WELCOME TO THE 2020 MCDERMOTT ATHLETIC CENTER SUMMER DAY CAMP!

The McDermott Athletic Center
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Michael McDermott
Founder/President
Summer Camp Hours
Monday through Friday – 7:00 AM – 5:00 PM

Parent Handbook

Introduction

The McDermott Athletic Center, aka 'The MAC', is a 60,000 square-foot indoor sports facility offering baseball, basketball, volleyball, hockey and fitness facilities to Rio Rancho and the Albuquerque Metro Area. This Handbook is presented to you for your reference and review regarding our inaugural summer day camp. It is not reflective of all the other services and programs that The McDermott Athletic Center provides. Should there be any questions or comments, please do not hesitate to contact us.

Program Information

Welcome to The McDermott Athletic Center, a rapidly growing asset to both the Rio Rancho and Albuquerque communities. Here at The MAC we are always looking for new and unique ways to further service these communities that we care so deeply about. In addition to offering our various normal services this summer, we also implement a summer day camp for all boys and girls between the ages of 5 and 13. With this summer camp we hope to supply a healthy, positive, fun and learning environment for each child and their families. We are located at 801 Loma Colorado Boulevard and during the summer we offer camp from 7:00am to 5:00pm Monday to Friday. In this packet we will provide you with all the necessary details regarding enrollment, rates and dates & times for our 2020 summer camp. Additionally, a daily schedule of our activities planned will be available prior to camp. We hope you can be a part of our summer day camp as we aim to expand our family and further gain your trust as a reliable cornerstone of the community by providing your child with a lifetime of memories.

Admission Policy

This summer day camp admits children of any race, nationality or ethnicity to all the rights, privileges, programs and activities of The McDermott Athletic Center Summer Day Camp. We do not discriminate on the basis of race, color, national origin, sex, or disability in our admissions policies and activity inclusion in accordance with Federal law.

Mission Statement

We encourage personal growth in each child by providing an excellent program facilitated by our nurturing and dedicated staff. Anchored in this safe and supportive community, each camper will have fun, acquire new skills, make friends, feel valued for who they are and develop a sense of belonging.

- To our Children:
  We will provide excellent childcare within an environment that stimulates the children physically, emotionally, cognitively, and intellectually.
- To our Families:
  We commit to provide a safe and supportive environment in which your child will thrive, grow, and have fun.
- To our Staff:
  We will maintain a team oriented, caring, and trained staff to care for your children. We will be consistently working to grow in knowledge and wisdom.
- To our Community:
  We commit to be a positive influence to the community by providing a healthy sanctuary in which everyone is treated with respect and given the tools to enhance personal growth.

Our Philosophy

- We believe that a child's environment should be a safe and nurturing one, providing physical, emotional and intellectual stimulation.
- We believe in positive feelings within the child about self, family, church, school, and our community as good citizens of the United States of America. To discover the world around us and to assure the child's feelings of success through fair and proper means.
- We believe there should be ample opportunities for adjustment to others through encouragement of respect for the property and rights of others through the positive channeling of any aggressive behavior.
- We believe that the home is the most integral part of the child's development. We will support and work with the family in order to promote the positive development of your child.
- We believe that each child has a unique personality and way of learning, and we will strive to meet the needs of each, individual child.

Parents' Responsibilities

1. Keep in close communication with the director or counselor concerning your child. Discuss any concerns that you may have about your child with either person. Your child's counselor will be glad to briefly discuss your child's day with you when you drop off or pick up your child. Please remember to be relatively brief when talking to a counselor during this time. Counselors need to keep their attention on the children, which is critical to ensure a safe environment for them. For uninterrupted time with the counselor, please make an appointment for a parent conference. Any special requests or instructions a parent may have MUST BE GIVEN TO THE DIRECTOR IN WRITING.
2. Inform The McDermott Athletic Center of any changes in address, work or home phone numbers or other numbers in case of emergency. Help us to keep accurate and up-to-date contact information!
3. Parents or approved parties must escort their child into and out of the facility to pick up their child each day. This must be done by signing in and out of our front desk during these times. As you do so, remember to check bulletin boards, posted notices and your child's locker. Once you sign your child out, he/she is your responsibility.
4. Mark your children's clothing and belongings with a permanent marker, so they can be easily identified. We recommend sending a change of clothes for your child to be kept in their locker, to be used in case of an accident. If your child does have an accident, their dirty clothes will be placed in the "yucky" box in the lobby. Items must be picked up within two days or it will be thrown away
5. The McDermott Athletic Center has an open door policy. We encourage parent involvement and support in every aspect of your child's development during the camp as deemed appropriate and according to our protocol.
6. **Your participation in an anonymous parent survey at the conclusion of a camp's session. This survey helps us to assess and direct our curriculum, our staff training and our business planning. We appreciate your participation.**

