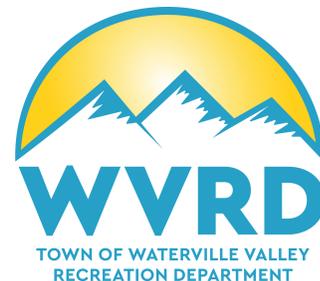


Town of Waterville Valley Recreation Department

Summer Day Camp 2022

Policies & Procedures Agreement



Last updated: February 8, 2022

2022 Camps & Schedule

- **Traditional Day Camp** will run for 7 weeks: June 27 - August 12
 - Monday - Friday; 9am - 3:30pm
 - Ages 5 - 12
- **SUMMIT Teen Adventure** will run for (3) 2 week sessions
 - Session 1: June 28 - July 7; Session 2: July 12 - July 21; Session 3: July 26 - August 4
 - Tuesday/Wednesday/Thursday; 9am - 4pm (unless otherwise noted)
 - Ages 13 & 14
- **Counselor-In-Training (CIT) Program** will run for 7 weeks: June 27 - August 12
 - Monday - Friday; 9am - 3:45pm
 - Ages 13 - 15
- **Field Trip Camp** will run 4 days: August 15 - August 18
 - Monday - Thursday; 9am - 4pm
 - Ages 7 - 10
- Groups will be:
 - **WINGS (Ages 5 & 6)**
 - **SOAR (Ages 7 & 8)**
 - **HAWK (Ages 9 & 10)**
 - **PEAK (Ages 11 & 12)**
 - **SUMMIT (Ages 13 & 14)**
 - **CIT (Ages 13 - 15)**

Registration & Payment

- WVRD camp programs are designed for children ages 5 - 15.
- Children must be of appropriate age for the group you are requesting registration for. We are unable to move campers to alternate camp groups.
- Registration is on a first-come first-served basis.
- Waitlisted campers will be eligible for registration in the order they were placed on the list. When your camper's name comes up you will be notified by WVRD by phone.

- We only accept weekly registrations.
- Registration is online only at wvrd.recdesk.com.
- Registration is complete when payment is made in full.
- Registration packets must be completed and submitted (7) days prior to the start of the camp.
 - *Registration packet includes: Policies & Procedures Agreement, 2022 Camper Registration Form & Waiver, Youth Behavior & Discipline Agreement, Special Covid-19 Agreement & About My Camper Form.*
- There is a \$5 late fee for every 10 minutes you are late. Payment must be made before your camper is able to return to camp.

Daily Drop-Off and Pick-Up

- Camp drop-off is 9am - 9:15am daily, unless other arrangements have been approved by camp director.
- Campers should be dropped off within the coned area no earlier than 9am.
- WVRD staff and CITs will be available within the coned area to check your camper in near the designated sign for their camp group.
- Our process for contactless drop-off will take place outside, in front of WVRD:
 - Parents/guardians will check-in using a web-based application called, *Famly*, from their mobile device.
 - A parent, guardian or designated caretaker must be present during drop-off and can be assigned using *Famly*.
 - Parents/guardians may assign permission for their child to walk or bike home after the camp day using *Famly*.
 - Campers who bike to camp must leave their bike on the bike rack at WVRD and will not be permitted to use it during the camp day. Campers with permission to bike home must walk from Packard's Field to retrieve their bike after the camp day.
 - If you will not be picking up your child, a pick up person must be designated in advance.
- Camp calendars will be emailed to registered program participants prior to the start of your camp week.
 - Calendars will show transitional gaps between scheduled stations in and around WVRD and Waterville Valley. These gaps allow for camp groups and staff to prepare for the next activity and/or travel from place to place.

- Contactless end-of-day pickup will be conducted using the *Family App* at Packard Field between 3:15 - 3:30pm
 - Parents should walk to the appropriate camp group on Packard's Field to check their child out.
 - Each camp group will have a designated space.
 - One counselor from each group will be available to assist with check out and communicate with parents.
 - A parent, guardian or approved designated caretaker must be present to pick up campers unless other noted in Family during morning check in or otherwise communicated with WVRD administrative staff.
 - Campers who self check out to walk or bike home will not be permitted to leave camp until 3:30pm and not until they have checked out with the camp counselor.

