

Camp Brunswick

Welcome to Camp Brunswick 2017. We hope your child will have a fun and memorable experience with us this year.

We have highlighted a few points of our program in this handbook to help you better understand our service and the type of program we will be offering. If you find that you need additional information, please contact Melinda Johnson, at 910-253-2670 or email at melinda.johnson@brunswickcountync.gov. Your questions, suggestions, and ideas are always welcome.

What is Camp Brunswick?

Camp Brunswick is a new collaboration between Brunswick County Parks and Recreation, The Town of Shallotte, The Town of Leland, and Brunswick County Cooperative Extension/4H. There are three locations to choose from including the Sunnyside Community Building, Cooperative Extension, and the Leland Cultural Arts Center. The summer will be filled with games, activities, field trips, special guests, arts and crafts, and much more.

Camp Dates

July 10-August 18, 2017

Registration Fees:

Camp Leland: \$100/per camper/per week. Additional \$15/supply fee per week.

Camp 4H: \$100/per camper/per week

Camp Shallotte: \$100/per camper/per week

Registration fees must be paid in full at the time of registration. Your child will not be entered into the program until the registration fee is paid.

You will register for Camp 4H and Camp Shallotte at bcparks.recdesk.com. You will register for Camp Leland at www.townofleland.com.

Refund Policy

Refunds or credits will not be given or issued. Refunds are only given if the program is cancelled by the parks and recreation department or under extraordinary circumstances.

Goals

We hope our program will help the campers increase social skills with peers and adults, encourage participation and a sense of belonging, acquire new interest and hobbies, gain an appreciation for the outdoors and make new friends along the way.

Staff Qualifications

All staff members are carefully selected by experience and work ethic. All staff members are interviewed by the Program Staff, will undergo a background check. Some staff will be CPR/FA Certified. Counselors are selected based upon their experience with children and their ability to work with others and enthusiasm.

Camp Hours

Camp begins each day at 8:30am and ends at 5:30pm. Camp activities will begin at 8:30am each morning unless a specific field trip requires an early departure. **All campers should be picked up no later than 5:30pm.**

Drop off/Pick up Procedures

Drop off and Pick Up: Upon arriving at camp, we ask that you sign your child in and also when picking up your child. You will be required to show proper ID before we release your child. Only the names on the registration form are permitted to remove your child from our care. These are necessary safety precautions. Parents should provide a note/email if pick-up plans are changed.

Late Pick Up

We close promptly at 5:30pm. For all children not picked up by the end of the program, the following late policy will be in effect.

First 10 minutes Grace Period

After the 10-minute grace period a \$10 fee will be added to your account.

The late fee is in place to compensate staff members for their time. If you know you will be late, please attempt to make alternate pick-up arrangements. Camp Brunswick staff should be notified if you foresee late arrival as it is often stressful for a child when parents are late.

Note: When a child is not picked up in emergency situations including, but not limited to: inclement weather or natural disasters, we will follow the above "late pick-up" policy listed above starting 45 minutes from when the parent has been informed of the need for campers to be picked up.

T-Shirts

A camp t-shirt will be provided. Campers may wear their shirt anytime throughout camp; HOWEVER, campers will be **required** to wear their camp shirt on field trip days.

Lunches and Snacks

All campers should bring a non-perishable lunch and a beverage to camp daily unless otherwise notified. Please pack a healthy, low sugar and balanced meal, no soda please. Do not send food or drinks in glass containers. Lunches will not be refrigerated; therefore, we ask that you send lunches that do not contain mayonnaise or their food items that will spoil in not kept cold. Freezing lunches and juice the day before and/or inserting a cold pack in the lunch container will help preserve the food. Please mark all lunches and all containers inside lunches with the camper's first and last name and the date. A marker and making tape for labeling lunches will be available at the sign in desk and in the camp location.

Please do not provide your camper with food that will need heating or to be microwaved. Camp staff are no responsible for food preparation or pre-heating meals.

We will have 2 snack periods daily. Please send extra food for these times as well as a water bottle.

Campers are NOT permitted to use vending or soda machines. All food and drinks should come from home.

Camp Brunswick will take every effort to be a NUT FREE Zone. We ask that you do not provide lunch or snacks that contain peanuts, peanut butter, or other nuts at camp to ensure the safety of all children. Your understanding and support in helping us to provide a NUT FREE ZONE is greatly appreciated.

Field Trips

Campers are transported by an activity bus (operated by Brunswick County School) on all field trips. Parents will be notified in advance of all planned field trips. Regular discipline policy will apply to field trips.

Illness and Communicable Disease

If your child does not feel well, have him/her tell the counselor. The counselor will decide if the child should rest quietly for a short period or if a call should be placed to the child's parent/guardian. Children who are ill with a contagious illness or fever may not attend the program. If your child has a fever, or becomes ill while attending camp, we will call you. If your child is sent home with a fever, he/she must be fever free for at least 24 hours before returning to the program.

Injuries/Accidents

Every effort will be made to notify the parent/guardian immediately in case of an emergency/injury. In the event that the parent cannot be contacted or arrive at the site in ample time, the child will be transported to the nearest hospital in an emergency.

Medications

Over the counter medications will not be dispensed. If your child has medication that they will need to take while at camp they will need to administer the medication. Medication transfer will be from parent/guardian to the counselor for safe keeping. They will need to keep all medication in the original container with the prescription label/direction label attached. Medication must be labeled with the child's name, the name of medication, the dosage amount, and the time or times to be given. The camper will need to alert the counselor when it is time to unlock the medication for dispensing. Camp counselors will not be allowed to help your child with medication. If the child is not capable then a parent/guardian must be present to administer.

