



Spring Break Camp

Parent Handbook 2019

SPRING BREAK CAMP PARENT HANDBOOK 2019

Thank you for your interest in our Spring Break day camp program!

The following information is intended as a guide for parents, and also includes camp guidelines and procedures.

Please read this information carefully!

For any child registered in our program(s), we want to make sure that your child is in the right environment for them. Our goal is to provide fun, appropriate, and affordable programs for all involved.

Please feel free to contact our office with any questions, special circumstances, feedback, suggestions, etc.

2019: Registration for the Spring Break opens Monday, April 1st. Deadline to register is April 15 (space permitting).

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GENERAL CAMP INFORMATION

Spring Break Camp is an exciting day camp offered during the week of spring break (from the Iredell-Statesville Schools calendar). The program is designed to incorporate a wide variety of fun and educational activities, and includes regular off-site field trips.

This program travels daily (weather permitting) in order to provide the campers with exposure to and enjoyment in an assortment of activities. Activities may include, but are not limited to: crafts, movies, bowling, environmental activities, games, and other trips such as science centers, sporting events, parks, etc.

The Spring Break Camp program is open to children ages 8-13.

CAMP DATES & TIMES

Dates: April 22-26, 2019

Times: 7:30am-5:30pm (Travel between 8:30am-4:30pm)

Please respect these time schedules. There may be days where the group will leave the site later in the morning and/or return earlier in the afternoon than normally scheduled, but please *do not expect this each day*.

Morning Drop-Off: 7:30am-8:30am

- Camp will open for campers beginning at **7:30am**.
- We are not responsible for children who are dropped off early and/or prior to staff arrival.
 - *Please be sure that staff sees your child entering the building, and that your child is checked in with the camp staff (see "Check-In" section).*
- **The camp vehicle departs the site at 8:30am** on most travel days. *Loading may begin prior to 8:30am. Be sure to have your child at camp prior to the 8:30am departure time (8:15 is recommended).*
- **Camp will not wait for your child to arrive, and they may miss the group if they are late.**

Daily Activities: 8:30am-4:30pm (See the "During The Day" section for activity information)

Afternoon Pick-Up: 4:30pm-5:30pm

- The camp is scheduled to return to the sites by **4:30pm**.
- **All campers must be picked up by 5:30pm.**
- **A late fee will be charged for pick-ups that are after 5:30pm.** *Recurring late pick-ups may result in registration cancellation, in addition to fees. See the "Payment Information" section for additional details.*

LOCATION

Iredell County Recreation Center (Gym), 122 Grannis Lane, Statesville NC 28677

Maximum 20 Campers

Camp will provide activity options at the school sites during morning drop-off and afternoon pick-up times, such as board games, movies, coloring sheets, and sports equipment (ex: basketballs).

CHECK-IN & CHECK-OUT

All registered campers are listed on a roster at the camp site. If your child is not listed on the roster, they will not be permitted to stay at camp (Non-registered children are not the responsibility of ICPRD staff).

You will be required to contact the Recreation Office to settle any registration issues.

Camp staff/sites are not permitted to accept payments, and they do not have access to the registration system.

Morning Check-In: 7:30am-8:30am

- Upon arrival, staff will check-in your child on the roster/list. Parents are not required to sign or check-off anything in the morning, as staff will monitor the list.
- ***Please be sure that staff sees your child entering the building/room, and that your child is checked in with the staff. We request that parents accompany their child for check-in.***

Afternoon Check-Out: 4:30pm-5:30pm

- ***For the protection of your child, parents/guardians (or authorized designees at least 16 years old) will need to sign their child out of camp each afternoon (please have ID available if requested).*** Camp staff will monitor these sign-out sheets each afternoon.
- Please notify the staff/office in advance (in writing/email) of any changes to the release/pick-up permissions list.
- Parents may wait in the lobby of the Recreation Center, and can begin the sign-out process once the group has returned to the room for the day.
- ***For everyone's safety, please do not try to pick-up your children in the parking lot or directly from the camp vehicles.***
- ***Please do not block or park in the areas where the camp vehicles park.***

