

2011



# Summer Recreation Day Camp

## June 20th - July 22nd

### Half Day Camp

7:30 am 12:30 pm

Total Fee \$35 per Child for 5 week program

**2-Locations!**

Dobson Elementary School  
Franklin Elementary School

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### Full Day Camp

7:30 am- 6:00 pm

Total Fee - \$180 per Child for 5 week program

**2 SITES ONLY - SPACE IS LIMITED**

Dobson Elementary School & Franklin Elementary School

*Daily Activities: Fun, Games, Crafts, Swimming, Park, Library, Attraction trips,  
Outdoor sports and lots more!*

**\*\* Pre-Registration Begins May 2nd \*\***

**\*\* Camp will be closed on July 4<sup>th</sup> \*\***

**\*\* Participants MUST register before July 1<sup>st</sup> to receive a t-shirt\*\***

**Eligibility:** Day Camp is for school age youth of Surry County  
(Must have attended Kindergarten in the 2010-2011 school year).

**\*\*\*Children must be signed in and out . . . NO CURB SERVICE\*\*\***

For more information, please call (336) 401-8235 or visit us at [www.co.surry.nc.us](http://www.co.surry.nc.us)

NOTE: All employees have NC criminal background checks, submitted to drug testing, and become CPR certified as part of the hiring process.



118 Hamby Road, Suite 336, Dobson, NC 27017 Ph: (336) 401-8235

## **SUMMER RECREATION 2011 REGISTRATION & PARENT HANDBOOK**

Dear Parents,

We are looking forward to a great summer. Thank you in advance for choosing the Surry County Parks & Recreation - Summer Recreation Day Camp. Our staff is anxiously awaiting the arrival of your child(ren). Your child(ren) will participate in many exciting events throughout the five-week program. Specific events such as swimming or the movies, etc. would require that you pay the entrance fee and all associated costs (i.e. – additional snacks, drinks, bus or van transportation fees where applicable, etc.). Those events will be planned by the site coordinator and you will be notified, in advance, when and if they occur. A permission form is included in the registration paperwork. Again, we are looking forward to a happy and safe summer.

Our Summer Recreation Day Camp, half- day program will be hosted at Dobson Elementary School and Franklin Elementary School. It will operate Monday through Friday mornings from 7:30am until 12:30n. The program begins Monday, June 20th through Friday, July 22nd (five weeks). Day Camp is open to all school age youth of Surry County (must have attended Kindergarten in the 10<sup>th</sup>/ 11<sup>th</sup> school year) a \$35.00 registration fee is required. Each participant registered before July 1<sup>st</sup> will receive a free t-shirt.

Our Summer Recreation Day Camp, Full day program will be hosted at Dobson Elementary School and Franklin Elementary School. They will operate Monday through Friday from 7:30am until 6pm, beginning Monday, June 21<sup>st</sup> through Friday, July 22nd (five weeks). It is open to all school age youth of Surry County (must have attended Kindergarten in the 10<sup>th</sup> / 11<sup>th</sup> school year). Registration fee is \$180.00 per child. Each participant registered before July 1<sup>st</sup> will receive a free t-shirt.

Pre-registration begins Monday, May 2nd and will last thru Friday, June 10<sup>th</sup>. After that you will register at the sites on the first day of the program. Please allow an extra 30 minutes on the first day of the program to register your child and fill out all of the appropriate forms. Registration forms may be obtained at the Surry County Parks and Recreation Office, [www.co.surry.nc.us](http://www.co.surry.nc.us) or on-site the first day of the program.

Insurance coverage is provided for participants. The policy is “secondary” to your own coverage and “primary” if you do not have insurance.

At this time, lunches will not be provided. Everyone with special diet needs must provide their own lunch for the program.

Should you have further questions about the program, please call Millie Hiatt, Surry County Recreation Supervisor or the Surry County Parks and Recreation Department at 401-8235, Monday – Friday 8:15 a.m. – 5:00 p.m.

