

# 2017 Summer Camp Program Parent Handbook

## River Otters Summer Camp

A 6 Week Camp for Children Entering  
1<sup>st</sup> Grade - 4<sup>th</sup> Grade

## Bobcats Summer Camp

An Adventure Based Camp for Pre-Teens & Teens Entering  
5<sup>th</sup> Grade - 8<sup>th</sup> Grade

Epping Parks & Recreation Department

157 Main St

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[eppingrecreation@gmail.com](mailto:eppingrecreation@gmail.com)

### Mission Statement

"It is our mission to provide a safe, comfortable, consistent environment which allows youth to have fun and reach their full potential, both socially and emotionally."

To that end, we have established expectations and procedures for how we will play, learn and work together.

## **River Otters Summer Camp:**

**(Program Cell: 608-9016)**

**Camp Hours: 8:30am-4:30pm**

**Extended Day Camp: 6:45am-5:45pm (Additional Cost)**

**Location: Epping Elementary School**

**Summer Classrooms Located in 5<sup>th</sup> grade wing across from Playground!**

### **Meet The Leadership Staff:**

#### **Marlee Scott - Camp Director**

Marlee joined our team this Fall as our Youth Program Coordinator, taking over the coordinating and direct supervision of our After School Program. She has a B.S. in Recreation Management & Policy: Program and Events Management from UNH. Having experience in events management with several employers, and program coordination at a YMCA Overnight Camp last summer, she is a great fit to take over the leadership of our River Otters Summer Camp this year! She has worked hard with our staff to plan a wonderful experience for your kids this summer!

#### **Kristin Boomhower - Assist. Camp Director**

With an undergraduate degree in Child Development and a MA Ed., Kristin has a wealth of experience working with Children in Epping. She has worked as a Substitute Teacher at EES since 2010 and as a Kindergarten Teaching Assistant, before taking a leave this year to finish her internship for her MA Ed. Program. Graduating in December 2016, she was immediately offered a Special Ed. Position within Exeter School District where she completed her internship! She has been working as an Assistant Coordinator for our Before & After School Program this school year as well. She is excited and motivated to take on the Assist. Director position for our River Otters Summer Camp and working hard with Marlee to plan a fun filled 6 week camp!

#### **River Otters Summer Camp:**

This program is held at the Epping Elementary School. Each day includes a variety of fun activities designed to build social skills, self confidence, creativity, and physical fitness. Campers are assigned to groups according to their age. Enrichment activities include, but are not limited to art, sports, music and science based activities. Each camper will go on a minimum of 3 trips per week, held on Mondays, Wednesdays and Thursdays to various attractions. You will be provided with a Trip Schedule prior to the start of camp with Trip Dates, Locations and Times. Transportation will be provided by Epping Recreation, via their mini-buses and school bus rentals by First Student Nashua. Weekly camp cost covers all activities, trips, admission costs, transportation and staff supervision.

## **Bobcats Summer Camp:**

**(Program Cell: 608-9076)**

**Camp Hours: 8:30am-4:30pm**

**Extended Day Camp: 6:45am-5:45pm (Additional Cost)**

**Location: Our Bobcats program call Watson Academy Home base this summer during our programming hours (8:45am-4:15pm). Drop off between 6:45-8:45am and Pick up between 4:15-5:45pm will be at the EES River Otters Classrooms.**

### **Meet The Leadership Staff:**

#### **Maggie Weaver - Camp Director**

She is currently a Junior at UNH, pursuing a degree in Psychology with a focus on Family Counseling. Maggie is an Epping HS graduate, graduating with honors a year early! Maggie has worked with us since she was a Junior in HS, working in our Before & After School and Summer Camp Programs. Last year she was promoted to Assist. Director of Bobcats Summer Camp and Assist. Coordinator for our Before & After School Programs during the school year. She is excited to take on the Lead role in this Year's Bobcats program and has worked hard with our staff to plan a wonderful program this summer!

#### **Carlee Deleeuw - Assist. Camp Director**

With a MA Ed. and a BA in Art from UNH, Carlee started working with us as an After School Lead staff and was promoted to Assist. Camp Director of the River Otters Summer Camp last summer. She continues to work with us in the After School Program and is excited to return as this year's Assit. Camp Director for the Bobcats Summer Camp. She is also one of our Bus drivers for Mini Bus trips throughout the summer, with 2 years experience driving for us! She works as a Teaching Assistant during the school year in Chester and Nottingham for the past 4 years.

