

Conway Parks & Recreation Department

CONWAY REC



WELCOME HOME

2021 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).

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

Please read through our handbook carefully to learn about all of our policies and procedures. This includes our Covid-19 policies on page 8. 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 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 6-13. To be eligible, your child must turn age six no later than September 30, 2021.

A wide variety of activities and field trips are planned for your child this summer. Please be advised that our schedule is subject to change.

The facilities used during the summer are: Conway Parks and Recreation building, fields, trails, playground, Saco River, Swift River, Pequawket Pond for fishing and kayaking as well as 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

STAFF

The staff is comprised of very talented and responsible adults. All staff has graduated from high school and is certified in CPR and 1st 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 of New Hampshire law and RSA. They are also put through and have cleared an extensive background check. Please feel free to visit our website starting June 23rd (www.conwayrec.com) to view staff profiles of all employees.

OUR MISSION

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

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 if they have IEP's in school or a one on one aide.*

TRANSPORTATION

Transportation to all locations will be done so by 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.

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/extra shirt are highly recommended)
- Lunch (No glass containers please)
- Water bottle (Must have child's name written on it)
- Snacks
- Extra set of clothes
- Sunscreen (please label with child's name)
- Camp color pod bracelet (will receive on first day of camp)

- Backpack (if they have one) this is very convenient for them to put all of their “stuff” into.
- Spending money (parent’s decision) under \$15. (ONLY ON TRIP DAYS!)
*Please note there is NO need for money on days we are on site.
- 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!

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 \$15
- *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 must be paid prior to your child attending camp. We do allow payment plans, but parents must see Lynore Wagner, Administrative Assistant to set up the 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 online and provide proof of income. All scholarship requests must be returned to Lynore Wagner, Administrative Assistant. If you have additional questions contact Lynore Wagner by phone at 901-1139 or by email at: lynore@conwayrec.com.

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.

**Please plan ahead. Construction will run in Conway Village for the entirety of camp. Please allow extra time in the morning and in the evening for drop off/pick up.*

SIGN-IN/SIGN-OUT PROCEDURE

Curbside Drop Off/Sign In: Parents will drop their child off each day to staff, sign their child in every morning and sign them out at the end of the day. This ensures us that each child is coming and leaving with who he/she should be. On the registration form there is an *Authorization to release* section. *Only those people who are listed on that section will be allowed to pick up your child!* You may change the people listed as often as you wish. Staff is directed to not release children to anyone that is not on the form or that they do not know. 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 staff immediately.

DROP OFF

When dropping your child off for the day, please enter on Olympic Lane, loop around the Conway parking lot following designated signs. Drop off will occur curb side just beyond the SAU 9 Office. Staff will take campers directly from their vehicles, parents will not be required to get out of their car to walk campers in. Curbside drop off will be offered from 8:00-9:15 a.m. After 9:15 a.m. parents will be required to park and walk their camper to the front door where staff will buzz campers into the building. If dropping off after 9:15 a.m. please park in a designated parking spot (please do not park in areas not marked for parking or in the SAU Parking spaces).

(See Map on next page for reference)

PICK UP

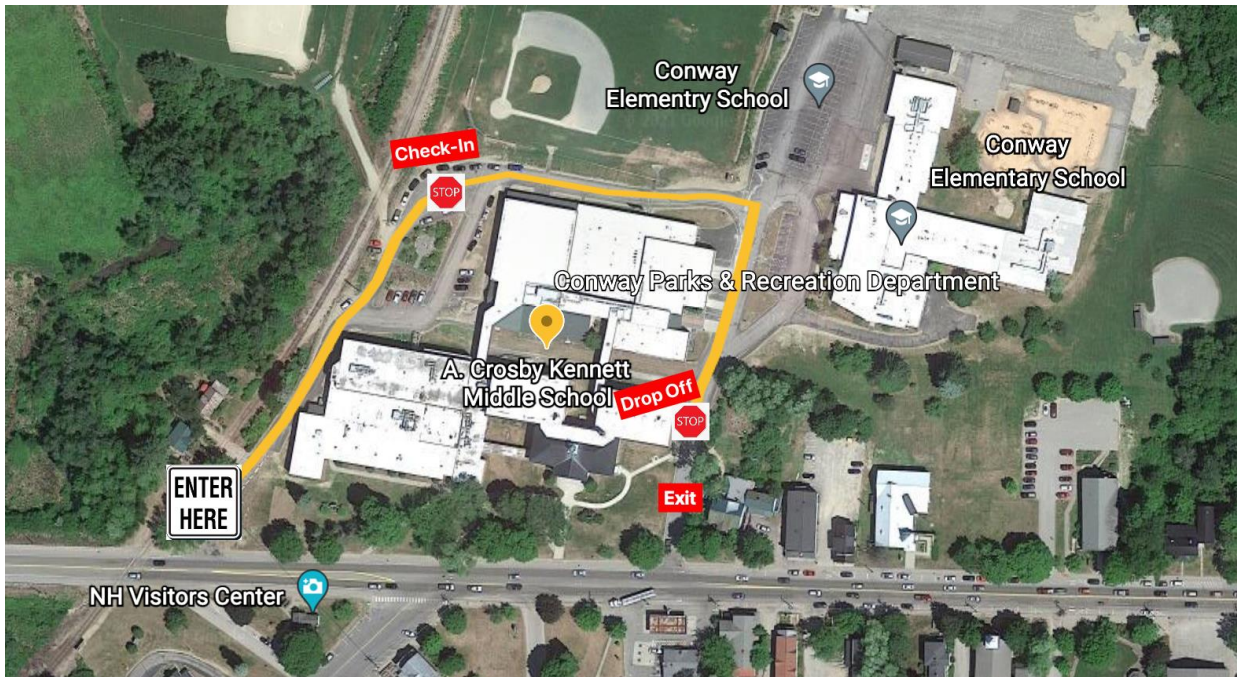
When picking up at the conclusion of the day, campers will be located on the field behind Conway Elementary School. Please pull into the designated pick-up lanes marked and wait for staff to deliver your camper to you. Please do not exit your vehicle *(See Map on next page for reference)*.