COVID-19 Policies and Procedures

The MAC started phase one of its reopening plan beginning May 18th. This will be a gradual process so please read the guidelines carefully so you can be properly prepared to use the MAC safely.

All campers and visitors to The MAC will be REQUIRED to abide by the by the following temporary policies:

- Get a temperature reading at the door from a non-contact thermometer. Any person with a temperature exceeding 100.3 degrees will not be permitted to enter the facility.
- Sign in at the front desk in the event health officials need contact tracing.
- Wear a mask when entering the facility (campers may remove masks when performing activities if they choose. Spectators will have to wear masks at all times.)
- Sanitize hands when entering the facility.
- Only bring disposable bottles to the facility. Reusable containers will not be permitted.

The MAC RECOMMENDS all visitors to do the following:

- Leave cellphones in the car and/or do not use them when in the facility. Cell phones are known carriers of germs and are in contact with your face throughout the day.
- Do not come to the facility if you feel ill in any way. Fevers are only one possible symptom.
- If you have a compromised immune system consult with your physician before participating in any events held at the MAC

STAFF AND TRAINING

Staff Qualification

All lead counseling staff must be at least 16 years of age. All lead staff in contact with the children must be CPR certified.

Staffing and Ratios

All of our employees and substitutes are required to pass a background check. At The McDermott Athletic Summer Day Camp attention to your individual child is paramount. To assure this promise, we are currently following the state guidelines with COVID-19 and will have at least one (1) counselor present for every five (5) kids. This ratio may change as our state guidelines change. We maintain our ratios at all times of the day. We are a community of workers that are constantly helping each other to maintain our ratios and to have continuous supervision.

ENROLLMENT AND REGISTRATION

Enrollment and Registration Policies

For our 2020 summer camp, we are setting our capacity at twenty (20) campers per session initially. This may change during the summer if group sizes increase in the state. The accepted age range is between 5 and 13 years old. There will be nine (9) sessions representing the nine (9) weeks of the full camp. The first session starts on Monday June 8, 2020 and runs through the whole summer upon its conclusion on August 7, 2020. Registration for all sessions is first come, first serve until all sessions are filled. You may register your child for as many sessions as you desire. Once our capacity is met per session, the session closes. If your requested session(s) is unavailable we will contact you with alternative options. Additionally, upon availability, spaces will be opened for new enrollment. In order for your child to be officially enrolled, we must have a full completion of your enrollment packet including the following documents: enrollment, medical and release of liability information form, administration of medication form, discipline policy, photography release form, handbook signature form, and enrollment checklist.

PACKAGES / PAYMENTS

When you enroll your child, you will be required to pay the first session and registration fee. Each session costs $225 with a one-time $25 activation fee. (Registered siblings in the same household only need to pay one activation fee) Weekly selections are based on availability, if certain week(s) that you request are filled up we will contact you with alternative weeks that are available.

Payment Options

Initial payment can be made in the form of credit/debit card or PayPal. Please visit our website and follow the proper channels. If you would like to set up automatic payments for each week we can do that when your child arrives the first day of camp. If you have questions about the fees/payment methods please contact us at themacsummercamp@gmail.com

Returned Check Policy

If your check is returned, we will charge a $25.00 fee.

Refund Policy

You have until 7 days prior to your session date to withdraw your child's name from a session. Only until this day we will refund your money. By signing this and recognizing this deadline you are agreeing to pay the full amount of your session if withdrawal is not made before 7 days of your session. No registration fees will be refunded.

Please note: there will be no reduction in fees if your child is absent.

