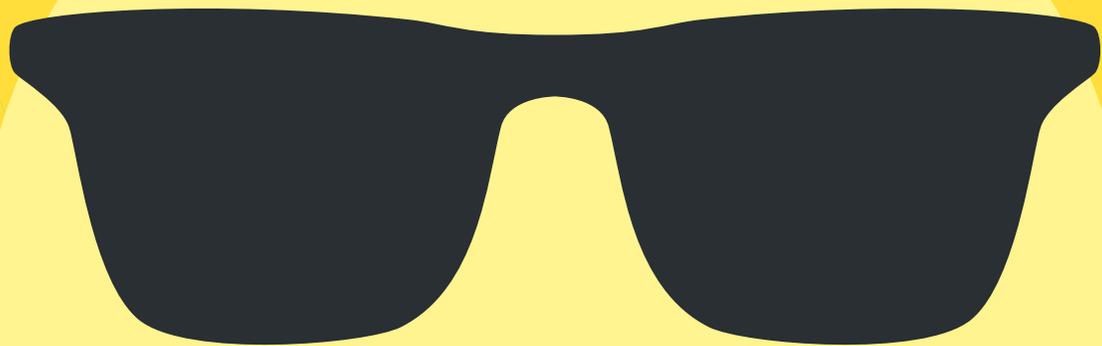


SUMMER CAMP PARENT HANDBOOK

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Robbins Recreation Center
512 S Hargrave St
336-248-3960

Dear Parents and Guardians,

We are so excited your child is joining us this summer for our 2019 camp season! Please read through this handbook with your child to become familiar with our policies and procedures to help campers have a wonderful camp experience. My camp administrative staff Amanda Bostick, Yvonnia McIntosh, and I are looking forward to a great summer!

*Sincerely,
Lexie Dees
336-248-3960
lbdees@lexingtonnc.gov*

Mission:

To promote community pride and wellness through diverse, intentional, and relevant leisure opportunities.

Vision:

Lexington: A vibrant, healthy, energized, and progressive community.

Values:

Welcoming Environment, Accessible Service, Enriching Experience, Safe Atmosphere, Quality Parks and Programs

Frequently Asked Questions

1. What are the daily camp activities?
 - a. Kids will do a variety of activities such as games, arts and crafts, swimming, and going to parks.
2. I have questions about payment or registration issues.
 - a. Contact us at 336-248-3960 or come to the Robbins Recreation Center
3. What if my child has allergies?
 - a. Please list these on the Camper Information form so staff working with your child is aware.
4. Who do I talk to in order to discuss my child's behavior, their counselor, camp procedures, or any camp issue?
 - a. Lexie Dees, Camp Director at lbdees@lexingtonnc.gov or 336-248-3960.

Communication

A few ways to stay informed and communicate with us:

1. [Weekly Camp Schedules](#) — Printed copies will be provided at pick up on the Friday prior to the next week of camp and will be emailed to all participants participating in the next week of camp.
2. [Staff](#) – You can reach Lexie Dees, Program Coordinator at lbdees@lexingtonnc.gov or by phone at 336-248-3960.
3. [Facebook](#) — Follow us on [Facebook](#) to see pictures and videos of camp activities!

Special Considerations

Please note any special considerations a camper may have in the Camper Information Form. These considerations might include, ADD, ADHD, asthma, food allergies, physical disability, cognitive disability, intellectual or developmental disability, or anything that camp staff should be aware of. Providing this information will help give the campers the best experience.

Camp T-shirts

All campers will be provided with **one** camp T-shirt for the summer and the opportunity to tie-dye a shirt the first week of camp. It is **required** that camp T-shirts or tie-dye shirts are worn when traveling. We will be wearing tie-dye shirts when we visit the Washington Park Splash Pad on Wednesdays, and camp T-shirts when we visit the Lexington Aquatic Park on Fridays, and on any other field trip.

Parents will be notified the Friday prior to the next week when campers should wear their camp shirt.

Campers cannot attend a field trip without a camp T-shirt. Camp shirts will **not** be replaced. Campers will receive their t-shirt Monday pick up the first week they attend camp. T-shirts can be replaced for \$10 depending on availability.

Water Bottles

Campers will be provided with **one** reusable water bottle for the summer that will be left at camp. If water bottle is lost it can be replaced for \$5 depending on availability.

Field Trips

Please refer to the camp schedule for specific information regarding field trips.

If campers are not present at the time that we leave, they cannot attend camp that day. Camp T-shirt's are **required** on field trip days.