Sincerely,  
Surry County Parks & Recreation Staff

## 2011 Schedule of Operation

Summer Recreation Day Camp Half day program will be hosted in Dobson at Dobson Elementary School and will operate Monday through Friday, 7:30am until 12:30n. Beginning Monday, June 20<sup>th</sup> and ending, Friday, July 22<sup>nd</sup> (five weeks, with the exception of July 4<sup>th</sup>). At this time no lunches will be provided and everyone must provide their own lunch for the half day program.

**The full-day registration for Dobson Elementary School and Franklin Elementary School, will be first come, first serve , limit of 100 participants per site.** The dates of the full-day program are the same as the half-day program; June 20<sup>th</sup> through Friday, July 22<sup>nd</sup> (five weeks, with the exception of July 4<sup>th</sup>), from 7:30am until 6:00pm, with the following change: **the full-day program participants must be picked up by 6:00pm, or a \$5.00 per minute late fee will be assessed.**

NOTE: All employees are required to provide NC criminal background checks, submit to drug testing, and become CPR certified as part of the hiring process.

### Summer Day Camp Rules & Policies

All children are expected to follow the Summer Day camp rules and policies. These rules exist for the safety and well-being of all participants and staff.

- Participants must be school age, and must have attended school this year.
- Children must use movement and voice levels acceptable for the activity and it's location or setting to be respectful of other facility users.
- Children will keep their hands, feet and other objects to themselves and use appropriate language at all times.
- Children and staff must wear shoes at all times, except in the pool on designated field trips. All participants and staff should wear comfortable clothing with some type of athletic shoes (socks preferred) or closed toe shoes. No open toe shoes (flip-flops, sandals and etc.) please. This type of shoe tends to break easily and could be dangerous on certain field trips. Modest clothing must be worn – ladies, no halter tops or short-shorts please; gentlemen, shirts must be worn at all times.
- Children are asked to leave all personal items such as toys, walkmans, c-d players, makeup, nail polish, etc. at home.
- Your child is responsible for his/her own belongings. They may bring their own snacks, water bottle, lunchbox, sunscreen, swimsuits, etc. each day; however, our staff will not be responsible for any lost or stolen items. Please make sure to write your child's name on all personal belongings brought from home.
- Children will be respectful to staff and obey the rules of various facilities at all times.
- Children will not be permitted to climb trees or play in any streams or creeks within our care, unless under the supervision of assigned program staff.

- Smoking, chewing tobacco, alcohol, drugs, gambling, wrestling, profanity or bullying of other children or staff will not be tolerated.
- Sunburn is a hazard to your child. Summer Recreation is active; high temperatures and an active schedule can lead to heat exhaustion and dehydration. **Please send your child to camp with sunscreen and their name clearly marked on the container.**
- Hats or visors are highly recommended to prevent sunburn. Sunglasses may be worn as long as the child keeps up with them. We will not be responsible for lost or stolen items.
- Children will be divided into age appropriate groups for activities with a ratio of 10-12 children per counselor. Children must ask permission from their group leader to leave the group to use the restroom, water fountain, etc.

### **Registration & Fees**

All registration forms must be satisfactorily completed and turned in to the office before, or given directly to the Site Coordinator on the first day your child attends our program.

All fees are payable whether your child takes advantage of all days/dates that the program is made available. If your family chooses to go on vacation during the five-week timeframe, these fees will remain consistent for everyone.

All fees for the Summer Recreation Program are due on or before the first day your child attends our program.

The success of the Summer Recreation Day Camp depends on your cooperation with these rules and policies.

Parents who arrive after 12:30pm (morning program) or after 6:00pm (extended program) to pick up children will be assessed a **\$5.00 late charge per minute** payable to the Site Coordinator no later than the following day when the child is picked up. Failure to comply with this policy will result in the loss of privileges for your child to attend our program.

