

2019

Carrboro Recreation
and Parks

Summer Camp

Participant Handbook

1. DEPARTMENT INFORMATION

Sponsor: Carrboro Recreation and Parks Department
Address: 100 N. Greensboro St, Carrboro, 27510
Phone: 919-918-7364
Web site: <http://www.townofcarrboro.org/373/Summer-Camps>
Fax: 919-918-4475
Weather line: 919-918-7373

Office hours: 8:30am- 5:00pm (Monday - Friday)
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2. GOALS AND PHILOSOPHY

The goal of summer camp is to offer a unique and diverse selection of camps suited to campers of many different age groups and interest areas.

3. REGISTRATION

Summer camp registration is accepted on an individual basis. All registration for camps must be made three business days prior to the start of camp unless other arrangements have been made or space exists as to allow for a first day of camp registration. **Only paid and registered children will be permitted to participate in camp activities.** No one will be permitted to leave a child not registered at camp.

The following are the 2019 Summer Camps offered:

<u>Camps</u>	<u>Ages</u>	<u>Camper/Staff Ratio</u>
❖ Kinderventures	3-4	7 to 1
❖ Kinderventures	4-5	7 to 1
❖ Adventures in STEM with LEGO	5-7	10 to 1
Jedi Engineering with LEG	5-7	10 to 1
❖ Baseball	6-8	8 to 1
❖ Basketball	6-8	8 to 1
❖ Outdoor Challenge	6-8	10 to 1
❖ Art Extravaganza	6-9	10 to 1
❖ Scientific Discovery	6-9	10 to 1
❖ Summer Beach Blast	6-9	10 to 1
❖ Taste of Sports	6-9	8 to 1
❖ Invent – Create - Play	6-9	10 to 1
❖ Water Fun Camp	6-9	10 to 1
❖ Fishing Camp	8-12	6 to 1
❖ Jedi Master Engineering with LEGO	8-12	10 to 1
❖ STEM Explorations with LEGO	8-12	10 to 1
❖ Tennis Camps	8-12	10 to 1
❖ Basketball	9-11	8 to 1
❖ Baseball	9-12	8 to 1
❖ Outdoor Challenge	9-12	10 to 1
❖ Field Hockey	10-13	8 to 1
❖ Ultimate Frisbee	10-13	8 to 1

Camps	Ages	Camper/Staff Ratio
❖ Volleyball	9-12	8 to 1
❖ Advanced Fishing	10-14	6 to 1
❖ Extreme Drama	11-16	7 to 1
❖ Kayaking Camp	11-16	5 to 1
❖ Mountain Bike Camp	11-17	6 to 1
❖ Outdoor Adventure Skills	11-16	5 to 1

All ages are as of the start of each camp. **Ratios for each camp are based on the nature of the activity, age, and size of the facility.**

4. REFUND POLICY

If someone wants to cancel their registration before a camp starts, they must notify the Carrboro Recreation and Parks Department to be **considered** for a refund. Refunds can either be credited back to the registration account or processed for payment.

All requests for refunds should be submitted in writing.

No refunds, transfers or credits will be issued after a program has concluded.

In the event of a camp cancellation, participants will be contacted and a transfer, full credit, or refund will be given.

Refund requests received more than three (3) business days prior to the start of a camp will receive a refund less a \$40.00 administrative fee.

Refund requests received within the three business day window prior to the start date of a camp will receive 50% refund, less a \$40.00 administrative fee if the slot cannot be filled. If the slot can be filled, a refund less the \$40.00 administrative fee, credit or transfer will be given.

If after camp has begun, there is an injury or illness to the participant prohibiting attendance, a doctor's documentation may be needed to be considered for a refund.

A refund, less a \$40.00 administrative fee, will be prorated dependent upon notification of the request as well as days remaining in the camp.

Refund checks will be mailed. Please allow 2-4 weeks for processing.

