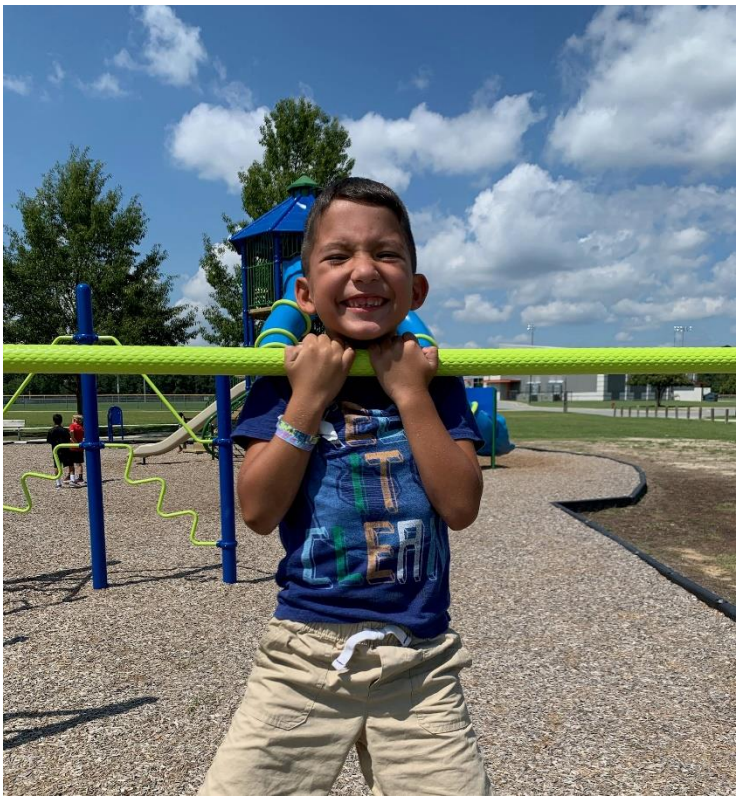
Greenville
NORTH CAROLINA
RECREATION AND PARKS

2020 Summer Camp Parent Manual



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Greenville
NORTH CAROLINA
RECREATION AND PARKS

Our Mission

To advance parks, recreation, and environmental conservation efforts that promote mental and physical health, serve as a deterrent to illegal or inappropriate behaviors, and enhance Greenville's quality of life.

Greenville Recreation and Parks Department maintains 25 parks and recreational facilities which provide activities from casual picnicking and camping to canoeing. In addition, Greenville Recreation & Parks Department offers a variety of programs for citizens of all ages. Swim teams, tennis, youth and adult sports, and senior programs are just a few opportunities that are available year-round.

Greenville Recreation & Parks
2020 Camp Manual

Dear Parents:

Greenville Recreation and Parks Department (GRPD) would like to take this opportunity to welcome your family. Our goal is to provide a constructive, safe, and fun environment for the children participating in our mini camps.

The GRPD Camp Manual outlines what you may expect from our mini camps. We hope this information will be helpful. In order for this program to be successful, we need the complete support and cooperation of each child's parent/guardian.

Due to COVID-19 we adopted the minicamp option to provide a camp atmosphere with activity to engage the campers. We hope your child will make many new friends, learn new games, and make great memories!

We look forward to a great summer! If you have any questions, please contact your Camp Director. Be sure to check your camper's weekly itineraries.

Update about Mini Camps:

- No field trips will be held (at this time)
- Rooms will be arranged to promote individual play and avoid over-crowded conditions
- Games will be limited to those allowing minimal to no physical contact
- Campers will have opportunities daily for outdoor play, weather permitting
- Item sharing will be limited to those items that can be easily cleaned and disinfected at the end of the day and/or between group rotations.

