

Dear Parents and Participants,

The Huntersville Parks and Recreation Department would like to take this opportunity to welcome you to the Extended Jr. Adventure Camp Program! We are glad to have you participating in our program!

Extended Jr. Adventure Camp is designed to provide parents an opportunity for full day care for their children while giving students a place to complete their school assigned online classes with support from the Parks and Recreation staff during their normal school hours and structured activities and games following their virtual classes.

With the safety of students in mind, we will be following CDC recommendations and guidelines. This will include small group sizes divided by grade level, work spaces that maintain six feet apart, and an increased cleaning schedule.

Please take the time to read this manual so both you and your child can become better acquainted with our program, policies, and safety measures we have taken to provide a safe experience for our students. If you have additional questions or concerns not covered in this manual, please feel free to contact us at 704-708-2238 or email Weston Smith, Recreation Coordinator at wsmith@huntersville.org

Please sign the Parent Handbook Agreement form and waiver at the end of Parent Handbook and return to wsmith@huntersville.org along with your students individual school schedule.

Thank you for reviewing this manual. We look forward to meeting each of you on Monday.

Weston Smith
Recreation Coordinator

Extended Jr. Adventure Camp Objectives

- Provide a safe, structured learning environment for students ages 1st – 5th grade.
- Provide families in need a full-day care option that includes assistance with online learning and structured activities following the school day.
- Follow local, state, and federal health and safety guidelines to help prevent the spread of COVID-19.

Age, Grade and School Requirements

This program is specifically designed for **1st grade** through **5th grade** students currently enrolled in a school program that is fully virtual. If your child is attending in-school classes they do not qualify for this program. **Your child must be enrolled in full-time virtual learning.**

Time & Place

Extended Jr. Adventure camp will run from Monday, August 31st through Friday, October 9th and may be extended pending decisions by CMS and/or DHHS. Drop off will be between 7:30 a.m. and 7:50 a.m. daily. Extended Jr. Adventure Camp will take place at **Huntersville Recreation Center**, located at 11836 Verhoeff Dr. Huntersville, NC 28078.

Groups

Students will be split into small groups of 10 by grade level/school and will hold a 10:1 camper to counselor ratio. This will allow us to better serve students and follow social distancing guidelines.

Supplies

Students must provide all necessary supplies and materials including, but not limited to laptop computers or tablets, earphones, and any other materials necessary for participation in scheduled classes. Additionally, all students must have access, with log-in information, to a complete educational program or curriculum provided by their school.

Extended Jr. Adventure Camp Daily Schedule:

Every students daily schedule may vary based upon their individual schools class schedule. Students will be placed in groups/classes that are divided based upon age and class schedule. When students have breaks in class schedules we will encourage active time on the courts or outside. Following the completion of your child's school classes their schedule will look similar to this:

2:15 p.m. – 3:45 p.m.	Snack / Active Activity
3:45 p.m. – 4:30 p.m.	Group Activities
4:30 p.m. – 5:00 p.m.	Organized Fun Time/Check Out

Staff

Extended Jr. Adventure Camp staff are here to provide assistance to students with their online learning and promote a safe, active, and fun environment following the school day. The Extended Jr. Adventure Camp staff are made up mostly of our Summer Counselor staff. Although there is some teaching experience among the staff **we do not claim to be certified teachers. Staff**

will provide support to students with their online learning, but will NOT be responsible for any failing grade.

Child Drop-Off and Pick-Up

Drop-off and pick-up will be set up for drive up check in/check out. Parents will not be allowed to enter the buildings. Every child's temperature will be checked prior to entering camp and must read below 100.4 to enter. Parents will also be asked the following questions each day:

Do you or do any of the children you are dropping off have a fever, cough, shortness of breath, difficulty breathing, chills, new loss of taste or smell (vomiting or diarrhea) since the last time you were here?

Been in contact with anyone with a fever, cough, shortness of breath, difficulty breathing, chills, new loss of taste or smell (vomiting or diarrhea) since the last time you were here?

All staff and participants who have tested positive, are suspected of being positive, or been in contact with someone who has tested positive for COVID-19 is required to report that information to the Recreation Coordinator, Weston Smith immediately.

Please make arrangements to drop off your child between 7:30 am and 7:50 am and pick up no later than 5:00 pm. This will ensure that we have staff at the check in/out location at that time. Please notify the Recreation Coordinator **directly** if your child(ren) will not be attending on any day he/she is registered for, or if he/she will be arriving late or leaving early – preferably the day before in the form of a written note or email.