DISCIPLINE PLAN

The program's philosophy of discipline is based on respect for the child's self-esteem, setting reasonable limits and consequences, and encouraging increased self-discipline. Only constructive methods of discipline shall be used to promote good behavior. The staff will work with the child and strive to cooperate with parents to resolve any problems that may arise.

However, if a child's behavior consistently disrupts the flow of the program, physically or emotionally harms others, or otherwise conflicts with the program rules and guidelines, parents will be notified. After reports to the parents, one oral and one written, the child may be **SUSPENDED** from the program for a designated length of time.

In cases of severe behavior problems, parents may be called to pick up their child immediately and the child may be suspended at that time. **NOTE: NO FEES WILL BE REFUNDED UPON SUSPENSION OR DISMISSAL.** Staff will not be responsible for enforcing punishments placed on a child by parents for misbehavior at home.

Some general rules for you to review with your child.

Avoid all forms of horseplay including piggyback rides, pool dunking, wrestling, hitting, kicking, pinching and picking each other up. Sticks, rocks, dirt, sand and mulch should not even be picked up. Campers are not allowed to walk around the building or any area without a staff person. Keep hands and feet to yourself. Profanity or negative talk will not be tolerated. Always show good sportsmanship. Always pick up and put equipment away. Always ask permission from counselor to use restroom.

ON SITE ACTIVITY SCHEDULE

7:00 a.m. Wake up Time, Movie or Quiet Games	12:15 p.m. Movie/Reading Time
8:00 a.m. Unity Time – Discussion of Activities	1:30 p.m. Bathroom Break
8:30 a.m. Bathroom Break and Snack Time	1:45 p.m. Activity Time
9:00 a.m. Activity Time	2:30 p.m. Bathroom Break
9:45 a.m. Bathroom Break	2:45 p.m. Activity Time
10:00 a.m. Outside/Center Time	3:15 p.m. Bathroom Break
10:45 a.m. Bathroom Break	3:30 p.m. Reflections on Day
11:00 a.m. Activity Time	4:30 p.m. Bathroom Break
11:30 a.m. Bathroom Break	4:45 p.m. Planned Outside Activity
11:45 a.m. Lunch	5:30 p.m. Clean Up Time

Schedule may vary according to weather and field trip and special theme activities.

Weather

In the event we should have severe weather, we will follow the guidelines set forth by Brunswick County Emergencies Services. Please monitor the county's website, television and/or radio announcements.

What to Wear/Bring

Play clothes and tennis shoes are recommended. Campers should apply sunscreen before the camp day. We will encourage camper to reapply as necessary. Lunches, jackets, sunscreen and other personal items should be marked with camper's name. If your child wears glasses-please make a plan with your camper for the safety of their glasses. Campers may not bring friends or family members to camp that are not enrolled in our program. If your camper brings money to camp, we are not responsible if it is lost or stolen.

Daily needs: Mark all items with camper's name

Sunscreen (please apply prior to camp)

Bug Spray

Water Bottle

Packed Lunch and Drink (am and pm snack recommended)

Backpack or durable bag for belongings

Comfortable Play Clothing

What not to bring

Do not bring the following items to camp. These items may get lost/broken or may be unsafe:

Money

IPods, CD Players, MP3 Players

Trading cards, video games, or any other toys

Animals/pets

No drugs or alcohol

No sports equipment that would be destructive to your child or other participants

Cell phones (if you insist they bring a cell phone, it must be kept in bag and only used in emergencies, please refer to the telephone policy)

No weapons, sharp objects, firearms, explosives, etc.

We are not responsible for any of these items should a camper make the poor choice to bring them. Due to the nature of our program damages and theft of personal items is possible. If participants are caught with any of the above items, the staff reserves the right to confiscate them.

Lost and Found

Due to the limited space and cleanliness, lost and found will be cleared out frequently. Please check the lost and found every day for any belonging your child/children may have misplaced. Counselors will not take time away from campers to search for lost items. We assume no responsibility for the loss of personal property.

Telephone Policy

Typically, campers are not allowed to make calls from camp. In cases where consultation is required with a parent or guardian, a camp counselor will accompany the camper to the phone and/or let him use their phone to place a call. On occasion, a counselor may call the parent or guardian to discuss behavior or special circumstances. Please refrain from sending personal cell phones with your child(ren).

Special Events/Birthdays

Special food treats may be brought in for holidays, special events, or birthdays. Arrangements should be made ahead of time with the camp director. All food must be brought in covered containers with written directions if necessary. If sending in store bought items, please send unopened packages.

Disabilities

In order for Camp Brunswick to provide the best day camp experience for your child, we ask that prior to registration, you consult with the camp director regarding any special needs of your child. Due to the fact that there are some medical treatments and procedures that legally the staff is not trained or qualified to perform, children will be enrolled on an individual basis. We will make every attempt to serve all children. Generally, Camp Brunswick is unable to meet the needs of a child who requires a greater ration than one staff to twelve students.

Bus Safety Rules

Please go over the following rules with your child so he/she will know what is expected of him/her on the bus.

Passengers should remain seated at all times with all body parts inside the vehicle. Passengers should wear seat belts when applicable. Noise level should be such as not to distract the driver. No throwing objects inside or outside of the vehicle. Passengers should enter and leave the vehicle under the direction of a counselor and/or driver. If the vehicle makes an emergency stop, passengers should follow directions of the staff, and use the buddy system if leaving the vehicle. No disruptive or rude behavior. Clean up after yourselves. If you bring something onto the bus, make sure you take it back with you. Know where the emergency exits are, and how to use them.