

Salisbury Parks &
Recreation Department



2009

***Outdoor Adventure Camp
at the Salisbury
Community Park***

***Parent / Participant
Information Guide***

***Please keep this important guide
with you at home!***



Mission Statement:

To provide quality leisure services through safe, attractive, maintained parks and diversified programs that meet the current and future needs of the community... along with our continued commitment of providing excellent customer service.

2009 Outdoor Adventure Camp

Salisbury Community Park

935 Hurley School Road

Registration Rules and Regulations

Registration Process:

Open registration will begin on Monday, April 20 at 10:00 a.m. for City of Salisbury residents and Thursday, April 23 for all others. Registration will be taken at any of our three centers: Miller Center, City Park and Civic Center or you can call 704-638-5275.

- 1) Thoroughly read and understand the Parent/Participant Guide and sign the back page.
- 2) Thoroughly complete a registration form for youth.
- 3) Provide staff with parental identification and/or any official documentation and submit it along with the appropriate payment.

The **maximum capacity** for the camp will be 12 children per week. Once the camp is full, a waiting list will be started. Please make every effort to register your child by June 10.

Payment / Refund Policy:

Payment Plan: Payment (in full) for each week registering is required. **NO refund 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 Salisbury Parks and Recreation Department at least seven (7) days prior to the beginning of the week in question. If the refund request is approved, a 25% service charge will be assessed. **Not all requests are automatically granted and no requests will be accepted inside of the seven (7) day period.** In addition, a child suspended from the camp for disciplinary reasons will not receive a refund.

Changing Weeks: You will be able to change reservations for reserved weeks without penalty as long as the request is made at least one (1) week in advance and there is availability in the new week being requested. If the process is completed with advanced notice, participant can be transferred.

Age Requirements (For Campers):

The Adventure Camp is geared to children ages 7 – 14.

Children must have turned 7 years old no later than June 10, 2009. Absolutely no exceptions.

Children must not have reached 15 by June 10, 2009. Absolutely no exceptions.

Drop Off:

You may drop your child off at the Miller Center, City Park or the Civic Center starting at 7:30 a.m. **NO EARLIER!!** We request that all children be signed in no later than 8:10 a.m. Unless otherwise posted, the bus to transport the participants to the Salisbury Community Park will leave at 8:15 a.m. (sharp), so it is advised that you make a special effort to aim for an 8:10 a.m. drop off/sign in. Salisbury Parks and Recreation is not responsible for supervising children that are late and left behind. Parents will be responsible to provide own transportation to the Salisbury Community Park if they late.

Sign In/Out, Pickup and Late Charges - VERY IMPORTANT!

Sign In/Out: Parents/Guardians ONLY are responsible for signing their child in/out each day at the front desk.

You must come inside the facility to sign in and sign 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 2:00 p.m. daily. Failure to adhere to this policy will result in the late charges noted below. Campers will be returned to the center they were picked up from, unless otherwise stated.

Summer Camp:

Campers may enroll in our summer camp program at the Miller Center or City Park after completion of the Outdoor Adventure Camp each day for additional \$20 per week. Transportation will be provided from the Outdoor Adventure Camp to our Summer Camp program.

Late Pick Up Charge:

\$25.00 after 2:00 p.m.

Any child picked up after 2:30 p.m. will result in a one week expulsion from camp.

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 (704) 638-5291

What To Wear and What Not To Bring:

Please dress your child appropriately for camp. T-shirts, shorts, wind pants, 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/heelies and bandanas are NOT acceptable. No electronic devices may be brought to camp!

Meals:

We are entering our eleventh year of being a participant in the Rowan/Salisbury summer food service program. This program is designed to provide a nutritious lunch to children in the community. Each child will be issued a box lunch daily. Exception: The Summer Meal Program runs from June 18 - August 15. Therefore, campers will need to bring their lunch for the following week: June 15 – 19. No lunch will be provided on these days. If your child wishes not to eat the box lunch, they may bring their own lunches. Please do not provide your child with a lunch that requires refrigeration or needs to be heated in the microwave. There will be some days that camper will not have access to these amenities. Please do not bring your child fast food since the lunch schedule may change around day-to-day activities!

