

# Summer Camp 2024



PARKS AND RECREATION  
www.chapelhillparks.org

## Day Camp Parent Packet

### Table of Contents

#### Information

- 1 Forms checklist
- 1 How to reach us
- 2 Cancelling Camp & Refunds
- 2 Inclusion
- 3 Health & Injury
- 3 Pick Up, Drop Off, & Late Fees
- 4 Meals & Snacks
- 4 What to Wear, What to Bring
- 4 Summer School
- 4 Photography

#### Forms

- 5 Camp Information Form
- 6 Camp Permissions Forms
- 7 Code of Conduct & Form

### Contact Numbers

**Administrative Office**  
(919) 968-2784

**Community Center Camp**  
(919) 968-2790

**Hargraves Center Camp**  
(919) 968-2794

**McDougle Camp**  
(919) 968-2751

**Teen X-TREME Camps**  
(919) 968-2841

**Inclusion Support**  
(919) 968-2813

Welcome to Summer Day Camp 2024! We're so excited to be back this year and give your child a summer to remember. Please take a few minutes to read through this packet so you know everything you need to help your child stay safe and get the most out of their camp experience.

There are also some forms at the end of this packet that you need to complete and return to us before your child can start camp. If you have more than one child coming to Day Camp, you'll need to complete a separate set of forms for each child.

### Forms Checklist

Return by **JUNE 1**

- Camp Information Form – Required
- Camper Code of Conduct Form – Required
- Camp Permissions Forms – Optional
  - o Permission to Swim
  - o Permission to Walk/Bike/Bus Home
  - o Permission to Take Medicine at Camp

### Why do you need these forms?

These forms help us get to know your child and their needs so we can make sure camp is safe and fun for them. We also need written permission from you before they can do certain activities, or before we can give them some types of care.

The **Camp Information Form** tells us really important things about who your child is and who to contact if there's an emergency. Please use this to let us know anything that might help us meet your child's needs at camp, like any hardships or anxieties or medical conditions.

We want every child to be included, protected, and supported at camp, and we can only do that if you share your child's needs with us before camp starts. Leaving out this kind of information can be dangerous to your child and other campers, and we may have to remove your child from camp if you aren't upfront with us about their needs.

Note: If your child has a seizure disorder, you need to request a copy of their school's Seizure Plan from the school nurse and attach it to this form.

The **Code of Conduct Form** is to make sure you know what we expect from your child at camp, and what you can expect from us if there are problems at camp.

You only need to sign the **Camp Permissions Forms** if you want to give your child permission to do those activities at camp.

### How to reach us

If you have questions or concerns about camp, or if you have suggestions for how we can help your child have fun, get in touch! We want to hear from you.

Call your camp site and ask to talk to the Camp Coordinator. Our Counselors are focused on leading their groups of campers, so they won't be able to take your questions and will ask you to talk to the Coordinator instead.

# Summer Camp 2024



## Day Camp Parent Packet

### Cancelling Camp & Refunds

#### When to cancel

If your child is going to miss several days of camp in the same week, you might want to consider cancelling your registration that week and giving a child on the waitlist the spot.

If you need to cancel a week of camp, please let us know as soon as possible.

#### How do I cancel a week of camp?

**You have to cancel in writing and at least 14 days before the week starts.** To cancel, email our Administrative Office or your camp's contact, or give a written note to camp staff. Make sure you include your child's name, the camp's name, and the week you're cancelling.

If you miss a week of camp without cancelling, you may lose your Financial Assistance discount.

#### Can I get a refund for days or weeks of camp my child missed?

You can only get a refund if you cancel in writing at least 14 days before the camp week starts. We subtract a \$10 processing fee from your refund for every week of camp you cancel.

We only prorate missed days for exceptional circumstances. Talk to a Camp Coordinator as soon as possible if you know your child will miss days of camp.

When you cancel a camp, we add your registration fee as a credit to your household account that you can use for other camps, activities, passes, or rentals. If you'd like a refund instead of a credit, call our Administrative Office to let them know (919 968-2784).

If you paid for your camp with cash or check, we'll mail your refund to you as a check. Make sure we have your current and correct address.

If you paid for your camp with a card, we'll refund the money to the card you paid with. We don't store credit card numbers, so you'll need to call us and tell us your card number to get that refund.



### Inclusion

We strive to include campers with special needs or disabilities in our camp programs. If your child needs extra support to enjoy camp, we may be able to modify activities to accommodate their needs. Please let us know your child's needs now, so we help your child have the best experience possible.

We can include campers with special needs who are:

- Self-sufficient with personal hygiene needs
- Not a safety risk to themselves or others
- Able to withstand the distraction of a noisy gym filled with campers (unfortunately we don't have enough space for a dedicated quiet area)

We'll work with you and your child's teachers to decide if our camp can meet your child's needs.

