

Burlington Recreation and Parks

2021 Camp Green Leaves

Operational Policy for Participants



First Baptist Church of Elon

621 E Haggard Ave, Elon, NC 27244

Camp Green Leaves Cell: (336) 524-7210

Burlington Recreation & Parks Main Office: (336) 222-5030

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Below are the precautions that we have put into place for summer 2021:

- Camper attendance numbers will be reduced to safely accommodate the space at each site.
- Staff and campers must wear masks in both indoor and outdoor public spaces, when not able to social distance. We will supply campers with masks.
- Campers will be placed into groups of 10 (6 for CGL @ 1:2 ratio) based on their age with 1-2 counselors per group. Campers will remain in these groups for the duration of camp to prevent intermingling.
- Due to social distancing limitations and bus sanitizing protocols, we will not be operating field trips this summer.
- We will have designated supplies for each camper to use during the week, so they will not be sharing communal art supplies or toys.
- Games and activities will be structured to enforce social distancing measures.
- We will offer increased outside play during appropriate weather conditions.
- Cleaning and sanitation practices will be increased. We will have staff with the designated responsibility to clean and sanitize throughout the day.
- We will be doing a temperature and health screening for campers and staff daily. Campers will have their temperatures checked upon arrival and during lunch. If any camper or staff displays a temperature of 100.4 or higher, they will not be permitted to remain at camp.
- If a camper develops symptoms during the day, they will be isolated and will have to be picked up immediately. Campers will be excluded from camp until they can answer YES to ALL the following questions (per NCDHHS):
 - Has it been at least 10 days since you first had symptoms?
 - Have you been without fever for three days (72 hours) without any medicine?
 - Has it been three days (72 hours) since your symptoms have improved?
- We will be limiting the number of individuals allowed at camp sites. Therefore, we have developed a drive thru pick-up and drop-off procedure for campers. Temperature and health checks will be conducted before the camper can enter the site. Each family member will be given a car placard with their camper(s) name to be called during pick up. We will still require adults to show their IDs before they can take a camper home.
 - We will place designated staff outside for drop off at 8:30am and pick up at 3:30pm. If assistance is needed outside of these times, please call the camp cell phone or inform the camp director in advance.
- We will have increased hand sanitizer stations and designated hand-washing times. All campers will be expected to practice proper hand-washing techniques.
- During meals and snacks, all campers will be socially distanced from one another.
- If your camper displays behaviors that are not conducive to social distancing measures, we reserve the right to suspend them from camp. Please see the refund policy.
- Any scenario in which many people gather together poses a risk for COVID-19 transmission. Burlington Recreation & Parks will follow guidelines published by the CDC and NCDHHS to minimize the opportunity for COVID-19 transmission, however, families must recognize that it is currently impossible to eliminate all risk of transmission when participating in activities outside of the home.
 - *Before your camper can attend, parents will be asked to provide a signed copy of The City of Burlington's Liability Waiver Release for Communicable Diseases*

Welcome!

We are excited to have your family be a part of Camp Green Leaves! We are looking forward to offering you a memorable, fun and safe summer experience. This Camp Green Leaves Operational Policy for Participants is designed to share important and helpful information to enhance the camp process and daily routine. Please read this handbook thoroughly and keep it as a reference this summer. We want this to be a great experience for everyone, so please share your thoughts and ideas with our staff as we want the best for each and every participant (and family)!

Parent/Guardian Evaluations: At the end of the program, we want to get the opinion of our camp parents and guardians. Your input is of the utmost importance as we begin the planning process for next year. Your answers will be anonymous and are used to help improve the program structure and services. Surveys will be sent electronically (paper surveys may be requested).

Burlington Recreation & Parks Main Office

1333 Overbrook Road, PO Box 1358
Burlington, NC 27215
Phone: (336) 222-5030
Email: recreation@BurlingtonNC.gov
Website: www.BurlingtonNC.gov/youth

Supervisor of Youth Programming & Specialized Recreation Services
Brittany Hargrave, Licensed & Certified Recreational Therapist, CPRP

Assistant of Youth Programming & Specialized Recreation Services
Leah Podolle

Camp Green Leaves Director
Elizabeth Hill

Camp Green Leaves Assistant Directors
Emma Jolley – Oaks & Sweetgums
Joe Reinheimer - Dogwoods, Redbuds, & Maples

Our Staff

All summer camp counselors are employed by the City of Burlington. Each counselor has received clearance through a competitive interview process, as well as drug and background screenings. Directors are First Aid, CPR and AED certified. All camp staff receives an annual training prior to the start of camp about rules, policies and the expectations of Burlington Recreation & Parks Youth Programming & Specialized Recreation Services Division. We strongly urge parents to become acquainted with the Camp Directors & Counselors.

