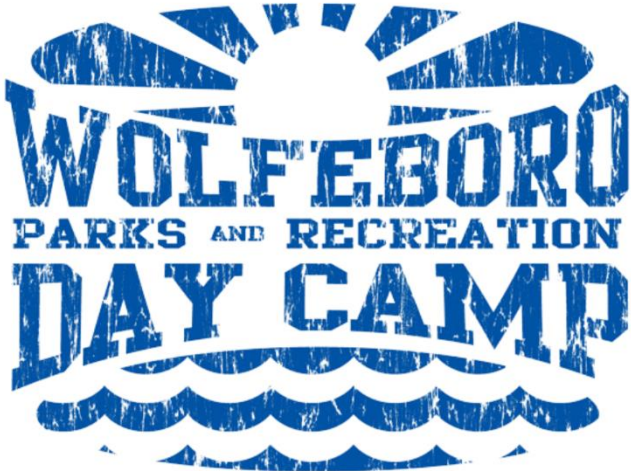
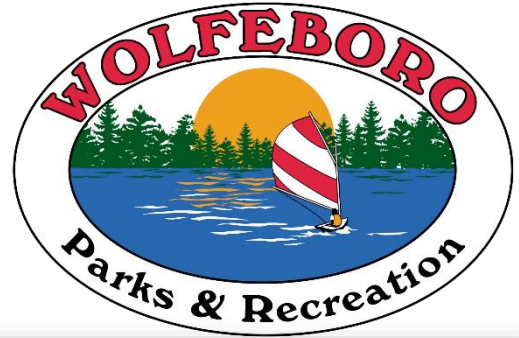


Parent & Camper Handbook

Wolfeboro Parks & Recreation
Wolfeboro Day Camp



Summer Camp Office Hours

July 1st - August 16th (no camp 7/4 & 7/5)

9:00am - 3:30pm

603-569-5639

Parks & Recreation Office

Open year round!

Monday - Friday | 8:00am - 4:00pm

390 Pine Hill Rd., Wolfeboro, NH 03894

603-569-5639

programmer@wolfeboronh.us

Letter from Wolfeboro Parks & Recreation

Dear Camp Parents,

Thank you for choosing Wolfeboro Parks & Recreation for your child's Summer Camp needs by registering to attend Wolfeboro Parks & Recreation Day Camp. We are delighted to have your child join us at camp this summer!

Our goal at the Wolfeboro Parks & Recreation Day Camp is to build an environment where both staff and campers are open to be themselves and form friendships and connections with their peers that will last a lifetime. We strive for individuals to embrace their own strengths and talents to form a camp community that is rich in history and culture. We embrace our camp's beginnings and culture to strengthen our community. Through the specialty areas of our camp, campers will discover new interests and embrace their previous interests.

We strive to have a united staff that shows campers great care and compassion. Our staff works closely together and has a strong bond that shows in their care for our campers. Camper safety is our staff's number one priority. After safety, it is paramount to our staff that our campers have the best experience we can possibly provide them with. We want our campers to leave camp and remember the summer and the memories they made. We never want any of our campers to say goodbye to Wolfeboro Parks & Recreation Day Camp. Rather, see you soon.

ABOUT WOLFEBORO DAY CAMP

Wolfeboro Parks & Recreation Day Camp is a traditional summer Day Camp program geared towards campers who have completed kindergarten up through grade 6. Our campers participate in a wide variety of activities including swimming, group games, team building, sports, arts & crafts, special events and much more!

OUR STAFF:

Led by our Camp Director, our staff consists of kind, caring, carefully selected individuals who have a strong interest/experience in working with children. Each candidate is thoroughly researched through extensive interviews, referrals, criminal background checks, reference checks, and performance reviews from previous summers working at camp.

If, after reading through this manual, you have any questions, please feel free to reach out to us at 603-569-5639. We look forward to seeing you this summer and thank you again for choosing Wolfeboro Parks & Recreation.