### **Bobcats Summer Camp:**

The program will be based out of Watson Academy this year. We strive to provide a safe, fun environment filled with enrichment activities. All programming is open to youth entering 5th - 8th grade. Daily programming includes a jam-packed schedule of music, sports, arts & crafts, outdoor adventure, cooking, water games and much more. There are plenty of choices for everyone and plenty of field trips throughout the week to keep our participants active and entertained. The Bobcats have either a large trip or mini trip each day of camp. They go to the same locations as the River Otters on Mondays, Wednesdays and Thursdays, but program separately. On Tuesdays and Fridays, they attend additional trips planned just for them! As always, camp cost covers all activities, trips, admission costs, transportation and staff supervision. You will be provided with a complete list of these trips, times and locations. Trip sheets will also be available at the program!

## Participant Expectations

Epping Recreation offers a **SUMMER CAMP EXPERIENCE!** This program is **not** intended as simple child care. **ACTIVE PARTICIPATION** during scheduled activities and trips is **EXPECTED!** If your child does not want to participate in this program, please reconsider signing them up! **No refunds** will be given to participants who do not show up on registered days. Please be sure your child understands these guidelines before attending our Recreation programs.

For the **Safety of All Participants**, we kindly request that children:

- Treat ALL staff and other children with respect.
- Taunting, name calling, bullying or physical violence **will not be tolerated.**
- Respect others' boundaries and space.
- Play safely and dress appropriately for the program.
- Do not use profanity.
- Treat and use equipment properly and follow the rules for all activities.
- Stay in supervised areas at all times.
- Remain quiet for group attendance & while staff are giving activity instructions.
- Find a staff member they feel comfortable discussing concerns or questions with.
- Take ownership of their own actions.
- Participate in scheduled programs or discuss with staff if there are concerns.

**Remember.... Coming to Summer Camp is your choice!**

### Behavior Policy:

Both River Otters and Bobcats Summer Camps strive to provide a safe and healthy environment for all participants and staff involved. We have a strict policy of zero tolerance for bullying and abusive behaviors. We utilize a behavior log, when necessary, to track individual participants behaviors that are found to be unsafe or inappropriate for the camp environment and it's participants. Participants will be given clear expectations and guidance by staff to help them understand and follow the rules and behavioral expectations of the program. If a participant displays inappropriate behavior at a level that warrants action, the behavior or action will be recorder in the behavior log and shared with the parent or guardian, either at pick-up, or if necessary by phone at time of behavior. We will make every attempt to work with participants and parents on any behavioral issues that may arise, but our number one responsibility is to provide a safe environment for ALL participants and staff. In extreme cases, participants may be suspended or expelled from the program. There will be **NO REFUNDS** given as a result of this action. If your child has any health or mental deficits that may effect his/her ability to follow behavioral expectations, please make an appointment to speak with the Recreation Director or Camp Director. We are unable to accommodate one on one care during our programs, but are willing to work with parents on plans or strategies, when possible, that may help the child be successful during their camp experience. Parents must be available to pick up their child, if necessary!

## Playground Rules

Participants are expected to follow the schools playground rules as expected during the school year. Staff are trained in the rules and safety concerns of the playground equipment and will provide supervision and direction to children at all times on the playground. We will be utilizing the NEW playground at EES for all age groups, as well as trips to other playgrounds as planned throughout the summer.

## Rules for Riding the Bus

1. The driver is in charge of the bus and the participants. Participants shall obey the driver promptly.
2. Participants shall occupy the seat designated for them by the driver/ supervising staff.
3. There shall be no more than 2-3 participants per seat or as many as approved by manufacturer.
4. Feet shall be on the floor and out of the aisle.
5. Hands and arms shall be kept out of the aisle and inside the windows.
6. Standing in isles or jumping on seat areas is prohibited at all times.
7. Participants are to remain seated until the bus reaches the designated area and comes to a complete stop. Children are to remain seated until directed by the driver or group leader.
8. Physical abuse and/or use of abusive language to others or the bus driver will not be tolerated.
9. Please refrain from loud talking, whistling or shouting. Remember—unnecessary noise is distracting to the driver, and his/her concern is your safety.

Riding the bus is a privilege. This privilege may be temporarily denied or permanently revoked if misconduct of your child jeopardizes the safe operations of the bus or the safety of the children riding the bus.

