

# Wolfeboro Department of Parks & Recreation

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## Parent Handbook

# 2016 Summer Recreation Program Parent/Camper Handbook

Welcome to Summer Recreation in Wolfeboro! We are psyched to see the stampede of newcomers and the ever-faithful veteran Campers. We have planned a fun filled, sometimes crazy, and forever zany summer for you!

Please read the information outlined in this handbook carefully, as many of your questions about how Summer Day Camp operates will be answered for you. We thank you in advance for your flexibility and cooperation. Summer Day Camp will run for seven weeks from Tuesday, July 5, 2016 through Friday, August 19, 2016

## **LOCATION:**

Primary: Foss Field, (behind Harvest Market) on Lehner Street

Beach Days: Carry Beach (Wednesdays) **NEW THIS YEAR**

Rainy Days: The Community Center (Group A- 6-8 year olds) and Carpenter School Gym (B Group- 9-12 year olds).

Rainy Days: Please be advised that camp will be held at different locations pending the weather. If it is clearly raining, the A group (6-8) will be located at the Community Center and the B group (9-12) will be located at Carpenter School gym. Emails will be sent from the camp Director the night before if the weather is going to be rainy all the next day. Pick-up at the end of the day will **ALWAYS** (weather permitting) be at the same location as the drop-off location.

## **TELEPHONE:**

The Recreation Office number is 569-5639. If you can't reach a person and you would like to get a message to your child, please call the camp director's (Mary) cell phone (603) 973-6458.

## **MISSION STATEMENT:**

Recognizing that recreation is an important part of the Wolfeboro experience and contributes to the community's tourism appeal and economic well being, the Town's recreation mission is to provide high quality, diverse recreational opportunities for residents and visitors of all ages. Through structured programs and facilities, Wolfeboro seeks to create a year-round (four-season) recreation program which while serving the recreational needs of local residents, will also contribute to the economic health of the community.

## **SUMMER RECREATION GOALS:**

1. **Safety**-to provide a safe, nurturing summer recreation program experience for children.
2. **Fun**-to provide an opportunity for children to participate in and fun activities during their summer vacation.
3. **Skill Development**-to give campers the opportunity to develop new skills in a variety of areas.

## **PROGRAM OBJECTIVES:**

1. **Safety**- Campers will be knowledgeable of safety rules regarding travel, field trips, swimming activities, use of equipment and supplies, and personal behavior.
2. **Fun**-Campers will be able to make individual choices for whether or not they would like to participate in the activity at hand.
3. **Skill Development**-Campers will improve their skills in cooperative games, arts and crafts, and sports skills.

## **SIGN IN/OUT POLICY**

1. There is no supervision before 8:45am. The time beforehand is set aside for set up and we are not responsible for your child until 8:45am.
2. Each camper **MUST** be signed in and out by a parent/guardian every day! There will be a table set up at the entrance gate of the Foss Field daily and at Carry Beach on beach days. **Parents must also leave an emergency telephone number as to where you can be reached that day if it is different than what was recorded on your child's registration form.**
3. You must give the staff a note in writing if there will be someone else besides you and/or your spouse that will be picking up your child. This person will be required to show and ID in order to pick up a camper.
4. If your child plans to walk or ride their bike to/from camp, then a note needs to be written to the staff stating that they have your permission to do this. There is a specific form available for this. Please ask the staff if you did not receive one on the first day of camp.
5. If your child will be leaving camp early on a given day, the parent must inform the staff in writing. We will not allow a child to leave early by their words alone.

## **WHAT TO WEAR/BRING TO CAMP EVERY DAY:**

Campers should:

1. Wear clothes that they do not mind getting dirty or stained. We will be playing games and doing arts and crafts that may get on the camper's clothes.
2. Bring a bathing suit and towel every day. We play lots of water games!
3. Comfortable closed toe footwear.
4. No skirts or short T-shirts allowed.
5. A labeled bottle of sunscreen. Staff will encourage campers to reapply throughout the day.
6. Bring snacks (at least 2), lunch and water/drinks.
7. **Campers MUST wear your Camp Shirt on Field Trip Days!**