Sincerely,

Christine Collins, CPRP
Director of Parks & Recreation
parksdirector@wolfeboronh.us

Beau Betz
Asst. Director of Parks & Recreation
parksassistantdirector@wolfeboronh.us

Lexey Austin
Program Coordinator
programmer@wolfeboronh.us



General Camp Information

Welcome to the Wolfeboro Parks & Recreation Day Camp Program. Our Parent/Camper Handbook outlines all of the important information and expectations you will need to know. We are so excited for your child to be a part of our program this Summer and we are looking forward to a successful, fun, and positive experience for all!

The Wolfeboro Parks & Recreation Department provides year-round recreation opportunities for residents and visitors of all ages. As the nation's oldest summer resort community, Wolfeboro prides itself on providing parks, beaches, recreational programs, and facilities to suit just about any taste.

2024 CAMP HOURS OF OPERATION

Morning Drop-off	9:00 – 9:15 am
Camp Day	9:15 – 3:15 pm
Afternoon Pick-up	3:15 – 3:30 pm

MISSION STATEMENT

Recognizing that recreation is an important part of the Wolfeboro experience and contributes to the community's tourism appeal and economic wellbeing, 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 fun activities during their summer vacation.
3. **Skill Development:** To give campers the opportunity to develop new skills in a variety of areas and activities.

DEPARTMENT CONTACT INFORMATION

The Parks and Recreation Office is located inside the Pop Whalen Ice & Arts Center at 390 Pine Hill Rd.

Telephone: (603) 569-5639

Website: www.wolfeboronh.us/parks-recreation

Facebook: Wolfeboro Parks and Recreation

Instagram: @wolfeboroparksandrecreation

DAY CAMP INFORMATION

Resident Fee: \$90/week

Non-Resident Fee: \$135/week

For financial assistance regarding camp, please reach out to Amy Capone-Muccio, Welfare Director, at 603-569-8161 or email welfaredirector@wolfeboronh.us

Day Camp will run for seven (7) weeks this summer beginning on July 1st.

Week 1: July 1st – July 3rd (No field trip or beach day this week)

Week 2: July 8th – July 12th (Funspot)

Week 3: July 15th – July 19th (Smitty's Cinema- Sanford)

Week 4: July 22nd – July 26th (Squam Lake Science Center)

Week 5: July 29th – August 2nd (Seacoast Science Center & Odiorne State Park)

Week 6: August 5th – August 9th (White Lake State Park)

Week 7: August 12th – August 16th (Mount. Washington Cog Railway) (Both groups on **August 13th**)

Our Day Camp Handbook outlines all of the important information parents and campers will need to know for the Summer. Please make sure you read all of the information carefully so you and your camper are prepared for Day Camp!

Camp Groups:

Campers are broken up into two groups by age:

Group A: Ages 6-8 (Ages 6 must have completed kindergarten)

Group B: Ages 9-12

Location/Time:

Camp runs from 9:00am – 3:30pm, Monday through Friday. Sign-in and sign-out will take place at the Foss Field Pavilion for both age groups unless it is a beach day or the rainy day location was utilized. **Reminder: there is NO DAY CAMP on July 4th or July 5th.**

Primary Location: Foss Field Pavilion (88 Lehner St., behind Harvest Market)

Beach Days (Wednesdays): Carry Beach, 201 Forest Rd.

Rainy Days: Pop Whalen Ice & Arts Center, 390 Pine Hill Rd.

Rain Days:

Our rainy day location this year will be Pop Whalen Ice and Arts Center located at 390 Pine Hill Rd. Emails will be sent from the Program Coordinator the night before if the weather is projected to be rainy the following day.

Pick-up at the end of the day will **always** be at the **same location as the drop-off location**, weather permitting. If you are unsure, you can always **call the Parks and Recreation office or check our Facebook page**.

