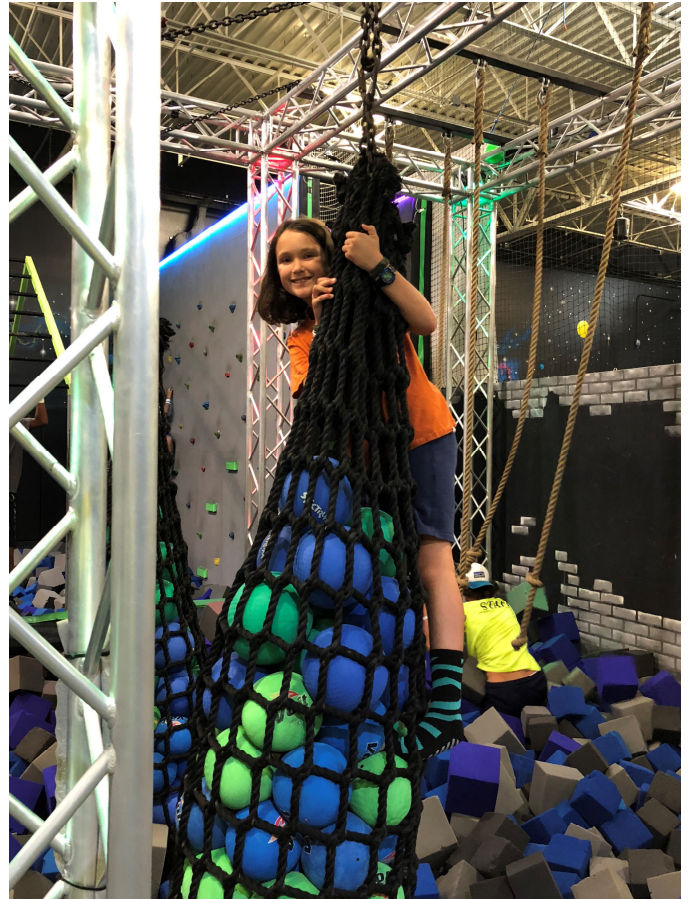


# 2019 Summer Camp Parent Manual



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## **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**

## **2019 Camp Manual**

Jaycee Park  
2000 Cedar Ln.  
Greenville, NC 27858

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 camps.

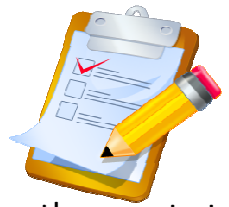
The GRPD Camp Manual outlines what you may expect from our day camps. We hope this information will be helpful. In order for this program to be successful, we need the complete support and cooperation of each child's parent/guardian.

GRPD reserves the right to amend policies or trips at any time. We have a variety of activities planned for your child; swimming, arts and crafts, games, sports, field trips and much more. We hope your child will make many new friends, learn new games, and make great memories!

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

Sincerely,

*Greenville Recreation and Parks Staff*



## **Check-in & Sign-out**

- You are required to sign your child/children in each morning, as well as sign them out at the end of each day.
- The staff will only release a child to those listed on the Camper Information Sheet.
- If the sign-out staff does not recognize you, a photo I.D. will be required before a child is released into your custody.
- Any changes to the pick-up list must be made in person or by writing. Changes will not be allowed by telephone; this includes additions and deletions.
- If you would like someone not listed on the registration form to pick-up your child, you must make the changes in person or in writing by stating who will be picking him/her up and a contact telephone number.
- These policies have been established for your child's safety. Please be sure to let us know when someone not listed on the Camper Information Sheet will be signing out your child.

## **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. If a guardian picks a child up, the parent will be notified.

### **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.

Bring **LUNCH** – pack a small cooler or lunchbox with your child's name on it, no glass containers please. Suggestions: instead of ice, freeze water in small plastic bottles (children can drink it later).



\*\*South Greenville, Eppes, Camp Escape, Playground Program and High Adventure camps utilize the free lunch program with Pitt County Schools and a packed lunch is not required.



**SNACKS** – There will be a snack time; send appropriate snacks and drinks; fruit, granola bars, string cheese, carrots and dip, etc. We have a water fountain on site; however, please send additional water or Gatorade.