### **Refund Policy**

All refunds must be requested in writing to the office, will be handled on a case by case basis, and may be pro-rated. For questions concerning these allowances, please contact Surry County Parks & Recreation, 118 Hamby Road, Suite 336, Dobson, NC 27017, or call the Parks & Recreation Supervisor at (336) 401-8235.

### **Sign In—Sign Out**

Each day a parent or legal guardian must sign the roster when leaving or picking up a child – no curbside service. If the parent or legal guardian will not be able to pick up the child, you must notify the Site Coordinator in advance in writing or by telephone, with the name of the person responsible for picking him/her up in your absence. Identification will be required before the child may leave with anyone other than the parent or legal guardian who normally delivers and collects the child.

## **Emergencies**

1. In case of accidental injury or an emergency health problem, we will make an immediate attempt to contact a parent. We will call all other emergency contacts listed on the child's application for day camp until someone is reached. Until the arrival of the parent, the Site Coordinator will be in charge and will make all decisions about the care of the child. Emergency information is located in the Site Coordinator's Handbook at all times and staff will be instructed on the procedure to follow in case of illness or injury.
2. In case of a serious accident or severe illness requiring hospitalization or emergency treatment, the emergency room of the closest hospital will be used, unless otherwise specified on the child's registration form. In these types of emergency situations, an ambulance will be dispatched to transport the child to the in-county hospital of your choice. Parent(s) and/or legal guardian(s) will be responsible for these expenses.

## **Special Needs / Medications**

For your child's safety, our staff is CPR / First Aid certified during the orientation process. Please inform the Site Coordinator on the first day of camp of any allergies or specific needs for your child. Circumstances pertaining to special eating problems, accidents occurring at the site, unusual circumstances at home, changes in an illness or behavior, etc. should be addressed with our staff as soon as possible for your child's safety and well-being.

A medication form must be filled out **ANYTIME** your child requires medication administered by our staff during program hours. The medication form is located on page 7 in the packet and must be turned in to the office before, or given directly to the Site Coordinator on the first day your child attends our program.

## **Field Trips**

A permission slip is included with your release form at the beginning of the program for all field trips. You will be notified in advance of any trips taken away from the particular Recreation Site. Additional monies for field trips will be required to cover admission, etc. for your child.

Children will conduct themselves in an orderly manner when being transported for field trips. They will listen to the bus driver, not drink or eat, remain sitting quietly while the vehicle is in motion, and keep such vehicles clean and free of debris.

Field trips involving swimming may or may not be supervised by lifeguards while participating in pool activities at other designated sites. Our program participants will obey the facility rules of such recreational providers. Our staff members are not required to obtain lifeguard training as a pre-requisite to part-time employment, and are not qualified to administer such lifesaving techniques.

## **Behavior Management / Discipline**

Rules must be followed for the sake of safety, health, and acceptable behavior. We will make every effort to help each child learn self-discipline; to understand his/her rights and responsibilities and the rights of others; and to be sociable and able to share materials, equipment, etc. with others. Corporal punishment, sarcasm, and yelling by the staff are not acceptable means of disciplining children in this program.

Children are expected to have good bathroom habits. However, they will not be embarrassed or shamed when a bathroom accident occurs.

Verbal warnings will be given for first offenses; however, depending on the nature and severity of the offense, it may become necessary to issue a written warning to the child's parent or legal guardian to help with corrected behavior.

Our staff may ask your child to take a time-out from group activities if a verbal warning did not send a clear message to adjust behaviors.

If subsequent offenses occur, the child with their parent or legal guardian will meet with the Site Coordinator, the Parks & Recreation Supervisor and/or the Department Director to resolve the problem.

Loss of privileges, suspension or dismissal from these programs will result if these rules are not respected, with out a refund of previously paid program fees.