Beach Days:

Beach days will be held on Wednesdays for both age groups. Parents/guardians **MUST** drop their camper(s) off at Carry Beach. Sign-in and sign-out will be located at Carry Beach on Forest Rd. Campers **MUST** bring their bathing suit, towel, sunscreen, snacks, lunch, and water. Flip flops are permitted **ONLY** on beach days. It is recommended that your camper also bring sneakers on beach days as there is a grassy field area for activities.

We do **NOT** allow sand/beach toys from home to be brought to camp. This prevents the possibility of items being broken or stolen.

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

Field Trip Days:

Group A (ages 6-8) will have field trips on Tuesdays every week, except for week one (1). Group B (ages 9-12) will have field trips on Thursdays every week, except for week one (1), and week eight (8). Buses will leave from the Foss Field Pavilion at 9:30am and return there in the afternoon. Please make sure that you are on time on field trip days as we may not be permitted to hold the bus. Field trip locations are located above on page three (3).

Occasionally, there will be field trips that require an earlier drop-off time or a later pick-up time. You will be notified ahead of time if this is the case.

Campers **MUST** stay with their counselor for the entire day. **NO EXCEPTIONS.**

Permission slips for the entire summer will be available at the time of registration. For your convenience, we are going to have one permission slip for the entire summer!

Campers **MUST** wear their camp shirt 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 field trip,

you **MUST** go home to get it or if available, you **MUST** purchase a new one (\$10). 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.

Day Camp Expectations:

Campers are expected to be safe, responsible and respectful while attending the Wolfeboro Parks & Recreation Summer Day Camp program. This will be demonstrated in the following ways:

1. **Be Safe:**
 - a. Stay with your group
 - b. Hands and feet to self
2. **Be Responsible:**
 - a. Follow staff directions
 - b. Come to camp with everything you need
 - c. Clean up after yourself
3. **Be Respectful:**
 - a. Use kind words with all campers and staff members
 - b. Be respectful of camp materials and equipment

The camp expects all campers to adhere to the following general code of conduct. All inappropriate behavior will be handled on an individual basis by camp staff, based on these guidelines. The camp staff reserves the right to use professional discretion in suspending or dismissing any camper for any behavior that is, or is perceived as, causing harm to any individual, to property, or at any field trip location. In extreme circumstances, parents may need to come and pick-up their child from the field trip location in case of dismissal or suspension.

All campers are expected to follow camp rules. There are no refunds offered for campers who are asked to leave camp due to behavior issues.

- Speak with all staff and other campers courteously. Foul, vulgar/inappropriate language/conversation of any kind will **NOT** be tolerated.
- Act appropriately towards staff and campers, respecting other people's personal space and belongings. Any physical (pushing, hitting, fighting, etc.) or verbal assault on any person at camp will result in an immediate suspension or dismissal from camp. Any vandalism of camp property or personal belongings will result in immediate suspension or dismissal from camp and financial restitution will be sought.
- Remain with his/her counselor and be under adult supervision at all times and follow directions given by camp staff. Willfully leaving a camp activity without supervision may result in a suspension or dismissal from the camp.
- **NEVER** bring an item to camp that is a weapon, can be used as a weapon, or is a weapon look-alike (even a toy). These items will be confiscated and will result in immediate suspension or dismissal from camp.
- Campers should maintain a positive attitude, be willing to try new things and make new friends; be cooperative with and courteous to all.

Discipline Policy and Procedures:

We want your child to have a fun and positive summer camp experience! The staff is trained to provide all campers with an upbeat and memorable experience at camp. Campers are expected to follow camp rules of being safe, responsible and respectful. Staff members will model appropriate behaviors, as well as enforce rules. To ensure this, we have established the following disciplinary policy that will be enforced on a daily basis:

- 1st Offense:** A verbal warning by a counselor and written documentation in a communications log.
- 2nd Offense:** Written documentation in communications log as well as note to the parent explaining the situation and how it was handled.
- 3rd Offense:** Dismissal of the camper for the day, and possible loss of field trip and written statement of the situation will be given to the parent/guardian.

