

**HANOVER PARKS AND RECREATION
CIRCLE- H, CAMP DRAGONFLY, 'TWEEN
FAMILY INFORMATION
SUMMER 2010**



Circle-H Camp

**Monday through Friday
9:00 am - 12:00 pm**

Camp Dragonfly

**Monday through Friday
8:30 am – 12 pm Morning Session
12:00 pm - 1:00 pm Supervised lunch hour
1:00 pm - 4:30 pm Afternoon Session**

'Tween Camp

**Monday through Friday
8:30 am - 4:30 pm**

Locations:

- Circle H:** Ray Elementary School, Reservoir Rd., Hanover, NH
- Dragonfly:** Ray Elementary School, Reservoir Rd., Hanover, NH
- 'Tween:** Drop off & Pick up will be at Ray School and they will spend the day at Richmond Middle School when they are not off site

- Hanover Parks & Rec. Department:** 643 - 5315
- Camp Landline Phone Ray School:** 643 – 1846
- 'Tween Cell Phone:** 252 - 1003
- Ray School Office:** 643 – 6655 (Emergency Only)
- Richmond Middle School Office:** 643 – 6040 (Emergency Only)
- ALL camps will run June 28th – August 6th (no camp on July 5th)**



Greetings Families! We are excited to offer Circle H, Dragonfly, and Tween for six weeks this summer. Please read the information outlined in this letter carefully with your camper, as many of your questions about how the Hanover Parks & Recreation Department Day Camps operate will be answered for you. However, please be aware we have made some changes for this summer. We thank you in advance for your flexibility and cooperation. We look forward to another summer of adventures and fun!

Dropping off camper(s):

Families are to sign their campers in and out each day, noting the time of drop off and pick up. Camp opens at **8:30 am**. Any camper arriving prior to this time will wait outside and **will be unsupervised**. **Camp staff assume no responsibility for any camper arriving at the camp earlier than 8:30 am.**

Signing in and out:

Dragonfly & Tween: There will be sign in and out sheets at the check in/out table located near the playspace where families must sign their camper in and out of camp each day noting the time of drop off and pick up.

Circle H: The sign in and out sheets are located in the classroom.

If you will be picking your camper up early, please find the Camp Supervisor to sign out. **If a person other than someone on the authorized pick up list is picking up your camper or if your camper walks or bikes home, please give a written note to the Camp Supervisor.** Camp staff may ask for a photo ID before releasing your camper to a person they do not know. Please let us about swimming lessons as well or if your camper has permission to walk to Storrs Pond.

Picking up campers:

Campers **must** be picked up by **1 pm** for the morning session of Camp Dragonfly; **12 pm** for Camp Circle H. The Camp Supervisor will call the family of any camper remaining beyond this time, if they are not registered for the Afternoon Session. **A charge of \$1.00 a minute will be charged after the second warning for late pick up.** This policy also applies to the **4:30 pm** pick up for Dragonfly and Tween. **After 4:30, a late fee of \$1.00 per minute will be charged after the second warning has been issued.**

Lunch & Snack:

Please pack 2 snacks (for full day) for your camper including drinks. Please remember that we are very busy at camp and some campers may require more food and drinks than usual. Refrigeration and microwaves are NOT available. **Glass bottles, red juice, and soda are not allowed.**

Lunchtime is 12 pm –1 pm. Morning session **Dragonfly** campers are welcome to stay through lunch, but must be picked up by 1 pm if not registered for the Afternoon Session. **Circle H campers must be picked up at 12 pm.**

Special Needs:

If your camper has any special needs (medical, dietary, behavioral) please let your camper's Camp Supervisor know so we can better serve your camper and make their experience at camp a positive one. All matters will be kept strictly confidential.

- If your camper has an epi-pen, inhaler or any other types of medication please see the camp Supervisor to complete the paperwork and discuss their needs.

