



# GRAHAM SUMMER DAY CAMP

## Parent's Manual

311 COLLEGE STREET  
GRAHAM, NC 27253



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Dear Camp Families:

Thank you for choosing the Graham Summer Day Camp Program for your family!

This handbook is designed to inform parents and/or guardians of the activities, policies, and guidelines for our camp program. We are dedicated to providing a safe, active, and exciting recreational experience for your child(ren) during camp. Keep this booklet for future reference. The policies and guidelines are to ensure all campers, staff, and other entities the maximum level of safety. We ask that you encourage your camper to participate in all activities, as this will enhance their summer experience.

Communication is the key to any relationship, and as questions or concerns arise we welcome your input. If you have any questions after reading through this handbook, please feel free to call us at 336-570-6718.

We look forward to spending a fabulous summer with your child and having an awesome camp experience.

Marquis Graves  
Centers Supervisor  
Graham Recreation & Parks Dept.

TAX ID: 566001234



## Mission, Vision, Goals

### **Graham Recreation and Parks Department**

Vision – Strengthening our community by connecting people through parks and programs.

Mission – To enrich lives by providing engaging, innovative, and diverse recreational and cultural experiences through our parks, programs, and staff.

### **Camp Goals and Objectives**

- Provide a safe, secure, nurturing and fun environment for children in a quality summer camp program;
- Provide activities that meet the cognitive, social, physical and emotional needs of children;
- Provide fun and educational field trips; and
- Maintain a continuous line of communication with parents

### **General Information:**

Our camp is held at the Graham Recreation Center. For questions pertaining to the daily activities of camp (field trips, bus information, how child is doing, etc.), please call the Graham Recreation Center Camp line: **336-570-6718 ext. 5**

For general summer camp questions (staffing, logistics, structure, availability, billing and concerns) please contact Marquis Graves: **336-570-6718 ext. 3**

**IN THE EVENT OF AN EMERGENCY, PLEASE CONTACT THE RECREATION CENTER 336-570-6718.**

### **Hours of Operation:**

7am-5:30pm

### **Camp Location:**

Graham Recreation Center  
311 College St.  
Graham, NC 27253

Registration and payments can be made at the Graham Recreation Center. We accept cash, check, Visa, MasterCard and Discover. Registration and payments can also be made online through your Community Pass account.

**Eligibility:**

Participants must have completed one full year of kindergarten through 7<sup>th</sup> grade in Spring 2024. All five (5) year old participants will require a birth certificate prior to attending camp. All 5-year-olds must be able to use the restroom independently.

**Food:**

Graham Recreation and Parks Department (GRPD) provides lunch for anyone under the age of 18 through the Alamance-Burlington Summer Feeding Program. If participating in the Summer Feeding program, children need to be at camp no later than 8:30am to be counted in the lunch count. For days where the Summer Feeding Program is not available or on days where your child prefers to bring their own lunch, please do not pack anything that needs to be refrigerated or microwaved, as well as nothing with glass. Graham Summer Day Camp does not have access to the kitchen at the Recreation Center. Also, with the camp taking place during the hottest portions of the year, please be sure to have your camper bring a water bottle with them every day.

**Dates of the summer Camp Feeding Program: June 17 – August 18 *\*days that fall outside of these, campers will be asked to bring a lunch***

If your child forgets their lunch, arrives after 8:45am, and/or forgets to bring it on the field trip, it is the parent's responsibility to provide lunch. If a parent/guardian cannot bring lunch that day, Graham Recreation can provide lunch and will charge your community pass account **\$10.00**.

**Late Pick Up:**

Our staff works very hard during the day, and often has commitments they must attend to after work, so please be prompt when picking your child up from camp. A fee of \$1.00 per minutes/per child will be assessed beyond 5:30pm and will be charged on your family account. Your child(ren) will not be able to return to the program if the late fee is not paid within 24 hours of late notice.

**Outdoor Time:**

We take careful and detailed steps in making decisions regarding outdoor activities during extreme temperatures, poor air quality or the possibility of thunderstorms. We reduce or eliminate strenuous outdoor activities due to extreme heat and poor air quality. Decisions about field trips and outdoor



activities are made on a case-by-case basis with information from the National Weather Service.

