

Camp Jewell House Summer & School Break Camp

Parent and Guardian Handbook



Welcome

Welcome to Camp Jewell House Enrichment Camp. This handbook explains the camp's operating practices, family expectations, health and safety procedures, behavior guidance, transportation and field trip rules, and communication processes. It is written so families understand how the program operates and what documentation, permissions, and daily routines are required for participation.

Program snapshot

Program name	Camp Jewell House Summer Camp	Program type	Day camp / school break program
Approved location	2801 Candler Rd., Ste 68, Decatur, GA 30034	Camp season	5/26/2026 - 7/24/2026
Days of operation	[Monday-Friday]	Hours of operation	6:30am-6:00pm
Ages served	[Age 5 and older]	Director / administrator	Dr. Jewell Blackmon
Site phone	770-785-5000	School email	help@campjewellhouse.org
Emergency contact	678-420-8498	Transportation	[Transportation
Field trips	CJH does participate in fieldtrips.	Water activities	DeKalb County Parks & Recreation facilities
Meals / snacks	Breakfast, Lunch and Snack Provided	Fees / co-pay	\$65.00 registration fee, \$85.00 weekly fee

Enrollment packet checklist

- Completed registration and emergency contact forms for each child.
- Authorized pickup list with current phone numbers and photo-ID verification expectations.
- Current immunization record.
- Medication forms and action plans for allergies, asthma, seizures, diabetes, or other chronic conditions.
- Transportation, field trip, and water activity permissions.
- CAPS approval information, parent fee or co-pay acknowledgment, and private-pay terms if applicable.

Enrollment, eligibility, and fees

Camp Jewell House operates as a school-break and summer day camp for children age 5 and older. Enrollment is complete only after the program has received all required registration forms, permissions, medical information, and any required fees.

Required operating limits

- The camp will serve only the ages approved for the program and only during school breaks or the summer operating period shown in the camp approval documents.
- Camp hours will not exceed 12 hours in any one day.

Enrollment expectations

- Parents or guardians must provide accurate emergency contacts and update them immediately when phone numbers, work locations, custody orders, or release permissions change.
- Children may start only after the camp has received any required medication authorization, allergy plans, transportation permissions, and activity-specific releases.
- The camp may postpone a child's start date if forms are incomplete or if information needed to keep the child safe has not been provided.

Fees and payment terms

Fee category	Amount	Notes / due date
Registration / supply fee	\$65.00]	Due at enrollment / non-refundable
Weekly tuition or private-pay rate	\$85.00	[Due each Monday, Cashapp, Gradelink, Zelle
Late Fee	\$20.00	Assessed each Tuesday at 12 noon on outstanding accounts
Late pickup fee	\$1.00	[Charged after 6:30 p.m. in 1 minute increments]
Withdrawal / refund policy		ALL Payments are NONrefundable

Attendance, arrival, departure, and daily operations

Sign in and sign out

- A parent, guardian, or other authorized representative must sign the child in and sign the child out each day using the camp's approved attendance method.
- The camp will verify identity before releasing a child to any person not personally known to staff. Photo identification may be required.
- Children may be released only to adults listed on the child's authorized pickup form unless the parent or guardian provides another documented authorization accepted by the camp.

Attendance and schedule changes

- Families must notify the camp as soon as possible about absences, illness, late arrival, or early pickup.
- CAPS families are responsible for following attendance and schedule rules connected to their approved authorization and any applicable family fee.
- If a child does not arrive as expected and the family has not notified the camp, camp staff will follow the camp's attendance verification process using the parent's emergency contacts.

Daily items to bring

Every day	Refillable water bottle, closed-toe shoes, weather-appropriate clothing, pencil, eraser and binder.
Outdoor play	Hat, sunscreen authorization if used by staff, change of clothes if needed, and clothing that can get wet or dirty.
Field trip days	Spirit shirt, Any extra items listed on the trip notice, plus prompt arrival to avoid missing departure.
Medication or health needs	Medication in the original container with signed authorization forms and current care plans.
Items to leave at home	Valuables, unsafe items, toys or electronics not approved for the day's program, and anything prohibited by the camp.

Health, wellness, illness, allergies, and medication

When a child should stay home

- Children should not attend camp when they have symptoms of a contagious illness, fever, vomiting, diarrhea, or any condition that prevents comfortable participation in camp activities.
- Parents must be reachable while the child is enrolled and must pick up promptly when notified that the child is ill, injured, or unable to remain safely in group care.

Health communication

- The camp will notify parents when a child becomes ill while at camp and will document incidents and first aid.
- When a reportable contagious illness is present in the camp, the program will notify enrolled families.
- Parents must inform the camp about diagnoses, exposure concerns, and restrictions that may affect the child's participation or the health of others.

Allergies and food-related safety

- Parents must fully disclose food allergies, medication allergies, insect allergies, and any severe reactions before attendance begins.
- A written action plan and any required rescue medication must be provided before the child participates in camp activities when the child has a diagnosed allergy or chronic condition.
- The camp will use reasonable meal, snack, and activity precautions to reduce exposure to known allergens.

Medication procedures

- Medication will be accepted only with a completed authorization form and, when required, written instructions from the child's health care provider.
- Prescription medication must be in the original labeled container. Nonprescription medication must arrive in the original container and be age-appropriate for the child.
- Medication will be stored securely. Refrigerated medication will be kept in a leakproof container in a location not accessible to children.

- Camp staff will document the date, time, amount given, and any observed reaction when medication is administered.

