

# *Williston R.E.C. Day Camp*

*(Recreation Experiences for Children)*



# INFORMATION PACKET



# *Williston R.E C. Day Camp*

willistonreccamp@gmail.com

www.willistonrec.org

Dear Parents;

Thank you for choosing the R.E.C. Camp- Summer Day Camp. We look forward to having your child in camp this summer and working with you to provide him/her a positive camp experience. Our camp offers a unique and enjoyable summer experience for all, but to make this experience possible for your child we need your help and support. This begins with this information packet.

This packet includes all the necessary information that you will need to prepare your child for their summer day camp experience. We ask that you read through this entire packet. We also ask that you and your child, together, read over our ***Camp Policies and Procedures Section***. This will provide your child with an understanding of what is expected of him/her while at camp, and will help them arrive informed and prepared for their day camp experience. We want to do everything possible to make your child's camp experience rewarding, fun and memorable.

If your child has special needs; physical, emotional or behavioral, please contact the camp director prior to your child's first day of camp. Send an email to [willistonreccamp@gmail.com](mailto:willistonreccamp@gmail.com) to request a meeting or for them to call you to discuss your child. **Note:** Camp Director is not on staff until the week prior to the first session of camp. The email is not monitored until that time. You can send an email prior to then, but it will not be answered until the week of staff training.

Know that we are not part of the school system or after school program, so we are not aware of your child's needs or the behavioral systems that may be in place to help your child. Please share with us what is working for your child and the things in place that help them to be successful. Our goal is to provide your child with a wonderful experience, but we can't do that if we do not know how to. We will work with the child and family to reach this goal, but if we cannot then camp may not be the best place for your child.

As a reminder, the remaining balance of your camp fee must be paid in full prior to June 12, 2020. You can make weekly, monthly or one final payment prior to the due date. However, if the final payment is not made before this date your child will be removed from the camp list and won't be allowed to attend until the balance is finalized.

Congratulations on planning a very special summer day camp experience for your child. On behalf of the staff, we look forward to working with you and your child to make this an experience that will last a lifetime.

Sincerely,

The Day Camp Staff

# **R.E.C. CAMP PROCEDURE AND GUIDELINES**

## **CAMP MISSION:**

*“To provide young people with an opportunity for social, mental, and physical growth through participation in a day camp that creates a climate of cooperation, respect, and concern for the individual.”*

## **CAMP VISION:**

*“Memories that last a Lifetime.”*

A commitment to the children and staff to provide a safe, fun, and educational place that creates Memory Making Experiences.

## **CAMP VALUES:**

- Safety-** To provide a safe, healthy day camp experience for all the children.
- Respect-** To help youngsters appreciate themselves, their peers and their environment through play and teamwork.
- Fun-** To provide an opportunity for all children to participate in a variety of fun and recreational activities during their summer vacation.
- Development-** To give youngsters the opportunity to develop their individual skills in a variety of areas, and acquire an appreciation for the love of sports, nature, arts and recreation.

## **CAMPER BEHAVIOR:**

In order to provide every camper with a safe and high-quality experience, we strive for group unity and teamwork in our day camp. One way of meeting this is to have all campers share in the development of rules and guidelines. The Day Camp has identified four non-negotiable guidelines that all campers must adhere to:

1. All campers will respect themselves and others.
2. All campers will respect the property of camp and others.
3. All campers will conduct themselves in a safe and responsible manner at all times.
4. All campers will follow all rules developed by themselves and the camp staff.

## **CAMPER AGREEMENT:**

In order for all to have an enjoyable and healthy day camp experience, it is important for all campers to know, understand, and follow the Camper Agreement. Parents are required to read over this with their children and be sure they understand it before coming to camp.

### **CAMPER AGREEMENT**

#### **I (the camper) understand that:**

- I must respect myself and others at all times.
- I must respect the property and equipment of the Day Camp, the school and others at all times.
- I must act appropriately, safely and be on my best behavior at all times.
- I must follow the rules and guidelines of the Day Camp and those developed by the group at all times.
- I must seek out help from the leaders and my parents if I have a problem or am upset about something.

#### **I (the camper) understand that I must follow the 3 Rules of Camp:**

- **Listen-** Be a good listener. Good listeners use their eyes and ears, think about what is being said, and ask questions if they don't understand.
- **Follow Directions-** Follow the directions that you have listened to and heard. Do what is asked of you.
- **Have Fun-** Good listeners understand, follow directions and have fun through participation. Not so good listeners don't have fun, because they didn't hear what to do, so they don't understand and feel lost when asked to follow directions.

