

**Fletcher Parks & Recreation  
Summer Day Camp 2008  
Camp Handbook Regulations**

**CAMPER ARRIVAL & DEPARTURE**

- ❖ Fletcher Summer Day Camp's headquarters is at the FLETCHER COMMUNITY PARK in the Steelcase Shelter! Please drop and pick up your child by parking in the first parking lot, closest to the shelter and walking them into the shelter to sign them in or out.
- ❖ Sign-In & Sign-Out Policy: For the safety of your child, parents will be required to sign their child in on arrival and out on departure *each day!*
- ❖ No child may be dropped off before 7:30. Even if a counselor has shown up early, they are not under responsibility to supervise your child before 7:30. Please respect that they need time to set-up for camp.
- ❖ You may pick your child up early if necessary from a field trip. You must let a counselor know ahead of time and must sign them out.
- ❖ Let a counselor know if there is a day that you must drop your child off late at camp (after 8:30a m). It is difficult to properly schedule the day when children are randomly being dropped off after time. Field trips will leave the camp as scheduled.
- ❖ There will be a camp clock in the shelter. This is the time that the day will be scheduled by. Please set your own watch to this time.
- ❖ If someone other than the parent or legal guardian is to pick up your child, the name and contact information of the authorized person(s) must be received in writing on the camp application. Let them know to be prepared with a picture identification.
- ❖ Sign in/out your child in the Camp Headquarters inside the Steelcase Shelter at the parent information table/lost & found.
- ❖ Please be prompt! Pick up your child on time. Tardiness is upsetting to your child and inconsiderate to the staff.

<b>Sign-In</b>	<b>7:30-8:30am</b>
<b>Regular Camp</b>	<b>8:30-4:30pm</b>
<b>Sign-Out</b>	<b>4:30-5:30pm</b>

If you have an **emergency** and will be late, notify the camp staff as soon as possible. Repeated late pick-up or early drop-off will not be tolerated. If your camper has a change in departure, going home with a friend, etc. The counselors must be **NOTIFIED IN WRITING**.

The Fletcher Summer Day Camp Late Pick-up Fee policy is as follows:

**LATE FEES WILL APPLY AS FOLLOWS:**

1 TO 14 MINUTES LATE=\$5	30 TO 44 MINUTES LATE=\$25
15 TO 29 MINUTES LATE=\$10	45 TO 59 MINUTES LATE=\$50

***Camp time is the shelter clock. Set your watch accordingly.***

Your child will not be permitted to attend camp until late fees are paid.

### **MEALS & SNACKS**

- ❖ Send a packed lunch, drink and 2 snacks in an unbreakable container daily. There will be no refrigeration available, please pack lunches in small coolers.
- ❖ Please make sure your child has enough food to sustain them through day. The campers will be very active throughout the day and may need more food than usual.
- ❖ All campers MUST bring a full, labeled water bottle daily. There is a water fountain available at the camp headquarters to refill water bottles.

### **A DAY AT CAMP**

- ❖ The camp schedule is full of activities, games and trips. Please talk with your child about the camp experience and all of the different things they will do each day.
- ❖ The campers will be split into 5 groups of no more than 10 according to age and be assigned to a counselor. Campers will still have plenty of time around the other campers. It is easier and more fun to do certain activities with fewer campers. Small groups allow for better participation and individual attention. The groups will stay the same (as much as possible) throughout the summer. We do put a good bit of thought into making the groups and plenty of factors attribute to who gets put in which one. It will be under the staff's discretion if changes need to be made.

### **LOST AND FOUND**

- ❖ Please make sure your child leaves each day with everything they came with plus whatever craft they made or items they legitimately acquired that day.
- ❖ There will be a Lost and Found box on the picnic table as you enter the shelter each afternoon. Please check to make sure nothing in there belongs to your child.
- ❖ Monday morning, unclaimed items will be gotten rid of.