Swim Days & Splash Pad Days

We will swim at Lexington Aquatic Park and play at the Washington Park Splash Pad. Swim Days are on Fridays except the second week of camp. During June 17-21, "*Game On*" week, the Swim Day will be on Thursday as the Olympic Day event takes place on Friday. We will be visiting the Washington Park Splash Pad on the Wednesdays of camp.

Campers must wear a swimsuit to be allowed in the pool. Please have campers wear their swimsuit underneath their clothes on Wednesdays and Fridays.

Please make sure campers have a towel and clothes that is labeled with to change into after swimming and visiting the splash pad.

We require that all campers wear a one piece swimsuit or swim trunks.

Camp Dress Code

Our program encourages campers to be active both inside and outside. This will include, running, hiking, playing games in the grass and dirt, canoeing, and more.

Please send campers in comfortable clothes that can get dirty and messy. **Campers must wear closed toed shoes (we recommend tennis shoes).** Open toe shoes and sandals are not permitted.

We require that all campers wear a one piece swimsuit or swim trunks.

Jewelry is not permitted apart from earring studs for newly pierced ears.

What to Bring to Camp

Campers are required to bring the following items every day. Please label everything your child brings to camp with a first and a last name.

- Backpack
- Sunscreen and insect repellent
- On pool and Splash Pad Days – bathing suit, towel, change of clothes, water shoes

Sun Protection

Help us protect campers by applying sunscreen before camp each day, even when it is cloudy. We are primarily an outdoor camp and they will be exposed to the sun the entire camp day. Please send campers with sunscreen to be reapplied throughout the day.

Arrival Procedure and Late Arrival

Drop off begins at 7:30 AM and no earlier. Campers will be dropped off in a car rider style line at the entrance to the large activity room. They cannot exit the car until it is the first car in the car rider line. A staff member will be at the car rider line to help campers in and out of the car and to sign them in.

Pick-Up Procedure and Late Pick-up

Pick up begins at 1:00 pm. Campers will be picked up in a car rider style line at the entrance to the large activity room. We only allow people to pick up campers who are listed on the consent to pick-up form. If someone new is picking up a camper please notify camp administrative staff prior to pick-up.

Late pick-up is any time after 1:15 pm. If a child is picked up late more than twice they will be enrolled in Camp After Hours if space is available. This must be paid for prior to enrolling in the next week of camp. If space is unavailable or they are picked up late from Camp After Hours more than twice throughout the summer it will result in child being dismissed from camp. **Camp After Hours pickup begins at 5:00 pm.** Campers **must** be picked up by 5:30 pm.

If you are picking your child up from camp early please notify the camp staff at drop off or call us, 336-248-3960.

Drive slowly through the parking lot and watch for children.

Illnesses

Do not bring campers if they have any of the following symptoms: fever, diarrhea, vomiting, lice, pink eye, etc. If they have any of these symptoms they will be sent home.

Campers cannot attend camp until they are symptom free for 24 hours. Campers on antibiotics for a contagious illness can attend camp after they have been on their antibiotic for 24 hours. In case of head lice, they should stay home until 24 hours after their first treatment. Campers must feel well enough to participate in all regularly planned camp activities when returning to camp after an illness.

Medical Emergencies

In the event of a medical emergency, administrative staff is authorized to secure, from any licensed hospital, physician and/or medical personnel, any treatment deemed necessary for campers. Parents and legal guardians are solely responsible for the payment of any and all medical services rendered. All camp staff are certified in First Aid/CPR and may provide either. In the event of an emergency, staff will contact the designated emergency contact as soon as possible.

Medicines

We prefer necessary medications are administered before or after camp. If it is absolutely necessary medicines may be administered to campers as outlined on the Camper Information Form. Any changes must be given in writing to the camp director. Please review the Camper Information Form for details.

Camp Staff

We take great consideration to select camp counselors who are dedicated to providing your child with a great summer experience. Each counselor is carefully considered according to abilities and qualifications and goes through an extensive training, background check, and drug test.

If you have a question regarding any training or procedure, or see an area where we can grow, please contact the camp director.

Camp Groups

Your child will be placed in a camp group on Mondays of each camp session. Campers are not guaranteed to be in the same group each week or to be in a group with their friends. Staff reserve the right to change groups during a session as they deem necessary to ensure a positive camper experience for all.

Photography Policy

Staff may take photos, videos, and recordings of campers that may be used in future promotional material. If you **do not** want them photographed, please notify camp administrative staff.

Toys and Electronics

Campers must leave electronic devices, toy, and other personal items at home. If these items are seen, they will be confiscated and returned to parents at pick up.

