



Amherst Parks & Recreation Department

4 Cross Rd Amherst, NH 03031

Tel: (603) 673-6248

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Adventure Teen Camp

66 Brook Rd Amherst, NH 03031

Greetings Parents,

Welcome to the Teen Adventure Camp Parent Manual! We are excited for another great year. It is our goal to provide a safe and exciting summer for your child(ren) with each session centered around adventure, fun, and exploration.

Please read through this manual before the start of the program. At the end of the packet, there are multiple forms both you and your camper(s) will need to sign and deliver to the Summer Camp Coordinator by the start of the program. If there is anything you would like the camp staff to be aware of before the start of camp, you may drop off your paperwork at the Recreation Office at 4 Cross Rd before the start of the program. If you have questions, please feel free to contact the Recreation Office at (603) 673-6248.

We are excited to have you on board with us this summer. Thank you for helping to create a positive camp experience.

Sincerely,

Amherst Parks and Recreation Department

What to Bring

Campers should dress in “play” clothes that are expected to get dirty. Please have your child wear sneakers every day. Sandals can be brought in addition to sneakers. Campers should arrive at camp with sunscreen already applied. They will be out in the sun for much of the day and we want them to be protected. Staff will help apply and remind campers to reapply sunscreen but are not responsible for sunscreen application. Campers should have a bathing suit and towel with them every day.

Send your camper with the following packed in a backpack:

- Lunch/snacks
- A full one-liter water bottle
- Bathing Suit
- Towel
- Hat with a visor
- Sunscreen (*camp will not provide sunscreen to campers*)
- Sweatshirt or light jacket
- Raingear (even though we will go inside on rainy days, children may be exposed to rain on fieldtrips or while transporting them to the rain location.)

**Last names should be written on all clothing and gear; these items are often left behind.*

Please DO NOT send the following to camp:

- Electronic Devices (including cell phones)
- Knives or weapons of any kind
- Music players or gaming devices

Lunches and Snacks

Each child should bring a lunch and a snack from home each day. Please put your child’s last name on packs and coolers. If you are enrolled in extended care, please pack your child with extra snacks.

Participants with Special/ Behavioral Needs

We strive to meet the individual needs of all our participants. If you have a child with any special physical, emotional, behavioral, mental, or medical needs, and you have not talked with us directly about working with your child’s needs, please do so prior to the start of the program. We are committed to providing a wonderful summer experience for a wide range of children. If we find that we cannot adequately meet the health needs of your child within our program setting, we may need to have your child leave the program early. Please call the Recreation Department at (603) 673-6248 or email cfracley@amherstnh.gov if you have any questions.

Medication Vacation

The Amherst Recreation Department strongly supports the American Academy of Pediatrics position that summer is not an appropriate time for a “drug holiday” from behavior and/or mental health drugs. The challenges of a new environment, a changing schedule, and the need for a longer concentration span during the program day are reasons why a medication change during the summer is not timely. Please feel free to discuss individual considerations with the Recreation Director.

Discipline

Our Discipline Policy is attached at the end of this manual. This Discipline Policy must be read and signed by both the parent and the child so that there are no questions as to what the rules are at camp.

Arrival and Dismissal

Children not enrolled in the extended day option **SHOULD NOT ARRIVE EARLIER THAN 9AM**. The staff arrive early to prepare for the day. Participants dropped off earlier than 9AM will automatically be enrolled in the extended day option.

Drop off – The road dead ends into a circle. Pull up alongside the building and a counselor will meet you there and unload your camper. No need to get out of your car. Exit parking lot. Your camper should come to camp with a full, one-liter water bottle.

Pick-Up – Pick up will be at 4 PM every day unless otherwise noted. Be on the lookout for emails from the Rec Department about any possible changes. We will try to inform you at drop off if we think a field trip will run later than planned.

Before and After Care campers may come into the building to drop off or pick up their camper.

If a child is to be picked up by someone other than his/her parents, a note from the parent must be given to the Camp Coordinator. The person’s name, address and telephone number **must** be provided in the note. No child will be permitted to leave with anyone under 18 without written permission. The person picking up a child will be asked for identification prior to signing out the child until we become familiar with him/her. If a child or parents fail to adhere to this policy, standard disciplinary action will result as detailed in the Discipline Policy.

