

# *Williston R.E.C. Camp*

*(Recreation Experiences for Children)*



# INFORMATION PACKET



# *Williston R.E.C. Camp*

[willistonreccamp@gmail.com](mailto:willistonreccamp@gmail.com)

[www.willistonrec.org](http://www.willistonrec.org)

Dear Parents;

Thank you for choosing R.E.C. Camp- the Summer Day Camp. We look forward to having your child in camp this summer and working with you to provide him/her with a positive camp experience. Our camp offers a unique and enjoyable summer experience for all, but to make this experience possible for your child we need your help and support. This begins with this information packet.

This packet includes all the necessary information that you will need to prepare your child for their summer day camp experience. We ask that you read through this entire packet. We also ask that you and your child, together, read over our ***Camp Policies and Procedures Section***. This will provide your child with an understanding of what is expected of him/her while at camp and will help them arrive informed and prepared for their day camp experience. We want to do everything possible to make your child's camp experience rewarding, fun and memorable.

If your child has special needs; physical, emotional or behavioral, please contact the camp director prior to your child's first day of camp. Send an email to [willistonreccamp@gmail.com](mailto:willistonreccamp@gmail.com) to request a meeting or for them to call you to discuss your child. **Note:** Camp Director is not on staff until the week prior to the first session of camp. The email is not monitored until that time. You can send an email prior to then, but it will not be answered until the week of staff training.

Know that we are not part of the school system or after school program, so we are not aware of your child's needs or any systems that may be in place to help your child. Please share with us what is working for your child and the things in place that help them to be successful. Our goal is to provide your child with a wonderful experience, but we can't do that if we do not know how to. We will work with the child and family to reach this goal, but if we cannot then REC Camp may not be the best place for your child.

As a reminder, the remaining balance of your camp fee must be paid in full prior to the second Friday in June. You can make weekly, monthly or one final payment prior to the due date. However, if the final payment is not made before this date your child will be removed from the camp list and won't be allowed to attend until the balance is finalized.

Congratulations on planning a very special summer day camp experience for your child. On behalf of the staff, we look forward to working with you and your child to make this an experience that will last a lifetime.

Sincerely,

The Day Camp Staff

# **R.E.C. CAMP PROCEDURE AND GUIDELINES**

## **Camp Mission:**

*“To provide young people with an opportunity for social, mental, and physical growth through participation in a camp that creates a climate of cooperation, respect, and concern for the individual.”*

## **Camp Vision:**

*“Memories that last a Lifetime.”*

A commitment to the children and staff to provide a safe, fun, and educational place that creates Memory Making Experiences.

## **Camp Values:**

- Safety-** To provide a safe, healthy day camp experience for all children.
- Respect-** To help children appreciate themselves, their peers and their environment through play and teamwork.
- Fun-** To provide an opportunity for all children to participate in a variety of fun and recreational activities during their summer break.
- Development-** To give children the opportunity to develop their individual skills in a variety of areas, and acquire an appreciation for the love of sports, nature, arts and recreation.

## **Camp Goals:**

Camp provides a unique opportunity to affect the lives of young people. By utilizing the resources of the natural surroundings, camp can contribute significantly to the mental, physical, and social growth of campers.

1. Keeping the program child centered. The individual’s age needs, and interests should determine to a large extent what activities are to be conducted.
2. Providing opportunities for campers to practice healthy habits, stay physically active, and share in maintaining good safety standards for the welfare of all.
3. Stressing the acquiring of new skills and encouraging leisure time activities which can be pursued for life.
4. Developing an appreciation for the outdoors by encouraging participation in camp crafts and nature.
5. Fostering a positive social experience by teaching children how to relate and interact with others.

## **Camper Agreement:**

For all to have an enjoyable and healthy day camp experience, it is important for all campers to know, understand, and follow the Camper Agreement.

Parents are required to read over this with their children and be sure they understand it before coming to camp.

### **CAMPER AGREEMENT**

#### **I (the camper) understand that:**

- I must always respect myself and others.
- I must always respect the property and equipment of the Day Camp, the school and others.
- I must always act appropriately, safely and be on my best behavior.
- I must always follow the rules and guidelines of the Day Camp and those developed by my Pod.
- I must seek out help from the leaders and my parents if I have a problem or am upset about something.

