

## 2017 CAMPER/PARENT HANDBOOK

### WHAT WE ARE

We are a summer recreation program, staffed by adults and college/High School students. We offer structured and fun activities intended to enhance a child's summer. We offer a fun and safe environment with well supervised events and trips that we hope your child will enjoy.

### WHAT WE ARE NOT

We are not a day care or baby-sitting service. We are not the public school system. Enrollment in this program is a privilege. We try very hard to keep children in this program because we recognize the importance of these activities to children. However, children who present constant or unmanageable behavior problems, make life difficult for other children and /or staff, take away from the overall program, or create safety risks due to their behaviors, are not welcome in this program. (please refer to the Summer Camp Parent/Camper Handbook for specific guidelines). Our staff are summer counselors, not teachers or psychologists. ***We cannot provide one on one care.***

### TRANSPORTATION

Transportation to all locations will be using the Fryeburg Recreation Bus. Drivers are fully trained and licensed. All vehicles are in best condition and repair. **Transportation to and from Camp is the responsibility of the parent/guardian.**

### LOST & FOUND

The Lost & Found box will be located at the Rec Fields. Please check it for any of your child's missing items. The box will be emptied out each Friday with its contents given to charity or out to the dump store.

### WHAT TO BRING

Your child will need to bring with them on a daily basis the following items:

- Sneakers
- Water bottle
- Snacks
- Sunscreen/bug spray
- **Camp t-shirt on Tuesday's and Thursday's (it is recommended that your child bring an extra t-shirt besides their Rec. Shirt on days we go on trips that involve water. We reserve the right to make a child with fair skin or partial to sunburn wear their shirt in the water on trips.)**
- Backpack (if they have one) this is very convenient for them to put all of their "stuff" into.
- Spending money (parent's decision) under \$20. **(ONLY ON TRIP DAYS!)**

- **PLEASE LABEL ALL OF YOUR CHILD'S BELONGINGS WITH THEIR NAME. THE RECREATION DEPARTMENT IS NOT RESPONSIBLE FOR ANY LOST OR STOLEN BELONGINGS, INCLUDING MONEY!**

## **WHAT NOT TO BRING**

To ensure the enjoyment, safety, and health of all children in attendance, the following items are prohibited from Camp:

- Money in excess of \$20
- \*Illegal substances
- \*Knives
- \*Fireworks or any type of explosive device
- \*Firearms (Toy or Real)
- Candy
- Gum
- Walkmans/Personal CD Players or iPods
- Electronic Games
- Video Games
- Personal Toys

**\*Denotes immediate expulsion from the Camp for the remainder of the summer.**

**CELL PHONES:** Personal cell phones are permitted but they must be left in a camper's backpacks. Campers may only use their cell phone to call home. Texting, taking cell phone pictures is prohibited and campers caught doing so will not be allowed to bring their cell phones. Cell phone use and texting is prohibited on bus trips. Campers violating this policy will have their cell phones confiscated and returned to them at the end of the trip.

## **SIGN-IN/SIGN-OUT POLICY**

Sign-in and out will be at the Picnic area each morning. Parents will sign their child in every morning and sign them out at the end of the day. This ensures us that each child is coming and leaving with who he/she should be. On the registration form there is an **Authorization to release** section. **Only those people who are listed on that section will be allowed to pick up your child!!!** You may change the people listed as often as you wish. Staff is directed to not release children to anyone that is not on the form or that they do not know. You (or whoever comes to pick up your child) may be asked to show a form of identification before they are allowed to pick up your child. If a special situation exists, or in case of an emergency, please speak to Rick Buzzell, Recreation Director. In addition, **if restraining orders or custody decrees by the court are in place please speak to Rick Buzzell immediately.**

## **PAYMENT**

There is a donation based cost to our summer rec program. Please see separate sheet for info on per child per week donations for only those who are able. Again this is a voluntary donation.

## **CAMP T- SHIRTS**

Each camper will need a Rec T-shirt if they want to participate on the field trips. cost of the shirt is \$15 each.

## **CAMP HOURS**

**9:00 am – 12:00 pm Non Trip Days**  
**9:00am – 4:00 pm Trip days ( 2 days a week )**

## **CANCELLATION, ABSENCE, & VACATION POLICY**

Parents do not have to notify us if their child is absent. Trip fees will not be refunded. We give accurate numbers to the parks where we go and must pay for the spots.

## **RULES & REGULATIONS**

It is expected that campers will:

- Respect the property of others,
- Respect themselves and others,
- Conduct themselves in a safe, responsible, and appropriate manner at all times,
- Follow the rules as presented by the staff

Campers are not to ask Staff for food or money. It is the responsibility of the campers to bring their own spending money and food.

**\*\*CAMPERS SHOULD NEVER SHARE FOOD AS SOME CHILDREN HAVE FOOD ALLERGIES.**

## **DISCIPLINE POLICY AND PROCEDURES**

This needs to be read and understood by the campers and their parents/guardians. It will be assumed that once you have this Handbook in your possession that you will have read and understand the entire Handbook and its Contents.

If prolonged disciplinary problems continue with a camper, the Director can send home children who do not abide by the policies. If the parents cannot be reached, the Director will notify the next person listed on the Emergency List and have them arrange to pick up the child.

**Serious offenses:** Includes but is not limited to the following: Endangering another person's well-being, verbal abuse, harassment of any kind, stealing or destruction of property, \*possession of illegal substances, \*firearms (toy or real), \*threats of violence to campers and /or staff, cigarettes, lighters, matches, \*knives, \*alcohol, \* fighting

**\*Denotes immediate expulsion form the Camp for the remainder of the summer.**

**Consequences:** 1<sup>st</sup> offense – written and verbal notice to parents/guardians. 2<sup>nd</sup> offense – Removal from the activity and notification to have the child picked up. 3<sup>rd</sup> offense – 3 day suspension, 4<sup>th</sup> offense – Expulsion from the Camp for the remainder for the summer. It is at the discretion of the Fryeburg Recreation Department staff to bypass number of offenses and suspend any child should the action be deemed serious enough by the Director.

**Thank you for your cooperation in these matters. We are looking forward to a very positive, fun, Camp experience for you and your child.**

## **HEAD LICE, “NO NIT” POLICY**

With the exception of the common cold, head lice infestation affects more school aged children than any other communicable childhood diseases combined. Head lice are tiny insects that live on the scalp. They lay eggs, called nits, that hatch and stick to hair. Head lice do not jump, but they do spread quickly. The most common ways that they are spread is through direct contact with an infected person, sharing: combs, hats, towels, scarves, clothing, head gear, ribbons, etc. The Department has a “No Nit Policy”. This means that if your child has head lice, they will not be permitted back to camp until all nits are removed from their hair with a doctor’s note. If a case of head lice is reported all staff and parents will be notified and will do a head check of all campers. Any child that has head lice will be sent home for treatment immediately, this may seem extreme, but if nits are present, re-infestation is imminent to your child, family, and anyone at camp. If you have any questions or would like material on heads lice, please call Rick Buzzell at 935-3933

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**Please Sign and return this portion that acknowledges that you have read and understand the terms of this handbook.**

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**Signature of parent / guardian**

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**Date**