#### **I (the camper) further understand that:**

- If I do not follow the above agreement, there will be consequences for my actions or behavior.
- I will have to work on my behavior and will accept the help of the camp staff and my parents to do so.
- I will be asked not to return to camp if my behavior does not improve.

## **NOTE:**

The Day Camp Staff reserves the right to send home any camper whose behavior is considered to be detrimental to the best interests, health, or safety of other campers, staff, themselves, or the camp. No refund is given for disciplinary dismissal. Parents are to have alternate arrangements in place if their child has to be removed from camp. All emergency contact people will be notified in order to reach someone who can help with the situation.

## **BEHAVIOR MANAGEMENT**

**Philosophy:** *Our philosophy on behavior management is to be Firm, Fair and Consistent.*

**Firm-** to let campers know what is right and wrong. To enforce rules and guidelines at all times for the safety of all. To help them understand that the counselors are responsible for each of them and must enforce rules and guidelines for the safety of all.

**Fair-** to treat and respect all campers equally. What is done for one child must be done for all; show no favoritism, bad behavior is bad behavior for every child. Campers are provided the chance to explain themselves and their side of the story.

**Consistent-** Always follow and enforce the rules, all the time. Set rules and guidelines that are age appropriate and explain these to all campers prior to or on the first day, this will help them understand what is expected of them. Consistency of rules, guidelines, expected behavior and discipline throughout all of our recreation camps will also help them understand and retain how they are to act and behave as a camper. Always be proactive rather than reactive about rules, guidelines, behavior management and discipline.

### **Camps Rules:**

In order to provide consistency, the Day Camp has identified three rules that will be explained and used in all recreation camps.

**Listen-** Be a good listener. Good listeners use their eyes and ears, think about what is being said, and ask questions if they don't understand.

**Follow Directions-** Follow the directions that you have listened to and heard. Do what is asked of you.

**Have Fun-** Good listeners understand, follow directions and have fun through participation. Not so good listeners don't have fun, because they didn't hear what to do, so they don't understand and feel lost when asked to follow directions.

### **Behavior Guideline:**

In order to provide every camper with a safe, high quality experience, we strive for group unity. One-way of meeting this is to have all campers share in the development of group guidelines. The Day Camps have identified four non-negotiable guidelines that all campers must adhere to:

**Respect for themselves and others-** Campers will respect themselves and others at all times.

**Respect for Property-** Campers will respect the property they use and that of others.

**Respectable Behavior-** Campers will conduct themselves in a safe and responsible manner at all times.

**Follow Rules & Guidelines-** Campers will follow the camps 3 rules and guidelines, as well as those developed by them and their counselor for their group.

### **Behavior Conduct:**

All campers will behave and act in a manner that is safe to themselves and all others around them. They will demonstrate the ability to follow the rules and behavior guidelines of the Day Camp and those that the group develops.

If not, the Discipline Guideline will take effect and all steps will be utilized to help the camper change their behavior. An effort will be made to work with the camper and the parents to help the child to learn, grow and manage their behavior in the camp.

## **DISCIPLINE GUIDELINE**

The first step is for everyone to understand and agree with the "Camper's Agreement". This is the first step to the proactive means to positive behavior. If everyone knows, understands, agrees with and uses the agreement, campers will learn to use it as their means to positive behavior.

The second is the Day Camp uses a Three Step Discipline Guideline to work with campers and parents to help make the camp experience a safe and enjoyable one for all involved.

**Step One:** Interaction between the Camper and Counselor involved in the activity

1. Counselor will give camper a warning and explain why behavior is unwanted/dangerous.
2. Counselor will give a second warning and have camper sit out of activity for a period of time.
3. Counselor will give third warning and camper will sit out for remaining time of the activity.
4. Camper will move on to next activity with a clean slate and warnings will start over for a new activity or counselor.
5. Camp Director will be notified when a camper is given a third warning in any activities.
6. If camper is given three (3) warnings in multiple activities or throughout the day Step Two will take place.
7. **NOTE:** If the behavior at any time is threatening or unsafe for the camper, campers or to counselors. The camper will be brought to the Camp Director immediately and step two will take place.