About Camp Green Leaves & Registration

Our Mission

"To provide diversified leisure opportunities that incorporate and mainstream individuals of abilities in order to prepare them socially for their future in the work force and other leisure activities. All of our facilities and existing programs are open to all abilities." –Burlington Recreation and Parks

Camp Green Leaves Goals

- To provide a safe and welcoming environment for participants with developmental disabilities ages 5 and older.
- To provide a therapeutic and inclusive camp experience for our participants.
- To provide opportunities that stimulates the development of each participant's self-esteem.

About Camp Green Leaves

Camp Green Leaves is a summer day camp coordinated by the City of Burlington Recreation & Parks Department for children and adults with developmental disabilities. This summer, camp will operate 3-weeks Monday – Friday from 8:30am – 3:30pm, June 21 – July 9 (for ages 5-22) with an additional Alumni Week July 12 – July 16 (for ages 23 & older) at First Baptist Church of Elon. The camp schedule includes activity rotations in the outdoors, arts and crafts, music, sports and games, and supervised free time. **Due to social distancing limitations and bus sanitizing protocols, we will not be operating field trips this summer.** Participants are grouped by age. All participants must be independent with mobility, feeding, toileting and all self-care needs. Participants should be able to participate in group activities and must be able to stay with the group. Participants who are not self-sufficient will be required to have a one-on-one personal assistant, which the parent/guardian must provide. Participants must have manageable behaviors and healthcare needs. They must be exempt from any extreme health-care conditions or needs. Camp Green Leaves is not able to accommodate participants needing assistance with ambulation due to uneven and rugged terrain. **Staff to participant ratio is 1:2.**

ADA Statement

The City of Burlington Recreation & Parks Department welcomes the participation of all individuals, including those with disabilities or special needs and is committed to complying with the ADA by providing reasonable accommodations to facilitate participation in programs. To ensure that modifications or support are in place, requests should be received at the time of registration. If you require assistance for participation in our programs or use of our facilities, please call (336) 222-5072.

Location

This summer, camp will be located at First Baptist Church of Elon, 621 E Haggard Ave, Elon, NC 27244. Due to social distancing limitations and bus sanitizing protocols, transportation to and from camp will be the responsibility of the parent/guardian. BRPD will not provide any transportation.

Camp Hours & Closings

The camp operates June 21 – July 9 (with an Alumni Week July 12 – 16), Monday through Friday from 8:30am – 3:30pm (closed on Monday, July 5th). *Our camp closings are based on the City of Burlington calendar and are subject to date changes and modifications.*

Age Requirements

To be eligible for Camp Green Leaves: 1) the participant must have completed kindergarten AND 2) be 6 years old on or before August 31, 2021 AND 3) no older than 22 years of age. Birth certificates or participant's government issued ID are required to verify a participant's age.

To be eligible for CGL Alumni Week: participants must be 23 years of age. Birth certificates or participant's government issued ID are required to verify a participant's age.

How to Register

To register for Camp Green Leaves, the registration form must be complete and payment made at the Burlington Recreation & Parks Main Office (1333 Overbrook Road, Burlington, NC 27215). **Due to COVID-19, the BRPD Main Office remains closed to the public and registration can only be completed by appointment.** To schedule, please call the Main Office at (336) 222-5030. The office is open Monday – Friday from 8:00am – 5:00pm. All required forms must be turned in at time of registration, (see "What to Bring on the Day of Registration"). Should any changes occur, it is the parent's/guardian's responsibility to notify the director. We need **current** documentation on file at all times. Physicals must be updated every two years and proper forms must be submitted at time of registration.

All information must be completed and submitted with the necessary information and signatures. Failure to complete ALL sections may result in the participant not being able to attend camp. All campers must have a signed copy of the "City of Burlington Waiver/Release" on file before they can attend camp.

