

Concord Parks & Recreation Department
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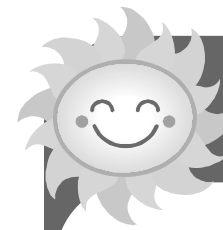
Website: www.concordparksandrec.com



We Are Serious About Fun!

Pre-Camp Checklist

- Completed and returned “Camp Information Form?”
- Completed and returned waivers (as needed)?
- Reviewed clothing and equipment list?
- Reviewed camp polices and rules?



Welcome To Summer Camp!

Thank you for signing up your child for one of our traditional summer day camps. We believe that summer is a time for having fun. A special time to make new friends and experience new activities and adventures. Our summer camps allow your child to do just that in a safe, day camp setting. Please read our “Parent’s Guide” from cover to cover, as it will answer many of your questions regarding your child’s time at camp.

Camp Hours

Monday – Friday,
 8:30 am - 4:30 pm

*Early drop-off 7:30 am,
 Late pick-up 5:30 pm*



Our Mission

The Concord Parks & Recreation Department is responsible for providing a diversified program of year round activities for people of all ages and abilities. Services are promoted through an extensive public awareness program. These services are provided in the most cost-effective method possible. Facility usage, staff resources and program development are coordinated to avoid duplication while still responding positively to the requests and needs of the public. In addition, community collaboration is fostered by bridging socio-economic and geographic gaps in the community, thereby improving quality of life for Concord residents.

REFUND PROCEDURE

Refunds are issued when a camp is cancelled by the Parks & Recreation Dept. or when a camp participant has a note from their physician stating that due to a medical condition they are unable to attend camp. Also, if you feel your request for a refund is unfairly denied, there is an appeal process. Appeals must be made in writing to the Parks & Recreation Department Director, David Gill. If denied by the Director, you may submit your appeal in writing to the City Manager for a final decision.

Camp Staff

Camp staff are selected based on their interest in working with children. All counselors have had previous experience either as campers themselves or as camp leaders. All staff have CPR and First Aid certification. Creativity, enthusiasm and excellent communication skills are strong characteristics of all camp staff members. Staff work together as a team and are involved with the campers at all times. The Parks & Recreation Department provides an excellent in-service training program for its staff and requires background checks prior to the start of camp.

Ratios of Staff: Campers

Kids Kamp (grades 1-2 in Sept., 2014)	1:7
Rec Camp (grades 3-5 in Sept. 2014)	1:8
Adventure Camp (grades 6-8 in Sept. 2014)	1:8

Medications : If your child must take medicine during camp hours please include this information on the “Camp Information Form” and we will contact you to discuss your individual situation.

Communication with Staff

We encourage parents and staff to communicate often to insure that their children have the best experience possible. Our staff will keep you informed of your child’s successes as well as any problems they may experience at camp. In turn we appreciate your letting us know if there is anything upsetting your child so we can better meet your child’s needs and help them in communicating and interacting with other campers. All personal information will be kept confidential.



Healthy Campers - Inside and Out!



Pre-camp health screening Although we do not require physical exams prior to camp, we expect all campers to be in good physical health. We encourage all parents to conduct a routine health screen on their children prior to the start of camp. We are especially concerned about contagious conditions, including colds, flu, fever, headache, conjunctivitis, or

chicken pox. If your child exhibits any of these symptoms, we require a doctor’s authorization prior to camp attendance.
Healthcare : In case of an accident or injury, parents will be contacted immediately. However, if we are not able to reach you, we have your written authorization for emergency treatment on the “Camp Information Form.” Please be sure to provide us with complete

emergency contact information.

Healthy Eating Campers are encouraged to bring water bottles and healthy snacks to help fuel their bodies during their busy camp day. Kids and Rec Camps have a USDA lunch provided, if needed. Teens and Kids need to provide their lunches. Don’t forget to pack lots of fruits and vegetables.

Camp Location



Kids Kamp
Rec Camp
Adventure Camp

Heights Community Center
14 Canterbury St.
Concord NH 03301

Discipline Guidelines and Procedures

Camper Behavior

At the beginning of each week, camp staff will conduct an orientation to review the camp procedures and rules. Our disciplinary system was developed to ensure your child has a safe and positive camp experience. All disciplinary action will be handled in a *five step method* as follows:

Step one:

A **verbal warning** will be given to the camper informing them that a rule has been broken and that they are acting inappropriately. The camper will be asked to explain the behavior and warned not to continue. A counselor will address any problems with the camper and the counselor will look for a solution to correct the problem.

Step two:

If a camper's behavior remains unsatisfactory after a verbal warning, they will be sent to **redirection time**. Redirection time entails a camper sitting out of an activity for up to fifteen minutes depending on their age. Again, a counselor will address possible causes for the camper's misbehavior and look for a solution.

Step three:

This step in the discipline procedure includes a **discipline report**. If the behavior continues the camp counselor will then document the behavior on the discipline report which will be reviewed by the Camp Supervisor and the child. The Camp Supervisor will add potential solutions to the report which will be reviewed with parents at the time of pick up. A camper can go directly to a discipline report if the behavior warrants immediate action.

Step four:

If the camper's behavior continues to be disruptive, *the parent will be called to pick up their child within one hour*. Concord Parks & Recreation reserves the right to suspend any camper for inappropriate or unsafe behavior at any time.

