



# Parent Handbook

## Summer 2018





# Table of Contents

	<u>Page</u>
Welcome	2
Summer Day Camp Mission	2
Camp Overview	2
Program Dates and Hours of Operation	3
Late Pick-Up Procedures	3
Arrival and Departure Procedures	3
Camper Orientation	3
Camp Attire	3
Lunch and Snacks	4
Medical Information	4
Personal Care	4
Inhalers & Epi-pens	4
Weather Information	5
Responding to Extreme Heat	5
Sunscreen Policy	5
Emergency Procedures	5
Contacting Your Child at Camp	6
Swimming Information	6
Appropriate Camp Behavior	6
Discipline Procedures	6
Personal Belongings	7

# **Town of Wake Forest Summer Day Camp**

## **Welcome**

Welcome to the Town of Wake Forest's full day summer camp! This is the second year for our full day camp and we cannot wait to see more happy campers, excited counselors and satisfied parents. We are getting everything set for another outstanding summer in Wake Forest. Are you ready?

It is not only important to us that our campers have a memorable summer, but that our summer staff has fun alongside the children in our camp. Our daily schedule is planned so that there is a wealth of engaging activities that both camper and counselor will enjoy. We believe that the campers will enjoy themselves more if they are aware that the staff is also having fun. Is this your first year with us? From new friendships to great activities – your child has a remarkable summer ahead of them!

## **Summer Day Camp Mission and Goals**

The mission of Wake Forest's Summer Day Camp is to enhance your youth's summer experience through arts and crafts, education, nature, and recreational and sporting activities. We strive to create a summer of fun and a lifetime of friendship.

Our goals include:

- Teaching and instilling the concept of teamwork through planned activities;
- Creating mutual respect among camp staff and campers;
- Teaching new activities in a safe and fun environment; and
- Providing positive role models for our children

## **Camp Overview**

The Town of Wake Forest Summer Day Camp is a nine-week program for children ages 6-12. The program starts on Monday, June 11th (no camp on July 4<sup>th</sup>) and ends Friday, August 10th. The program meets Monday-Friday from 9:00 am until 5:00 pm, with additional morning and afternoon care available. This structured, well-supervised program provides an opportunity for children to use their summer leisure time constructively. Camp is held at Wake Forest Community House.

Camper will have counselors assigned to them to lead age-appropriate activities. Our program requires a strict counselor to camper ratio in order to provide a safe, fun experience for your camper.

## **Program Dates and Hours of Operation**

The Summer Day Camp is a nine-week program that is held Monday-Friday (no camp July 4<sup>th</sup>) from 9:00am-5:00pm at the Wake Forest Community House. We also have extended hours available before and after camp for the program. Camp will run from June 11, 2018 - August 10, 2018.

It is your responsibility to drop off and pick up your child on time. Counselors are not available to watch campers before or after camp.

## **Late Pick-Up Procedures**

Participants that are picked up after the closing time of the program will be charged a late fee. **The fee is as follows:** Once the parent/guardian is up to ten minutes late a \$5 fee will be charged per participant. An additional \$1 per participant will be added for every minute past ten minutes late. Payment is due at the time of late pick-up. Continual late pickups may lead to dismissal from the program in relation to excessive late pick-up policy forms.

## **Arrival and Departure Procedures**

All parents or legal guardians must sign in and sign out their child with a Program Staff member before the staff member will release the participant. If someone other than the parent or legal guardian is dropping off or picking up a child from the program they must be authorized and approved by the program staff.

Campers may only leave with their parent or other authorized person listed on the registration form. If someone else has to pick up your child, or if your child goes home with an older sibling, you must send in a written note ahead of time notifying your child's Camp Director. Phone calls are not acceptable. Our staff will require identification from anyone picking up your child which they do not recognize.

## **Camper Orientation**

Camper orientation is held the first day of the program. Orientation is given to all campers and includes rules, tour of the facility, special activities, and a review of possible site hazards. Campers who are not present on the first day receive their orientation on the first day that they attend.