If your child might need our inclusion services, contact our Adapted Recreation Coordinator as soon as you register for camp. We need time to discuss whether we can serve your family, and if we can, work with your child's school and teachers to adapt the support strategies they use in school for camp.

Please know that we never use a disability label in a negative way. We are dedicated to following the guidelines of the Americans with Disabilities Act (ADA)

Questions? Contact our Adapted Recreation Coordinator Marian Kaslovsky at [mkaslovsky@townofchapelhill.org](mailto:mkaslovsky@townofchapelhill.org) or (919) 968-2813.

**Administrative Office**  
(919) 968-2784  
[parksrec@townofchapelhill.org](mailto:parksrec@townofchapelhill.org)

**Hargraves Center Day Camp**  
(919) 968-2794  
**Robbin Justice-Jones**  
[rjjones@townofchapelhill.org](mailto:rjjones@townofchapelhill.org)

**Community Center Day Camp**  
(919) 968-2790  
**Jenna Hambleton**  
[jhambleton@townofchapelhill.org](mailto:jhambleton@townofchapelhill.org)

**Inclusion Support**  
(919) 968-2813  
**Marian Kaslovsky**  
[mkaslovsky@townofchapelhill.org](mailto:mkaslovsky@townofchapelhill.org)

**McDougle Camp**  
(919) 968-2751  
**Lizzie Burrill**  
[lburrill@townofchapelhill.org](mailto:lburrill@townofchapelhill.org)

**Teen X-Treme Camps**  
(919) 968-2741  
**Deaver Smith**  
[dsmith3@townofchapelhill.org](mailto:dsmith3@townofchapelhill.org)

# Summer Camp 2024



## Day Camp Parent Packet

### Health & Injury

Your child should be generally healthy when coming to camp. Day Camp is a dynamic program that ranges from high energy games to focused, stationary crafts and activities. We play indoors and outdoors and do activities both in teams and as individuals. If your child is sick, they won't enjoy Day Camp and it may be dangerous to them and others for them to be here.

We support campers with special needs and disabilities through inclusion services and do not see disability as poor health.

#### If your child is sick

**Do not send your child to camp** if they have a known contagious illness, are vomiting and/or have diarrhea, or if they have a fever. Please call us and let us know that your child is sick. If they have any symptoms of COVID-19 or if someone in your household does, we may have to ask them to stay home for the rest of the week or longer.

If your child starts showing symptoms of sickness at camp, our staff will isolate them and call you immediately. We may have to ask you to come and pick them up.

#### If your child gets hurt at camp

We take every precaution to keep campers safe while they play at camp, but sometimes accidents happen. If your child is hurt at camp, we'll contact you immediately. We may have to ask you to come and pick them up. We don't pay for medical treatment or expenses of kids who get hurt at camp.

If the injury is serious, our first call is to 911 Emergency Services. You'll be responsible for paying any fees for your child's transport or care.

#### Coming back to camp after being sick or hurt

We may ask you for a doctor's note before we can let your child come back to camp if they've been hurt or sick.



### Pick Up, Drop Off, & Late Fees

#### Drop Off

**Day Camp starts at 7:30 a.m.** Please don't try to drop off any earlier; we can't let anyone in before 7:30 a.m.

Every morning, you'll need to sign your child in. Do not drop your child off in the parking lot and leave.

If you're dropping off later than 8:45 a.m., please call to let us know.

#### Community Center Camp

(919) 968-2790

#### Hargraves Center Camp

(919) 968-2794

#### McDougle Camp

(919) 968-2751

#### Teen X-Treme Camps

(919) 968-2841

Structured activities start at 9 a.m. We'll give you a schedule of activities for the camp at the beginning of every week.

#### Pick up

**Camp ends at 6 p.m.** Your camper has to be signed out every day and can only be signed out by the people listed on your Camp Information Form. Only people 18 and older can

pick your child up from camp, and anyone picking up needs to have a photo ID with them.

It's up to you to make sure anyone picking your child up is on your approved list and understands what to do. If you need to change who's on your list, you have to do it before pick up and in writing. You can not make changes to that list over the phone.

**If you're running late, please call us as soon as possible.** We have to charge late fees if you pick up after 6 p.m.

**Late Fee after 6 p.m.** You'll owe \$5 at 6:05 p.m. and another \$1 every minute you're late after that. You'll have until the end of the week to pay your late fee. If you're late on a Friday, you'll have until 5 p.m. the following Monday to pay it. If you don't pay your late fees, we may limit your ability to register for other camps and programs.

We follow the official camp clock on site to determine late fees.