Priority will be given to Alamance County residents until May 12, 2021. After the May 12 deadline, consideration will be given to participants outside of Alamance County. Registration deadline is June 11, 2021.

Registration will remain open until the camp is full. Space is limited. Accounts with outstanding balances will not be allowed to register a child (must be paid in full to register participant).

What to Bring on the Day of Registration

- 2021 Camp Green Leaves Registration Form with Signed Waivers
- Payment to secure participant's space
- Required documentation:
 - a copy of the participant's birth certificate or government issued ID (annually)
 - proof of address (driver's license or current utility bill) – i.e. Group Homes
 - IEP and BIP (Behavior Plan) or signed release (see registration form)—New campers or campers with updated plans must submit a printed copy.
 - Background Check (annually - if age 16 or older)
 - Medical Report (Medical Report information is required for new participants and must be updated every two years)
 - Medication Policy Packet (if medication is required during camp hours – see page 18)
 - Custody forms (if needed)

Fees

Camp fees are due at the time of registration. There is no registration fee or supply fee for the program. Fee includes a morning snack and lunch.

Camp Green Leaves Fee (June 21 – July 9): \$30 per participant

CGL Alumni Week (July 12 – July 16): \$10 per participant

Refund Policy

A full refund will be made to any participant before June 11, 2021. If a participant must withdraw from program during the first week of camp, a 50% refund will be available. After this time, no refunds will be made. In the event of a suspension, refunds will not be given. Refunds may take up to 2-4 weeks to process and will be sent via check to the payee. Payments made with a check may take longer to process. All refund requests must be submitted in writing in advance to the BRPD Main Office.

Camp payments cannot be transferred to other Burlington Recreation & Parks programs. No refund will be issued for non-attendance or non-participation..

Waiting List

Once the camp is full, request(s) can be made for your child to be added to the waiting list. You will be notified by phone and/or email if there is an opening. The space will be reserved until the end of the following business day pending registration & payment. If notification is not received within this time frame you will forfeit your participant's placement.

General Program Information

Sign-In/Out Procedures

We will be limiting the number of individuals allowed at camp sites. Therefore, we have developed a drive thru pick-up and drop-off procedure for campers. Temperature and health checks will be conducted before the camper can enter the site. Each family member will be given a car placard with their camper(s) name to be called during pick up. Parents/Guardians must remain in their car.

Participant will be released only to the parent/guardian(s) listed on the registration form. The participant can also be released to the individuals listed under the "Emergency & Release Authorization" section, as authorized by the parent/guardian(s). Authorized individuals must be 16 or older and identification will be required to pick up participant. Any changes must be submitted in writing or email (phone calls will not be accepted). Please be prepared to show picture identification.

Arrival will begin at 8:30am. Participants may not be dropped off before camp begins. If participants are dropped off before camp begins, the participant will be dropped from the program. The recommended time to have the participant at camp each day is by 8:50am. If you know the participant will be absent or late to camp, please communicate with the director. **Camp Green Leaves closes at 3:30pm sharp.**

**Supervision is not available during times before or after the listed camp hours.*

Late Pick Up = Late Fee

Parent/guardians that are late picking up the participant will be charged a late fee of \$1 per minute after 3:45pm. The Late Fee must be paid to the Burlington Recreation & Parks Main Office before participant can return to the program. If you are consistently late, the participant will be dropped from the program.

Illness Policy

The participant must be kept at home until he/she is clear of the following symptoms for a full 24 hour period **and** they are well enough to participate in all parts of the regular camp schedule. Additional restrictions surrounding illnesses may be put in place in accordance with current guidelines and recommendations from the Centers for Disease Control (CDC) and/or the North Carolina Department of Health and Human Services (NCDHHS). The symptoms include but are not limited to:

- Fever at or above 100 degrees Fahrenheit
- Pain
- Seizure
- Persistent cough or difficulty breathing
- Heavy nasal discharge
- Inconsolable discomfort or lethargy
- Eye discharge
- Vomiting
- Diarrhea
- Unusual rash, open blisters, or sores with suspicion of communicable nature

If called to pick up the participant due to illness, please make sure you have a plan in place to pick up the participant within one hour. If a participant displays signs related to COVID-19, they will be isolated from the other campers with counselor supervision and must be picked up immediately. Campers will be excluded from camp until they can answer YES to ALL the following questions (per NCDHHS):

1. Has it been at least 10 days since you first had symptoms?
2. Have you been without fever for three days (72 hours) without any medicine or fever?
3. Has it been three days (72 hours) since your symptoms have improved?

