

Dear Parents and Participants,

The Huntersville Parks and Recreation Department would like to take this opportunity to welcome you to the Jr. Adventure Camp Program! The entire camp staff is looking forward to another fun and successful summer. We are glad to have you participating in our program!

We will host an Open House event on Friday, June 4th from 5:30 pm to 7:00 pm. We encourage you to stop in and get to know your Camp Counselors. You will also be given your 2 camp t-shirts and camp bag when you sign in.

The Summer Camp program is an excellent opportunity for the social and recreational needs of youth entering 1st through 5th grades. We feel the activities and trips we have scheduled for this summer best suit this age group. All youth will be introduced to new and exciting activities, as well as some traditional favorites.

Please take the time to read this manual so both you and your child can become better acquainted with our program and policies. If you have additional questions or concerns not covered in this manual, please feel free to contact us at 704-464-5520 or email Weston Smith, Recreation Coordinator at wsmith@huntersville.org

Please sign the Parent Handbook Agreement and waiver, once you have read and understood this manual.

Thank you for reviewing this manual. We look forward to meeting each of you this summer!

Weston Smith
Recreation Coordinator

Vision Statement

This is a recreational “playground” camp featuring creative group activities as well as 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, and self-discipline. The number one goal for the summer is FUN!

Age and Grade Requirements

This camp is specifically designed for **youth entering 1st grade** through those **entering 5th grade**. Children must have completed Kindergarten in order to register. If your child is not rising into the appropriate grade or is younger than the minimum grade, your child will be dismissed from camp with no refund. A birth certificate or school report card may be required if there is a question about a child’s correct age.

Time & Place

Camp will run two sessions. Session one will run for four (4) weeks, June 7th – July 2nd. Session two will run for five (5) weeks, July 12th – August 13th. Camp will meet from 7:30 am to 5:00pm. There will be NO CAMP July 5th – 9th. The program will meet in the Huntersville Recreation Center, located at 11836 Verhoeff Dr. Huntersville, NC 28078.

Groups

Campers will be broken into groups of 20 by their age group. Each group will have at least two counselors and will hold a 10:2 camper to counselor ratio at all times. Groups/counselors will stay the same for the entire camp session.

Child Drop-Off and Pick-Up



Drop off will be at the side door of the Huntersville Recreation Center and will be set up for drive up check in/check out. Please arrange to drop off your child no earlier than 7:30 am and pick up no later than 5:00 pm unless otherwise notified about a late return time for a field trip. Drop off should be no later than 8:30am in order to keep camp trips on schedule.

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 and lunch schedules, we ask that you drop off your child by no later than 8:30 a.m. each morning. Your child will be left behind if not dropped off by the time the bus is pulling out of the parking lot.

We ask that you please notify the Camp Director **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 or email.

Participant Drop Off and Pick Up

To ensure the safety of all children, if another family member, friend etc. picks up your child, please be sure to inform the camp staff the day before. That person must be listed in ePACT as an authorized pick-up. Authorized adults must show a photo id and sign out the participants. Only those persons listed will be allowed to pick up your child from the program. We cannot dismiss any child without prior permission and photo id. Should you need to make changes in those people you listed as authorized to pick up your child(ren), please update your account information in ePACT

Payments and Refunds

50% deposits must be made at the time of registration. The remaining will be due by Monday, May 24th. Refunds or credits will not be given for any day a child is absent from the program. If a participant withdraws from the program, May 24th through June 7th they may receive a partial refund of 50%. Any withdrawals without a 2 week notice will NOT receive a refund. All withdrawal requests MUST be written and sent to wsmith@huntersville.org.

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. We will always 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 and your ePACT information. ePACT is a new online emergency contact system we are using. Shortly after registration, you will receive an invite to the system, please accept it and complete all the required information. It is urgent that you complete the ePACT information prior to the start of camp so that counselors have access to allergies, special needs and emergency contacts.

Control of COVID-19, other Communicable Diseases and Pests

All staff and participants who have tested positive, are suspected of being positive, or been in contact with someone who has tested positive for COVID-19 is required to report that information to the Recreation Coordinator, Weston Smith immediately.

In order to keep our campers and staff safe we are committed to abiding by the guidelines laid out by the North Carolina Department of Health and Human Services, CDC, and state officials. We are doing the following things to prevent the spread of COVID-19 and other illnesses:

- Providing training to all staff on the symptoms, procedures, and preventative measures.
- Providing hand sanitizing station and enforcing handwashing often.
- Cleaning crews will clean thoroughly each evening following camp and staff will clean and sanitize throughout the day.
- Require campers to wash and sanitize their hands during each group restroom, snack, and lunch break.

A child that exhibits the following symptoms cough, shortness of breath, difficulty breathing, other respiratory symptoms or two of the following, chills, repeated shaking with chills, muscle pain, headache, sore throat, or new loss of taste or smell will be isolated and sent home immediately. They will then be required to test negative for COVID-19 before returning.

