

Cornelius Parks & Recreation Summer Day Camps

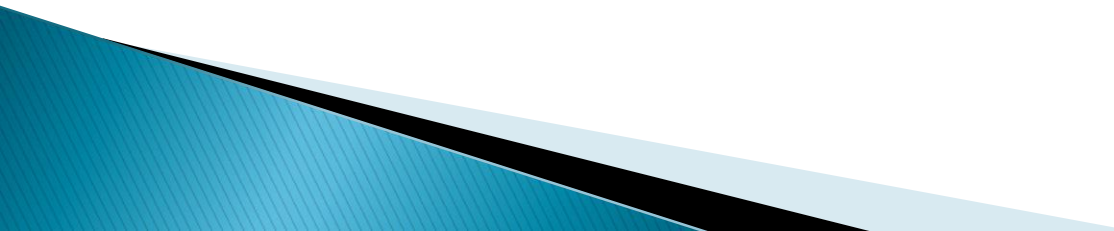


Parent Information

John Anderson
Recreation Centers Program Manager (RCPM)
janderson@cornelius.org

704-622-6136 (cell)
704-892-6031 x160 (CPRD office)

Our Mission

- ▶ To make sure that your child has a safe and exciting week at camp
 - ▶ To provide fun, educational experiences
 - ▶ To provide engaging, sometimes silly, activities for campers to enjoy throughout the day
 - ▶ To provide opportunities to strengthen campers' social skills and complete team-building activities
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Check-In/Drop-Off Instructions

- ▶ Summer Day Camp will be based at Bailey Road Recreation Center (aka Bailey Middle School), 11900 Bailey Road.
- ▶ In order to coordinate the flow of traffic, please enter using the school's bus parking lot, located between the school and Bailey Road Park, then follow the signs.
- ▶ Parents may check-in and drop off their campers with Summer Day Camp staff at the cafeteria entrance between 7:30 a.m. and 9 a.m. daily. **Drop-off will not be allowed earlier than 7:30 a.m.**
- ▶ Summer Day Camp staff will greet parents outside the school's cafeteria to sign them in each morning and will escort each child into the cafeteria after check-in.

Check-Out/Pick-Up Instructions

- ▶ Check-out will occur at the same location as check-in. The check-out tent outside the cafeteria entrance will be staffed beginning at 4:30 p.m. each day. If you plan to pick up your child before 4:30 p.m., you are asked to call or text John Anderson to arrange early pick-up.
- ▶ Summer Day Camp staff will greet parents as they arrive, asking for the child's name and photo identification before authorizing pick-up. **All persons authorized to pick up campers, including parents, will need to have a driver's license or other state-approved identification with a photo out and ready to show the SDC staff person** to expedite the process.
- ▶ If, at any time during the camp week, the person picking up your camper is someone other than the primary account holder or one of the emergency contacts provided upon registration, you must complete an Authorization for Pick-Up Form (APU) at check-in on that day (or on any previous day). **Those persons indicated on the APU will need to have a driver's license or other state-approved identification with a photo out and ready to show the SDC staff person when checking out your camper.** We will keep your APU on file for all weeks of SDC.
- ▶ Camp will conclude every day at 5:30 p.m. Please plan to pick up your child NO LATER than 5:30 p.m. each day. There will be a late fee assessed for all late pick-ups. Parents will be allowed a 5-minute grace period after 5:30 p.m. to arrive for pick-up. After 5 minutes, parents will be assessed a late fee of \$1 per minute, with the start time for charges commencing at 5:30 p.m. Parents will be notified of the late fee at pick-up, and payment will be accepted by phone, online, or at the Parks & Recreation office located at Town Hall.

Typical Camp Day

Each week there will be a maximum of 100 campers. Campers will be divided into smaller groups during activity time throughout the day.

