA) may include science/social studies
11:00AM-11:45 AM	Recess
11:45AM-12:00PM	Prepare for lunch
12:00PM-12:30PM	Lunch
12:30PM-12:55PM	Read Aloud/Drop Everything and Read
12:55PM-1:00PM	Prepare For Afternoon Rotations (35 min each)
1:00-1:35	Rotation 1
1:40-2:15	Rotation 2
2:20-2:55	Rotation 3
3:00-3:35	Rotation 4
3:40-4:15	Rotation 5
4:20-4:55	Rotation 6
5:00-5:35	Rotation 7
5:40-6:15	Rotation 8
6:15-6:30	Free Play

Example rotations could include, but not limited to: Art, PE, Gaming, Technology, Maker Space, Rest and Relaxation, Music and Movement, Centers



**Summer Day Camp
Policy and Procedures**

Camp Success Staff Code of Conduct



As valued Summer camp staff members, each team member is expected to embody professionalism and be a positive role model for campers. This includes maintaining a professional appearance, using respectful language, and fostering an inclusive and supportive environment. Our top priority is the safety and well-being of campers, and staff members must follow all safety guidelines to ensure a secure camp experience.

Effective communication is crucial in our collaborative team environment. Staff members must communicate clearly with campers, fellow staff, and parents. Addressing conflicts promptly and professionally and working collaboratively with team members to create a cohesive atmosphere are essential aspects of this commitment.

Adherence to camp policies and procedures is mandatory. Staff members should familiarize themselves with all guidelines and promptly report any violations, safety concerns, or incidents to supervisors. The respect for diversity and inclusion is integral to our camp community, and staff members are encouraged to embrace and celebrate the unique qualities of each camper.

Maintaining confidentiality is crucial to respecting the privacy of campers and their families. Staff members should handle personal information carefully and share details on a need-to-know basis. Taking responsibility for camp property, engaging in professional development opportunities, and refraining from substance use during camp activities are additional expectations for staff members.

All staff members are expected to maintain professional boundaries with campers and their families and refrain from activities that could compromise the reputation or integrity of the camp. Reporting any suspicions or concerns related to child safety, abuse, or neglect to the appropriate authorities and camp leadership is an essential duty.

Summer Day Camp Dress Code



Staff Dress Code

For staff members, maintaining a professional appearance is paramount throughout the camp. This entails wearing neat, clean clothing, suitable footwear, and good personal hygiene. Staff may be provided with a camp uniform, which is expected to be worn clean and presentable when in uniform. Comfortable and weather-appropriate clothing is encouraged, reflecting the active nature of the camp program. Closed-toe shoes with rubber soles are recommended for outdoor activities, and staff is encouraged to use sun protection, such as hats and sunscreen when participating in outdoor activities. Identification badges or name tags the camp provides must always be worn for easy identification.

Camper Dress Code

General Daily Guidelines

Campers are expected to adhere to specific guidelines for a positive camp experience. Parents are encouraged to dress their children in comfortable and weather-appropriate clothing suitable for outdoor activities, considering the daily schedule and weather forecast. Closed-toe shoes with rubber soles are recommended for outdoor activities. Campers should use sun protection, such as hats, sunglasses, and sunscreen when engaged in outdoor activities. Modesty in dress is encouraged, and clothing with inappropriate graphics or messages should be avoided. Campers may be provided with camp T-shirts or designated attire for specific activities, and wearing such attire during those times is encouraged. Comfortable and secure footwear is recommended for various activities, including sandals with secure straps for water-based activities. Campers, like staff, are encouraged to wear identification badges or name tags provided by the camp at all times for easy identification by staff and fellow campers.

Water / Swim Guidelines

Proper swim attire, such as swimsuits or trunks, is necessary for water activities. We advise against clothing with buttons, zippers, or metal embellishments for water activities. We encourage using swimwear with built-in UV protection or wearing rash guards for additional sun protection. Each Camper should bring a towel for drying off after water activities.

Children can wear water shoes to protect their feet during water activities and bring goggles for swimming if desired.

We recommend that each camper have a change of clothing on hand and that all personal belongings, including swimwear, towels, and water bottles, be labeled with the child's name.