Sincerely,

Greenville Recreation and Parks Staff

Check-in & Sign-out

- Staff will sign in your child/children each morning, as well as sign them out at the end of each day.
- During check-in, camper's temperature will be taken and logged. If their temperature reads higher than 100.4 they will not be able to stay at camp. **(See COVID-19 section)**
- All parents/guardians must remain in their vehicles during this process.
- A name plate will be provided for each child at initial drop-off on the first day of camp. This tag must remain on the dashboard of your vehicle during the pick-up process.
- Once staff has identified the vehicle for pick-up, the child will be released to the vehicle.
- All parents/guardians must remain in their vehicles during this process.
- If you would like someone not listed on the Camper Information Sheet to pick-up your child, you must contact the Camp Director to notify of this change.
- These safety measures have been established for the protection and well-being of your child and others.

Late Pick-Up Policy

If your child is not picked up by the scheduled end of camp time the following procedure will be followed.

- First time late – a verbal warning will be given and the parent/guardian will have to sign the Parent Communication Log indicating they understand the policy and will be charged accordingly in the event their child is picked up late again.

Subsequent Late Pick-ups

- Up to 10 minutes late - $10 fee
- Up to 20 minutes late - $20 fee
- Up to 30 minutes late - $30 fee
- More than 30 minutes late - $30 additional for each half hour thereafter.

All late pickup fees must be paid in full prior to your child returning to camp the following day and are per child, per family.

What Do I Wear? - What Do I Bring?

Wear t-shirt, shorts, and tennis shoes. You will get dirty! Please wear tennis shoes instead of sandals; we are very active and tennis shoes will work better.

SNACKS – There will be a snack time; send appropriate snacks and drinks; fruit, granola bars, string cheese, carrots and dip, etc. Due to COVID-19 there will be no water fountains available for use. Please send a labeled water bottle with your camper daily. Water bottles may be refilled using tap water resources. Sharing of foods and water between campers is strictly prohibited. Social distancing will be maintained during snack.

LUNCH—Each camper is to bring their own lunch to camp each day. Social distancing will be maintained during lunch. Sharing of food is strictly prohibited.

We can't stress enough, the importance of **SUNSCREEN** and **HYDRATION.** Please send plenty of water and sunscreen DAILY. Encourage your child daily to drink plenty of water. The camp staff will allow your child to drink water anytime he/she needs to. ONLY spray sunscreen is allowed. Staff will not apply sunscreen lotion to campers.

VALUABLES – Personal equipment such as cell phones, IPods, mp3 players, CD players and hand held electronic games should not be brought to camp. Also, camp staff will not assume responsibility for the lost or stolen items. Campers should leave all sentimental, monetary or items of personal value at home (electronics, toys, etc.).

MEDICATION – Please make sure your camper has taken their medicine prior to coming to camp. Staff will not be administering medication.

About Our Camp Staff

Greenville Recreation and Parks Department takes great pride in our camp staff. We are very diligent when it comes to the hiring of camp counselors. Our criterion is the following: You must be 17 or older; you must be cleared through federal and local background checks, and you must have a genuine interest in working with children. Summer camp employees are interviewed by two full-time staff prior to being hired to ensure candidates meet expectations. Before camp begins, our staff are already hard at work being certified in CPR and First Aid and attending trainings. We make sure our staff is ready and eager to be at camp with your children.

COVID-19

NEW* Temperature Checks for Campers and Staff

All campers will have their temperature taken upon arrival at camp prior to drop-off. Temperature will be taken with a non-contact infrared digital forehead thermometer. Campers that have a temperature reading of 100.4 or higher will be unable to attend camp until they are fever free for 72 hours, without the use of fever-reducing or other symptom altering medications.

If camper exhibits fever or other symptoms such as chills, cough, or sore throat while at camp, a guardian will be contacted and will need to arrange pickup of participant.

Camp staff will also have their temperature taken upon arriving to work. Temperature will be taken with a non-contact infrared digital forehead thermometer. Staff that have a temperature reading of 100.4 or higher will be unable to work until they are fever free for 72 hours, without the use of fever-reducing or other symptom altering medications.