Other Arrivals/Departures: If you need to bring your child to camp after the site departure, or pick them up from camp before they return to the site(s) (for doctor/dentist appointments, etc), you will need to be prepared to travel to meet the camp at their activity site. Please be aware that some activity locations may be in excess of 30 minutes from the drop-off location. ***Please note that camp will not wait on parents, alter the camp schedule, or meet parents outside of locations listed on the schedule (unless in an emergency situation).***

- Inform the camp staff in advance (at least 1 day if possible) of any necessary drop-offs or pick-ups outside of normal drop-off/pick-up times, with a reminder the day of.
- Contact the Recreation Office ***prior to traveling*** to meeting camp, so that you can confirm the location of the camp, and their arrival/departure/duration at the location.

DAILY ACTIVITIES

The Spring Break Camp schedule will be posted on the ICPRD website by Friday, March 29. The camp schedule will outline the daily camp activities, including locations and reminders.

Camp will travel most days (schedule/weather permitting) in a Light Transit Vehicle (LTV) or van to various activity sites. These sites could be parks, pools, movie theaters, bowling alleys, science centers, athletic/activity centers, local businesses (tours), etc.

In the event of inclement/extreme weather (ex- rain/storms, high temperatures for extended periods, etc) or other unforeseen events that may occur during the day, the schedule may be modified at that time to adjust for those circumstances. ***Please call the Recreation Office if you have questions during the day. Refunds will not be given in the event of a schedule change/cancelled activity.***

CAMP GUIDELINES & POLICIES

AGE ELIGIBILITY

Ages for Camp Iredell are age 8-13.

Our policy is that children need to be within the appropriate age range at the time they start camp (due to the high demand and limited availability).

Due to extremely limited openings in these programs, children outside of the age ranges will not be considered.

WHAT TO BRING

Please label all items brought to camp!

Your child will be responsible for keeping up with their belongings. There will be a “Lost & Found” area at camp for any displaced items. Please let staff know as soon as possible if your child is missing an item.

Iredell County is not responsible for any personal item(s) brought to camp (including damage and/or loss).

Be sure that your child wears appropriate attire and/or footwear to camp.

- **Backpack/Bag:** To hold your child’s belongings. Please make sure your child is able to carry it to/from the bus, pool, etc as needed.
- **Water Bottle:** Water is available throughout the day (via fountains or water coolers). Bring a bottle to refill as needed. Insulated bottles with closing lids are best, so that water will stay cooler longer, and not spill. *NO glass bottles.*
- **Lunch:** Bring a lunch & drink each day (in a lunch box/cooler, paper bag, etc). We do not have a way to keep lunches cold or to heat food. We typically eat lunch around 11/11:30am. For some trips, lunch may be provided (Carowinds, Emerald Pointe, etc), and this will be noted on the weekly schedule.
- **Close-toed Shoes & Socks:** Close-toed shoes (sneakers, sport sandals) are recommended EVERY day. Even if your child is not wearing close-toed shoes, please pack them in their bag, along with a pair of socks. Schedule changes can happen, and some activities require socks or close-toed shoes (kickball, bowling, indoor play gyms, etc). Many kids prefer sport sandals with a closed-toe, in which case parents would only need to pack a pair of socks. Flip-flops or other sandals may be ok for swim times, but are not recommended for running activities.
- **Money & Pouch with Clip/Pin (Optional):** Children are not required to bring money to camp. However, many parents send money so that their child can make purchases at gift shops, snack bars, arcades, etc *when this option is available.* If you choose to send money, it will be the camper’s responsibility to keep up with it. Lost money will not be reimbursed. It is recommended that parents put money into a labeled money pouch/wallet, preferably with a clip or pin so that it can be attached to/in a bag. Please be aware: most children will spend all of the money they have available, so please choose your amount wisely. Also, in the event that there are issues at camp (such as disruptive behavior, leaving trash, etc), these optional purchases may not be available.
- **Snack Foods (Optional):** A snack & drink (juice/water) is provided by camp in the afternoon, usually around 3pm. If your child needs additional snacks, or they need/prefer a snack that we do not offer, you may pack a/another snack. Because our camp travels, the snacks we provide are pre-packaged items, such as crackers, chips/pretzels, fruit snacks, cookies, etc.
- **Sunscreen (Optional):** Sunscreen (SPF 50 or higher) is provided by camp, however, if your child requires a particular kind of sunscreen (due to allergies, etc), they may bring sunscreen with them.

