

**Conway Parks & Recreation Department**

**CONWAY REC**



**WELCOME HOME**

**2025 Summer Parent/Camper Handbook**

Welcome,

Thank you for choosing the Conway Parks & Recreation Department as your child's road to summer fun. All of us at the Conway Parks & Recreation Department will work hard to give your child a great summer camp experience. The full-time staff consists of Michael Lane (Director), Todd Gallagher (Assistant Director), Robby Moody (Teen Center Coordinator), Meghan Livingston (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.

Please read through our handbook carefully to learn about all of our policies and procedures. 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 & Recreation Department Staff

## DESCRIPTION

Welcome to the Conway Parks & 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, 2024. Also, your child cannot turn 14 before September 30.

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 schedule can be found in the weekly newsletter and online at [www.conwaynhrec.gov](http://www.conwaynhrec.gov).

The facilities used during the summer are: Conway Parks & 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 Conway Parks and Recreation Department is 901-1139/901-1141. An answering Machine is on 24 hours a day so you can leave a message anytime. Below are the phone line extensions for full time staff.

Michael Lane – Director (Ext #317)

Todd Gallagher – Assistant Director (Ext #312)

Lynore Wagner – Administrative Assistant (Ext #314)

Robby Moody – Chip Kennett Teen Center Coordinator (Ext #310)

Meghan Livingston – Programmer (Ext #311)

## **STAFF**

The staff is comprised of very talented and responsible adults/high school students. All staff is 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, 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 13th ( [www.conwaynhrec.gov](http://www.conwaynhrec.gov) ) 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 daycare or babysitting 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). If your child is attending they are expected to participate in activities that are offered/planned. No Exceptions. If your child refuses to participate rec staff reserves the right to remove your child from the summer camp program. 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 medical concerns, IEPs, behavior plans, or a one-on-one aide in school.*

## **TRANSPORTATION**

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

## **LOST & FOUND**

Items left at the end of the day will be placed in our lost and found bin located at the side door drop-off entrance. If items are not claimed within 48 hours of being found they will be disposed of.

## **MEDICATIONS/ALLERGIES**

While registering, please remember to view and update your camper's medical information regarding any new medications/allergies that may affect day-to-day activities (ie., peanuts, EpiPen, inhaler). Reach out to the office at 603-901-1139 if your camper needs to be given daily medication or if you are having any trouble adjusting your information.

## WHAT TO BRING

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

### PLEASE LABEL ALL BELONGINGS

- Sneakers & proper footwear for the day-camp activities
  - Bathing suit
  - Sun shirts/extra shirt
  - Towel
  - Lunch (No glass containers please)
  - Water bottle (please label with child's name)
  - Snacks
  - Extra set of clothes (please label with child's name)
  - Sunscreen (please label with child's name)
  - Backpack (Labeled) this is very convenient for them to put all of their "stuff" into
  - Camp Shirt on trip days (Shirts must be worn at all times, even when in the water)
  - Spending money (parent's decision) under \$15. (ONLY ON TRIP DAYS!)
- \*Please note, unless otherwise stated, there is NO need for money on days we are on-site*
- **PLEASE LABEL ALL OF YOUR CHILD'S BELONGINGS WITH THEIR NAME.**

*\*THE CONWAY PARKS & 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: (*\*Denotes immediate expulsion from the Camp for the remainder of the summer.*)

- Money in excess of \$15
- \*Illegal substances
- \*Knives
- \*Fireworks or any type of explosive device
- \*Firearms (Toy or Real)
- Candy
- iPod/iPad
- 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 Parks & Recreation Department is not responsible for lost or stolen cell phones/electronics.*

## **PAYMENT**

Payment must be paid before your child attends camp. We allow payment plans, but parents must speak with Lynore Wagner, Administrative Assistant to set up/adjust 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 complete online registration, fill out the forms online, and provide proof of income.** Proof of income must be returned to Lynore Wagner, Administrative Assistant. If you have additional questions contact Lynore Wagner by phone at 603-901-1139 or by email at: [lynore@conwaynhrec.gov](mailto:lynore@conwaynhrec.gov).

## **CAMP HOURS**

8:30 am – 4:15 pm Monday – Friday

### **Early Drop-Off/Late Pick-Up Service**

Once again, the Conway Parks & Recreation Department is offering early drop-off and late pickup services. A one-time fee, per child, gives you access to take advantage of this service.