#### **I (the camper) understand that I must follow the 3 Rules of Camp:**

- **Listen-** Be a good listener. Good listeners use their eyes and ears, think about what is being said, and ask questions if they don’t understand.
- **Follow Directions-** Follow the directions that you have listened to and heard. Do what is asked of you.
- **Have Fun-** Good listeners understand, follow directions and have fun through participation. Not so good listeners don’t have fun, because they didn’t hear what to do, so they don’t understand and feel lost when asked to follow directions.

#### **I (the camper) further understand that:**

- If I do not follow the above agreement, there will be consequences for my actions or behavior.
- I will have to work on my behavior and will accept the help of the camp staff and my parents to do so.
- I will be asked not to return to camp if my behavior does not improve.

## **BEHAVIOR MANAGEMENT**

### **Camper Behavior:**

In order to provide every camper with a safe and high-quality experience, we strive for group unity and teamwork in the day camp. One way of meeting this is to have all campers share in the development of rules and guidelines.

Camp has identified a Full Value Contract that provides the following principals and rules that all campers must adhere to:

1. Campers will value and respect themselves.
2. Campers will value and respect other campers and the counselors.
3. Campers will value and respect camp property and equipment.
4. Campers will always conduct themselves in a safe and responsible manner.
5. Campers will follow all rules developed by their Pod and the camp staff.

### **Philosophy: *The philosophy on behavior management and discipline is to be Firm, Fair and Consistent.***

**Firm-** to let campers know what is right and what is wrong. To enforce rules and guidelines always for the safety of all. To help them understand that the counselors are responsible for each of them and must enforce rules and guidelines for the safety of all.

**Fair-** to treat and respect all campers equally. What is done for one child must be done for all, showing no favoritism. Bad behavior is bad behavior for every child. All children will have the chance to explain themselves and their side of the story.

**Consistent-** Always follow and enforce the rules, all the time. Rules and guidelines will be set that are age appropriate and explained to all campers on the first day, this will help them understand what is expected of them. Consistency of rules, guidelines, expected behavior and discipline throughout all areas of camp will also help them understand and retain how they are to act and behave as a camper.

### **Day Camp 3 Rules:**

In order to provide consistency, the Day Camp has identified three rules that will be explained and used in all areas of camp..

**Listen-** Be a good listener. Good listeners use their eyes and ears, think about what is being said, and ask questions if they don't understand.

**Follow Directions-** Follow the directions that you have listened to and heard. Do what is asked of you.

**Have Fun-** Good listeners understand, follow directions and have fun through participation. Not so good listeners don't have fun, because they didn't hear what to do, so they don't understand and feel lost when asked to follow directions.

### **Behavior Conduct:**

All campers will behave and act in a manner that is safe to themselves and all others around them. They will demonstrate the ability to follow the rules and behavior guidelines of the camp and those that the group develops.

If not, the Discipline Guideline will take effect and all steps will be utilized to help the camper change their behavior. An effort will be made to work with the camper and the parents to help the child to learn, grow and manage their behavior in camp.

The first step is for everyone to understand and agree with our "Camper's Agreement". This is our first step to the proactive means to positive behavior. If everyone knows, understands, agrees with and uses the agreement, campers will learn to use it as their means to positive behavior.

The safety of everyone is of the utmost importance. To ensure everyone's safety this list of behaviors and actions have been determined to be grounds for immediate dismissal from our recreation programs.

- *Possession or use of any drugs, alcohol or tobacco*
- *Possession or use of any weapons, firearms or fireworks*
- *Bullying- Physical or verbal abuse of others*
- *Stealing, vandalism or damage to any property*
- *Unauthorized leave or absence from the group or program*
- *Unauthorized participation in an unsupervised activity*
- *Uncooperative attitude or behavior*

**Note:** The Day Camp Staff reserves the right to send home any camper whose behavior is detrimental to the best interests, health, or safety of other campers, staff, themselves, or the camp. No refund is given for disciplinary dismissal. Parents are to have alternate arrangements in place if their child must be removed from camp. All emergency contact people will be notified in order to reach someone who can help with the situation.