Please do NOT bring toys or electronics (cell phones, tablets, game systems, etc) to camp. These items are problematic and distracting in a camp setting. If your child would like to bring a book to camp, that is acceptable as long as there are no issues. If children bring other items to camp, they will be asked to put them away, and to leave the item at home. If they continue to bring these items, they may be brought to the Recreation office by the camp staff to be picked up by the parents.

Camp will provide activity options at the school sites during morning drop-off and afternoon pick-up times, such as board games, movies, coloring sheets, and sports equipment (ex: basketballs). Campers are responsible for keeping up with the items they use, and for returning them to the appropriate place when they are finished.

Weapons, items intended to cause harm, and/or illegal drugs are not permitted at camp. Persons with these items will be asked to leave (participants will be suspended), and law enforcement may be involved. Additionally, school properties have their own restrictions and consequences for weapons and drugs.

TRANSPORTATION

We use a county-owned Light Transit Vehicle (LTV) or 15-passenger vans for travel. The Spring Break program only allows children age 8 and older, due to child restraint requirements for under age 8.

The camp vehicles are scheduled to leave the site at 8:30am each morning, and return to the site by 4:30pm.

Travel Guidelines:

- **Loading:** All campers are to line up quietly and orderly with their belongings in a designated area. After which, the campers may walk to the camp vehicle and choose their seats. We may assign seats if necessary, due to safety, behavior/discipline concerns, etc.
- **On Board:** For everyone's safety, campers will need to remain in their seats while the vehicle is in motion (no standing, laying in the floor, turning backwards, changing seats, etc). Loud talking/noises or throwing objects (in or out of the vehicle) will not be allowed. Due to potential safety concerns, eating and drinking are not allowed on a moving vehicle. A trash bag is provided at the front of the vehicle, and we ask that all trash is picked up each afternoon.
- **Unloading:** Campers are to gather all their belongings, and exit the vehicle in an orderly manner. The children are expected to remain in line while departing the vehicle and follow the camp staff's directions. We ask that all children remain with the group until they have returned to the camp room. ***For everyone's safety, please do not try to pick-up your children in the parking lot or directly from the vehicle.***

SUNSCREEN

Sunscreen (SPF 50 or higher) is provided by camp, and applied (and/or application is observed) by the staff (per parental permission in the pre-registration course). Sunscreen is typically applied when the group will be outside in non-shaded areas (open parks, etc).. Sunscreen may be reapplied as needed throughout the day. We recommend that those with fair skin come to camp with sunscreen on (camp will reapply during group sunscreen time). If your child requires a particular kind of sunscreen (due to allergies, etc), they may bring it with them to camp. Please notify the staff if your child requires a specific sunscreen (these children will have their sunscreen applied first), or if they need more frequent application.

In order to make sure each child has sunscreen applied properly, campers are not allowed to put sunscreen on themselves or others unless under supervision by a counselor. Sunscreen is applied to the following areas (where exposed): face, neck, shoulders, back, and arms. The camper will be given sunscreen to apply to their chest/stomach area, where/if exposed.

ILLNESS & MEDICATIONS

Please DO NOT send children to camp who are sick, symptomatic, or “not feeling well”. This can refer to a variety of symptoms or illnesses, including fevers, colds, viruses, or any other condition that may be contagious or transferable at any point (including lice, pink eye, etc). Even if not contagious, this is a very active program, and kids who do not feel well are better left at home to recuperate. Parents of “sick” children will be called to pick up your child from camp immediately (or from the Recreation Office if necessary). Once your child has recovered, they may return to camp. A Doctor’s note may be required to return in some cases.