Participant Drop Off and Pick Up

To ensure the safety of all children, if another family member, friend etc. picks up your child, please be sure to inform the camp staff the day before. That person must be listed in ePACT as an authorized pick-up. Authorized adults must show a photo id and sign out the participants. Only those persons listed will be allowed to pick up your child from the program. We cannot dismiss any child without prior permission and photo id. Should you need to make changes in

those people you listed as authorized to pick up your child(ren), please update your account information in ePACT.

Refunds

Refunds or credits will not be given for any day a child is absent from the program. Any withdrawals without a 2 week notice will NOT receive a refund. All withdrawal requests MUST be written and sent to wsmith@huntersville.org.

Medication/Illness

Medication will not be given out to campers by any of our summer camp staff. If your child becomes ill while at camp, you will be called to come and get your child. We will always err on the side of caution and always make a phone call if your child says they do not feel well. If it becomes necessary, we will depend on the daytime phone numbers and emergency contacts that you have provided for us on the day camp registration form and your ePACT information. ePACT is a online emergency contact system we are using. You will receive an invite to the system, please accept it and complete all the required information. It is urgent that you complete the ePACT information prior to the start of camp so that counselors have access to allergies, special needs and emergency contacts.

Control of COVID-19, other Communicable Diseases and Pests

All staff and participants who have tested positive, are suspected of being positive, or been in contact with someone who has tested positive for COVID-19 is required to report that information to the Recreation Coordinator, Weston Smith immediately.

In order to keep our campers and staff safe we are committed to abiding by the guidelines laid out by the North Carolina Department of Health and Human Services, CDC, and state officials. We are doing the following things to prevent the spread of COVID-19 and other illnesses:

- Providing training to all staff on the symptoms, procedures, and preventative measures.
- Screening campers upon arrival. This includes temperature checks, visual screening, and questioning regarding the symptoms of COVID-19.
- Providing hand sanitizing station and enforcing handwashing often.
- Limiting to groups to 10:1 student to counselor ratio.
- Enforce social distancing between groups.
- Equipment will be sanitized after each use.
- Cleaning crews will clean thoroughly each evening following camp and staff will clean and sanitize throughout the day.
- Require campers to wash and sanitize their hands during each group restroom, snack, and lunch break.
- Providing PPE and requiring all staff and campers to wear around their neck and pull over mouth and nose when they cannot maintain 6 feet.
- Bathroom stalls will be designated for groups. (group A uses stalls marked with A)\

A child that exhibits the following symptoms cough, shortness of breath, difficulty breathing, other respiratory symptoms or two of the following, chills, repeated shaking with chills, muscle pain, headache, sore throat, or new loose of taste or smell will be isolated and sent home immediately. They will then be required to test negative for COVID-19 before returning.

When a child is ill, appears to be ill, has been diagnosed with a communicable, untreated illness, or has an illness still considered contagious, the camp director has the authority to exclude or isolate the student within sight from the group. Participants with the following symptoms must be sent home.

- Fever 100.4 degrees or higher
- Vomiting
- Diarrhea
- Any unexplained rash
- Or any other signs of a possible communicable disease

For common communicable illnesses like strep throat, pink eye, ring worm, and impetigo that require medication treatment, students must complete a minimum of 24 hours of treatment before returning to camp. For other communicable illnesses like whooping cough and chicken pox, the exclusion time will be longer and may require a physician's note to return to camp.

Students with evidence of lice will not be permitted to come to camp until treated and nit free. Students must be re-checked and cleared by camp staff prior to re-admittance to camp.

If your child is diagnosed with a communicable disease while not in our care please call and let the camp director know. This will allow us to take proper precautions to keep from spreading the germ.

Lunches/Snacks

Your student will need to bring their lunch everyday in a bag, small cooler, etc. Please be sure the lunches are labeled with your camper's name. Lunches will not be refrigerated. Please be conscious and aware of what you are sending in your camper's lunches. A daily afternoon snack will be provided for you.

Participant Code of Conduct

It is very important that both you and your child be aware of both the rules and subsequent consequences. We ask that you read and discuss this page together with your child. Campers must obey rules for the safety of themselves as well as for their fellow campers:

Rules:

1. Follow directions of ALL camp staff.
2. Be considerate and respectful to EVERYONE. Fighting, hitting, kicking, use of profanity name-calling or bullying will NOT be tolerated and could result in immediate suspension.

