



Parent Handbook

Arrival & Departure Information:

- Fletcher Summer Day is held at Bill Moore Community Park (*formerly named Fletcher Community Park*). Drop-off and pick-up location will be the Steelcase Shelter. **Each camper must be signed in and out daily by a Parent/Guardian.**
- If a camper needs to be dropped off or picked up at Fletcher Town Hall Building (300 Old Cane Creek Rd.) due to weather conditions, you will be notified by e-mail or text. There will also be a sign posted at the park shelter. Please be sure we have a correct e-mail address for you on file.
- **No child may be dropped off before 7:30 a.m.**
- Counselors arrive early to set up camp activities and supplies for the day. They will not provide supervision of your child before 7:30 a.m.
- **Please have your child at camp no later than 8:30 a.m.** This is when scheduled activities begin and it is disruptive to the day when campers regularly arrive late. If for any reason you must arrive late, please call the Camp Director or Hunter Jones, Recreation Program Supervisor. Field trips will leave as scheduled; the bus will not be held for late arriving campers.
- Picking up a child early during a field trip is highly discouraged. If it is necessary please notify camp staff in advance, your child will still need to be signed out.
- If someone other than the parent or legal guardian is to pick up your child, the name and contact information of the authorized person(s) must be received in writing on the camp application. Please let them know to be prepared with picture identification.
- Please be prompt! Please pick-up and drop-off your child on time.

Sign-In: 7:30-8:30am

Sign-Out: 4:30-5:30pm

If you have an **emergency** and will be late, notify the camp staff as soon as possible. Repeated late pick-up or early drop-off will not be tolerated. If your camper has a change in departure time, going home with a friend or relative, etc. The camp staff must be **NOTIFIED IN WRITING**.

The Fletcher Summer Day Camp Late Pick-up Fee policy is as follows:

LATE FEES WILL APPLY AS FOLLOWS:

1 TO 15 MINUTES LATE=\$5

16 TO 30 MINUTES LATE=\$15

Please note: Your child will not be permitted to return to camp until late fees are paid.

Meals & Snack:

- Please make sure your child has eaten a good breakfast prior to coming to camp.
- Any drinks other than water will only be allowed during snack or lunch time. **NO SODA will be permitted**, soda is dehydrating. The campers will be active and outdoors so simple water is recommended.
- Send a packed lunch, drink (Water Bottle) and 2 snacks in an unbreakable container daily. Please note: No refrigeration is available.
- Please make sure your child has enough food to sustain them through day.
- All campers **MUST** bring a full, labeled water bottle daily. There is a water fountain available at the Steel Case Shelter for refilling throughout the day. A water cooler will also be available on all field trips.

A Day at Camp:

Fletcher Summer Day Camp activities include weekly themes, field trips, swimming at Cane Creek Pool, arts and crafts projects, sports activities, nature activities and much more.

Sample Schedule:

7:30 – 8:30 a.m.	Camper Drop-off (Board Games, self-directed crafts, and small group activities.)
8:30 – 11:30 a.m.	Structured Group Activities (Athletics, Nature, Organized Crafts, etc.)
11:30 a.m. – 12p.m.	Lunch
12 – 2:30 p.m.	Field Trip (Movies, Bowling, Greenville Zoo, Linville Caverns, etc.)
2:30 – 4:30 p.m.	Structured Group Activities (Athletics, Nature, Organized Crafts, etc.)
4:30 – 5:30 p.m.	Camper Pick-up (Board Games, self-directed crafts, and small group activities.)

*Please note this is a general outline. Prior to each week of camp, parents will receive a weekly newsletter.

Lost and Found:

- **Please label your child's belongings.** This will make it much easier for lost items to be returned.
- Please make sure your child leaves each day with everything they came with plus whatever craft they made or items they legitimately acquired that day.
- There will be a Lost and Found box on the picnic table as you enter the shelter each afternoon. Please check to make sure nothing in there belongs to your child.

Camp Rules:

- Campers are expected to respect camp staff and other campers, as well as follow all camp rules.
- Abusive or offensive language and gestures are not tolerated! *(Can result in suspension)*
- Campers must remain in the supervised camp area at all times.
- Campers will not display aggressive behavior toward others. *(Fighting and/or “play fighting” will not be tolerated)*
- Campers must keep hands and feet to themselves unless supervised activity permits.
- Bathroom breaks will be taken in groups escorted by staff.
- NO weapons may be brought to camp. A violation of this rule will result in the automatic dismissal from remainder of camp.
- Leave all valuables at home – jewelry, money, toys, games, or equipment.
- No cellphones or video games will be allowed at camp.
- Child is responsible for keeping up with all personal belongings including money.
- Chewing gum is not allowed due to safety and ecological reasons.
- **Soda is not allowed at camp**

Please make sure your child has a clear understanding of the rules and the consequences of breaking the rules (Above).

Discipline:

With careful planning and preparation, our camp counselors create an engaging environment, which will help encourage good behavior.

Our goal is that all campers will have a positive experience and most importantly, have fun. To accomplish this we expect campers to behave in an acceptable manner.

The following is the daily procedure for discipline when any of the above rules have been broken:

- First Offense: Verbal warning.
- Second Offense: A time-out for an appropriate period of time or from an activity will be enforced by the Counselor or the Director. Parent will be notified upon pick-up and a discipline report will need to be signed.
- Third Offense: Parent must pick up child early within one hour of notification. *Note: Counselors may find that an offense constitutes immediate pick-up (ex. Physical Violence)*

The second time this cycle is repeated a conference with the parent/guardian is to be scheduled to identify problems and discuss solutions; the camper will also be excused from their next scheduled day of camp without refund.