5. DIRECTIONS TO CAMP DROP OFF / PICK UP SITES

Drop off / pick-up sites vary from camp to camp and session to session. Please refer to your camp registration receipt to see where and when a specific camp meets.

Century Center (100 N. Greensboro St) – Campers are to be dropped off inside Century Hall. Parking is available across Greensboro Street from the Century Center in a visitor lot. Parents and campers should use the entrance labeled Recreation and Parks Department, once inside the building go up the stairs, and the entrance to Century Hall will be to your left. The accessible entrance begins at the ramp in front of the police Department.

Anderson Community Park (302 Hwy. 54 West) – Campers are to be dropped off at the large shelter, ball field, or basketball courts depending on the camp signed up for (refer to receipt).

- The shelter is on the left hand side of the road as you drive into the park. The shelter is located after the playground but before the baseball field.
- The ball fields are located in the back end of the park beyond the shelter. Field 1 is the first field on the left, behind the bathrooms. Field 2 is the first field on the right. Field 3 is the field located near the cult-t-sac.
- The basketball courts are situated near the ball fields end the back end of the park

Wilson Park (101 Williams St.) – Campers are to be dropped off at the large shelter near the playground or the ball field depending on the camp signed up for (refer to receipt).

McDougle Elementary or Middle School (890 Old Fayetteville Rd.) – Campers are to be dropped off in the music room (refer to receipt). Directional signs will be posted on the first day.

Carrboro Elementary School (400 Shelton St.) – Campers are to be dropped off at the gym area or ball field. Please park in the cult-a-sac area (side entrance to the school) and walk the camper to the site.

Culbreth Middle School (225 Culbreth Rd.) - Campers are to be dropped off at the gym area in the back portion of the school at the dead end of the parking lot of the school just beyond the baseball field on the left side.

6. CAMPER DROP OFF

Campers should be dropped off at the camp site no earlier than 15 minutes before the start of camp each day. For camps that may relocate to another area of the camp site after start time, we ask that you not drop campers off late if at all possible.

If a camper is arriving by any other means (public transportation or bicycle), documentation needs to be submitted to Recreation Department personnel so arrangements can be made with the camp staff informing them as to that individual's way of arrival.

7. SUPERVISION DURING CAMP

Staff will be present at all times to ensure that campers are not left unattended. We move as a group and perform head counts often. Campers (ages 3 – 5) are kept in very close proximity of a staff member at all times. Campers over 5 years and under 12 are kept in close proximity (within eyesight). Older campers (over 12) are under direct supervision during activities. They may be within an earshot on infrequent occasions when they have earned this trust.

a. FIRST AID

We make an effort to train day camp staff in First Aid and/or hire staff that have had first aid training.

Each camp will be equipped with a town approved first-aid kit. This kit does not contain medications.

If an injury occurs staff will treat to their skill level and notify parents/guardians as soon as possible. In cases where transport should occur quickly and a parent / guardian is unavailable; the child will be taken to the hospital by a full time staff member or EMS. A parent can meet us there at the medical facility.

It is the Recreation Department's policy not to administer medication to any child at camp (including EpiPins). This policy reflects our utmost concern for all campers' safety. Please do not ask our staff to give your child medications. If your child requires medication during the camp hours please make arrangement with us to come by.

b. SPECIAL NEEDS

Inclusion

We welcome and will work to accommodate campers with special needs. Placement is based on our ability to aid the camper in fulfilling their needs. We will discuss options of participation with those interested in mainstreaming into camp. Please call the office in advance to set up a meeting prior to participation in camp.

Non English Speaking Campers

Please call in advance to inform the Department of any campers who do not speak English or use it as a second language.

c. DAILY SUGGESTED SUPPLIES

Sunscreen: During outdoor camps each camper should apply sunscreen at least 30 minutes before the beginning of camp each day. Campers may also bring additional sunscreen to apply during activity breaks. Hats and long sleeve cotton shirts are also helpful for sun protection.