## **DISCIPLINE GUIDELINE**

The Day Camp use a Four Step Discipline Guideline to work with campers and parents to help make the camp experience a safe and enjoyable one for all involved.

### **Step One:** Interaction between Camper and Counselor.

1. Counselor will give a camper a warning for unwanted behavior and explain why behavior is unwanted/dangerous.
2. Appropriate "Time Outs" and behavior modification process will be used to help camper change behavior.
3. If the behavior is threatening, the camper will be brought immediately to Directors.

### **Step Two:** Interaction between Camper and Directors.

1. If the inappropriate/unsafe behavior continues the camper will be removed from the activity and brought to the Directors. Counselor will explain camper's behavior and steps taken to help with improvement.
2. After the Directors have spoken to the camper a Behavioral Report is to be filled out. Parents will be notified of any Behavior Reports at pick-up.
3. Camper will be allowed to participate in the next and any following activities, so long as reoccurring or new behaviors don't come up.

### **Step Three:** Interaction between Camper, Parent and Directors

1. If camper gets more than one Behavior Report per day or shows no improvement on behavior, parents will be spoken to at the time of pick-up.
2. Parents will be informed of any behavior modifications that are already in place and have been successful. It will be an opportunity to learn more about the camper and work with the parents to allow the camper to remain in camp.
3. Parents will be informed that if behavior continues camper will be asked not to attend a beach day, a field trip, or could be dismissed from the camp.

### **Step Four:** Removal from camp

1. If the behavior continues, the camper will be dismissed from the camp. This may be an immediate dismissal, or it may occur at the end of the camp day.
  - a. At this point there are two forms of dismissal
    - i. Dismissed for a day of camp or on the field trip or beach day.
      1. Administrative Staff will inform parents, camper is not allowed back for a day. This could be a day of camp or the field trip or beach day. Camper is welcome back the following day. However, if the behavior happens again, the camper will be dismissed indefinitely.
    - ii. Dismissed Indefinitely.
      1. If the camp administration feels as if the behavior exhibited is detrimental to the best interests, health, or safety of other campers, staff, themselves, or the camp (i.e. harassment, bullying, physical harm, etc.) the camper will be asked to leave permanently.

## **HEALTH & SAFETY INFORMATION**

The health and safety of each camper is always our primary concern. Please read through the following information.

### **Illness:**

Do not send your child to camp if they are not feeling well.  
There is not a nurse on staff or the accommodations for ill children.  
Parents will be contacted to pick up their child from camp if their child is ill.

### **Emergencies:**

In the event of an accident or sudden illness, the camp staff is equipped with the supplies and certified staff to administer first aid/CPR/AED.

If the situation warrants further attention, the proper emergency services will be contacted.

Parents will be notified, by phone, if any injury or illness requires medical attention. If parents cannot be reached the emergency contact person, that is indicated, will be notified.

If a minor injury or illness occurs, parents will be notified at the time of pick-up.

### **Medications:**

Children should take medication at home if possible.

If meds need to be administered at camp- Parents must fill out a **Medication Authorization Form** and follow the Medication Policy

All meds that are needed to be taken at camp will be kept with the camp staff.

A Medication Authorization Form and a week of the medication must be brought in each Monday that your child attends and given to the camp staff.

## **Medication Authorization Form**

Camp staff cannot give any medication until a **Medication Authorization Form** is completed and returned to them.

The form and medication must be brought on your child's first day at camp for that session.

Parents must provide the form and medication to the camp staff at sign in.

A new form needs to be filled out each week for the sessions that your child attends.

If the below procedures are not followed medication will not be administer to your child.

### **Prescription Medication:**

Prescribed medication must be in its original packaging and/or bottle with your child's name on it.

It must identify the prescribing physician, the name of the medication, the dosage, and the frequency of administration.

All information on the bottle must also match the information that you fill out on the form.

Place the form and medication in a zip lock bag, give to the Camp Staff ONLY, at check-in, on your child's first day of camp.

Only one week's dosage can be accepted.

### **Non-Prescription Medication:**

Must be received in original packaging and/or bottle.

Parents must write out dosage and frequency of administration and place the form with original packaging in a zip lock bag.

