

# CHAPEL HILL PARKS AND RECREATION DEPARTMENT

## +SUMMER DAY CAMP - 2020 PARENT PACKET

### WELCOME

Welcome to the Chapel Hill Parks & Recreation Department's 2019 Summer Day Camp Program! As always, the summer promises excitement and fun for everyone involved. In order to make this camp season safe and fun for your child, we ask that you take a few minutes to read through this packet of information. **We Look Forward to a Great Summer Program!!!**

This packet contains important information regarding camp policies, procedures, and related forms.

- Read, complete and return the Camp Information forms
- Read, sign and return the Camper Discipline/Code of Conduct Policy;  
**Teen Camp students** are also required to sign after the parent/guardian's signature
- Read and sign any permission slips you wish to approve for your child:
  - Permission to Swim
  - Permission to Walk Home, Take the Bus, Ride Bike
  - Medicine Permission Form (if applicable)

**Return completed forms to the Parks and Recreation Administration Office by: May 15**

For your convenience you can use the drop slot after hours, located at the Administrative Office front door (200 Plant Road) or fax to (919) 932-2923. Be sure to indicate the camp name on the form and keep the information sheets.

If your signed forms and fees are received later than the deadline dates, your registration fees may be forfeited and the vacancy may be given to another child. Those enrolled from the waitlist after the above deadlines will be given a due date for forms and fees by the Camp Coordinator.

### CHECKLIST



ITEM	DUE DATE	PAGE
<input type="checkbox"/> <b>CAMP INFORMATION FORMS WITH SIGNATURES</b>	<b>MAY 15</b>	<b>7 - 8</b>
✓ Code of Conduct		
✓ Administering Medication		
<input type="checkbox"/> <b>TOTAL BALANCE DUE FOR SESSIONS A - D</b>	<b>MAY 15</b>	
<input type="checkbox"/> <b>TOTAL BALANCE DUE FOR SESSIONS E - I</b>	<b>JUNE 19</b>	

Please complete a form for each child attending camp. You may make photocopies of these forms or request additional parent packets.

*SUBMIT COMPLETED RELEASE FORMS - KEEP REMAINDER FOR YOUR REFERENCE*



## IMPORTANT FORMS

Please read and provide ALL the requested information on the enclosed forms so that we have the necessary information for your child to enjoy a positive camp experience.

- The **CAMP INFORMATION FORM** requests vital information about your child, including emergency information. Please be sure to list any diagnoses or additional information about your child that may be useful to our staff. For example, list any food allergies so we don't serve your child the wrong food item. Let us know of any extra stressor that may affect your child's behavior, such as divorce, death of a loved one, if your child is on medication for behavior problems, anxiety, fears, or depression, etc. Please provide all pertinent information that may help us ensure a successful time for your child, and keep us updated throughout your time in camp.

If your child has a seizure disorder, we'll need a copy of the Seizure Plan drawn up by your school. Please request a copy of the Seizure Plan from the school nurse now and include it with the documents you return to us.

**Any pertinent medical information not provided in advance to camp which can seriously affect the child's safety or the safety of others may require dismissal from camp.**

- The **CAMP DISCIPLINE/CODE OF CONDUCT POLICY** explains how we respond to problems at camp. Please read and sign this form on page 8.
- **PERMISSION FORMS**
- If your child requires that staff give them medicine while they are at camp, please call us at (919) 968-2784 and request the Medication Permission form. Complete the form and return to us as soon as possible, but no later than the forms due date listed on the first page.

