

# **PENDER COUNTY PARKS & RECREATION**

## **2019 SUMMER DAY CAMP**

### **OPERATIONAL POLICY**

**PHILOSOPHY:** Summer Day Camp offers a variety of fun and educational activities, which include but are not limited to, arts & crafts, nature, adventure, sports, board games, and field trips. Our goal is to provide a variety of age appropriate activities in order to accommodate the wide range of personalities and interests that make each camper unique.

**LEADERSHIP:** Staff members consist of experienced adults in the field of recreation and/or education, hired summer staff, and community volunteers. The staff/camper ratio is low to ensure that your child receives the amount of attention he/she deserves.

**CAMPSITE:** South Topsail Elementary School; located at 997 Hoover Road in Hampstead.

**FACILITIES:** Campers may have access to the gymnasium and outdoor play area at South Topsail Elementary School.

**CAMP DATES:** Camp will run June 24– August 16.

**DAYS/HOURS OF OPERATION:** Camp will operate Monday through Friday, 7:00am until 6:00pm. Organized activity hours will be 9:00am to 4:30pm. Please notify the camp staff in advance of any early departures (before 4:30pm). Drop-off and pick-up will take place **only** at the campsite unless prior **written** notice is given by the child's parent/guardian.

**AGES:** The camp is open to children ages 5 – 12.

**REGISTRATION/ENROLLMENT:** To enroll in camp, campers must submit a completed registration form (including ALL emergency information), had their medical insurance verified by a staff member and paid a deposit of \$50.00 (which goes toward payment for your child's first week of camp).

**FEES/PAYMENT SCHEDULE:** The fee is \$90.00 per week, which includes field trips. (There will be a discount for additional family member(s) living in the same household). Payment is due by Monday of the week care is being provided. The weekly rate will **not** be adjusted for any absences unless they were due to unforeseen circumstances such as a serious accident, hospitalization or illness of seven (7) or more days. Checks should be made payable to Pender County Parks and Recreation. A fee of \$35.00 (payable by money order) will be assessed for checks returned by the bank for insufficient funds. If two returned checks are received, payment by money order is required thereafter. **If an account becomes delinquent for more than two (2) weeks, you will be asked to withdraw your child(ren) from the program unless prior arrangements have been made in writing with the Parks and Recreation Supervisor or the Summer Camp Director.**

**LATE PICK-UP POLICY:** To be able to charge a minimal weekly fee, we have to carefully schedule staff to stay within our budget so please pick-up your child on time.

When staff has to stay late, overtime becomes an issue and therefore we have to charge an extra fee. If you know you will not be there on time, if at all possible, please make arrangements for someone else to pick-up your child(ren). **The late pick-up fee is \$10.00 when arriving between 6:01pm – 6:15pm. For pick-up after 6:15pm, the fee is \$5.00 per child for each fifteen (15) minute period. This fee is payable at the time of pick-up.**

**DISCIPLINE:** Please refer to the discipline and behavior management policy. The camp staff reserves the right to recommend suspension of a camper for unsuitable behavior without a refund. The Parks and Recreation Supervisor will make the final decision on all suspensions.

**LUNCH/SNACKS:** Campers should bring a bag lunch, drink and *snacks* for each day unless otherwise notified. Water will be available at all times.

**FIELD TRIPS:** Field trips will be tentatively scheduled weekly. An activity bus and/or county van will provide transportation for the field trips. (No extra stops or drop-offs will be allowed).

**ATTIRE:** Campers should wear summer apparel such as shorts, t-shirts, and tennis shoes. On water, beach and/or swimming day, please bring/wear appropriate swimwear. Don't forget to also send a towel, sunscreen and change of clothes!

**Campers should not bring toys, skateboards, video games, or any other type of games unless otherwise notified.** Staff **cannot** be responsible for the safety of such items. Campsites have appropriate play equipment and games for campers.

We are required by the State of North Carolina to report any suspected child abuse and/or neglect.

Pender County does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in its employment opportunities, provision of services, programs, or activities.

If you have any questions about any of the items addressed in this Operational Policy, please contact Dee Turner with Pender County Parks and Recreation at 910-663-3769 or 910-259-1330 or your child's Summer Day Camp Director.