



SHADES
of Development

**MAY 28
THROUGH
JULY 26**

**SHADES
SUMMER
VACATION**

**FOR 5-13 YEAR OLDS
7:00AM-6:00PM**

9 WEEKS OF STAYCATIONS

Are you worried that your kids are missing out on a full summer of vacation? Let us ease your mind! At SHADES every week is a vacation!

- Farm Vacation
- Caribbean Cruise Vacation
- Parks Vacation
- Beach Vacation
- Rainforest Vacation
- Circus Vacation
- Art Lovers Vacation
- European Vacation
- Big Apple Vacation

New Hopewell, Karns, Brickey and Pond Gap Elementary Schools

www.SHADESofDevelopment.org

Parent Handbook 2024





Dear Parents,

Thank you for your interest in SHADES Summer Camp. As a parent, you have many choices when it comes to selecting your child’s summer experiences. You are concerned about your child’s happiness, as well as, their physical, intellectual and social wellbeing. SHADES has been providing positive summer child and youth camp programs for over 29 years. We believe that children learn and grow through interest-based adventures.

At SHADES we design each camp to capture children’s interest while intentionally incorporating life skills into the curriculum. Our Curriculum Specialist connects hands-on activities to academic standards, making it easy for our highly skilled staff to disguise learning through our adventure packed weeks of summer FUN while minimizing summer learning loss.

We also believe that school-age children crave project and performance-based activities. Each week campers will create, produce and/or perform as they learn new skills and refine old ones.

This handbook will share more information about each of our summer camps, the goals and outcomes of each camp and how our summer camp program works.

Sincerely,

Sindy Dawkins-Schade
SHADES President



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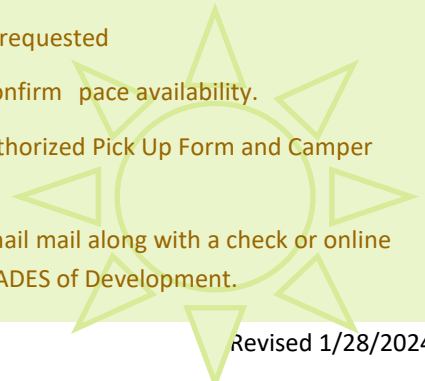
Contact Us

Central Office
6701 West Emory Road
Knoxville, TN 37931
865-938-9164

SHADES Summer Camp welcomes all children without regard to race, gender, or ethnic background.

New customer pre-register online

1. Go to www.SHADESofDevelopment.org
2. Click the “Enrollment” tab and select summer
3. Click location to access the pre-registration link
4. New families to SHADES can pre-register through the new customer link.
5. Complete the information requested
6. You will be contacted to confirm space availability.
7. Print and complete the Authorized Pick Up Form and Camper Schedule Form.
8. Send forms via e-mail or snail mail along with a check or online credit card payment to SHADES of Development.



Things to know...

Camp by the Week

Each week of camp will explore a camp theme through adventure learning with a literacy connections.

Campers may sign up for one week of camp or all nine weeks of camp. Most of our camps have progressive projects that build on the activities from the previous day. To get the most out of each week, we recommend attending all five days.

Week 1 May 28-May (Four day camp)

Farm Vacation

Week 2 June 3-7

Caribbean Cruise Vacation

Week 3 June 10-14

Parks Vacation

Week 4 June 17-21 (Four Day Week)

Beach Vacation

Week 5 June 24-28

Rainforest Vacation

Week 6 July-1-5 (Four day camp)

Circus Vacation

Week 7 July 8-12

Art Lovers Vacation

Week 8 July 15-19

European Vacation

Week 9 July 21-26

Big Apple Vacation

Week 10 July 29-August 7

SHADES Closed

Program Hours

7:00am –6:00pm Monday—Friday

Program Schedule

| | |
|----------------------|---------------------------------------------------------------------------|
| 7:00-9:00am | Free Choice Learning Centers, (ISnack TBA) |
| 9:00am | Campers should be dropped off by this time |
| 9:00-9:50am | SHADES Group Meetings (Group Icebreakers, Team builders, Songs and Skits) |
| 10:00-10:10am | Announcements |
| 10:10-11:00am | Activity 1 |
| 11:00-11:50am | Activity 2 |
| 11:50-12:30pm | Lunch |
| 12:30-1:00pm | Read Aloud Story Time |
| 1:00-2:30 | Free Choice - Recreation Time (Playground/Gym) |
| 2:30-3:30pm | Activity 3 |
| 3:30-4:00pm | Snack and Closing Announcements |
| 4:00pm | Pick up begins |
| 4:00-6:00pm | Free Choice Learning Centers |

Special Program & Presentations:

June 21 - Join us from 5:00-6:00pm for a Family Beach Party

July 26 - Join us from 5:00-6:00pm for a choral presentation and talent show.

