


2024 Kids Camp Parent/Guardian Handbook

Thank you for choosing Somersworth Recreation’s Kids Camp Program as a means of entertainment and fun for your child’s summer vacation. Our program strives to offer a quality day camp experience with a variety of activities designed to keep your child active and engaged throughout the summer. Sample activities include arts & crafts, sports, team building games, field games, special events, and field trips. Please contact the Recreation Office for questions or concerns about the program, schedule changes, or any payment inquiries. If you need to reach your child or leave a message with camp staff, please use the cell phone number listed below. Program updates and alerts will be done via email so we ask that parents check your emails periodically so you don’t miss any important information. It is imperative that we have your correct email address. Please note, policies and procedures are subject to change.

CONTACT INFORMATION

Recreation Office-

- Kristen Davenport, Recreation Supervisor: 603-692-9508/ kdavenport@somersworthnh.gov
- Manu Slankard, Recreation Clerk: 603-692-9507 / msslankard@somersworthnh.gov
- Like ‘Somersworth Recreation’ on Facebook 

Summer Camp Program Contact-

- Kids Camp cell phone: 603-817-9751

PARENT/GUARDIAN REMINDERS

All forms in the camp registration packet must be completed, signed, and returned to the Recreation Office prior to your child attending camp.

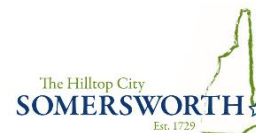
- Remember to update ALL forms and contact information as necessary (if you change your phone #, email, address, emergency contacts, etc. we need to be notified as soon as possible).
- Update Camp Directors on any changes to your child’s medical/health/personal information and notify staff of any changes in behavior or any issues outside of camp that may affect your child during camp.
- Check your email- **EVERY DAY!** This is our main form of communication and we don’t want you to miss out on important information and updates. A weekly e-newsletter will be sent with camp updates, snapshots of the week, pictures, and more.
- Apply sunscreen to your child every morning prior to dropping off at camp. *(Please see the sunscreen policy on page 6).*

CAMP FORM CHECKLIST

Please note all forms below are required to be completed in order for your child to attend camp. Forms will need to be updated if there are any changes throughout the summer. See a Camp Director or contact the Recreation Office to update forms.

- Camp Registration (RecDesk)
- Parent Handbook Recognition Form
- Photo Consent Form
- Summer Camp Walking Program & Release Waiver for Field Trips
- Camp Medical/Health Form
- Camp Emergency Information

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- Camp Authorized Pick-Up Form
- Camp Meal Form (optional)

KIDS CAMP OPTIONS & FEES

This is an outdoor camp designed to keep kids active while having fun under the sun with friends. Activities include sports, arts & crafts, field games, special events, and so much more! Our goal is to offer 1-2 field trips per week. Field trips are TBD and will be a mix of local walking field trips and bus field trips to a local park or NH State Park. Note- All field trips will be subject to change and/or cancellation throughout the summer.

Who: Children going into Grades 1-5

When: Monday- Friday; 8:00-4:00 p.m.

Where: Noble Pines Park- 45 Grand Street

Camp Dates: **Session 1:** June 24- July 19 (no camp 7/4) / **Session 2:** July 22 -August 16

Camp Fees:	Full 8-weeks	4-Weeks (Session 1 or 2)	Weekly
Resident	\$900	\$500	\$175
Non-Resident	NA	\$650	\$225

Week 1: June 24- June 28	Week 5: July 22- July 26
Week 2: July 1- July 5 (no camp 7/4)	Week 6: July 29- August 2
Week 3: July 8- July 12	Week 7: August 5- August 9
Week 4: July 15- July 19	Week 8: August 12- August 16

NEW CAMP REGISTRATION PROCESS & PAYMENT POLICIES

Resident Registration opens March 11th at 8am for the 8-week & 4-week options. Non-resident & weekly option will open May 1st, if space is available.