Refunds are not provided for absences from camp. Please contact the program supervisor as soon as possible in the event of extenuating circumstances, extended illness, family emergency, etc. Registrations may be able to be cancelled with proper/advance notification (documentation may be required).

Medications: Program staff may administer first aid and topical medications as needed. Our camp program does not provide or administer ingestible over-the-counter medications (for headaches, upset stomach, etc.), unless in an emergency (such as an allergic reaction). If your child has an ingestible medication that they need to take while they are at camp, the parent will need to complete a **Medication Administration Consent Form** and submit it to the Program Director. The parent will need to provide the medication to the camp staff, which will be stored in the first aid kit. When the medication needs to be administered, the staff will access it from the first aid kit, and allow the camper to self-administer the medication.

BEHAVIOR MANAGEMENT

The following guidelines are designed for the purpose of group and individual behavior management, in order to provide a secure, educational, inclusive, and fun environment for those involved in our programs.

Behavior Management Guidelines *Youth Programs*

General Rules & Expectations:

1. **Respect all people (yourself, staff, other participants, the public) and their property.** Be kind & encouraging, no yelling, no hitting/physical harm, no name-calling, do not use others belongings without permission, do not pick on others, etc. Disruptive behavior, aggression/insults/threats towards others (verbal/physical/social), or bullying (intentional, imbalanced & repeated behavior) are not acceptable.
2. **Respect the environment and facilities.** Leave it clean and in order (We are all part of the group; please help clean even if you did not make the mess). Do not touch animals or destroy habitats.
3. **If someone is not following a camp rule, please let a staff person know immediately.** Even with attentive supervision, it can be difficult to catch all misbehaviors or issues. Staff can not address a situation if they are not aware of it! Campers are not permitted to discipline each other.
4. **Listen while group leaders are talking, and follow instructions.**
5. **Always have a camp “buddy”, and know where they are.**
6. **Stay with the group.** Do not go anywhere alone and always ask for permission to go anywhere with a buddy.
7. **Follow additional rules pertaining to swimming, travel (van or bus), facilities, toys, money, etc.** These are usually posted at the drop-off sites, and also discussed on the first day of camp. Please ask staff if there are questions.
8. **No inappropriate/foul/derogatory language or topics of conversation.**
9. **No inappropriate clothing/dress** (ex: very short/tight shorts, offensive references, inadequate swimwear, etc).

Responses & Consequences:

Level 1: Given warning/ Asked to stop behavior.

Level 2: Time Out (Number of minutes roughly equivalent to age) and/or removal from activity.

Level 3: Phone call to parent, or child writes letter to parent.

* Possible removal from camp (length can vary).

Level 4: Parent/Staff discussion.

*Possible removal from camp (length can vary).

Level 5: *Permanent suspension from Camp.

- Our goal is to keep misbehaviors documented by camp staff, and to keep parents informed of how their child is doing. We also appreciate communication from parents (concerns, feedback, questions, etc).
- In the event of a severe misbehavior (ex: fighting) and/or persistent misbehaviors, the **steps in this system may be accelerated, repeated, and/or omitted in order to address the offense properly.**
- In some instances, a parent may be required to come to camp to pick up their child, prior to regular pick up time at the school site. If a parent is unavailable at that time, the child may be transported to the Recreation office/center, and the parent must pick them up by 5pm (when our Administrative Office closes).

FAILURE TO FOLLOW THESE GUIDELINES MAY RESULT IN SUSPENSION FROM THE PROGRAM(S).

***THERE WILL BE NO REFUND OF FEES DUE TO CAMP SUSPENSION.**

REGISTRATION & PAYMENT INFORMATION

2019: Registration opens Monday, April 1st (6am online, 8am at the Office/Recreation Center). Registration for the Spring Break Camp will close on April 15 (or sooner, if filled).