A non-trip camp day will typically look like a variation of:

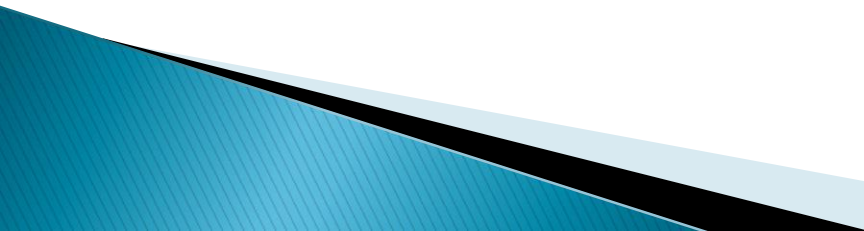
- ▶ 7:30–9 a.m.: Camper drop-off time. Children will have their choice of crafts and games to play indoors while all the campers arrive.
- ▶ 9–9:30 a.m.: Introduction to the camp day
- ▶ 9:30–10:30 a.m.: Morning activity/morning snack
- ▶ 10:30–12 p.m.: Small groups will engage in a variety of activities*
- ▶ 12:15–1:45 p.m.: Lunch, followed by reading/quiet time
- ▶ 1:15–3:45 p.m.: Small groups will engage in a variety of activities*
- ▶ 3:45–4:15 p.m.: Afternoon snack
- ▶ 4:15–5:30 p.m.: Check-out process starts with free choice of crafts in the cafeteria or games in the gym

**Activity rotations may include learning games, STEM activities, crafts, D.E.A.R. (Drop Everything And Read) time, outdoor time, special guests, and other fun opportunities.*

Camp Attire

- ▶ Campers are asked to wear comfortable play clothes, socks, and gym/tennis shoes that tie each day to camp. NO flip flops, sandals, or Crocs.
- ▶ Campers will receive one Cornelius Summer Camp shirt per summer. Camp shirts are typically distributed on Mondays for those who do not already have one from a previous week. It is optional for campers to wear their camp shirts during the week unless otherwise noted, such as field trips, picture day, etc.
- ▶ Parents may purchase additional shirts, if extras are available, for \$10.00 per camp shirt.
- ▶ Campers **MUST** wear their camp shirts on field trips (usually, but not always, on Tuesdays and/or Thursdays). **Campers without their camp shirts on any field trip day will not be allowed to attend the field trip.** Parents will be given the option to bring the shirt to camp before departure or be required to purchase an additional shirt at the cost of \$10.00.
- ▶ **Please apply sunscreen on your children before they come to camp and have extra in their packs to apply before we go outside.** Please Note: We encourage spray-on sunscreen as staff will not help campers reapply rub-on sunscreen.

Lunch and Snacks

- ▶ Unless otherwise notified, each camper must bring their own nut-free lunch and nut-free snacks to camp every day. There are two snack breaks per day.
 - ▶ **DO NOT PACK ANY SNACKS OR LUNCHES CONTAINING ANY TYPE OF PEANUT AND/OR TREE NUTS. WE HAVE CAMPERS WHO ARE VERY ALLERGIC!!**
 - ▶ Send a medium or large-sized refillable water bottle with your camper every day. Campers will have access to water fountains to refill their water bottles as needed; however, larger bottles mean more immediate access when thirsty.
 - ▶ Campers will not have access to a refrigerator or microwave.
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Personal Items

- ▶ Please make sure that all items your child brings to camp are labeled with their first and last names. We are not responsible for any lost or stolen items.
- ▶ Most camp days (unless time does not allow) will include D.E.A.R. time (Drop Everything & Read). Your child should bring a book every day. Please make sure it is marked with their first and last names. Though campers are encouraged to bring their own books, we have a limited, onsite library in case your child forgets to bring one!
- ▶ Campers **cannot** bring dolls, toys, games (including any Pokemon or similar trading cards), electronic games, smart wristwatches, or iPads to camp.
- ▶ **NO** cell phones are allowed at camp unless special permission has been granted by the RCPM. **Cell phones with the other items mentioned can be very disruptive, so if any are seen during camp, they will be confiscated and returned at the end of the camp day.** If campers need to place an urgent call, they can use the RCPM's phone.