- Early Drop Off is from 8:00 am – 8:30 am
- Late Pick Up is from 4:15 pm – 5:00 pm

*\*Rules and Guidelines Regarding Early Drop-off and Late Pick Up can be found on the website ([www.conwaynhrec.gov](http://www.conwaynhrec.gov))*

## **CHECK-IN/CHECK-OUT PROCEDURE**

Curbside Drop Off/Check In: Parents will check in and drop their child off each day to staff waiting at the side door entrance. 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. This ensures us that each child is coming and leaving with who he/she should be. If a special situation exists, or in case of an emergency, please speak to Michael Lane, Recreation Director, Todd Gallagher, Assistant Recreation Director or Robby Moody, Teen Center 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, and loop around the Conway parking lot following designated signs. Drop-off will occur curbside 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 8:00-9:00 am. After 9:00 am 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 9:00 am, please park in a designated parking spot (please do not park in areas not marked for parking or in the SAU Parking spaces).

- *REMINDER: Any camper dropped off between 8:00-8:30 a.m. MUST be registered for Early Drop Off/Late Pick Up*

## **PICK UP**

Summer Camp Pick Up begins at 3:30 p.m. and goes until 5:00 p.m. Unless extenuating circumstances arise, we ask that you please wait until 3:30 p.m. to pick your camper up so that staff may reach their designated pick up locations without additional disturbances. 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*). *REMINDER: Any camper picked up between 4:15-5:00 p.m. MUST be registered for Early Drop Off/Late Pick Up.*

- *In the case of inclement weather/rain, campers will be picked up following the same procedure as drop-off. (See Map on next page for reference)*

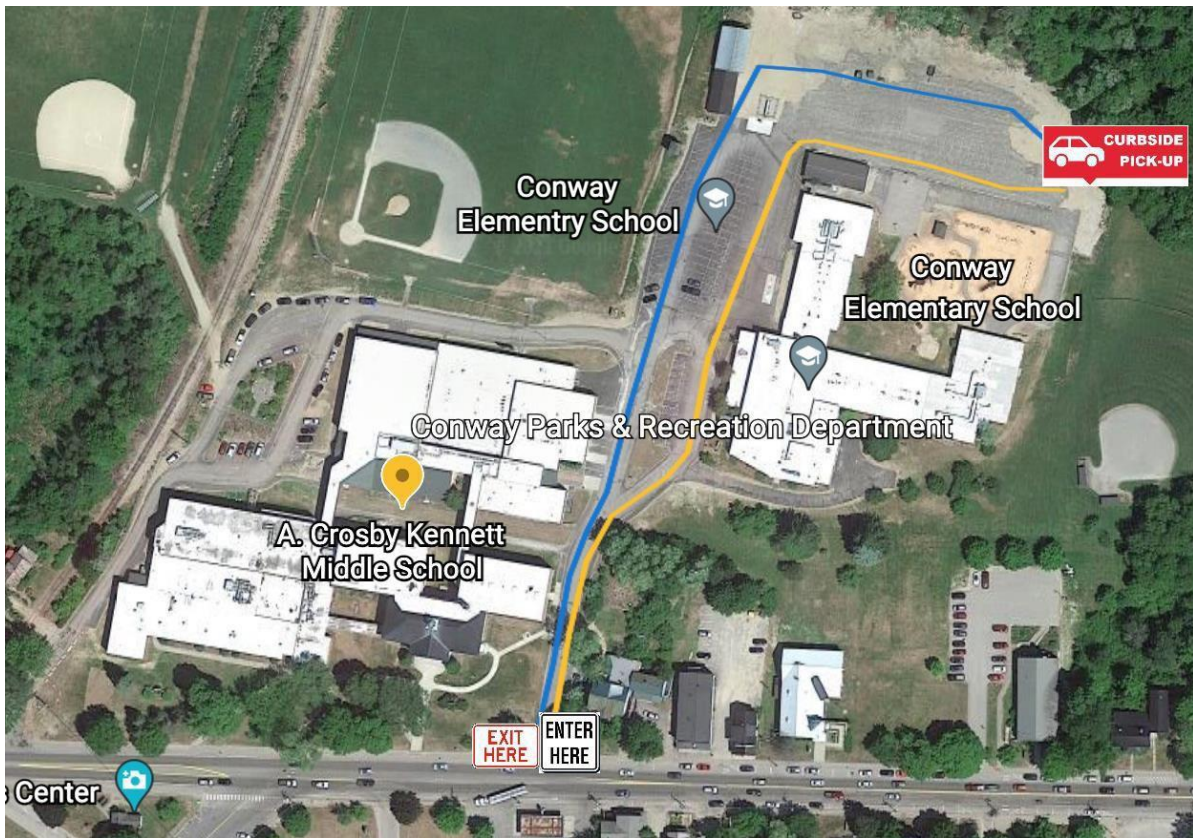
## **LATE FEE**

The Conway Parks & Recreation Department reserves the right to charge a late fee of \$5 for every five minutes late after 5 pm. The first offense will be given a warning. Our summer staff has other job commitments after 5 pm. Please take into consideration Conway Village traffic in the summer.

