

Dear Parents and Participants,

The Huntersville Parks and Recreation Department would like to take this opportunity to welcome you to our 3rd year of Mini Adventure Camp! The entire camp staff is looking forward to a fun and successful summer. We are glad to have you participating!

The Summer Camp program is an excellent opportunity for the social and recreational needs of our preschool community. We feel the activities 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 Jennifer Murrow, Mini Adventure Camp Director, Recreation Assistant at jmurrow@huntersville.org or Weston Smith, Recreation Coordinator at wsmith@huntersville.org.

Please sign the Parent Handbook Agreement attached to the registration form, 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 **preschoolers ages 3 years** through **5 years old**. Children must be potty trained in order to participate.

Time & Place

Camp will run for eight (8) weeks and will meet from 9:00 am to 1:00 pm Monday thru Friday, June 7 – August 2, 2021 (NO CAMP July 5th-9th). The program will meet in the Dellwood Center, 508 Dellwood Dr., Huntersville, NC 28078.

2021 Weekly Camp Themes Mini Adventures Camp

June 7-11th Getting' Dirty (gardening)
June 14th-18th Summer Bucket List
June 21-25th Disney Adventures
June 28-July 2nd Pirates and Mermaids
NO CAMP JULY 5th-9th
July 12-16th Mini Chefs (cooking)
July 19-23rd Messy Me (art)
July 26-30th Ninja Warrior Adventures
August 2-6th Little Engineers

Child Drop-Off and Pick-Up

Please make arrangements to drop off your child no earlier than 8:50 am and pick up no later than 1:00pm.

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 Summer Camp, you must park in the parking lot and walk your child to the front door. It is MANDATORY that you come to the door for drop off and pick up to sign the “Parent Daily Sign-In, Sign-out” sheet. 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 on ePACT as an authorized pick-up and will need to sign the pick-up sheet as well. Authorized adults must come to the front door, show a photo id and sign out the participants.

Only those persons listed on the authorization form will be allowed to pick up your child from the program. We cannot dismiss any child without prior permission from a parent and photo id of the person picking up the child(ren). Should you need to make changes to the list of authorized persons to pick up your child(ren), please update pickup information in ePACT.

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.

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 or jmurrow@huntersville.org.

Please be sure to confirm the weeks you have registered and paid for before the May 31st deadline. We would rather add a week to your options later rather than delete a week once all fees are paid.

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 an 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, ring worm, 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.

Participant Requirements

1. It is **MANDATORY** that all campers wear their camp shirts and tie-up tennis shoes/sneakers for outdoor play – **No exceptions!!**
2. Sunscreen is something we strongly recommend you send with your camper for daily outdoor play.
3. **EMERGENCIES.** Should you have an emergency and need to reach your child or camp staff, please call the Camp Phone 704-622-0216 or Supervisor, Jennifer Murrow at 704-361-2312 or the Recreation Center at 704-464-5520 and someone will contact the camp staff.

4. ACTIVITIES ARE SUBJECT TO CHANGE.

Swimming

Water games may be played throughout the week. It is better safe than sorry to always send a change of clothes with your camper. Any changes will be communicated via weekly newsletter and email.

Lunches/Snacks

A daily mid-morning snack will be provided for your child. Please send a packed lunch for your child.

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 the front door. 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, weekly camp themes, 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 by the door.

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:

Summer Camp Rules:

1. Follow directions of ALL camp 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 (i.e. iPods, DS, MP3 player, etc.) 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 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 and non-new clothing. 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 attire.**

NOTE: It is MANDATORY that campers wear their camp t-shirt and tie-up tennis shoes/sneakers every day for outdoor play. Because we have a lot of messy fun, we suggest you 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, jmurrow@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 Superintendent and possible removal from the camp program (parent/guardian and/or campers).

Contact Information:

Jennifer Murrow, Mini Adventure Camp Supervisor,
Recreation Assistant

Email – jmurrow@huntersville.org

Cell Phone Number - 704-361-2312

Recreation Center – 704-464-5520

Weston smith, Recreation Coordinator

Email – wsmith@huntersville.org

Direct Office Line – 704-766-2238

Tracy Houk, Assistant Director

Huntersville Parks and Recreation

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 Mini 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 Mini 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

Temporary release that would be added to online registration and in person registrations during this crisis.

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,**

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