## Expectations of Parents

Please remember to sign your child in/out. Children must be signed out by an authorized adult and are not allowed to sign themselves out. If you require other arrangements, please speak to the Recreation Director prior to the start of camp!

Please remember to send your child with everything he/she needs for the program.

- Water bottle (20oz.) or more -REQUIRED! Please **label** your child's bottles!
- Lunch & Snacks (at least two) (We do not have a refrigerator/microwave for lunches)
- Dress your children appropriately for activities/weather.
- Necessary medication. (Please see Camp Director for Med. Release form)
- Sunscreen and Bug Spray - Sunscreen is REQUIRED.. Please **label** your child's bottles!  
**Spray Sunscreen is best**, but our staff will assist young children with lotion type if necessary on legs, arms, face, ears and neck areas only!
- Sneakers - No open toe shoes or sandals! You may send sandals during beach days, but **please include sneakers** in their bag for any play times at parks and back at EES.

Please let us know when someone not listed on your child's registration/ participation form will be picking up your child. We will need this in writing. Please provide a letter at drop off or pick up.

### Summer School:

Please let us know if your child is attending summer school as soon as you know (At Reg. if possible) so that we can make arrangements to meet your child at the school when they are done or bring them to school if they have early drop off. Due to trip schedules, we need to make sure that children get assigned the earliest school / reading program slots available. We will be requesting that on most trip days, children are released from school at 10am. We will provide a list of trips and times to the school and parents once registered.

**Absences:** Please call the Camp Director Cell by 8:00 AM at 608-9016 or 608-9076 to let us know if your child is going to be absent from the program. If your child has been sick within 24 hours (vomiting, fever, etc), PLEASE DO NOT SEND YOUR CHILD TO CAMP!!! In past years, we have had cases of pink eye and strep that has spread due to kids coming to camp sick! We often have to call parents from out of town trips to come pick up their sick child, causing great disruption for both camp and parents. We understand that having your child attend their scheduled day is very important to you, but so is keeping them and the rest of the campers and staff healthy! We clean and disinfect classrooms and equipment regularly, but the best way to prevent the spread of germs is to stay home if you are sick! No Refunds are available for absences, as we still need to cover staffing, transportation, supply and often advanced admission purchase costs! When possible, we may be able to offer a make-up day (of equal value), in place of the missed day, if space is available and coordinated in advance with the Camp Director or Parks & Rec. Director!

### Drop Off & Pick Up:

We are hoping to return to the 4<sup>th</sup> / 5<sup>th</sup> grade wing of the Elementary School this year, with 2 classrooms designated for our Summer Camp Programs. We will have use of the New Playground, Shade Structure and EES field this summer. Drop Off and pick up will be at our designated classrooms or at the Shade Structure by the Playground. We will send out further info. on assigned classrooms and designated doors and locations as the school assigns the specific space to us. If you have any questions at drop off, please call the Camp cell at 608-9016. You are REQUIRED to SIGN IN and OUT your child every day!

### Early Drop-Off / Late Pick-Up Policy (Extended Day Camp Option):

We offer extended hours, at an additional cost, before and after camp to accommodate parents work schedules. This option is the "Extended Day Camp" option on the Registration Form, which covers you from 6:45am-5:45pm. You must register in advance and pay for this service, so we can insure that we have adequate staffing on for the number of expected campers! Please contact Nicole Bizzaro, Parks & Recreation Director for more info.

Early Drop-Off, prior to 6:45am IS NOT ALLOWED!! There will be no staff present at the program to watch your child prior to 6:45am! If you have not paid for AM Extended care, and you arrive early, you may drop off your child, **only if there is space** available and you pay the daily "Extended Day Camp" fee of \$5 to the Camp Director, **due upon drop off!**

Late Pick-UP, after 5:45pm IS NOT ALLOWED!! There will be a \$5 late fee charged for every 5 minutes late beyond 5:45pm, **due upon pick-up.** You will receive ONE warning day! If you have not paid for PM Extended care, pick-up time is at **4:30pm!** If you arrive after 4:40pm, you will be charged for the extended daily rate of \$5, **due upon pick-up.** If you repeatedly pick up beyond your pick-up time, you may be required to register for "Extended Day Camp" option for the remainder of the summer or if already registered for late pick up, your child may be removed from the program.

