



where everyday is
an adventure!

CAMP ACWORTH

PARENT HANDBOOK

Overlook Adventure Camp
4361 Cherokee Street, Acworth, GA 30101

Lake Acworth Adventure Camp
4425 Beach Street Acworth, GA 30101

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Welcome to Camp Acworth: Where Every Day is an Adventure!

Thank you for choosing Camp Acworth for your child's summer camp experience! Camp Acworth was established in 1999 and has been a staple to the Acworth community for 20 years. Now, Camp Acworth is the name of our entire Summer Day Camp Program that provides a safe and active environment for children to enjoy their summer! There are *two* summer day camp options to choose from in our Camp Acworth program; One at Lake Acworth and one at the Acworth Community Center!

Lake Acworth Adventure Camp is held at Cauble Park and headquartered at the Acworth Beach House. Originally named Camp Acworth, this camp now has a new name to fit our growing summer camp program! Camp activities at Lake Acworth Adventure Camp include swimming, canoeing, archery, educational speakers, hiking, weekly field trips and more!

Overlook Adventure Camp is held at the Acworth Community Center located near Logan Farm Park. Camp activities at Overlook Adventure Camp include team sports, gymnasium activities, arts and crafts, educational speakers, hiking, weekly field trips and more!

Each week, both camps will go on a field trip to exciting places like Tellus Museum, Sparkles, Medieval Times, Georgia Aquarium, and the World of Coke. Weekly guests will visit Camp Acworth and teach kids a variety of subjects, ranging from public safety to performing arts.

Day Out of School Camps, Fall, Winter and Spring Break Camps will take place at the Acworth Community Center unless otherwise stated on Rec1.

We hope reading this handbook will help you become familiar with our summer camp and break camp programs and help you prepare your child for camp.

Our Camp Acworth website has all the information parents need when it comes to registration, camp information, job postings and more. Please visit this website for frequently asked questions and registration links:

www.CampAcworth.org

We are happy to answer any questions parents may have regarding our camps or the registration process. Camp Director, Jordon Gonzalez, oversees both summer day camp programs as well as Day Out of School Camps, Fall, Winter and Spring Break Camps. Feel free to give us a call 770-917-1234, email us at campacworth@acworth.org or stop by the Parks, Recreation and Community Resource department if you have any questions.

1. Enrollment and Registration

I. Enrollment:

To enroll your child(ren) in our Camp Acworth or Break Camp programs, you may visit www.acworthparksandrec.org to register online or you may come into the Parks, Recreation and Community Resource Office to register in person. Our office is located at 4361 Cherokee Street Acworth, GA 30101. Office hours are Monday through Friday from 7:00 am to 8:00 pm .

Summer camp registration is not restricted to one location. Parents can choose to register their child for different weeks at each location if campers are interested in a variety of summer camp activities! Please be careful during registration so campers are not accidentally registered for the same week at both locations. A child can only be registered for one camp location per week.

a. Information you **MUST** provide at registration:

1. Any medical conditions or concerns
2. List of person(s) who have permission to pick up your child(ren) including parents/guardians.

b. Age Requirements for Camp Acworth:

Our Camp Acworth program is for children ages 6 - 14 (Children entering 1st through 8th grade in upcoming school year). There will be no exceptions made to age requirements.

c. Camp Operating Hours:

Summer Camp consists of eight, week-long sessions. Break Camps consist of one week-long session. Day Out of School Camps consist of one day of camp.

7:30 a.m. - 9:00 a.m. • Check-in and drop off.

9:00 a.m. - 4:00 p.m. • Camp activities.

4:00 p.m. - 6:00 p.m. • Check-out and pick up.

II. Payment:

When you register your child(ren), the following will be required, per child/per week:

- Pay a \$25 non-refundable deposit for each additional week that you would like to reserve a spot for your child. This deposit will be applied towards your balance due for that week, if there are no cancellations.
- Your fee includes a t-shirt, seven hours of coordinated activities and supervision daily, transportation during field trips utilizing either Acworth Parks, Recreation and Community Resource department vehicles or Cobb County school buses, equipment and other supplies, guest speakers, arts and craft projects, and group activities.

a. Not paying in full?