If staff exhibits fever or other symptoms such as chills, cough, or sore throat while at work, employee will be expected to leave for the day and will be eligible to return when symptoms subside.

Should participant or staff feel unwell or have any of the above symptoms prior to arriving to camp, please stay home and monitor symptoms, or contact your health provider.

Other Safety Precautions:

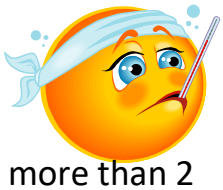
- Encourage social distancing through increased spacing, small groups, and limited mixing between groups
- Where feasible, adjust activities to limit sharing of items and equipment
- Thorough cleaning of high touched surface areas and shared equipment
- Frequent handwashing
- Hand sanitizing stations set up throughout the facility for use
- Train all employees on health and safety protocols

Staff will continue to follow the guidelines provided by the CDC and Health and Human Services Department in order to provide a safe environment for camp participants and staff.

Illness

If your child becomes ill during the program, a parent or guardian will be notified and will be asked to pick-up the child.

The following procedures are in place regarding contagious conditions:



-Vomiting: Camper should be excluded from camp when vomiting occurs more than 2 times in a 24 hour period, or when there is vomiting with a fever and the camper looks or acts ill.

-**Diarrhea:** A camper with frequent loose stools, especially if the camper is unable to control those bowl movements, should be evaluated by a physician as the condition may lead to dehydration.

-Fever: Camper is excluded from camp when unable to participate in camp activities and when oral temperature is above 100.4 degrees F. Camper may return to camp when fever-free for 72 hours without the use of fever reducing medication.

-Chickenpox: Camper is excluded from camp until all blisters have formed scabs.

-Head Lice: Camper is excluded from camp until treatment is completed and proof of treatment (prescription or box top from over-the-counter treatment) is provided to the Camp Director.

-Scabies: Camper is excluded from camp until one treatment with prescription medication is completed.

-Pink Eye: Camper is excluded from camp until treated with a prescription antibiotic for 24 hours.

-Impetigo: Camper is excluded from camp for 24 hours or the crusting lesion are no longer present. They may return to camp when topical, oral or other systemic antibiotics are started or if the sores can be covered and kept dry.

-Strep and Staph Infections: Camper is excluded from camp until treated with a prescription antibiotic for 24 hours.

-Ringworm: Camper is excluded from camp until the parent/guardian provides the box top of the antifungal medicine with the camper when they return to camp. For ringworm of the nails or scalp, parent/guardian must send a doctor's notes verifying treatment. Camper may return once treatment begins.

-MRSA: Camper is excluded from camp until a prescription antibiotic is started or a doctor's note is provided stating that antibiotic treatment is not necessary. Lesion(s)

must be covered with a bandage/dressing that is sealed (taped) on all four sides while at camp.

- Bed Bugs: Camper is excluded from camp until treatment is completed and proof of treatment (prescription or box top from over-the-counter treatment) is provided to the Camp Director.

Medical Emergencies

If your child is injured and requires more than basic First Aid, the following steps will be taken:

- Staff will call 911
- Staff will notify parent/guardian
- If parent/guardian is not available, the emergency contact listed on the registration form will be contacted.
- If no one on the registration form can be contacted or if it is imperative the child be immediately transported for care, a Recreation staff member will accompany the child.
- Paramedics will take the injured child to the nearest hospital.
- The Recreation staff will continuously call the parent/guardian/emergency contact until someone is reached.

Possession of Weapons

If any participant were to bring a weapon to a Greenville Recreation and Parks program the Department may notify the police and the offending participant will immediately be sent home for the day and remain suspended until notified otherwise. Refunds will not be given. In addition, management will decide, whether the participant will be allowed to re-enroll in any of the department's future programs. "Weapon" is defined as a dangerous instrument which may include, but is not limited to, the following: firearm, BB gun, paintball gun, stun gun, air rifle, air pistol, mace/pepper spray or gas (or other chemical of like kind), bowie knife, dirk, dagger, slingshot, leaded cane, switchblade knife, blackjack, metallic knuckles, razors and razor blades, fireworks, or any sharp-pointed or sharp-edged instrument or any look-a-like weapon.

Camper's Responsibility

(Parent's please read and explain the following to your child.)

1. Please use your manners and treat others with respect.
2. Obey all counselors.
3. Respect the rights of others - your fellow campers and other visitors. We can all have a good time together if we follow the Golden Rule: "Do unto others as you would have them do unto you."
4. Respect the property of others - help keep our site and the places we visit neat and clean. Help put away games and equipment when you are through. Don't damage any of the equipment, supplies, or facilities at your site. We want to be able to enjoy them all summer long.
5. Share in all the activities we have planned - arts, crafts, entertainment, sports, and special camp projects have all been planned to make your summer FUN! Participate in all that's offered. Campers can go back to individual games when each group activity is through.
6. Be responsible for the things you bring to camp. You are responsible for the personal items you bring to camp. Every day before you leave, check to see that you are taking home everything you brought that day and not someone else's things. Parents, please label each of your child's items such as water bottles.
7. Stay with your camp group and your counselor at all times - this is one of the most important rules and it will be strictly enforced. Campers are not allowed to leave the camp site or your group at any time, for any reason. Campers are not allowed to go near or across any roadways, streets, or parking areas unless accompanied by camp staff.
8. ***When able to utilize* Be careful and watch out for others on the playground equipment - exercise playground safety when using the equipment. Do use the equipment properly. If you see any broken glass or broken equipment, tell a counselor immediately.**

DO- Make new friends, have loads of fun, share new experiences and have a terrific summer at camp!

Greenville Recreation and Parks – Summer Camp Behavior Management and Discipline Policy

At Greenville Recreation and Parks (GRPD), bullying is inexcusable, and we have a firm policy against all types of bullying. Bullying is when one or more people exclude, tease, taunt, gossip, hit, kick, or put down another person with the intent to hurt another. Our Camp philosophy is based on our mission statement, which ensures every camper has the opportunity to have a constructive, safe, and fun environment. Unfortunately, persons who are bullied may not have the same potential to get the most out of their camp experience, which is why our leadership and camp staff addresses all incidents of bullying seriously. Working together as a team to identify and manage bullying, we will ensure campers gain self-confidence, make new friends, and go home with great memories.

GRPD staff will use positive behavior management techniques that are developmentally appropriate. The use of corporal punishment and physical activity as discipline is strictly prohibited.

Behavior Management Techniques

GRPD Staff will

1. Discuss rules with campers and identify out of bounds areas.
2. Enforce all rules, at all times with consistent application and without malice.
3. Guide children by setting clear, consistent and fair limits for program behavior.
4. Use natural and logical consequences.
5. Redirect children to a more acceptable behavior or activity.
6. Use positive reinforcement, including a positive behavior recognition program.
7. Make eye contact and listen when children talk about their feelings and frustrations.
8. Guide children to resolve their own conflicts through the use of conflict resolution skills.
9. Use effective praise that is immediate, sincere and specific.
10. Modify and structure the environment to attempt to prevent problems before they occur.
11. Once the disciplinary time is over, accept the camper as part of the group again.

12. Periodic evaluation of the program, volunteers and staff to ensure the environment is not contributing to behavior problems.

Inappropriate behavior includes, but is not limited to, the following:

1. Behavior requiring constant attention from staff.
2. Behavior that may threaten the physical or emotional wellbeing of others.
3. Behavior abusing the staff and/ignoring or disobeying the rules.
4. Name calling/threatening.
5. Physical bullying/fighting such as pushing, spitting, tripping, pinching, pulling, groping, biting, and punching.
6. Inappropriate exposure.
7. Foul language.
8. Stealing.
9. Not following directions.