Hygiene and bodily fluids

- Camp staff and children will follow handwashing and sanitation routines before meals, after toileting, after outdoor play, and after exposure to bodily fluids.
- Soiled clothing will be bagged and returned to the family. Hazardous materials and cleaning supplies will be stored away from children.

Supervision, ratios, behavior guidance, and child protection

Active supervision and ratios

Children will be supervised at all times by staff who are physically present, watchful, alert, and able to respond promptly to the children in their care.

Positive behavior guidance

- Camp staff will use age-appropriate redirection, clear expectations, coaching, restorative conversations, and supervised cool-down opportunities to help children regulate behavior.
- Parents will be informed when repeated behavior concerns affect safety, participation, or the camp environment. The camp may develop a support plan with the family when needed.
- Suspension or expulsion will be used only as a last resort after reasonable supports and parent communication, except when immediate removal is necessary to protect health or safety.

Child abuse reporting and staff standards

- All direct-care staff must meet applicable background check requirements before assignment to children and must complete required health and safety training, including first aid and CPR when required for their role.
- Camp staff are expected to recognize and report suspected child abuse, neglect, or deprivation in accordance with Georgia law.
- Any adult on site must follow child-protective boundaries and immediately report concerning conduct, injuries, or hazards.

Emergency preparedness, first aid, and required reporting

Emergency planning

- The camp maintains a written emergency plan addressing evacuation, relocation, shelter-in-place, lockdown, communication with families, reunification, and continuity of operations.
- The emergency plan covers severe weather, power or water loss, threatening events, natural disasters, the serious injury, death, or loss of a child, and accommodations needed for children with disabilities or chronic medical conditions.
- No staff member may impede emergency care or services provided by licensed or certified emergency health care professionals.

Drills and first aid

- The camp will conduct fire drills monthly and tornado or other emergency drills at least every six months, and the dates and times will be documented.
- First aid supplies will be maintained on site and taken on field trips. Emergency numbers and child emergency contacts will remain readily accessible.
- If emergency medical care is needed, camp staff will contact 911 when appropriate, provide first aid within training limits, and notify the parent or guardian as soon as possible.

Required reporting

- Suspected child abuse, neglect, or deprivation will be reported to the appropriate local Department of Family and Children Services office as required by law.
- Cases or suspected cases of notifiable communicable disease will be reported to the local county health department when required.
- A child death in care or a serious illness or injury requiring hospitalization or professional medical attention other than first aid will be reported to DECAL within 24 hours or the next work day.

Transportation, field trips, and water activities

Transportation safety

- Transportation will be provided only when the parent or guardian has completed the required authorization and the camp has confirmed the child's transportation plan.
- A current passenger checklist will be used for every trip, including departures, arrivals, and return times. Vehicle checks will be completed each time children unload.
- No child will ever be left unattended in a vehicle.
- Emergency medical information and emergency contact numbers for transported children will be readily available during transportation.

Field trip procedures

- Parents must sign and date written permission before a child may attend a field trip.
- A list of trip participants will be left at camp and carried by the adult in charge of the trip.
- Emergency medical information, allergies, chronic conditions, daily medication needs, the child's doctor information, and parent phone numbers will be available during each trip.
- Families will receive advance notice of trip destinations, departure and return times, clothing or lunch expectations, and any added cost if applicable.

Swimming and water-related activities

- Water activities will occur only when the camp has appropriate supervision, written parent permission, and any required lifeguard coverage or site safety controls.
- Children will be grouped by ability and closely supervised in and around water. Additional staffing will be used whenever needed to maintain safe oversight.
- The camp may require swim checks, life jackets, or activity restrictions based on the child's swimming ability, age, and the type of water activity.

Food, belongings, communication, inclusion, and family concerns

Meals, hydration, and clothing

- The camp will follow its posted meal and snack plan. Parents will be informed whether food is provided or must be sent from home.
- Children should arrive with clothing suitable for indoor play, outdoor play, and weather conditions. Extra clothes are recommended for younger school-age campers or water-play days.
- Children must have regular access to drinking water throughout the day.

Personal belongings and technology

- All belongings should be clearly labeled with the child's name.
- The camp is not responsible for lost, damaged, or stolen personal property brought from home unless required by a documented medical or accessibility need.
- Phones, tablets, gaming devices, and other electronics may be limited or prohibited except with camp approval.

Inclusion and accommodations

- Families are encouraged to discuss any disability, chronic condition, allergy, behavior support need, or accommodation request before the child's start date.
- The camp will review reasonable accommodations, health plans, activity adaptations, and emergency procedures needed to support the child's safe participation.

Communication and complaints

- Routine family communication may be provided by email, text, parent app, paper notices, or phone calls. The camp will tell families which methods it uses and how urgent notices are sent.
- Parents should direct questions or concerns first to the site director or designee. If the issue is unresolved, the camp will use its documented escalation process.
- Material updates to camp operations, fees, transportation, emergency contacts, or policies will be shared with families in writing, and revised handbook pages may be issued when needed.

Notice of Exemption and Parent Acknowledgment

Return this signed page with enrollment documents. Keep the signed original in the child's file.

Child's Name: _____

I, _____ acknowledge that I have been informed that this program is not a licensed child care facility. I also understand this program is not required to be licensed by the Georgia Department of Early Care and Learning and this program is exempt from state licensure requirements.

Parent / Guardian Printed Name: _____

Parent Signature: _____ Date: _____