



Amherst Parks & Recreation Department

4 Cross Rd Amherst, NH 03031

Tel: (603) 673-6248

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Greetings,

Welcome to the Amherst Recreation Summer Camp Parent Manual! We are excited for another great summer of fun. It is our goal to provide a safe and exciting summer for your camper(s) with each week centered around a weekly theme filled with games, sports, swimming, arts and crafts.

Please read through this manual before the start of the program. Within 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.

Mandatory Documents:

- **About Your Camper**
- **Discipline Policy (signed)**
- **Contact Info (signed)**

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

Tell Us About Your Camper(s)

Our goal is for every camper to have a positive camp experience. Please answer the following questions to help us provide the best possible camp environment for your camper.

What are your camper's best qualities?

What do you hope your camper gets out of summer camp?

What are the best ways to communicate with your camper?

In what type of situations does your camper get overwhelmed or uncomfortable?

What are your camper's favorite activities?

Is there anything else you want the camp staff to know about your camper?

What to Bring

Send your camper with the following packed in a backpack:

Full change of clothes

- Lunch/snacks
- A full reusable water bottle
- Bathing Suit
- Towel
- Sneakers AND sandals with a heel strap
- Sunscreen (*camp will not provide sunscreen to campers*)
- Raingear (*campers will be outside in rain unless inclement weather occurs*)

**Names should be written on all clothing and gear*

Please DO NOT send the following to camp:

- Electronic Devices
- Knives or weapons of any kind
- Music players or gaming devices

Camp Counselor Staff

Many of our camp counselors are high school and college age students, and for many this is their first job. While we do lots of training on youth development, they are not professionals. Our staff to camper ratio is 1:10 and the camp is not equipped to provide one-on-one staffing for campers. Please be respectful to our camp counselor staff, and if you have any concerns, you can reach out to the Recreation Director.

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 cfraley@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.

Arrival and Dismissal

Arrival: No earlier than 9am *(or 7:30am if enrolled in extended care)*

Pick Up: No later than 4pm *(or 5:30pm if enrolled in extended care)*

Failure to Pick Up on Time will result in the following consequences. These fees are high to discourage repeat occurrences.

1st time: Warning to parent

2nd time: \$15 Late Pick-Up Fee

3rd time: \$20 Late Pick-Up Fee

4th time: Suspension from the program for the rest of the summer. **NO REFUNDS WILL BE GIVEN.**

Head Lice/NIT Policy

In the event of a child showing signs of nits or lice at the Amherst Recreation Department the parent will be notified and the child will need to be picked up from the program immediately. Children are not allowed back into the program until the child is free of all nits and lice (to be checked by Summer Camp Staff).

Telephone Policy

The use of personal cell phones by campers is prohibited and they must remain in the camper's bag. 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 603-673-6248.

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 603-673-6248. 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.

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 at camp enables all participants to have fun and get the most out of their summer experience. Behaviors that threaten the well-being of themselves, other campers, or staff will be handled on a case-by-case basis and can result in suspension or expulsion from camp. No refunds will be given for suspension or expulsion from camp.

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.

Offense	1 st	2 nd	3 rd	4 th	5 th
Breaking Program Rules Inappropriate Language	Verbal Warning to Camper and Removal from Activity	Parent/ Guardian will receive verbal notice	Parent/ Guardian will receive written notice	Incident under review for suspension NO REFUNDS	Incident under review for expulsion NO REFUNDS
Verbal abuse of staff/campers	Parent/ Guardian will receive verbal notice	Parent/ Guardian will receive written notice	Incident under review for suspension NO REFUNDS	Incident under review for expulsion NO REFUNDS	
Stealing					
Destruction of property					
Endangering another's well-being	Incident under review for expulsion NO REFUNDS				
Verbal threat to use weapons or harm another					
Running away from the group					
Possession of tobacco/alcohol					
Sexual harassment/abuse					

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.

Child Name: _____

Signature: _____

Guardian Name: _____

Signature: _____

Date: _____

Parent/Guardian Contact Information

Camper's Name: _____

Parent/Guardian 1 Name: _____

Best Phone #: _____

Best e-mail Address: _____

Parent/Guardian 2 Name: _____

Best Phone #: _____

Best e-mail Address: _____

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: _____