



2022

# Opechee Day Camp Parent Handbook



Hello!

Welcome, Parents and Campers, to the Laconia Parks and Recreation Department's Opechee Day Camp program. Please read through this comprehensive Parent & Camper Handbook to become familiar with the Laconia Parks & Recreation Opechee Day Camp program. During camp your child will have the opportunity to interact with other campers and counselors, create arts and craft projects, learn new games, and swim at the beach.

### **Contact Information**

- Matthew Mansur Assistant Recreation & Facilities Director  
524-5046 [mmansur@laconianh.gov](mailto:mmansur@laconianh.gov)
- Laconia Parks & Recreation Office (during office hours 8:30 - 4:30)  
524-5046 [parks@laconianh.gov](mailto:parks@laconianh.gov)
- Opechee Day Camp Phone (emergencies only during non-office hours)  
524-1711 [parksdaycamp@laconianh.gov](mailto:parksdaycamp@laconianh.gov)

### **Staff**

The primary focus of each counselor is the safety and well-being of each camper. Taking care of your children is a tremendous responsibility that we take very seriously. At Laconia Park & Recreation Opechee Day Camp we only hire highly competent people who are truly interested in making a positive impact in the lives of young people, as well as knowing how to have some SERIOUS FUN! Each staff member must go through an extensive application and screening process, which includes a written application, a personal interview and background checks. All our Opechee Day Camp Counselors have been certified in First Aid and CPR.

### **Camp Dates**

Camp runs for 8 weeks from Monday, June 27th through Friday, August 19th.

**Camp Hours** 8:30AM – 4:30PM ~ We are open rain or shine.

### **Camp Location**

The Laconia Parks & Recreation Opechee Day Camp is located at the Opechee Park House in the middle of Opechee Park #915 North Main Street.

### **Camper Ages**

Opechee Day Camp is for Campers who have completed Kindergarten through completion of 5<sup>th</sup> grade.

### **Registration Fees**

<b>Laconia Residents:</b>	
<b>1st Child</b>	<b>\$105.00 per week</b>
<b>Additional Children</b>	<b>\$85.00 per week</b>
<b>Non- Residents:</b>	
<b>1st Child</b>	<b>\$145.00 per week</b>
<b>Additional Children</b>	<b>\$125.00 per week</b>

## **Payments & Refunds**

We require a prepayment of the child's last week of camp. This is a deposit, which is due at registration. For the rest of the summer, each week of Camp should be paid **NO LATER THAN TWO WEEKS BEFORE THE START OF THE WEEK.**

Checks should be made payable to the "City of Laconia".

No refunds will be made for any reason other than emergencies.

No cancellations will be allowed because this is a limited program.

Payment is required for all weeks your child is registered for, whether in attendance or not. No exceptions will be made. If you sign your child up for a week that you don't show for, the deposit payment will be used for that week.

Payments must be mailed or delivered to the Laconia Parks & Recreation Office which is located:

**Laconia Parks & Recreation  
306 Union Avenue  
Laconia, NH 03246**

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## Camp Logistics

### Sign-In Procedure

Children should be dropped off at the Opechee Park House between 8:00AM and 8:30AM (no earlier than 8:00AM). **Campers must be signed in to camp by whoever is dropping them off that morning.**



### Sign Out Procedure

**Parents, Guardians, or authorized designee's MUST sign their child out at the end of the day. We WILL require photo identification every pick-up.** Parents or Guardians must list anyone who may pick up your child on the registration form. If this information changes or you need to add additional names please let us know right away. **If a person is not listed on your registration form we will not release your child to them.**

**Children must be picked up no later than 5:00PM.**

*\*\*\* Late Fee We reserve the right to charge a late fee of \$10.00 per child for pickups between 5:00 - 5:15. After 5:15 we will charge \$20.00. If, after ample attempts, we are unable to contact a pick-up person for the child, or an emergency contact, we will contact the Laconia Police Department.*

*In the event of an emergency, please contact with our Day Camp Staff directly. They can be reached at 524-1711.*

### Absent from Camp

Parents or Guardians **MUST** contact the Laconia Parks & Recreation office if your child **IS NOT** attending camp as scheduled.

To inform us, please e-mail [ParksDayCamp@Laconianh.gov](mailto:ParksDayCamp@Laconianh.gov) and put the following in the Subject Line:

{Your Camper's Name} – Absent – {Date}

For example: Johnny Doe, Jr – Absent – 7/1/2020

If unable to e-mail please call the Parks & Rec office at 524-5046 so that we can send the e-mail.

## **Parent/Guardian Communication**

### **Pre-Week E-mail**

- Expect this e-mail Thursday or Friday prior to your week at camp.
- This e-mail will include all information pertinent to the week ahead, i.e. special events and any logistical updates.

### **Immediate phone call may occur for, but not limited to, the following:**

- Your camper has received an injury which could require immediate medical attention and/or EMT's have been called
- Your camper exhibits a medical condition which could be contagious or threatening to others in the program
- Your camper is ill and unable to participate in daily activities
- Your camper has a tick or head lice
- Behavior that is a safety concern

### **Notification at Pick-Up may occur for, but not limited to, the following:**

- Your child receives a minor injury that does not require the service of a professional in the medical field
- Your child complains of a non-emergency condition or symptom
- Your child exhibits unusual behavior
- We want to share your child's accomplishments

Other notifications will be made via text, and updated on the Laconia Parks & Recreation Facebook page, such as if the bus will be late after a field trip.