## ***RULES OF CAMP***

- ❖ Campers are expected to respect camp staff and other campers, as well as follow camp rules.
- ❖ Abusive or offensive language/jesters are not tolerated!
- ❖ Campers must remain in the supervised camp area at all times.
- ❖ Campers will not display aggressive behavior to others.
- ❖ Campers must keep hands and feet to themselves unless supervised activity permits.
- ❖ When at the park, bathroom breaks will be taken in groups escorted by staff.
- ❖ NO weapons may be brought to camp. Automatic dismissal from remainder of camp!
- ❖ Leave all valuables at home – jewelry, money, toys, games, expensive electronic games or equipment. Things can be easily broken or lost at camp!
- ❖ Child must keep up with all belongings including money.
- ❖ Chewing gum is not allowed due to safety and ecological reasons.

Please make sure your child has a clear understanding of the rules and the consequences of breaking the rules (see below).

## ***DISCIPLINE PROCEDURE***

With careful planning and preparation, our camp counselors create an environment, which will encourage good behavior. We believe in positive re-enforcement and strive to give each camper an opportunity to feel successful.

We want everyone at camp to have a good experience and have fun. It is not fair to other campers if their experience is made less enjoyable due to the repeated inappropriate behavior of someone else. To continue to address the same issues over and over takes away from time spent with other campers. The following is the daily procedure for discipline when any of the above rules have been broken:

- First Offense: Verbal warning.
- Second Offense: A time-out for an appropriate period of time or from an activity will be enforced by the Counselor or the Director. Parent will be notified upon pick-up.
- Third Offense: A parent/guardian conference will be scheduled immediately to identify problems and discuss solutions.
- Fourth Offense: Parent must pick up child early within one hour of notification.

If twice in one week a conference is needed to be called, the camper will also be excused from their next scheduled day of camp without refund.

The second time this cycle is repeated, your child will be suspended for the rest of the summer without refund. Please remember that extreme incidents may require immediate dismissal without prior notice and without a refund.

- ❖ Each situation is different, but we will always try to be fair and consistent.

\*All parents will be informed of camper conduct both satisfactory and inappropriate.

## ***TRANSPORTATION & FIELD TRIPS***

Transportation to and from camp headquarters at the Fletcher Community Park and on local field trips will be on a Henderson County Activity Bus. The hired bus driver is a CDL licensed driver for the Henderson County School system. Their responsibility is to drive the campers to and from scheduled field trips.

- ❖ The Camp Thunder Storm Policy is to transport the camp to Fletcher Town Hall at the threat of an impending thunder storm with thunder and lightning present. If it is raining and there is no threat to the camper's safety, we will remain in the shelter playing passive games and completing arts and craft activities. There will be a visible note on the information board for parents should we need to go to Town Hall for a thunder storm.
- ❖ Campers must remain seated, with hands and feet inside the bus when the vehicle is moving.
- ❖ Noise level must stay low in consideration for the driver.
- ❖ Fletcher Parks and Recreation must have assigned permission slip on file for your child to go on field trips. **NO CHILD WILL BE ALLOWED TO GO WITHOUT ONE!**
- ❖ When we go swimming at Cane Creek Pool, please pack a plastic bag to put your child's wet clothes into. Apply sunscreen to your child prior to camp beginning. Pack your child their own sunscreen and explain to them how and when to use the lotion. It is also very convenient for campers to wear their bathing suit under their clothes to camp (be sure to send dry underwear with them).
- ❖ Children may bring extra money on field trips. Other days, there is no reason to bring money.

## ***CAMPER'S CLOTHING***

- ❖ Comfortable play clothes such as shorts and t-shirts should be worn daily. **No tube tops or short shorts will be allowed.**
- ❖ Clothing with inappropriate language or graphics is not allowed.
- ❖ Being that campers are outside for the majority of the day, campers must wear tennis shoes and socks. **No sandals or flip-flops!**
- ❖ Dress your child in appropriate clothing for outdoor play. Be aware that shoes may get muddy and clothes may get stained. Your child **will** get messy at some point of the week.
- ❖ The provided Day Camp t-shirt must be worn on all full day field trips. It is a helpful means of quick identification for the counselors and a safety check for

your child. Extra shirts can be purchased for your convenience.