Staff Structure & Routine

- All WVRD staff attend a mandatory week long orientation training.
- WVRD Camp Staff work in teams of two and are assigned to a camp group for the duration of the summer.
- WVRD Front Desk and Administrative Staff will be on duty for the duration of the camp day. You may contact them at 603-236-4695.
- Counselors-In-Training are assigned to camp groups weekly.

What to Pack for the Camp Day

- Camper belongings should be packed in a clearly labeled backpack that can be securely closed.
 - Lunches should be packed in a clearly labeled lunchbox that can be securely closed.
 - Pack enough food to sustain your camper for the entire day. WVRD does not provide additional snacks throughout the camp day.
 - Consider packing reusable containers to eliminate trash. Utensils will not be supplied.
 - Campers are not permitted to share food.
 - A change of clothes for each camper, regardless of age.

- Reusable water bottle. Campers can refill water bottles at the fountain, but campers will not be permitted to drink directly from the fountain.
- Sunscreen and Insect Repellant
 - Parents are asked to apply non-citrus sunscreen and non-citrus insect repellent to their child before the start of the camp day.
 - Pack spray sunscreen only. WVRD Camp Staff are not permitted to assist with sunscreen application unless spray sunscreen is provided by the camper.
 - **WVRD is a NO CITRUS ZONE. Do not pack or apply any citronella scented insect repellent or sunscreen on your child.**
- Sneakers
- Beach Towel
- Bathing Suit
 - To maximize fun campers will not change from swimsuits at the end of the day.
- *(Out of respect for the safety of everyone in our programs and using our building, campers who repeatedly show up to camp without the required packed items will forfeit their program registration.)*

Daily Health & Safety Procedures

- Campers are not permitted to camp if they are experiencing any signs of illness including, but not limited to: fever, vomiting, diarrhea, unknown eye or skin irritations
- Campers MUST be fever free, asymptomatic and on any required antibiotics for 24 hours prior to coming to camp.
- Campers who test positive for Covid-19 will be asked to remain home until testing negative and/or until appropriate time has passed based on current CDC guidelines.
- Adequate hand-washing facilities are available to campers and staff. Hand sanitizer is available in all shared spaces.
- Day Camps will spend time both inside and outside with a long-standing goal to be outdoors as much as possible.
 - WVRD Camp Staff assigns campers a locker or cubby to use during their camp day.
 - Camp groups may need to spend more time indoors during inclement weather.

Camper Expectations and Behavior

- Children who are sensitive to change, not able to follow directions, seek and/or require individual support to maintain positive behavior and social interactions, have difficulty making safe choices or regularly demonstrate behavior that is not easily redirected may not be best served in our camp program this summer.
- Children who prefer not to spend a large amount of time outdoors and/or being physically active may not be best served in our camp program.
- WVRD Staff will not be able to spend a lot of time on individual behavior redirection. Campers who are repeatedly asked to change a behavior and are unable to do so will be sent home.
- Campers who are physically and/or verbally aggressive with peers or staff will be sent home and may be asked to forfeit their remaining camp days.
- *Please refer to WVRD's Behavior and Discipline Agreement for further details.*

Important WVRD Policies

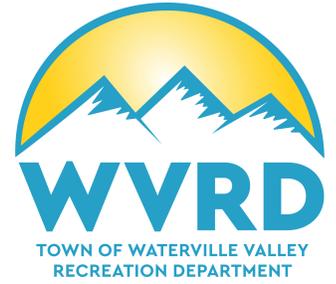
- **DEVICE-FREE POLICY:**
 - **There are no cell phones or devices permitted at WVRD Camps!**
 - Please leave them at home! Our goal is to be adventurous and “offline”.
 - Campers who are seen using cell phones or electronics at camp will be asked to leave them with Front Desk staff until the end of the camp day. A parent or guardian will be notified.
 - SUMMIT campers may receive special cell phone and electronics permissions from their counselors.
- **Camper and Staff Allergies:**
 - WVRD will try to accommodate special dietary needs and allergies, if possible, as needed.
 - Parents are encouraged to provide alternatives to anything on the camp calendar.
 - *Due to a severe allergy **WVRD is a CITRUS FREE ZONE!***
 - *Citrus Scented Bug Spray & Sunscreen*

- *CITRONELLA scented insect repellents are a trigger for this specific allergy and should not be applied to your child or their clothing prior to or during camp.*
- *Citrus Scented Perfumes*
- *Citrus Scented Cleaners*
- *Citrus Fruit: (Oranges, Lemons, Grapefruit, Limes, Tangerines, Kumquats, Mandarin, Oranges, Key Lime, Pomelo, Citron, Minneola Tangelo, Ugli, Blood Orange)*

Refund Policy

Summer Camp Refund Policy (wvrd.recdesk.com under the "About" tab.):

- Withdrawals made one week or less prior to the start date of a camp session will not be issued a refund.
- Withdrawals made 8 - 21 days prior to the start date of a camp session will be given a 25% refund. Registration and payment may be transferred to an alternative session at no additional cost if space allows.
- Withdrawals made 3 or more weeks (21+ days) before the start date of a camp session will be given a 50% refund. Registration and payment may be transferred to an alternative session at no additional cost if space allows.
- If Waterville Valley Recreation Department cancels a camp session, participants who have pre-registered will receive a 100% refund.
- Day-of withdrawals and/or failure to attend a camp session will not be refunded unless a specific medical emergency has been documented.



Town of Waterville Valley Recreation Department
Summer Day Camp 2022
Policies & Procedures Agreement

Last updated: February 4, 2022

Please return **ONLY** this page.

Indicate that you have read and understand the *Summer Day Camp 2022 Policies & Procedures Agreement* by initialing each section below.

- _____ 2022 Camps & Schedule
- _____ Registration & Payment
- _____ Daily Drop-Off & Pick-up
- _____ Staff Structure & Routine
- _____ What to Pack for the Camp Day
- _____ Daily Health and Safety Procedures
- _____ Camper Expectations & Behavior
- _____ Important WVRD Policies
- _____ Refund Policy

I, _____, have read the above statements, understand and accept the requirements for participation in WVRD's Summer Camp programs.

Parent/Guardian Signature

Date

Camper Registration Form & Waiver 2022

Camper Information Form & Waiver 2022

Please read and complete the following information. ONE form per Child

Child Name (Required): _____

Birth Date (Required): _____

Age (Required): _____

Parent/Guardian Name(s)
(Required): _____

Home Address (Required):

Street: _____

Address Line 2: _____

City, State, Zip: _____

Primary Phone (Required): () - _____

Secondary Phone
(Required): () - _____

Email Address
(Required): _____

Emergency Medical Information

In the space below, please list any and all medical conditions and/or limitations that we should be aware of in order to accommodate the above participant's needs & ensure his/her safety. This includes, but is not limited to: allergies, behavioral issues, recent illnesses/hospitalizations, physical impairments & medications. It is best to include anything you would want an emergency medical worker to know if we have an emergency while your child(ren) are in our care. If there are none, please write "NONE" below. If more space is needed, please attach additional pages.

Allergies/Limitations
(Required): _____

The Waterville Valley Recreation Department encourages everyone to participate in our programs. If your child has an individualized need due to a disability and may require a reasonable accommodation, in accordance with the Americans with Disabilities Act, to successfully participate, please contact the Waterville Valley Recreation Department to discuss your child's needs.

Two weeks notice is needed to ensure appropriate accommodations can be provided.

Camper Registration Form & Waiver 2022

Emergency Contact Information

In the event of an emergency/illness, we will first contact parent/guardian listed above. In a situation in which we cannot reach the parent/guardian, we will call the following contacts, in order, as listed below. A parent, guardian or emergency contact must be available to pick-up your child within 30 minutes.

Name (Required): _____

Relation (Required): _____

Primary Phone (Required): () - _____

Secondary Phone: () - _____

Name (Required): _____

Relation: _____

Primary Phone (Required): () - _____

Secondary Phone: () - _____

ASSUMPTION OF RISK * WAIVE ALL CLAIMS * RELEASE WAIVER

I, the undersigned (as per my signature below) by registering, myself or my child, or my ward in the named program on this registration form, understand the nature and risk associated with participation in this activity. I hereby grant my child, or my ward permission to participate. I am aware that the activity, equipment and facilities may pose significant risk of injury. I am also aware that each participant is responsible for their own safety. I hereby grant for myself, my heirs executors, or administrators; waive and release any and all claims of damage we ever had, or now have, against the Town of Waterville Valley, it's successors and assigns, employees, agents and representatives for any and all kinds of injury, including nut not limited to personal and/or property damage suffered by my child, or myself, while participating in the activity.

I understand that, in case of injury or illness, the Town of Waterville Valley Recreation Department will attempt to contact the person(s) identified as "Emergency Contact". In the event of a medical emergency, I consent to the participant's treatment by medical doctor and I agree to pay all costs associated with said treatment, including transportation to a medical facility.

I, the undersigned (as per my signature below), by registering myself or my child in any Waterville Valley Recreation Department programs, agree to all publications of any photos taken of myself or my child at any program, event or facility of the Town of Waterville Valley Recreation Department.

SIGNATURE OF PARENT/GUARDIAN (Required): _____

PRINTED NAME (Required): _____

Date (Required): _____

Proceed to last page >>>>>

Camper Registration Form & Waiver 2022

*

* YOU MUST SUPPLY YOUR CHILD WITH SUNSCREEN EVERYDAY! *

* Counselors are not permitted to assist with sunscreen application unless it is spray sunscreen.

* Please write your child's name on the sunscreen bottle.

INITIAL (Required): _____

I give permission for photos or video to be taken of my child during summer camp for the purpose of flyers, website, Facebook, etc (Required):

(Select only one option)

YES

NO

I give permission for photos or video to be taken of my child during summer camp and posted by programs and/or businesses located in Waterville Valley including, but not limited to, Waterville Valley Resort, The Rey Center, Waterville Valley Tennis Center and Waterville Valley Golf Club (Required):

(Select only one option)

YES

NO

Waterville Valley Recreation Department
Special Participation Agreement
Summer Day Camp 2022

To promote safety during our 2022 summer camp, all campers/families must follow the following procedures and rules. **Failure to comply with these safety precautions may result in either temporary or permanent withdrawal from the 2022 WVRD summer camp.**

I understand and agree to the following:

I will personally screen my camper daily, before being checked in and admitted to camp. Screening will include checking for fever or other signs or symptoms of illness.

I agree I will not send my child to camp if they have a fever or cough or exhibit other symptoms of illness. I will be available or will designate an available adult who can pick up my camper if they become ill during the day.

Daily drop off will be done through FAMLY. I agree to download and use this app for check in and pick up.

Staff will not apply sunscreen or insect repellent to campers. All campers should arrive at camp with sunscreen and repellent applied and should be instructed on how to reapply after swimming or as needed. Staff will oversee application only.

Sports equipment will be provided by WVRD and will be cleaned regularly. Campers may not bring their own equipment to camp.

In addition to snack and a packed lunch, campers must bring their own water bottle each day. It gets hot and when we are outside campers run the risk of dehydration if they do not drink water regularly. Campers may not share food, water bottles or utensils.

I, _____, have read, understand and accept the terms and conditions for participation in WVRD summer day camps. I further understand that failure to comply with these terms and conditions may result in my camper being removed from participation for some or all of the 2022 Summer Camp session.

Child / Camper Name(s) _____

Parent / Guardian Name _____

Signature _____

Date _____

Waterville Valley Recreation Department

Youth Program Behavior & Discipline Agreement



Waterville Valley Recreation Department aims to provide youth programming that is inclusive and equitable to all participants. WVRD staff is trained to have a firm, fair and consistent approach to behavior management. Parents/guardians are responsible to review the *Behavior & Discipline Agreement* with their child(ren) to establish clear understanding of expectations and the consequences. This agreement ensures that campers, parents/guardians and staff have an established foundation of understanding before the start of our youth programs.

Stages of Behavior	
Stage 1	Unsafe play; rule breaking; not following instructions
Stage 2	Hands-on; inappropriate language; disrespect; bullying/harassment
Stage 3	Threat to safety of self or others; physically inappropriate behavior; violence towards a camper or staff member

Please note: This is not an exclusive list. Additional behaviors may result in documentation and action steps. All behavior incidents will be documented.

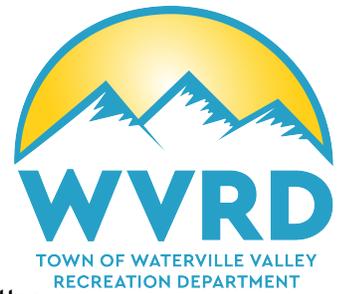
Action Steps

- Step 1: Verbal Warning(s) and/or Time Out
- Step 2: Removal from activity
 - Discussion with WVRD Leadership Staff
- Step 3: Call to parents from WVRD Leadership Staff
- Step 4: Parent meeting with WVRD Leadership Staff
- Step 5: Program suspension
- Step 6: Expulsion

Waterville Valley Recreation Department reserves the right to skip steps or send a child home should the situation be appropriate. No refund is given for disciplinary dismissal.

Parent Signature: _____ Date: _____

Child/ren Signature(s): _____



Town of Waterville Valley Recreation Department
About My Camper Form

This form is used for informational purposes and is intended to help our staff better support each camper as an individual while attending our day camp programs.

Camper Name: _____

Check any applicable statements about your camper and explain if necessary:

- | | |
|---|--|
| <input type="checkbox"/> My camper has sensory challenges | <input type="checkbox"/> My camper has an allergy or food restrictions |
| <input type="checkbox"/> My camper has physical challenges | <input type="checkbox"/> My camper identifies as an alternate gender |
| <input type="checkbox"/> Needs assistance eating/drinking | <input type="checkbox"/> May wander or isolate from the group |
| <input type="checkbox"/> Needs assistance changing clothes | <input type="checkbox"/> Needs assistance communicating needs |
| <input type="checkbox"/> Is uncomfortable in certain weather conditions | |

Please explain:

Describe your camper's strengths and/or likes:

Describe any concerns you or your camper has about camp:

Describe strategies that may help encourage positive behavior redirection for your camper:

Describe strategies that may help your camper when they are upset or frustrated:

Does your child struggle with transitions? If so, how can we help make transitions easier?

Does your child have a behavior management plan in school? If so, are there aspects of the plan that you feel will be helpful to share and reasonable for our staff to implement during summer camp?

Parent Signature: _____

Date: _____

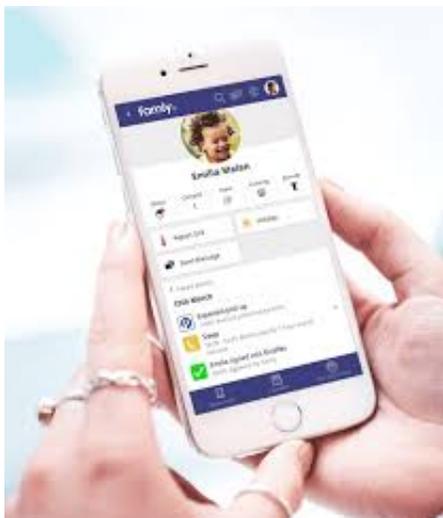
Town of Waterville Valley Recreation Department Summer Day Camp is...

INTRODUCING THE FAMLTY APP

Information about your child's day - straight to your pocket



Available on mobile and online, Famly is a new app that we will be using to stay in touch, provide contactless daily check-in and check-out and manage registration information. Here is what it will mean for you...



Famly will allow WVRD to run contactless daily registration. It provides lots of tools to help our administration and the fully encrypted, GDPR-compliant app also allows us to access important child information quickly and wirelessly. You can report absences, update permissions and keep our staff up-to-date regarding your child. This mobile app will replace our previous sign-in sheet and binder system.

Your login will have a personalized feed where we can update you with pictures, observations and announcements throughout the week. A simpler system for us means an easier process for you and more quality time spent on what matters most - your child.

WVRD is working with program specialists from Famly to import and update day camp registrants. Once your information is imported you will receive notification of your personalized login information. Please consider downloading the Famly app on your computer or mobile device to prepare for our launch.