Remaining balances for each session are due by the Wednesday prior to that session's start date (ie. Session 1= June 1 - 5, balance for that week needs to be paid in full by Thursday, May 28th). Failure to pay in full by Wednesday afternoon will result in your child(ren) being removed from the roster and placed on the camp waitlist. This deadline is in place to allow for quality programming, staffing and transportation scheduling. You can also pay your weekly balances online at secure.rec1.com/ga/acworth-parks-recreation/reg.php by logging into your account.

b. Waitlist:

If the session roster reaches capacity, our registration system will activate a waitlist for interested registrations. There is no cost to join the waitlist. Those on the waitlist will be contacted the week before the camp session begins ONLY IF space has become available on the roster. Those added to the roster from the waitlist will have 24 HOURS to pay the full session price or they will lose their place on the roster.

- c. Credit/Refund Policy:** In the event your child is unable to attend one of the weeks they are registered for and you would like to request a refund, please refer to the refund policy below:

Our refund policy encourages early decisions, so as to not affect other customers or our ability to deliver efficient programs. Recreation activity fees shall be refunded in the following manner:

1. 100% activity fee refund if activity is cancelled by City of Acworth Parks, Recreation and Community Resource Department
2. 100% activity fee refund, minus deposits that are stated as non-refundable, if request is submitted 30 days or more prior to activity start date.
 - a. Camp deposits are non-refundable. They can be converted to department credit.
3. 100% activity fee refund, minus a 10% administrative processing fee and non-refundable deposits, if request is submitted between 29 to 7 calendar days prior to program start date.
 - i. To avoid the administrative processing fee, a customer may transfer activity fees to another program at no additional cost or penalty. A department credit may also be kept on the customer account at no additional charge. Department credits will not be refunded once placed on Rec1 account.
4. There will be **no refund** for requests submitted within seven calendar days prior to activity start date.
5. Refunds for Sports Team League registrations must be made prior to the listed league registration deadline.
6. Activity fees less than \$10.00 will not be refunded. Fee transfer and/or account credit balance accepted.

Request Procedure

Please include the following when submitting refund requests:

- First and last name of account holder
- First and last name of participant enrolled in activity
- Activity Name and Activity Dates
- Specify whether submitting Refund Request, Transfer Request or Account Credit Request

This refund policy excludes Active Adult Day and Overnight Trips.

Requests for recreation program refunds should be directed to the appropriate Recreation Coordinator:

Youth Programs & Events/ Camps - campacworth@acworth.org

Youth & Adult Athletics / Athletic Camps - elacher@acworth.org

Therapeutic Recreation Programs - lham@acworth.org

All other community activities and classes - acworthprcrd@acworth.org

2. Check-in and Check-out Procedures:

I. Drop Off/Check-In:

Lake Acworth Adventure Camp is located at 4425 Beach Street, Acworth, GA 30101.

Overlook Adventure Camp is located at 4361 Cherokee Street, Acworth, GA 30101.

Pre-Registration for camp is REQUIRED. Campers not enrolled should not be dropped off at camp. Drop off/check-in each morning will begin at **7:30 a.m.** via a car rider drop off. There will be camp staff working at drop off at all times to answer any questions you may have concerning our daily activities. Camp activities will begin promptly at 9:00 a.m. **Please make sure that your child arrives at Camp no later than 9:00 a.m. on field trip days.**

- a. If your child will be absent from camp, please email the Camp Director no later than 8:15 am the morning of said absence to inform staff. There will be no credits or refunds for missed days of camp.

