

# Important Camp Policies & Information

Please read and understand the following as you will need to sign/agree to this when registering.

## Registration Procedure

- Registration Night-April 4th 5:00-6:30 PM  
AFTER April 4th, please register at The Bow Community Building, as space allows.
- A completed Summer Camp registration form, with payment, is due at the time of registration.
- If Camp/Trip is FULL, please put child's name & phone number on the waitlist.
- **Registration is first come/first served.**

## Camp Location

The Bow Recreation 2018 Summer Camp will be held at Bow High School.

Upon arrival:

- Park behind the school and enter from the back gym door.
- Go directly to the gym and follow check in procedures.
- The Bow Recreation Camp Staff will all be wearing white STAFF shirts. The staff is there to help you out.
- Remind your child to be respectful of the school property. **Destruction of school property will result in immediate dismissal.**

## Weekly Notices

Check out our *Ribbit Review* each week for what's going on at camp.

- Pick this and other notices up at the staff table to keep informed & to make sure your child is prepared for the daily activities.
- Take note of the information on the dry erase board that is located at the entrance to the gym daily.

## Arriving Late/Leaving Early

- Children may arrive at camp anytime throughout the day.
- If leaving early, or going home with someone other than a parent, please make sure a written note is given to the staff at the sign-in table.
- Please call the Recreation Department @228-2222 if you need a message relayed to your child during camp.

## Camp Dates

Camp will be held June 26\* - Aug. 3.

- Camp days are Mon., Wed. & Fri.
- Trip days are Tues. & Thurs.
- No camp 7/4.
- \* Depending on the final school schedule. No trip (6/26)

## Camp Hours

Camp hours are from 9:00-4:00 (field trip times may vary).

- If your child arrives before 9:00, you must pay for before camp care.
- If you child is picked up after 4:00, there is a \$1.00 per minute late fee. Payment must be made before your child is allowed back in the program. (Repeated late pick-up could result in dismissal from program without refund)

## Before Camp Care

- Early Care is from 7:45-9:00
- There is a fee of \$45 for the summer **or**
- \$4 per day for your child to be dropped off early.

## Camp check In & Out

When dropping your child off, or picking them up, go directly to the gymnasium.

- Go to the staff table and sign your child in on the appropriate sheet.
- At the end of the day, sign them out on the same sheet.

## Reminder..

- When you sign your child in each day, the sign-in form has a place for you to put a phone number. **This number, MUST be a number that we can reach you at during the camp/trip day.** This is extremely important. Should you not be available during this time, please talk to Ali and let her know an alternative person for us to call and who may pick your child up. Please put this in writing.
- If any of the phone numbers or contacts change during camp, please let Ali know.

# Important Camp Policies & Information

## What to Wear

The Bow Recreation Summer Camp is a fun-filled way to spend the summer.

- To take full advantage of all the fun, sneakers are a must. Sandals or any other type of slip on shoe is not appropriate for all the fun we want to have.
- Shorts and T-shirts are the best attire for our activities.
- Please look at the calendar /*Ribbit Review* for “special” attire to wear on certain days.

## Lunch, Snack & Drinks

We have a snack time in the morning, along with lunch time.

- Make sure your child has a snack/drink for snack time and lunch/drink for lunch time.
- Make sure your child has plenty of drinks, especially on very hot days.
- We sell freeze pops for 25 cents..

## Field Trips

- Field trips are scheduled on Tuesdays & Thursdays.
- Your child **DOES NOT** come to camp if they are not registered for a field trip.
- Please read all of the information on the weekly notices to make sure your child is well prepared/dressed appropriately.
- Your child must wear a Bow Rec T-Shirt on every trip (no shirt-no go)
- Spending money is allowed on most trips.
- Children are responsible for their money.
- No refunds if you cancel or miss a trip.
- Children attending water trips must know how to swim or you must supply a USCG life vest that they must wear at all times.
- Water Parks, Canobie & Gunstock require children be able to participate freely in the water, on fast rides and/or physical adventures.
- If Bow Rec cancels a trip due to weather, we will hold camp from 9:00-4:00 for trip participants. A refund will be issued (less a \$15 camp fee, even if they do not come to camp that day).

## Discipline/Safety

Please talk with your child about good behavior at summer camp. We do not allow aggressive behavior towards others, bullying or meanness in any of our programs. Should your child demonstrate unacceptable behavior, we will deal with it in the following manner:

- 1st—The counselor and/or camp director will talk with the child.
- 2nd— Parent will be informed
- 3rd—Child will need to take a day or more off from the camp program.

Should the behavior continue, the child will be dismissed from the program and not able to return and no refund will be issued.

**In an extreme behavior situation or at any time the safety or wellbeing of your child, other campers or staff is being compromised, vandalism or destruction of property, the child will need to be picked up immediately from the program.** Future participation in the program will be determined.

## Medication & Medical Conditions

Please make sure we know:

- Health conditions or medications your child is on.
- If your child carries an epi-pen or an inhaler.
- We will need to know who is allowed to pick your child up in an emergency & their phone numbers
- Please inform us of any changes throughout the summer.
- Children may not carry medication with them (other than an inhaler).

## Parent Concerns or Suggestions

It is very important to us to offer the best possible program for the children of Bow. The safety of the children is our number one concern. As parents, your thoughts, comments and suggestions are welcome. Please contact Cindy or Anne-Marie at the Bow Community Building or speak to Ali, our Camp Director with your thoughts.