July 28th and 29th — LIT Campout
(For 5th grade and up. Eligibility requirements apply. Departs at 5:30pm Sunday, July 28th and returns 5:30pm Monday, July 29th)

**Register for one
week or all weeks!**



Things to know...

Key Administrative Summer Staff



Erica Bacon



Stephanie Keen



Sabrina Chamberlain



Brittany Ott



Jessica White



Madison Jones



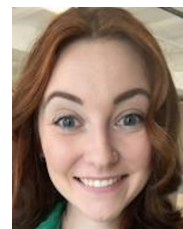
Tina Treadway



Kim Coward



Kathi Preston



Isabel Foraker-Turner

Lunch

At our CACFP Food Program eligible sites a box lunch will be provide. If your site does not qualify for the CACFP lunch program, please pack a nutritious lunch and drink each day for your child. Please check with your site director to determine if your location is CACFP eligible. Lunch suggestions are provided on our website. Refrigeration and heat sources are not available, so please pack your child's lunch accordingly. No carbonated beverages or glass containers please. On occasion we may have “for purchase” Chick-fil-a, or pizza days as a special lunch option.

On-Site Special Activities

The summer will be packed full of projects, challenges, and special activities. Special activities may include guest speakers, guest instructors, theme parties, team challenges, camper performances, family events and fieldtrips. Special events and activities can be found on the site calendar under the locations tab of our website.

Field Trips

The summer will have a variety of field trip opportunities. Field trips will typically relate to the theme. Participants may choose to participate in on-site fields. These **field trips are strictly optional** and require an additional fee, parental consent and sign up through a Google Form.

Understanding Our Field Trip Processes

Field Trip Sign Up and Permission—SHADES takes the safety and transportation of your child very seriously. In order to secure appropriate transportation and ensure child safety, participants must sign up at the beginning of the week in order to attend field trips. Sign-ups will be managed through a Google Forms link. You may access the sign ups at your site location if needed. Signing your child up for a field trip is your commitment to SHADES that your child will attend the field trip. In order to prepare transportation logs, plan appropriate staffing, ensure proper bus capacities and ensure overall transportation safety, your child must attend field trips you have signed him or her up to attend. You may cancel field trip participation by 9:00am the day prior to the field trip. You and your child have until 9:00am the day prior to a field trip to change your mind and/or field trip plans. After 9:00am the day prior to a field trip your sign up completion form is your commitment to have your child at SHADES at least 30 minutes prior to the field trip, dressed in a field trip t-shirt and tennis shoes.

Field Trips

Field trips must be paid for prior to the field trip. In the event your child does not show up for a field trip you have signed him/her up to attend, you will still be responsible for the cost of the field trip. Please keep field trip fees current to ensure your child's field trip eligibility. Field trip days and times vary. A field trip schedule will be available the first day of the summer program. Children must wear a SHADES field trip t-shirts and tennis shoes on field trip days. If required please remember to pack a lunch. We will follow health and safety guidelines outlined by F/T locations. Children are transported on buses contracted through T&J Bus Lines.

Field Trip T-shirts

For the safety of your child, SHADES of Development requires children to wear a SHADES of Development field trip T-shirt each time your child attends a field trip. One T-shirt is included with your child's registration. Additional field trip T-shirts may be purchased for \$9.00 each (Child S-M-L Adult S-M-L) and \$11.00 each (Adult XL, XXL) while supplies last. Please indicate your child's T-Shirt size on the enrollment form. Please note: Children will wear the field trip T-shirt over their swimming suits on swimming field trips.

Buddies

There is safety in numbers! With that in mind SHADES uses a buddy system on all field trips. Buddies stick together and look out for one another on field trips. This ensures that at least one other person in addition to the teacher is aware of your child's whereabouts, especially during routine care activities such as going to the bathroom, getting a drink of water or visiting a concession stand. Your child will be assigned a buddy for each field trip. Please help us with this process by talking to your child about the importance of staying with a buddy.