Sick Policy/Administering Medicine:

Children with a communicable condition or sickness such as chicken pox, measles, lice, influenza (flu), strep throat, mononucleosis (mono), will not be permitted to attend the 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 children to camp if they are sick (high fever, vomiting, stomach pains, migraine headaches, etc...)

Parents, please apply sunscreen to your child as needed. There are activities that take place outdoors throughout the day. You may send sunscreen with your child, but please apply sunscreen before sending your child to camp.

We do track and hand out medicine that has 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.

Salisbury Parks and Recreation 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 the camp and will be relayed to the camper at the beginning of the camp and will be 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.

Your child's group leader and other Salisbury Parks and Recreation staff may administer discipline. Discipline starts with short timeouts (withdrawals from activity) and progresses into longer lengths of time. Staff is encouraged to deal with disciplinary issues fairly and firmly. However, methods such as corporal punishment, sarcasm and taunting are not considered acceptable forms of discipline.

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 the 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.

After two level one offenses a conference with parent/guardian and child will be conducted, A third level one offense will result in a parent/guardian conference and may result in suspension.

The Camp Administrator reserves the right to skip any of these steps depending on the severity of the problem.

2009 Outdoor Adventure Camp

8 Weeks of Fun for Ages 7-14

<u>Week #</u>	<u>Dates</u>	<u>Theme (Subject to change)</u>
Week 1	June 15 – 19	Animal Coverings
Week 2	June 22 – 26	Survival Strategies
Week 3	June 29 – July 2 (4 days)	Art Around The World
Week 4	July 6 – 10	Fishing Camp
Week 5	July 13 – 17	Reptiles / Amphibians
Week 6	July 20 – 24	Wildlife Management
Week 7	July 27 – July 31	Naturalist
Week 8	August 3 – 7	Historic Camp

Weekly activities are also subject to change due to inclement weather.

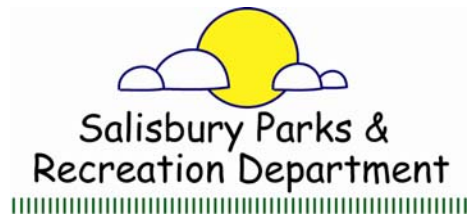
Outdoor Adventure Camp: \$20/week

Scholarships may be available

What does your child get for the cost?

- Camp t-shirt
- Lunch (June 22 – August 7)
- Fun activities, crafts, team building and environmental education all week long.
- Professional staff and customer service

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Please call 704-638-5275 for additional information***



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Dear Parents,

The City of Salisbury Parks and Recreation Department is offering an exciting eight (8) weeks of Outdoor Adventure Camps for youth ages 7-14 at the Salisbury Community Park. The camp will begin on Monday, June 15 and conclude on Friday, August 7. Transportation will be provided from our centers (Miller Center, City Park and Civic Center) to the Salisbury Community Park.

This information packet is designed to educate you on our camp policies, payment structure and schedule of events for this year's camps. Please review this information and feel free to contact us at 704-638-5275 for further information. We would also like to extend an invitation for you to volunteer your time in any capacity.

The City of Salisbury Parks and Recreation Department would like to thank you for your continued interest and support. We promise to offer a quality environment that will translate into a fun, exciting and educational experience for your child.

Sincerely,

Gail Elder White, CPRP
Parks and Recreation Director

***2009 Outdoor Adventure Camp
Parent/Participant Information Guide
Signature Page***

By signing below, I acknowledge that I have read and completely understand the entire contents of the Parent/Participant Information Guide. I have been given a copy of the Parent/Participant Information Guide by Parks & Recreation Staff. I will inform the Administrator of any changes in my child(s) registration form.

Parent/Guardian Signature

Date

STAFF USE ONLY

Payment was received today: _____

Staff Initials: _____

Place this sheet along with the youth registration form inside the Outdoor Adventure Camp registration book