Field Trip Information

An "official" permission slip must be completed for your camper to attend any off-site excursion; please do not substitute a hand-written note. For liability reasons, only the official permission slip distributed at camp is acceptable.

Permission slips will be available one week before the trip. Permission slips will not be accepted without payment (if a fee is assessed). The deadline to return completed permission slips is two days before the trip. If we don't have a minimum number of participants, the trip will be cancelled.

Creating a better tomorrow

Discipline

We believe that discipline should serve as a learning and growing tool. Campers are always allowed and encouraged to try to work out their problems themselves, with staff serving as facilitators as needed.

Each camper is allowed two verbal warnings per day, to include a brief "time-out" (removal from the activity) if necessary. On the third warning, the camper will be brought to Camp Supervisor where parent(s) may be called and asked to pick up the camper for the remainder of the day. If problems continue to occur, the camper will be asked to leave the program for a length of time determined by the Camp Supervisor and the Parks & Recreation Assistant Director. Families will be notified by the Camp Supervisor of any inappropriate behavior and this will be documented in a log.

All serious incidents (i.e. vandalizing, stealing, causing physical harm--biting, etc.) will be reported to families immediately. **Physical harm to another camper OR staff will result in immediate notification to the family and removal of the offending camper from the program for an amount of time to be recommended by the Camp Supervisor and the Parks & Recreation Assistant Director.** The staff is determined to provide a safe and fun atmosphere for every participant.

More Information

- There is an emergency phone in the camp office at the Ray School to be used solely for that purpose. The Tween cell phone is 252 - 1003. In an emergency, if no one can be reached at the other numbers, then call the Ray School Main Office at 643-6655 or the Richmond Middle School at 643-6040.
- Please do not send money to camp with your camper. When paying for a trip or event, please hand the money to the **Camp Supervisor** at drop off in the morning. The staff cannot be responsible for any lost or stolen money.
- Campers must wear shoes and shirts at all times while at camp, unless involved in a special event which requires bare feet or bathing suits. Sneakers are the recommended footwear. No flip-flops. A change of clothes is recommended but not required.
- In the event of illness or injury to your camper, you will be notified immediately. An accident report will be filled out and will need to be signed in the case of an injury.
- Campers should stay home from camp/will be sent home if they have:
A fever over 100 degrees; Diarrhea or vomiting, within the past 24 hours; Persistent sore throat with fever or enlarged tonsils/glands; Reddened, itchy eyes with white, sticky drainage; Suspected or known head lice
- Bicycles, skateboards, bikes, and scooters are permitted at camp, however they are to be parked in the bike rack and used only for transportation to and from the program. Bike riding around the camp or in the street during camp hours is not allowed.
- The school policies regarding no weapons, drugs, or alcohol on school property are in effect for camp. Water pistols, toy guns, sling-shots, and pocket knives are not allowed at camp. These items will be confiscated and families will be notified at check out.
- Staff cannot assume responsibility for any camper's personal belongings. Please mark all of your camper's belongings (clothing, lunchbox, knapsack, toys, towel, etc.) with a permanent marker. There will be a lost-and-found box. Any items not claimed by the end of camp will be donated to the Listen Center.

Camp gives kids a world of good!!

Wish List: If you have the following items to donate, please drop them off at camp: cards, board games (with all pieces), socks (for sock puppets), green plastic strawberry containers, old sheets and towels, large brown paper bags, egg cartons, baby food jars with cover, yogurt containers with cover, or used children's DVDs.

Communication

A weekly newsletter will be published and be available at the check in/out table to remind families of coming events. A general weekly schedule is available online at www.hanovernh.org. Some events may change due to weather or other factors. Thank you for being flexible.

If at any time during the summer you have a concern, question, or idea to share, please do not hesitate to talk with Carol Ahern, Nicole Leonard, or Liz Burdette, Assistant Director Hanover Parks & Recreation. We welcome positive feedback as well as constructive criticism and are always looking for ways to improve the programs.