Spending Money

Learning the value of money and the process of selecting items within a budget, counting money, understanding sales tax and exchanging money for goods is a necessary life skill. In order to help children develop this skill, children are permitted to bring up to, but no more than \$5.00 in spending money per field trip. Children are not permitted to share or give money to friends while at SHADES. Please split money for siblings prior to arrival. Siblings are typically in separate groups and may not see each other to pass off money during the fieldtrip. Thank you for your help with this process.

Swimming

Swimming is a fun activity and a great form of exercise; however, it can also be a scary activity for parents to entrust to someone else to supervise. At SHADES we take swimming safety very seriously. We use the following safety measures to ensure all children are safe, well supervised and comfortable while swimming with SHADES.

- Each summer SHADES develops a swimming supervision plan. The pool is divided into zones, with each zone being designated as appropriate for specific swimming levels. SHADES staff members are stationed around the pool and facility and are designated a specific zone to supervise. SHADES staff members are trained to use a zone scanning supervision approach.
- Each child is tested during their first swimming field trip to determine the child's swimming level. Color coded arm bands are used to designate a child's swimming level based on the swimming test. Non-swimmers will be confined to water that is chest level or shallower.
- A designated SHADES staff member will also work with children in the water to improve their comfort level and swimming skills. Please note: Children are not permitted to wear water wings or life jackets during swimming field trips. These devices give children a false sense of security and encourage them to try to enter water depths beyond their swimming abilities.
- Swimming Levels—(1) non-swimmer under 3 1/2 ft. tall, (2) non-swimmers over 3 1/2 ft. tall, (3) swimmers that can keep their head above the water for a distance of 15 meters, (4) swimmers that can swim with their head above the water for 20 meters, (5) swimmers that can swim with their head above the water for 20 meters and demonstrate a jump and recovery in deep water. Children must be a level 5 in order to use the diving boards.

- Children may retest throughout the summer to change swimming levels as swimming skills increase.



How to Pay

SHADES makes paying for camp easier than ever. Once registered, families can access their account online through MyProcure or Procure Engage. Please ask your director how to access the MyProcure link. If online payment is not your choice, you may pay over the phone by calling in your credit card information. If neither of these options work for you, payment can be dropped by the SHADES Camp site location. Payments may be made by Visa, Master Card, check or money order. (NO cash payments accepted.) There is a \$20.00 return fee on returned checks or declined credit card payments.

Camp fees are due **ONE WEEK** prior to the start of each camp. Please note: A camper must be paid in full in order to attend camp. The camp director will contact you one week prior to the start of camp to share additional camp information and to confirm payments. Please refer to the payment schedule on this page for payment due dates. *DHS Families First Vouchers are accepted. Limited Financial Assistance is Available!* A non-refundable \$50.00 single child or \$75.00 family registration fee and a non-refundable \$10.00 deposit per child for each week of camp selected are due upon registration. Camp spaces are not held until the registration fee, deposit, paperwork and orientation are complete and are received by SHADES. Once your pre-registration is received, you will be contacted and have 48 hours to complete the registration process and pay applicable fees. Failure to complete the process will forfeit your place on our list, and the next family will be contacted. SHADES reserve the right to priority place qualifying students in need, based on grant criteria.

Change Policy

After registration, any changes to a camper's schedule must be made through the SHADES Change/Cancellation link. The Change/Cancellation Link can be found on our website, or completed on a site computer. (No paper, verbal or phone changes can be made.) A change is defined as changing a camper's schedule to a different week of camp after registration has been completed. Changes must be made through the change link by the designated cutoff date before camp begins. If a change is requested after registration, there is a \$10.00 one-time change fee. Changes can only be made if space in the requested week is available.

Cancellation Policy

After completing registration, if you must withdraw your child's participation from a week of camp, there is a \$10.00 per week, cancellation fee, if the cancellation is received at least (6) six working days prior to the camp start date. Once the entire camp fee has been paid, you will receive a partial refund if you submit a change form at least (6) six working days prior to the start of camp. The refund will equal the tuition minus a \$10.00 cancellation fee. A \$10.00 cancellation fee will be charged for each week cancelled, unless another summer session of equal value is added to a camper in the family. If a cancellation is received after the published cutoff date, no refund will be given for any reason, including vacation plan changes, illness or family emergencies. Note: A cancellation fee applies to each week of camp cancelled. All refunds due will be issued at the end of summer. The Change/Cancellation Link can be found on our website. (No paper, verbal or phone cancellations can be made.)

SHADES Summer Camp 2024 Fee/Date Schedule

Please Note: A camper must be paid in full by the due date to attend camp

| Week | Camp Start Date | Balance Due Date | Changes | Cancellations | |
|------|-----------------|------------------|---------------------------------------------------------|--------------------------------------------------------------------------------|---------------------------------------------------------------|
| | | | Change Fee \$10.00 Change Fee between these dates | Cancellation Fee \$10.00 Cancellation Fee If made on or before this date | No Refund If cancellation is made on or after this date |
| 1 | 5/28/24 | 5/20/2024 | Reg-5/17 | 5/17 | 5/20 |
| 2 | 6/03/24 | 5/27/2024 | Reg-5/24 | 5/24 | 5/27 |
| 3 | 6/10/24 | 6/3/2024 | Reg-5/31 | 5/31 | 6/3 |
| 4 | 6/17/24 | 6/10/2024 | Reg-6/7 | 6/7 | 6/10 |
| 5 | 6/24/24 | 6/17/2024 | Reg-6/14 | 6/14 | 6/17 |
| 6 | 7/01/24 | 6/24/2024 | Reg-6/21 | 6/21 | 6/24 |
| 7 | 7/8/24 | 7/1/2024 | Reg-6/28 | 6/28 | 7/1 |
| 8 | 7/15/24 | 7/8/2024 | Reg-7/5 | 7/5 | 7/8 |
| 9 | 7/22/24 | 7/15/2024 | Reg-7/12 | 7/12 | 7/15 |
| 10 | SHADES Closed | | | | |

Waiting List

Pre-registration is the first step in the registration process and places you on the SHADES waiting list. We will notify you during SHADES working hours when your registration is received. You will be invited to attend an orientation at that time. You will be given a deadline to attend orientation and complete and submit all paperwork and fees in order to secure your child's space in the camp. Failure to complete and submit needed items by the deadline date will result in your child's space being forfeited and your child's name will be removed from the pre-registration list. At this time the next family on the list will be contacted. We will continue to fill all available spaces through this process. You will typically have 2 working days to complete the registration process with the Camp Director to secure the camp space. Please act promptly and stay in close communication with the camp director to ensure you secure desired spaces. Spaces can not be held without payment.

Drop Off and Pick Up Procedures

SHADES uses the Procure Engage App to manage communication and the drop off and pick up process. Please install the Procure Engage App from your app store. You will be invited via email by your site director to login to the app. Once logged in, please upload a headshot of you and your child prior to the start of camp. This allows us to study name to face recognition prior to camp starting. Only people listed as account payers will have access to the Procure Engage App. Other authorized pick persons will be issued pin numbers. You can distribute pin numbers located in the sign out section of the app to your authorized pick up persons. You and your authorized drop off and pick up persons will need to be prepared to present a photo ID at pick up to ensure child release safety until our staff is familiar with your family. Authorized pick up persons must be 18 years or older.

Please see your camp director for app and pin number assistance if needed.

Once you are registered, drop off and pick up is easy. Simply scan the QR code from the Engage App and your children will appear on the sign out screen. Or, enter your pin numbers on the site device for you children to appear on the sign out screen. Confirm with the greeter that you have signed your child out and he/she will call for your child to go home. Authorized pick persons can scan the QR from their smartphone or use a site device and then enter their assigned pin numbers. Each authorized person has a unique set of pin numbers. Please do not share your person pin numbers with other pick up people.

Medical Information

SHADES staff members are certified in CPR and First Aid through the American Red Cross. If your child becomes sick or injured at SHADES, a staff member will contact you right away. In order to keep all of our campers healthy, we will ask you to pick up your child if he/she has a temperature of 100.4 degrees or more, is throwing up, has diarrhea or any other contagious condition. Your camper must be symptom free for 24 hours to return to SHADES Camp.

If your child requires any medication during camp, please be aware that we use the Knox County Schools Medication Form which requires a physician's signature. A current medication form must be on file for SHADES to administer any type of medication. Medication must be given directly to a SHADES staff member in the original container, with your child's name and a current expiration date printed on the medication. Medication forms can be found on our website.

Our Credentials

SHADES of Development is licensed by the Department of Human Services or the Department of Education. Our staff attend over 10 hours of curriculum training plus safety, health nutrition and camp logistics training before camp begins.