**Step Two:** Interaction between Camper and Camp Director

1. The Camp Director will speak with camper to see what the problem is and what is causing the behavior.
2. A Behavioral Report will be filled out and parents will be notified at the time of pick up.
3. Parents and Camp Staff will put in place any behavior modifications that have been successful and will help the camper.
4. It will be an opportunity to learn more about the camper and work with the parents to allow the camper to remain in camp.
5. Parents will be informed that if behavior continues dismissal from the camp may occur.
6. **NOTE:** If the behavior continues to be threatening or unsafe for the camper, counselors or directors. The parents will be notified and the child will be removed from the camp for the day.

### **Step Three: Removal from camp**

1. If the behavior continues, after trying to work with the camper and family, the camper will be dismissed from camp.
2. This may be an immediate dismissal if the behavior is threatening or unsafe for the camper, campers or to the staff.
3. Dismissed Indefinitely.
  1. If the camp staff feels as if the behavior exhibited is considered to be detrimental to the best interests, health, or safety of the camper, other campers, staff, or the camp (i.e. harassment, bullying, physical harm, etc.)
  2. No Refund is given for dismissal.

## **HEALTH & SAFETY INFORMATION**

The health and safety of each camper is our primary concern at all times. Please read through the following information.

**ILLNESS:** Do not send your child to camp if they are not feeling well. We do not have a nurse on staff or the accommodations for ill children. Parents will be contacted to pick up their child from camp if their child is ill.

**EMERGENCIES:** In the event of an accident or sudden illness, the camp staff is equipped with the supplies and certified staff to administer first aid. If the situation warrants further attention, the proper emergency services will be contacted. Parents will be notified, by phone, if any injury or illness requires medical attention. If a minor injury or illness occurs, parents will be notified at the time of pick-up. If parents cannot be reached the emergency contact person, that is indicated, will be notified.

## **MEDICATION AUTHORIZATION FORM**

- Camp staff cannot give any medication until a *Medication Authorization Form* is completed and returned to them.
- The form and medication must be brought on your child's first day at camp for that session.
- Parents must provide the form and medication to the camp staff at sign in.
- A new form needs to be filled out each week for the sessions that your child attends.
- If the below procedures are not followed medication will not be administered to your child.

### **PRESCRIPTION MEDICATION:**

1. Prescribed medication must be in its original packaging and/or bottle with your child's name on it.
2. It must identify the prescribing physician, the name of the medication, the dosage, and the frequency of administration.
3. All information on the bottle must also match the information that you fill out on the form.
4. Place the form and medication in a zip lock bag and give to the Camp Director, ONLY, on your child's first day of camp.
5. Only one week's dosage can be accepted.

### **NON-PRESCRIPTION MEDICATION:**

1. Must be received in original packaging and/or bottle.
2. Parents must write out dosage and frequency of administration and place the form with original packaging in a zip lock bag.
3. Give to Camp Director, ONLY, on your child's first day at camp.
4. Only one week's dosage can be accepted.

## **SUNSCREEN/INSECT & TICK REPELLANT POLICY**

Parents will be required to check off if they approve the application of Sunscreen and Bug Repellent on the Camper Information/Health Form when registering. Be sure you understand the Policy below. If you do NOT approve your child will have to apply these themselves.

1. Sunscreen or insect/tick repellent is not provided for campers, as it may contain ingredients that children could be allergic to.
2. Each camper is required to bring his or her own sunscreen and insect/tick repellent. If a camper does not have their own, they will not be allowed to participate in outside activities.
3. Campers must arrive in the morning with a thick base coat of sunscreen already applied by parents, especially in hard to reach areas, such as their neck and back. Insect/tick repellent will be used by any groups going into the woods or high grass areas. Counselors of younger campers will apply insect/tick repellent when needed.
4. All sunscreen and insect/tick repellent bottles must be labeled with your child's name. If there is more than one child in the same family at camp, all names must be on the label of the bottle for it to be used on your children.
5. All sunscreen and insect/tick repellent bottles will remain in the possession of the staff for the week that your child is at camp. Parents should plan to have a bottle for home and one for camp. The camp bottle must be brought on the first day and given to the morning check in person. No camper will be allowed to hold onto or have their sunscreen or insect/tick repellent in their backpacks. This will discourage any sharing and prevent any accidental sprayings.
6. Staff will remind campers regularly to reapply sunscreen throughout the day. Scheduled times for it will be during snack breaks and at lunch time. Staff will remind children more often when at the beach, coming in and out of the water.
7. Campers will be encouraged to apply their own sunscreen and insect/tick repellent and will do so only in the supervision of a counselor. No campers will spray or apply each other. Campers needing assistance will receive help from a counselor of the same gender.
8. We encourage parents to send children with a hat and sunglasses to protect head and eyes. This is especially important if your child has sun sensitivities. Children will be encouraged to wear shirts to protect their chest and backs.

