

New Bern Parks and Recreation Youth Summer Camps!!!



2022 Parent Handbook

Welcome to Summer Camp!

New Bern Parks and Recreation would like to welcome you to Camp! We are looking forward to exciting new activities and friendly faces. Summer camp gives each child the opportunity to grow and learn while school is out. Through structured daily schedules, your child will be able to participate in a variety of camps that will be offered this summer! Qualified, trained and experienced counselors will initiate fun, interesting and challenging activities for all campers. Anyone who is authorized may feel free to drop in at any time. The information in this handbook has been prepared to answer questions you may have concerning camp. Please keep it throughout the time your child is registered so you can refer to it as needed.

If you have any questions that the handbook does not cover, feel free to call us at (252)639-2912. We will make every effort to provide your child with a positive, unforgettable, lifetime memory of summer camp. We look forward to meeting each one of your smiling faces!



IMPORTANT NUMBERS

Park and Recreation Administration

Supervisor of Recreation Services

James Bullock: 252-639-2909

West New Bern Recreation Center

Main Line: 252-639-2912

Facility Manager

Carlton Metts: 252-639-2906

Camp Coordinators

Carlie Metts (Bear Bunch Camp): 252-639-2912

Shelly Collins (Cooking Camp): 252-639-2916

Emmitt Godette (ColorSplash Art Camp): 252-639-2910

Ashley Parham (Y.E.S. Camp): 252-639-2913



GENERAL INFORMATION

Bern Bear Camp-West New Bern Recreation Center 1225 Pinetree Drive

Bern Bear Camp is available for children ages 5-12. No exceptions.

Space is limited to the first 30 participants per session. **Registrations received after a session fills up will be added to the waitlist.** Those on the waitlist will be contacted (*in order*) if a space becomes available. The registration fee is \$75.00 per session for city residents, \$95.00 per session for non-city residents (*field trips included*).

Y.E.S. Camp-Jasper G. Hayes Omega Center 800 Cedar Street

Y.E.S. Camp is available for children ages 5-12. No exceptions.

Space is limited to the first 30 participants per session. **Registrations received after a session fills up will be added to the waitlist.** Those on the waitlist will be contacted (*in order*) if a space becomes available. The registration fee is \$75.00 per session for city residents, \$95.00 per session for non-city residents (*field trips included*).

Cooking Camp- West New Bern Recreation Center 1225 Pinetree Drive

(Begins July 18, 2022)

These camps are available for children 6th grade – 8th grade.

Space is limited to the first 10 participants per session. **Registrations received after a session fills up will be added to the waitlist.** Those on the waitlist will be contacted (*in order*) if a space becomes available. Space is available on a first come first serve basis. The registration fee is \$105.00 per session for city residents, \$125.00 per session for non-city residents (*field trips included*).

ColorSplash Art Camp-West New Bern Recreation Center 1225 Pinetree Drive

(Begins June 20, 2022)

These camps are available for children 6th grade – 8th grade.

Space is limited to the first 10 participants per session. **Registrations received after a session fills up will be added to the waitlist.** Those on the waitlist will be contacted (*in order*) if a space becomes available. Space is available on a first come first serve basis. The registration fee is \$85.00 per session for city residents, \$105.00 per session for non-city residents (*field trips included*).

Session can be paid in full at time of registration or a \$20.00 deposit per session must be paid at the time of registration to reserve a space in each session (Example: If you registered for 4 sessions, you must pay \$80 at the time of registration). The remaining balance for each session must be paid at least 72 hours (3 days) before the session begins. Note: There is a \$25.00 service charge on all returned checks. (*If payment is returned, child will not be able to participate until the matter is resolved.*) Registration and making payments are available by visiting our Parks and Recreation page at www.NewBernNC.gov and at any Parks and Recreation facility.

Bear Bunch, ColorSplash, and Cooking Camps are held Monday-Friday, 9:00am-5:00pm. Y.E.S. Camp is held Monday-Thursday, 9:00am-5:00pm. All camps have early drop off available, beginning at 7:45am and late pick is by 5:30pm.

Bern Bear Bunch and Y.E.S. Camp offers (5) two-week long sessions.

Session 1: June 20th – July 1st

Session 2: July 5th – July 15th

Session 3: July 18th – 29th

Session 4: August 1st – August 12th

Session 5: August 15th – August 26th

Cooking Camp and ColorSplash Art Camp offers (2) two-week sessions each.