We will be doing a temperature and health screening for campers and staff daily. Campers will have their temperatures checked upon arrival and during lunch. **If any camper or staff displays a temperature of 100.4 or higher, they will not be permitted to remain at camp.**

Any scenario in which many people gather together poses a risk for COVID-19 transmission. Burlington Recreation & Parks will follow guidelines published by the CDC and NCDHHS to minimize the opportunity for COVID-19 transmission, however, families must recognize that it is currently impossible to eliminate all risk of transmission when participating in activities outside of the home.

- Before your camper can attend, parents will be asked to provide a signed copy of The City of Burlington's Liability Wavier Release for Communicable Diseases.

Masks

Staff and campers must wear masks in both indoor and outdoor public spaces, when not able to social distance. We will supply campers with masks.

Camp Materials

What to Wear

- Sturdy tennis/athletic shoes and socks are required to be worn at all times, every day. (no sandals, clogs, Crocs, Chacos, flip flops or open-toed shoes)
- Participants should wear clothing that is cool and comfortable. They should wear clothes that parent/guardians do not mind getting soiled by dirt, grass, paint, glue, etc. A Camp Green Leaves shirt will be provided for each camper. Please have participant wear these on days designated by the Camp Director. Reminders will be sent out regarding when to wear.
- Sunscreen - Sunscreen must be applied prior to arriving to camp. Participant may bring sunscreen to reapply, but it must be labeled with their name and may not be shared with other participants. Spray or mist sunscreens are recommended. Participants at Camp Green Leaves may be assisted by staff or siblings in applying sunscreen only to exposed skin that the participant cannot reach on their own, as provided and with the permission of the parent/guardian.

What to Bring - Make sure participant's name is on ALL of their belongings.

- A bottle of water with participant's name on it
- Sunscreen
- Change of clothes if necessary

If Bringing Money to Camp

Bringing money to camp is not required but can be brought to spend on certain special guests. If sending money, please send it with the participant in a secured envelop or plastic baggie with their name on it. Staff will not be responsible for lost money.

Make sure all of the participant's belongings are labeled with their name (lunch, water bottles, clothing, and adaptive equipment). Burlington Recreation & Parks is not responsible for any items brought to camp. Participants are responsible for their belongings and money brought to camp. We encourage participants to leave toys at home. Electronics are not allowed to be brought to camp, including but not limited to hand held games, iPods, tablets, smartwatches & cell phones.

Calendar

A calendar of activities and reminders will be provided. A calendar will be made available before the start of camp. Camp Green Leaves will not host Open House this summer

Daily Schedule*

8:30-9:00	Participant Drop-Off
9:20-10:10	First Period
10:10-10:20	Juice Circle
10:20-11:10	Second Period
11:10-12:00	Third Period
12:00-1:00	Lunch/Rest
1:00-1:50	Fourth Period
1:50-2:40	Fifth Period
2:40-3:00	Gather at Juice Circle for afternoon announcements
3:00-3:30	Participant Pick-Up

Camp Rotations

While we are at First Baptist of Elon, participants rotate on a schedule similar to a school schedule of 50 minute periods rotating between music, sports, arts and crafts, visual and free time.

Arts and Crafts: Participants are provided with arts and crafts supplies to develop creative projects planned by the counselors. Participants will have at least 50 minutes of arts and crafts daily.

Music: Participants will dance, sing, play games to music, or participate in creative music activities on CD's or DVD's led by the counselors. Participants will have at least 50 minutes of music daily.

Sports and Games: Participants will participate in a variety of games and sports activities led by the counselors such as kickball, blacktop games, basketball, corn hole, parachute games, and outdoor bowling. Participants will have at least 50 minutes of sports and games daily.

Visual: Participants will be able to enjoy activities such as movie time, nature walks and scavenger hunts led by counselors. Participants will have a least 50 minute of visual activities daily.

