



## **2018 Summer Camp Parent Manual**

### **Vision Statement**

This recreational “playground” camp features creative group activities and opportunities for individual growth. Our goals are simple: to provide positive experiences for the development of leisure experiences, good sportsmanship, positive self-esteem, respect for others, teamwork, self-discipline, and most importantly—FUN! Each week, campers will enjoy visiting our local parks, swimming, service projects and a field trip!

### **Age Requirements**

This camp is specifically designed for youth ages 6-12. If your child is younger than the minimum age, your child will be accepted if they have attended Kindergarten. A birth certificate may be required if there is a question about a child’s correct age.

### **Camp Counselors**

All Summer Camp counselors are employed by the Town of Kernersville. Each counselor has been drug-tested, passed a thorough background check, and has completed camp training. Our counselor-to-camper ratio is 1:12. On field trip days, we will have additional staff and volunteers to keep campers safe and happy!

### **Open House**

Our Open House date will be posted soon, this will give you the opportunity to meet the Parks and Recreation staff, camp counselors, and view the recreation center located at 125 E. Bodenhamer Street. We encourage you to bring any questions that you may have regarding the camp.

### **Time, Place, & Camp Day Options**

This year camp will run for eight (8) weeks. Camp will meet from 7:30 am to 5:30 pm Monday thru Friday, June 18– August 17, 2018. The program will meet at Kernersville Parks and Recreation, located at 125 E. Bodenhamer Street. \*Camp will not meet during the week of July 2- July 6.

### **Contact Information**

Please contact Kernersville Parks and Recreation at 336-996-3062 if you need to get in touch with camp staff. If you have any questions regarding the camp, please contact Cady Ray at 336-992-0806 or [cray@toknc.com](mailto:cray@toknc.com).

### **Child Drop-Off and Pick-Up**

Please make arrangements to drop your child off no earlier than 7:30 am and pick them up no later than 5:30 pm. If your child is not picked up by 5:30 pm, your listed emergency contacts will be contacted. A late pick-up fee will also be utilized, which will be \$5.00 per each 15 minutes past your scheduled pick up time to be paid directly to the counselor.

We ask that you please notify the camp counselor **directly** if your child (ren) will not be attending camp on any day he/she is registered for, or if he/she will be arriving late or leaving early – preferably the day before in the form of a written note. If your child is going to leave camp and ride with someone other than a parent, you will need to provide a written letter to the on-site staff.

Please be considerate of the rest of the camp and drop off your child(ren) at the above listed time. Due to field trip schedules, park adventures, and lunch schedules, we ask that you drop off your child by 9:00 a.m. each morning to avoid delays in our activities.

### **Cost & Payment Information**

a) **ONLINE:** By registering your child online, you agree to pay ALL applicable camp fees at checkout. **\$135 /week for a FULL DAY of camp!**

b) **PHONE:** By calling us at 336-996-3062, we will be happy to register your child(ren) via phone, M-F, 9:00 am-5:00 pm. The full week's registration fee of each week you would like for your child(ren) to attend camp will be due at the time of Registration. (All applicable fees apply, we accept Visa, Mastercard, Discover, and Amex.)

c) **WALK-IN:** You may register your child in person in our Administrative Offices at 125 E. Bodenhamer St., M-F, 9:00 am-5:00 pm. The full week's registration fee of each week you would like for your child(ren) to attend camp will be due at the time of registration. (All applicable fees apply, we accept credit, debit, check, and cash.)

**EARLY BIRD REGISTRATION:** Register your child on or before April 9<sup>th</sup>, 2018 and receive a 5% discount. (\$128 per week)

**\*\*SIBLING DISCOUNT:** (\$25 off discount) or \$110 for a sibling! Sibling discount ONLY applies when you have two (2) or more children enrolled in the SAME week(s) of camp. It does not apply to the total number of children in your household--only to those ENROLLED in Summer Camp.

Our popular **C.I.T. (Counselor In Training)** registration will start on March 13, 2018. This program is for children Ages 15-17 years old. There will be a \$35/week registration fee for your child to be enrolled in this popular program.

## **Registration & Finance Information**

Payment schedule for all participants:

**We are unable to hold spots without payment. There will be NO invoicing system or payment plans for the 2018 program. Payment is due in full in order for your child to attend camp. NO EXCEPTIONS.**

### **Refund Policy & Insufficient Funds**

Kernersville Parks and Recreation does not issue refunds. Refunds or credits will not be given for any day a child is absent from the program. If you are unable to attend a week you must notify the Parks and Recreation staff a **full week prior**. If extenuating circumstances force you to miss most of this program, you may ask for a refund in writing. This will be submitted to the Director of Parks and Recreation for review. If awarded, you will only be awarded 80% of the full amount paid to date. Please make note that Insufficient Funds payments will be pursued with an additional \$25.00 fee. These payments will only be taken by cash or cashier's checks.