**In the case of rain, campers will be picked up following the same procedure as drop off.*

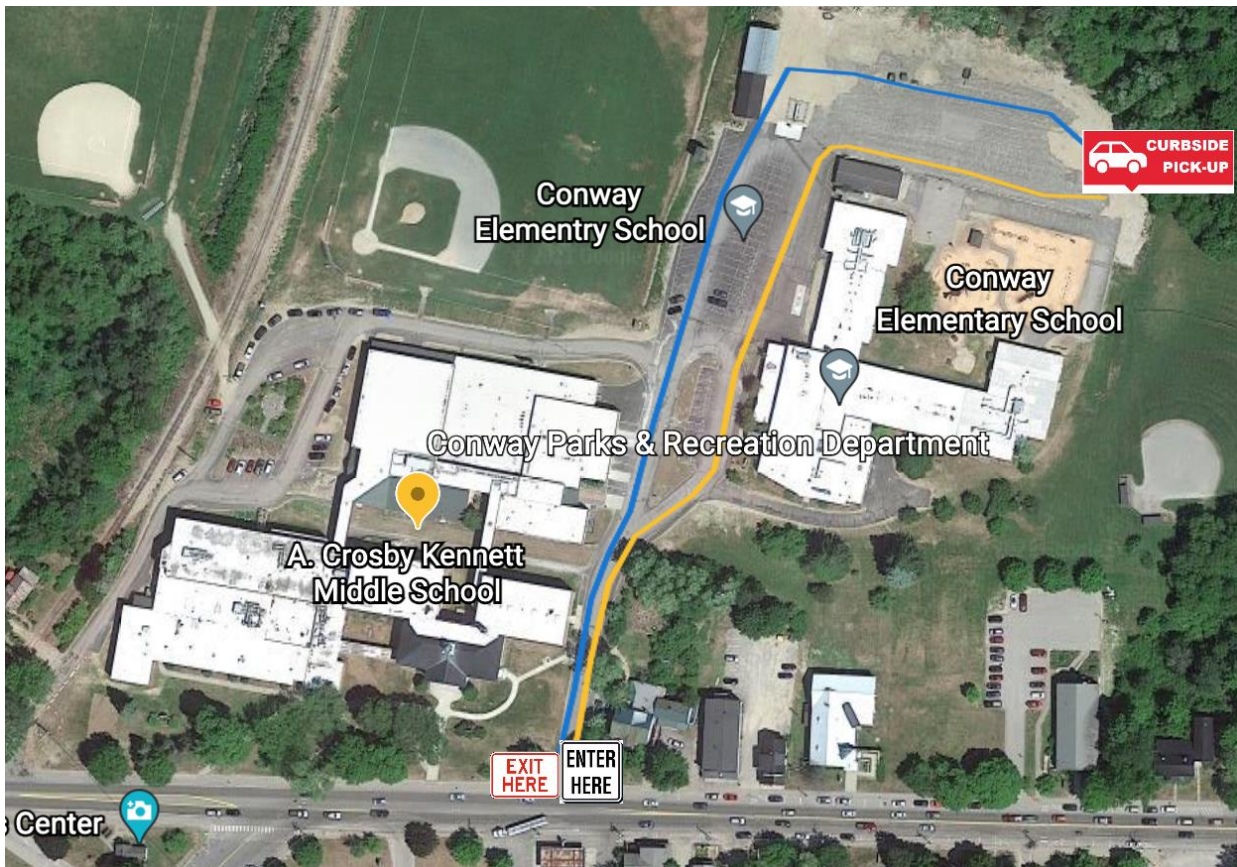
LATE FEE

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. As stated earlier in the handbook, construction will be taking place in Conway Village all summer, please plan accordingly.

Drop Off Map



Pick-Up Map



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

COVID-19 POLICIES & PROCEDURES

We will once again use pods to limit contact from multiple campers. Campers will receive a camp color pod bracelet that they are responsible to wear each day.

By dropping your child off each day, you are agreeing that you have screened your child at home and that they are clear from any of the following:

*Showing any signs of Covid-19 (see symptoms below), had a temperature for longer than 48 hours (If your child has had a temperature for longer than 48 hours, they must get a doctor's note before returning to camp) or been in contact with anyone in the past 48 hours who has tested positive of Covid-19.

*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. 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. 901-1139.

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

*Campers may choose to but are not required to wear a masks/face covering. Masks/face coverings are the responsibility of the campers to provide. Staff are given the option to wear a mask/Face Coverings.

*In order to protect the privacy of our seasonal staff we will not share their vaccination status; however, our full-time staff feels it is important to inform parents that all five full time staff members are fully vaccinated. John, Michael, Todd, Robby and Lynore have voluntarily chosen to share this information.

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.

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.

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.