Free Time: Counselors plan a variety of activities for this time period such as playing on the playground, a walk to the lake, or quiet time playing UNO, Trouble, Connect 4, or coloring activities. Participants will have at least 50 minutes of free time daily.

Transportation

Due to social distancing limitations and bus sanitizing protocols, transportation to and from camp will be the responsibility of the parent/guardian. BRPD will not provide any transportation. In case of an emergency, the participant will be evacuated to Thataways Youth Center (336.222.5134). If Thataways is evacuated they will be taken to Fairchild Community Center (336.222.5119) on Graham-Hopedale Road. Parent/guardians will be notified.

In the event of an emergency evacuation, campers are expected to:

- Participants are to stay seated on the bus/van facing forward and listening to staff instructions.
- When preparing to enter or exit the vehicle, the participants are to line up in an orderly fashion to be accounted for by the driver and counselors.
- When leaving a City of Burlington and/or Alamance-Burlington School System vehicle, participants must load and unload the vehicle from the curbside or away from flow of traffic.

The following procedures are followed by City staff when transporting participants:

- One or more staff members will carry emergency medical consent forms and emergency contact information for each participant.
- Staff members will take attendance of all participants that are being transported and will take attendance frequently to account for the presence of all participants.
- Directors and Senior Counselors are certified in First Aid/CPR/AED.
- Proper loading and unloading procedures are followed.
- Only authorized City employees are allowed to operate the vehicles. All authorized drivers must be at least 21 years of age, have a valid driver's license, and must contain a clean driving record.
- At NO time is a private vehicle to be used to transport participants or volunteers.

Camp Snacks & Lunch

Fee includes a morning snack and lunch. A menu will be provided on the first day of camp. If the participant requires meal modifications for special dietary needs or allergies, morning snack and lunch will need to be brought from home. If the participant requires carb counting, that is the responsibility of the parent.

A morning snack will be provided to each participant daily at camp. If the participant is unable to eat certain snacks or would like seconds, they may bring a snack from home.

Lunch for campers will be provided daily, but can also be brought from home. If bringing a lunch, we suggest a well-balanced meal. Please do not send sugary foods, chips, fast food, soda/punch, junk foods, desserts or candy. Please label lunch bags and food containers with their name on it.

Participant and Staff Expectations

Participants are expected to follow basic rules of safety and interaction, be independent with toileting, feeding and personal care needs, and easily understand and follow directions. Staff will provide the following support in regard to these areas:

Behavior: staff will provide positive behavior support, redirection, preferred activities, and use behavior support strategies provided by families. Participants are expected to exhibit appropriate camp behavior, without presenting a safety concern to themselves, other participants or staff. Unsafe behaviors may include but are not limited to: biting, hitting, kicking, spitting, running, etc.

Feeding: staff will provide verbal and visual prompting, reminders, assistance with placement of food, breaking up food into small pieces and opening containers for the camper. Participants should be able to physically feed themselves.

Participation: staff will engage participant through multiple means of instruction, sensory engagement, supported transitions, and necessary program modifications. Participants are expected to stay with their group, follow given/modeled directions, and demonstrate engagement during camp activities and community field trips.

Toileting and Personal Care: staff will provide verbal and visual promoting and provide occasional assistance with pulling up and/or changing clothing. Participants should be able to clean/wipe/dress themselves independently or with prompting from staff.

Bathroom Policy

- Staff will not allow participants to use the bathroom unsupervised
- A staff member will check bathrooms to insure no one from the public is in them before and after use
- Staff will escort participants in groups (from the same age group) no larger than two into the bathroom and remain at the bathroom until all toileting is complete
- Staff will escort participant(s) back to their activity

Communication

If there is any information or changes we need to know about they must be submitted in writing (change of person picking up your child, change of address, etc.).

To better communicate with parent/guardians, the email and parent/guardian cell phone number listed on the Camp Green Leaves Registration Form will be added to our private Camp Green Leaves Notify Me Notification platform where reminders will be sent out.

Parent/guardians will be informed by the camp directors of any incidents, including illnesses, injuries, adverse reactions to medications, etc., that may affect their participant. In the case of an emergency, every effort will be made to contact the parent/guardians of participants. In the event that parent/guardians, physicians, or other authorized persons cannot be contacted, the Burlington Recreation & Parks is authorized to take whatever action is deemed necessary, in their judgment, for the health and safety of the participant.