## CANCELLING A SESSION AND REFUNDS

### CANCELLING A SESSION OF CAMP

If your child is enrolled but cannot attend one or more sessions of camp, please cancel them as soon as possible. Notify the camp director by using the email address below, or use the Camp Cancellation form from the website and drop it off at one of our facilities, or mail it to our Administrative office:

- Community Center Camp: 120 S. Estes Dr.  
[lburrill@townofchapelhill.org](mailto:lburrill@townofchapelhill.org)
- Hargraves Center Camp: 216 N. Roberson St.  
[rjones@townofchapelhill.org](mailto:rjones@townofchapelhill.org)
- Teen Camp: 179 E. Franklin St.  
[dsmith3@townofchapelhill.org](mailto:dsmith3@townofchapelhill.org)
- Administrative Office: 200 Plant Road  
[parksrec@townofchapelhill.org](mailto:parksrec@townofchapelhill.org)

**Please notify us at least 14 days before the first day of the camp session** to receive a refund, less a \$10 processing fee, per child, per session.

Families who receive a Fee Reduction are expected to follow this cancellation procedure to remain in good standing and to continue to receive their discount. **Families whose children do not attend a session, and who have not followed this procedure, may forfeit their Fee Reduction discount.**



### REFUNDS

To qualify for a refund, less a \$10 processing fee, you'll need to cancel at least 14 days before the first day of camp, and notify us in writing. You can email us at [parksrec@townofchapelhill.org](mailto:parksrec@townofchapelhill.org), or provide written notice to us at one of our facilities.

If you're getting a refund and you originally paid with a credit card, please contact the Parks and Recreation Administrative Office at 919-968-2784 with your credit card number – we

## HEALTH / CONDUCT / ILLNESS / INJURY

### GENERAL HEALTH/CONDUCT

All children participating in Chapel Hill Parks and Recreation Department sponsored programs and activities are expected to be in good health. All participants, including parents, are expected to conduct themselves in a manner, which conveys camaraderie, sportsmanship, and civility towards others. All participants will respect the rights of others and will conduct themselves, in a manner which does not detract from the enjoyment, safety and participation of others. If a person's conduct poses physical harm, or risk to self or to others, he/she may be removed from our programs and activities.

### ILLNESS OR INJURY

Children who are running a fever or have a known contagious illness, or are vomiting, and/or have diarrhea, are asked to remain at home and symptom-free for at least 24 hours before returning to camp. Children may not return to the program until such time as they no longer pose a health risk to themselves or others. After an injury or contagious illness or unexplained rash, parents may be required to present a physician's written permission for their child to return to the program. Those with open wounds may not swim until the wound scabs. The Town does not provide medical insurance to automatically pay for medical expenses when children are injured at camp. This is the responsibility of the parent/guardian.

### CHILDREN WHO BECOME ILL OR INJURED DURING CAMP

If a child becomes ill or injured during camp, parents/guardians will be notified and asked to immediately make arrangements for their child to be taken home as soon as possible. A doctor's note may be required for returning to the program, depending on the nature of the illness or injury. In the event of a serious injury, our protocol is to contact 911 emergency services and then contact parents. All financial liability for transport and emergency care is the responsibility of the child's parent/guardian.

don't keep your card number on file so we'll need the card number to issue your refund. If you paid with cash or check you'll receive a check from the Town, usually within a couple of weeks.

Even if you don't qualify for a refund, please let us know if your child cannot attend camp. We typically have long waitlists of children who would like to attend.

## INCLUSION

We are committed to including campers with documented special needs/disabilities in our camp programs. Extra support for these campers may be available, such as program adaptations or extra supportive staffing.

We can include campers with special needs who are:

- Self-sufficient with personal hygiene needs
- Not a safety risk to themselves or others
- Able to withstand the distraction of a noisy gym filled with campers (We utilize every room for camp; unfortunately no quiet space is available.)

Along with parents and teachers, we will work to determine if our camp is suitable to meet the needs of each camper, within the guidelines of the Americans with Disabilities Act and to determine the appropriate goals and assistance for the camper.



Please contact Recreation Therapist Marian Kaslovsky at (919) 968-2813 or [mkaslovsky@townofchapelhill.org](mailto:mkaslovsky@townofchapelhill.org) as soon as your child is registered to discuss your camper's needs. Delayed notice may prohibit or postpone services.