# Summer Camp 2024



## Day Camp Parent Packet

### Meals & Snacks

Your child needs to bring a non-perishable lunch, 2 healthy snacks, and a water bottle every day. Don't pack anything that needs to be microwaved or refrigerated, and make sure you label lunch box and water bottle with their name.

Campers won't be allowed to share food, so please don't send any treats for the whole group.

We may be able to get subsidized lunches for Day Camps. We'll let you know if that happens, but plan to pack your child's lunch in case it doesn't.

If we do get subsidized lunches and your child has dietary restrictions, you'll need to fill out a meal change form from the school system to get the correct lunch. Tell your Camp Coordinator you need one and get it back to them as soon as possible.

You need to drop your camper off or call us by 8:45 a.m. every morning if you want to order a lunch through the subsidized lunch program.

### What to wear, what to bring

#### What to wear

Your child should dress to PLAY! Camp is active and occasionally messy, so your camper should wear something comfortable, light, and easy to move in. Keep in mind that we play outside as much as we can.

<b>Wear</b>	<b>Don't wear</b>
T-shirts	Skirts/Dresses
Shorts/Pants	Open-toed shoes
Sneakers	Dress or high-heeled shoes
Hats	Shoes with wheels

#### What to bring

**Every Day:** Your child needs a water bottle every single day. If they need sunscreen or bug spray, send it with them and make sure they can put it on themselves. We don't provide it, don't allow camp staff to administer it and we don't allow kids to share it.

**Swim Days:** If you gave your child permission to swim, make sure they have a swimsuit, towel, and bag for their wet swimsuit on the days they use the pool. We can't let them swim in street clothes or walk around camp in a wet swimsuit, so be prepared.

#### What not to bring

Don't let your child bring anything valuable or fragile with them to camp. We don't let campers have toys, electronics, phones, or cash. We aren't responsible for anything lost or broken at camp.

### Summer school

If your child is in summer school, let us know as soon as you find out. We need to know the dates, what school they will attend, when they'll be getting to camp after summer school, and if we need to escort them from a bus.

Most public schools will bus your child to camp after summer school ends. Contact your school to find out if yours will. If your child rides the bus, they'll have to sign themselves in when they get to camp.

### Photography

We reserve the right to photograph program participants for publicity purposes.

# Summer Camp 2024



## Camp Information Form

Return by June 1

### Which camp is your child in?

- Hargraves Center Day Camp  
 Community Center Day Camp  
 McDougale Day Camp  
 Teen X-Treme Camps

### Which weeks are they going?

- A  D  G  
 B  E  H  
 C  F  I

### Is your child going to summer school?

- Yes  No  Not Sure

If yes, what dates?

---

### Child's Information

Full Name \_\_\_\_\_

Nickname \_\_\_\_\_ Birthdate \_\_\_\_/\_\_\_\_/\_\_\_\_ Gender \_\_\_\_\_ Pronouns \_\_\_\_\_

Street Address \_\_\_\_\_ Apartment \_\_\_\_\_

City \_\_\_\_\_ Town \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Phone \_\_\_\_\_ Current School (Year 23-24) \_\_\_\_\_

### Parent/Guardian #1

Full Name \_\_\_\_\_

Cell Phone \_\_\_\_\_ Day Work Phone \_\_\_\_\_

### Parent/Guardian #2

Full Name \_\_\_\_\_

Cell Phone \_\_\_\_\_ Day Work Phone \_\_\_\_\_

### Local Emergency Contact

#### Other than parents/guardians

Name \_\_\_\_\_ Relationship to child \_\_\_\_\_

Cell Phone \_\_\_\_\_ Home phone \_\_\_\_\_ Work phone \_\_\_\_\_

### Child's Doctor

Name \_\_\_\_\_

Phone \_\_\_\_\_

### Approved Pick-Up List

Must be 18 or older and bring photo ID to pick up

Name	Phone	Relationship
_____	_____	_____
_____	_____	_____
_____	_____	_____

### About Your Child

List anything we should know about your child to be able to meet their needs. Examples: allergies, fears, medications, anxieties, or physical, emotional, or behavioral differences/disabilities.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### NOT APPROVED for Pick-Up List

List anyone we can never release your child to, even in an emergency. Attach copies of court orders if you have them.

\_\_\_\_\_

\_\_\_\_\_

I, the parent/guardian of the above named, hereby give permission for our child's participation in any and all activities of the above named program, conducted by the Chapel Hill Parks & Recreation Department during the summer of 2024. I assume all risks and hazards incidental to such participation including transportation to and from all activities, and have read the safety protocols included in this packet, and do so hereby waive, release, absolve, indemnify and agree to hold harmless the Town of Chapel Hill, the Parks & Recreation Commission, the organizers, the volunteers, the supervisors, the program staff and the participants from any claim arising out of any injury to the above named person. In addition, I give my permission to UNC Hospitals *and/or* any other licensed medical facility to provide treatment as deemed necessary by them for the well-being of my child/ward. If deemed necessary for the well-being of my child/ward an ambulance may be called and I will be responsible for any charges.