SUMMER DAY CAMP

Camp Success Daily Packing List

Daily General Packing List

- Backpack or Bag for carrying personal items
- Water Bottle
- Hat and Sunglasses
- Change of Clothing
- Closed Toe Shoes
- Sunscreen

Academics

- 3 composition notebooks
- 3 folders
- Pencils
- Crayons/colored pencils
- Glue sticks
- scissors

Packing List for Swim/Water Days

- Swimwear
- Towel
- Water shoes



Camp Success Registration Process



Application Submission:

- Parents and legal guardians must submit a complete set of registration forms for each child participating in summer camp. These forms can be completed online at www.campsuccesskids.com.

Required Forms:

- Enrollment Form: Basic information about the child, emergency contacts, and health considerations.
- Medical Authorization Form: Authorization for emergency medical care and information about allergies or special medical needs.
- Release Forms: Permission for field trips, photo releases, and other relevant authorizations.
- Immunization Records: Proof of up-to-date vaccinations as required by state regulations.

Submission Deadline:

- All required forms must be submitted to Camp Success Academy prior to the start of the program to ensure proper processing and preparation for your child's attendance.
- Incomplete or late submissions may delay the child's participation in the program.

Review and Approval:

- Camp Success Academy staff will review submitted forms to ensure completeness and compliance with the program's policies.
- Parents will be notified promptly if additional information or clarification is needed.

Confirmation of Enrollment:

- Upon completing the registration process, parents will receive confirmation of their child's Summer Day Camp program enrollment.
- This confirmation may include essential details such as start dates, program schedules, and other relevant information.

Payments

Registration fees and tuition for the week is due prior to the start of summer camp.

Afterwards, Payments are due on the Friday before the start of the next week. Parents and/or legal guardians are responsible for the timely payment of Program fees. Camp Success Academy automatically drafts payment from your preferred payment method each week/bi-weekly. The following are acceptable forms of payment:

- Debit/credit card: 3% + \$0.30 per transaction
- ACH: Flat fee \$1.00 per transaction

In only EXTREME cases, money orders/cashier's checks

Attendance and Payment: Parents/Guardians who enroll their child(ren) in summer camp understand that payment is due based on enrollment; not attendance. We plan, purchase materials/food, and schedule staff based off enrollment status. For example, if a family decides to enroll their child in full time care, Camp Success takes that child in consideration when planning. Unfortunately, refunds will not be given if a family decides to change enrollment status without giving a two-week notice, if a child(ren) become(s) ill, or if a family does not bring their child(ren) to camp. We thank you for understanding.

Orientation Session:

- Before starting the Summer Day Camp program, Camp Success Academy may host an orientation session for parents and children.
 - During this session, parents can ask questions, meet program staff, and receive additional information about the camp's activities and policies.
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Emergency Contacts and Updates:

- Parents should keep emergency contact information up to date throughout the program.
- Any changes to contact information or authorized individuals for pickup must be promptly communicated in Playground and to the site director.

Summer Day Camp Arrival and Departure Policy



This Arrival and Departure Policy aims to provide a structured and secure process for campers and parents while promoting efficient daily operations.

Arrival

Drop-Off Time

Campers should be dropped off between 6:30 AM and 11:00 AM. Participants are asked to adhere to these designated times to ensure a prompt start to daily activities. Students arriving after 11 AM will need to provide a valid excuse (physician, dentist, prior engagement, etc.).

Sign-In Process

A designated sign-in area will be established each day. Parents or authorized individuals must sign in their child upon arrival. No child may enter the program without an authorized individual signing them in.

Authorized Pick-Up List

Only individuals on the camper's authorized pick-up list can pick up the child. Parents can update this list by providing written consent in advance and updating in Playground.

Verification of Identification

Staff members may request identification from individuals picking up campers who are not familiar to them.

Special Instructions

Parents are encouraged to communicate any special instructions or changes in the camper's routine during drop-off. This includes information about medications, dietary restrictions, or schedule adjustments.

Departure

Pick-Up Time

Campers should be picked up between no later than 6:30 pm.

Sign-Out Process

Parents or authorized individuals must sign out their child at the designated sign-out area. Only authorized individuals may pick up the camper.

Late Pick-Up Policy

Late fees will be applied for any arrival after 6:35 PM. At 6:36, a \$5.00 fee will be charged. A fee of \$1.00 will be charged for each additional minute late.

Authorized Individuals

Staff members will only release campers to individuals listed on the authorized pick-up list. Written consent is required for any changes to this list or the list may be updated in Playground. Siblings under 18 may not check students out.

