



2019 Southborough Recreational Summer Camp Parent Information

Welcome Parents and Campers!

This Parent Information packet has been provided to familiarize you with the basic camp procedures and areas of responsibilities. Our hope is that it will help prepare you and your child for a safe and fun camp experience. All of our camp programs are designed with the following objectives in mind:

- To offer campers a positive recreation experience.
- To create an environment that will cultivate friendships.
- To provide a fun and safe atmosphere where the children will actively participate.
- To contribute to the positive growth and development of our campers.

Operational Procedures and General Information

Program Dates: June 24 to August 9, 2019 (no camp July 4th)

Program Hours: **Monday to Friday, 8:30 am to 12:30pm**

Program Hours: Children may be dropped off at camp as early at 8:30 am and picked up no later than 12:30 pm. Structured camp activities occur between 9am to 12 pm each day. In order to keep all of our campers' safe, children must be checked in and signed out each day. Children may not be picked up by anyone other than those listed on their registration forms.

Punctuality is important to keep camps running on schedule, please be prompt in dropping off and picking up your child.

Late Pick up Policy: Children are to be picked up from camp by 12:30pm. The late pick up policy is in effect 5 minutes following the conclusion of camp. A \$1 fee will be charged for every minute authorized parent or party is late. Fees are payable immediately upon arrival at the camp location.

Medical Form: Please submit a copy of your child's most recent health form prior to the start of camp. This form must be in the office 10 business days before your child starts camp.

Illness: Please do not bring your child to camp if they are vomiting, running a fever or showing signs of a contagious disease such as head lice, pink eye, chicken pox, swine flu, ringworm. If a child becomes sick while at camp, staff will call the parent or emergency contact person. Sick children need to be picked up as soon as possible.

Snacks: Campers will be provided with 2 snack options and water breaks every day of camp. Snacks may include but not limited to, animal crackers, goldfish, mixed fruit cup, popsicle, and crackers. All snacks provided will be peanut free.

Dress Code: Children should wear comfortable clothes (tshirts, shorts, etc,) . Please keep in mind that children will be involved in indoor and outdoor activities and their clothes may get soiled. Please dress your campers in bathing suit underneath their regular clothes for camp everyday.

What to bring: Sunscreen, towel, daily change of clothes, and don't forget to label with your camper's name.

What not to bring: Please do not allow your child to bring any electronic equipment, books, toys, phones, etc, Your child will be busy during the day and will not need these items.

Sunscreen: Children will be participating in outdoor activities on a daily basis and will be exposed to the sun. It is highly recommended that parents apply a waterproof sunscreen to children each day before they come to camp and send in a spray bottle of sunscreen (labeled with child's name) for later applications. Staff is not responsible for applying sunscreen to the children, but will assist as needed.

Lost and Found: If your child loses or forgets something at camp, please notify Southborough Recreation Staff as soon as possible. The sooner that we are notified, the more likely we are able to locate the missing item. You will have the opportunity to look through our lost and found bin the next time you are in the facility. Southborough Recreation is not responsible for any personal items that are lost.

CIT's (Counselors in Training) CIT's are responsible tweens who assist with our summer programs. They help our counselors by walking the children to and from their group during late arrivals and early pick up, to the rest room, and as buddies for various activities. They also assist with games, equipment, and clean up duties. CIT's pay to be in this program are learning how to be future counselors. CIT's are a very important part of our summer program and often become special role models and friends to our campers.

Code of Conduct: Please review the code of conduct with your child.

Campers must respect and cooperate with staff.

Campers must respect fellow campers, equipment and facilities.

Campers must stay in program area.

Campers must use appropriate language.

Refunds/Transfers: We have a no refund policy with the exception of a medical reason. A medical note must be provided in order to obtain a full refund less a \$20 administrative fee. **Transfers must be requested one week prior to the camp session, space permitting. Children enrolled in our camp are reserving time, space, supplies and staff whether or not the children actually attend.**

Discipline Procedures: Our goal is to make sure your child has a great time at our camp. A big part of that is feeling safe with camp counselors and the other children. We will assure that your child understands what we consider acceptable and unacceptable behavior.

If a child does not follow the behavior expectations listed earlier, a written notice will be sent home with your child. If the behavior continues, the second infraction will result in your child being sent home for the remainder of the day. The third infraction will result in suspension from the camp for the remainder of the week. If these behaviors continue, the child will be removed from the camp for the remainder of the summer. Some actions that will result in immediate dismissal from camp are: fighting, possession of weapons, misconduct behaviors, threatening acts towards staff, campers or themselves. There will no refunds issued.

Feedback: We want to make sure your child has a positive camp experience. If you have any questions or concerns about this program, do not hesitate to speak to your child's counselor, on site supervisors, program coordinator, or the recreation director.

Finn Management Staff

Supervisor: Alexandra Rooney

CIT Supervisor: Sandra Brown

Asst Supervisor: Abbe Adams

Woodward Management Staff

Supervisor: Tiffany Goode

CIT Asst Supervisor: Sandra Brown

Asst Supervisor: Elizabeth Bonaparte