SESSION DATES & TIMES

- Our summer camp is divided into nine (9) sessions.
- Our camp runs five (5) days a week from 7:00AM to 5:00PM.
- You can register for as many sessions as you desire (based on availability.)
- Please note that we will be capping each session at 20 kids initially, so if you wish to enroll your child for multiple sessions it is better to do so during this initial enrollment.

Session 1: June 8 – June 12
Session 2: June 15 – June 19
Session 3: June 22 – June 26
Session 4: June 29 – July 3
Session 5: July 6 – July 10
Session 6: July 13 – July 17
Session 7: July 20 – July 24
Session 8: July 27 – July 31
Session 9: August 3 – August 7

GETTING STARTED

Checking In and Out

As you escort your child into the Center, please be sure you and your child are wearing a mask and follow The MAC's COVID-19 Policies and Procedures located in the beginning of the handbook. Check-in your child at the front desk by finding your child's name in the check-in book and sign your child in. There will be a staff member upfront to assist with child drop-off. DO NOT SEND THEM IN ALONE. Please accompany your child all the way into the front desk. When you pick up your child at the end of the day, you will check them out the same way and let the counselor know the name of the child you are picking up. Please be prepared to show ID at pick-up until staff members become familiar with parents.

We will not release any child to leave the center except to those who have been authorized to pick them up. If at any time, the person picking up your child is suspected of drug or alcohol use, we reserve the right to contact law enforcement for the safety of the child. Also, if there is a custody issue or dispute we must have an official court document in order to restrict anyone on the pick-up list from picking up your child.

Complaints and Suggestions

Parents are encouraged to discuss any complaints, concerns or suggestions concerning staff members or other parents with the director. If further action is needed, the director can work out a time for a conference that works for all parties involved.

Parent Conflict Resolution Procedure

Occasionally, a parent might have a conflict with an employee or another parent. In this case take the following action:

1. Counselor and Parent/Guardian will meet in a timely, considerate and confidential matter to discuss how to resolve the conflict.
2. If a resolution is not achieved, the Parent/Guardian and counselor will meet with administration to resolve the conflict

Treasures from Home
Please do not allow your children to bring toys to the Center. We do not have a lot of room for extra toys and treasures and also do not want them to get misplaced! The counselor will retain any toys brought to the Center until the end of the day. The McDermott Athletic Center is NOT responsible for lost or broken property. **Children are NOT ALLOWED to bring the following:**

- ✔ Toys and toy guns
- ✔ Chewing gum
- ✔ Jewelry
- ✔ Purses/coin purse

Confidentiality Policy
The McDermott Athletic Center is required to keep certain information on file regarding children, families and staff that may be considered personal in nature. All staff members are mandated to keep this information confidential and to not discuss it or release it to persons outside the Center unless prior written permission is obtained from the parties involved. We can assure you that your rights to confidentiality will be protected.

SNACKS AND MEALS

The McDermott Athletic Center will not be providing food for any child during breakfast or lunch. We ask that when the children arrive they are properly nourished, as they will need all the energy they can get to participate in our planned activities. We do have a snack bar that sells individual prepackaged snack items as well such as chips and candy. If your child wishes to use our snack bar we ask that you provide them with some money to purchase such food. Each child will be provided a locker where they can stow packed lunches and other personal items. Only disposable bottles will be allowed at the facility, no reusable. Due to health precautions the drinking fountains will not be available. We will sell drinks throughout the day (water $1 and gatorade is $2.) We recommend packing cold food for lunch as hot food can omit an odor from the time they arrive to lunch time.

HEALTH AND SAFETY

Reporting Child Abuse and Neglect
In accordance with New Mexico State law, staff members of The McDermott Athletic Center are required to document and report any suspected child abuse or neglect, and we will do so.

Drug, Tobacco, Alcohol and Firearm Policy
The grounds of The McDermott Athletic Center is drug, tobacco and alcohol free zone. We prohibit the use of any of these substances on our grounds. We also prohibit firearms.

Sick Child Policy
When your child is ill, please make alternate arrangements for his/her care. It is our policy that if a child has a fever, or does not feel well, he or she is too ill to be at the Center. Any child who has:

- Fever of 100.3 or more
- Scabies head lice or other infestation
- Vomiting
- Persistent cough
- Diarrhea
- Rash
- Discharge from eyes or ears
- Runny nose with colored discharge
- Other conditions contagious to other children, or needing close attention should be kept at home.