Emergency Contacts

The camp must be notified beforehand if a parent or authorized individual cannot pick up the child. Emergency contacts may be utilized with proper authorization.

Identification Verification

Staff members may request identification from individuals picking up campers, mainly if they are unfamiliar with the staff.

Communication

Updates

Camp staff will provide updates, including highlights of the day's activities and any important announcements, during drop-off and pick-up times. Highlights will also be available in Playground.

Emergency Notifications

Parents will be promptly notified through the contact information provided in an emergency or unexpected change.

Special Circumstances

Early Departures

If a camper needs to leave early, parents should notify camp staff in advance, and the early departure should be documented during sign-out.

Designated Meeting Points

There will be designated meeting points for drop-off and pick-up during off-site activities or field trips. Parents will be informed of these locations in advance.

Summer Day Camp Bathroom Procedure



For the safety and well-being of campers, we encourage individuals to utilize group restroom breaks as much as possible. If someone needs to go outside of those designated times, we allow them to go with a buddy. During such breaks, counselors should give a time limit. If students are not back within the expected time frame, the counselor will ask for classroom coverage to find out why the break is taking longer than the allotted time. If your child has special restroom needs which may cause them to use the restroom more frequently, please communicate this with the site director.

In emergencies where immediate access to a bathroom is necessary, counselors may enter with a child to ensure their safety while respecting privacy.

- In the event of a bathroom accident, counselors should handle the situation discreetly, avoiding drawing attention to prevent embarrassment for the child.
- The goal is to reassure the child that accidents happen and that they are not a big deal.
- The child should be instructed to change their clothes, and soiled items should be placed in their backpack or bag, preferably in a plastic bag.
- Staff should only accompany the child into the bathroom or handle soiled clothing with gloves for hygiene and safety.

Empowering the child is crucial during these instances, encouraging them to take responsibility for changing their clothes and storing soiled items.

- It's important to reinforce that accidents are a normal part of life and not something to feel ashamed about.
- This approach supports the child emotionally and maintains a positive and inclusive camp environment.
- When staff must handle soiled clothing, gloves should be worn to adhere to hygiene standards.

Summer Day Camp Food and Snacks



Full-day campers are ensured a well-balanced diet during their time at the camp. The following guidelines are established to provide nutritional support and accommodate individual dietary needs:

Snack Distribution

- Full-day campers will have the opportunity to eat two snacks daily, one in the morning and one in the afternoon. Camp Success does not provide snacks. However, there may be opportunities for campers to purchase snacks if they don't bring them.
- Please ensure snacks are both nutritious and enjoyable, contributing to the overall well-being of the campers.
- Camp Success is peanut free, so please do not pack snacks that contain peanuts. Also, please limit the number of snacks that include heavy red dye.

Lunch

- A nutritious lunch will be provided to all full-day campers.
- The menu is curated to offer various options, ensuring a balanced and satisfying meal.
- You will receive a menu prior to the start of camp.

Special Dietary Considerations

- Parents/guardians must communicate their child's food allergies or sensitivities during registration.
 - Special care will be taken to accommodate these dietary restrictions, and alternative options will be provided as needed.
 - Camp staff will be informed about specific dietary requirements.
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Summer Day Camp Field Trip Policy.



Authorization:

- The camp Director or designated authority must approve all field trips.
- Parents or legal guardians are informed of each field trip in advance. They must provide written consent for their child's participation.

Planning and Coordination:

- Transportation arrangements, itineraries, and emergency procedures must be established and communicated beforehand.
- Required staff-to-participant ratios must be maintained at all times.

Emergency Preparedness:

- A first aid kit, emergency contact information for all participants, and any necessary medications must be brought on every field trip.
- Staff are trained in basic first aid. Emergency response procedures are communicated.

Participant Guidelines:

- Participants must adhere to camp rules and guidelines during the field trip.
 - Behavior expectations and consequences for misconduct will be communicated to participants and parents in advance.
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Transportation:

- All transportation providers will comply with relevant safety regulations.
- Participants will be properly secured in seat belts or appropriate restraints.
- Drivers will be licensed and experienced.
- All vehicles will have undergone regular safety inspections.

Communication:

- Clear and open communication will be maintained between camp staff, participants, and parents.
- Participants and parents will be promptly informed of any changes to the itinerary or unexpected circumstances.