## **Camp Attire**

Please send your child to camp in clothes that can get dirty and possibly wet. Hats, sunscreen, and insect repellent are strongly recommended. For your child's protection, sandals are not allowed and sneakers are encouraged.

## **Lunch and Snacks**

Please send a lunch, two snacks, and a refillable water bottle with your child each day. Lunch will not be provided during summer camp. There is a time during the camp program for a snack break. Children are responsible for their own snack and drink every day. Water will be readily available for campers throughout the day. Because there are some children enrolled with serious nut allergies, **it is extremely important that your child's lunches and snacks do not contain any nut products or oils.**

## **Medical Information**

The Town of Wake Forest staff is not allowed to dispense medication. If your child shows up to camp ill or becomes ill during camp hours, you will need to pick them up immediately or arrange to have them picked up. Please do not send your child to camp if they have illnesses such as:

- Conjunctivitis (pink eye);
- a fever within the last 24 hours;
- vomiting or an upset stomach;
- signs of general fatigue or discomfort;
- a rash;
- head lice; or
- a chronic cough or runny nose.

Town of Wake Forest staff is not allowed to apply bug protection to campers. You should do this before sending your child to camp.

## **Personal Care**

The Wake Forest Parks and Recreation Department does not provide personal care for program participants. Parks and Recreation staff does not assist in the toileting of any program participants or help with dressing participants. The Department requires that all program participants are “potty” trained in order to participate. If a toileting accident does occur, a change of clothes must be brought to the program site or the participant must be picked up from the program site within one hour of the incident. If toileting accidents become routine, participants may be dismissed from the program.

## **Inhalers and Epi-pens**

Since many children enrolled in our summer program have asthma or other serious allergies, we ask that you please not send in snacks for your child that may contain nut products. In order to protect children with serious allergies, our staff needs to be aware of any children who carry inhalers or epi-pens. It is important to mark this information on your registration forms and have your doctor's permission for your child to carry this medication.

Since the Town of Wake Forest staff is not allowed to dispense medication (other than epi-pens), the following policies have been established:

- All children are allowed to carry epi-pens or inhalers on them.
- Prior to the start of camp, you must bring in the medical authorization form (included in the registration packet) signed by both you and your child's doctor with a copy of the prescription of the medicine your child will be carrying attached.
- The medication that your child brings to camp must be in its original container showing the prescribed information on it.

### **Weather Information**

Much of Summer Day Camp takes place outdoors; therefore temperature and storms are a major factor for the camps. It is very important that you dress your child appropriately for days that are overcast or when rain is expected.

### **Responding to Extreme Heat**

Sun and heat-safety begins before any campers join us. We establish best practices during staff training, learn how the effects of sun and heat exposure differ for children versus adults, and set expectations as to our role in leading our campers through a sun and heat-safe day. Sports and activities are modified and often moved under shade, extra water breaks are added to the schedule and in the most extreme heat, programming would be entirely indoors treating a heat-day the same way we would a lightning storm.

### **Sunscreen Utilization at Camps**

Written Physician orders are not required for campers to carry and apply sunscreen when used to protect against over exposure to the sun. The sunscreen must be approved by the FDA for over the counter use; and must be accompanied by written permission of the parent or guardian that the camper may carry and apply sunscreen. Sunscreen should be applied before sending your child to camp. Staff is available to help campers re-apply sunscreen if necessary.

### **Emergency Procedure**

Below are our procedures for emergencies:

1. The Camp Director shall be in charge of the situation.
2. Administer First Aid.
3. Call an ambulance for injuries including but not limited to: areas showing swelling combined with discoloration, deformity, loss of consciousness, any type of neck or back injury.  
Designate staff members to meet ambulance and direct crew to scene.
4. Other staff to secure area - no child left unattended.
5. Notify parents.
6. Notify Director of Parks & Recreation and Recreation Program Superintendent.