- ❖ On days when campers do not wear camp shirts (pool days and Fridays), they must wear camp wristbands for safety and identification purposes.
- ❖ Please label all of your child's personal belongings: swimsuit, bag, water bottle, towel, lunch, etc.
- ❖ Every camper should have sunscreen on upon arrival to camp and bring their own bottle of sunscreen. As a camp we will be reapplying sunscreen multiple times a day and will have extra 30 SPF on hand. Please let us know if you do not want a staff member assisting your child with appropriate application.

### ***CAMP COMMUNICATION***

- ❖ Cheyenne (your friendly Camp Coordinator), will use e-mail to keep parents updated on schedule changes, camper location (if bad weather changes plans), weekly needs, and any other information she feels parents should know. She checks her e-mail on a regular basis so if ever there is something you need to discuss or have questions about, it is preferred to send an e-mail first. This gives her time to gather needed information for your convenience. Please feel comfortable to call her cell phone at any time.
- ❖ It is preferred that you attempt to call the Camp Director's cell phone first. The Camp Director is at camp most of the day, Cheyenne is not.
- ❖ The Senior Camp Counselor also has a cell phone that can be called.
- ❖ Please refrain from calling Town Hall if you have an issue. There will be trips where cell phones do not work. Leave a message and we will call you back as soon as we have service. In an extreme emergency in this case, contact Town Hall.

### ***MEDICAL CONDITIONS & ILLNESS***

- ❖ Please do not send a sick child to camp. In the event your child becomes sick during the day, you will be notified and asked to pick him/her up immediately. Be considerate of other campers and staff. Illnesses include but are not limited to cough, cold, diarrhea, runny nose, contractible skin, hair and eye conditions, etc.
- ❖ If your child needs to be picked up early from camp due to an illness or medical condition, they must be picked up within one hour of notification.
- ❖ Please make counselors aware (in writing) of any medical condition, allergies (including reactions to bug bites, bee stings, insect repellent) or physical limitations of your child on the **required Information About Your Child Form**.
- ❖ All medications need to be given to Camp Director by the parent at drop-off with written instruction.
- ❖ If your child requires additional individual supervision due a mental or physical disability, it is your responsibility to provide a necessary caregiver who must be with them for the entire time they are at camp. No exceptions. Any additional therapy sessions not camp related must be conducted away from camp activity.

## **PARENT SPECIFICS**

- ❖ Parents are welcome to visit Day Camp at any time. Check the camp schedule to find out what campers are doing that day.
- ❖ Parents are encouraged to inform camp staff of any situations at home such as a new baby, death, illness, move, divorce etc. that might affect a child's behavior.
- ❖ Parents are asked to make suggestions for improvements, new ideas, concerns etc. to the Camp Staff (preferably in writing).
- ❖ In the event of extreme weather conditions, be assured that the camp staff will take all precautions to insure the safety of your child.

- ❖ **Refund Policy:**

Camp fees are refundable only upon receipt of a written request under the following conditions:

15+ days advance notice of the week signed up: 100% refund

14-7 days advance notice on the week signed up: 50% refund

6-0 days advance notice of the week signed up: 0% refund

***Percentages do not include registration fees or the non-refundable \$25 reservation deposit.***

**We are not obligated to provide a refund if your child is suspended or dismissed from camp due to misconduct.**

## **IMPORTANT CONTACT INFORMATION**

Fletcher Parks and Recreation Department  
Monday – Friday 8 a.m. to 5 p.m.

Fletcher Parks & Recreation Director: Heather Taylor  
Summer Day Camp Coordinator: Cheyenne Youell

### Town Hall

Address:  
4005 Hendersonville Rd.  
Fletcher, NC 28732  
Email: c.youell@fletchernc.org

Phone:  
(828) 687-0751

Fax:  
(828) 687-7133

\*Camp staff cell phone numbers will be given out prior to camp.