Inclusion and Accessibility:

- Field trips will be inclusive, considering all participants' diverse needs and abilities.
- Accessibility to transportation and activity venues for participants with special needs will be ensured.

Documentation:

- A record of participant attendance, emergency contact information, and any incidents or accidents will be documented.
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**Summer Day Camp
Health and Safety**

Summer Day Camp Health and Safety



Illness

- Children may not attend the Camp Success if they have had a fever within the past 24 hours or if there is a chance that their illness is contagious.
- If a child becomes ill while attending the Program, parents and legal guardians will be contacted and asked to pick up the child as soon as possible. When the parents or guardians cannot be reached, the emergency contacts listed on the registration form will be contacted and asked to pick up the child.
- Parents and legal guardians must ensure that emergency contact numbers are current.

Allergies

- It is the parent and legal guardian's responsibility to notify Camp Success staff of any allergies your child may have that require a Food Allergy and Anaphylaxis Care Plan.
- The Parent and legal guardian must have the child's doctor complete the Food Allergy and Anaphylaxis Care Plan form.
- Allergy lists will be posted in the classroom. EpiPens, inhalers, and the physician-signed Action Plan will be kept in the first aid bag. All medical information on the child will be discussed at staff meetings to make each member aware of any problems with the child.

Asthma

- The Parent and guardian are responsible for notifying staff if their child has an Asthma Action Plan.
 - The parent and legal guardian must have the child's doctor complete the Asthma Action Plan form.
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- The Asthma Action plan information on the child will be discussed at staff meetings to make each staff member caring for your child aware of the action plan.

Sunscreen Guidelines

The following sunscreen guidelines should be followed to safeguard all camp participants' health and well-being.

- To ensure protection against UVA and UVB rays, applying broad-spectrum sunscreen with a minimum Sun Protection Factor (SPF) of 30 is recommended.
 - Campers and staff are advised to apply sunscreen to all exposed skin before engaging in outdoor activities.
 - For younger campers, we encourage staff assistance during the application process.
 - Reapplication of sunscreen is essential, especially after swimming, sweating, or prolonged sun exposure.
 - We advise against applying sunscreen near the eyes and mouth to avoid potential sensitivities.
 - Lip balm with SPF is also recommended for lip protection.
 - Parents are encouraged to communicate any allergies or sensitivities to specific sunscreen ingredients, and alternatives or accommodations will be provided as needed.
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Insect Repellant Guidelines

Campers and staff are encouraged to use authorized insect repellents that meet safety standards and guidelines set by relevant health authorities.

- The correct application of insect repellent is crucial, and individuals are advised to apply it to exposed skin and clothing, especially during periods of increased mosquito activity.
- For our younger campers, staff assistance during the application process is available. Caution is exercised to avoid applying repellent near the eyes, mouth, and hands, with a preference for applying it to clothing rather than directly on the skin or face.
- Reapplication frequency is stressed, especially in situations involving water activities or excessive sweating.
- Parents are requested to inform us of any concerns regarding repellent ingredients.
- Emergency procedures are in place in the rare event of adverse reactions, and staff is trained to respond promptly.

First Aid

- In the event of an injury, the Camp Success Staff will take necessary steps to keep children calm.
 - Provide immediate first aid.
 - Attempt to contact a parent or legal guardian. If a parent or legal guardian cannot be reached, we will attempt to contact others listed on your registration forms. A note will also be made in Playground.
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Major Medical Emergency

- Staff will seek emergency medical care as warranted.
- A Staff member will immediately notify a parent or legal guardian of any injury requiring emergency care.
- If a parent, legal guardian, or emergency contact cannot be reached in case of a major medical emergency (such as broken bones, puncture wounds, etc.), the child will be taken by ambulance to the emergency medical facility that is stated by the parent on the registration form or the closest location for help. Any emergency transport fees will be the responsibility of the parents or legal guardians.