II. Pick-Up/Check-Out:

- a. For Summer Camp, curbside pick-up/check-out will begin at 4:00 pm via the same car-rider process just outside of the Beach House/Community Center. For Break Camps, pick-up/check-out will begin at 4:00 pm and will be held in the parking lot area just outside of the Community Center.
- b. There will be Camp Staff with the sign-out sheet for the parents to record the pick-up time and initial as well as a staff member who will verify ID. **Anyone picking up a child from Camp Acworth will be required to show a photo ID upon arrival and must be on the authorized pick-up list for that child. If a person's name is not listed, then camp staff will not be allowed to release the child without first speaking with the listed parent.**
- c. At the Acworth Community Center, at 5:00 p.m. check-out will be moved inside the facility with the campers. Parents **MUST** walk up and sign out their child before leaving the premises. If your child is being picked up by someone other than you or the persons on your authorized pick up list, make sure you have notified the camp staff **IN WRITING**. Please be patient with our staff as they ensure the safety of your child.
- d. **Early Check Out:** Camp activities end at 4:00 p.m. daily and the kids will move inside at that point for pick-up time. Should a parent need to pick up their child early from camp, it will be the parent's responsibility to notify staff that morning to have their child ready at a certain time. If staff was not previously notified, then please allow adequate time for camp staff to collect your child from their activity and get their camp belongings together for dismissal.

Parents must have their child(ren) picked up before **6:00 p.m.** Any child remaining will be charged a late pick up fee of \$5.00 per child, with an additional fee of \$1.00 per child added on every minute that the child remains onsite. Late fee payment will be due upon arrival. If camp staff has not been contacted by the parents or have been unable to reach the parents about a late pick-up by 6:30 p.m., the police will be called and upon their arrival, the child will be turned over to their custody.

3. Camp Operations: Please read section 3 with your campers

I. What to bring to camp:

We suggest you send your child's belongings in a labeled backpack. Please make sure your child's belongings are CLEARLY labeled with their name and phone number. A specific place is designated at camp for each group's personal belongings to be stored. **The program is not responsible for any lost, stolen or damaged items, INCLUDING MONEY.**

Please send your child with the following each day:

- A packed lunch with a drink (please don't send perishable items unless in an insulated lunch box). **Please remember:** refrigerator, freezer or microwave will not be available.
- Parents will be notified in advance if lunches are provided on certain field trips.
- 2 snacks for the morning and afternoon. There will be time for snacks during the day.
- Sunscreen. We will reapply sunscreen throughout the day as long as it is the spray sunscreen or the face sticks. Children will be responsible for reapplying their own sunscreen if they bring the lotion.
- Extra change of clothes, including socks, just in case!
- Water bottle that can be refilled throughout the day.

II. What to leave at home:

Please make every effort to ensure that your child is not bringing any electronics to camp. Anything special that they would like to keep for a long time should probably be left at home. We do not allow card or toy trading at camp. The following items are not allowed and will be held in our office until your camper checks out of camp:

- a. Cell Phones*
- b. Personal toys
- c. Computers and Tablets*
- d. iPods/MP3's*
- e. Skateboards/ Scooters*
- f. Electronic Games*

**Camp Acworth is not responsible for lost or stolen items. Cell phones are permitted at camp during field trips. Cell phones brought to camp any other day must be kept in the camper's bag and left in their bin during the daily activities.*

The following items are **prohibited** and will result in immediate expulsion from camp:

- a. Knives**
- b. Bows/Arrows
- c. Guns/Ammunition**
- d. Fireworks
- e. Drugs**
- f. Alcohol**
- g. Inappropriate Clothing
- h. Tobacco**

III. Clothing and Attire:

Children go outside daily, except in extreme weather. Clothing should be appropriate for the weather conditions. We require your child to be in **closed toe shoes** while at camp. No flip flops except during swim time or water based activities. **Please remember to label all of your camper's belongings in permanent ink.** Campers are required to wear their camp T-shirt on

Field Trip Days. If your child(ren) forgets their camp t-shirt on a field trip day, parents will be required to pay \$5 for a replacement shirt or their child(ren) will not be able to attend that day of camp.

IV. Counselor: Camper Ratios:

Our staff is carefully chosen to ensure the participants will have a fun, safe and memorable experience during the program. We hire individuals that have experience in education and/or recreation and who have a sincere interest in the welfare of children. All staff members are required to become certified in CPR/First Aid and are also background checked prior to employment.

At Camp Acworth, our goal is to keep a 1:10 ratio. Each group is paired with a counselor and an additional Counselor in Training (if available). Both Lake Acworth Adventure Camp and Overlook Adventure Camp have Assistant Camp Directors on-site at all times to monitor camp activity.