Give to Camp Staff ONLY, at check-in, on your child's first day at camp.

Only one week's dosage can be accepted.

## **SUNSCREEN/INSECT & TICK REPELLANT POLICY**

1. Camp does NOT provide sunscreen or insect/tick repellent to campers, as it may contain some ingredients that children could be allergic to.
2. Each camper is required to bring their own sunscreen and insect/tick repellent. If a camper does not have their own, they will not be allowed to participate in outside activities.
3. Campers must arrive in the morning with a thick base coat of sunscreen already applied by parents, especially in hard to reach areas, such as their neck and back.
4. Insect/tick repellent will be used when campers are going into the woods or high grass areas. Counselors of younger campers will help apply insect/tick repellent when needed.
5. All sunscreen and insect/tick repellent bottles must be labeled with your child's name. If there is more than one child in the same family at camp, all names must be on the label of the bottle for it to be used by all children.
6. All sunscreen and insect/tick repellent bottles will remain in the possession of the camper in their backpack. It will only be used and applied in the supervision of a counselor. This will discourage any sharing and prevent any accidental sprayings.
7. Staff will remind campers regularly to reapply sunscreen throughout the day. Scheduled times will be during snack breaks and at lunch time. Staff will remind children more often when at the beach, coming in and out of the water.
8. Campers will be encouraged to apply their own sunscreen and insect/tick repellent and will do so only in the supervision of a counselor. No campers will spray or apply each other. Campers needing assistance will receive help from a counselor of the same gender.
9. We encourage parents to send children with a hat and sunglasses to protect their head and eyes. This is especially important if your child has sun sensitivities. Children will be encouraged to wear shirts to protect their chest and backs.

## **SUNSCREEN AND INSECT/TICK REPELLENT PERMISSION FORM**

\_\_\_\_\_ (Initials)      **YES**- I give permission for the Camp Staff to apply sunscreen and/or insect/tick repellent to my child, for the summer season. I know this will be done by a counselor of the same gender as my child and will only be done if my child needs help and asks for it. Please list any adverse reactions that your child might have.

\_\_\_\_\_ (Initials)      **NO**- I do not give permission for sunscreen or insect/tick repellent to be applied to my child. We will do it at home, and I understand that if he/she does not have it applied before camp that they will not be allowed to participate in outdoor activities, during high peak times of the day when the sun index is high.

# R.E.C CAMP INFORAMTION

## Financial Responsibilities    **Camp balances must be paid by SECOND FRIDAY of JUNE**

**Final Balance-** The balance of your payment for all sessions of camp, that your child will be attending, must be paid before your child can attend camp. If the final payment is not made before this date your child will be removed from the camp list and will not be allowed to attend until the balance is finalized.

## Camp Registration- After the Second Friday in June

- Online Registration is open until midnight Sunday of each week, for the next week's session.
- Offline Registration must be done at the Rec. Dept and closes Friday at 4:00pm, prior to the start date of each session.
- Camp registrations must be paid in full at the time of registration after the second Friday in June for the remainder of the summer.
- No registrations are accepted after the 1st day of a session.

**NOTE:** Campers are not allowed to attend camp if they are not on the roster.  
Camp Staff does not take registration or payments at camp.

## Camp Payment Options- After the Second Friday in June

### **Online Registration & Online Payment Option**

Online register and paying with a credit card are open until midnight Sunday of each week, for the next week's session.

### **Offline Registration & Payment Option**

Registration and Offline Payment Option is not available on the website.

Registration must be done at the Rec. Dept.

Registration is open at the Rec. Dept. until 4:00pm Friday of each week, for the next week's session.

Payment is with a check or cash.

## Camp Cancellation Policy- *The following refund policy is specific for all Camps*

- We reserve the right to cancel or consolidate any camps which do not meet the minimum participation required. The deposit and a full refund will be issued if we cancel any camps.
- Refunds are granted up to ten (10) days prior to the start of a camp or session of camp. The Non-Refundable \$25 deposit is deducted from all camps and/or sessions that are cancelled out of. If there is an outstanding balance, the refund will be automatically applied, and any remainder will be refunded. Refund checks take approximately three weeks to process and receive.