### SIGN HERE

\_\_\_\_\_  
Your Signature Date

# Summer Camp 2024



## Camp Permissions Forms

Return by June 1

These forms are optional. Only fill them out if you want to give your child permission to do these things at camp.

1

### Permission to Swim

I hereby give my child **permission to swim** at the pool designated for my child's camp. I understand that should my child be enrolled in a camp that requires transportation, my child will be transported by authorized buses or camp vans to and from the pool. I give my approval for my child's participation in swim time provided through his/her day camp sponsored by the Chapel Hill Parks and Recreation Department.

\_\_\_\_\_  
*Your signature*

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

2

### Permission to Walk, Bike, or Bus Home to/from Camp

Instead of being picked up by a designated adult or parent, **my child has permission to walk, ride a bike, or take a bus home from camp** at the end of each camp day. In addition, I understand that my child must sign in and sign out each day and will not be supervised once he/she leaves the camp site.

\_\_\_\_\_  
*Your signature*

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

3

### Permission to Take Medicine at Camp

My child will require taking medication while at camp. I have requested the MEDICINE PERMISSION packet to complete and return before the start of camp. I will bring the medication to camp where it will be logged in by camp staff and kept in a locked area.

\_\_\_\_\_  
*Your signature*

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



# Summer Camp 2024



## Code of Conduct & Acknowledgement Form

Read this code of conduct carefully with your child. You must sign below to show that you read it and agree to follow it during camp.

We expect all participants, including parents, to conduct themselves in a way that conveys camaraderie, sportsmanship, and civility towards others. We expect all participants to respect the rights of others and not do anything to detract from the enjoyment, safety, and participation of others. If a camper or parent's conduct poses physical harm or risk to themselves or to others, we may remove your child from camp and any other Parks & Recreation activities.

### Expectations for parents

- 1. Only discuss camper issues with Camp Coordinators.** Camp Counselors need to focus on leading their groups.
- 2. Do not discuss camper issues in front of campers.**
- 3. Treat staff and other campers and parents with respect and courtesy.**
- 4. Communicate appropriately.** Do not use inappropriate, derogatory, or vulgar language with staff or in front of campers.
- 5. Follow all camp policies and procedures.** Our rules protect the health, safety, and well-being of all our campers.

### Consequences

We always start with a verbal warning and ideas for positive actions when a camper isn't following the code of conduct. That usually corrects any inappropriate behavior.

If it doesn't, we'll put the camper in a time-out appropriate to their age, ability, and the severity of their actions. If the behavior continues or escalates, we'll call the camper's parents and remove them from camp for the rest of the day.

If a camper breaks our code of conduct regularly, we'll keep a record of the incidents and meet with the parents to discuss. We may have to remove the child from camp for a few days until they and their parent can agree to follow our rules. If the camper behaves inappropriately again after they come back to camp, we may have to remove them from an entire week of camp or the whole summer.

### Expectations for campers

- 1. Be civil, cooperative, and a good sport while at camp.**
- 2. Treat staff and other campers and parents with respect and courtesy.**
- 3. Communicate appropriately.** Do not use inappropriate, derogatory, or vulgar language at camp.
- 4. If you don't understand something, ask.** When we explain, be a good listener.
- 5. No bullying, horseplay, teasing, pushing, kicking, hitting, or fighting.**
- 6. When you feel angry, tell a counselor.** We don't fight at camp. Your counselor will help you deal with what's causing your anger.
- 7. Get permission before using equipment or games.**
- 8. Clean up after yourself.**
- 9. Never go away from your camper group without permission or without your assigned buddy.**
- 10. Try new activities and experiences.** If you choose not to participate, you'll still have to stay with your assigned group while they do the activity.
- 11. Follow all camp policies and procedures.** Our rules protect the health, safety, and well-being of all our campers.

### Code of Conduct Acknowledgement & Agreement Form

All parents/guardians must sign this.

I have received a copy of the Town of Chapel Hill Parks and Recreation Department's day camp Discipline/Code of Conduct policy and understand all of the provisions made for administering discipline and revoking participation in the day camp setting. I have discussed these expectations with my child and I acknowledge and agree to all of the provisions set forth herein.

\_\_\_\_\_  
Parent/Guardian #1 signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian #2 signature

\_\_\_\_\_  
Date