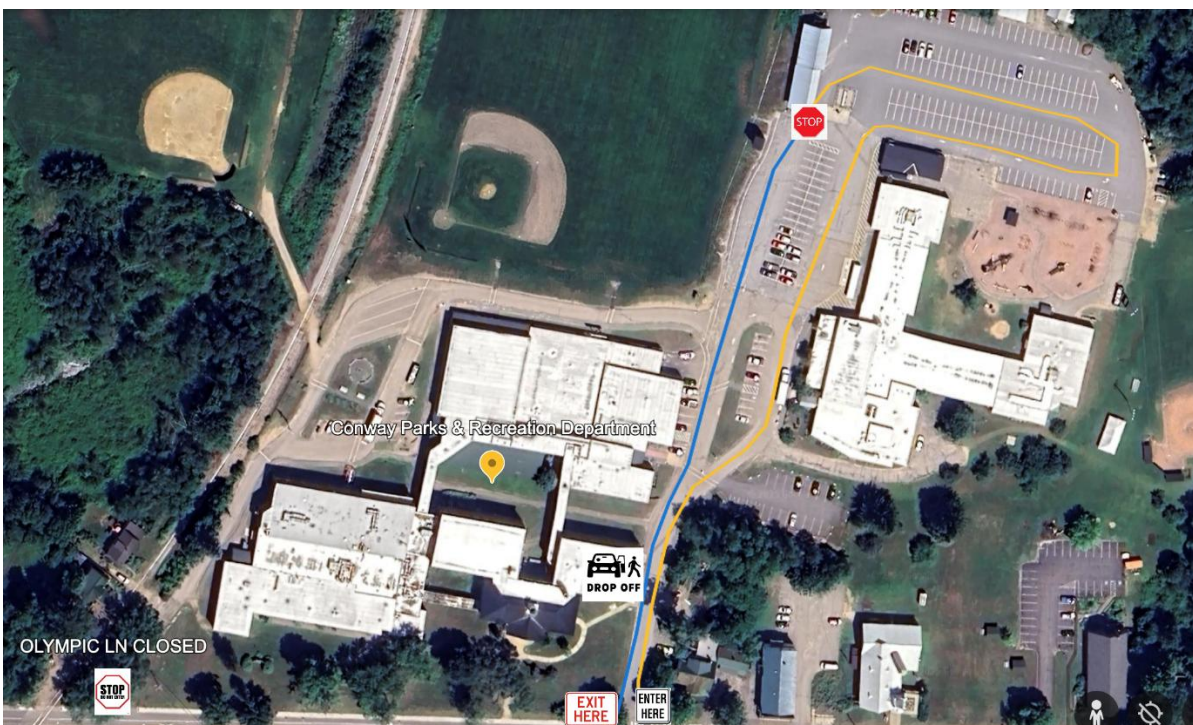
- (Stated earlier in the handbook) If you are not signed up for the Early Drop Off/Late Pick Up service you will be asked to pay the fee. The first offense will be given a warning (Prices are listed on our website).



## Drop Off Map



## Pick-Up Map





## **CANCELLATION, ABSENCE, & VACATION POLICY**

Parents do not have to notify us if their child is absent. 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**

Camper expectations and etiquette:

- Respect staff and volunteers
- Respect the property of others
- Respect themselves and other campers
- Conduct themselves in a safe, responsible, and appropriate manner at all times
- Follow the rules/directions as presented by the staff
- Participate in scheduled activities

## **ANTI BULLYING POLICY**

We firmly believe in fostering an environment that promotes respect, empathy, and kindness among everyone involved. Staff has worked hard to define bullying, outline its consequences, and establish a clear reporting process to actively support a policy to maintain a safe and positive environment.

Bullying is defined as deliberate, repetitive, and hurtful behavior intended to harm, intimidate, or distress another individual or group physically, emotionally or socially. This includes, but is not limited to, verbal abuse, name calling, teasing, spreading rumors, cyberbullying, exclusion, physical aggression, and any other actions that compromise the wellbeing of others.

## **DISCIPLINE PROCEDURES & POLICY**

Serious offenses: Includes but are not limited to the following:

- Bullying, endangering another person's well-being, verbal abuse, harassment of any kind, stealing or destruction of property, and any item listed in the "What not to bring" section of the handbook.

Consequences for not following rules, regulations/directions, or engaging in bullying may include, but are not limited to, the following disciplinary actions:

1. Verbal Warning: The seriousness of the situation and the need to cease/correct behavior will be emphasized to both the camper and Parent/Guardian
2. Temporary Suspension: If the parents cannot be reached, the Administrative staff will notify the next person listed on the Emergency List and have them pick up the camper.
3. Expulsion: If behavior continues and poses a significant risk to the safety of themselves/others the camper will be asked not to return to the Teen Center for the remained of the session/year.

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 administrative staff.

## **LOCKDOWN & EMERGENCY PROCEDURES**

In case of an emergency that requires the Conway Parks & 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