Parents will be notified daily, by the camp director, of any behavioral issues. All disciplinary action is at the discretion of the camp director and camp staff. If campers have reoccurring or major behavior issues, staff

members will document it with a written warning. A conversation will be had with the parent or guardian at pick up and the written warning will be signed.

If prolonged disciplinary problems continue with the camper, the Wolfeboro Parks & Recreation Department reserves the right to deny the camper participation in the summer camp program. The Wolfeboro Parks & Recreation Department also reserves the right to alter the above disciplinary guidelines depending on the severity of the incident.

Sign-In Procedures:

There is **NO** supervision before 9:00am. The time beforehand is reserved for set up and we are **NOT** responsible for your child prior to 9:00am. Campers will **NOT** be permitted to be signed in before 9:00am. If a parent or guardian arrives before then to sign in their camper, they must wait.

Each camper **MUST** be signed in **EVERY DAY!** There will be a table set up at the entrance gate of Foss Field daily and at Carry Beach on beach days. **Please carefully review the upcoming section on what to bring to camp to ensure that your camper is prepared for the day.**

Occasionally the campers will need to arrive earlier than normal for some field trips. Please be ready to drop them off at the specified time as the buses cannot be held if you arrive late.

*Please note that some field trip days will have an earlier arrival time than 9:00am. Please check your calendar for those dates. You will also be notified in the weekly email that you will receive.

Sign-Out Procedures:

Only parents/guardians or individuals on the authorized pick-up list can sign a camper out. Staff are **REQUIRED** to check the individual's ID to verify their name is on the authorized pick-up list. If an individual is not on the authorized pick-up list, they will **NOT** be permitted to sign the camper out. Please make sure your authorized pick-up list is up to date!

Late Pick-Up Procedure:

Please be prompt when picking up your child from camp. We have established the following policy for late pick-up:

****3:30pm – 3:35pm: 5 minute grace period****

After 3:35pm (using our camp clock) you will be charged \$1.00 per minute, per child. This fee will need to be paid prior to next week's camp session or your child will be unable to attend camp.

Occasionally the campers will arrive late from field trips. Please be ready to pick them up according to the Camp Director's estimated time of return.

*Please note that some field trip days will have a later pick-up time than 3:30pm. Please check your calendar for those dates. This will also be indicated in the weekly email that you will receive.

Bike/Walk to Camp Policy:

If a child plans to walk or ride their bike to/from camp, the waiver **MUST** be signed on their camp registration form. The camper is unable to leave until 3:30pm if they are walking or biking. If a child will be leaving camp early on any given day, the parent/guardian **MUST** inform the staff in writing prior to that day.

What to Wear/Bring to Camp:

Before your child attends camp each week, please discuss this handbook with him/her to prepare them for attending camp. We require that each camper bring the following items to camp daily:

- A backpack that can be easily carried with your child's name on it
- A packed lunch
- Snacks
- A reusable water bottle with your child's name on it
- A change of clothes

- Sunscreen
- Bathing suit & towel (We play lots of fun water games!)
- Sneakers - Campers are **NOT** permitted to wear open-toed shoes to camp. Sandals, flip flops and other open-toed shoes leave their feet exposed and will not allow them to participate fully or safely.

On beach days your camper MUST bring a towel and swimsuit

****On field trip days your camper MUST wear their camp shirt****

Staff will be checking to ensure that campers have everything they need. Campers will NOT be permitted to sign-in if they are missing something.

It is a good idea to send your camper in clothes that they do not mind getting dirty. We will be playing games and doing arts and crafts that may get on your camper's clothes. **We have a no open-toed shoe policy**; however, flip flops are allowed **only on beach days**. We will call home if your camper arrives in these shoes and ask that another pair be brought to them. We run around a lot and play many tag games so we want to make sure they have the best attire to protect them and their feet!

