

Conway Parks & Recreation Department

CONWAY REC



WELCOME HOME

Summer Parent/Camper Handbook

Welcome

Thank you for choosing the Conway Recreation Department as your child's road to summer fun. All of us at the Conway Recreation Department will work hard to give your child a great summer camp experience. Full time staff consists of John Eastman (Director), Michael Lane (Assistant Director), Todd Gallagher (Teen Center Coordinator), Robby Moody (Programmer) & Lynore Wagner (Administrative Assistant).

Due to Covid-19, your child's safety and well-being is our number one priority. In an effort to keep your children safe as well as our staff, we will be following CDC guidelines as well as recommendations from the New Hampshire Governor, the New Hampshire Parks & Recreation Association and the National Parks & Recreation Association.

Please read through our handbook carefully to learn about all of our policies and procedures. This includes our Covid-19 policies on page 10. It is assumed that once you have reviewed the handbook; you will comply with all of the guidelines contained and presented in it.

We hope your child's experience with us is positive and one with lasting memories.

– Conway Parks and Recreation Department Staff

DESCRIPTION

Welcome to the Conway Recreation Department's Summer Day Camp Program. The Staff hopes that you and your child have an enjoyable experience. Our camp is open to all children who reside in Conway & Albany who are between the ages of 6-14. To be eligible, your child must turn age six no later than September 1, 2020.

A wide variety of activities are planned for your child this summer. Please be advised that our schedule is subject to change due to Covid-19.

The facilities used during the summer are: Conway Parks and Recreation building, fields, trails, playground, Saco River, ponds for fishing and Kennett Middle School. (WE RESERVE THE RIGHT TO GO SWIMMING ON HOT DAYS).

The phone number for the Recreation Department is 901-1139 /901-1141. An answering machine is on 24 hours a day so you can leave your message there at any time.

John Eastman email john@conwayrec.com

Michael Lane e-mail mike@conwayrec.com

Todd Gallagher e-mail todd@conwayrec.com

Robby Moody e-mail robby@conwayrec.com

Lynore Wagner e-mail lynore@conwayrec.com

OUR MISSION:

*To create a safe and inclusive environment
where the children of our local community can
make long lasting summer memories.*

STAFF

The staff is comprised of very talented and responsible adults. All staff has graduated from high school (we do have 1 CIT) and are certified in CPR and First Aid. All staff are required to attend (40) hours of training. Topic studies are conflict resolution, field trip safety, proper supervision, proper etiquette, games, liability, Covid-19 and police training on New Hampshire law and RSA. They are also put through and have cleared an extensive background check. Please feel free to visit our website (www.conwayrec.com) to view staff profiles of all employees which will be posted the week prior to camp.

WHAT WE ARE NOT

We are not a day care or baby-sitting service. We are not the public-school system. Enrollment in this program is a privilege. We try very hard to keep children in this program because we recognize the importance of these activities to children. However, children who present constant or unmanageable behavior problems, make life difficult for other children and /or staff, take away from the overall program, or create safety risks due to their behaviors, are not welcome in this program (please refer to the discipline policy and procedures section of this handbook for specific guidelines). Our staff are summer counselors, not teachers or psychologists and cannot provide one on one care.

- *Sharing information about your child can be critical to their success in the program. Examples of this are, but not limited to IEP's, one to one aides for assistance or other individual plans.*

TRANSPORTATION

Transportation to all locations will be using the Conway Recreation Bus, Van, and Town Car. Drivers are fully trained and licensed. All vehicles are in best condition and repair. Transportation to and from Camp is the responsibility of the parent/guardian.

**We do not anticipate using transportation this summer; however, this is subject to change. Parents would be notified and would have to approve transportation prior to the child using it.*

LOST & FOUND

Due to Covid-19 we will not have a lost and found box. Items left at the end of the day will be placed on a table outside, under the overpass bridge. If items are not claimed by the following morning they will be disposed of.

WHAT TO BRING

Your child will need to bring with them on a daily basis the following items:

- Sneakers & proper footwear for the day-camp activities
- Bathing suit (sun shirts are highly recommended)
- Lunch (No glass containers please)
- Water bottle (Must have child's name written on it)
- Snacks
- Extra set of clothes
- Spray on Sunscreen (please label with child's name)

(We reserve the right to make a child with fair skin or partial to sunburn wear their shirt in the water on trips or on site.)

- Backpack (if they have one) this is very convenient for them to put all of their “stuff” into.
- PLEASE LABEL ALL OF YOUR CHILD’S BELONGINGS WITH THEIR NAME.

THE RECREATION DEPARTMENT IS NOT RESPONSIBLE FOR ANY LOST OR STOLEN BELONGINGS, INCLUDING MONEY!

ALL ITEMS MUST BE BROUGHT HOME AND WASHED EACH DAY!