## **FINANCIAL RESPONSIBILITIES**    **Camp balances must be paid by FRIDAY, JUNE 12, 2020**

**FINAL BALANCE-** The balance of your payment for all sessions of camp, that your child will be attending, must be paid by the due date above. If the final payment is not made before this date your child will be removed from the camp list and will not be allowed to attend until the balance is finalized.

### **CANCELLATION POLICY-** *The following refund policy is specific for all Camps*

We reserve the right to cancel or consolidate any camps which do not meet the minimum participation required. The deposit and a full refund will be issued if we cancel any camps.

Refunds are granted up to ten (10) days prior to the start of a camp or session of camp. The Non-Refundable \$25 deposit is deducted from all camps and/or sessions that are cancelled out of. If there is an outstanding balance, the refund will be automatically applied and any remainder will be refunded. Refund checks take approximately three weeks to process and receive.

### **CAMP REGISTRATION- After June 12**

- Registration closes the Thursday prior to the start date of each session.
- Fridays are for preparing for the next week's session.
- Camp registrations have to be paid in full at the time of registration after the June date above for the remainder of the summer.
- No registrations are accepted after the 1st day of a camp or session.
- **NOTE:**
  - Campers are not allowed to attend camp if they are not on the roster.
  - Camp Staff does not take registration or payments at camp.

### **CAMP PAYMENT OPTIONS- After June 12**

#### **Online Registration & Online Payment Option**

- Online register and paying with a credit card are open until midnight Thursday of each week, for the next week's session.

#### **Offline Registration & Payment Option**

- Registration and Offline Payment Option is not available on the website.
- Registration has to be done at the Rec. Dept.
- Registration is open at the Rec. Dept. until 4:30pm Thursday of each week, for the next week's session.
- Payment is with a check or cash.

#### **Note- Camper Info Form**

- If you have not registered your child for a day camp yet this year you will have to fill out the Camper Info Form when you register. This may take some time to do, so it is best for you to register and pay online.
- If you are adding a session you will not have to fill out the form again.

## **TRANSPORTATION**

Parents or guardians must transport their child to and from camp each day. Any transportation for field trips will be done by bus to and from the camp.

**Walkers or Bikers:** Any child, allowed by parents or guardians, to walk or bike to and from camp must provide the camp staff with a written note, on the first day of camp, giving the child the permission to do so. The time of arrival and departure of the camper from camp must be written on the note.

## **CHECK-IN/CHECK-OUT**

1. Campers must be signed in and signed out each day they are at camp by a parent or guardian.
2. Parents and/or guardians must accompany their child for check-in each day.
3. As well, parents and/or guardians must come inside to pick-up their child at the end of the day for check-out.
4. Both of these times provide the opportunity to talk with the staff about your child.
5. No child is to leave camp or the property with any adult, without first saying goodbye and checking out with the camp staff or designee. All children are told to do this for their safety.
6. Children must inform the camp staff if they are not to leave with a certain adult or are uncomfortable going with any adult.
7. Drop-off and Pickup are on the west side of WCS near the "After Hours Entrance"

## **HOW TO REACH CAMP**

In the event that you must get a message to the camp, the camp phone number and email will be provided through the newsletters to the families participating.

Do not call the school, the secretaries are not there to take messages and don't have regular hours in the summer.

## **DESIGNATED PEOPLE FOR PICK-UP**

You are asked to list people, during registration, who have your permission to pick up your child. This info is kept at the check-in/check-out area. The camp staff is not authorized to release your child to anyone who is not on the list. If you need to update the list, you can do so at check-in or check-out. In an unforeseen situation, you have to have a person pick-up your child that is not on the list, you must call the camp and provide the person's name. No child will be released to anyone who isn't on the list or that the camp has not been notified of.

## **APPOINTMENTS/EARLY PICK -UP**

Parents should avoid making appointments when your child is attending camp. If you do so, you will need to plan around the camp schedule.