Fun in the Sun

Summers in East Tennessee are often hot and humid. Therefore, SHADES is constantly monitoring campers sun exposure and hydration. Please have your child bring a water bottle and sun screen. If your child is sensitive to a particular brand of sun screen please make a note on the Authorized Pick Up Form. Please note: The Authorized Pick Up Form contains a sun-screen release under the Parental Agreement section of the form.

Staff will make sure there are frequent water breaks and that sunscreen is applied often when campers are outdoors. SHADES Camps will use the outdoors and the gym for sports and physical activity. When outside, campers will be in the shade whenever possible during these activities on hot and humid days.

What to Wear and Footwear

In order for campers to have the best camp experience, they should wear comfortable clothes that allow for ease of movement. Please remember to follow the Knox County Schools dress code for short length and appropriate top guidelines. Sturdy shoes are especially important, as campers will be active during the day. Please do not send your camper in flip-flops, Crocs, or open-toe shoes. Campers must wear or bring sneakers each day.

If a field trip is scheduled for the day, please help us keep your child safe and easily recognized as a member of our camp by having your child wear his/her camp T-shirt and tennis shoes. You will receive a field trip schedule prior to the start of camp.

Personal Property

Summer camp is chock-full of fun activities keeping campers busy throughout the entire day. Bringing personal items to camp often disrupts the flow of the camp and the program. The following items and those similar to them are prohibited at camp: personal toys, electronic games, game cards, personal listening devices, phones, headphones and collectibles.

Campers do not need money at camp. Please do not allow your camper to bring money to camp unless a special activity or field trip with a gift shop is scheduled for the day. In the event a field trip is scheduled for the day and a gift shop is available, campers may bring \$5.00 or less for small souvenir purchases. Purchasing souvenirs provides the opportunity for children to budget money, make cost conscious selections and verify the receipt of any change due. Please help us keep this process manageable by limiting your child's spending money to \$5.00 or less. Field trip spending money is always optional. If you have more than one child attending a field trip, please split field trip money before arriving to camp.

Behavior

Campers are expected to be kind and respectful to other campers and staff. Campers are also expected to follow the rules of the camp and the requests of the camp staff. The camp director has the right to send home any camper that does not comply with camp rules, without a refund of any kind.

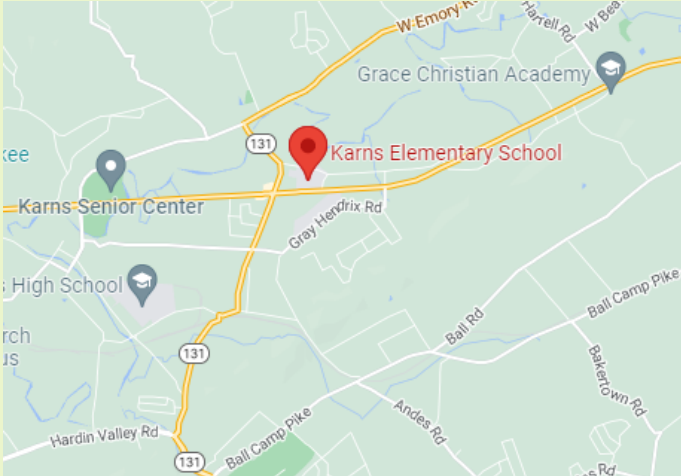
For minor behavior incidents that occur at camp the SHADES staff will use redirection, conflict resolution and logical consequences. You will be notified of any behavior concerns while your child is at camp.

Contact Us:

| Location | Phone | E-mail |
|---------------------|--------------|---------------------------------|
| Central Office | 865-938-9164 | CO@SHADESofDevelopment.org |
| Karns Campus | 865-690-0906 | Karns@SHADESofDevelopment.org |
| Brickey Campus | 865-367-2947 | Brickey@SHADESofDevelopment.org |
| New Hopewell Campus | 865-399-7702 | NH@SHADESofDevelopment.org |
| Pond Gap Campus | 865-454-0198 | PG@SHADESofDevelopment.org |

Summer Camp Locations

Karns Elementary
8108 Beaver Ridge Road
Knoxville, TN 37931



Brickey Elementary School
1810 Dry Gap Pike
Knoxville, TN 37918



New Hopewell
757 Kimberlin Heights Rd
Knoxville, TN 37920



Pond Gap Elementary School
4530 Papermill Drive
Knoxville, TN 37909



We can't wait to see
you this summer!

Safe  Healthy  Adventures  Developing  Essential  Skills