

**Burgaw Parks, Recreation & Tourism Presents**

# **2021 Summer Camp**

**July 12-23, 2021**



**Parent / Participant Information Guide**

# **Burgaw Parks, Recreation & Tourism Kids Summer Camp**

## **Burgaw Community House/Burgaw Train Depot/Burgaw Town Hall**

### **Registration Process:**

Registration will be taken at Town Hall, 109 N. Walker St, Burgaw, N.C. Registration will remain open until all slots are full!

1. Thoroughly read and understand the Parent/Participant Guide.
2. Thoroughly complete a registration form for participant.
3. Provide staff with any other documents you think they will need while watching over your child.

The maximum capacity for the camp will be 16 children per week. A waiting list will be started after maximum capacity has been reached.

### **Payment / Refund Policy:**

#### **Payment Plan:**

Payment (in full) for the registered week(s) is required at the time of registration. Space for your child cannot be held without payment. **NO refunds or adjustments will be made for days missed by a participant during a week already paid.**

**Refunds:** Refunds may be issued on a case-by-case basis. A refund can be requested by issuing a written request to the Burgaw Parks, Recreation & Tourism Department at least seven (7) days prior to the beginning of the week in question. **Not all requests are automatically granted, and no requests will be accepted inside of the seven-day (7) period.** In addition, a child suspended from the camp for disciplinary reasons will not receive a refund.

#### **Age Requirements (For Campers):**

The Summer Camp is designed for children ages 7 to 12 years; absolutely no exceptions.

#### **Drop Off:**

You may drop your child off at the Community House between the hours of 7:00am and 8:00am. We request that all children be signed in no later than 8:20 a.m.

**Sign In/Out:** Parents/guardians ONLY are responsible for signing their children in/out each day. You must come to the Community House to sign in and out. This process is for the safety of your child! Only the adults authorized on the registration sheet may sign a child out unless the Camp Administrator is otherwise notified. No child will be signed out by or released to someone not on the registration sheet. **Absolutely no exceptions!**

### **Pick Up:**

All campers must be picked up and signed out by 4:00 pm daily, unless notified by staff. Failure to adhere to this policy will result in the late charges noted below.

### **Late Pick Up Charge:**

\$10.00 after 4:30 p.m. Your child will not be permitted back into camp until this fee is paid.

If there are extenuating circumstances that come up in which you will be late picking up your child, please call ahead to let camp staff know at 910-300-6401 or 704-240-1977.

### **What to Wear and What Not to Bring:**

Please dress your child appropriately for camp. T-shirts, wind pants, shorts, jeans and tennis shoes are acceptable. Hats are acceptable for outside use and must be worn properly. Tank-tops, skirts, sag and drag shorts/jeans, flip-flops/boots/heels/wheelies and bandanas are NOT acceptable. Please provide proper sun protection for your child. **No** electronic devices may be brought to camp. However, if parents decide to let kids bring electronic devices, Burgaw Parks, Recreation & Tourism is not responsible if damage or theft occurs.

### **Meals:**

**\*\*Campers will need to pack a lunch every day EXCEPT Friday, July 23<sup>rd</sup>. On this day, lunch will be provided by the Burgaw Police Department.\*\***

\*\* Snacks & Water will be provided throughout the day; however, participants are welcome to bring their own \*\*

### **COVID-19 Policy**

- Please do not send your child to camp if they are experiencing symptoms of COVID-19. If a child is displaying signs or symptoms of COVID-19, the parent/guardian on the registration sheet will be notified and expected to make immediate arrangements to pick their child up from camp.
- Per Governor Cooper's Executive Order, masks will be required at Summer Camp.
- Parents/guardians will not be permitted to enter the building.
- Hand sanitizer and hand washing opportunities will be provided.

### **Sick Policy/Administering Medicine:**

- Children with a communicable condition or sickness such as chicken pox, measles, lice, influenza (flu), strep throat, and mononucleosis (mono), will not be permitted to attend Summer Camp. A physician's note is required clearing the child to return to camp from any of the above conditions.

- If a child shows signs of sickness (high fever, vomiting, diarrhea, severe headache) or is injured, the parent/guardian on the registration sheet will be notified and expected to make immediate arrangements to pick their child up from camp.

**Please do not send your child to camp if they are sick!!!!**

- We do not track or hand out medicine that has not been prescribed by a physician. Prescriptions must be in their original prescription labeled bottle. Please notify the Camp Administrator with the prescription and written administration details as needed.
- Burgaw Parks, Recreation & Tourism and its staff cannot provide medical assistance such as administering ointment and creams to the children. Staff will apply a Band-Aid and/or ice packs if needed. Staff can administer first responder attention in cases of immediate medical emergencies. If immediate medical attention is required, 911 will be called and parents will be notified immediately.

**Discipline Policy:**

- Rules of acceptable conduct have been established for Summer Camp and will be relayed to the camper at the beginning of the camp and reviewed each day. These rules are designed to ensure a safe environment for others, develop proper personal behavior, encourage self-discipline, and maintain environmental control.
- Discipline starts with short timeouts (withdrawals from activities) and progresses into longer lengths of time. Staff will deal with disciplinary issues fairly and firmly.

Excessive discipline or behavioral problems will be dealt with through our three step plan:

1. **Level 1** Offense—Behavior Notification Letter to parent/guardian referring to nature of problem
2. **Level 2** Offense—Behavior Notification Letter and conference with parent/guardian and child.
3. **Level 3** Offense—Behavior Notification Letter and suspension from Summer Camp program with no refund.