### **Camp Dress Code:**

In order to ensure that campers get the most out of camp, remain comfortable and avoid injuries, we require light, comfortable clothing, and athletic or tennis shoes to be worn on a daily basis. **No open toe shoes/flip-flops. Plastic shoes, heelies, skirts, tank tops, and inappropriate shirts are not proper attire for camp activities.** Excessive jewelry and long, dangling earrings are not safe and should not be worn to camp. Hats and sun visors are permitted. Sandals and flip-flops may be brought for use for water days but will not be allowed during the other day's activities. Please mark the **inside** of all apparel with the child's name and phone number. **For their own safety, any child brought to camp in flip-flops will not be allowed to participate in outside sports activities. Parents may be contacted if necessary to bring appropriate clothing.**

### **Distribution of Medication Policy:**

No medication will be administered to a child without the written order of a licensed physician or dentist indicating that the medication is for a specific child, and the written permission of the parent on a City approved form (copy provided in this handbook). Medication must be clearly marked with child's name and amount of dosage. Medication must be handed to the camp supervisor by the parent. If possible, parents are asked to try and administer medications at home before or after camp. **Under no circumstance will camp personnel give the first dosage of any medication. This is solely for the safety of the child. Please see the Participant Medication Policy located online for more detail.**

### **Lost and Found:**

Campers are responsible for their belongings. Our counselors will do their best to ensure that campers collect their clothing, shoes, and gear. Please check with a staff member at pick-up if your child has lost something.

**LABEL ALL CAMPERS' BELONGINGS!!!!!!!!!!!!!!!!!!!!!!**

### **Emergency Phone Contact:**

Should an emergency arise, and parents need to contact your child while they are at camp, you may call the Graham Recreation Center between 8:00am-5:00pm, at 336-570-6718. We will help you in speaking with your child or do our best at delivering an emergency message to them at their location.

### **Illness:**

Keeping our kids healthy is of great importance. If your child becomes ill while at camp, you will be notified immediately to pick up your child. For the protection of all campers and staff, **do not bring your child** to camp if they have a

temperature of **100.4 degrees or higher, are vomiting, have diarrhea, drainage of the eye, green drainage of the nose, or any contagious disease that your child has been exposed to or infected with (chicken pox, mumps, strep throat, pink eye, etc.)** If they have been ill, we ask that they are symptom free for 24 hours before bringing them back to camp. We will call the parents of a child if they have any of the above symptoms.

- A camper who becomes ill or has a temperature of 100.4 degrees or more while in camp will be separated from program participants but will remain within supervision of the staff. A parent will be notified and required to pick up their child within 30 minutes of notification.
- When campers at the camp have been exposed to a communicable disease listed in the Department of Health's current communicable disease chart, the parents shall be notified in writing within 24 hours or the next business day of the camp, unless forbidden by law, except for life threatening diseases which must be reported to the parents immediately.



## Parents as Partners

Our goal is for every camper to have a fun and safe summer, and we want to partner with you to help make that happen. A successful summer experience actually begins at home as you are preparing for camp, and will continue throughout the summer with the partnership between parents and camp staff.

### Parent Responsibilities:

- Fill out all registration forms completely and keep the information current.
- Pay fees on time
- Read all communications distributed to parents regarding Camp
- Make alternate arrangements if your child is ill.
- Keep the staff informed of any changes or incidents in the home which might result in a change in behavior or attitude.
- Parents **must** sign their child in and out of the program daily.
- Listen to concerns of the staff regarding their child and, with staff, work out an agreeable solution.
- Parents should feel free to discuss any concerns with the Camp Directors and/or Program Supervisor.

### Camper Expectations:

Parents, please review with your child(ren) our expectations of campers to make their time with the program a pleasurable experience. Expectations will be posted so campers can refer to them. Rules and consequences will be reviewed regularly.

- Campers must remain in the designated camp/program areas.
- Campers are expected to exercise respect towards all people, places of business, equipment, others private property, and vehicles.
- Campers are expected to follow the rules associated with activities and program areas and ask a staff member for clarification, if needed.
- Campers are expected to communicate and conduct themselves in an appropriate manner. Threatening words, tones of voice, gestures, foul language, teasing, bullying, harmful physical contact will not be tolerated and are prohibited.
- Parents/guardians are financially responsible for their child's actions when the participant:
  - Defaces and/or destroys the building, grounds, equipment, vehicles or other's belongings
  - Tamper with or pulls the fire alarm without due cause



In order for all participants to have a safe and enjoyable experience, all participants must demonstrate appropriate behavior and respect for themselves as well as others. Meeting this expectation will offer all campers and staff the greatest opportunity for success.

