



Amherst Parks & Recreation Department

4 Cross Rd Amherst, NH 03031

Tel: (603) 673-6248

Peabody Mill Environmental Center

66 Brook Rd Amherst, NH 03031

Email: ahull@amherstnh.gov

Buckmeadow

32 NH-101A, Amherst NH 03031

Email: rosullivan@amherstnh.gov

Greetings Parents,

Welcome to the Amherst Recreation Department Summer Camp 2020 Parent Manual! We are excited to offer another great summer of camp with safety and fun being our top priorities. Each week will be filled with games, sports, arts and crafts and fun!

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.

Mandatory Forms

- Pre-Camp Health Screening Form
- Parent Contact Information Form
- Discipline Policy
- Mandatory Waiver
- Additional Info and Parent Manual Signature

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 (campers will be participating in activities in the rain, unless there is thunder/lightning)
- Bug spray
- Closed toed shoes and water shoes
- A full change of clothes (shorts, shirt, underwear, socks)
- A quiet time activity

**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.

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.

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).

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.

During the course of the day, the camp director and call a parent and ask that they come to pick up their child. If the parents cannot be reached, the child will sit out until the parent can come and get their child. If prolonged disciplinary problems occur with a child, the department reserves the right to deny the child participation in the summer camp as well as other department programs.

Arrival and Dismissal

Children **SHOULD NOT ARRIVE EARLIER THAN 9AM**. The staff arrive early to prepare for the day. Participants dropped off earlier than 9am will not be allowed to leave their vehicle.

Drop off (9:00-9:30am)

1. Parents and child wait in the car while in drop off line
2. Parking lot will be set up in a circle. Drive up to the circle
3. 1 staff member takes and records temperature while child remains in the car. Staff member records any day-of symptoms of camper and members of the household
4. *Assuming camper is clear to attend camp*, Camper exits car with all belongings and is directed to the door of their group
5. Staff member wearing PPP during Drop Off
6. Notes for parents
 - High-risk individuals should not participate in the drop-off/ pick up process
 - Limit number of extra patrons in the car as much as possible

Pick-Up (3:30-4:00pm)

1. Parent will enter circle same as drop off
2. Staffers will call kids out of their group to head to their car
3. Staff member wearing PPE
4. *Parents wishing to speak to staff are encouraged to have a phone conversation or call ahead to schedule a time to talk with staff.*

No child may leave camp early without a permission slip from his/her parents given to the Camp Coordinator. When a child is leaving earlier than usual, the Camp Coordinator must make sure the child is signed out. 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, 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 4PM EVERY DAY. The following disciplinary actions will be taken if there is late pick up:

- 1st time:** Warning to parent
- 2nd time:** Suspension from the following day of the program. **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 9:00 AM or who are left after 4:00 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.

Rain Policy

Camp has both indoor and outdoor activities and will play outside in the rain. However, we do come when the weather is dangerous (lightning/thunder). These storms usually pass quickly, and we will return outside.

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.

Additional Information

Our goal is for every camper to have a positive camp experience. If there is anything about your child(ren) that you would like the camp staff to know to help achieve this goal, please describe below. This can include anything from how best to communicate with your child, fears, favorite activities, etc.

Parent Manual Acknowledgement

I have read and agree to the above statements and attached forms. I have completed the Parent Contact Information form and Additional Information form to the best of my knowledge.

Parent/Guardian Signature: _____

Date: _____

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. 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.
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's Record

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Parent Name: _____ Signature: _____

Child Name: _____ Signature: _____

Date Signed: _____

Sign and Return to Camp Coordinator

Parent Contact Information

Camper's Name: _____

Parent 1 Name: _____

Best Phone #: _____

Alternative Phone #: _____

Best e-mail address: _____

Parent 2 Name: _____

Best Phone #: _____

Alternative Phone #: _____

Best e-mail address: _____

Additional Emergency Contact Name: _____

This person will be contacted if parents are unavailable.

Best Phone #: _____

Alternative Phone #: _____

Best e-mail address: _____

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

Name: _____

Phone: _____

Name: _____

Phone: _____

Name: _____

Phone: _____