Injuries

An accident/incident report will be provided for the participant in case of injury or illness and parent/guardians will be notified. If parent/guardians cannot be reached in an emergency situation then the emergency contact person(s) on file will be notified. Camp Directors and Senior Counselors are trained in basic First Aid and CPR. *Notify the Director if contact names and telephone numbers change. Any changes must be submitted in writing.*

Notice About Ticks & Splinters

Since we are mainly an outdoor camp, we encounter lots of different bugs, including mosquitos, spiders, and ticks. Each participant's health and safety are our number one concern; we have procedures in place to support this and need your help as well. Since we will be outdoors a majority of the day, please check your participant daily for ticks. We are not allowed to remove a tick or splinters from participants. We will call you if we locate a tick or splinter on the participant during the day.

Medical Report Information

The Medical Report information is required for new participants and must be updated every two years. If there are changes to the participant's health or medications during camp, please inform the directors and update forms as necessary.

Medication

For any participant with health care needs such as allergies, asthma, or other chronic conditions that require medication, a completed Medication Policy & Action Plan Packet must be attached to the application. **Only medications which are medically necessary and cannot be scheduled outside the hours of the recreation program will be administered during the program or kept on site.** Children may not medicate themselves*. The Medication Policy & Action Plan Packet must be completed by the child's parent/guardian and health care professional.

A Medication Policy & Action Plan Packet is required to administer medication and to have on site PRIOR to participant attending the program. The completed policy must accompany the medicine in its original container with instructions of the dosage. All medication (i.e. over-the-counter & prescription) and/or medical devices that may be used at the program of any kind will be kept in a central location. Only program directors will assist or administer medication, not the counselors. It will be the responsibility of the camper to get their medicine from the program director. No participants should be in possession of over-the-counter or prescription medication.

NOTICE: Please allow up to 2 weeks to process for approval if completed correctly. Certain medications that require medical support accommodations will require additional staff training & may take an extended amount of time and additional forms. A new Medication Policy & Action Plan Packet is required when registering for separate programs (i.e. camps, after school program). Packet information does not carry over from one year to the next.

If participant must take medication of any kind during program hours, including over-the-counter drugs, the following will apply.

1. You may come to the program and give the medication to your child at the appropriate time.
2. You may obtain a copy of the Medication Policy & Action Plan Packet upon request from the Burlington Recreation & Parks Main Office, program site, & online at www.BurlingtonNC.gov/youth. Take the form to your child's doctor or health care provider and have them complete the form by listing the medication(s) needed, dosage, and number of times per day the medication is to be administered. **This form must be completed and signed by the authorized prescriber for both prescription and over-the-counter drugs.** The form must also be signed by the parent or guardian.
 - a. Prescription medications must be brought to camp in a pharmacy labeled bottle that contains instructions on how and when the medication is to be given.
 - b. Over-the-counter drugs must be received in the original container and will be administered according to the prescriber's written instructions.

***Some medications such as inhalers or emergency injections can be self-administered.**

(No medications, lip balms, cough drops, creams or ointments can ever be left in participant's back packs or bags.)

Discipline & Behavior Management Policy

It is our goal that every participant has a fun and safe experience at camp. To help ensure this, we ask that you and the participant read these guidelines. It is very important that both you and the participant be aware of the rules and subsequent consequences. Participants must obey rules for safety of themselves as well as for fellow participants.

Please read, complete, and sign the "Discipline & Behavior Management Policy" on the registration form to help our staff provide the best programming for the participant. In order to ensure the safety of our participants and staff and the success of the camp experience, we reserve the right to send a participant home if he/she is out of control, poses a threat to self or others, or continuously displays behaviors that interfere with the camp experience.

Discipline Policy

Disciplinary problems will be handled first by a conversation with the participant. If the problem continues, a parent/guardian conference will be requested, and then suspension from the camp is possible. Immediate suspension may be necessary based on severity of situation. If the staff finds that a participant cannot function safely within the group, we will ask that the parent/guardian withdraw the participant from the program. Once a child has been expelled from a Burlington Recreation and Parks program, the re-enrollment period is 1 year pending an evaluation. Safety, enjoyment, and respect for each camper and the staff are very important to the program.