- **Full 8-weeks (Residents only):** Campers must be registered by April 30th. Full payment is due at the time of registration. **This option is non-refundable.**
- **Session 1 or 2 (4-weeks):** Campers must be registered and session 1 paid in full by May 24th. **A \$100 non-refundable deposit is required to secure your child's spot for session 2.** The deposit will be subtracted from session 2 balance. Session 2 balances will be due by June 28th.
- **Weekly:** Weekly registration opens May 1st, if space is available. Campers must be registered by May 24th and all selected weeks must be paid for at the time of registration.

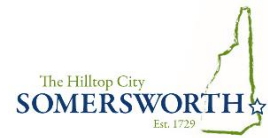
Camp Registration Options-

We're excited to announce we'll be using **RecDesk** as our new registration software for all program registrations effective June 1, 2023! All customers registering for Rec Programs will need to set up an **individual & family profile** on the RecDesk Community Portal (for in-person or online registrations). **We encourage you to take the time to set up your account prior to registration opening.**

Create Household Account –

- Visit the **Registration Portal** to get started: somersworth.recdesk.com
- Click on the **Help** tab for more info on how to set up your **individual & family profile.**

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- Customers will need to create an account for **all family members** who will be registering or paying (Parents/Guardians) for programs. New family members can be added by going to your profile page and clicking the **Add Household Member** link.

Online registration-

- Visit the **Registration Portal** somersworth.recdesk.com to create your account & register for programs.
- Click on the **Help** tab for more info on how to register for programs.
- Select the **Programs** tab & click on the program you want to register for. Click on the **Register Now** button.
- Select the family member you wish to register & complete the registration process.
- **Add to your cart.** You can register other family members prior to checkout.
- Registration is not complete until you check-out & pay.

In-Person registration-

- Visit the Rec Office at City Hall
- You'll need to have an account already set up in RecDesk or you may create your account when you come to register.
- Registration is not complete until you check-out & pay.

Payment options-

- **Online:** must pay with a credit card* at time of registration.
- **In-Person:** may pay with a credit card*, cash, or check (made out to City of Somersworth) at the time of registration.
- ***All Credit Cards will be charged a 2.99% transaction fee plus an additional \$0.50**
- **Note:** Mail-in registrations/payments will no longer be accepted

Refund Policy

A refund request must be submitted in writing (email okay) no later than May 31, 2024. Paid Camp fees will be refunded, excluding any deposits made. Refunds (full or partial) will be awarded after May 31st due to serious illness (physician's letter required) or unusual circumstances. **All deposits are non-refundable.** Please note the 8-week early bird option for residents is non-refundable. No refunds are given for missed days. Note- all refunds will be mailed in check form from the City of Somersworth and may take up to 3 weeks to process. No cash refunds. Refunds will be for the program fees only (note: credit card fees are non-refundable).

Late Pick-Up Fees

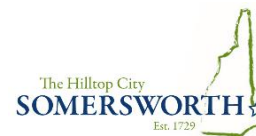
The regular camp day pick-up is by 4:00 p.m. The first late pick-up offense will result in a verbal warning. After the first warning, **there will be a \$15 late charge per day if your child is picked up after these times listed.** Directors will notify the Rec Office if campers are being picked up late. An invoice will be sent to parents/guardians for each late pick-up day and late fees will be due no later than 7 days after the invoice date.

CAMP DETAILS

What to Bring to Camp EVERY DAY!

Please label your child's personal items so we can return them if lost! Please also write camper names or initials on the camp t-shirt tag.

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- Bathing suit & towel
- Change of clothes
- Water bottle(s)- preferably a refillable bottle
- Sneakers/closed-toed shoes
- Sweatshirt/rain coat
- Snacks for morning & afternoon (healthy snacks are encouraged!)
- Lunch (if not participating in meal program)
- Sunscreen! (*See the sunscreen policy on page 8*)
- Camp T-shirt on Field trip days

What NOT to bring to Camp

Please refrain from bringing personal items, electronics, and toys. Somersworth Recreation and its staff are not responsible for any broken, stolen, or missing items.