## Sick Child Policy:

- We cannot accommodate sick children at our program!
- We will send your child home if he or she is sick! This includes, but is not limited to: vomiting, diarrhea; fever over 100 degrees, lice and conjunctivitis (pink eye), strep throat or any other contagious illness.
- When your child is sick you must return the Recreation Departments' phone call promptly (within 30 min.) and make necessary arrangements for your child's pick-up.
- Any child who has been absent due to a contagious illness, must provide a note from a doctor saying that he or she is well enough to participate and is no longer contagious. Your child should show no symptoms of illness for a 24 hour period, without the use of fever reducing medication, before returning to any program. (Please help us keep germs out of camp!!!)
- If your child has lice, your child is **not** able to attend any recreation programs. Your child can resume attendance when there is no evidence of lice and treatment is underway. (Dr. Note)
- These are the recommended strategies by the CDC for preventing people from becoming ill, preventing the spread of illness between people, and to treat people who are ill. We will follow these recommendations at the Recreation Department.
  - Require respiratory etiquette which includes covering nose and mouth or to cough by sneeze into the fold of their elbow.
  - Encourage frequent hand washing especially after coughing, sneezing and bathroom use.
  - Provide time to wash hands before eating at snack and lunch times.
  - Isolate ill persons immediately from others and send home.
  - Require symptomatic individuals to remain home for at least 24 hours after they are free of vomiting or fever without the use of fever-reducing medications.
  - Continue to perform routine cleaning and regularly clean areas and items likely to have frequent hand contact.



## Medical Needs:

- Each participant must have a medical form with a signed waiver on file 48 hours before the first day your child will attend or he/she will not be allowed to attend. If there are any medical changes that should be noted on the medical form during the course of your child's attendance at our program you must notify us immediately. This includes new medications.
- The Health portion of the Participation Form needs to be **COMPLETELY** filled out, including reactions and other important info. for staff to be aware of. If your child has a particular health concern that may warrant extra attention or awareness from staff, please contact the Camp Director or Parks & Recreation Director, prior to the first day of camp to discuss! This will allow for additional staff education, as needed and **the first day of camp is not a good time to discuss this**, as it is often busy and there is lack of privacy and time to educate staff.
- Members of the recreation staff are trained in CPR, First Aid, and Epi-Pen Injections, but are **not able to administer non-emergency injections**.
- The staff will make every attempt to communicate with parents in the event that a child is injured during the day, either with a phone call or at the end of the day at sign-out, depending on the severity.
- Participants needing medication during the program must have a parent authorization form on file, stating the exact time and dosage of the medication to be administered. Please see the Camp Director or Parks & Recreation Director prior to the first day of camp, if your child will be taking medication during the camp day. This will give us time to make sure we have a clear understanding of what is being taken, when and how, along with any other info. needed to keep your child safe and healthy during camp.

## Divorced/Separated Parents & Guardians Policy:

The Epping Parks & Recreation Department recognizes that many families have experienced divorce or separation. We feel that in order to best support and care for our participants it is important that we be able to maintain good relations with all significant adults in their lives, to include grandparents or other relatives caring for children or foster children.

If you need to discuss any matters of importance in relation to divorce/separation and any other issues that may help us in the care of your child, please make an appointment to meet **privately** with the Camp Director or Parks & Rec. Director, without your child present!

We need to have a clear understanding of the following:

- What the custody arrangements are
- Which parent to contact first for general questions and in an emergency
- Who is responsible for payments
- Who is or is not authorized to pick up your child (court paperwork may be required)
- Who are the significant adults in your child's life and their relationship to your child, especially if we are to have contact with them

In an effort to minimize situations that may be uncomfortable for you, your child, our staff or other participants, we ask that you refrain from talking about custody issues, visitation disputes, problems with, or negatively about your child's other parent in front of our participants, including your child. Please note that we cannot deny a parent access to their child, solely based on the word of the other parent. We need to have the court order authorizing this request, if applicable.

If there are any altercations between parents, program participants will be moved away from the incident and police will be notified.

## Payment Policy:

We prefer payment by check or money order. If paying with cash, you must give cash payments **directly to the Camp Directors, Assistant Director or ask for the staff in charge** and obtain a receipt at time of payment. Please make checks/money orders payable to "Town of Epping".

**Check Payments** may be mailed, given directly to Camp staff to be sent down daily to the Recreation Office or placed in Recreation Mail Box at Board Of Selectman's Office at Town Hall. Receipts are available upon request. Please do not drop off payments to school office or school staff during the summer!

Tax ID # is 02-603-5184. Please retain all receipts and Tax ID # for your yearly taxes.