Staff will make every effort to encourage positive participation and utilize strategies and available resources in response to unacceptable behaviors. Praise and positive reinforcement are effective methods of the behavior management of children and adults. When people receive positive, non-violent, and understanding interaction from others, they develop good self-concepts, problem-solving abilities and self-discipline. We prefer methods of positive redirection and the use of short time-outs/breaks.

The participants and staff of Burlington Recreation & Parks youth programs are asked to treat each other with respect, patience, kindness, and consideration. Burlington Recreation & Parks behavior expectations and guidelines will be explained and reinforced with the participants.

Appropriate social behavior is stressed during all programs. The staff will do their best to ensure each participant's success in the program. If a participant's behavior is detrimental to the group or self (kicking, biting, spitting, self-abusing, refusal to stay with the group, etc.), a parent/guardian will be called to pick up the participant immediately. Burlington Recreation and Parks reserves the right to dismiss the participant from the program if it is deemed necessary due to the participant posing a threat to themselves or others.

Staff to participant ratio is 1:2 at Camp Green Leaves. Note: We do not provide one-on-one services. If called to pick up participant due to behavior, please make sure you have a plan in place to pick up the participant within one hour.

Parent Code of Conduct

Upon presentation of identification, parents/guardians have the right to enter and visit the facility where the participant(s) is/are receiving care. The law prohibits discrimination of retaliation against any participant or parent/guardian to exercise their rights to visit.

- The law authorizes the person in charge of the facility to deny access to the parent/guardian under the following circumstances:
 - The parent/guardian is behaving in a way that poses a risk to the children in the facility.
 - The adult is a non-custodial parent and the facility has been requested in writing by the custodial parent to not permit access to the non-custodial parent.

Under no circumstance should a parent/guardian approach another participant other than their own. While in the facility parents/guardians are expected to act appropriately by speaking in an appropriate tone and using appropriate language at all times. Any parent/legal guardian who does not behave in this manner will be asked to leave the facility.

Custody Agreement

It is the Camp's intent to meet the needs of participants, especially when their parent/guardians are experiencing a difficult situation such as divorce, separation, or remarriage. However, the program cannot legally restrict the non-custodial parent from visiting the participant, reviewing the participant's information, or picking the participant up unless the camp has been provided with current legal documents restricting the non-custodial parent from having access to the participant. Copies of court documents will be kept with the participant's registration form. The Custody Agreement information must be kept current and submitted annually with registration.

One-on-One or Personal Assistants

The City of Burlington recognizes that individuals with disabilities may require the support of a one-on-one or personal assistant in order to fully participate in Burlington Recreation & Parks programs. Participants who require this assistance are more than welcome to attend.

All participants must be independent with mobility, feeding, toileting and all self-care needs. Participants should participate in group activities and must be able to stay with the group. Participants who are not self-sufficient will be required to have a one-on-one personal assistant, which the parent/guardians must provide. Participants need to be toilet trained or on a timed toilet trained schedule, requiring little or no physical assistance. A parent/guardian must provide one-on-one personal assistant care if participant requires diaper changes, total assistance with toileting, or significant support with other activities of daily living (feeding, dressing, etc.), eyes on supervision most/all of the time, and/or direct support to participate in activities or communicate needs and wishes. Burlington Recreation and Parks will not be responsible for providing or funding one-on-one or personal assistants. The one-on-one or personal assistant must be approved by the Camp Director and Specialized Programming Supervisors prior to the start of camp. The one-on-one personal assistant can be a family member, care giver, service provider, or other individual able and qualified to provide needed support to the participant with a disability and must be at least 18 years old. The one-on-one personal assistant must complete an information form, waiver, and a background check PRIOR to the start of camp. **Please allow up to 2 weeks to process for approval.*

Emergency Drills

Camp Green Leaves will practice fire and tornado drills. We have also implemented drills for shelter-in-place, lockdown, & evacuation. By practicing our emergency preparedness and response, it reduces the risk of injury for children and adults, as well as damage to buildings and grounds. In case of an emergency, the participant will be evacuated to Thataways Youth Center (336.222.5134). If Thataways is evacuated they will be taken to Fairchild Community Center (336.222.5119) on Graham-Hopedale Road. Parent/guardians will be notified.

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