7. Upon conclusion, submit Town & State report. Report should include all events leading to injury of child, name and address of child, name and address of parent or guardian, staff involved, where treated and by whom, and recommendation to avoid future incidents.

### **Contacting Your Child**

If you need to contact your child at camp please call the Wake Forest Community House office at 919-218-9666 and a staff member will relay a message. Please limit your calls only to urgent matters. Campers are not allowed to bring or use cell phones at camp.

### **Swimming Information**

Campers will swim Tuesdays and Thursdays from 1:30 – 3:00 pm. Wake Forest Parks and Recreation Pool staff will conduct swim tests for all program participants. All non-swimmers will be required to remain in the shallow end of the pool.

Parent/guardian can request that staff not allow the participant to participate in the swim test and automatically keep them in the shallow end of the pool.

### **Appropriate Behavior of Children in Camp**

Please keep in mind that since this is a camp, everything is open and accessible to all campers. In addition, there are no separate classrooms or lockers in which to safely store a camper's personal item or money.

Please talk to your child:

- Regarding actions and language toward counselors and other campers;
- Regarding responsibility for their clothing, snacks, backpacks and money;
- Non-aggressive behavior is appropriate;
- Respect for others, staff, and equipment;
- Use of appropriate language;
- No hitting, tripping, pushing, tackling, kicking, fighting, or wrestling;
- Your child may not leave camp without your permission and permission from the counselor; and
- All children are expected to assist in picking up after their games/activities.

### **Discipline Procedures**

Please prepare your child for the Town of Wake Forest Summer Day Camp by explaining all of the rules and regulations to your child and discussing any concerns that he/she may have. Please discuss with us any problems that your child may be experiencing while at camp.

Campers must display acceptable behavior and must be accountable for their actions. Parents must know and understand the rules that their child is expected to follow and be aware of the



consequences for any violations. The first time a child is disciplined, the child will be asked to sit for a time out. If a problem continues, the Camp Director will meet with the camper and their counselor to discuss and review appropriate behavior.

- Any significant or continual behavior problems will be brought to the attention of the parents. If the behavior problem continues, the child may be dismissed from the program without further warning.
- Any child who intentionally injures or is a threat to another child may be dismissed from the program.
- Any child who intentionally destroys camp property may be dismissed from the program. Any vandalism charges will go to the camper involved and to his or her parent(s) or guardians(s).

### **Personal Belongings**

The Town of Wake Forest is not responsible for lost, stolen or misplaced property. Please discourage your child from bringing any items of value to camp. The staff is not able to hold or keep track of any personal items for the campers.

### **Contact Information**

**Monica A. Lileton**

*Recreation Program Superintendent*

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Wake Forest, NC 27587-2901  
919-435-9563  
[mlileton@wakeforestnc.gov](mailto:mlileton@wakeforestnc.gov)

**Wake Forest Community House**

133 W. Owen Ave.  
Wake Forest, NC 27587  
919-218-9666

# CAMP SNACK GAME PLAN

These days, it can be tough when deciding what snacks are the best and healthiest options to pack for camp. Here are a few tips to help you find tasty and healthy snacks your child can enjoy.

## Snack & Drink Suggestions

Fruit and water are always the best snack choices for kids on the move. Try these popular options:

- Orange & apple wedges
- Fresh peaches, pears, watermelon or other seasonal fruit
- Dried fruit and raisins
- Bananas, grapes & strawberries
- Fruit cups (packed in juice) or unsweetened applesauce
- Ice cold water - no need for sugar-packed sport drinks

## Grab & Go: The Price Is Right!

Not only is grabbing fresh fruit and water fast and easy, it's cost effective too. Check out this price comparison for a week's worth of snacks (10 snacks).

### Healthy Snack

- Fresh bananas/oranges/apples - \$3 to \$4 a bag
- Water from the tap in a reusable bottle - FREE!

**Total = \$4**

### Typical Snack

- Mini bags of cookies (12 pack) - \$4
- One box of drink pouches (10 packs in each) - \$3

**Total = \$7**