If your child has a temperature of 100.3 or higher or any of the prior symptoms while they are in our care, we will notify the parent or an emergency contact. You or another authorized person must pick up your child within one half hour of our call. If your child has any of the conditions listed on the exclusion list at the end of this handbook, please follow the protocol listed.

Medication Policy

In the State of New Mexico, a childcare center is not permitted to give medication, prescription or over-the-counter, except upon written authorization by the parent or guardian. You MUST fill out a **Request for Administration of Medication. Do not send medication in with your child.** A parent or legal guardian must bring the medication in its original container to the front desk and fill out a form. We cannot give your child expired medication or medication that is not in its original container. The original container must have the proper labeling including: dosage, expiration date side effects, and medicine name. Prescription medication must be accompanied by the prescription insert that includes side effects and medical information.

NOTE: Lotion, Chapstick and Sunscreen are considered to be medication. We must have a Request for Administration of Medication for any lotion, chapstick or sunscreen.

IMPORTANT: Each child's folder must contain a signed statement allowing the staff to transport the child and obtain emergency medical treatment. This is in the event that the parents, responsible person, or the child's physician cannot be reached in an emergency situation.

ALL MEDICATIONS MUST BE IN THE ORIGINAL CONTAINER WITH MANUFACTURER'S INSTRUCTIONS OR PRESCRIPTION LABEL WITH SPECIFIC, LEGIBLE INSTRUCTIONS FOR ADMINISTRATION, STORAGE AND DISPOSAL.

Special Health Needs and Medical Statement Form

Any special instructions or health needs that your child may have must be included in the medical information form. This form can be found in this packet and must be filled out to its entirety whether such a condition exists or not. This form is included in the enrollment application and you may also obtain a copy from the office. We do not require immunization records UNLESS they were/are homeschooled. If this is the case, please include a copy of such records in this packet.

Handwashing

Handwashing is a very important aspect of keeping our center healthy and preventing the spread of germs. Your child will at least wash their hands with soap and water before and after meals/food handling, after using the

bathroom, after blowing or wiping noses, and upon re-entering from the outside.

Sanitation
Sanitation is very important. Handwashing is a very large part of sanitation at this center. Gloves are worn if working with food or with bodily fluids. The children and adults wash/sanitize hands frequently! Hands are washed/sanitized at the following
times but not limited to:

1. Before food preparation, handling or serving
2. After toileting
3. After coming into contact with blood
4. Before any food service activity
5. Before and after eating meals or snacks
6. After handling pets or other animals
7. After blowing noses
8. Upon arrival/departure

Center Cleanliness
We sanitize doorknobs, tables, chairs and any toys that go in the mouth, daily. Our facility is cleaned daily.

Dress Code & Hygiene
Boys and girls may wear pants, shorts (weather permitting), and t-shirts. Girls may wear skirts or dresses, but shorts must be worn underneath. Please put your child's name on the tag of any jackets or sweaters that might be removed. Children are not allowed to wear jewelry. Girls may wear small, stud earrings. Because a lot of our activities are athletic in nature we ask that children always have a pair of athletic sneakers on their person or at their disposal. Sneakers are required every time we do activities on the basketball courts. Additionally, we have scheduled ice time. Your child does not have to participate in ice time, but if they do they must have a pair of pants/sweatpants and a long sleeve tee/sweatshirt (protective gear will be provided). We also recommend for days like ice days, pool days, and other special days (we will tell you in advance) that you pack an extra set of clothes on top of the spare set that they should always have stowed in their locker. As fore mentioned each child will have a personal locker in which they can keep such items. We reserve the right to use our judgment and discernment regarding The McDermott Athletic Center's dress code policies.

Please also remember to bring a change of clothes for your child's cubby. Please remember that during this summer camp play and art are encouraged and a regular occurrence so please be aware that dirt and other marks are going to be frequent.

Change of Clothing
Please remember, we need a change of clothing for your child. This needs to include, shirt, pants, socks and underwear. As previously mentioned, on certain days we recommend that 2 extra pair of clothes be packed. Please also check to make sure your child's change of clothing is seasonally appropriate.

Incident Procedures
If your child gets a scrape, bump, bite or any other type of small injury that does not require major medical attention, we will write up a note for you. You will be given a copy of the note and a copy will be kept on file.