## Camper Information/Health Form

- The Camper Info Form is part of registration each summer. It may take some time to do, so it is best for you to register online.
- If you are adding a session you will not have to fill out the form again.

## How To Reach Camp

- If you need to get a message to the camp, the camp phone number and email will be provided in the Welcome Email prior to your child's session at a camp.
- Do not call the school, the secretaries are not there to take messages and don't have regular hours in the summer.

## Camp Times

- Campers are **NOT** to be dropped off early for camp and they must be picked up promptly at the end of camp.
- Please be sure to make every effort to have your child in camp during the camp hours- 7:30a-5:30p.

## Check-In/Check-Out

- Campers must be checked in and checked out each day they are at camp by a parent or guardian.
  - Parents and/or guardians must accompany their child for check-in each day.
  - As well, parents and/or guardians must check out their child at the end of the day for pick-up.
- Both times provide the opportunity to talk with the staff about your child.
- No child is to leave camp or the property with any adult, without first saying goodbye and checking out with the camp staff or designee. All children are told to do this for their safety.
- Children must inform the camp staff if they are not to leave with a certain adult or are uncomfortable going with any adult.
- Drop-off and Pickup are on the west side of WCS near the "After Hours Entrance"

## Camp Property and Out Of Camp Activities

- No camper is to leave camp property at any time. The boundaries for camp will be explained to all campers on the first day. The only time campers will be off camp property is during a scheduled field trip or activity. The rule of leaving extends to off camp field trips and activities.

- Any camper that runs away or is found off camp property will have parents contacted and they will be required to pick up their child from camp immediately. If a camper continues to run away or not remain in group, they will be dismissed from camp for their safety.

### **Phone Calls**

Only the camp staff has use of phones. We do not allow campers to call parents. We feel that calls to parents can make a homesick camper even more homesick. If the camp staff feels a call to the parents is warranted, the director will make the first contact with the parents. If not, the parents will be informed of the situation at pick-up time. A parent will be contacted in the case of an emergency or if disciplinary actions warrant a meeting or the removal of their child from camp

### **Visitors**

Personal visits by parents, relatives and/or friends during the camp day are not allowed. The staff is hired to oversee and provide activities for children only who are enrolled in camp. There is also a ratio of camper to staff that is maintained. As well, all staff undergoes a background check prior to be hired.

### **Lost & Found**

All lost and found items will be displayed at the end of each day and at the end of a camp session. Please be sure to check for lost and found items daily. At the end of the summer all lost and found items will be kept at the Recreation Office until the end of the Fall season, at that time all items are donated to a local charity.

### **Labeling**

It is very important that all personal items and clothing be marked with your child's name with permanent ink or labels. Camp is not responsible for lost, misplaced, or stolen items.

### **Designated People For Pick-Up**

You are asked to list people, during registration, who have your permission to pick up your child. This info is kept at the check-in/check-out area. The camp staff is not authorized to release your child to anyone who is not on the list. If you need to update the list, you can do so at check-in or check-out. In an unforeseen situation, you must have a person pick-up your child that is not on the list, you must call the camp and provide the person's name. No child will be released to anyone who isn't on the list or that the camp has not been notified of.

### **Transportation**

- Parents or guardians must transport their child to and from camp each day.
- Any transportation for field trips will be done by bus to and from the camp.
- **Walkers or Bikers:** Any child, allowed by parents/guardians, to walk or bike to and from camp must provide the camp staff with a written note, on the first day of a session, giving the child the permission to do so. The arrival and departure times and days must be written on the note. Parents must accompany child on first day of camp to check-in and give note to camp staff.

### **Appointments/Early Pick -Up**

- Late Arrivals & Early Pick-ups are highly discouraged during the camp day. It interrupts your child's experience and is distracting to the camp community. If an early pick up is unavoidable you must notify the camp in the morning and the same procedures from above will be followed.
- Parents should avoid making appointments when your child is attending camp. If you do so, you will need to plan around the camp schedule.
- In unforeseen situations, you must inform the camp of the appointment at check in time in the morning.
- Plan for extra time when picking up your child. We will locate them upon your arrival for their appointment. We do not have children waiting, as there is not the staff to supervise.