Expectations of Behavior

- ▶ We want all campers to be safe and have fun.
- ▶ Campers are asked to follow the following rules:
 - ❖ Show respect to all participants and staff and take direction from staff. Refrain from using abusive or foul language.
 - ❖ Refrain from causing bodily harm to self, other participants, or staff.
 - ❖ Show respect to equipment, supplies, and facilities.
- ▶ We have a three-strike policy:
 - ❖ 1st Strike: Verbal warning
 - ❖ 2nd Strike: 5-15-minute timeout
 - ❖ 3rd Strike: Conference with parents and written report
 - Two reports: 1-2-day suspension
 - Three reports: Dismissal from the camp

**Any of the above discipline levels can be skipped depending on the severity of the action.*

Frequently Asked Questions (FAQs)

Q. Can I drop off my child any earlier than 7:30 a.m.?

A. No, the doors will remain locked until 7:30 a.m.

Q. What if I need to drop off my child later due to a doctor's appointment, for example?

A. Organized camp activities will begin each day at 9 a.m. If you know that your child will be arriving after 9 a.m., you will need to coordinate your later drop-off time with the RCPM, especially for days when there is an off-site activity planned, such as a park visit or a field trip. We recommend you call or text John Anderson at 704-622-6136 when you are en route so staff can be prepared.

Q. How do I reach someone during the camp day?

A. If there is an emergency during the camp day, call or text the Recreation Centers Program Manager (RCPM), John Anderson, at 704-622-6136. If onsite staff cannot be reached, call the Cornelius Parks & Recreation (CPRD) office at 704-892-6031 ext. 160.

Q. What do I do if I need to pick up my child early?

A. Please inform our check-in staff when dropping off your child in the morning if you will need to pick up your child at a different time that day. Call either of the numbers above if there is an emergency during the camp day.

FAQs Continued

Q. **When do you give out the camp shirts?**

A. Each camper will receive one camp shirt per summer (unless additional shirts were pre-ordered). Typically, shirts will be distributed on Mondays to those who do not have one from a previous week. Campers who are absent will receive their shirt the next camp day they attend.

Q. **What if I want another camp shirt?**

A. You may purchase additional camp shirts for \$10 if additional shirts remain in inventory. Contact the RCPM or the CPRD office at 704-892-6031 x160 for more information.

Q. **When does my child need to wear it?**

A. Campers **MUST** wear their camp shirts on field trip days (usually, but not always, on Tuesdays or Thursdays). Campers without their camp shirts on a field trip day **will not** be allowed to attend the field trip; therefore, parents will be given the option to bring the shirt to camp before departure or will be **required** to purchase an additional shirt from the RCPM at the cost of \$10.00.

Q. **Why can't my child(ren) wear sandals, flip flops, or Crocs to camp?**

A. Campers run around both outside and, in the gym, so it is unsafe for them to be running without supportive shoes that are secure on their feet. Parents will be called to bring gym/tennis shoes before the camper is allowed to run around.

FAQs Continued

Q. Why can't my child bring peanuts? What about Nutella or peanut butter crackers?

A. We are very mindful of campers' medical needs and have a lot of campers that are highly allergic to peanuts and tree nuts. That's why we say NO peanuts, almonds, walnuts, trail mix, peanut butter crackers or cookies, PB & J sandwiches, Nutella, granola/breakfast bars with nuts, Reese's, etc., at camp.

Q. What if my child needs to take medicine during the camp day?

A. Campers will not be given any medication, including EpiPens, during camp by staff unless special permission has been granted. Campers will need to take any required medication themselves or have a parent or guardian administer the medication. All medications will be held by the RCPM. Any special medication requests will need to be directed to the CPRD office at 704-892-6031 x160.

Q. Why can't my child switch groups?

A. Our staff structures camper groups based on age because many of our activities are age-specific. Campers will have free time during most days to interact with friends who may be in other camper groups. Age ranges will vary weekly depending on each week's registered participants, so camper groups may also differ weekly. Also, experience has shown us that it is important for campers to make new friends!

FAQs Continued

Q. What happens if I pick up my child late from summer camp?

A. After 5:30 p.m., parents will be allowed a 5-minute grace period to arrive for pick-up. After 5 minutes, parents will be called. Parents arriving more than 5 minutes late will be assessed a late fee of \$1 per minute, with the start time for charges commencing at 5:30 p.m. Late fees must be paid by calling the CPRD office at 704-892-6031 x160 or by charging to a credit card on file, or at the Parks & Recreation office located at Town Hall. Late fees will not be collected at Bailey Road Recreation Center.