3. Keep hands and feet to self.
4. Be respectful of your surroundings.

Consequence Procedures:

1. Verbal warning by Counselor.
2. Verbal conference with camper, counselor and Camp Director.
3. Camper will be placed in time-out for 5 – 10 minutes (depending on age of camper.)
4. Written disciplinary report completed and put on file by camp director. Parents will be notified, in writing, within one day regarding the written disciplinary report.
5. Two (2) written disciplinary reports on one camper will result in AT LEAST a one (1) to two (2) day suspension from camp. **Days suspended will run concurrently. No refunds will be given in case of suspension.**
6. Three (3) written disciplinary reports will result in dismissal from camp for the remainder of the summer. **No refunds will be given in cases of dismissal.**

Depending on the severity of the offense, any and all steps in the Consequences Procedures may be eliminated and or combined.

Problems

If a participant chooses not to follow the camp rules, the parent will be asked to work together with the supervisor and the child to solve the problem. Parents will be notified of any problems that their child may cause in the program.

Parent Code of Conduct

The Parent Code of Conduct establishes clear guidelines for parents/guardians regarding interactions with children (other than their own), other parents and camp staff. The Parent Code of Conduct explains the expectations we have for our parents and we ask that you become familiar with the following guidelines:

1. Parents/guardians shall read and be responsible for the contents of the Parent Handbook & Required Forms (additional copies can be requested via email, wsmith@huntersville.org).
2. Parents/guardians shall refrain from touching or physically contacting any child in the camp program other than their own.
3. Parents/guardians are not permitted to verbally insult, reprimand, harass, or interrogate any child, parent or staff in the camp program.
4. Parents/guardians should always approach a staff member when they have a concern regarding another camper's behavior and/or interactions at camp.

*Please note: Parent/guardian is synonymous with any adult (i.e. grandparent, neighbor, sibling who is authorized to be at a camp program)

Failure to abide by any of the guidelines listed above will result in a meeting with the Camp Director and/or Recreation Supervisor and possible removal from the camp program (parent/guardian and/or campers).

Contact Information:

Weston Smith, Recreation Coordinator

Email – wsmith@huntersville.org

Direct Office Line – 704-766-2238

Cell Phone – 704-582-1810

Jennifer Murrow, Recreation Assistant

Email – jmurrow@huntersville.org

Direct Office Line – 704-464-5520

Tracy Houk, Recreation Superintendent

Email – thouk@huntersville.org

Direct Office Line – 704-766-2227

Student Acknowledgment: I have received a general overview and specific instruction of the contents of the Town of Huntersville Extended Jr. Adventure Camp Conduct. I have also been informed that compliance with the Code is mandatory.

Students Printed Name

Students Signed Name

Date

PARENTAL ACKNOWLEDGMENT: I/we are aware of the contents of the Town of Huntersville Extended Jr. Adventure Camp Parent Handbook and Code of Conduct and have been informed that compliance with the Code is mandatory.

Parent(s) Printed Name

Parent(s) Signature

Date

Temporary release that would be added to online registration and in person registrations during this crisis.

With my initials below, I acknowledge that COVID-19, the illness caused by the “novel coronavirus”, is an extremely contagious virus that spreads easily through the air by coughing or sneezing, person-to-person contact including touching and shaking hands or through touching your nose, mouth or eyes before washing your hands. The World Health Organization (WHO), The Center for Disease Control (CDC), and additional Federal, State and local health agencies recommend social distancing as one of the means to limit or slow the spread of the virus. Complications of COVID-19 may include severe illness, long term or permanent disabilities, worsening of existing chronic medical conditions or death. I understand that participating in the Town of Huntersville programs or accessing Mecklenburg County facilities could increase the risk of contracting COVID-19. I understand and agree that the Town of Huntersville makes no representations whatsoever that COVID-19 exposure or infection will not occur through participation in Town programs or accessing Town facilities. As parent/guardian of the minor child that I am registering for this Town program, on behalf of myself and the minor child, as partial consideration for the Town’s providing the program for the minor child, I fully and unconditionally release and forever discharge and covenant to hold harmless the Town of Huntersville, and all of its past, present, and future officers, directors, shareholders, employees, agents, representatives, insurers, predecessors, and successors from any and all claims, actions, causes of action, suits at law or in equity, demands, judgments, damages, and controversies that I or the minor child now have or ever has had or ever will have, whether known or unknown, whether now accrued or hereafter maturing or accruing, whether for personal injury, property damage, or other economic loss, emotional distress, punitive damages, or otherwise on account of, connected with, or growing out of myself or the minor child contracting COVID-19 or being exposed to COVID-19 as a result of the minor child’s participation in the Town program or our accessing the Town facilities. *Initial _____ (parent 1); _____ (parent 2)*

**On behalf of the Huntersville Parks and Recreation Department
and the entire Summer Day Camp Staff,**

WELCOME TO EXTENDED JR. ADVENTURE CAMP!!