When a child is ill, appears to be ill, has been diagnosed with a communicable, untreated illness, or has an illness still considered contagious, the camp director has the authority to exclude or isolate the student within sight from the group. Participants with the following symptoms must be sent home and remain at home until they are symptom free for 24 hours without the aid of acetaminophen, ibuprofen, or anti-diarrhea medications.

- Fever 100 degrees or higher
- Vomiting
- Diarrhea
- Any unexplained rash
- Or any other signs of a possible communicable disease

For common communicable illnesses like strep throat, pink eye, ringworm, and impetigo that require medication treatment, students must complete a minimum of 24 hours of treatment before returning to camp. For other communicable illnesses like whooping cough and chicken pox, the exclusion time will be longer and may require a physician's note to return to camp.

Students with evidence of lice will not be permitted to come to camp until treated and nit free. Students must be re-checked and cleared by camp staff prior to re-admittance to camp.

If your child is diagnosed with a communicable disease while not in our care please call and let the camp director know. This will allow us to take proper precautions to keep from spreading the germ.

Field Trips

There is at least one field trip scheduled per week. You will receive a calendar of field trips at Open House. FIELD TRIP SCHEDULES ARE SUBJECT TO CHANGE. In the event of any changes, you will be notified via email (please check email frequently to stay up to date with any changes). Field trip fees are included in your registration fee. There may be some trips in which we request

you send money with your child for lunch rather than a packed lunch. That request will be sent in the weekly newsletter for the upcoming week.

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

1. Please leave all electronic devices at home. We will not be responsible for any lost items.
2. If the campers are asked to bring their lunch from home for a field trip, we request that you send it in a bag, (as opposed to a small cooler, etc.) Bag lunches are easier to transport on field trip days. Be sure to mark your camper's name on the bag. We will be unable to refrigerate lunches. Please pack a lunch that is non-perishable.
3. It is **MANDATORY** that all campers wear their camp shirts and tie-up tennis shoes/sneakers for field trips and gym play – **No exceptions!!**
4. Sunscreen is something we strongly recommend you send with your camper for any field trips held outside. *It is the parent's responsibility to inform your child's counselors that you want them to remind the campers to apply sunscreen. NO COUNSELORS WILL APPLY SUNSCREEN.*
5. **EMERGENCIES.** Should you have an emergency and need to reach your child or camp staff during a field trip, please call the Recreation Center at 704-464-5520 and someone will contact the camp staff.
6. FIELD TRIP SCHEDULE IS SUBJECT TO CHANGE.

Swimming

We are still working with the Huntersville Family Fitness and Aquatics Center to provide a swim day once a week. Additional water games will be played throughout the week. It is better safe than sorry and to always send a change of clothes with your camper. Any changes will be communicated via weekly newsletter and email. Campers should bring a bathing suit, towel and sunscreen on swim days. A certified lifeguard and the camp staff will be supervising during swim time. Campers who do not know how to swim, or those with limited skills, will be supervised and have counselors with them at all times.

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

Lunches/Snacks

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 and aware of what you are sending in your camper's lunches. Regarding field trip lunches – please read the section on field trips. A daily afternoon snack will be provided for you.

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 at the check in table. 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, etc. In addition, it will contain a brief message from the camp director. The weekly newsletter will be sent via email and brief notes will be posted at the sign in table.

Participant Code of 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 Huntersville Parks and Recreation staff.
2. Be considerate and respectful to EVERYONE. Fighting, hitting, kicking, use of profanity name-calling or bullying will NOT be tolerated and could result in immediate suspension.
3. Keep hands and feet to self.
4. Be respectful of your surroundings.
5. Please leave all electronic devices at home. We will not be responsible for any lost items.

Summer Camp Consequences Procedures:

1. Verbal warning by Counselor.
2. Verbal conference with camper, counselor and Camp Director.
3. Camper will be placed in time-out for 5 – 10 minutes (depending on age of camper.)
4. Written disciplinary report completed and put on file by camp director. Parents will be notified, in writing, within one day regarding the written disciplinary report.
5. Two (2) written disciplinary reports on one camper will result in AT LEAST a one (1) to two (2) day suspension from camp. **Days suspended will run concurrently. No refunds will be given in case of suspension.**
6. Three (3) written disciplinary reports will result in dismissal from camp for the remainder of the summer. **No refunds will be given in cases of dismissal.**

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 around the sites and
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 cause in the program.

Clothing/Camp Attire

Although the summer camp facilities are air-conditioned, we urge you to dress your camper in cool, comfortable clothing. CMS school dress code will be enforced. While trying to stay cool be mindful of appropriate short lengths. Shorts must be at middle finger tip length. We also **require** that your camper **wear tie-up tennis shoes/sneakers**, no sandals, flip-flops, slip-ons, etc. We

require that campers wear their shoes at all times. **If a child arrives at camp without the proper shoes or clothes on the parent or guardian will be required to return home to get the proper shoes.**

NOTE: It is MANDATORY that campers wear their camp T-shirt and tie-up tennis shoes/sneakers everyday for outdoor and gym play. We also have a lot of messy fun, please avoid sending your child to camp in good clothes that you do not want messed up.