## ARRIVAL / DEPARTURE / LATE FEES

### ARRIVAL/DEPARTURE

Camp begins each day at 7:30 a.m. Please do not bring children to camp earlier; we cannot admit them before 7:30 a.m. Unstructured activities will be held from 7:30 to 9 a.m. and again from 4 to 6 p.m. We start the day's structured activities at 9:00 am. If your child has not arrived by 8:45 a.m., the child may not be able to attend camp if your child's group is on a field trip.



If your child is going to be arriving after 8:45 a.m. to camp on any particular day because of a doctor's appointment or other 'planned' situation, please let us know at least one day ahead of time. If you are unexpectedly going to be late, please call to let us know of your late arrival as we may be traveling off-site that day.

Hargraves Center   Teen Camp   Community Center  
(919) 968 – 2794   (919) 968-2841   (919) 968-2790  
(919) 968 – 2708 (during camp sessions only)

If your child will be attending summer school, please tell us as soon as you know. We'll need to know the dates for summer school, and what time your child will arrive at camp each day so we can anticipate their arrival. Children who arrive from summer school will be required to sign in on the daily sheet by their name.

Please sign your child in and out of camp each day using the roster sheets posted on the door or table. Do not drop off your child and leave them unattended in the parking lot of a camp site. Notify those on your 'approval for pick-up' list to be prepared to show identification and know they must sign the child in and out. Only individuals 18 years of age or older will be permitted to pick up your child.

Any changes to your approved list must be made in writing prior to pick-up; for safety reasons, changes by telephone will not be accepted. Teen Camp: call ahead for pick-up/drop-off time due to limited parking.

### LATE FEES APPLY AFTER 6 P.M. EACH DAY

**Parents who arrive to pick up their child after 6 p.m. will be assessed a late fee of \$5 at 6:05 p.m. and \$1 every minute thereafter.** Parents will have until the end of that week to pay all late fees. If a late fee assessment occurs on a Friday, parents will have until the following Monday at 5 p.m. to pay any late fees. **Late fees will be determined by the official camp clock on site.** Unpaid late fees can prohibit future involvement in activities.

## LUNCH / SNACKS / FIELD TRIPS SWIMMING / CLOTHING

### LUNCH/SNACKS

Participants are required to bring a lunch, 2 healthy snacks and drinks each day. Please make sure to feed your children breakfast before camp, as we do not provide this. We ask that you pack foods that do not require refrigeration or a microwave. You may want to pack their items with a cold freezer pack if necessary. We also ask that you clearly label your child's lunch each day with her/his full name. We strongly recommend a water squeeze bottle be brought for use during activities. If your child's camp qualifies for the subsidized lunch program, you will be notified. In the meantime, be prepared to send a lunch/drinks/snacks with your child each day. Campers must be checked in by 8:45 a.m. to be added to our lunch counts each day if the camp qualifies for the subsidized lunch program.



## FIELD TRIPS/TRANSPORTATION

Protocols are in place to ensure the safety of your child for field trips. Vans or buses may be used for transportation. Some destinations may include local parks, the public library, museum, movies, etc. If a child refuses to follow Department rules and policies they will not be allowed on field trips. A staff member will remain behind for those not going on field trips for on-site activities. Staff must be 21 years old with a clean driving record and have experience driving a van in order to transport campers.

## SWIMMING

If you would like your child to swim at camp make sure your child is provided with a swimsuit, sunscreen (for outdoor pool), a towel, a bag for wet clothes, and a change of dry clothes; your child should be prepared every day for swim time. Children will not be allowed to walk around camp in wet suits. Campers are tested the first day on their swim skills to determine deep end or shallow end swimming.

## APPROPRIATE CLOTHING

Remember, the children are with our program to PLAY and HAVE FUN! Help them be their best. If your child needs to wear sunscreen or bug spray during outdoor activities, please send these with your child and expect them to apply it themselves. Sunscreen and bug spray is not provided, will not be shared between campers, and will not be applied by staff.

<u>RECOMMENDED</u>	<u>NOT RECOMMENDED</u>
T-shirts	Skirts/Dresses
Shorts/Pants	Open-Toed Shoes
Sneakers	Dress Shoes
Hats	Shoes with heels or wheels



## OTHER CONSIDERATIONS PHOTOGRAPHY / COMMUNICATION

### OTHER CONSIDERATIONS

Please note that our day camps include both inside and outside activities. For safety reasons, children are expected to stay with their assigned group whether they are inside or outside, even if they do not wish to participate in the group's activity. We strongly recommend that toys, electronics and cell phones not be brought from home. We are not responsible for loss and/or theft of these items. Unapproved items are the campers' and their parents' responsibility.

### PHOTOGRAPH POLICY

Chapel Hill Parks & Recreation Department reserves the right to photograph program participants for publicity purposes.

### COMMUNICATION

Do not hesitate to contact your child's Camp Coordinator should you require information, wish to share ideas and information or have concerns. Counselors are responsible for supervising their assigned group and will direct parents to speak with the Camp Coordinator or Manager on any issues.

Community Center (919) 968-2790  
[lburrill@townofchapelhill.org](mailto:lburrill@townofchapelhill.org)

Hargraves Center (919) 968-2794, (919) 968-2795  
[rjones@townofchapelhill.org](mailto:rjones@townofchapelhill.org)

Teen Camp (919) 968-2841  
[dsmith3@townofchapelhill.org](mailto:dsmith3@townofchapelhill.org)

## SUMMER SCHOOL

If your child will be attending Summer School, please notify the Camp Coordinator with the dates, and time when they will arrive at camp.

Many schools provide bus service to our camp locations once class is done for the day. Please contact the school for details.

## CAMP CODE OF CONDUCT FOR CAMPERS & PARENT(S)/GUARDIAN(S)

### EXPECTATIONS

1. Parents do not confront staff with camper issues in front of campers. Parents will discuss issues with a Camp Coordinator.
2. We treat staff and each other with courtesy and respect.
3. We are expected to communicate in an appropriate manner. We do not use inappropriate, derogatory or vulgar language.
4. When we don't understand something, please ask. When we explain reasons for actions, be a good listener.
5. We expect everyone to cooperate with our policies and procedures. They are in place for the health and safety of all participants.
6. Bullying, horseplay, teasing, pushing, kicking, hitting or fighting will not be tolerated.
7. When we are angry, we tell a counselor instead of starting a fight.
8. We ask permission for the use of equipment and games. We clean up after ourselves.
9. We never go away from our camper group without asking permission or without our assigned buddies.
10. We expect everyone to try new activities and experiences. Campers who do not wish to participate will still be expected to stay with their group

## CONSEQUENCES



In most cases, a verbal warning (along with ideas for positive actions) will stop the inappropriate behavior. If the behavior does not stop, a time-out is implemented appropriate to the child's age, ability and severity of the inappropriate behavior. If a camper's behavior reoccurs or escalates, the parents will be notified and the child will be removed from the program that day.

If a camper's unacceptable behavior continues on a regular basis, it will be documented and a meeting set to discuss it with the parent/guardian. The child may be removed from camp for a couple days until the child/parent can agree on more appropriate behaviors. It is also to be stated that one more incident of unacceptable behavior will result in the camper's removal from the program or a specific period of time depending on the severity of the behavior.

# CAMP INFORMATION FORM

Check the camp your child will attend:  Teen Camp  Community Center  Hargraves

Check the sessions your child will attend:  A  B  C  D  E  F  G  H  I

Child's Name \_\_\_\_\_

Nickname \_\_\_\_\_ Birthdate \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Sex \_\_\_\_

Street Address \_\_\_\_\_ Apartment # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Phone \_\_\_\_\_ Current School (2019/2020) \_\_\_\_\_

Parent/Guardian (1) \_\_\_\_\_ Parent/Guardian (2) \_\_\_\_\_

Cell Phone for Parent/ Guardian (1) \_\_\_\_\_ Cell Phone for Parent/ Guardian (2) \_\_\_\_\_

Day Work Phone for Parent/ Guardian (1) \_\_\_\_\_ Day Work Phone for Parent/ Guardian (2) \_\_\_\_\_

## **Emergency Contact If Parent / Guardian Cannot Be Reached:**

Local Emergency Contact Name \_\_\_\_\_ (relationship to child) \_\_\_\_\_

Cell Phone \_\_\_\_\_ Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Doctor's Name \_\_\_\_\_ Phone \_\_\_\_\_

Is your child attending summer school?  No  Yes  Not Sure If attending, what dates? \_\_\_\_\_

## **Please List All Persons That The Child MAY Be Released To or Picked Up By:**

Name	Address	Telephone	Relationship
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_____	_____	_____	_____
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_____	_____	_____	_____
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## **Name Person(s) We MAY NOT Release the Child To, Even In an Emergency (Please include copy of court order, if applicable)**

\_\_\_\_\_

Please give any information about your child which may be helpful to our staff. List any physical, emotional or behavioral differences/disabilities, allergies, fears, medications, etc. that staff should be aware of. Example: Sue is on medication for hyperactivity during the school year and may or may not take it during the summer. **Failure to notify staff about such information may lead to dismissal from camp. (Attach additional sheets if needed).** Our intent is not to label your child but to help him or her to be successful. \_\_\_\_\_

\_\_\_\_\_

I, the parent/guardian of the above named, hereby give permission for our child's participation in any and all activities of the above named program, conducted by the Chapel Hill Parks & Recreation Department during the summer of 2020. I assume all risks and hazards incidental to such participation including transportation to and from all activities, and have read the safety protocols included in this packet, and do so hereby waive, release, absolve, indemnify and agree to hold harmless the Town of Chapel Hill, the Parks & Recreation Commission, the organizers, the volunteers, the supervisors, the program staff and the participants from any claim arising out of any injury to the above named person. In addition, I give my permission to UNC Hospitals *and/or* any other licensed medical facility to provide treatment as deemed necessary by them for the well-being of my child/ward. If deemed necessary for the well-being of my child/ward an ambulance may be called and I will be responsible for any charges.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

# CAMP PERMISSIONS

**ALL PARENTS (from all camps) and ALL TEEN CAMP PARTICIPANTS MUST SIGN THIS SECTION**

## **DISCIPLINE/CODE OF CONDUCT POLICY ACKNOWLEDGEMENT**

I have received a copy of the Town of Chapel Hill Parks and Recreation Department's day camp Discipline/Code of Conduct policy and understand all of the provisions made for administering discipline and revoking participation in the day camp setting. I have discussed these expectations with my child and I acknowledge and agree to all of the provisions set forth herein.

Signature Parent or Guardian \_\_\_\_\_

Date \_\_\_\_\_

Signature of Teen Camp Participant \_\_\_\_\_

Date \_\_\_\_\_

### **1. FIELD TRIP ACKNOWLEDGEMENT**

All campers are required to attend scheduled field trips during summer camp. Staff will not be available on site for campers who do not attend.

Signature Parent or Guardian \_\_\_\_\_ Date \_\_\_\_\_

### **2. MEDICINE PERMISSION (if applicable)**

My child will require taking medication while at camp. I have requested the MEDICINE PERMISSION packet to complete and return before the start of camp. I will bring the medication to camp where it will be logged in by camp staff and kept in a locked area.

Signature Parent or Guardian \_\_\_\_\_ Date \_\_\_\_\_