## **Incident Reports**

Incident Reports will cover any incident that requires its own individual documentation (i.e. Injury, Behavior, etc). Not all Incident Reports require an immediate phone call home, but all Immediate Phone Calls home require an Incident Report.

Incident Report must also be signed by the parent or guardian. Parents or guardians may have a copy of the Incident Report.

## **Sunscreen**

Sunscreen may be applied to your child before arriving at camp. If we are not sure we will ask them to apply before any outdoor activities. They must bring a SPRAY-ON sunscreen if they will need staff assistance. If you would like them to use a different type of screen on their face please send it with them. *In the event you forget to send sunscreen or they run out your child will have to borrow from a friend as the camp no longer provides any sunscreen.* If this happens on several occasions you will be asked to pay for a replacement bottle. Campers will be instructed to reapply it several times throughout the day. Spray sunscreen can be applied much faster and can be done with minimal contact. If you forget to send them with their sunscreen we will notify you.

### **Camp T-Shirts**

Each camper will receive one (1) t-shirt on the first field trip day of camp in the size you requested on your registration form. If you would like an additional t-shirt they are available at a cost of \$10.00 each. **Campers are required to wear t-shirts on any field trips (usually on Thursdays). When we are at a water venue we will require the children to wear their camp shirts in the water, therefore a change of clothes in their back pack is recommended!** Please make sure your child's name is written on their shirt tag or neck collar.

### **Lost & Found**

The Lost & Found box will be located at the Opechee Park House. Please check it for any of your child's missing items. Laconia Parks & Recreation will not be responsible for items missing, damaged, or stolen. The box will be emptied out at the end of the summer camp program with its contents given to charity.

### **Breakfast & Lunch**

CAP (Community Action Program) provides breakfast and lunch to any child wanting the meal for free. Breakfast is served between 8:30 - 9:00 only and lunch is served between 12:00 - 12:30. There is a menu for your perusal at the camp. Children do not have to participate and may bring their own meals. Two snacks must be brought to the camp for morning and afternoon snacks.

### **Camp Activities**

Daily Schedule for non-field trip days:

8:30 - 8:45 Drop Off

8:45 - 9:00 Breakfast is served

9:00 Morning Activities: Crafts, games indoor and outdoor

12:00 - 12:30 Lunch time

12:30 Afternoon Activities: Crafts, games indoor and outdoor, trips to Opechee Point Beach

3:45 Afternoon Announcements

4:00-4:30 Pick Up



## Camper Check List

Please use this list to check off the items required each day for the activity planned.

*Please LABEL all clothing, sunscreen and any other items that you would like returned if misplaced.*

### Everyday of Camp:

- ◇ Lunch (if child doesn't want camp lunch)
- ◇ Snacks (morning and afternoon)
- ◇ Water bottle
- ◇ Sunscreen (SPRAY BOTTLES PREFERED)
- ◇ Swim Suit
- ◇ Sneakers (a must)
- ◇ Towel
- ◇ If wearing a skirt, shorts must be worn under



### What NOT to bring to camp

- Spending money on days when it is unnecessary
- Knives
- Fireworks of any type or explosive device
- Firearms (toy or real)
- Candy or gum
- Electronics
- A negative attitude

## Field Trips

### QUICK FIELD TRIP NOTE:

WE ARE STILL IN THE PROCESS OF BOOKING FIELD TRIPS FOR THE SUMMER. WE WILL CONTINUE TO COMMUNICATE ABOUT FIELD TRIPS AS WE CONFIRM MORE

### Field Trip Protocol

The entire camp goes on the field trip. Campers should make sure they have everything with them before they get on the bus. Campers will be assigned to a group and counselor. They must know who is in their group and stay with them.

### Camp T-shirt MUST be worn on field trip days

If the camper doesn't have their shirt, they will not be able to join the camp on the field trip and therefore must go back home. Parents may take their camper back to grab their t-shirt, or they can buy a new one for \$10 (if one is available).

## **Bus Safety**

On the bus campers and counselors are not allowed to chew gum, eat or drink.

Campers need to stay facing the front and keep themselves and their possessions out of the aisles. The aisle and back door must be kept clear at all times. At no time should any body part, trash or other items be outside of the windows of the bus.

## **Inclement Weather**

If inclement weather is predicted for a field trip day we may cancel or we may change our venue. Camp will still go on at Opechee Park. Parents will be notified in advance.



## **Health & Safety**

### **Please Keep your Camper Home if...**

Please keep your camper home if they have any of the following:

- fever,
- vomiting,
- diarrhea,
- sore throat,
- chicken pox or other lesions,
- conjunctivitis,
- a cold dragging them down,
- a bad tummy ache,
- Head Lice
- Other contagious illness



Not only will they not enjoy camp that day, but they could also spread it to other campers or staff members. If a camper is at camp and shows one or more of the above illnesses, you may be asked to come pick them up. A written release by a doctor **may be** required before your child may rejoin the program.