WHAT NOT TO BRING

To ensure the enjoyment, safety, and health of all children in attendance, the following items are prohibited from Camp:

- Money in excess of \$5
- *Illegal substances
- *Knives
- *Fireworks or any type of explosive device
- *Firearms (Toy or Real)
- Candy
- iPods/iPads
- Electronic Games
- Phones

Children are not permitted to carry cell phones while camp is in session. If brought to camp they will be asked to keep them in their backpack. Campers who violate this policy will have their phones confiscated and returned at the end of the day. Once again, the Conway Rec is not responsible for lost or stolen cell phones/electronics.

*Denotes immediate expulsion from the Camp for the remainder of the summer.

PAYMENT

Payment should be paid prior to your child attending camp. We do allow payment plans, but parents must contact Lynore Wagner, Administrative Assistant to set up the plan. Payment must be received in full prior to the conclusion of week four (July 24th). An initial down payment of 50% must be paid up front in order to set up a payment plan.

SCHOLARSHIPS

Scholarship forms are available on a limited basis. Children who are awarded scholarships through the Town of Conway and/or Friends of Conway Rec. Inc., are determined by financial need first. All parents interested in receiving scholarship help must fill out the forms which can be found online at www.conwayrec.com. A photocopy of parents last four weeks’ pay stubs must be included. All scholarship questions should be directed to Lynore Wagner.

CAMP T- SHIRTS

There will be no camp t-shirts this year, however campers will receive a bracelet indicating what “pod” they are in. Campers should wear their bracelet each day.

CAMP HOURS

9:00 am - 3:45 pm Monday - Friday

Early drop off is 8:00 a.m.

Late Pick up is 5:00 p.m.

SIGN IN/DROP OFF

(NEW THIS YEAR) Drop off will take curbside. When dropping your child off for the day, please enter the second entrance by the railroad tracks (Olympic Lane) and loop around to the entrance of Kennett Middle School. Conway Rec staff will be there to meet you (See Covid-19 section for more information on drop off procedure). Curb side drop off will run from 8:00 a.m. to 10:00 a.m.

**If you are arriving after 10:00 a.m. please use the Main Entrance and park in designated parking spots (please do not park in spots designated for the SAU 9). Once parked, please walk your camper to the Main Recreation Door where we will buzz your camper in.*

(See Map on next page for reference)

SIGN OUT/PICK UP

When picking up at the conclusion of the day campers will be located on the field beside Conway Elementary School. Please follow signage to the curb side pick-up. Please note that in the case of rain we will use the morning drop-off location for pick-up. We will post on our Facebook page if this is the case. Curb side pick-up runs from 3:45-5:00 p.m. Staff is directed to not release children to anyone that is not an immediate family member. You (or whoever comes to pick up your child) may be asked to show a form of identification before they are allowed to pick up your child. If a special situation exists, or in case of an emergency, please speak to John Eastman, Recreation Director, Michael Lane, Assistant Recreation Director or Todd Gallagher, Teen Coordinator. In addition, if restraining orders or custody decrees by the court are in place please speak to administrative staff immediately. If you need to pick up prior to 3:45 p.m., please contact our office and we will have your camper ready for pick-up. Due to Covid-19 please do not exit your vehicle if possible.

(See Map on next page for reference)

LATE FEE

The Conway Rec. Dept. reserves the right to charge a late fee of \$5 for every five minutes late after 5 p.m. First offense will be given a warning. Our summer staff has other job commitments after 5 p.m. It is important that parents be on time so please take into consideration Conway Village traffic in the summer.

Drop Off Map



**Please enter onto Olympic Lane, and follow signage to the drop off area. After you have dropped your child off, exit the campus by following signage to Main Street.*

Pick-Up Map



**Please enter through the Conway Elementary entrance and follow signage around the back side of Conway Elementary School. You will pick up your child on the back side of the playground.*

**Please note that in the case of rain, pick-up procedure will follow drop off procedure. We will post on our social media accounts when we fall into this process.*

CANCELLATION, ABSENCE, & VACATION POLICY

Parents do not have to notify us if their child is absent. Camp fees will not be refunded if your child doesn't attend. Trip fees will not be refunded unless the trip was not sold out. What this means is if we have to turn anyone away because of space and you cancel on the day of the trip, you will not receive a refund for the trip and you cannot credit it towards your next trip. We give accurate numbers to the parks where we go and must pay for the spots.

RULES & REGULATIONS

It is expected that campers will:

- Respect the property of others,
- Respect themselves and others,
- Conduct themselves in a safe, responsible, and appropriate manner at all times,
- Follow the rules as presented by the staff

****DUE TO COVID-19 AS WELL AS ALERGIES, CAMPERS SHOULD NEVER SHARE FOOD OR DRINK.**

DISCIPLINE POLICY AND PROCEDURES

Should a camper not follow camp policies and procedures, the Director or Assistant Director can send the camper home. If the parents cannot be reached, the Director will notify the next person listed on the Emergency List and have them arrange to pick up the camper.