Lost & Found Policy:

It is recommended that **EVERY** item your child brings to camp be labeled with his/her name or initials. The Wolfeboro Parks & Recreation Day Camp and the Wolfeboro Parks and Recreation Department are not liable for any lost, stolen or damaged items. We keep lost and found items in the Foss Field Pavilion. At the end of the summer, any unclaimed items will be donated to charity.

Electronic Device Policy:

There are **NO** electronic devices or phones allowed at summer camp. We understand that some parents/guardians may send their child with a cell phone in case of an emergency. If a child has a cell phone, it **MUST** stay in their bag while at camp. If a child is seen with a cell phone, it will be confiscated and given to the individual who picks up the child at the end of the camp day. The Wolfeboro Parks and Recreation Department is **NOT** responsible for any lost, stolen, or damaged electronics.

Sunscreen Policy:

Campers are expected to apply sunscreen on their own at camp. Counselors and staff are **NOT** permitted to assist a camper with applying sunscreen. Staff will give reminders for campers to apply sunscreen throughout the day. The best practice would be to apply sunscreen to your child prior to arriving to camp.

Medication Policy:

Campers are **NOT** permitted to have any medication of any kind at summer camp **UNLESS** it is for emergency use, such as an epi pen or inhaler. Please notify camp staff if that is the case. Epi pens or inhalers **MUST** be clearly marked and located in the camper's bag where it can be easily accessed in case of an emergency. If your child is required to take medication during the camp day, then you **MUST** come to the facilities to administer it yourself. Children are **NOT** permitted to carry this medication in their camp bag, you **MUST** bring it with you.

Illness Policy:

The camper may **NOT** attend camp in the event of an illness (see below). Campers **MUST** be symptom free for 24 hours in line with the Governor Wentworth Regional School District policy. You are welcome to notify the Wolfeboro Parks & Recreation office at 603-569-5639, but you are not required to do so.

If your camper is ill during camp hours, parents/guardians will be notified via phone by the Camp Director of any symptoms of impending illness. Parents/guardians will be **EXPECTED** to pick-up their child who appears to be too ill to remain at camp within one (1) hour. Until the parent/guardian arrives, the camper will remain with the Camp Director secluded from the main program area.

A child may NOT remain or come to camp if he/she has any of the following symptoms:

- Fever over 100.4 °F (**MUST** be fever free for 24 hours prior to returning)
- Vomiting
- Diarrhea

- Inflammation of the eyes
- Abscess or draining sores
- The child has strep throat that has not yet been treated with an antibiotic for 24 hours
- Rash, unless determined to be non-contagious by a doctor's note
- The child has impetigo with less than 24 hours of treatment with an antibiotic

Questions or Concerns?

QUESTIONS?

If you have questions or concerns, please contact us so they can be addressed.

Lexey Austin, Program Coordinator

Email – programmer@wolfeboronh.us

Phone – 603-569-5639 ext. 170

Christine Collins, Director of Parks & Recreation

Email – parksdirector@wolfeboronh.us

Phone – 603-569-5639 ext. 172

Beau Betz, Assistant Director of Parks & Recreation

Email – parksassistantdirector@wolfeboronh.us

Phone – 603-569-5639 ext. 171

****THIS PAGE INTENTIONALLY LEFT BLANK****
****YOU MUST SIGN ACKNOWLEDGEMENT ON FOLLOWING PAGE****

Handbook Statement of Acknowledgement (Required)

Acknowledgement:

I understand that these policies and procedures have been formulated for my child and/or children attending the Wolfeboro Parks & Recreation Day Camp through Wolfeboro Parks and Recreation. I understand that it is my responsibility to become aware of the contents of this handbook and that I have the opportunity to ask questions about any policy or procedure in this handbook. I understand all of the responsibilities, policies and procedures as outlined in this handbook and agree to abide by them.

Camper's Printed Name(s)

Camper's Signature(s)

Parent/Guardian Printed Name

Parent/Guardian Signature

Date: