

May, 21, 2021

Dear Parents and Participants,

The Huntersville Parks and Recreation Department would like to take this opportunity to welcome you to the 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 at the Huntersville Recreation Center. 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 in 6th through 8th 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, [wsmith@huntersville.org](mailto: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 “adventure” 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 and the number one goal for the summer is FUN!

### **Age and Grade Requirements**

This camp is specifically designed for **youth entering 6<sup>th</sup> grade** through those **entering 8<sup>th</sup> grade**. If your child is not entering 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**

Adventure Camp will run Tuesday - Thursday in two sessions for a total of nine weeks. Session one will run for four weeks, June 8<sup>th</sup> – July 1<sup>st</sup>. Session two will run for five weeks, July 13<sup>th</sup> – August 12<sup>th</sup>. Drop off on Tuesday mornings and pick up on Thursday evenings will be at the Dellwood Center, 508 Dellwood Dr, Huntersville, NC 28078. Drop off no earlier than 7:30am and no later than 8:30am. Pick up on Thursday’s will be no later than 5:00pm. It is imperative that all campers arrive on time, as we will leave shortly after arrival each day. *Some trips will require you to drop off your camper before 8:00 am and pick them up after 4:30pm due to travel time. You will be notified about these trips beforehand.*

Tuesday and Wednesdays will be overnight at a different location each week. Below is their field trip locations and where they will be staying each week:

### **Adventure Camp**

#### **SESSION 1**

**WEEK 1 JUNE 8<sup>TH</sup>-10<sup>TH</sup>:** LAKE NORMAN STATE PARK (TENT CAMPING)

-INCLUDES WAKEBOARDING AT SOUTHTOWN WAKEPARK, SWIMMING

**WEEK 2 JUNE 15<sup>TH</sup>-17<sup>TH</sup>:** ADVENTURE CENTER OF ASHVILLE (BUNKHOUSES)

-WHITEWATER RAFTING THE NANTAHALA, HIGH ROPES COURSE

**WEEK 3 JUNE 22<sup>ND</sup>-24<sup>TH</sup>:** BEAR DEN MOUNTAIN RESORT, SPRUCE PINE, NC (BUNKHOUSES)

-TROUT FISHING, ARCHERY TAG, SWIMMING

**WEEK 4 JUNE 29<sup>TH</sup>-JULY 1<sup>ST</sup>:** ACE ADVENTURE RESORT, OAK HILL, NC (BUNKHOUSES)

-WATERPARK, RAFTING NEW RIVER

**NO CAMP WEEK OF JULY 5<sup>TH</sup>**

## SESSION 2

### **WEEK 1 JULY 13<sup>TH</sup>-15<sup>TH</sup>: LAKE NORMAN STATE PARK (TENT CAMPING)**

-INCLUDES WAKEBOARDING AT SOUTHTOWN WAKEPARK, SWIMMING

### **WEEK 2 JULY 20<sup>TH</sup>-22<sup>ND</sup>: STONE MOUNTAIN STATE PARK, ROARING GAP, NC(TENT CAMPING)**

-HIKING, SWIMMING, FISHING, ARCHERY TAG

### **WEEK 3 JULY 27<sup>TH</sup>-29<sup>TH</sup>: BEAR DEN MOUNTAIN RESORT, SPRUCE PINE, NC (BUNKHOUSES)**

-TROUT FISHING, ARCHERY TAG, SWIMMING

-WHITEWATER RAFTING THE NANTAHALA, HIGH ROPES COURSE

### **WEEK 4 AUGUST 3<sup>RD</sup>-5<sup>TH</sup>: ADVENTURE CENTER OF ASHVILLE (BUNKHOUSES)**

-WHITEWATER RAFTING THE NANTAHALA, HIGH ROPES COURSE

### **WEEK 5 AUGUST 10<sup>TH</sup>-12<sup>TH</sup>: ACE ADVENTURE RESORT, OAK HILL, NC (BUNKHOUSES)**

-WATERPARK, RAFTING NEW RIVER

## What to Bring

Each week the Recreation Coordinator will send out what will be needed for that week's trip in the weekly newsletter. Below is what you will need to bring weekly:

- Sleeping bag and Pillow – We will have extra sleeping bag, if you do not have one let us know and we can provide. For bunkhouse trips you can also bring bedding for twin bed: sheets, pillow, blanket.
- Changes of clothes – Quick dry clothes are best. Many of our activities include getting wet. Make sure to pack enough for 3 days and a change of clothes each day.
- Tennis shoes and water shoes with backs
- Swimwear
- Flashlight
- Rain gear
- Sunscreen, bug spray
- Food and spending money – Food will be provided on many of the trips. We may ask you to send money for food on travel days. Each week will look different, and updates will be sent weekly.

## Payments and Refunds

50% deposits must be made at the time of registration. The remaining will be due by Monday, May 24<sup>th</sup>. 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 24<sup>th</sup> through June 7<sup>th</sup> 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](mailto:wsmith@huntersville.org).

**Any withdrawals without a 2 week notice will NOT receive a refund.**

## Child Drop-Off and Pick-Up

Please make arrangements to drop off your child between 7:30 am – 8:30 am on Tuesday mornings and pick up no later than 5:00 pm on Thursday evenings unless otherwise notified about

a late return time for a field trip. Drop off should be no later than 8:30 am 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 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**

When dropping off and picking up your child(ren) from Adventure Camp, make sure that you walk your camper inside. It is MANDATORY that you come in each Tuesday morning and each Thursday afternoon to sign the "Parent Daily Sign-In, Sign-out" sheet. See your child's camp counselor for sign-in, sign-out sheets. Please be sure to update your pick up authorization information in ePACT and inform the camp staff or Recreation Coordinator, in advance, if someone other than you are picking up your child. This will ensure the safety of all children. This person must be listed on your registration form as an authorized pick-up and will need to sign the pick-up sheet as well. Authorized adults must come into the facility, show a photo id and sign out the participants. If there was no notification of a change in pick up, the name is not listed on registration form or there is no form of photo id, your child will stay at the facility until authorized pick up is confirmed with the parent.

### **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 he/she does 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 our ePACT computer system (please be sure you have accepted the invite and completed all the 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**

Everyday is a field trip at Adventure Camp! You will receive a calendar of events at Open house with daily activities. One can be requested any time. In the event of any changes, you will be notified via email (please be sure to check email regularly and don't forget to check spam mail).

Field trip fees are included in your registration fee. There are some trips where you will be asked to send money for meals.

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. Teens are solely responsible for items brought on field trips. We discourage bringing any items on the field trip besides those listed in the weekly email. Tablets, iPods, mp3 player, cell phones, and other electronic devices are discouraged. Cell phones will only be allowed at the Camp Director's discretion. Any unapproved items will be confiscated and returned to the parent at the end of the camp day. We believe Adventure Camp is a time to disconnect from distractions and pressures of cell phones and social media.
3. Counselors will NOT be responsible for any camper's money or other items. 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 items and money they bring on field trips.
4. 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. Please pack a lunch that is non-perishable since there is no way to refrigerate lunches.
5. It is **MANDATORY** that all campers wear their camp shirts and tie-up tennis shoes on any field trips – **No exceptions!!**
6. 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.*
7. EMERGENCIES. Should you have an emergency and need to reach your child or camp staff during a field trip, please call the camp cell phone at 980-215-4061 or the Recreation Center at 704-464-5520 and someone will contact the camp staff.

### Swimming

There will be swimming during most of the trips. Campers should bring a bathing suit, towel and sunscreen every trip. A certified lifeguard and 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

Campers 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 in the office area at the sign in station. 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 and will contain information on field trips, weekly camp themes, etc. In addition, it will contain a brief message from the Camp Director.

### **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, as follows:

#### **Adventure Program Rules**

1. Follow directions of ALL camp staff.
2. Be considerate and respectful of all persons and their belongings. Fighting, theft, use of profanity, bullying or name-calling will NOT be tolerated and could result in immediate suspension.
3. Smoking, the use of illegal drugs and alcohol or any weapons or items that resemble weapons found on your person will result in immediate suspension and no refund of payment will be given.
4. Keep hands and feet to self.
5. Be respectful of your surroundings.

#### **Consequence Procedures Depending on Severity of Offense**

1. Verbal warning by counselor.
2. Time out of activity.
3. Verbal conference with camper, counselor, and Adventure Program Director.
4. Written disciplinary report completed and put on file by Adventure Program Director. Copy will be sent home and parent's signature will be required on form before teen may return to the program.
5. Two (2) disciplinary reports on one camper will result in at least one day suspension from the program
6. TWO suspensions will result in immediate EXPULSION from the program. **(No Refunds)**

Depending on the severity of the offense, any and all steps in the Consequences Procedures may be eliminated and or combined.

**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

CMS school dress code will be enforced. While trying to stay cool, be mindful of appropriate short lengths and tank tops. Shorts must be at middle finger tip length and no spaghetti straps are allowed. 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 camper arrives at camp dressed inappropriately, they will be sent home to change.**

**NOTE: On field trip days, it is MANDATORY that campers wear their camp T-shirt and tie-up tennis shoes!! Field trips are EVERYDAY!**

### 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 at [lsmall@huntersville.org](mailto:lsmall@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 campers' 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 Superintendent and possible removal from the camp program (parent/guardian and/or campers).

### **Contact Information:**

Camp Staff Cell – 980-215-4061

Huntersville Recreation Center – 704-464-5520

Weston Smith, Recreation Coordinator

Email – [wsmith@huntersville.org](mailto:wsmith@huntersville.org)

Direct Office Line – 704-766-2238

Cell Phone – 704-582-1810

Jennifer Murrow, Recreation Assistant

Email – [jmurrow@huntersville.org](mailto:jmurrow@huntersville.org)

Tracy Houk, Assistant Director

Email – [thouk@huntersville.org](mailto: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 ADVENTURE CAMP PROGRAM!!!**

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

\_\_\_\_\_  
Student's Printed Name

\_\_\_\_\_  
Student's Signed Name

\_\_\_\_\_  
Date

**PARENTAL ACKNOWLEDGMENT:** I/we am/are aware of the contents of the Town of Huntersville 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,**

Town of Huntersville Parks & Recreation

**WELCOME TO THE ADVENTURE 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)*

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

**WELCOME TO THE ADVENTURE CAMP PROGRAM!!!**