Step five:

Campers will be **suspended** from summer camp due to misbehavior, unsafe behavior, repeated failure of parent to pick-up or drop-off camper at designated times, or failure of parent to submit payment on time. Decisions to suspend a camper will be made by the Parks & Recreation Department staff and are final. **No refunds will be granted to campers who are suspended. from camp.**



Late Pick-up.....Don't be Late

Late Pick-Up

Our staff works very hard during the day and often have commitments they must attend to after work, so be prompt when picking your child up from camp. Families who pick-up children after 5:30 pm will be charged \$5 for every 15 minutes after 5:30 pm. Late fees are due immediately to the staff member present.

Early Release

If your child is going to be picked up before 4 pm please send a note with your child that morning to give to their counselor. Please note, on field trip days, we will not be returning until 4 pm.

Sign In/Out

Campers **MUST** be signed **in** and **out** on a daily basis by a parent or authorized adult. If someone other than the person listed on your "Camp Information Form" is to pick up your child, you **MUST** send a written request to your child's counselor. The

authorized adult will be required to show their identification in order to sign-out your child.

Absent

Please provide a one day notice for any planned absences. If your child becomes sick, or is unable to attend for any reason, please call (603)225-8690 by 9 am so that Camp staff can be notified. For your child's safety and to protect other children attending camp, please do not send your child to camp if he/she is ill. If your child becomes ill while in our care, a staff member will contact you to pick up your child. We expect that you will pick-up your child within an hour of receiving notification of their not feeling well.

REQUIRED FORMS

All of our summer day camps require three completed forms: "Registration Form" "Sunscreen Form" and the "Camp Information Form." In addition, Rec and Teen Adventure Camps require completed and signed waivers specific to the agency we've contracted for services (e.g., Vertical Dreams, Contoocook River Canoe). These waivers are on our web site and at the Parks & Recreation Office.

What to Bring to Camp

- Wear or bring weather-appropriate clothing
- Sneakers only, no sandals or flip flops
- Swimsuit
- Towel
- Sunscreen (SPF 15+) & Bug repellent
- Hat with visor
- Bag for personal belongings
- Plastic bag for wet items
- Raincoat and boots on rainy days
- Water bottles, everyday!
- LUNCH—lunch and two snacks in an insulated bag or cooler EACH DAY. We do NOT have refrigeration, a microwave, stove, or utensils available for lunches.

Lost and Found

Campers are responsible for their belongings. Our counselors will do their best to ensure that campers collect their clothing, shoes, and gear. Please check with a staff member at pick-up if your child has lost something. Lost items will only be held until the end of each camp week.

Label all your belongings!

What NOT to Bring to Camp

1. Cell Phones, Radios, iPods, and video games of any kind
2. Knives, sharp objects or weapons
3. Trading cards

Articles brought to camp are the responsibility of the camper. Concord Parks & Recreation is not responsible for lost or stolen articles.

Swimming

Children participating in Kids Kamp will receive daily swim lessons. Rec Camp will have swimming opportunities almost every day (weather permitting) at a City pool. No lessons are offered as part of the Rec camp program. Campers in Teen Adventure Camp will have varied swimming opportunities.

Emergency Phone Contact

Should an emergency arise, and you need to contact your child while they are at camp, you may call our office between 8 am and 4:30 pm, at (603)225-8690 for assistance. We will help you in speaking with your child or do our best at delivering an emergency message to them at their location.

Trips, Transportation & Camp Rules

Trips

Teen Adventure Camp participants will go on scheduled trips, Monday-Thursday of each week. Field trip schedules will be available the first day of camp each week. Campers in the Rec Camp program will go on field trips most weeks and on Adventure weeks they will enjoy 4 trips. Kids Kamp has field trips scheduled sporadically.

Weather

In order to ensure the safety of our campers, we reserve the right to delay or cancel an activity due to a weather emergency. In the event an activity is cancelled, we will do our best to reschedule the activity another day that week.

Transportation Expectations

When riding on the bus, you must follow the rules of the school bus at all times (e.g., remain seated, keep hands inside of windows). Remain seated until a counselor gives you permission to get off the bus.

Transportation

Teen Adventure and Rec Camp campers are transported to and from trip activities by school bus. Concord Parks & Recreation works in conjunction with Concord School District for use of these buses for transportation. Drivers are fully certified and buses are regularly inspected. In addition, trained Concord Parks & Recreation staff are always present in ratio, on school buses.

Camp Rules

1. All campers must come to camp having already applied sunscreen.
2. Stay with your group at all times, unless you have permission from your counselor.
3. Respect all fellow campers, counselors, and staff. Be respectful of others' belongings. Do not take anything that is not yours.
4. Be courteous with the words you use. Inappropriate language will not be tolerated. Campers in violation of this rule will be expected to tell their parents the word(s) used.
5. Keep your hands and feet to yourself at all times. You are not allowed to touch another camper/ staff member in a negative way.
6. Respect your environment and the community centers by throwing away all trash and returning equipment to the proper place after use.
7. Sit on a chair, bench, or on the ground. Do not sit on tables.
8. While on field trips all safety equipment will be worn properly at all times (i.e. climbing harnesses and life jackets).
9. Do not bring toys or valuables to camp. We are not responsible for lost/broken items that are brought from home.
10. Treat others as you wish to be treated.