The Town of Kernersville accepts: Cash, Check, Visa, Discover, and Master Card on site or you can mail payments to:

Town of Kernersville  
Accounts Receivable  
P.O. Box 728  
Kernersville, NC 27285

Payments can be dropped off in person at 125 E. Bodenhamer St., M-F 9am-5pm

### **Attendance**

We ask that you please notify the camp counselor directly if your child(ren) will not be attending camp on any day he/she is registered for, or if he/she will be arriving late or leaving early. Attendance is taken on a daily basis, and it is very important for the counselors to be aware of a child's absence.

### **Participant Drop Off and Pick Up**

All participants must be picked up by their scheduled pick up time of 5:30pm. When dropping off and picking up your child/ren from Summer Camp, it is MANDATORY that you come in EACH MORNING and EACH AFTERNOON to sign the "Parent Daily Sign-In/Out" sheet. This will be located in the gym. If you are having another person pick up your child, please be sure to provide a written note. That person must be listed on your registration form as an authorized pick-up and will need to know the password and sign the sign-out sheet as well. Please know that we ask this only for the safety of your child/ren.

## Authorized Persons and Passwords

Only those persons listed on your registration sheet will be allowed to pick up your child from camp. Each family should have a password that only the authorized adults for pick up will know. We cannot dismiss any child without this password. Should you need to make changes in those people you listed as authorized to pick up your child/ren, please notify the Camp Director for a new form.

## Medication/Illness

Medication will not be given out to campers by any of our summer camp staff. If your child becomes ill while at camp, you will be called to come and get your child. Again, our staff cannot administer medication—but we will be able to assess any fever with a Temporal Scanner Infrared Thermometer & perform a symptom scan and report those to the parent. We will err on the side of caution and always make a phone call if your child says they do not feel well. If it becomes necessary, we will depend on the daytime phone numbers and emergency contacts that you have provided for us on the day camp registration form. Please give us the most useful daytime contact information possible.

If a child has an infectious illness, such as pink eye, ringworm, diarrhea, vomiting, etc. they may not attend the program and should remain fever-free (without the use of fever-reducing medications) for 24 hours before returning. Depending on the illness, they will need a doctor's note to return to the program.

## Field Trips

Field trip days are predominantly on Fridays and are a full day of camp (9am-5pm); however, some field trips could fall on other days or changes may be made to the schedule. In the event of any changes, you will be notified. **Field trip fees are included in your registration fee.** Please provide spending money for your child if they would like additional snacks or souvenirs.

We ask that you are aware of the following important information with regard to field trips:

1. Spending money for snacks, souvenirs, etc. should be the only money campers bring on field trips.
2. Counselors will NOT be responsible for any campers' money. (Nor can a counselor be responsible for how much a camper spends on field trips.) Each camper, regardless of their age, will need to assume FULL responsibility for any monies they bring on field trips. We ask that you place the spending money in a zip lock bag with your child's name on the bag. The counselors will be able to put all zip lock bags in a manila envelope and carry it in the group backpack.
3. If the campers are asked to bring their lunch from home for a field trip, we request that you send it in a disposable bag, as opposed to a small cooler. Bag lunches are easier to transport on field trip days and are disposable. Be sure to mark your camper's name on the bag. We will be unable to refrigerate lunches on field trip days. Please pack a lunch that is non-perishable.
4. It is **MANDATORY** that all campers wear their camp shirts on field trips – **No exceptions!!**
5. Please send your child to camp with sunscreen already applied. Sunscreen is something we strongly recommend you send with your camper for any field trips held outside. *Our counselors will be able to provide maintenance sunscreen throughout the day, but, if your child uses a*

specific kind, please make sure to provide that sunscreen for our counselors. Otherwise, a generic children's spray sunscreen will be applied by our counselors.

6. EMERGENCIES. Should you have an emergency and need to reach your child or camp staff during a field trip, please call our offices at 336-996-3062 and someone will contact the camp staff.
7. FIELD TRIP SCHEDULE MAY BE SUBJECT TO CHANGE.

### **Swimming**

We will swim once a week. The day the camp will be swimming will be on Wednesdays unless otherwise stated in your camp newsletter. Newsletters will be given out on Mondays. Campers will enjoy swimming time at the Abbingdon Swim Club from 10:00am to 12:30pm. Campers should bring a bathing suit, towel, sunscreen, and a plastic bag for clothes. Please send your child to camp with sunscreen already applied. A certified lifeguard and the camp staff will be supervising during swim time. Campers will be required to take a swim test before being allowed to swim in the deep end of the pool. Campers who do not know how to swim, or those with limited skills, will be limited to the shallow end of the pool.

*\*\*\*Should you prefer your child/ren not be allowed in the water, please let us know in writing.*

### **Transportation**

Transportation on field trip days and during the week to local parks, venues, and swimming will be provided by the Town of Kernersville on a Chartered School Bus with a professionally trained and background checked driver.