Photographs
We do take photographs for our website, social media, etc. If you do not want your child's picture taken, please let us know. There is a permission form in the enrollment packet.

EMERGENCY PROCEDURES

Emergency Procedures
We have regular fire and disaster drills at the center. If there is an emergency or natural disaster, our Disaster Relief Plan will be put into effect. You may request a copy of our Plan from the office. We will evacuate to one of two locations:

1. Outside our facility to a safe area (away from our two entrances) in our parking lot or to the outskirts of our property.
2. If an emergency or disaster requires us to move away from our grounds, we will relocate to 735 Loma Colorado Drive NE (Loma Colorado Park). If we must relocate indoors, our destination will be the Loma Colorado Library.

GUIDANCE AND CONSEQUENCES

Guidance Policies, Procedures and Methods
The main use of discipline is the redirection of energy. Different ideas will be used when the redirection of energy is not working for a particular child. Children are encouraged to accept responsibility for their actions and to respect all property. Physical punishment, frightening or humiliating methods are not used as disciplinary procedures. If the child is frequently disruptive throughout the day or during an activity, documentation will be completed and forwarded to the Director and the parent. We reserve the right to dismiss any student whose behavior proves to be consistently disruptive, without improvement, or unsafe for others.

Termination of Enrollment
Again, if any student is consistently disruptive, without improvement, or actions become unsafe for others, you will be asked to find another arrangement for your child. We will give you two weeks notice to find another placement and to make any adjustments. If you, for any reason want to dis-enroll your child, you must give us two weeks notice, in order for us to fill the spot your child will be vacating. You will be charged for the remainder of the camp. In either instance, a Termination of Enrollment form must be filled out in the office.

Dismissal/Disenrollment Policy
A student may be dismissed from The McDermott Athletic Center Summer Day Camp for any of the following reasons:

1. Refusing to abide by or being unable to adjust to the standards of camp conduct and regulations set by The McDermott Athletic Center.
2. Frequently failing to make weekly payments in a timely manner, or habitually delinquent (unless prior arrangements have been made with the Director).

If you wish to dis-enroll your child at any time, please let the director know at least two weeks prior to their leaving. No registration or fees will be refunded.

MAC Summer Camp Exclusion List

The following list outlines exclusion for children attending The McDermott Athletic Center Summer Day Camp who develop specific infectious diseases. This is for the safety of the other campers and workers at the McDermott Athletic Center.

INFECTION	EXCLUDE	DURATION OF EXCLUSION
AIDS/HIV	NO*	
Campylobacter	YES	Until diarrhea stops
Chickenpox/varicella	YES	Until all sores are dried and crusted
Conjunctivitis (pink eye) with white or yellow discharge	YES	Until provider evaluation and approval for return
Cryptosporidium	YES	Until diarrhea stops
Diarrhea-uncontrolled	YES	Until diarrhea stops
E. coli 0157 (or other STEC)	YES	Until diarrhea stops and 2 negative stool cultures (at least 24 hours apart)
Giardia	YES	Until diarrhea stops
Head Lice	YES	Until 1st treatment has been given
Hepatitis A	YES	Until one week after onset of illness or appearance of jaundice
Hepatitis B and C	NO	
Herpes – multiple mouth sores with drooling	YES	Until fever is gone and no drooling
Herpes- single fever blisters	NO	
Impetigo	YES	Until 24 hours after treatment has begun
Mumps	YES	Until 5 days after onset of parotid gland swelling
Pertussis	YES	Until 5 days of appropriate antibiotic therapy has been completed
Rash illness with fever	YES	Until provider determines not contagious
Ringworm (scalp and body)	NO	
Rubeola (measles)	YES	Until 4 days from appearance of rash
Rubella	YES	Until 6 days from appearance of rash
Salmonella	YES	Until diarrhea stops
Scabies	YES	Until after treatment has been given
Shigella	YES	Until diarrhea stops and 2 negative stool cultures (at least 24 hours apart and at least 48 hours after antibiotics completed)

*COVID-19: Camper may not return to camp for 2 weeks from diagnosis.

IF YOUR CHILD HAS ANY OF THESE CONDITIONS PLEASE FURTHER EXPLAIN IN THE MEDICAL INFORMATION FORM