Clothing and Footwear: Campers should wear clothing that does not restrict activity and takes into consideration the weather possibilities for that day.

For the most part, a light colored t-shirt and shorts is preferred. Campers should also wear footwear (and socks) appropriate for the camp registered.

For the most part, **tennis shoes are preferred**; however, for some of the athletic camps, cleats may be brought and worn as the camper would be on a grass or dirt field. Clothing is likely to get dirty or definitely can get paint or glue on it. Because of this, campers may want to bring additional clothing, labeled with their name on it, if there is a need to change.

Snacks: Campers should bring a snack and drink every day to camp. **Please do not send beverages in glass containers.**

Water: Water will be provided at regular intervals (20 – 30 min) at all outdoor camps. Water will also be available during indoor camps. Campers are encouraged to bring water bottles each day (with name on the bottle) so that we may conserve our supply of paper cups. Please help us keep campers hydrated by having them drink water at home each day.

Please do not bring money or toys from home unless requested by camp staff to do so.

Any additional suggested supplies to bring will be listed on the registration receipt. In some cases, if a camper does not have an item to participate, the Recreation Department may be able to provide to the camper on loan for use. An example may be a ball glove or field hockey stick. Please contact the Department should this need arise prior to the start of camp.

d. SAFETY AND ACKNOWLEDGEMENT OF RISK

We make every effort to manage the safety concerns of our camps. However, outdoor camps are held in environments where it may not be feasible for us to control every aspect of risk. Examples include (insects, hazards left on the ground that are not easily visible, simple trips on roots or uneven grounds).

e. CAMPER BEHAVIOR

In order to ensure the safety of our participants and to provide the most rewarding and enjoyable recreation experience we can, and must insist on a standard of behavior that includes the following;

- 1-the ability of our participants to cooperate in a large group setting
- 2-to follow instructions and rules
- 3-to be aware of obvious dangers (roads, pond, etc.)
- 4-to be able to interact positively with fellow participants and program staff
- 5-to be able to use the bathroom independently
- 6-to make an effort at some aspect of all activities

While we encourage children to try new activities, at no time will a child be forced to participate.

f. DISCIPLINE

Some of the tools we employ for managing camper behavior include:

- Encouraging leadership
- Setting logical consequences for actions
- Offering praise and rewards
- Discussing behavior
- Setting limits
- Modeling appropriate behavior
- Modifying the environment
- Paying attention to prevent problems before they occur
- Listening to children
- Respecting the needs, desires, and feeling of campers
- Using short supervised periods of "time out"
- Contacting parents for input on discipline
- Taking away activity privileges
- Camp suspension

8. CAMPER DEPARTURE

Campers should be picked at the end of camp. If you have an emergency and are more than 15 minutes late, PLEASE CONTACT the Recreation Department so that camp staff can be alerted as to the delay in pick up time. Camp staff will remain with all campers until each has left the campsite and been accounted for.

A Parent / Guardian will be required to sign campers in and out of camp each day.

A permission to pick up child form will be left with camp staff indicating who is allowed to pick up a camper should it not be a parent or guardian.

A driver's license or form of identification may be asked to be shown before the camper will be released to the individual. If an individual is not listed on the pick up permission form, the camper will not be permitted to leave with that person.

9. INCLEMENT WEATHER POLICY

The following policy will be utilized if the campsite is at a location with no adjoining indoor site:

1. If heavy rain throughout the day is forecast, a staff member will record a message on our **919-918-7373** weather line by **7:30am** declaring the move of an outdoor camp from their standard site to a designated indoor facility. Parents/guardians are encouraged to call this line for rain plan clarification. **No recorded message related to camp indicates that the decision has been made for campers to go to the standard site.**
2. Program staff will be responsible for overseeing the process of informing our camps of severe weather including tornado watches or warnings. They will additionally facilitate seeing that parents are called for pickup and that the camps are established in the safest area we have available until pickup. During a tornado **warning**, camp would move to an enclosed building (restroom/storage facilities) in parks or the basement of Century Hall depending on the camp location that day. If you become aware of a tornado watch and we are programming outdoors, please pick your child up.
3. If heavy rain / thunderstorms develop during the camp, staff will move campers to the picnic shelter, bathroom/storage area at the park. An attempted call from the Recreation office requesting that campers be picked up will occur.