### **Quiet time**

There will be a structured quiet time in an air-conditioned room for campers at some time throughout the day. Campers will rest by participating in a quiet activity (i.e. books, cards, coloring, etc.). Please note that this time is set aside for a brief rest and not for sleeping.

### **Lunches**

Your camper will need to bring their lunch everyday in a bag, small cooler, etc. Please be sure the lunches are labeled with your camper's name. Lunches will not be refrigerated. Please be conscious of what you are sending in your camper's lunches-i.e. please do not send items with a high-risk of allergic reactions for other campers (peanuts, etc.) Regarding field trip lunches – please read the section on field trips. *NOTE: Please send an afternoon snack (see section on Snacks).*

### **Snacks**

The camp will not provide a daily snack. An afternoon snack time will be allotted each day for you to send a snack from home with your camper. *Make sure your camper knows which food is snack and which food is for lunch!*

### **Lost and Found Items**

It is amazing how much is lost (and found) during the course of Summer Camp! A lost and found box will be located in the office area at KPRD. Please check it regularly. Any items remaining in the lost and found box at the end of camp will be donated to a charity.

## **Weekly Information to Parents**

Beginning the first week of camp, a weekly newsletter will be published for the parents. The newsletter should be available every Monday. The newsletter will contain information on field trips, swimming, weekly camp themes and activities, etc.

## **Participant Conduct**

It is very important that both you and your child be aware of both the rules and subsequent consequences. We ask that you read and discuss this page together with your child. Campers must obey rules for the safety of themselves as well as for their fellow campers:

### **Summer Camp Rules:**

1. Follow directions of ALL camp staff.
2. Be considerate and respectful to EVERYONE. Fighting, hitting, kicking, stealing, teasing, destruction of equipment or property, use of profanity or name-calling will NOT be tolerated and could result in immediate suspension.
3. Keep hands and feet to self.
4. Be respectful of your surroundings.

### **Summer Camp Consequences Procedures:**

1. Verbal warning by Counselor.
2. Camper will be placed in time-out for 5–15 minutes (depending on age of camper) and privileges may be taken away, i.e. swim time, game time, or field trips.
3. Verbal conference with camper, counselor and camp director and a written discipline report will be sent home.
4. Three (3) written disciplinary reports on one camper will result in AT LEAST a two (2) day suspension from camp. A parent or guardian will be called for a conference with the camp director and appropriate staff. **Days suspended will run concurrently. No refunds will be given in case of suspension.**
5. Expulsion from camp. No refund will be given. The use or possession of drugs, alcohol, paraphernalia, or weapons will result in immediate expulsion.

**Depending on the severity of the offense, any and all steps in the Consequences Procedures may be eliminated and or combined. Camp rules and consequences will be posted at KPRD. All rules will be read aloud and discussed each Monday.**

## **Problems**

If a participant chooses not to follow the camp rules, the parent will be asked to work together with the supervisor and the child to solve the problem. Parents will be notified of any problems that their child may have or cause in the camp. If your child is having a problem at camp and the counselors are not aware, please contact the camp director so that we can work together to ensure that all campers are safe and having a good time.

## Weekly Camp Themes

Each week of summer camp will have a theme. The themes are stated on the website and will also be included in the weekly parent newsletter.

## Clothing/Camp Attire

Although KPRD is air-conditioned, we urge you to dress your camper in cool, comfortable clothing. We also request that your camper wear some type of closed toe shoes, preferably tennis shoes – no sandals, flip-flops, etc. We require that campers wear their shoes at all times. NOTE: On field trip days, it is **MANDATORY** that campers wear their camp t-shirts!!

## Toys/Electronics

*Toys, games, electronics (Gameboys, walkmans, cell phones, etc.) will not be permitted during camp time. We are not responsible for any lost or stolen electronic items. If your child wishes to bring a specific game from home to share with the group, please set it up with your counselor.*

## Theme/Field Trip Schedule

### 2018 Camp Schedule

| Week | Dates           | Name                    | Field Trip                              |
|------|-----------------|-------------------------|---|
| 1    | June 18 – 22    | Carnival Fun            | Asheboro Zoo and Roller Skating         |
| 2    | June 25 – 29    | Disney Magic            | Greensboro Science Center and ICE House |
| 3    | July 9 – 13     | A Lifetime of Discovery | Discovery Place                         |
| 4    | July 16 – 20    | Dynamic Duo             | Wet N' Wild Emerald Pointe              |
| 5    | July 23 – 27    | Spirit Week             | Winston Salem Dash and Sci Works        |
| 6    | July 30 – Aug 3 | Fly Away to Neverland   | Lazy 5 Ranch and Movie trip             |
| 7    | Aug 6 – Aug 10  | When I Grow Up...       | Kaleideum and Celebration Station       |
| 8    | Aug 13 – Aug 17 | Under the Sea           | Tanglewood Water Park                   |

***\*Please be on time for each field trip.***

***\*Field trips are scheduled on Fridays unless otherwise posted.***