- Cell phones- please see full policy on page 6.
- Electronics- let our staff entertain your children and provide exciting and engaging activities!
- Toys/stuffed animals- bringing toys from home can cause issues between campers.
- Games- we have plenty of games and activities available for our campers.

DROP-OFF & PICK-UP PROCEDURES

Drop-off/Arrival Procedures

All campers must be dropped off to a staff member and signed in every morning. Campers are not allowed to sign themselves in. The regular camp day starts at 8:00 a.m. Campers dropped off before 7:55a.m. will be subject to a \$15 charge per day. Use the drop off time to alert our Camp Directors of any changes to your contact information, provide updates about your child's behavior, medical, health information, etc.

Arrival Procedures for children riding bus to camp from Somersworth Summer School Program:

Please let us know as soon as possible if your child will be participating in the Summer School program. Parents/Guardians are required to contact the school/ SAU56 office to arrange transportation for their child to be dropped off at Noble Pines Park. Parents will be required to provide the Rec Office with summer school program dates, days, bus arrival time to Noble Pines, and bus #. Parents are required to contact us if your child will not be getting off the summer school bus for a scheduled day or if there are any schedule changes.

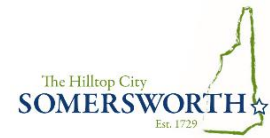
Pick-Up/Dismissal Procedures

Parents/Guardians/Authorized Pick-Ups must sign their child out of camp every day. Please be sure to bring your photo ID as you will be required to show ID if staff does not recognize you. Please make sure all Authorized Pick-Up contacts bring a photo ID when picking up your child. Staff will only release a child to parent/guardian or valid person on your Authorized Pick-Up form. **No exceptions.** Remember to update the form with the Rec Office if there are any changes or if you'd like to add someone. The regular camp day pick-up is by 4:00 p.m. **See the late pick-up policy/fees on page 3.**

FIELD TRIPS

All field trips are subject to change and/or cancellation throughout the summer. All field trips are included in the cost of camp.

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- Our goal is to offer 1-2 field trips per week. All field trips are subject to change and/or cancellation throughout the summer. Some field trips will require a bus ride to a NH State Park or local park and some will be local walking field trips.
- Exact field trip days & locations TBD.
- Participants are required to go on scheduled field trips if attending camp that day. There will be no staff at Noble Pines Park on field trip days.
- Participants must arrive to camp no later than 9:00 am on scheduled field trip days. This is to allow time for check-in, prepare items for the day, and be ready for bus departure.
- Times may vary for field trips depending on the location. Check your email for these notifications. Most bus field trips will depart Noble Pines by 9:30 am and return by 3:30 pm.
- Campers are required to follow the rules on the bus & remain seated for the entire duration.
- **Camp T-shirt policy:** Every participant will receive 1 camp t-shirt on their first day of camp. Campers are required to wear their camp t-shirt on field trip days, no exception. For the safety of our campers, children will not be allowed on the bus without their camp t-shirt on. You may order extra t-shirts when you register your child for an additional \$10 per shirt.
- **State Park stores:** Some of the NH State Parks have stores available to purchase drinks, food, candy, etc. Campers may be allowed to visit the stores at the discretion of staff. Campers are responsible for keeping track of their own money. Money is not required for field trips. Staff are not responsible for keeping track of campers spending money.