Parent Code of Conduct

The Parent Code of Conduct establishes clear guidelines for parents/guardians regarding interactions with children (other than their own), other parents and camp staff. The Parent Code of Conduct explains the expectations we have for our parents and we ask that you become familiar with the following guidelines:

1. Parents/guardians shall read and be responsible for the contents of the Parent Handbook & Required Forms (additional copies can be requested via email, wsmith@huntersville.org)
2. Parents/guardians shall read and be responsible for the contents of the weekly Camp Newsletter that will be sent home every Monday morning at sign in.
3. Parents/guardians shall refrain from touching or physically contacting any child in the camp program other than their own.
4. Parents/guardians are not permitted to verbally insult, reprimand, harass, or interrogate any child, parent or staff in the camp program.
5. Parents/guardians should always approach a staff member when they have a concern regarding another camper's behavior and/or interactions at camp.

Parents/Guardians are expected to follow the Code of Conduct as outlined above at all times including time spent at ALL camp activities and on field/trips.

Listed below are the expectations for parent/guardian behavior during time spent at camp or on a field trip:

1. Allow the camp counselor to lead the group
2. Allow the camp counselor to manage a child's behavior
3. Inform the camp counselor of any concerns you may notice about a camp participant
4. Assist the camp counselor in the back of line for "stragglers" or "wanderers"
5. Assist the camp counselor by reminding camp participants to apply sunscreen
6. Assist the camp counselor by helping keep the camp participants hydrated
7. Listen for the camp counselor's directions to camp participants
8. Reinforce the camp counselor's directions to camp participants
9. Use verbal instruction rather than physical touch
10. Stoop down to the camp participant's level

*Please note: Parent/guardian is synonymous with any adult (i.e. grandparent, neighbor, sibling who is authorized to be at a camp program)

Failure to abide by any of the guidelines listed above will result in a meeting with the Camp Director and/or Recreation Supervisor and possible removal from the camp program (parent/guardian and/or campers).

Contact Information:

Weston smith, Recreation Coordinator
Email – wsmith@huntersville.org
Direct Office Line – 704-766-2238

Jennifer Murrow, Recreation Assistant
Email – jumurrow@huntersville.org
Direct Office Line – 704-464-5520

Tracy Houk, Assistant Director
Email – thouk@huntersville.org
Direct Office Line – 704-766-2227

**On behalf of the Huntersville Parks and Recreation Department
and the entire Summer Day Camp Staff,**

WELCOME TO THE SUMMER DAY CAMP PROGRAM!!!

Student Acknowledgment: I have received a general overview and specific instruction of the contents of the Town of Huntersville Jr. Adventure Camp Conduct. I have also been informed that compliance with the Code is mandatory.

Students Printed Name

Students Signed Name

Date

PARENTAL ACKNOWLEDGMENT: I/we are aware of the contents of the Town of Huntersville Jr. Adventure Camp Parent Handbook and Code of Conduct and have been informed that compliance with the Code is mandatory.

Parent(s) Printed Name

Parent(s) Signature

**On behalf of the Huntersville Parks and Recreation Department
and the entire Summer Day Camp Staff,**

WELCOME TO THE SUMMER DAY CAMP PROGRAM!!!

With my initials below, I acknowledge that COVID-19, the illness caused by the “novel coronavirus”, is an extremely contagious virus that spreads easily through the air by coughing or sneezing, person-to-person contact including touching and shaking hands or through touching your nose, mouth or eyes before washing your hands. The World Health Organization (WHO), The Center for Disease Control (CDC), and additional Federal, State and local health agencies recommend social distancing as one of the means to limit or slow the spread of the virus. Complications of COVID-19 may include severe illness, long term or permanent disabilities, worsening of existing chronic medical conditions or death. I understand that participating in the Town of Huntersville programs or accessing Mecklenburg County facilities could increase the risk of contracting COVID-19. I understand and agree that the Town of Huntersville makes no representations whatsoever that COVID-19 exposure or infection will not occur through participation in Town programs or accessing Town facilities. As parent/guardian of the minor child that I am registering for this Town program, on behalf of myself and the minor child, as partial consideration for the Town’s providing the program for the minor child, I fully and unconditionally release and forever discharge and covenant to hold harmless the Town of Huntersville, and all of its past, present, and future officers, directors, shareholders, employees, agents, representatives, insurers, predecessors, and successors from any and all claims, actions, causes of action, suits at law or in equity, demands, judgments, damages, and controversies that I or the minor child now have or ever has had or ever will have, whether known or unknown, whether now accrued or hereafter maturing or accruing, whether for personal injury, property damage, or other economic loss, emotional distress, punitive damages, or otherwise on account of, connected with, or growing out of myself or the minor child contracting COVID-19 or being exposed to COVID-19 as a result of the minor child’s participation in the Town program or our accessing the Town facilities. Initial _____ (parent 1); _____ (parent 2)

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and the entire Summer Day Camp Staff,**

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