We are not responsible for any personal items brought to camp that are lost or stolen.

Guns, handcuffs, knives, or items that promote violence are **NEVER** permitted at camp.

Discipline Policy

Each camper and their guardian is required to read and sign our Camper Code of Conduct. It will be available at registration and the Monday day of each camp session.

All campers will:

- Respect others.
 - Respect and follow direction from staff and volunteers.
 - Respect other campers.
- Respect the environment.
 - Respect our equipment, supplies and facilities.
 - Respect the natural world, including, trees, grass, plants, and animals.
- Help maintain a positive and inclusive environment.
 - Refrain from using any inappropriate, abusive, or foul language.
 - Refrain from aggressive behavior regardless if the behavior is provoked or in retaliation.
 - Refrain from continuous disruptive behavior.

To maintain a fun and enjoyable experience for the group we have a graduated discipline policy that is as follows:

1. Verbally remind camper of rules and standard of behavior.
2. Verbal reminder and meeting with camp administrative staff.
3. Camper will call parent and notify parent of his/her behavior.
4. Parent will be asked to pick up their camper for the day. Depending on the severity of the behavioral incident they may be suspended from camp for 1 day to the remainder of the week or summer.
5. Repeat suspensions or incidents of high severity may result in expulsion.

We do not tolerate foul language, bullying, destruction of property, hitting, or biting. For these or any other serious offenses the camper will usually begin this process at step number 3 and 4. There will be no refunds for campers dismissed for behavioral reasons.

If your child has brought to your attention a problem that they have had during the day with another camper, please direct this issue camp administrative staff.

At no time is a parent to approach another child in hostility or to investigate a conflict.

Meals

Breakfast and lunch are provided daily through a partnership with Lexington City Schools. The meals are balanced and follow USDA guidelines.

Breakfast will be available from 7:30 AM until 7:50 AM. Campers must arrive by 7:50 AM to receive breakfast.

Lunch is served between 11:30 AM and 12:45 PM depending on the day's schedule.

Breakfast and lunch are optional. If you do not want the provided meals, send a sack lunch that does not require preparation. Do not send any food that needs to be heated.

Registration and Cancellation Deadlines

Payment and registration will remain open until the Thursday one week prior to the start of the camp week.

Payment must be made in full at registration to secure your child's spot. Any cancellation after the registration deadline will not be refunded. Dates and themes are listed below:

Camp week	Deadline for registration and payment
Week 1: June 10-14, Camp Kickoff	June 6
Week 2: June 18-21, Game On!	June 13
Week 3: June 24-28, Camp's Got Talent	June 20
**NO CAMP WEEK OF JULY 2 - JULY 7*	
Week 3: July 8-12, Project: Local	July 3
Week 4: July 15-29, Big Toy Week	July 11
Week 5: July 22-26, Outdoor Explorers	July 18
Week 6: July 29–August 2, H ₂ Oh Yeah!	July 25

Waiting Lists for Full Camp Weeks

We have limited space in our camp and weeks will fill up. If you would like to enroll in a week that is full you will be put on a waiting list. You will be notified when spots become available and have 24 hours to pay fees before it will go to the next person on the list.

Camp After Hours

Camp After Hours is an extended care program for campers who are enrolled in summer camp. You cannot enroll in Camp after Hours unless you are enrolled in the same week for camp. Camp after Hours is from 1:00 PM – 5:30 PM. Please refer to pick up procedures for the result of repeated late pickups and refer to Registration and Cancellation deadlines for registration cut off.

Other Questions

If your question was not answered in this handbook or if you have additional questions please contact Lexie Dees, at lbdees@lexingtonnc.gov or 336-248-3960.

Lexington Parks and Recreation Summer Camp Packet Camper Information Form

This packet must be either emailed to Lexie Dees at lbdees@lexingtonnc.gov, or brought to the Recreation Department before the first day of camp.

Participant Full Name _____

Weeks attending camp (*circle*) 1 2 3 4 5 6 7

Gender _____

Grade Entering in Fall 2019 _____ Age at camp _____ Birthdate _____

Address/City/State/Zip _____

Parent/Guardian Name _____

Parent/Guardian Address (*if different from above*) _____

Relationship _____ Home Phone _____ Cell Phone _____

Work Phone _____ Other Phone _____

Second Parent/Guardian Name or Emergency Contact

Relationship _____ Home Phone _____ Cell Phone _____

Work Phone _____ Other Phone _____

If unavailable in an emergency, please notify:

Secondary Emergency Contact

Relationship _____ Home Phone _____ Cell Phone _____

Work Phone _____ Other Phone _____

Doctor Information:

Name and Number of Family Physician _____

Preferred Hospital _____

Allergies Describe reaction and management of the reaction

Medical Conditions (*glasses, hearing aid, seizures, diabetes, asthma, disabilities, etc.*): _____

Dietary Restrictions (*e.g. vegetarian, lactose intolerance, etc.*): _____

Activity Restrictions (*e.g. what cannot be done, what adaptations or limitations are necessary*): _____

Significant Fears that could impact camp activities (*e.g. fear of water or loud sounds*) _____

As-Needed Medications and current medications (*Inhaler, Epi-Pen, etc.*): _____

Please send sunscreen with your camper. If your child forgets their sunscreen one day, can we apply the camp's sunscreen? (Circle) Yes No

If your camper has minor scratches, cuts or abrasions, may we treat with, appropriate wound cleaning substances as needed? (Circle) Yes No

Can your camper participate in Olympic Day at the Lexington YMCA on 6/21? (Circle) Yes No

Please read and initial each individual authorization and/or permission, then sign the final consent at the bottom of the page.

_____ By my initials, I confirm that the above contact and medical information is correct to the best of my knowledge. I have notified the alternative emergency contacts that they have been listed on this form to be contacted in case of an emergency.

_____ By my initials, I confirm that I am responsible for providing updated contact and medical information as needed.

_____ By my initials, I confirm that, in the event I cannot be reached in an emergency, I give permission to the physician selected by the Parks and Recreation Staff to secure and administer treatment, including hospitalization, for the participant named in this form.

_____ By my initials, I confirm that I understand that either one of the people listed below or myself must be available to pick up my camper during their time at camp should a medical or behavioral issue arise.

Signature of Parent/Guardian_____

Printed Name of Parent Guardian_____

Date_____

Consent for Pick-up

The following people are authorized to pick up my child at camp (please include yourself):

Name	Relationship to child	Phone Number
_____	_____	_____
_____	_____	_____
_____	_____	_____

By signing below you agree in the case that no one has picked up my child by 1:15PM or 15 Minutes after the designated pick-up time, camp staff may call anyone on this list to come retrieve my child.

Please contact Lexie Dees for any changes at 336-248-3960 or lbdees@lexingtonnc.gov

Parent/Guardian Signature_____

Date_____

Permission to Dispense Medication

If your child does not need medication this can be left blank.

Participant Name: _____

Weeks of Camp: _____

I, *(parent/guardian name)* _____, the parent/guardian of *(participant name)* _____, give permission to the staff of the Lexington Parks and Recreation Department to administer the medications listed on this form to my child according to the Dose Instructions outlined.

I understand it is my responsibility to give only daily doses or amount for program activity, of the medication directly to the program staff in original prescription containers with the participants name, name of the medication and complete dosage instructions (amount and time of day).

I understand that, if there is any discrepancy between the instructions on this waiver and the prescriptions label, Lexington Parks and Recreation staff will not dispense the medication until a parent/guardian or physician can be reached. If medication is needed for an emergency situation, I understand that the dispensing instructions used will be those from the original prescription container.

In all cases the recommended dosage of medication on original prescription container will not be exceeded when administered by staff. If there is an adverse reaction, I give my permission to the Lexington Parks and Recreation staff to secure medical treatment deemed necessary for immediate care. I agree to be responsible for payment of any and all medical services rendered.

I recognize and acknowledge that there are certain risks of physical injury in connection with the administration of medication to my minor child. Such risks include, but are not limited to, failing to properly administer medication, failing to observe side effects, failing to assess and/or recognize adverse reaction, failing to assess and/or recognize a medical emergency, and failing to recognize the need to summon emergency medical services.

In consideration of the Lexington Parks and Recreation staff administering medication to my child, I do hereby fully release or discharge the Lexington Parks and Recreation department, and its officers, agents, volunteers, and employees from any and all claims from injuries, damages, or losses I or my minor child will have or accrue and arising out of, connected with, incidental to or in any way associated with the administering of medication.

Parent Name _____

Parent Signature _____

Date _____

Dose Instructions

If your child does not need medication, this form can be left blank.

Medication:	
Dose:	Date:
Dispensing Instructions:	
Storage Instructions:	

Medication:	
Dose:	Date:
Dispensing Instructions:	
Storage Instructions:	

Medication:	
Dose:	Date:
Dispensing Instructions:	
Storage Instructions:	