



# SUMMER DAY CAMP PARENT HANDBOOK

Boone Trail Community Center & Library  
8500 Old US 421  
Lillington (Mamers), NC 27546  
(910) 984-1094



## PROGRAM OVERVIEW

Harnett County Parks and Recreation's Summer Day Camp program at the Boone Trail Community Center provides a safe, engaging, and nurturing environment for families who want their children to have a fulfilling summer camp experience. Our mission emphasizes creating an atmosphere that balances enrichment, physical activity, field trip experiences, and free time in a stimulating and enjoyable setting. The program maintains clear policies and procedures and actively encourages and welcome open communication and parent involvement.

## SUMMER CAMP SESSIONS, REGISTRATION, AND PAYMENT

### FIELD TRIP

Session 1: June 17-21	Defy Gravity Trampoline Park- Fayetteville
Session 2: June 24-28 (register by June 10)	Carolina Mudcats Game- Super Splash Day
Session 3: July 8-12	Buffaloe Road Aquatic Center- Raleigh
Session 4: July 15-19	Buffaloe Lanes Bowling- Erwin
Session 5: July 22-26	Marble Kids Museum- Raleigh
Session 6: July 29-August 2	Ice Skating- Cary Ice House
Session 7: August 5-9	Adventure Landing- Raleigh
Session 8: August 12-16	Morehead Planetarium- Chapel Hill
Session 9: August 19-23	Omni Cinemas- Fayetteville

**SESSION RATE:** \$110 per session, per child

### Accepted Forms of Payment

Cash, Check, or money order. We currently cannot accept debit/credit cards.

Checks and money orders should be made payable to County of Harnett

There is a \$25 returned check fee

Full payment for your child's first week of camp must be paid in full at the time of registration. Session payments are due by the Friday prior to each week's camp session. No refunds will be issued once camps have begun. Weekly transfers can possibly be accommodated if space is

available. All requests for transfers must be made in writing to Drew Bryant seven (7) days before the first day of the affected camp. Email requests can be made at [wbryant@harnett.org](mailto:wbryant@harnett.org)

## **TRANSPORTATION/CLOTHING (FIELD TRIPS)**

Transportation for field trips will be provided by HARTS (Harnett Area Rural Transit System). Info on HARTS can be found at <http://www.harnett.org/harts/default.asp>. **\*Per HARTS regulations, any children that are less than 8 years of age OR weigh less than 80 pounds must have a booster seat in order to be able to attend the field trips\***

Please be sure to pack appropriate clothing and items like sunscreen/swimwear for your children on scheduled field trip days that will take place outdoors or are water-themed. You may also wish to send additional money with you child on field trip days if they wish to purchase something from a gift/souvenir shop. The outdoor/water-themed field trips will be:

- Session 2: June 24th - 28th      Field Trip: Carolina Mudcats Super Splash Day  
**\*clothes that can get wet and a change of clothes\***
  
- Session 3: July 8th - 12th      Field Trip: Buffalo Road Aquatic Center- Raleigh  
**\*swimsuit and a change of clothes\***
  
- Session 6: July 29th - Aug 2nd      Field Trip: Polar Ice House- Cary  
**\*long pants and socks for ice skating\***

## **DROP-OFF AND DEPARTURE AND RELEASE PROCEDURES**

Campers can be dropped off each day for camp beginning at 7:30 AM. All campers must be picked up no later than 6:00 PM each evening. There will only be ONE warning if a child is picked up later than 6 PM. After this warning, the late fee is \$1 per minute per child after 6 PM. This fee will need to be paid at the time of pickup. A child will not be permitted to return to camp until the late pickup fee is paid. If you are consistently late for pickup, your child will be dropped from the program

Parents must enter the building and sign their children out of our program. This ensures child safety. Photo ID may be required for the release of your child. The child will only be released to his/her parent and/or those adults that the parent(s) specifically designate on the enrollment form. Amendments to the release section of the enrollment form must be submitted in writing by the parent or guardian who completed the form. If a parent is not allowed to pick up a child, the center must have a copy of the court order signed by a judge. Without this documentation, we are obligated to release a child to either parent listed on the enrollment form.

## **HEALTH AND SAFETY (ILLNESS AND EXCLUSION CRITERIA)**

In order to protect the health of all children in our care, please keep your child at home if you notice that he/she begins to show signs of an illness or contagious disease or if he/she feels too ill to participate in a group care setting.