### **Updating Your Contact Information & Keeping Us Informed**

- Camp staff need to be able to reach you whenever necessary.
- If at any time you will be at a different location or number for the day, inform the camp staff in the morning at check-in.
- Camp needs to be kept updated and informed on anything that could affect your child's behavior or attitude in camp. For example, if there are things upsetting your child about camp or if there are things outside of camp causing stress.

### **Lunch & Snacks**

- All lunches and snacks must be of a healthy nature and provide your child with the energy to be active.
- All food must be non-perishable, as there is no refrigeration. Lunch bags/boxes with ice containers work best.
- Be sure to label your child's food with their name.
- Campers attending camp all day or attending a morning option, must have snacks, lunch and drinks.
  - If your child is doing a morning and afternoon camp in the same week, the staff will get them, have lunch and get them to their afternoon camp. The time between camps is free. Campers must bring a lunch with them each day.
- Campers attending the afternoon options of camp must have snacks and drink daily.

## Nut Free

- Due to the high risk of nut allergies, our camps are nut free.
- Help us provide everyone with a positive, safe camp experience. Do not send any nut food products for snacks or lunch.

## Sunscreen & Repellent

- Parents must apply sunscreen to their children prior to coming to camp.
- This will help us to ensure that everyone has it on and our staff will encourage children to reapply throughout the day.
- Sunscreen bottles must be labeled and packed in child's backpack.
- See the ***Sunscreen Policy*** in the Camp Information Packet.
- For camps doing outdoor activities, campers must have insects/tick repellent that can be applied when needed.

## What To Wear

- **Clothing for the Day**- Campers must dress in comfortable clothing that they can play and be active in.
  - T-shirt, shorts, sweat or wind pants, and shoes. On cooler days- a fleece or sweatshirt. Dress in layers.
- **Shoes**- Sneakers that tie or Velcro or shoes that stay on the feet and protect the toes are required of all campers.
  - No clogs, crocs, sandals, flip-flops, flats or other footwear that doesn't stay on securely or protect the entire foot.

## What To Bring

- **Water Bottle**- Campers must have their own water bottle, clearly marked with their name.
- **Snacks & Drinks**- Campers need to bring snacks and drinks daily.
- **Lunch**- Campers who are staying all day for camps must have a lunch.

## What To Pack- Packing everything in a backpack is a must to keep your child's gear together

- **Sun Protection**-
  - All campers must have a hat and sunglasses for protection.
  - Campers must supply their own sunscreen and the bottle must be labeled with the child's name.
  - Sprays are best and the easiest to apply.
- **Insect/Tick Repellent**-
  - Campers must have their own bottle of Insect/Tick Repellent. This must be packed and will be used as needed.
- **Warm Clothing**- Campers should dress in layers or have extra layers to put on. Pack sweatpants and a sweatshirt for layering.
- **Extra Set of Clothing**- It is important to pack an extra set of clothing for your child. They need to be prepared for all types of weather and accidents. (An extra set of shorts, T-shirt, socks and underwear will ensure that your child is well prepared).
- **Rain Gear**- Must be packed daily. Camps may go outside during a light rain.
- **Bathing Suit & Towel**- Must be packed daily. On hot days camps may take the opportunity to cool campers.
- **Water Specific Shoe or Sandals**- Campers are required to wear a water type shoe for any water type activities.
- **Personal Gear**- Pack any personal gear that your child will need during the camp.

## What Not To Bring

- The camp is not responsible for any items lost or stolen that have been brought to camp.
- Parents must be aware of what their children are packing and bringing to camp.
- **ELECTRONICS**- Cell Phones, Pads, Tablets, Games, Radios, MP3 Players, Computers, etc. All types of electronic items. We seek to provide a special experience, free from electronic distractions. The day will be busy enough that they will not have time to use them. These items also are a temptation to others to use or to have.
- **TOYS**- All other types of toys, games and personal equipment also must remain at home for the same reason as above. We are trying to provide a fun distraction free environment.
- **PETS**- No pets are allowed at camp at any time.
- **MONEY**- Money is not needed at camp. It is not necessary for activities as well as there is nothing to purchase when at camp. Be aware that if money is brought to camp, campers are responsible for it. The camp staff will not hold money for campers.