Please send a **BATHING SUIT** (no shorts, boys bathing suits must have a drawstring), **TOWEL**, and **SUNSCREEN** every day for swimming and water activities. Please instruct your child about the importance of applying sunscreen. Apply before you leave for camp each day and the counselors will remind campers to reapply after water activities. Put your child's name on all items.

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.



**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 can assume no responsibility for the safeguarding of money and/or personal electronics. Children should leave all sentimental, monetary or items of personal value at home (electronics, toys, etc.).

**MEDICATION** – We will keep medication in a locked box on a daily basis. Please send medication in its original medicine bottle or package. Be sure it is clearly labeled with your child's name on it, name of the medication, and dosage amount. The parent must give it to one of the camp staff each morning. There is also a form you must complete the first day your child attends camp which can be found on pages 14-15 of this manual.

## A Smile is Required Every Day!

## Bus Rules

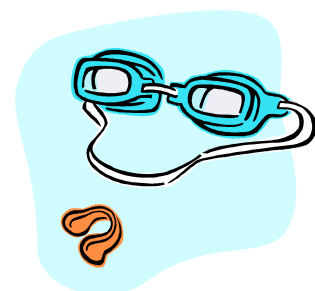
- \* Stay seated while the bus is moving.
- \* Keep hands, arms, and head inside the window.
- \* Talk in low voices.
- \* Do not throw any objects out the window.
- \* Do not distract the driver.
- \* Obey your counselors.
- \* Violation of any of these rules may result in forfeiture of field trip(s).



## Community Pool

- \* Certified lifeguards will be on duty at all times.
- \* Lifeguards enforce rules for the safety of your camper and other campers. Campers may be asked to sit out if they do not listen to directions of the aquatic staff.
- \* All campers are required to take a swim test to determine the depth they are able to swim in.
- \* Proper swim attire must be worn. Swimming attire should not impede swimming ability; things such as jeans, basketball shorts and cotton tops and bottoms may become too heavy or cumbersome when wet.
- \* All campers must shower before entering the pool.
- \* Campers with open wounds, sores, or casts will not be allowed in the pool without a doctor's note, stating the camper is cleared for pool use.
- \* Diving is only permitted in the dive tank. Diving board use and safety for diving will be determined by aquatic staff.
- \* Campers unable to swim may use a United States Coast Guard approved life jacket or aquatic staff approved sim aids.
- \* Please do not allow campers to bring pool toys. Goggles and swim caps are acceptable.

**We put safety first.**



## **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. The month before camp begins, our staff are already hard at work being certified in CPR and First Aid and attending many trainings. We make sure our staff is ready and eager to be at camp with your children.

## **Client Assistance Program (CAP workers)**

All CAP workers must complete a background check and CAP Worker Application that can be obtained from the Camp Director prior to attending camp with their client.

CAP workers will not:

- \* Be compensated by the City of Greenville
- \* Leave camp without signing their client out and taking them with them
- \* Discipline anyone but their client
- \* Be allowed to ride the bus or vans during field trips
- \* Have field trip cost or food paid for by Greenville Recreation and Parks

## **Transportation**

Campers will be transported by Pitt County School buses and/by Greenville Recreation and Parks Department vans.

When traveling in Greenville Recreation and Parks Department vans:

- \* Any child who is younger than 8 and weighs less than 80 pounds must be properly secured in a child passenger restraint device (CRD) that meets Federal standards and is appropriate for the child's height and weight.
- \* Belt positioning booster seats can be used for children between 40 and 80 pounds.
- \* If your child is required by law to be secured in a child passenger restraint device or a booster seat it must be provided by the parent or guardian on days it is needed. You will be notified in advance of days it will need to be provided.



## **Illness**

If your child becomes ill or has a fever, they cannot be present at camp. If your child becomes ill during the program, a parent or guardian will be notified and will be asked to pick-up the child. Your child must be fever-free for 24 hours before returning to camp.



## **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. Your bathing suit, towels, etc. are your responsibility. 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 towels, sunscreen, and lunch boxes.
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. 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.
9. When on field trips and swimming, we are guests of wherever we visit - PLEASE BE ON YOUR BEST BEHAVIOR and thank people for letting us visit by using your best manners. That way we will be welcomed and allowed back again.