ColorSplash Camp

Session 1: June 20th – July 1st

Session 2: July 5th – July 15th

Cooking Camp

Session 1: July 18th – July 29th

Session 2: August 1st – August 12th

**REMINDER: ALL CAMPS WILL BE CLOSED ON MONDAY JULY 4TH 2022.
Y.E.S. CAMP IS NOT OFFERED ON FRIDAYS**

CAMP GOALS & EXPECTATIONS

- Create a safe and healthy experience through careful supervision.
- Provide opportunities that will become experiences of reflection that leave long lasting positive impressions.
- Assist children with relationship building skills by learning to work and play together.
- Offer a variety of activities where kids succeed.
- Teach values of caring, honesty, respect and responsibility.
- Provide a positive atmosphere where children have fun.

CHECK-IN PROCEDURE

- Campers may arrive no earlier than 7:45 am Monday through Friday.

CHECK-IN

- Upon arrival each morning a Parent/Guardian must accompany the campers for check-in with staff.
- After 8:30 am, parents need to check their camper in with staff and personally escort your child to their assigned activity area.
- **DO NOT** drop your child off after 8:30 am expecting them to get to their activity by themselves. *(This policy is for your child's safety when arriving after our program day begins.)*
- If by 10:00 am your child has not been checked-in, you may receive a phone call from staff to verify that your child is not attending that particular day.

- If you know in advance that your child will not be attending on a particular day, please call staff or send a note the day before to let us know.

CHECK-OUT

- Campers can be checked out starting at 4:00 pm daily.
- If you need to pick your child up earlier than 4:00 pm, please send a note so we can have your child ready.
- If you want your child to go home with someone not listed on your child's registration form, you must complete the camp release form in advance (*available at Camp*). **Please be advised that identification is required.**
- Registered campers must be picked up no later than 5:30pm.

CAMP RULES

The following rules & regulations have been specifically designed for the enjoyment, safety and well-being of your child while at camp.

- Every child in the Summer Day Camp Program is to have a fun and exciting experience.
- Practice good hygiene, including frequent hand washing.
- Be friendly to your fellow participants and leaders - be a good friend.
- Bullying in any form will NOT be tolerated and will result in immediate expulsion from camp for the season without refund.
- Always use respectful language - no cursing, name calling or any other gestures to hurt other campers.
- Listen to, cooperate with, and respect your summer camp counselors.
- Good sportsmanship is expected - no fighting, spitting, hair pulling, taunting, etc.
- Use your "inside" voice when inside facilities or on field trips.
- Take good care of program supplies and help keep your play area clean.
- Respect the property of others and the Summer Day Camp.
- Wear closed toe shoes daily unless otherwise noted by camp staff
- Do not bring toys, cell phones or electronic items from home - Summer Camp is not responsible for any lost items
 - Be on time for scheduled trips. If late, parent may need to drive child to summer trip location.
- Eat and drink at designated times and locations.

DISCIPLINE

If your child's behavior becomes dangerous, destructive, embarrassing or disruptive, it may become necessary for staff to intervene with some form of discipline.

- Discipline shall be timely and appropriate to the action.
- Discipline shall be fair and consistently applied
- Expected behavior shall be on a child's level.
- In the event disciplinary measures need to be taken, depending on the severity of the incident, these steps will be followed:

1st offense - Behavior will be discussed with camper

2nd offense - Parents will be notified by a note or phone call

3rd offense - The child will have to stay home until next camp day

DISMISSAL

If unacceptable behavior persists, the child will not be allowed to return to camp. Any severe offense such as but not limited to; fighting/hitting, theft, bullying in program or through social media, vandalism, possession of drugs or weapons, severe verbal threats, sexual misconduct, leaving program/building without proper dismissal, or any other safety related behavior is automatically grounds for immediate suspension or dismissal from camp. **NO REFUNDS!**

The Program Coordinator reserves the right to dismiss child with less notice, depending on the significance of incident, with approval of the Parks and Recreation Director.

TRANSPORTATION

The parent/guardian is responsible for transporting the child to and from camp daily. In the event that the child is late to camp and misses transportation to a field trip, the parent/guardian will be responsible for transporting their child to the designated field trip for that day. *Staff are not permitted to transport campers in their personal vehicles.*

ACTIVITIES & FIELD TRIPS

- Each camp has a specific and detailed activities and field trip calendar.
- Please refer to your chosen camps specific calendar for more details about daily activities and field trips.