**Due to the possibility of foot and ankle injuries, we are asking that the campers NOT wear open toed shoes to camp. We will call home if a child shows up in these shoes and ask that another pair be brought to them. We run around a lot and play a lot of tag games and we just want what is safe and best for them and their feet! NO FLIP FLOPS, please.**

## **DISCIPLINE POLICY AND PROCEDURES:**

We want your child to have an awesome summer camp experience. The staff is trained to provide all campers with a positive and memorable experience at camp, and campers are expected to follow camp rules of respecting themselves and others, as well as the property of others. To ensure this, we have established the following discipline policy that will be enforced on a daily basis:

- 1<sup>st</sup> Offense: A verbal warning by a counselor and written documentation in a communications log.  
Time Out (number of minutes determined by age)
- 2<sup>nd</sup> Offense: A time out (numbers of minutes determined by age) and written documentation in communications log as well as note to the parent explaining the situation and how it was handled.
- 3<sup>rd</sup> Offense: Dismissal of the camper for the day, and possible loss of field trip and a written statement of the situation will be given to the parent.

Parents will be notified on a daily basis if there was a problem with their child by the camp director. All disciplinary action is at the discretion of the camp director. If prolonged disciplinary problems continue with the camper the Wolfeboro Department of Parks and Recreation has the right to deny the camper participation in the summer camp program.

## **BEACH DAYS**

Beach days will be held every week on **Wednesdays**. New this year we will be going **Carry Beach!** Parents should drop their camper(s) off at Carry Beach, NOT FOSS FIELD. Sign-in and pick up procedures are the same. Campers should bring their bathing suit, towel, sunscreen, and snacks/lunch/drinks (water). Please discourage campers from bringing their own sand toys to prevent them being broken or taken.

**Drop off and pick up will at CARRY BEACH.**

**Sometimes the weather is so hot that we need to call for an “emergency beach day”. The camp director will notify you the night before, by email, if this is the case for the following day (or days).**

## **SNACK & LUNCH**

Snack will **NOT** be provided at camp for the kids. All campers should come to camp prepared with snacks (at least 2), lunch and plenty of drinks for that day. Remember to send lots of water with your child/children to drink! There will not be a refrigerator available for the campers so please send them with a small cooler if necessary. Some activities and specialty days will involve food, so do not forget to check your calendar.

Occasionally your child/children may be asked to bring in an item for a special food project/game. You will know ahead of time through the director and counselors.

## **LATE PICK-UP:**

Please be prompt in picking up your child. Unfortunately, in the past we have had several problems in this area so we have established the following policy (Summer 2013) for late pick-up:  
3:30 pm – 3:35 pm = grace period  
After 3:35 pm (using Verizon time) you will be charged \$1.00 per minute per child. This fee will need to be paid before the next week’s session or your child will be unable to attend camp.

Occasionally the children will be arriving late from field trips. Please be ready to pick them up according to the camp director’s estimated time of return.

## **MEDICATIONS:**

The staff is not allowed to administer any medications to the campers...PERIOD! We cannot hold onto or give out anything, not even an aspirin. If your child is ill they should not attend camp. If your child needs to take medication during camp please inform our staff. **If you would like to fill out a form to have us remind your child of his/her medication, we would be more than happy to work with them.**

## **FIELD TRIPS:**

This is the topic that everyone wants to know about, right? We pride ourselves on going on some pretty awesome field trips including Hilltop Fun Center, Carroll County Fun Day, York Beach, and Water Country!

We also pride ourselves on keeping the campers safe while they are enjoying themselves. We have excellent supervision from the staff and we may ask for parent help from time to time. Parents are always welcome to come on field trips providing their own expense and transportation.

**Campers have to stay with their counselor/chaperone for the entire day. NO EXCEPTIONS.**

Permission slips for the entire summer will be available the first week. For your convenience, we are going to have one permission slip for the entire summer! All field trip fees are included in the price of camp and will be paid at least one week before the beginning of that session.

**Campers must wear their green trip shirts on every field trip. NO EXCEPTIONS! This is for their own safety. They are very easy to spot in a crowd while wearing these shirts. If you forget your child's shirt on the day of the trip you may go home to get it or if available you may purchase a new one. Shirts will not be lent out for the day. We suggest writing your child's initials on the tag of their camp shirt upon receiving it.**