### Payment Structure

- When you register your child for our summer program you must pay a minimum deposit of 25% of total balance, to be submitted **with** registration form. **No registrations will be accepted without 25% minimum payment!**
- Registration for summer camp is **due by June 1<sup>st</sup>**, but payment plan 1<sup>st</sup> payment is **May 1<sup>st</sup>**.
- **We will accept registrations after June 1, but space may be limited and camp shirt sizes can not be guaranteed after June 1!**
- There are two payment options:
  - Pay balance in full **by June 1** and receive a 5% discount
  - 4 Payment Plan: 25% due at registration, 25% due by June 1, 25% Due July 1 and remaining balance due prior to last week registered or by Aug. 1, which ever comes first. Attendance will be denied if not paid in full prior to each week attending.
- **NO REFUNDS WILL BE GIVEN AFTER JUNE 1st!**

### Financial Assistance:

At this time, we have establishing a small fund for assistance through the Rec. Dept. for summer programs. If you require financial assistance please let us know. Funds will be limited and awarded based on need and in the order received. Funds will not cover the entire cost of camp. You will be responsible for the remaining balance, due in advance of each week attending. Funds will have a maximum allowed amount per summer. If you receive funding this year, you will be moved to the bottom of next year's list, if there is more need than funding next year. We also **strongly** suggest that you apply for child care reimbursement through DHHS. If you have questions regarding the process for applying for financial assistance please call Nicole, Parks & Recreation Director at 679-3006.

## Discharge Policy

The Epping Recreation Department reserves the right to cancel the enrollment of a child for the following reasons:

- Failure to pay. Your child will not be allowed to attend programs that have not been paid for in advance of the time attending!
- Not following policies outlined in this handbook
- The child has special needs which the program cannot meet. Please see Parks & Recreation Director to discuss in advance of registration. We will make every effort to accommodate special needs, whenever possible, including allowing a parent or caregiver to accompany child with special needs, if appropriate. (Refund will be given in this case)
- Physical and/or verbal abuse of staff or children by parent or child -NO REFUNDS

**Please return this page to the**  
**Epping Parks & Recreation Department**  
**At Registration!**

**Acknowledgement of receiving and agreement to follow all policies in the**  
**Parent Handbook!**

I \_\_\_\_\_ have read, understand and agree  
*(Parent's Name)*

to follow and have reviewed with my child

\_\_\_\_\_ the summer camp handbook that includes:  
*(Child's Name)*

Participant Expectations, Behavior Policy, Parent Expectations, Drop-Off and Pick-Up Policy, Sick Child Policy, Payment Policy and Discharge Policy.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

**Photo/ Video Release**

During the course of activities, photographs and videos may be taken and used in the promotion of the Epping Recreation Department and its funding sources.

These may appear in newspaper, on television, and on computer promotions for the Epping Recreation program. By initialing below I authorize the use of photos without any compensation.

Please indicate your intent by initialing one of the two following choices:

\_\_\_\_\_ **Yes**, this minor child's photographs and/ or video may be used by Epping Recreation for promotions.

\_\_\_\_\_ **No**, this minor child's photographs and/ or video may not be used by Epping Recreation for promotions.

**Swimming Skills**

**Name:** \_\_\_\_\_

Please fill out the following information so that we can be aware of your child's swimming abilities.

Please Check the Level that BEST Describes your child's swimming ability.

- \_\_\_ Level 1: Uncomfortable in or around Water.  
Non- swimmer with limited or no swim lesson experience.
  
- \_\_\_ Level 2: My child likes the water, but does not have any swimming skills yet  
Knows basic water safety rules. (will be covered at camp as well)  
Can submerge mouth, nose, and eyes.  
Can exhale under water (Blow Bubbles)
  
- \_\_\_ Level 3: Comfortable in the water and has some swim skills.  
Can swim on front using doggie Paddle, short distances  
Can submerge entire head  
Can float on back for short periods of time
  
- \_\_\_ Level 4: Can swim on front and back, min. width of standard pool  
Able to swim under the water  
Able to swim in the deep end of a pool safely  
Can tread water using arm and leg motions.

\*If your child does not have any swimming skills yet, they will not be allowed to enter water over their knees! Please Note: Water Park activities will be limited!

All children will be supervised at all times during water activities, regardless of swim level. We only utilize beaches for swim related activities that have lifeguards on duty and all Epping Rec. staff have completed water safety training.

Comments:

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Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_