POLICIES & PROCEDURES

Sick/Absent Children

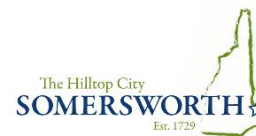
In the event your child develops a fever at camp or show signs of sickness while at camp you will be notified to come pick up your child immediately. If you cannot be reached at that time your emergency contacts will be notified to come pick up your child. **Campers MUST be symptom free for 24 hours before returning to camp. Please don't send a sick child to camp! Campers with the following symptoms are not permitted to attend camp and/or will be sent home:**

- Temperature over 100
- Pink Eye
- Lice
- Rash
- Vomiting or diarrhea
- Sore throat
- Symptoms of dizziness/weakness

Medication & Allergies

Campers are not allowed to be in possession of any medication (emergency medication not included). Parents/Guardians are responsible for administering medication to their child before arriving to camp. Staff are not permitted to dispense medication of any kind to campers. If a camper is scheduled to receive medication during the camp day, a Parent/Guardian or Authorized Pick-up/Emergency Contact must arrange to meet the child at camp to dispense any medication. Parents/Guardians are required to list all medications and known allergies on the child's Medical/Health Form. Any such emergency medication, like EpiPens and inhalers, must be indicated on the camper Medical/Health form. Forms will be reviewed by administrative staff prior to the

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start of camp. Supporting documentation may be required. Emergency medications must be kept in the camper's backpack, clearly labeled in the original container with their name and instructions for use.

First Aid

Camp staff will receive CPR and First Aid training. In addition, our staff will be equipped with a first aid pack, which will be accessible at all times. If your child sustains minor injuries at camp requiring basic first aid our staff will care for your child and then fill out an incident report. Staff will inform you at the time of pickup of any minor injuries or first aid rendered. For more serious injuries, a phone call will be made to the parent/guardian as soon as possible to come pick up your child. In the event of a major or life-threatening injury or accident, 911 will be called immediately. A parent/guardian will be notified. Based on the professional decision of the EMT unit, the child may be transported to the closest medical facility for immediate care. Incident reports will be completed for all types of injuries or when first aid is rendered. All forms will be kept confidential. If your child arrives to camp with a prior sunburn or injury, it is imperative this information is communicated to the Rec Office prior to the camper getting dropped off.

Inclement Weather

Activities will be very limited on rainy days and campers will be moved inside the Rec Building if thunder or lightning is present. The Rec building is a small space and we encourage parents to make alternative arrangements or pick-up early, if possible. The covered pavilion will also be used in the event of heavier rain. Physical activity will be limited when the heat index reaches above 90 degrees Fahrenheit. With the exception of water play, campers will participate in low-energy activities. Field Trips are subject to change or cancellation due to weather. In the event of unforeseen weather, it may be necessary to cancel camp for the day.

Cell Phones

Parents may choose to send their child with a cell phone in the event of an emergency. Campers with cell phones are responsible for keeping them in their backpacks. Somersworth Recreation and its staff are not responsible for broken, stolen, or misplaced cell phones. It is with the permission of a staff member ONLY that a camper may text/call their parent/guardian ONLY to communicate and/or receive important messages. Parents are encouraged to call the camp cell phones listed on page 1 and staff will relay messages to campers. If your child is caught using a cell phone at camp, staff will give a verbal warning to put it away. After the first warning, campers will be written up and phones may be confiscated and stored in the staff area of the camp building. Phones will be returned to parents at the time of pick-up.

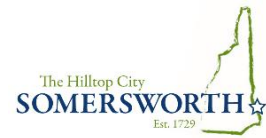
Dress Code

Our Summer Camp programs are designed to keep your children active every day. They will be participating in games that may require a lot of physical activity and they'll likely get wet and dirty. **For a list of items to bring/wear to camp every day please see refer to the Camp Details section on page 3.** Please send your child to camp with closed-toed shoes. We do not recommend dresses or skirts unless shorts are worn underneath. Inappropriate clothing/items displaying weapons/violence, drugs, alcohol, or tobacco products are not allowed at camp. If a child comes to camp displaying any of these items, they will be asked to remove the item and leave in their backpack. Parents will be notified. **Kids Camp participants are required to wear their Camp t-shirt on field trip days and while in the water on a field trip.** This is for the safety of our campers. Campers should bring an extra shirt to change into before getting on the bus to come home.