## **Behavior Policy**

### **PURPOSE**

Appropriate behavior is expected from all participants, members and observers in programs and in facilities to protect the enjoyment and safety of all patrons. Therefore, The Graham Recreation & Parks Department has developed the Behavior Policy.

### **DISCUSSION**

Behaviors that will not be accepted include, but are not limited to, the following:

- Endangering the health and safety of other members, participants, patrons or staff.
- Disrupting a program or creating a disturbance at a facility.
- Continuous refusal to follow program and/or facility rules and guidelines.
- Use of verbal harassment, profanity, vulgarity, obscenity, or racial slurs.
- Blatant disrespect of staff and program or facility rules and guidelines.
- Damage, vandalism, or theft of private or City facilities, equipment or supplies.
- Possession or use of illegal substances or medication, including the use of alcohol or smoking where prohibited.
- Inappropriate or offensive dress, including, but not limited to, dress which is too revealing and clothing which displays obscene or offensive words or pictures.
- Possession or threat of a weapon.
- Gang activity including display or possession of symbols, hand signals, soliciting membership, intimidating or threatening an individual, wearing or displaying colors or items of dress, etc.
- Inappropriate display of affection, including but not limited to kissing and touching of any private area of the body.

The following outlines steps that may be used with patrons who are not behaving appropriately. Program and fees will not be refunded for any person removed from a program or facility due to violation of this behavior policy.

## **Disciplinary Actions:**

Should a participant behave inappropriately, the Summer Camp Staff and Supervisors will take the following sequence of actions as needed:

- **1<sup>st</sup> offense: Camper portraying negative behavior will be removed from the situation for "Personal Time" to regain control of their behavior.**
- **2<sup>nd</sup> offense: Communication verbally and then written with a parent and write-up form.**
- **3<sup>rd</sup> offense: Meeting between the camp director, camper, and parent/guardian to enact a Behavior Improvement Plan.**
- **4<sup>th</sup> offense: Suspension for one or more days**
- **5<sup>th</sup> offense: Removal from the program and forfeit of all camp fees.**

Graham Recreation cannot serve a camper who displays chronically disruptive behavior. It is up to the discretion of the Camp Director and/or Program Supervisor to enact disciplinary actions that may result in suspension or immediate removal from the program if the behavior is severe.

## **Physical Contact/Altercation**

**A camper who intentionally makes physical contact with another person (by hitting, pushing, kicking, etc.) will be sent home IMMEDIATELY. A second offense will result in removal from the program. Violence and purposely physical contact will not be tolerated.**

## **Personal Belongings:**

Personal belongings are the responsibility of each camper. We **discourage** campers from bringing money, electronic devices, and cell phones or anything of value to camp. Staff will not be responsible for items brought from home. GRPD is not responsible for lost or stolen items. If personal items brought from home are causing a distraction, GRPD will store the item(s) in the front office until a parent/guardian arrives. After an item has been taken 3 times, it will count as a strike towards the Discipline Policy (this goes for cell phones as well). Personal items such as: lunch boxes, extra clothes, should be marked with your child's name.

## **Field Trips and Outings:**

Weekly field trips and/or special events are included that can take place on or off the camp site. Campers will conduct themselves with complete respect towards bus drivers, tour guides, staff of visited locations, and any other persons they may interact with (including other patrons.) This includes respect of facilities and property of others. They are representatives of the camp, and we want to show all whose paths we cross what makes our camp so special. We ask that

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campers bring their own lunches on scheduled field trip days that 10 | Page indicate "Bring Lunch."

**Rules for ALL children on the bus/vehicle** 1.

- No standing while the vehicle is in motion.
- No throwing objects of any kind.
- No touching, bullying, fighting, pushing, hitting, kicking, biting, pulling, name-calling or violence of any kind.
- Respect others and their property.
- No eating or drinking of any kind.



## **Sign-In/Sign-Out Policy & Site Pick-Up/Drop-Off Policy**

Campers **MUST** be signed in and signed out each day, so that all children are supervised and accounted for. Please do not leave your child(ren) unattended at the camp location before 7a.m. Parents are required to pick up their child(ren) by closing time, 5:30 p.m. A back-up person should be pre-arranged to pick up your child if circumstances prevent you from being on time. **After 5:30 p.m. a late pick-up fee of \$1.00 per minute will be applied and must be paid no later than the next business day.**

No one under the age of 18 may sign out a child. Parents and individuals authorized to pick up campers (as listed on the registration form) are asked to bring a photo ID each day. **On field trip days, it is the responsibility of the person dropping off to be at camp 30 minutes before the bus is scheduled to leave. If the field trip group has already left the campsite, it is the parent's responsibility to make other arrangements for the child. Parents may NOT drop off children at the field trip location without prior permission.**

Any changes to the pick-up list must be made in person and in writing. Changes will not be allowed by telephone; this includes additions and deletions.