V. Daily Routine:

Camp activities will begin at 9:00 a.m. each day. Campers will be divided into groups, broken up by gender then age, and assigned to a counselor for that week. Each morning during Large Group, staff will greet the campers, take roll and review the daily itinerary. Each day will have different activities taking place with specific rules for the campers to follow. Everything will be covered in the morning with time for questions, should there be any. It is important for campers to be on time every day in order to have an idea of what will be taking place at camp.

During the day, camp is broken up into a series of stations for 30 minute or 1 hour intervals depending on the activity. Each station will consist of organized activities, such as a game, sport, hike, lunch, crafts, snack, a special guest, etc. Campers will stay in their groups during each activity and during all field trips. Some activities may have more than one group participating at a time but the age ranges will be within close proximity.

VI. Lunch and Snacks:

Children **MUST** bring their own sack lunch with a drink and 2 snacks each day for morning and afternoon snack. **Lunches must be non-perishable and will not have access to a refrigerator or microwave.** Please plan and prepare your child's lunch accordingly so their food does not spoil. We recommend that you use an insulated lunchbox to keep the food from spoiling. We do not allow parents to bring outside food during lunch! **Please be mindful when packing lunch and snacks that many campers have a Peanut Allergy and it is appreciated when those foods are not brought into the camp space.**

VII. Swimming and Water Based Activities:

Campers at Lake Acworth Adventure Camp will swim daily in Lake Acworth while attending camp, with the exception of field trip days and unless declared unsafe by the City of Acworth. Campers at Overlook Adventure Camp will periodically have water based-activities through the summer. Parents will be notified prior to a water day for Camp Overlook.

The swim area for Lake Acworth Adventure campers will be the far right-hand side of the designated swim area at Cauble Park. A certified lifeguard will be on duty during Camp Acworth swim time. Counselors are required to be in the water with their groups for additional supervision. The rules for swimming are as follows:

- All campers will swim using the “buddy system”. Buddies will be chosen based on ability and skill level. Campers must be within arm’s reach of their buddy at all times.
- Swimming outside the designated swim area is not permitted.
- Hanging on the buoys or rope line is not permitted.
- Horseplay, dunking, and other roughhousing is not permitted and will result in the loss of swim time.
- Dead Man’s Floats are not permitted.
- No throwing sand.
- No gum or candy is allowed during swim time.
- All accidents must be reported to the lifeguard. The lifeguard is in charge!
- Flotation devices are permitted at camp but not provided. We do have access to life jackets, if requested in advance. Parents are required to notify camp staff at check-in if their child will require a life jacket during swim time.

a. **Blob and Inflatable Water Slides:**

The Blob is an inflatable water trampoline that is for Camp use only. The Water Slide is an inflatable water slide that is for Camp use only. The public will not be permitted to use the Blob or Water Slide. While participating on the Blob, campers will be required to wear a life jacket at all times. NO EXCEPTIONS. The lifeguard and counselors will remain on the Blob with each group.

b. **Canoes:**

Campers may canoe weekly while attending Lake Acworth Adventure Camp. All canoeing will be held in the small cove located to the right of the Veterans Memorial at Cauble Park. Camp staff will be in a canoe at the same time as the campers. The rules for canoeing are as follows:

- Anyone getting into a canoe **MUST** wear a life jacket and have it properly fastened.
- No more than three individuals will be allowed in a canoe at any given time. If two people are in a canoe, one person will sit at each end. If three people are in a canoe, one must sit at each end and the third person **MUST** sit in the middle of the canoe flush with the bottom of the boat.
- No standing, rocking or purposely flipping the canoe is permitted.
- All canoes will remain in the designated area as set by the Camp Director.
- Paddles must remain in the water or at waist level at all times. No paddle may be used to splash another camper, knock into another canoe, or used as a weapon.
- When your group is done with the canoes, all canoes must be secured on shore and all equipment placed neatly and securely into the storage bin.

***Failure to follow these rules will result in the camper returning to shore and sitting out the remainder of the activity.

