



Parent Handbook



# Parent Handbook

## **Purpose**

The Plex Summer camp program is designed and created with three things in mind: keeping kid's minds healthy, helping kid's bodies stay healthy and keeping kids safe.

## **Mission Statement**

The mission of PLEX is to be South Carolina's premier provider of Indoor Soccer and Sports Recreation for the State of South Carolina. It is our mission to provide a first class facility, quality programs, services and employee development, while emphasizing community involvement and family values.

## **Plex Contact Information:**

If at any time you have any questions about summer camp programs please feel free to contact us at 803.360.7300 (Sandhills) and 803.732.1900 (Irmo) or e-mail [youth@plexindoorsports.com](mailto:youth@plexindoorsports.com)

## **Days and Hours of Operation**

Plex Sports Camp runs every weekday during the summer except for observed holidays. Hours of operation: 7:00am-6:00pm

## **Pick up Policy**

When enrolling your child for camp, all parents must fill out a registration form. Included on this form should be all persons authorized to pick your child up from camp. If anyone else is picking your child up from camp, a note from you as well as a valid personal ID from the person picking up your child will be needed.

## **Late Pick up Policy**

On days that you are unable to pick up your child by 6pm, a \$5 late fee will be issued for the first 30 minutes. All fees will be due at the time of pick up.

## **Payment Policy**

Once you have initially signed up for summer camp you have three payment options:

- Online at [www.plexindoorsports.com](http://www.plexindoorsports.com)
- Over the phone: 803.360.7300 (Sandhills) 803.732.1900 (Irmo)
- In-person at the front desk

*\*Please note: All fees are due the Friday prior to the week of camp in which you wish to attend.*

## **Refund Policy**

A refund will be issued if PLEX cancels a league, class, camp, or event. Schedule and pricing are subject to change. CREDIT WILL NOT BE GIVEN FOR DAYS MISSED AT CAMP.

## **Prices for Summer Camp 2010**

- \$160/week if paid before April 15
- \$175/week if paid after April 15
- \$30/half day, \$50/full day
- 10% sibling discount

## **Emergency Procedures for Weather**

If your child is in any of the PLEX programs when inclement weather occurs, parents will be notified immediately and should make arrangements to have their child picked up as soon as possible. In the event that PLEX is forced to close before the beginning of the camp day due to severe weather it will be posted on local media closing lists. Please refer to either these lists or our website for up-to-date closing information.

## **Medical Information**

You are required to fill out an information form on your child during registration. Medical conditions should be listed on this form. The menus for lunch will be provided, if your child is allergic to anything in the lunch you will need to bring your own lunch. Anyone with further concerns should speak with the Youth Program Director.

## **Medication**

If your child has a doctor's prescription and will need to take medication during camp hours, please send medication with written instructions and drop it off during sign in. PLEX can only give medication that is prescribed by a physician and that has been provided by the parent, including asthma medication/ inhalers. Please put proper identification on all medication.

## **Absenteeism**

If you know your child will not be attending camp on certain days please notify PLEX at the beginning of the day. Please contact PLEX at 360.7300 (Sandhills) 732.1900 (Irmo). You can also e-mail youth@plexindoorsports.com. CREDITS WILL NOT BE GIVEN FOR DAYS MISSED AT CAMP.

## **Frequently Asked Questions**

**What will my child be doing every day of camp?**

### **SCHEDULE OF ACTIVITIES**

7:00-8:45	Free Play
8:45-9:00	Attendance
9:00-11:00	Sports Training & Scrimmages Skateboarding
11:00-11:30	Bathroom/Water Break
11:30-12:15	First Lunch
12:15-1:00	Second Lunch
1:00-2:00	Games, Guests, Crafts & Movies
2:00-4:00	Sports Training & Scrimmages Skateboarding
4:00-6:00	Turf Open Play/Inflatables

### **What should my child wear to Day Camp?**

Children should wear comfortable clothes (t-shirts, shorts, etc.) and tennis shoes. Shirts will be provided and the child should wear their camp shirt on field trip days. Swimsuits must be worn on water days. Please keep in mind that children will be involved in indoor and outdoor activities and may get dirty.

### **What does my child need to bring to Day Camp?**

They need to bring their lunch if they have not bought one prior and if your child has allergies to certain foods they need to bring extra snacks and or their lunch. A bathing suit and towel will be needed on water day. If you would like for your child to wear sunscreen, you must send it along with them.

## Lost and Found

If your child has lost or forgotten something at camp, please notify PLEX staff as soon as possible. The sooner that we are notified, the more likely we are to locate the missing item. You will have the opportunity to look through our lost and found bin. PLEX is not responsible for any personal property lost.

## Field Trips

Each Friday, our Sandhills campers, will take a field trip to our Irmo facility to participate in our Snow Fest and Learn to Skate and/or Learn to Play Hockey classes. Children should dress warm in layers and make sure to pack socks.

Each Wednesday, our Irmo campers, will take a field trip to the Sandhills facility to participate in our Roller Skating fun and games. Please make sure your child packs socks.

All children should wear their Plex Summer Camp t-shirts when going on these field trips. Should you need to pick up your child from a field trip please make prior arrangements with the Youth Program Director. A field trip permission slip will be in the registration packet and will cover the entire summer.

## Lunch and Snacks

Plex will provide a hot lunch for your child for \$5/day. If you do not wish to purchase lunch, we ask that your child bring a packed lunch including drink, everyday.

<b>Monday</b> Cicis	<b>Tuesday</b> Sonic	<b>Wednesday</b> Wild Wings	<b>Thursday</b> Texas Road House	<b>Friday</b> Bag Lunch
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## Plex Cafe

The Café at PLEX will be open to campers for lunch only. A hot lunch will be available for \$5/day and must be paid for when you drop your child off in the morning. The children may NOT purchase any additional food while in camp. This includes but not limited to, drink or candy machines.

## Discipline Procedures

Our goal is to make sure that your child has a great time while at PLEX and a big part of that is feeling safe with counselors and other children. We make every effort so that your children will understand what we consider acceptable and unacceptable behavior at Plex.

The Plex does not condone, nor will permit from its counselors:

- Teasing, threatening, using an inappropriate tone of voice
- Leaving children unsupervised
- Use of profanity

A child's behavior is expected to be consistent of the following:

- Respect and cooperate with staff
- Respect other children, equipment and facilities
- Stay in program areas, leaving your area without a counselor is not permitted
- Use of appropriate language

## Our Discipline Policy

If a child does not follow the behavior expectations listed above, a written notice will be sent home with your child. If the behavior continues the second infraction will result in your child being sent home for the remainder of the day. The third infraction will result in suspension from the camp for the remainder of the week. If these behaviors continue the child will be removed from the camp for the remainder of the summer. SOME ACTIONS THAT WILL RESULT IN DISCIPLINARY STEPS BEING SKIPPED ARE: FIGHTING, POSSESSION OF WEAPONS, SEXUAL MISCONDUCT, THREATENING ACTS TOWARD STAFF, CAMPERS OR THEMSELVES, OR LEAVING THE PREMESIS. If any of the above occurs you will NOT receive a refund.



Sandhills: 741 Fashion Drive, Columbia, SC | (803) 360.7300

Irmo: 1019 Broad Stone Rd, Irmo, SC | (803) 732.1900

[www.PlexIndoorSports.com](http://www.PlexIndoorSports.com)