If you would like someone not listed on the registration form to pick-up your child, you must make the changes in person and in writing by stating who will be picking him/her up and a contact telephone number.

These policies have been established for your child's safety. Please be sure to let us know when someone not listed on the Camper Information Sheet will be signing out your child

### **Participant Information Sheet**

**Please return by the start of Summer Camp**

Hi! Welcome to the Graham Summer Camp! We are excited that you will be joining us this summer. Please help us to get to know you better. Ask an adult to help you fill out this form if you need help. It will help your counselors to get a picture of you and help him/her to know you better. See you on Opening Day! We look forward to meeting you. *\*Parents this portion of the manual can be emailed to [mgraves@cityofgraham.com](mailto:mgraves@cityofgraham.com) or turned in at your campers first day of camp.*

Name: \_\_\_\_\_

Age: \_\_\_\_\_

Favorite sport: \_\_\_\_\_

Favorite activity: \_\_\_\_\_

What are you looking forward to at Summer Camp?

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What would you like your counselor to know about you?

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For Parents

What do you hope your child will experience while at Summer Camp?

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Special considerations (behaviors / likes / dislikes): This will help us to accommodate to your child's specific needs.

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**I have read and agree to the terms put forth in this Parent Handbook:**

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## CITY OF GRAHAM MEDICATION FORM

PHYSICIAN'S AUTHORIZATION OF MEDICATION/TREATMENT FOR A PARTICIPANT IN A RECREATION PROGRAM. SINCE THERE IS NO MEDICAL PERSONNEL AT OUR PROGRAM TO ADMINISTER MEDICATION/TREATMENT, CAREFUL CONSIDERATION SHOULD BE GIVEN TO THE POSSIBILITY OF ORDERING MEDICATION/TREATMENT SO THAT IT IS NOT NECESSARY TO GIVE WHILE THE PARTICIPANT IS AT OUR FACILITY.

**Medication must be in original container.**

NAME OF CHILD \_\_\_\_\_

BEGIN/END DATE \_\_\_\_\_

capsule       inhalation       liquid Other (specify) \_\_\_\_\_

How often and at what time \_\_\_\_\_

Symptoms of adverse reaction to medication \_\_\_\_\_

\*NAME OF MEDICATION \_\_\_\_\_ BEGIN/END DATE \_\_\_\_\_

capsule       inhalation       liquid Other (specify) \_\_\_\_\_

How often and at what time \_\_\_\_\_

Symptoms of adverse reaction to medication \_\_\_\_\_

\*NAME OF MEDICATION \_\_\_\_\_

Desired action of medication \_\_\_\_\_

Form of medication     pill

Dosage (amount to be given) \_\_\_\_\_

Desired action of medication \_\_\_\_\_

Form of medication     pill

Dosage (amount to be given) \_\_\_\_\_

*The parent/guardian knows of this request and has agreed to supply this/these medication(s) as needed. Should the child manifest any of the above symptoms, which may be caused by the medication, I understand that the parent/guardian will be contacted and the City of Graham emergency procedures will be followed.*

\_\_\_\_\_  
Physician's Name (print)

\_\_\_\_\_  
Physician's Signature (required)

\_\_\_\_\_  
Date

\_\_\_\_\_  
License #

\_\_\_\_\_  
Physician's Telephone Number



*I hereby give my permission for my child (named above) to receive medication during Summer Day Camp hours; I understand the City of Graham undertakes no responsibility for the administration of the medication. This medication has been prescribed by a licensed physician, I hereby release the City of Graham and its agents and employees from any and all liability that may result from my child taking the medication.*

\_\_\_\_\_  
Parent's/Guardian's Signature

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Date



(For Dept. use only)

Names and Titles of persons to administer medication(s):

1. \_\_\_\_\_

2. \_\_\_\_\_

Approved by: \_\_\_\_\_

Reviewed by: \_\_\_\_\_

Recreation & Park Department

Risk Management Department