**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 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 and place them in “Personal Time”/“Time Out” for up to five minutes so they can regain control of their behavior.
2. Communicate verbally or in writing to parent/guardian regarding camper’ behavior.
3. Meeting between camp director and guardian/parent 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.

# **FORMS**

All campers must have the following forms on file with each camp prior to participation:

**Administration of Medication Form** (as necessary) – pg. 14-15

**Camper Information Sheet** – pg. 16

**Parent Acknowledgement Form** – pg. 18

**Bug Repellent and Sunscreen Authorization Form** – pg. 18

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



## **Greenville Recreation & Parks Department**

### **Administration of Medication**

The safety and well-being of your child participating in a Greenville Recreation and Parks program is of utmost concern. For this reason, policies for the administration of medications have been designed to protect participants. Only those medications, which are medically necessary and cannot be scheduled outside the hours of the recreation program, will be given during the recreation program.

#### **Recreation and Parks employees only administer medication to children if:**

1. The Permission to Administer Physician Prescribed Medication form is completed and in the possession of the recreation and parks staff. These forms are available at your program location and Jaycee Park.
2. The pharmacist or physician's label, which must be on the bottle, will serve as the physician's order. A list of possible side effects or contraindications provided by the pharmacist must also accompany the medication.
3. No medication will be given by a Recreation and Parks employee unless it is in a container dispensed by a pharmacy with the camper's name, name of medication, date the prescriptions was filled and DIRECTIONS CLEARLY MARKED.

#### **It is the Parent/Guardian's responsibility to:**

1. Sign the Parent Request Form and return to the recreation program staff.
2. Provide medication in a current prescription container, which includes the child's name, medication name, dose and time to be given, how it is to be administered and the physician's name. Provide a list of possible side effects or contraindications from the pharmacist.
3. Have the pharmacist label two containers - one for home use and one for use while child is a Recreation Program participant - if a child is to receive medication at both sites (or send the original).
4. Provide new, labeled containers when medication changes are made.
5. Parents/Guardians must transport medication to program site.
6. Medications will not be stored over the weekends and empty containers will be disposed of by recreation employees (unless otherwise instructed).

# Permission to Administer Physician Prescribed Medication

## Greenville Recreation & Parks Department

We encourage all parents/guardian to administer all physician prescribed medications(s) to their children before or after a Recreation and Parks sponsored program. We understand that an unusual case may arise and the day camp's part-time/full-time supervisor may be requested to administer medication. By completing the information below we will, in some circumstances, authorize the City's part-time/full-time supervisor to administer physician's prescribed medication(s) that are stored in current prescription bottle(s).

### Parent Authorization to Administer Physician Prescribed Medication

<b>Child's Name:</b>	<b>Name of Medication:</b>
<b>Dosage:</b>	<b>Side Effects:</b>
<b>Physician's Name:</b> <b>&amp; Phone Number:</b>	<b>Times to be given:</b> <b>Dates to be given:</b>
<b>Parents Signature:</b> <b>Date:</b>	

### For Staff Only

Week Of:

Week Of:

Day	Time	Initials
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

Day	Time	Initials
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

# 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: \_\_\_\_\_

2.) 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: \_\_\_\_\_

3.) 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.)

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

\_\_\_\_\_

5.) 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.) \_\_\_\_\_

2.) \_\_\_\_\_

3.) \_\_\_\_\_

4.) \_\_\_\_\_

5.) \_\_\_\_\_

6.) \_\_\_\_\_

7.) \_\_\_\_\_

8.) \_\_\_\_\_

# 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?
- Bus Rules
- Pool/Swimming Rules
- About Our Camp Staff
- Transportation
- Illness
- Medical Emergencies
- Camper's Responsibility
- Behavior Management and Discipline Policy
- Administration of Medication
- Camper Information Sheet
- Parent Communication Log
- Acknowledgement Form
- Sunscreen Permission Form

Signature of Parent or Guardian \_\_\_\_\_ Date \_\_\_\_\_

## Greenville Recreation and Parks Department

### Bug Repellent & Sunscreen Authorization Form

Camper Name: \_\_\_\_\_

Camp: \_\_\_\_\_

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

Parent Signature: \_\_\_\_\_

Date \_\_\_\_\_