All registrations must be processed through our online registration system (CivicRec), either by the participant/parent online or by the office staff (over the phone or in-person). *Camp staff do not have access to the registration system, and are not permitted to accept payments.*

Due to demand and limited availability, early registration is recommended. Openings are available on a first-come, first-served basis. Waitlists are available and recommended if the session is full. Parents will be contacted via email or phone when/if an opening becomes available. See the "Online Registration Guide" section for specifics on how to register.

Registration from mobile devices is not recommended.

PAYMENT METHODS

Payment must be received in order to process a registration. For the Spring Break Camp, full payment is due at the time of registration.

Payment Types:

- **Credit/Debit Card (Visa, MasterCard, Discover, AMEX):** Online, over the phone, or at the Rec Center
- **Check or Cash:** At the Rec Center only. Checks payable to "ICPRD" (please confirm amount due before writing check). Cash payments need to be for the exact amount, we can not make change.

In-person registrations processed at the Iredell County Recreation Center: 704-878-3103

- Administrative Office Hours: Monday-Friday, 8am – 5pm
- Mailing Address: PO Box 788, Statesville, NC 28687
- Recreation Center Address: 122 Grannis Lane, Statesville NC 28677

REGISTRATIONS & CANCELLATIONS

All admissions, travel, activity supplies, and supervision are included in the session price (lunch is not included). We are unable to offer daily rates or refunds for days not attended. Fees may be added for late payments, late pick-ups, etc.

Enrollments: It is the responsibility of the parent/guardian to complete the online registration process, and to remember/be aware of the sessions you choose. You may confirm enrollments via your online account/receipts, or by contacting the ICPRD Office.

Registration & Payment Deadline:

**Registration for the Spring Break Camp is from April 1- April 15 (first-come, first-served).
No late registrations.**

Complete payment is due at time of registration.

- **Cancellations:**
 - Customers can not process a cancellation through the online system; you must contact our office.
 - **WE DO NOT OFFER FULL REFUNDS, regardless of registration or cancellation date.**
 - **Cancellations must be received on or before April 15.** Cancellation requests received after this date are non-refundable and non-transferrable.
 - **\$30 of the full payment is retained as the non-refundable deposit,** upon cancellation. The remainder paid (past the \$30 deposit) can be refunded in the event of a withdrawal/cancellation by the April 15 deadline (1 week prior).
 - **Refunds are not given for absences or missed days of camp.**
- **You will be required to contact the Recreation Office to settle any registration issues. Camp staff/sites are not permitted to accept payments, and they do not have access to the registration system.**
- **Do not go to the camp locations if your child is not registered.** If your child is not listed on the roster, your child will not be permitted to stay at camp (Non-registered children are not the responsibility of ICPRD staff).

LATE PICK-UP

Our pick-up sites close at 5:30pm. Please be sure to have your child picked-up from camp prior to closing.

Although we understand that occasional traffic incidents or other unforeseen circumstances may cause a parent/guardian to arrive after 5:30pm, in the past we have had some who are repeatedly/frequently late. The department cannot assume responsibility for children outside of camp operation hours. Please be considerate of our staff and respect operation hours.

Late pick-up fees are as follows:

- **Up to 10 minutes late = \$5.00 per incident, per child**
- **10-20 minutes late = \$10.00 per incident, per child**
- **20-30 minutes late = \$15.00 per incident, per child**
- **30+ minutes late = \$20.00 per incident, per child**

Parents/guardians will be informed of the late pick-up violation at the time of incident. **Late pick-up payment will be due to the Parks & Recreation office within 10 days, and/or the child's registration may be cancelled until payment is received.** Camp will keep a record of these incidents. If there are repeated violations, we will have the option to remove your child from camp and/or cancel future sessions.

Reminder: Camp staff are NOT permitted to accept payments or process registrations.

ONLINE REGISTRATION GUIDE (ABBREVIATED)

Note: A more comprehensive “Registration Guide”, including screen shots and more detailed instructions, can be found on our website at www.co.iredell.nc.us/276 on the main page (in the middle under “Online Registration”).