Serious offenses: Includes but are not limited to the following: Endangering another person's well-being, verbal abuse, harassment of any kind, stealing or destruction of property, *possession of illegal substances, *firearms (toy or real), *threats of violence to campers and /or staff, *cigarettes, *vaping, lighters, matches, *knives, *alcohol, * fighting.

*Denotes immediate expulsion from the Camp for the remainder of the summer.

Consequences: 1st offense – written and verbal notice to parents/guardians. 2nd offense – Removal from the activity and notification to have the child picked up. 3rd offense – 3-day suspension, 4th offense – Expulsion from the Camp for the remainder for the summer. It is at the discretion of the Conway Parks and Recreation Department staff to bypass number of offenses and suspend any child should the action be deemed serious enough by the Director or Assistant Director.

Thank you for your cooperation in these matters. We are looking forward to a very positive, fun, Camp experience for you and your child.

LOCKDOWN & EMERGENCY PROCEDURES

In case of an emergency that requires the Conway Parks and Recreation Department to be on lockdown as mandated by the Conway Police Department, Conway School District or another event that arises no camper will be dismissed until the threat/issue is resolved. We will do our best to keep parents notified and updated as we deal with the lockdown.

HEAD LICE, "NO NIT" POLICY

With the exception of the common cold, head lice infestation affects more school aged children than any other communicable childhood diseases combined. Head lice are tiny insects that live on the scalp. They lay eggs, called nits, that hatch and stick to hair. Head lice do not jump, but they do spread quickly. The most common ways that they are spread is through direct contact with an infected person, sharing: combs, hats, towels, scarves, clothing, head gear, ribbons, etc. The Department has a "No Nit Policy". This means that if your child has head lice, they will not be permitted back to camp until all nits are removed from their hair with a doctor's note. If a case of head lice is reported all staff and parents will be notified and will do a head check of all campers. Any child that has head lice will be sent home for treatment immediately, this may seem extreme, but if nits are present, re-infestation is imminent to your child, family, and anyone at camp. If you have any questions or would like material on heads lice, please call our office at 901-1139.

COVID-19 POLICIES & PROCEDURES

The Conway Parks and Recreation has hired medical personnel to run wellness checks including temperature checks of all campers daily at drop off. Campers must have a temperature of 100.4 or below to attend camp. Please note that all staff will be required to pass a wellness and temperature check prior to work each day as well.

- *If a camper has a fever they may not attend and may not return for a minimum of 48 hours.
- *Parents, if your camper is showing any signs of Covid-19 (see symptoms below) or a temperature for longer than 48 hours they must get a doctor's note before returning to camp.
- *If anyone in your immediate family, or anyone your family has had contact with is showing signs of Covid-19, your camper cannot attend camp until they quarantine for 14 days or are tested by a physician.

*Symptoms of Covid-19 listed by the CDC are but not limited to the following: Cough, shortness of breath or difficulty breathing, fever, chills, muscle pain, sore throat, loss of taste or smell. Less common symptoms are nausea, vomiting and or diarrhea.

Adults/Parents will not be allowed access to the Conway Parks & Recreation Department building unless in the case of an emergency. This is in an attempt to keep the social distancing guidelines in place and to follow the guidelines set by the State of New Hampshire. If you need to set up a meeting or want to talk about a concern, please contact our office and we can set up a time to talk, (603) 901-1139. Conversations can happen in person outside the building.

*Common questions regarding camp can also be asked via our Facebook page or e-mail.

In following the New Hampshire State Guidelines, campers may choose to but are not required to wear a mask and or gloves. Gloves and or masks are the responsibility of the campers to provide.

- * Staff are given the option to wear a mask and or gloves.
- * Staff have been trained in proper use of face coverings, health and sanitation.

At the conclusion of each day the Conway Parks & Recreation staff and cleaning crew will wash and sanitize all equipment and surfaces used during the camp day. In addition, all equipment is washed/sanitized after every use and before a new group uses equipment.

Staff will require all campers to take regular hand washing breaks. We have also added multiple hand sanitizing stations inside the building and outside the building. All staff will be carrying bags for their groups which include hand sanitizers.

To help with hands off, we request all campers use spray on bottles of sunscreen this summer.

We will monitor the Covid-19 situation daily and continue to follow state and local recommendations. We will notify parents of any alterations to our guidelines based on changing recommendations via e-mail, social media and the weekly newsletter.

The staff at the Conway Parks and Recreation Department is determined to give all children a fun and safe summer experience. We appreciate your cooperation on the above rules and regulations. Communication is the key, so please do not hesitate to reach out to our office with any questions or concerns.

