



Summer Camp Parent Handbook 2023

*Summer Camp
June 12th – August 4th*

We are pleased that you have chosen our program for your child's summer camp experience. It our goal to provide a fun and safe summer experience where children can express themselves through creative play and activities. This handbook will assist you in understanding the processes, policies, and procedures of our program. Please read the booklet carefully. If you have any questions or concerns, please feel free to contact us.

E.E. Waddell Center
Brent Kirven (704) 984-9573 or Luz Bernal (704) 984-9563
Main Number (704) 984-9568

SUPERVISION

Campers are supervised at all times during the program day.

PROGRAM SUPPLIES

All summer camp supplies and materials are provided.

LUNCH & SNACKS

Lunch and snacks are provided. Campers are welcome to bring lunch and snacks from home.

DRESS CODE

- *Campers should dress for outdoor and physical activities. Program activities can be messy. You can send an extra set of clothes with your camper in case of an accident (optional).*
- *Campers should wear closed toe shoes with backs for safety (tennis shoes/sneakers). **NO CROCS or SLIDES except at the pool.** Swim suits and towels should be brought for swim days.*





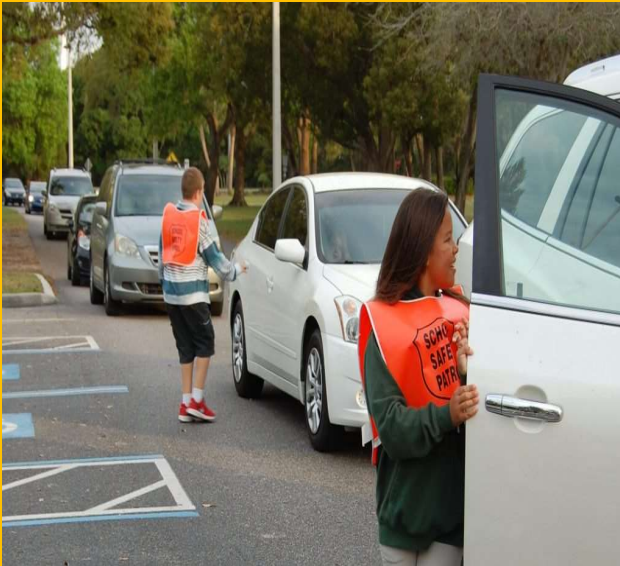
DROP-OFF AND PICK UP PROCEDURES

- Drop off/pick-ups will be in the new parking lot on McLaughlin Street

- Campers can be dropped off between 7:30 AM and 8:45 AM.

- Please arrange to pick up your child by 5PM each day.

- Parents are asked to remain in their vehicles during drop-off and pick-up. A staff member will come to your car.



- **If you need to update your list of approved people to pick up your child, please contact Brent Kirven or Luz Bernal.**

LATE PICK UP

- If you arrive after 5:15 PM without having cleared it with staff; there will be a \$5 per-minute charge.

- It is our policy to keep a record of late pick-ups for each camper.

- Repeated late pick-ups may jeopardize the camper's enrollment in the program.

- All parents or authorized persons arriving late will sign a late pick-up form at the time of pick-up.

- Payment is due within two days of the late pickup.

Wellness Plan

- Masks are optional
- If your child has flu like symptoms
 - Sneezing
 - Coughing
 - Runny nose
 - Fever
 - Nausea
 - Vomiting
 - Diarrhea
 - Weakness

Please keep your child at home.



If multiple campers become ill with the same symptoms, we may close camp for a couple of days.

HEALTH SERVICES

• Parents **MUST** notify Brent Kirven or Luz Bernal of all allergies or health issues to discuss concerns and develop an action plan. Please indicate if the allergy is food related and if an Epi-pen is carried for any allergy as a required safety precaution.

• **Epi-pens and inhalers must be non-expired. They must be given to Brent Kirven or Luz Bernal on the first day of camp. Your child will have to administer their own Epi-pen or use the inhaler on their own.**

• Staff are not permitted to administer any medication of any type.
Therefore, the parent is responsible for administering all types of medication.

**** Campers must exhibit independence and ability for self-care.**

BULLYING/HARASSMENT/FIGHTING POLICY

Bullying/harassment/fighting has no place at the E. E. Waddell Summer Camp Program. Bullying/ harassment/ fighting means more than beating up or pushing people around.

Violation of this policy includes:

- *Physical assaults (touching in angry ways)*
- *Threats (“Better watch your back”, “I’m going to hurt you”, “We’re going to get you”, etc.)*
- *Harassment (always bothering someone)*
- *Name-calling*
- *Racial slurs*
- *Intimidation*
- *Sexual harassment – physical or verbal*
- *Spreading rumors*
- *Extortion*
- *Foul language*
- *Taunting*
- *Making insulting remarks about another student’s family members*
- *Using the internet to harass, threaten, verbally abuse, intimidate, or spread rumors*

Violation of the intent of this policy by a participant of the summer camp program will not be tolerated.

Review of the policy serves as your WARNING.

- ❖ *If your child is found to be in violation of this policy, he/she may be suspended for up to one week.*
- ❖ *If there is a second offense, your child may be suspended for the remainder of the program. There will be no refund of camp payments due to a camper suspension.*
- ❖ *The enforcement of this policy and any judgment on the punishment of a camper for violation of this policy will be the decision of Brent Kirven.*

Code Of Conduct

- *Respect yourself and the staff*
- *Play fairly and be honest*
- *Applaud the efforts of others*
- *Avoid inappropriate language*
- *Eat and drink in designated areas*
- *Say only good things about others*

- Follow the instructions of the staff
- Resolve disagreements in a positive way
- Running allowed in gym or outside field areas
- Listen during appropriate times and assemblies
- Be respectful of other members and their property
- Tobacco, drugs, alcohol, and weapons are prohibited
- Take care of the facility, grounds, and equipment
- If you make a mess, you clean it up

REMINDERS

DO NOT BRING

- smart phones
- tablets
- Laptops
- knives, firearms, matches, lighters etc. to the program.
- ELECTRONICS ARE NOT ALLOWED

The City of Albemarle and its staff are not responsible for lost or misplaced personal items and belongings.

SECURITY AND SAFETY

- The City of Albemarle is committed to providing a safe and fun learning environment for our Campers.
- All staff undergo background checks as required by the City of Albemarle.
- Campers are escorted to and from all activities and are supervised at all times.
- We do not administer any medication.

Please Remember

- We ask that all parents stay in their vehicles for drop offs/ pickups.
- For any questions or concerns, please call Brent Kirven (704) 984-9573 or email bkirven@ci.albemarle.nc.us or Luz Bernal (704) 984-9563 or email lbanos@ci.albemarle.nc.us

The E.E. Waddell Main Phone Number – (704) 984-9568.