NUTRITION POLICY

The Summer Camp will have a nutritious lunch provided by the USDA's SFSP (Summer Food Service Program) through the Craven County School System for each registered camper. The Summer Camp encourages the development of good eating habits that will last a lifetime. Your child is welcome to bring their lunch daily. Lunches and snacks from home should be clearly marked with camper's name as well as be non-perishable. Send water bottle (*labeled with camper's name*) especially on field trip days.

PHYSICAL ACTIVITY POLICY

Physical activity and active play is an important part of children's healthy development. Therefore, Summer Camp encourages all children to be physically active indoors and outdoors at appropriate times. Organized play activities are held daily.

ANNOUNCEMENTS

When you sign your child in or out for the day, please check for any news, schedules or items that need to be taken home with camp counselors. This information can also be found in the sign-in/sign-out area.

DRESS CODE

Campers should wear clothing that is cool and comfortable. They should wear clothes that parents do not mind getting soiled by dirt, grass, paint, glue etc. Camp shirts (*must be purchased in advance*) will be provided for each camper on their first day. Please have your child wear these on designated field trips days (*please refer to your specific camp calendar for field trip days*). Make sure all of your

child's belongings are labeled with their name on it. Lost items will be placed in the lost and found area of the facility. Please see camp counselors or facility staff for lost and found.

ATTENDANCE

Campers are encouraged to attend camp daily for the session they are registered. If the camper is unable to attend, please contact the Program Coordinator for your specific camp. There will be no financial credit made for absences, illness or suspensions.

SPECIAL ARRANGEMENTS

If you have any concerns, special needs, medical issues or circumstances, including allergies, that staff should be aware of, please see the Program Coordinator.

OPEN-DOOR POLICY

Summer Camp has an open-door policy. Parents and authorized guardians may visit their children during camp at any time. Parent's that would like to volunteer during field trips may speak with the Program Coordinator.

HEALTH POLICY

In order to protect the welfare of all campers and staff, all children attending camp sessions must be free of head lice, scabies or any other communicable or contagious condition and must exhibit proper hygiene. Any camper who does not exhibit proper hygiene or is suspected of a communicable or contagious condition will be immediately removed from camp and will not be permitted to return until the hygiene issue has been resolved. In the event of a communicable or contagious condition, a physician's release will be required.

REFUND POLICY

1. Refunds will be given only if notification is received before the session registration deadline (*the Friday before the next session*). After that time, no refunds will be offered.
2. Refunds will not be granted for issues dealing with attendance, discipline, suspensions, checkout or other problems.

MEDICATIONS

Medications can be administered during Youth Summer Camps in adherence to HIPPA regulations. If your child requires medication, please have the medication clearly marked in the original container and provide instructions to the counselors on administering the medication. This information must also be listed in the registration packet.

INJURIES

An accident report will be provided at the end of the day for each camper in the event of an injury. In a case of serious injury, the parents will be notified immediately. Camp staff are trained in first aid and CPR.

PERSONAL ITEMS

Personal items your child should bring to camp include sunscreen, bathing suit, towel and a change of clothing. Please be sure all items are clearly marked with the child's name. Personal toys, games,

iPods, and other electronic devices etc. should be **left at home**. New Bern Parks and Recreation is not responsible for lost, stolen or damaged items.

SUNSCREEN & INSECT REPELLENT

Parents are responsible for providing Sunscreen and Insect repellent (Deet-free). These items must have the child's name on the container. Written authorization is required before staff shall administer either product.

CAMP BOUNDARIES

Camp participants must always remain within the camp boundaries which are confined to the Seth West Parrott Park, West New Bern Recreation, Henderson Park, and the Jasper G. Hayes Omega Center. If the activities are inside a facility, campers must remain inside with staff. Staff will designate the boundaries in which campers are allowed each time there is an outside activity.

LOST & FOUND

It is highly recommended that you label all times with your child's name. While we make every effort to keep all camper's belongings together, New Bern Parks and Recreation will not be held responsible for lost or stolen items. At the end of each week, we will display all items that have been collected on the table at check out.

TAX INFORMATION

To request a list of payments made for your child's 2022 Summer Camp Sessions, please call 252-639-2912

SAMPLE CAMP SCHEDULE

Activities May Include:

Art/Crafts
Reading
Puzzles
Outside Games
Board Games
Field trips

Note: Each group will be divided up in age-appropriate small groups.