



## We Are Serious About Fun!

### Pre-Camp Checklist

- Completed and returned "Camp Information Form?"
- Completed and returned waivers (as needed)?
- Reviewed clothing and equipment list?
- Reviewed camp polices and rules with your child?

### REFUND PROCEDURE

Refunds are issued when a camp is cancelled by the Parks & Recreation Dept. or when a camp participant has a note from their physician stating that due to a medical condition they are unable to attend camp. If you feel your request for a refund is unfairly denied, there is an appeals process. Appeals must be made in writing to the Parks & Recreation Department Director, David Gill. If denied by the Director, you may submit your appeal in writing to the City Manager for a final decision.

**City Wide Community Center**  
**14 Canterbury Rd**  
**Concord, NH 03301**

**Phone: (603)225-8690**  
**Fax: (603) 225-8589**



## Concord Parks & Recreation Summer Camp Guide

### Welcome To Summer Camp!

Thank you for registering your child for one of our summer day camps. We believe that summer is a time for having fun! It's a special time to make new friends and experience new activities and adventures. Please read this guide, as it will answer many of your questions about camp at Concord Parks & Recreation.

### Day Camps

**Stay & Play Camp for grades 1st - 5th**

**Rec Adventure Camp for grades 3rd - 5th**

**Teen Adventure Camp for grades 6th - 8th**



#### MISSION STATEMENT

Concord Parks and Recreation is committed to engaging our community with safe, fun, inclusive opportunities to enhance health and wellness by providing programming, parks and recreation facilities.

#### VISION STATEMENT

Concord Parks and Recreations vision is to : create cutting edge and sustainable recreational resources to connect our community through education, programs and innovative partnerships to ensure an active city to live, work and play.

#### CORE VALUES

Engaged • Fun • Diverse

### Information About Your Camp Counselors

**Camp Staff Qualifications**

Camp staff are selected based on their interest in working with children. All counselors have had previous experience either as campers or as camp leaders. All staff are CPR and First Aid certified and have passed a criminal background check.

**Camp Staff Expectations**

Creativity, enthusiasm, and excellent communication skills are strong characteristics of all camp staff members. Staff work together as a team and are involved with the campers at all times.

**Staff:Camper Ratio**

All Camps 1:8

**Communication w/ Staff**

We encourage parents and staff to communicate often to insure that their children have the best experience possible. Our staff will keep you informed of your child's successes as well as any problems they may experience at camp. We appreciate you advising us of any concerns your child may have. This will let us better meet your child's needs. Any and all personal information that results from communication with staff will be confidential.

### Healthy Campers: Inside & Out!

**Health Screening**

While we do not require physical exams prior to camp, we expect all campers to be in good physical health. We encourage all campers to undergo a routine health screen prior to the start of camp. If your child exhibits symptoms of contagious conditions, including colds, flu, fever, head lice, conjunctivitis, or chicken pox, we require a doctor's note prior to camp attendance.

**Healthcare**

In case of accident or injury, parents will be contacted immediately. Please provide us with complete emergency contact

info. If we are not able to reach you, the *Camp Information Form* provides us with authorization for emergency treatment.

**Medications**

If your camper requires medicine during camp, please include this on the *Camp Information Form* and we will contact you to discuss any medication requirements.

**Healthy Eating**

All campers must bring a water bottle to camp each day. All campers must provide their own lunches and are encouraged to bring healthy snacks to help fuel their bodies



### Discipline Guidelines & Procedures

**Camper Behavior**

At the beginning of each week, camp staff will conduct an orientation to review the camp procedures and rules. Our disciplinary system was developed to ensure your child has a safe and positive camp experience. All disciplinary action will be handled in a **five step method** as follows:

**Step 1:**

A **verbal warning** will be given to the camper informing them that a rule has been broken and that they are acting inappropriately. The camper will be asked to explain the behavior and warned not to continue. A counselor will address any problems with the camper and the camper and the counselor will look for a solution to correct the problem.

**Step 2:**

If a camper's behavior remains unsatisfactory after a verbal warning, they will be sent to **redirection time**. Redirection time entails a camper sitting out of an activity for up to fifteen minutes depending on their age. Again, a counselor will address possible causes for the camper's misbehavior and look for a solution.



**Step 3:** This step in the discipline procedure includes a **discipline report**. If the behavior continues the camp counselor will then document the behavior on the discipline report which will be reviewed by the Camp Supervisor and the child. The Camp Supervisor will add potential solutions to the report which will be reviewed with parents at the time of pick up. A camper can go directly to a discipline report if the behavior warrants immediate action.

**Step 4:**

If the camper's behavior continues to be disruptive, *the parent will be called to pick up their child within one hour*. Concord Parks & Recreation reserves the right to suspend any camper for inappropriate or unsafe behavior at any time.

**Step 5:**

Campers will be **suspended** from summer camp due to misbehavior, unsafe behavior, repeated failure of parent to pick-up or drop-off camper at designated times, or failure of parent to submit payment on time. Decisions to suspend a camper will be made by the Parks & Recreation Department staff and are final. **No refunds will be granted to campers who are suspended from camp.**

### Camp Rules

1. All campers must come to camp having already applied sunscreen.
2. Stay with your group at all times, unless you have permission from your counselor.
3. Respect all other campers, camp counselors, and camp staff.
4. Be courteous when speaking to others. Inappropriate language will not be tolerated. Campers in violation of this rule will be expected to tell report the word(s) they used when picked up.
5. Keep your hands and feet to yourself at all times.
6. Respect your environment and the community center by throwing away all trash and returning equipment to the proper place.
7. Sit on a chair, bench, or on the ground. Do not sit on tables.
8. While on field trips, all safety equipment will be worn at all times (i.e. climbing harnesses and life jackets).
9. Do not bring toys or valuables to camp. We are not responsible for lost/broken items.
10. Treat others as you wish to be treated.



### Emergency Phone Contact

Should an emergency arise, and you need to contact your child while they are at camp, you may call our office between 8 am and 4:30 pm, at (603)225-8690 for assistance. We will help you in speaking with your child or do our best at delivering an emergency message to them at their location.

### Important Reminders

#### Late Pick-Up

Please be prompt when picking your child up from camp. Families who pick-up children after 5:30 pm will be charged \$5 for every 15 minutes after 5:30 pm. Late fees are due immediately to the staff member present.

#### Early Release

If your child is going to be picked up before 4 pm, please send a note with your child that morning to give to their counselor. Please note on field trip days, we will not be returning until 4 pm.

#### Sign In/Out

Campers MUST be signed in and out on a daily basis by a parent or authorized adult. If someone other than the person listed on your *Camp Information Form* is

to pick up your child, you MUST send a written request to your child's counselor. The authorized adult will be required to show identification in order to sign-out your child.

#### Absent

Please provide a one day notice for any planned absences. If your child becomes sick, or is unable to attend for any reason, please call (603) 225 - 8690 by 9 am so that camp staff can be notified. For your child's safety and to protect other children attending camp, please do not send your child to camp if he/she is ill. If your child becomes ill while in our care, a staff member will contact you to pick up your child. We expect that you will pick up your child within an hour of receiving notification

### REQUIRED FORMS

All of our summer day camps require three completed forms: *Registration Form*, *Sunscreen Form*, and the *Camp Information Form*. In addition, Rec and Teen Adventure Camps may require completed and signed waivers specific to the agency we've contracted for services (e.g., Vertical Dreams, Contoocook River Canoe). These waivers can be found on our website and at the City Wide Community Center.



### What should I bring to camp?

- ☀️ Weather Appropriate Clothing
- ☀️ Sneakers Only—No Sandals or Flip Flops
- ☀️ Swimsuit & Towel
- ☀️ Sunscreen (SPF 15+) & Bug Repellant
- ☀️ Hat with Visor
- ☀️ Bag for Personal Belongings
- ☀️ Plastic Bag for Wet Items
- ☀️ Raincoat & Boots on Rainy Days
- ☀️ WATER BOTTLE
- ☀️ Lunch & Two Snacks in Insulated Cooler\*

**Label All Belongings!**

\*We do not have refrigeration, microwave, stove, or utensils available for lunches

### What must be left at home?

- 🚫 Cell Phones, Radios, iPods & Video Games of Any Kind
- 🚫 Knives, Sharp Objects, & Weapons of Any Kind
- 🚫 Trading Cards & Anything of Similar Value

\*\*Articles brought to camp are the responsibility of the camper. Concord Parks & Recreation is not responsible for lost or stolen articles.

### Lost & Found

Campers are responsible for their own belongings. Please check with a staff member at pick-up if your camper has lost something. Lost items will only be held until the end of each week.

### Camp Trips & Transportation

Teen and Rec Adventure Campers will go on scheduled trips each week from Monday to Thursday. Field trip schedules will be available the first day of camp each week. During camp trips, campers are transported by school buses operated by the Concord School District. All drivers are certified and buses are regularly inspected. Camp staff are always present in ratio on school buses.

### Transportation Expectations

When riding on the bus, you must follow the rules of the school bus at all times (e.g., remain seated, keep hands inside of windows). Remain seated until a counselor gives you permission to get off the bus.

### Swimming

Campers participating in Stay & Play camp will receive daily swim lessons. Campers in Teen and Rec Adventure camps will have varied opportunities to swim at pools around the city based on their trip schedule.

### Camp Location—14 Canterbury Road