Lost & Found

Somersworth Recreation and our staff are not responsible for stolen, broken, or missing items. Please don't send your child with valuable items, money, or items that may get lost. Staff will create a lost and found box.

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All items found at the end of the day will be placed in the box. Staff will periodically go through the lost & found box and will have campers check the box as needed. Remember to check the lost and found box if your child is missing any items. If your child accidentally comes home with another camper's items, please bring the items back to camp and our staff will get them to the correct owner. On the last day of summer camp all lost and found items will be displayed for pick-up. We will keep items in the lost and found box for up to 1 week after camp ends. You may contact the Rec Office after camp ends if you would like to look for a missing item. **Please label all items you send to camp with your child!**

Meals (Breakfast, lunch, snacks)

All campers are able to sign up for free breakfast and lunch through the Summer Food Service Program offered by Community Action Partnership of Strafford County (CAPSC). Please complete the meal form in the registration packet and indicate any allergies or diet restrictions. Meals are delivered to the camp each day and the program follows USDA guidelines. Campers who take part in the free meal program are required to bring plenty of snacks and a water bottle every day. If your child is not taking part in the free meal program you are required to bring a full lunch, snacks, & a water bottle. There is no refrigerator available for camper lunch/snack storage. Please send lunches with ice packs as necessary. Children will not have access to a microwave. AM snack/PM snack- not provided/ campers must bring snacks every day. Children will be required to eat food/meals during set meal & snack times.

Meal Times: Breakfast- 8:00-8:30 a.m. / Lunch- 12:00-12:30 p.m.

Sunscreen

For the safety of your child, please apply sunscreen prior to dropping your child off at camp for the day. **Campers are required to bring sunscreen every day and re-apply throughout the day.** Remember to label your child's sunscreen. Camp staff will remind campers to re-apply sunscreen throughout the day. Please note staff are not permitted to apply sunscreen on campers. Spray sunscreens are typically easier for campers to apply themselves. Parents will be notified if their child repeatedly comes to camp without sunscreen. If your child refuses to use sunscreen or does not use it appropriately, parents will be notified by camp staff at the time of pick-up.

CAMP EXPECTATIONS & BOUNDARIES

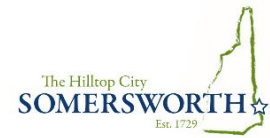
Is Summer Camp a good fit for your child?

It is important to acknowledge that the Somersworth Recreation Kids Camp Program is NOT a daycare setting. Our expectations for campers are unique to a summer camp setting. Please give the Recreation Office a call if your child has never attended a day summer camp before. We can provide more information on what a typical day looks like and ensure your child is a good fit. Our summer programs are designed to keep children very active throughout the day and Camp is mostly outdoors. The following highlights expectations and skills that will help a child have a healthy, happy camp experience. We understand some children may need additional support to meet camp expectations. Please note, we do not provide one on one support staff for campers, however we welcome campers who will be accompanied by a support person from an established agency or privately hired by the family. Please call the Rec Office in advance to discuss this option 603-692-9508.

Camper Expectations-

- Campers are expected to behave in a safe, responsible, respectful manner toward themselves & others.
- Follows instructions in a large group dynamic and works well with others
- Is willing to participate in camp activities & group-oriented activities
- Enjoys being outdoors in all types of weather and being physically active

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- Can apply sunscreen independently.
- Can independently use the restroom (potty trained) & change in and out of clothes/swim attire.
- Follows directions and uses appropriate language.
- Respects themselves, staff, campers, and others around them.
- Respects the property of others and camp/park property.
- Follows all rules set and presented by staff.
- Listens to staff and peers.
- Treats others kindly and do not exclude others.
- Remains within the camp boundaries set forth by staff.
- Will not swap or share food during meal times.
- Reports problems or issues to a staff member right away.
- Is willing to try new things, give every activity your best effort.
- Carry in, carry out. Helps keep our camp/park areas clean as well as every location we visit.