Children **NEED TO BE PICKED UP BY 4:00 PM (or 5:30 PM for the extended day) EVERY DAY. Participants not in the extended day program who are picked up after 4pm will automatically be enrolled in the extended day option.** If you pick up your child after 5:40pm (unless time is changed for field trip) the following consequences will occur:

- 1st time:** Warning to parent
- 2nd time:** Suspension from the following day of the program even if a field trip is scheduled. NO REFUNDS WILL BE GIVEN.
- 3rd time:** Suspension from the program for a week. NO REFUNDS WILL BE GIVEN.
- 4th time:** Suspension from the program for the rest of the summer. AGAIN, NO REFUNDS WILL BE GIVEN.

We, the Amherst Recreation Department staff, ARE NOT RESPONSIBLE for any child who is dropped off prior to 7:30 AM or who are left after 5:30 PM.

Telephone Policy

The use of personal cell phones by campers is prohibited. We strongly recommend that cell phones remain at home. The Recreation Department **IS NOT** responsible for any participant's cell phones. If a parent needs to reach a camper, please call the Recreation office at 673-6248.

Absence from Program

If your child is going to be absent from the program on any given day please call the Recreation office prior to 8:30am at 673-6248. No refund or credits will be given for any child who is sick or absent from the program on a day they were previously registered for. There may be no substitutions for kids who cannot make the program on a particular day.

Daily Trips

Campers will be traveling to local adventure spots throughout the week, but drop-off and pick up will remain at P MEC. Possible locations include Baboosic Lake, Purgatory Falls, Fun Town Splash Town, and more. Campers will be given instructions about what to pack for the following day's adventures, but if you have any questions about your campers travel during camp, please call the Rec Office at 603-673-6248.

Overnight Trips

There will be one overnight trip per session. On the second week of the session, campers will be dropped off at 9AM at P MEC on Thursday to head out on an overnight trip. Campers will return Friday evening to P MEC around 6 PM. Parents will be sent an email day-of if the return time is to change. Campers will be given a packing list a few days before each overnight trip.

DISCIPLINE POLICY

Please read this document carefully, then SIGN AND RETURN this form at the bottom to the Camp Coordinator.

Keeping order and good conduct of behavior enables all participants to have fun and get the most out of their summer experience. We have a strict discipline policy to ensure everyone's safety and peace of mind.

MINOR OFFENSES:

Breaking program rules

CONSEQUENCES:

First offense - Verbal warning.

Second offense - Written warning to parents.

Third offense - Removal from activity.

Fourth offense - Three day suspension.

Fifth offense - Suspension for the remainder of the summer in all Teen Adventure Programs

No refunds will be given.

SERIOUS OFFENSES:

Endangering another person's well-being.

Swearing or verbal abuse of staff and/or participants.

Stealing or destruction of property.

CONSEQUENCES

First offense - Child will be removed from the activity.

Second offense -Parent/Guardian will receive written notice

Third offense - Three day suspension from program.

Fourth Offense - Suspended from the program for the remainder of the summer. **No refunds will be given.**

EXTREMELY SERIOUS OFFENSES:

Fighting/endangering another person's well-being.

Running away from playground counselor/the group

Possession/use of alcohol and/or tobacco products

Sexual harassment/abuse

CONSEQUENCES:

These offenses will be investigated by the administrative staff of the department and appropriate action will be taken including possible suspension from program for the remainder of the summer. **No refunds will be given.**

I have read and understand the above policy. I assume the responsibility of ensuring that my child is aware of this policy and the consequences of his/her actions should there be any such misbehavior.

Parent Name: _____ Signature: _____

Child Name: _____ Signature: _____

Date Signed: _____

Copy for Parent and Camper

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Parent Name: _____ Signature: _____

Child Name: _____ Signature: _____

Date Signed: _____

Copy for Amherst Recreation Dept

Parent Contact Information

Camper's Name: _____

Parent 1 Name: _____

Best Phone #: _____

e-mail address 1: _____

Parent 2 Name: _____

Best Phone #: _____

e-mail address 1: _____

Pick-up Alternates – These people have my permission to pick up my child:

Name: _____ Phone: _____

Name: _____ Phone: _____

Name: _____ Phone: _____

Name: _____ Phone: _____

Name: _____ Phone: _____

Name: _____ Phone: _____

Name: _____ Phone: _____