### **ACCIDENT INSURANCE**

The County of Surry and the above program(s) offers insurance coverage as a component and is "secondary" to your own policy. In the event of a medical accident or claim, your primary insurance coverage would be used to cover expenses. If the child does not have insurance coverage, then the policy becomes primary.

**Summer Recreation Day Camp**  
**Authorization, Special Events, Field Trips and Release**

Name of Child: \_\_\_\_\_

I/We the parents of the above named child who is registered in the Surry County Parks & Recreation Summer Recreation Program(s) do hereby give my/our approval for his/her participation in any and all program activities during the Summer Day Camp program. By authorization, I/We do hereby approve of the program special events, field trips, rules and policies, and accept the facilities, equipment, supervision, and acknowledge that I/We have had the opportunity to inspect the premises and have spoken with the Site Coordinator or Parks & Recreation Supervisor regarding concerns or waive the right to do so. Further, I/We understand there are certain risks inherent in my/our child's participation in certain recreational activities, which are beyond the control of my/our child or the County Parks & Recreation program staff. I/We understand that any objection(s) that I/We have to the facility, equipment, staff supervision, or rules and policies must be addressed in writing to the Parks & Recreation Director, and that I/We have the choice of whether or not to allow my/our child to participate in said program or activity. I/We do hereby release the County of Surry and its Employees, from any and all legal and/or medical damages regarding negligence in the care of my/our child as a participant in either of the Summer Recreation Programs described herein.

I/We have read and understand all of the program rules and policies as stated, and do hereby certify that we are allowing the above named child to participate in said program(s).

**RELEASE FOR EMERGENCY CARE**

I hereby give my consent to any emergency facility and physician to administer the necessary treatment for my child, \_\_\_\_\_ in the event of an emergency at which  
(Child's Name)  
time I cannot be reached. I give my consent for my child to be transported by ambulance if needed.

**MEDICATION FORM**

The site coordinator can administer physician medications. Medications MUST be in the prescribed container with the prescription on the front; anything else will be unacceptable. Medication needs should be given to the site coordinator along with the completed information.

The Surry County Summer Recreation Program Site Coordinator has my permission to administer:

\_\_\_\_\_  
(Name of medication(s) –dosage directions)

to my child, \_\_\_\_\_, for \_\_\_\_\_  
(Child's name) (Illness/medical need)

\_\_\_\_\_  
**Parent/Legal Guardian Signature(s)**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Parent/Legal Guardian Signature(s)**

\_\_\_\_\_  
**Date**

\*\*This completed and signed page will be returned to the office or the Site Coordinator with your registration forms and payment. Please keep the rest of the handbook for your reference throughout the program.\*\*



# SUMMER RECREATION DAYCAMP PROGRAM REGISTRATION FORM

Please circle location		Office Use / Payment Information
Dobson Half Day	Franklin Half Day	
Dobson Full Day	Franklin Full Day	
CHILD'S LAST NAME:		PREFERRED NAME:
ADDRESS:		GRADE:
CITY/STATE/ZIP:		DATE OF BIRTH:
AGE:	GENDER:	PARENTS/GUARDIAN'S NAMES:
HOME PHONE (MOTHER):		CELL PHONE (MOTHER):
HOME PHONE (FATHER):		CELL PHONE (FATHER):
EMERGENCY CONTACT #1:	EMERGENCY CONTACT #2:	INSURANCE COMPANY:
PHONE #1:	PHONE #1:	POLICY NUMBER:
PHONE #2:	PHONE #2:	EXP. DATE:
PREFERRED HOSPITAL:	PHYSICIAN:	DENTIST:
ALLERGIES:	MEDICATIONS:	BEHAVIOR CONCERNS:
SPECIAL NEEDS:	PERSONS ALLOWED TO PICK UP YOUR CHILD:	PERSONS <u>NOT</u> ALLOWED TO PICK UP YOUR CHILD:
COMMENTS:	COMMENTS:	COMMENTS: