



2020 Camp Creekside

A Summer Day Camp

Information for Rising K – Rising 8th grade

336-434-7315

Group Procedure

Camp will be divided into age groups based on the number of participants that have registered. The different age groups will have separate counselors and participate in age appropriate activities. We will keep the groups divided throughout the day and they will go on field trips with their age group.

Camp Hours

The camp will be open from 7:30am-6:00pm. Monday – Friday. Scheduled camp activities are from 9:00am-4:00pm. Please do not drop your child off before 7:30am. We ask that all campers arrive before 9:00am in order to begin activities with their group. Children must be picked up no later than 6:00pm each day. Repeated failures to pick your children up by 6:00pm will lead to a conference with the Parks and Recreation Director and Program Leader and possible suspension from the program. In the event of an emergency situation, please call the main office at 434-7315. **We will be closed on Monday July 6th.**

Drop Off Procedure

All campers should be dropped off on the big playground side of the Recreation Center. There is a table where our staff will assist you checking in your child. Campers will be placed in their age appropriate group after arriving in the mornings.

Pick Up Procedure

Children will only be released to pre-authorized people listed on the registration form by the parent or guardian. The form may be updated by a parent or guardian named on the original registration form. The person picking up the child will be asked to show a photo ID. These arrangements need to be made in advance in writing or by email, we will not allow phone calls unless in emergency situations.

Field Trips & Activities

All field trip costs are included in your weekly payment. If you send extra money with your child, they will be responsible for it. We cannot keep it for them. **All field trip calendars will be available by May 15th at the Recreation Center.** Previous summer field trips have included activities such as the zoo, bumper jumpers, Kersey Valley, baseball games, bowling, roller skating, swimming, etc.

Payment Policy

Weekly Rates:

\$85.00- City of Archdale Residents

\$105.00 – Archdale Non-Residents

Payment for the first week of Summer Camp must be received by June 5th. Payments are due on Friday the week before attendance. Failure to make the payment the Friday before attendance will result in a \$10 late fee that will be strictly enforced. There will be a \$10 registration fee before May 1st. On May 2nd the registration fee goes to \$40 and is due at the time of registration. The registration fee is **NON-REFUNDABLE**.

Discipline Policy

We utilize and encourage the practice of praise and positive reinforcement as effective methods of behavior management. Archdale Parks and Recreation Department practices the following Behavior Management Policy when appropriate:

- Step 1: Re-direction to another activity.
- Step 2: Verbal Warning.
- Step 3: Parent and Written Notification at the time of pick up.
- Step 4: Conference with the Director, Parents, and Child.
- Step 5: Removal or suspension from the program based on the severity of the behavior.

Lunch and Snack

All campers need to bring a lunch and drink every day. An afternoon snack will be provided daily. If you send money with your child, they are responsible for it. We cannot keep it for them.

Dress Code

Your child needs to come dressed in comfortable clothes and athletic shoes that allow them to play and participate. **Please no sandals, flip flops, or shoes that will prevent them from participating in camp activities.**

Book Bags

Please send a book bag with your child everyday so they can keep up with their belongings. Some items that are good to have in your child's book bag are a change of clothes, towel, water bottle, and sunscreen. Please make sure your child's name is on the book bag.

Sick and Lice Policy

If your child is sick or has a fever please be respectful and do not bring them to camp that day. If any child while at camp gets sick we will call the parent or guardian and it's that person's responsibility to make arrangements for their child to be picked up in a timely manner. If any child is found to have lice or nits, they will need to be picked up immediately and cannot return for 24 hours after treatment. Upon the child's return, their hair will be checked with the parent and recreation staff both present. If any lice or nits are found, they will not be able to stay for camp and can return again in 24 hours for another check.

Photography Waiver

Photographs may be taken of your child by Archdale Parks and Recreation Department while attending our Summer Camp Program. These photos may be used for promotional and advertising publications for the Archdale Parks and Recreation Department, including print materials, website, and television.

Lost, Damaged, or Misplaced Items

The Archdale Parks & Recreation Department is not responsible for any items lost, stolen, damaged or misplaced. Do not bring valuable items from home such as iPad, Kindle, Nook, PSP's, Nintendo items, iPod's or other electronic gadgets. Use of these items during camp is not allowed and will be taken and placed in the office for parents or guardians to pick up.

Emergency Preparedness Plan

The Archdale Parks & Recreation Department has an emergency preparedness plan that is customized for our facility. Drills are practiced regularly.

Cell Phones

If your child has a cell phone, they can bring it to camp for emergency situations only. We are not responsible for lost, damaged, or misplaced cell phones. We ask that they only use them in an emergency situation, and if the counselor deems it a problem it will be taken and the parent/guardian can pick it up in the office that afternoon. We will have some opportunities where electronics will be allowed on "Electronics Day".

Summer Camp Counselors

Our employees are CPR and First Aid Certified. Our staff has also gone through extensive training (safety, risk management, and emergency situations) to be better prepared to handle any situation that may arise while at camp. Our staff to camper ratio is 1:12.

Policy Changes

Please read this information packet in its entirety. Policy changes have been implemented for the Summer Camp program at Creekside Park and will be strictly enforced. The City reserves the right to adjust these policies as management deems necessary for the safe and efficient operation of the program. You will be notified in writing of any such policy revision.

Cancellation/Refund Policy

Program withdrawal and refund requests initiated by participants will be processed in accordance with the criteria set forth below. All requests for a refund of program fees must be received in writing. Refund requests are processed according to the guidelines included below and generally take 2-4 weeks to process. The refund check will be mailed to the address provided on the written refund request.

- Prior to the Week's Start Date: Fees are fully refundable less a \$10 processing fee per week.
- After the Week Begins: No refund is available except in extenuating circumstances as determined by the program leader.
- After the Week Ends: No refunds will be granted.

Questions

If you have any questions regarding our summer camp, please contact our Program Leader David Pollock at 336-434-7315 or dpollock@archdale-nc.gov.