In addition, a message will be left on the **919-918-7373 weather line**. You are always welcome to pick your child up if you are uncomfortable with the weather.

4. If light rain occurs or develops during the camp, we will program at our standard site. Playing in the rain and donning raincoats may be appropriate. You are always welcome to pick your child up if you are uncomfortable with the weather.

10. FORMS

The enclosed forms need to be completed prior to the start of camp. Please return them to:

**Carrboro Recreation and Parks
100 N. Greensboro St
Carrboro, NC 27510**

**Emergency Information sheet
Carrboro Recreation & Parks Department
Summer Camp Programs**

FORM USE: This form will be used to provide the camp staff with emergency contact information, to provide medical personnel with health related information that could be pertinent in an emergency, Permission to seek medical treatment until we can locate you, and to help us best meet your camper(s) needs. This form is not used as a screening tool.

DIRECTIONS: This is a parent / guardian completed form and is required for participation. Completion prior to camp helps us focus on your campers rather than their forms. Please return to:

**Carrboro Recreation and Parks Department
100 N. Greensboro St.
Carrboro, NC 27510**

CHILD NAME _____ AGE _____ BIRTHDATE _____

NAME OF PARENT / GUARDIAN #1 _____

NAME OF PARENT / GUARDIAN #2 _____

ADDRESS OF PARENT / GUARDIAN #1 _____

ADDRESS OF PARENT / GUARDIAN #2 (if different from above)

HOME PHONE #1 _____ WORK PHONE #1 _____

CELL PHONE #1 _____

HOME PHONE #2 (IF DIFFERENT FROM ABOVE) _____

WORK PHONE #2 _____ CELL PHONE #2 _____

CAMP(S)
ATTENDING _____

MEDICAL HISTORY

1. Is child allergic to anything (including food, insects, plants, allergies, medications, etc.)
Yes ___ No ___ If yes, what _____
2. Does child have Asthma _____ Will child have inhaler at camp _____
3. Any previous diseases, operations, hospitalizations or illnesses that are pertinent to camp?
Yes ___ No ___
If yes, what _____

OVER

4. Any disabilities (developmental, physical, behavioral, emotional) Yes___ No___

If yes describe _____

5. Is child under care of a doctor: Yes___ No___

If yes for what reason _____

6. Any history of convulsions: Yes___ No___

7. Any history of heart trouble: Yes___ No___

8. **Any special needs** that we should know about? _____

9. Is your child on any medication? Yes___ No___

If yes, explain: _____

10. Are immunizations up to date? Yes___ No___ Date of last Tetanus shot _____

*** Please note, our staff cannot administer any medications***

SPECIFIC PROGRAM INFORMATION

Primary language if not English? _____

OTHER EMERGENCY INFORMATION

If neither parent (nor guardian) can be contacted please call: (local person please)

1) Name: _____ Relationship: _____ Phone: _____

1) Name: _____ Relationship: _____ Phone: _____

I agree that the operator may authorize the physician of his/her choice to provide emergency care in the event that neither I nor the family physician can be contacted immediately. I further agree that emergency medical assistance may be called immediately if determined necessary by the operator.

Signature _____ Date _____

**Carrboro Recreation and Parks
Camper Permission To Pick Up**

NAME OF CAMPER: _____

CAMP: _____

The following people are authorized to pick up my child (ren):

Please give the name and phone numbers of persons to whom the child (ren) can be released:

1) Name _____
Relationship to child _____

2) Name _____
Relationship to child _____

3) Name _____
Relationship to child _____

Parent/Guardian Signature _____ Date: _____