If this cycle is repeated a third time, your child will be suspended for the rest of the summer without refund. Please remember that extreme incidents may require immediate dismissal without prior notice and without a refund. Each situation is different, but we will always try to be fair and consistent. Any threat or act of physical violence will not be tolerated.

*Upon pick-up each day, parents will be informed of campers conduct both satisfactory and/or inappropriate.

Transportation & Field Trips:

During field trips and in case of inclement weather, campers will be transported on a bus driven by a licensed CDL driver.

During inclement weather campers will be transported to Fletcher Town Hall (300 Old Cane Creek Rd.). There will be a visible note on the information board for parents should we need to go to Town Hall for a thunder storm.

Occasionally, in case of late afternoon storms (After 4:45 p.m.) campers may take shelter in the concession stand. If you did not receive notification from staff that children have moved to Town Hall and you do not see them at the Shelter please check the concession stand before heading to Town Hall.

Bus/Field Trip Rules

- Campers must remain seated, with hands and feet inside the bus when the vehicle is moving.
- Fletcher Parks and Recreation must have a signed permission slip on file for your child to go on field trips.
- On swim days, please pack a plastic bag to put your child's wet clothes into. Apply sunscreen to your child prior to camp beginning. Pack your child their own sunscreen and explain to them how and when to use the lotion. It is also very convenient for campers to wear their bathing suit under their clothes to camp (be sure to send dry underwear with them).
- **Please do not send money on any field trips unless noted that is permissible on the weekly schedule.**

Clothing:

- Comfortable play clothes such as shorts and t-shirts should be worn daily. **No tube tops or short shorts will be allowed.**
- Clothing with inappropriate language or graphics is not allowed.
- Being that campers are outside for the majority of the day, campers must wear sneakers and socks. **No sandals, flip flops, crocs, Chaco's or shoes that have open toes.**
- For safety reasons, a child may not be dropped off at camp in improper footwear or clothing.
- Dress your child in appropriate clothing for outdoor play. Be aware that shoes may get muddy and clothes may get stained. Your child **will** get messy at some point during the week.
- Campers must wear a Day Camp t-shirt on non-swimming field trips (these are usually Wednesdays and Fridays).
- Please label all of your child's personal belongings: swimsuit, bag, water bottle, towel, lunch, etc.

Sunscreen Policy:

- It is the responsibility of the parent and camper to apply sunscreen prior to camp each day. The camp staff reminds the children NUMEROUS times throughout the day to reapply sunscreen; however, it is the parent's responsibility to educate their camper on the importance of applying sunscreen while at camp. Please provide your camper with his or her own bottle of sunscreen every day. Please make sure to label the bottle clearly with their name. Staff will only be able to assist campers with spray on sun screen and sunscreen applied to the face.

Camp Communication:

- Camp staff will use e-mail or text messaging to keep parents updated on schedule changes, camper location (if bad weather changes plans), weekly needs, and any other information required for the week of camp. Please be sure we have an updated e-mail address on file.
- If you need assistance during the day please contact Recreation Program Supervisor, Hunter Jones at Town Hall (828-687-0751). He will be able to be in touch with camp staff.

Medical Conditions & Illness:

- Please do not send a sick child to camp. In the event your child becomes sick during the day, you will be notified and asked to pick him/her up immediately. Be considerate of other campers and staff. Illnesses include but are not limited to cough, cold, diarrhea, runny nose, contractible skin, hair and eye conditions, etc.
- If your child needs to be picked up early from camp due to an illness or medical condition, they must be picked up within one hour of notification.
- Please make staff aware (in writing) of any medical condition, allergies (including reactions to bug bites, bee stings, insect repellent) or physical limitations of your child on the **required Information About Your Child Form**.
- All medications need to be given to Camp Director by the parent at drop-off with written instruction.
- If your child requires additional individual supervision due a mental or physical disability, it is your responsibility to provide a necessary caregiver who must be with them for the entire time they are at camp. No exceptions. Any additional therapy sessions not camp related must be conducted away from camp activity.

Parent Information:

- Parents are welcome to visit Day Camp at any time. Check the camp schedule to find out what campers are doing that day.
- Parents are encouraged to inform camp staff of any situations at home such as a new baby, death, illness, move, divorce etc. that might affect a child's behavior.
- Parents are asked to make suggestions for improvements, new ideas, concerns etc. to the Camp Staff (preferably in writing).
- In the event of extreme weather conditions, be assured that the camp staff will take all precautions to insure the safety of your child.
- Refer to your payment sheet as to when payments are due. There is a late fee payment of \$10. If payment is not received after 7 days of due date, your reserved weeks for that session will be forfeited.
- **Refund Policy:**
 - Camp fees are refundable only upon receipt of a written request under the following conditions:
 - 15+ days advance notice of the week signed up: 75% refund
 - 14-7 days advance notice on the week signed up: 50% refund
 - 6-0 days advance notice of the week signed up: 0% refund

No refund will be provided if your child is excused from camp due to behavior.

FLETCHER SUMMER DAY CAMP

Parent or Guardian,

By signing below you acknowledge that you have read the Fletcher Summer Day Camp Parent Handbook and have shared all appropriate information with you child(ren) attending camp.

Please return to Town Hall prior to your child beginning camp.

I (please print your name) _____ have read and agree to comply with the Rules and Regulations set forth by Fletcher Summer Day Camp.

Signature

Date