VIII. Field Trips:

Please have your child wear their camp shirt on any day that they are scheduled to go on a field trip. **If for some reason you do not want your child to go on the trip, we do not offer refunds.** The field trips are fun and exciting experiences to enhance your child's summer. A few notes about the field trips:

- All campers **MUST** be in their Camp Acworth T-Shirt on field trip days. **The cost of lost or forgotten camp shirts is \$5.00 each.** The \$5.00 fee can be paid upon receiving the shirt. There are no borrowed shirts.
- All children attending camp on field trip day **must** go on the field trip.
- Please make sure to review your weekly email! This email will notify parents if:
 - 1) lunch will be provided on the field trip
 - 2) the parent needs to send their camper with a sack lunch
 - 3) estimated return times (parents will be updated via email for delayed return time)
- On field trip days, **PLEASE** have your child at camp no later than 9:00 a.m. Departure times vary and staff needs time to prepare and go over the rules.
- All field trips will have the Camp Director, Assistant Camp Directors, Counselors and Counselors in Training present.
- Attendance will be taken before the camper's board the bus, immediately after they exit the bus at the trip location, prior to boarding the bus for departure, and again once arriving back at the camp site.
- **Parents are not permitted to be chaperones.**

Camp will depart for all field trips between 9:00 a.m. and 10:00 a.m. each week. If a parent drops their child off at camp and the bus has already left for the weekly field trip, the camper will be unable to participate that day. Campers will not be permitted to be dropped off by a parent/guardian at the field trip location. **If they miss the bus, they miss the day.**

IX. Parent/Staff Communication:

It is important for parents and camp staff to maintain open communication at all times. Please keep staff informed of any changes in your child's life that may affect him/her. Emails will go out each week to keep you informed of all activities and upcoming events. Please review these weekly, as changes to the schedule do occur. The department office can be reached at 770-917-1234 and Camp Director, Jordon Gonzalez, can be reached via email at campacworth@acworth.org

There should be an open line of communication between camp staff and parents regarding the following information:

a. **Special Needs:**

We know that every child is special, however; some children may require extra attention in order for us to fully meet their needs. It is important that you, the Parent/Guardian, inform us **IN ADVANCE** of any special needs your child may have so we can ensure the summer program is a success for every child.

b. **Medication:**

We require written permission from the child's parent, authorizing our staff to administer any type of over the counter medication. This medication must be in its original container. If prescribed medicine is to be administered, the child's name and dosage must be on the prescription label, including asthma inhalers. All medication must be placed in a clear Ziploc bag with the campers name written on it and must include written permission and

written instruction inside the bag. All medication will be given to camp staff for safe keeping.

c. Injuries:

Whenever an injury requires attention beyond minor first aid, a phone call will be placed immediately to the parent. Anything greater than minor first aid will be documented in an Accident Report, filled out at the time of injury by camp staff. Staff will make every attempt to notify the parent, at work or through an emergency contact, before seeking necessary treatment at the doctor/hospital. (Parental release for camp staff to act in an emergency situation is indicated on the registration form). Parents/Guardians are responsible for providing medical insurance covering injuries obtained during participation in Camp Acworth.

d. Illness:

If a child becomes ill during the day, parents will be called and asked to make arrangements to pick up the child. If your child goes home with a fever of 99.9 or higher, they will not be permitted to return to camp until they are fever free for at least 24 hours. The same 24-hour rule will apply for children who become sick and throw up at camp. There will be no refunds issued for those days.

- For major life threatening injuries or accidents the camp procedure is the following:
 - 911 will be called immediately
 - The parent/guardian will be called
 - Based on the professional decision of the EMT unit, the child may be transported to the closest medical facility for immediate care.

4. Behavioral Management:

I. Guidelines:

With prior knowledge of our basic guidelines of safety and good conduct, each child is made aware of the behavior expected of him/her. Regardless of the situation, each child is accountable for his/her own actions. As in any group activity, the inappropriate behavior of a few children can spoil the experience for the entire group. Therefore, the following basic guidelines apply directly to each child and will be used in determining his/her eligibility to continue as a summer camp participant:

- a. Children must stay within the designated camp area. At no time should they leave the group without a staff person.
- b. Children will not be allowed to use foul language, be repeatedly rude or discourteous to staff or peers.
- c. Children will respect their property, as well as the property of others
 - Destruction and defacing of the camps facilities or facilities that the camp will be visiting will not be tolerated.
 - Stealing will not be tolerated.
- d. Parents will be financially responsible for any destruction/defacing to the facility by their child.
- e. Engaging in any type of fighting will not be permitted. Any behavior that jeopardizes the safety of other children or staff will not be tolerated. (i.e. throwing objects, pushing, hitting, biting, and threatening violence).
- f. Children will be expected to listen, respect and follow directions given to them by staff.