Discipline Action Steps

GRPD staff will utilize the following disciplinary steps in normal circumstances. More dire situations will result in steps being skipped which could result in immediate suspension.

1. Remove camper portraying negative behavior until they can regain self-control.
2. Communicate verbally or in writing to parent/guardian regarding camper' behavior.
3. Meeting between camp director and parent/guardian to enact a Behavior Improvement Plan.
4. Suspension of camper for one or more days.
5. Removal of camper from program for the remainder of the summer. GRPD cannot serve children who display chronically disruptive behavior.

If a child cannot adjust to the program setting and behave appropriately, the child may not be able to return to the program. Reasonable efforts will be made to assist children in adjusting to the program setting.

****NOTE:** Campers suspended for behavior management problems are not eligible for a refund.

ABC BEHAVIOR DATATRACKING

Camper:	Date:	Duration:	Intensity:
A- Antecedent What happened before? ❑ Asked to do something ❑ Told No/ denied access ❑ Attention given to others ❑ Transition ❑ Ongoing behavior interrupted ❑ Other:	B- Behavior What inappropriate behavior happened? ❑ Noncompliance ❑ Physical aggression ❑ Screaming/ tantrum ❑ Throwing objects ❑ Running away ❑ Other:	C- Consequence What happened after? ❑ Verbal redirection ❑ Called for assistance and removed ❑ Ignored problem behavior ❑ Guided compliance ❑ Time-out (duration _____) ❑ Other:	❑ 1 (low) ❑ 2 ❑ 3 ❑ 4 ❑ 5 (high) Initial:_____

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FORMS

Camper Information Sheet – pg. 15

Parent Acknowledgement Form – pg. 17

Greenville Recreation & Parks Department Bug Repellent & Sunscreen Authorization – pg. 17

GRPD Assumption of RISK COVID FORM – pg. 18

Please bring these with you on the first day of each camp.

Greenville Recreation & Parks
Camper Information Sheet

About the Camper

1.) Name of Camper: _____

Age: _____ Birth date: ____/____/_____ Grade this August: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone #: _____

E-mail Address: _____

1.) Mothers Name:_____

Mother's Cell #: _____ Mother's Work #: _____

Father's Name: _____

Father's Cell #: _____ Father's Work #: _____

Do both parents have permission to pick child/ren up? Yes ____ No____

If no, please list which parent CANNOT pick-up: _____

2.) Emergency Contact (other than parents):_____

Relation to the Camper: _____

Home #: _____ Work #: _____

Cell #:_____ **(This person will be allowed to pick up your child in case of emergency.)**

3.) Please list any information we should know about your child (medication, allergies, etc.) Include food allergies, insect bites, etc.

_____

4.) You may list additional people who may pick-up your child (they will be asked to show their driver's license). If anyone other than the people listed below is going to be picking up your child, you must send a note. If you have changes to this list (additions or deletions) anytime during the camp, you must notify the Camp Director.

1.) _____ 4.) _____
2.) _____ 5.) _____
3.) _____ 6.) _____

Parent Communication Log

Date	Purpose of Call/Meeting	Outcome	Signature

Summer Camp Parent Manual Acknowledgement Form

I, the undersigned parent or guardian of _____ (child's full name), do hereby state that I have read and received a copy of GRPD's Parent Manual that includes:

- Check-in & Sign-out
- Late Pick-up Policy
- What Do I Wear? - What Do I Bring?
- About Our Camp Staff
- COVID-19
- Illness
- Medical Emergencies
- Camper's Responsibility
- Behavior Management and Discipline Policy
- Camper Information Sheet
- Parent Communication Log
- Acknowledgement Form
- Assumption of Risk Form

Signature of Parent or Guardian _____ Date _____

Greenville Recreation and Parks Department Spray Bug Repellent &/or Spray Sunscreen Authorization