Please let us know as soon as possible if your child has a communicable illness or infection. This will allow us to notify the parents of children attending our program. Children with communicable conditions may not return to care without a note from their physician.

Weather permitting, children may go outside every day. We cannot keep one child inside due to illness.

Children with head lice will not be allowed to attend the summer camp program.

If your child becomes ill during the program day, we will contact you to pick him/her up. In case of injury, parents will be notified immediately.

## **MEDICATION POLICY**

Regular and ongoing medication will not be administered on-site. For emergency medication, please acknowledge this on the enrollment form. Please note the specific dosage your child is to be given. All medications must be accompanied by prescription or written permission from the child's parent and must be in the original container with your child's name and all labels intact.

## **MEDICAL EMERGENCY**

In the case of a medical emergency, we will call 911 and contact the child's parents/guardians. Responding emergency medical personnel will make any determinations as to if the child should be transported to a hospital. We will provide them with the information from your child's records as to your choice of hospital and physician. In the event that this information is not specified, the child will be transported to the nearest available hospital.

## **PARENTAL NOTIFICATIONS**

Parent notifications may be made in writing via letters, emails, flyers and/or signage at the sign-in area at the front desk. Notifications may also be made by phone calls or directly in person by

site staff. Open communication is very important to the success of your child's experience. Conferences may be requested at any time.

## **DISCIPLINE AND GUIDANCE PROCEDURES**

Praise and positive reinforcement are effective methods used in the behavior management of children. When children receive positive, non-threatening and understanding interactions from adults at home and in the community, they develop good self-esteem, self-discipline and problem solving abilities. Based on this belief on how children learn and develop values, Harnett County Parks and Recreation (HCPR) staff will practice behavior management techniques.

To ensure program quality and safety of participants, certain guidelines must be established and enforced if the child steps out of these boundaries. A standard discipline procedure has been established so that all children will be treated fairly. If a child is involved in any behavior that disrupts program structure or affects the safety of participants, the following procedures will be initiated:

- 1. Quiet reprimand/verbal counseling.**
- 2. After repeated behavior problems, a first written incident report will be given to the parent.**
- 3. Additional behavior problems will constitute a second written incident report given to parent and a 1-2 day suspension from the program.**
- 4. If problems persist, a third written incident report constitutes that the participant will be asked to leave the program.**
- 5. For severe offenses, such as but not limited to fighting, theft, profanity, vandalism, possession of weapons or drugs, severe verbal threats, or sexual misconduct, the participant will be dismissed from the program immediately, by-passing the first four steps of this procedure.**

We cannot serve children who continually display unacceptable behavior. Children that exhibit any type of behavior which is thought to be unacceptable or unsafe by a counselor and the site director will be warned to correct their behavior and a telephone call will be made to their parent or guardian. **There are no refunds for suspension or termination.**

Unacceptable Behavior (includes but is not limited to)

- Foul language
- Disrespect for another child or counselor
- Fighting
- Refusing to take part in activities
- Ignoring or disobeying rules of safety
- Public or inappropriate displays of affection
- Defacing property or vandalism
- Stealing

## **LUNCH/SNACKS**

Parents are responsible for providing a lunch for their child and one afternoon snack each day. Child's first and last name should be visible on the lunch so that staff can easily identify it. If food items require refrigeration, it is parent's responsibility to place ice packs in the lunch box to keep it cold.

Please try not to send any food that contains any form of peanut products, as this is a fairly common food allergy.

## **COMMUNICATION AND CONFERENCES**

You may direct suggestions, concerns, compliments and complaints to the immediate caregiver, or Recreation Program Supervisor, Drew Bryant, at (910) 893-7518 or at [wbryant@harnett.org](mailto:wbryant@harnett.org).

## **STAFF/CHILDREN RATIOS**

The NC Division of Child Development requires a minimum of one staff member per 25 children. We strive to have one staff member per 15 children ratio. BTCC will have at least two staff members present at all times.

## **CHILD'S BELONGINGS**

Children should be dressed for active indoor and outdoor play. A change of clothes is recommended. Items brought to the program by your child must be labeled and we expect children to be responsible for their personal belongings. Please leave personal toys, money, video games and players, CDs, CD players, iPods or other MP3 players, cell phones and anything not allowed by your child's school at home. We cannot credit or compensate for lost, damaged or stolen items.