## **Medications**

Camp Staff is not permitted to dispense medication of any kind. If your child needs to take medication while at camp, the staff will remind them and supervise them while they take it.

All medication shall be in a secured container labeled with your child's name, the name of the medication, the dosage amount and the time or times to be given.

All medication must be given to the Camp Supervisor or Counselor each morning. If possible only provide the dosage required for the day. You will be responsible for reminding the Camp Supervisor or Counselor if you need the medication returned at the end of the day.

Your registration form lists the medication(s) required for your child.

If there is a change in medication please advise staff immediately.

## **Allergies**

The Laconia Parks & Recreation Opechee Day Camp is fully aware that some allergies can be life-threatening. The staff will take every precaution to insure the health and safety of each camper but the risk of accidental exposure to food allergen is present. We believe it is critical that the camp staff, parents, and campers work together to minimize the risk.

### **Parent responsibility**

It is the responsibility of the parent or guardian to educate and review often with the camper the self-management of his or her food allergy.

#### **Camper should know:**

- *Safe and unsafe foods*
- *Strategies for avoiding exposure to unsafe foods*
- *Symptoms of an allergic reaction*
- *How and when to tell an adult about a possible allergic response*
- *How to read a food label*
- *How to use an epinephrine auto-injector (such as EpiPen)*

### **Camper Responsibility**

- NEVER trade food with other campers
- Do not eat anything with unknown ingredients
- Read every label and/or check with a counselor
- Be proactive in the management of mild reactions, such as seeking help if a reaction is suspected.

### **Camp Responsibility**

- Review the registration forms for listed allergies submitted by parents.
- In the event of a life threatening allergic reaction will contact emergency personnel.
- Carry communication devices (cell phone, 2 way radio) along with any emergency medications and authorizations

## Camper Support

### Camper Support

Laconia Parks & Recreation Opechee Day Camp reserves the right to ask any camper to not attend camp due to behavior issues. If you do not disclose the needs of your camper and they require more support than the Assistant Recreation & Facilities Director and Camp Supervisor feel staff are able to provide, the family will be required to provide the necessary support; which might not be limited to an aide. **The child will not be able to attend camp without this support.** No refund will be granted to any camper that is asked to leave the program early for these reasons.

If the camper requires the support of an aide at school then we also require the support of an aide at camp. An adult aide who accompanies the child may be required to pay entrance fees for certain trips or activities and may also need to provide transportation for the child he/she accompanies for certain trips or activities. The adult aide also may need to undergo a Background Check.

It is our goal that our campers will enjoy their time at Opechee Day Camp. Awards, praise and recognition will be used to reinforce positive behavior. Negative behavior will be addressed in the following manner:

- **Role Modelling and Relationship Building** – Our staff will try to build relationships with the campers to the point where campers will want to avoid negative behavior.
- **De-Escalation Strategies** – When campers are overstimulated and heightened, our staff will seek to employ de-escalation strategies to allow the camper to return from the heightened state. An example of one of these strategies is asking a camper to sit out of an activity until they are able to regain composure.
- **Removal from the Program** – Laconia Parks and Recreation does reserve the right to immediately and permanently remove a camper from Opechee Day Camp at any time. Reasons to remove a camper from the program may include, but are not limited to:
  - The camper is overstimulated to such a heightened point that our staff's de-escalation strategies are not effective
  - The camper is too frequently overstimulated that our staff's strategies are losing effectiveness
  - The camper is too frequently requiring the assistance of staff in order to function throughout the day
  - The camper is displaying violent, threatening, or harassing behavior toward themselves, their fellow campers, or staff
  - The camper is absconding, or running away, from the camp
- **Removal from the Program (times)** – Depending upon the severity of the behavior, a camper might be removed from the program for One Day, Three Days, Five Days, or for the Remainder of the Summer Program.

## **Discipline Policy and Procedure**

**Campers are expected to respect each other, themselves, and property of others. They are expected to participate in activities and conduct themselves in a safe, responsible, and appropriate manner at all times.**

Discipline practices used by the counselors will address the child's behavior with positive guidance as well as setting clear cut limits and expectations. Consequences for misbehavior will range from verbal warnings to an immediate expulsion from camp.

Incidents that may lead to verbal warnings and parent communication include, but are not limited to:

- not following rules of courtesy
- back talk
- pushing
- foul language
- not following directions
- leaving an activity without permission
- any other negative and/or inappropriate behavior or attitude that may occur during the course of the day



Incidents that may lead to immediate expulsion from camp include, but are not limited to:

- non-payment or habitual insufficient funds
- endangering the well-being of another camper or counselor
- verbal abuse
- harassment of any kind
- stealing or destruction of property
- possession of illegal substances, knives, or firearms (toy or real)
- threats of violence
- possession of alcohol
- fighting

**Laconia Parks and Recreation does reserve the right to immediately and permanently remove a camper from Opechee Day Camp at any time.**

**Important: Fees will not be reimbursed for children who must be removed from the program.**