Camper Name: _____

Camp: _____

I give permission for a staff member of Greenville Recreation and Parks Department to apply spray bug repellent and/or spray sunscreen to my child. I understand that I must supply the spray bug repellent and/or spray sunscreen with their name clearly written on the bottle

Parent Signature: _____ **Date**_____

CITY OF GREENVILLE
COUNTY OF PITT

Assumption of Risk and Waiver of Liability
Relating to Coronavirus/COVID-19

I. The novel coronavirus, ("COVID-19"), has been declared a worldwide pandemic by the World Health Organization. COVID-19 is extremely contagious and is believed to spread mainly from person-to-person contact. As a result, federal, state, and local governments and health agencies recommend physical distancing and have, in many locations, prohibited the congregation or gathering of groups of people. Per the recent North Carolina Governor's Executive Orders ("Executive Orders"), the risk of contracting and transmitting COVID-19 is higher in settings that are indoors, specifically where people may be in close contact for long periods of time, or are part of large gatherings. The City of Greenville and the Greenville Recreation and Parks Department ("GRPD") (collectively the "City") will consistently review and set forth compliance measures as outlined in the current and any forthcoming Executive Orders so as to protect the health, safety, and welfare of its City program participants. The Executive Orders, further encourages people of any age who have serious underlying medical conditions, including people who are immunocompromised or who have chronic lung disease, moderate-to-severe asthma, serious heart conditions, severe obesity, diabetes, chronic kidney disease undergoing dialysis, or liver disease to stay home and travel only for absolutely essential purposes.

II. Participation in a City program or sponsored activity can increase the risk of death, sickness, disease, or exposure to, and illness related to, COVID-19.

III. The City has established measures, guided by the North Carolina Department of Health and Human Services ("NCDHHS"), to reduce the spread of COVID-19 such as but not limited to: promoting social distancing, screening workers and children, wearing a cloth face covering, promoting hand hygiene, isolating sick workers or children, and cleaning facilities.

IV. The City will provide signage, screening, and sanitation requirements as outlined in Executive Order No. 141 as may be amended, but, however, the City cannot guarantee that you, your children, or any other person, will not become infected with or exposed to COVID-19. Furthermore, attending City sponsored programs or activities could increase your risk and your child or children's risk of contracting COVID-19.

V. By signing this document (Assumption of Risk and Waiver of Liability Relating to Coronavirus/COVID-19), I acknowledge the contagious nature of COVID-19 and freely and voluntarily assume the risk that my child or children and/or I may be exposed to or infected by COVID-19 by attending or participating in City programs or activities and that such exposure or infection may result in personal injury, illness, permanent disability, and/or death. I further understand that the risk of becoming exposed to or infected by COVID-19 at City programs or activities may result from the actions, omissions, or negligence of myself and others, including but not limited to City employees, volunteers, and/or program participants and/or their families.

VI. I voluntarily agree to assume any and all known, unknown, and unanticipated risks related to my participation in any City program or activity and accept sole responsibility for any injury, death, sickness, disease, or exposure to and illness from COVID-19 to my child or children or myself, including, but not limited to, personal injury, disability, death, illness, damage, loss, claim, liability, or expense or any kind, that I or my child or children may experience or incur in

connection with my, my child, or my children's attendance at or participation at City programs or activities.

VII. On my behalf and on behalf of my child or children, I hereby release, covenant not to sue, discharge, and hold harmless and indemnify the City, its employees, agents, and representatives, of and from any and all claims, including all liabilities, claims, actions, damages, costs or expenses of any kind arising out of or relating thereto. I understand and agree that this release includes any claims based on the actions, omissions, or negligence of the City, its employees, agents and representatives, whether a COVID-19 infection occurs before, during, or after participation in any City program or activity.

_____

Signature of Parent/Guardian Date

_____

Print Name of Parent/Guardian

_____

Print Name of Child (ren)

_____

City Activity or Program