



lexington parks and rec summer camp parent handbook 2023

Robbins Recreation Center
512 S. Hargrave Street
(336) 248-3960

 [fb.com/lexparksandrec](https://www.facebook.com/lexparksandrec)
 [lexparksandrec](https://www.instagram.com/lexparksandrec)

Dear Parents and Guardians,

We are so excited your child is joining us this summer for our 2023 camp season! Please read this handbook with your child to become familiar with our policies and procedures to help campers have a wonderful camp experience. This handbook covers everything we will potentially do this summer, but please note that activities and field trips may change if any scheduling issues or other challenges arise. We are looking forward to a great summer!

*Sincerely,
Courtney Ambrose, Camp Director
336-248-3960
caambrose@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

Camp Dates and Themes

*Campers are encouraged to dress with themes as long as they can still participate in camp activities and are okay with wearing their outfit in the heat (i.e., no Harry Potter robes)

Week 1: June 20-23: IT'S SUMMER CAMP!

Week 2: June 26-30: Game On!

***no camp the week of July 3-7**

Week 3: July 10-14: Out of this World

Week 4: July 17-21: Adventures in Uptown Lexington

Week 5: July 24-28: Big Toy

Week 6: July 31- August 4: Outdoor Explorers

Communication

A few ways to stay informed and communicate with us:

1. Weekly Camp Schedules — Schedules will be emailed to all parents/guardians of campers participating in the next week of camp the Friday before their registered week begins. Please verify that your email is correct at the time of registration.
2. Staff – You can reach Courtney Ambrose at caambrose@lexingtonnc.gov any time or 336-248-3960 from 8am to 2pm Monday through Friday.
3. Social Media: @lexparksandrec — Follow us on [Facebook](#) and [Instagram](#) 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 possible this summer.

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, kayaking, 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 toed shoes and sandals are **not** permitted, and campers will not be permitted to participate in camp activities until they are wearing the correct footwear.

We require that all campers wear a one-piece swimsuit or swim trunks when water activities are scheduled for that day. Wednesdays will be splash pad days at Washington Park and Fridays will be swimming days at the Lexington Aquatic Park.

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

What to Bring to Camp

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

- Backpack or bag to carry items
- Water bottle
- Sunscreen and insect repellent

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. If you arrive after 8am, please park and check in at the main entrance of the Robbins Recreation Center. Let the Camp Director know as much in advance as possible at drop-off or pick-up, or by phone, or by email if your camper will be running late.

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 to give authorization for this person to pick up your camper.

Late Arrival (camp is still on-site): If your camper will be arriving late (after 8am), please enter through the main entrance of the Robbins Recreation Center and ask for the Camp Director to come check them in for the day.

Late Arrival (camp has gone off-site): If your camper will be arriving late (after 8am) and the camp has gone off-site for a field trip, check in at the main entrance of the Robbins Recreation Center. Be prepared to wait with your camper until the camp returns on-site.

Late pick-up is any time after 1:30 pm. If a child is picked up late more than twice, they will be removed from camp and no refund will be given. 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. We follow all current NC Health Department recommendations for COVID-19. If your camper has tested positive and has no symptoms, they must stay home from camp for 5 days from the date of testing. If they are positive with symptoms, they must stay home from camp for at least 5 days after the first day of symptoms and it has been at least 24 hours without a fever (without medicine) and symptoms are improving.

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 will remain with the same group each week, unless there is a behavioral problem that necessitates a change be made. Counselor to camper ratios are based on guidelines provided by the American Camp Association.

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 to be photographed, please notify camp administrative staff.

Toys and Electronics

Campers are only allowed to bring electronic devices, toys, and other personal items on specific days that will be announced ahead of time. If these items are seen on other days, 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 is required to follow the Camper Code of Conduct:

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 of 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, biting, or any type of physical or verbal abuse. 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 to camp administrative staff.

At no time is a parent to approach another child.

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 packed lunch that does not require preparation. Do not send any food that needs to be heated or refrigerated.

Frequently Asked Questions

1. What are the daily camp activities?
 - a. Kids will do a variety of activities such as games, arts and crafts, and more.
2. I have questions about payment or registration issues.
 - a. Contact us at 336-248-3960.
3. When should I register my camper for the next week of camp?
 - a. As soon as possible! All 6 weeks of camp are available for registration and you may risk losing a spot in camp by waiting to register your camper.
4. What if my child has allergies?
 - a. Please list these on the Camper Information form so staff working with your child are aware.
5. Who do I talk to discuss my child's behavior, camp procedures, or any camp issue?
 - a. Camp Director, Courtney Ambrose, at caambrose@lexingtonnc.gov or 336-248-3960.

Other Questions

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

Lexington Parks and Recreation Summer Camp Packet Camper Information Form

This packet must be either emailed to Courtney Ambrose at caambrose@lexingtonnc.gov or brought to the Recreation Department by the Wednesday prior to your camper's first day of camp.

Participant Full Name _____

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

Gender _____

Grade Entering in Fall 2023 _____ 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

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 1:30PM or 15 Minutes after the designated pick-up time, camp staff may call anyone on this list to come retrieve my child.

Please contact Courtney Ambrose for any changes at 336-248-3960 or
caambrose@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:	