- g. Children must be able to keep their hands to themselves and not violate another person's personal space.
- h. Absolutely NO drugs, alcohol or tobacco will be allowed at camp.
- i. Drug related activity/clothing or any item intended for use as a weapon will not be allowed at camp.
- j. Absolutely NO Nintendo, PS3 or other electronic games or gadgets etc. will be allowed at camp!!! If found, they will be taken up and given to the parent at the end of the day. Cell phones are permitted at camp during field trips. Cell phones brought to camp any other day must be kept in the camper's bag and left in their bin during the daily activities. **Camp Acworth will not be held responsible for any lost, damaged, or stolen items.**

II. Discipline:

In order to provide a FUN and SAFE environment for your child while participating in Camp Acworth, the following discipline procedures have been established.

When unacceptable behavior occurs, the child will receive:

STEP 1: VERBAL WARNING

STEP 2: "TIME OUT" system will be used.

- A staff member will explain to the child why he/she is being placed in timeout.
- Child will sit out during the activity they are disrupting
- The incident will be reported to the Director/Assistant Director

STEP 3: A written CONDUCT REPORT will be issued.

- Child will be removed from their activity and will be required to sit with the Director/Assistant Director until that activity has concluded.
- The conduct report will be presented to the parent at pick-up explaining the unacceptable behavior and will be signed by the parent.

STEP 4: A second CONDUCT REPORT will be issued.

- Child will be removed from their activity, and depending on severity, possibly all activities for the remainder of the day. Child will be required to sit with the Director/Assistant Director until parents arrive.
- A meeting will be set up with the parent explaining the severity of the situation. The parent will be made aware that should their child continue their behavior, they will not be permitted to return to camp.
- Conduct report will be signed by parent.

STEP 5: A third CONDUCT REPORT will result in an immediate expulsion. If a child is expelled from camp, he/she can't return for one full year. Upon return he/she can't receive another conduct report. Should another conduct report be required, the child will not be able to return to camp for the remainder of that summer.

*** When physical confrontation occurs (kicking, hitting, spitting etc) the child will immediately receive a written conduct report and it could result in immediate expulsion. When discipline problems arise, our staff will contact the parent/guardian during or immediately following camp. Our goal is to provide a quality program for all participants. **Camp Acworth reserves the right for immediate dismissal of any child in order to ensure the safety of all participants.**

5. Frequently Asked Questions

I. Registration and Payment Deadlines:

Registration is announced via a Rec1 email blast, Acworth Parks, Recreation and Community Resource department website and associated social media pages. Camp balance deadlines are the Wednesday prior to each particular session's start date.

II. Parent Information Night:

Parent Information Night will be held the week before camp starts at the Acworth Community Center (4361 Cherokee Street) and will be announced via email.

III. Registration Deposits:

The camp deposit is \$25.00 per child per week is due at the point of registration. An additional \$25.00 non-resident fee is due at registration for non-Acworth residents.

This non-resident fee is also per week per child.

Camp deposits are non-refundable but may be transferred if necessary

(Refer to Refund Policy on page 4).

These amounts will be applied to the overall registration cost.

IV. Visiting Camp:

Parents/Guardians are the only visitors permitted at camp. Due to scheduling conflicts and safety precautions, we do not allow parents/guardians to eat lunch with the campers or participate in group activities.

V. Camp Website

For the most up to date information related to Camp Acworth, please visit our website at www.campacworth.org

Camp Acworth Contact Information

Acworth Parks, Recreation and Community Resource Department Office
4361 Cherokee Street
Acworth, GA 30101

Office: 770-917-1234
Fax: 770-966-7891

www.acworthparksandrec.org
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