Emergency Evacuation

1. Evacuate everyone as quickly and calmly as possible.
 2. The school's director/owner will check all potential hidden areas where someone may be.
 3. Evacuate through the nearest exit to the designated safe spot away from the school.
 4. Upon arriving at the designated evacuation area, attendance must be taken to ensure all children and staff are accounted for.
 5. Once the evacuation is complete, the director, owner, or appointed teacher will call local authorities from a cell phone.
 6. The director, owner, or appointed teacher will provide first aid if needed.
 7. Parents may be called upon to pick up their children from the designated safe area.
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Administering Medications

Important Notes

- Medication will only be accepted if the proper documentation is completed and all policies and procedures for accepting medication are followed.
- Medication will only be used for the student whose name is documented and for whom the medication has been approved.
- Medication will not be shared.
- Medication will always be kept in a locked container.
- Medication will be administered in a manner that protects the safety of the child.
- All adverse reactions will be handled as an emergency.

Accepting Medication

- All medication will be accepted in its original container. Medication that is not in its original container will not be accepted.
- Medication will not be used beyond the date of expiration.
- Consent forms from parents and doctors will be completed before arriving at the school and complete.
- The child's name must be written on all items.

Storing Medication

- Medications will be safely stored away from children and in a locked container/storage area.
- Medication containers must have child-protection caps.
- Medications will be kept in a well-lighted area.
- Medication will not be kept in rooms where food is prepared or stored unless refrigerated in a locked container.

Empty/No Longer Needed Medication

- When a child no longer needs the medication, the unused portion or empty bottle will be returned to the parent.
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- If a medication is close to expiration, the director will notify the parents to bring in new medication before the official expiration date.
- If the medication is empty, it will be discarded in a room where children are not present.
- All medication lids will be closed and locked, whether the medication is empty or full.

Forms for Prescription Medication

- Parents must complete a consent form to allow the school to administer medication to their child.
- The school must receive a doctor's note. This can be in the form of a letter, labeled on the container/bottle, or labeled on the packing.
- The administering of medication will be recorded in a log with the date, times administered, dosage given, prescription name, and signature of the person who administered medication.

Receiving/Administering Prescription Medication

Receiving the Prescription Medication:

- Prescription medication will ONLY be accepted only in its original container.
- Prescription medications will be labeled with the entire pharmacy label. This label must be on the packaging of the medication or attached directly to the medication bottle.

The pharmacy label must clearly state the following:

- physician's directions for use
 - physician's name and phone number
 - child's first and last name
 - the date the prescription was filled
 - The expiration dates
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Administering Prescription Medication:

- Only the designated staff member will administer medication.
- Prescription medication will be administered as required by a physician.
- Prescription medication will be used only for the child named on the label.
- The administration of all medications will be recorded in a medication administration log.

Forms for Prescription Medication

- Parents must complete a consent form to allow the school to administer medication to their child.
- The administration of all medications will be recorded in a medication administration log with the date, times administered, dosages, prescription name, and the name and signature of the person administering the medication.

Receiving/Administering Non-Prescription Medication

Receiving Non-Prescription Medication:

- Non-prescription medication shall be accepted only in its original container. Medication not in its original container will not be accepted into the school.
- Non-prescription medication shall be clearly labeled with the child's first and last name.
- The container shall be in such condition that the name of the medication and the directions for use are clearly readable.

Administering Non-Prescription Medication:

- Only the designated staff person will administer medication.
 - Non-prescription medication shall be used only for the child confirmed to receive it.
 - Non-prescription medication may be dispensed per the manufacturer's instructions.
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- The administration of all medications will be recorded in a medication administration log with the date, times administered, dosages, prescription name, and the name and signature of the person administering the medication.

Missing or Abducted Child

If a child is unaccounted for, the designated staff member overseeing the child will follow the missing or abducted child protocol immediately.

- A thorough search of the entire premises will be conducted; Include all indoor and outdoor areas accessible to the missing child.
 - Camp Success will review the sign-in and sign-out logs to verify whether a parent has picked up the child.
 - Upon notification of the missing child, the Director will initiate the lockdown procedure. Staff members will monitor all exits; unauthorized individuals will not be allowed to enter or exit the facility.
 - The staff member responsible for the child will immediately contact emergency services (911) and provide a detailed description of the child, which should include the following details:
 - The child's name, date of birth and age
 - The child's height, weight, and hair color
 - A description of the clothing that the child was wearing
 - The time that the child was noticed as missing
 - Any other distinguishing features the child may have
 - The Director will notify the child's guardians about the situation.
 - While waiting for law enforcement to arrive, all available staff members will continue searching the entire facility. This includes all cabinets, closets, restrooms, and all other potential hiding places.
 - The facility Director will remain on the premises as the designated point of contact for the police department and the missing child's parents or guardians.
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