Registration from mobile devices is not recommended.

We have recently transitioned to a new registration system for 2019, called CivicRec. This will replace our previous system, ActiveNet, effective immediately.

Previous (ActiveNet) Users:

- Your user account information will NOT transfer automatically from ActiveNet, into the new CivicRec system
- You will need to create a new account in the CivicRec system. An adult will need to be the primary/parent account holder, and you may add children or other family members to your user account as needed.
- You should be able to access your previous/current ActiveNet account for the time being, in order to access previous receipts, records, etc
- We HIGHLY recommend accessing your ActiveNet account immediately, and saving/printing any previous records you may need. This includes tax receipts, registration receipts, etc.
- We do not have an exact timeline on how long the ActiveNet system will be available, however we will communicate that information as soon as we know a date.
- ICPRD will NOT have access to your previous account, receipts, etc after the system is closed.

STEP 1: CREATE (OR LOG IN TO) AN CIVICREC ACCOUNT & ADD FAMILY MEMBERS

Create your online CivicRec account, or log in to your existing CivicRec account. *You may use your email address, or your login information for Facebook or Google, to create an account.*

Do NOT create a new account if you have previously created an account in this system. If you do not know/remember your login information, you may contact our office at 704-878-3103, or you may select the “Forgot Password” option. *Duplicate accounts may create issues with registrations, billing, receipts, etc.*

You may access the CivicRec Registration system via the following:

Directly at: <https://secure.rec1.com/NC/iredell-county-nc/catalog>

From the Iredell County Parks & Recreation website: www.co.iredell.nc.us/276

Click the blue “Online Registration” button in the right-side column.

Be sure to add family members to your account, so that they can be registered for programs or events.

STEP 2: REGISTER FOR CAMP

2019: Registration opens Monday, April 1st (6am online, 8am at the Office/Recreation Center). Registration for the Spring Break Camp will close on April 15 (or sooner, if filled).

Spaces are first-come, first-serve. Early registration is recommended. Waitlists are available, and encouraged, for sessions that are full, and parents will be contacted via email when/if an opening becomes available. *Be sure to complete the waitlist correctly to reserve your child’s place (“add to waitlist” and complete transaction).*

EMERGENCY INFORMATION

EVACUATION PLAN

In the event that a Camp activity site is or becomes unsafe, due to circumstances such as severe weather, fire, etc., the camp staff may gather all campers, meet at the camp vehicle (LTV/bus/van), transport the group away from the location (if possible and appropriate), and/or take shelter elsewhere. The decision to evacuate campers will be made by the camp staff on duty. Upon evacuation, the campers will be transported to an alternate activity site, or one or another drop-off site. In the afternoon, the children can be picked up at their regular drop-off locations. In the event that it is necessary to evacuate the bus/van, all persons should gather in an appropriate location away from the bus until other transportation is available.

CONTACT INFORMATION

For more information, questions, or for assistance with registration:

Call Iredell County Parks & Recreation at (704) 878-3103.

Administrative Office Hours: Monday-Friday, 8am-5pm

Contact: Jen Winters, Assistant Parks and Recreation Director, Email: jwinters@co.iredell.nc.us Desk: 704-878-3106

Seth Gardner, Recreation Program Specialist, Email: seth.gardner@co.iredell.nc.us Desk: 704-832-2326

To contact camp during the day:

Call Iredell County Parks & Recreation at (704) 878-3103, or the contacts listed above (Jen/Seth)

Our office will contact the camp staff for you. Staff may contact you directly if needed. We do not distribute the camp cell phone numbers to parents, due to the potential for a high volume of non-emergency calls.

IN CASE OF AN EMERGENCY OUTSIDE OF OFFICE HOURS:

Call:

Jen Winters, Assistant Parks and Recreation Director, cell phone 704-880-7413

Seth Gardner, Recreation Program Specialist, cell phone 704-902-9680

*Late pick-ups (within reason), registration issues, & absences **are NOT considered emergencies.***

Please do not call outside of camp times if possible, 7am-6pm during camp days.