In unforeseen situations, you must inform the camp of the appointment at check in time in the morning.

Plan for extra time when picking up your child. We will locate them upon your arrival for their appointment. We do not have children waiting, as there is not the staff to supervise.

Late Arrivals & Early Pick-ups are highly discouraged during the camp day. It interrupts your child's experience and is distracting to the camp community. If an early pick up is unavoidable you must notify the camp in the morning and the same procedures from above will be followed.

## **WHAT TO PACK**

**PACKING-** Send only what is absolutely necessary for your child's needs. Please refer to the "***Daily Items to Pack***" section below for the items that will be essential to your child's experience.

### **DAILY ITEMS TO PACK-**

All items must be packed into a Backpack, so that your child may carry it to and from camp each day.

*Morning and Afternoon Snacks*

*Hat & Sunglasses*

*Swimsuit*

*Extra set of complete clothing*

*Lunch & Drink*

*Sunscreen*

*Towel*

*Water Bottle*

*Rain Jacket*

*Water Shoes or Sandals*

## **LUNCH AND SNACKS**

Lunch and Snack items must be non-perishable, no refrigeration is available. They should be packed into small coolers or lunch bags that contain ice packs. All Lunch bags or coolers must be labeled with your child's name.

## **NUT FREE- Nut Allergies**

Due to the high numbers and high risk of nut allergies, our camps are nut free. Do not send any nut food products for snacks or lunch with your child. Help us provide everyone with a positive, safe camp experience.

## **WHAT TO WEAR**

**DAILY DRESS-** All campers must dress appropriately to be active throughout the day and for the weather conditions. Proper clothing needs to be worn and packed each day. Please pack a set of extra clothing!

### **PROPER FOOTWEAR-**

- Shoes that stay securely on the feet and protect the toes (i.e. sneakers).
- Campers are not allowed to wear sandals, crocs, clogs, jelly shoes or any other type that doesn't protect or stay securely on. These are not safe for the activities that are conducted at camps.
- Campers are required to wear a water type shoe for any water type activities. (i.e. water specific shoe or sandals).

## **LABELING**

It is very important that all personal items and clothing be marked with your child's name with permanent ink or labels. Camp is not responsible for lost, misplaced, or stolen items.

## **LOST & FOUND**

All lost and found items will be displayed at the end of each day and at the end of a camp session. Please be sure to check for lost and found items daily. At the end of the summer all lost and found items will be kept at the Recreation Office until the end of the Fall season, at that time all items are donated to a local charity.

## **WHAT NOT TO BRING:**

The camp is not responsible for any items lost or stolen that have been brought to camp. Parents must be aware of what their children are packing and bringing to camp each day.

**ELECTRONICS**- Phones, Pads, Tablets, Games, Radios, Computers, etc. Any and all types of electronic items should not be brought to camp. We seek to provide a special experience that the staff plans out and keeps children active and engaged. Each day will be busy with structured activities. These items also are a temptation to others to use or to have.

**TOYS**- All other types of toys, games and personal equipment also must remain at home for the same reason as above.

**PETS**- No pets are allowed at camp at any time.

**MONEY**- Money is not needed at camp. It is not necessary for activities as well as there is nothing to purchase when at camp. Be aware that if money is brought to camp, campers are responsible for it. The camp staff will not hold money for campers.

## **CAMP PROPERTY AND OUT OF CAMP ACTIVITIES**

No camper is to leave camp property at any time. The boundaries for camp will be explained to all campers on the first day. The only time campers will be off of camp property is during a scheduled field trip or activity. The rule of leaving extends to off camp field trips and activities.

Any camper that runs away or is found off camp property will have parents contacted and they will be required to pick up their child from camp immediately. If a camper continues to run away or not remain in group they will be dismissed from camp for their safety.

## **PHONE CALLS**

Only the camp staff has use of the phones. We do not allow campers to call parents. We feel that calls to parents can make a homesick camper even more homesick. If the camp staff feels a call to the parents is warranted, the director will make the first contact with the parents. If not, the parents will be informed of the situation at pick-up time. A parent will be contacted in the case of an emergency or if disciplinary actions warrant a meeting or the removal of their child from camp

## **VISITS**

Personal visits by parents, relatives and/or friends during the camp day are not allowed. The staff is hired to oversee and provide activities for registered children only who are enrolled in camp. There is also a ratio of camper to staff that is maintained. As well, all staff under goes a background check prior to be hired.