Camp Boundaries- For the safety of campers, we've created general supervised play areas at Noble Pines:

- Camp Building/Restrooms
- Basketball Court & surrounding picnic areas
- Splash Pad/Pavilion
- Noble Pines ballfield
- Upper & Lower playgrounds
- Skate Park & area behind Green Rec building

Field trips & swimming- Staff will go over the boundaries for each field trip location with their groups prior to attending the trip. Our staff will create boundaries & rules for when campers are in bodies of water. Typically, campers will be allowed to go up to their waist/shoulders when visiting a lake and up to their knees/waist when visiting the ocean. Staff will modify boundaries based on weather conditions or beach alerts for the day. We require staff to be present in the water when campers are swimming. Campers are required to stay within the boundaries for their safety. Please do not send floats, inflatables, or life jackets to camp as we do not have enough space on the bus. If your child is not a strong swimmer, let our staff know and we will work with you to create a boundary that makes you comfortable.

BEHAVIORAL MANAGEMENT POLICY & PROCEDURES

If prolonged disciplinary problems continue with a camper, Somersworth Recreation reserves the right to deny that child participation in our Summer Camp Programs. If a serious discipline problem arises, the Camp Director will notify the parent/guardian and that child will be sent home for the day. Serious offenses may result in immediate expulsion from the program. The City reserves the right to suspend or expel the child from our Camp Programs with no refunds given. In the event the parent/guardian listed cannot be reached, we will contact those on your emergency contact form. The child will wait with a staff member until picked up and will not be allowed to participate in activities. If a child has been previously expelled/removed from Summer Camp due to discipline or behavioral issues, the parent/guardian must set up a meeting with Recreation office staff to discuss a behavior plan and expectations prior to being allowed into the program.

Discipline- will be constructive in nature and include techniques such as:

- Using limits that are fair, consistently applied, appropriate and understandable to your child's level
- Providing your child with reasons for limits

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- Giving positively worded directions and redirecting your child to acceptable behavior
- Helping your child to constructively express his/her feelings and frustrations to resolve conflict

Note: Each situation will be handled individually and at the discretion of our staff. Staff will not use any type of physical or verbal abuse as a disciplinary measure. Consequences may vary based on the severity and frequency of each offense.

Examples of serious offenses- includes but not limited to:

- Endangering another person's well-being or compromising the safety of the group
- Physical/Sexual/Verbal abuse
- Physically harming another person (hitting, slapping, biting, kicking, fighting, etc.)
- Stealing or destruction of property or other persons' belongings.
- Repeated failure or refusal to follow rules or directions.
- Bullying- includes a wide variety of behaviors, but all involve a person or a group repeatedly trying to harm someone who is weaker or more vulnerable. It can involve direct attacks (such as hitting, threatening or intimidating, maliciously teasing and taunting, name-calling, making sexual remarks, hazing and stealing or damaging belongings) or more subtle, indirect attacks (such as spreading rumors or encouraging others to reject or exclude someone).

Examples of minor offenses- includes but not limited to:

- Inappropriate behavior or language
- Breaking program (defiance, uncooperativeness, insubordination, unruliness)
- Breaking playground rules
- Disrespect of staff or participants

Minor Offense Action Plan:

- **1st offense:** verbal warning and parent will be verbally informed at time of pick-up.
- **2nd offense:** Camper will take a break from activities and staff will complete an incident report. Parent will be notified at pick-up and will be required to sign the incident report.
- **3rd offense:** Camper will sit out of activity. Staff will call the parent to alert them of the situation. The parent will be required to meet with the Camp Directors and/or Recreation staff to discuss a behavior plan for that child. Parent will be required to sign the incident report.
- **4th offense:** Camper will be expelled from the program at the discretion of staff with no refund.