



SUMMER DAY CAMP

Summer 2023

Parent Handbook

Dear Parent/Guardian,

Welcome!

You have officially enrolled your child into the City of Greensboro Parks and Recreation Summer Day Camp Program! This handbook is designed with parents in mind to serve as a helpful insight into the summer day camp program offered by the Greensboro Parks and Recreation Department. It includes detailed information about the City of Greensboro's summer day camp activities, dates and times of operation, payment procedures, inclement weather policies, important dates, policies, and procedures.

The impending summer season can be an exciting time for our participants. When your child arrives at our summer day camp program, they will be given the opportunity to participate in recreational activities, field trips, team sports, and even make new friends. It is our goal to positively influence the lives of our participants as well as foster a truly memorable camp experience.

This handbook is provided as a key resource for you as a parent/legal guardian of a participant in our summer day camp program. Inside, you will find an abundance of information to ensure you can count on us to provide your child with a wonderful summer day camp program experience. We encourage you to read this handbook thoroughly and keep it in a safe place for easy reference during the summer camp program.

We welcome both you and your child to the Greensboro Parks and Recreation Department.

With Anticipation,
Greensboro Parks and Recreation Staff

Mission, Purpose, and Goals

Mission Statement

The Greensboro Parks and Recreation Department exists to provide professional and diverse leisure opportunities through inclusive programs, facilities, parks and open space, ensuring that Greensboro is a desirable place to work, live, and play.

Summer Camp Purpose

Our purpose is to provide an affordable, exciting, educational, and unique experience for community youth.

Goals

- To provide a safe, engaging, and diverse array of activities that stimulate the physical, mental, and social needs of our campers.
- To provide opportunities to develop leadership, teamwork, self-esteem, confidence, and independence.
- To provide recreational opportunities to increase physical activity and encourage healthy habits.

Community Recreation Centers Summer Camp Locations and Contact Information

Brown Center

336-373-2920
302 E. Vandalia Rd.
Greensboro, NC 27406

Craft Center

336-373-2922
3911 Yanceyville St.
Greensboro, NC 27405

Glenwood Center

336-373-2929
2010 Coliseum Blvd.
Greensboro, NC 27403

Griffin Center

336-373-2928
5301 Hilltop Rd.
Greensboro, NC 27407

Leonard Center

336-297-4889
6324 Ballinger Rd.
Greensboro, NC 27410

Lewis Center

336-373-3330
3110 Forest Lawn Dr.
Greensboro, NC 27455

Lindley Center

336-373-2930
2907 Springwood Dr.
Greensboro, NC 27403

Peeler Center

336-373-5877
1300 Sykes Ave.
Greensboro, NC 27405

Warnersville Center

336-373-5871
601 Doak St.
Greensboro, NC 27406

Windsor Center

336-373-5845
1601 E. Gate City Blvd.
Greensboro, NC 27401

Additional Summer Program Opportunities

Adventure Teen Camp

336-373-3741
Lake Higgins
4235 Hamburg Mill Rd.
Summerfield, NC 27358

Summer Sports Clinics

336-373-3272
Greensboro Sportsplex
2400 16th St.
Greensboro, NC 27405

Camp Joy

336-373-2626
Hagan-Stone Park
5920 Hagan Stone Rd.
Pleasant Garden, NC 27313

Counselor in Training

336-373-7507
Various Locations

ENERGY at the Park

336-373-7502
Hampton Park
Heath Park
Sussman Street Park
Woodmere Park

Service Learning Camp

336-373-4351
Gateway Gardens
2800 E. Gate City Blvd.
Greensboro, NC 27401

Program Dates and Hours of Operation

Program Dates and Times

Our summer day camp program begins Tuesday, June 20, 2023 and ends Friday, August 18, 2023. The program runs Monday through Friday from 7:30 am to 6 pm.

Holiday Closure

The Summer Day Camp program will be closed on Monday, June 19, 2023 and Tuesday, July 4, 2023.

Registration Procedures

Registration will be taken online or in person on a first come, first served basis beginning on March 1 at 9 am. We will continue to accept registration until all slots are filled. Please visit our website or call your camp of choice to learn more.

Admission Criteria

Children must be between the ages of 5-12 and have completed kindergarten to be admitted into our summer day camp program. You may be asked to provide a letter from school or copy of the report card for verification. In accordance with program modifications and guidelines, the following participant eligibility requirements are in effect for all Greensboro Parks and Recreation programs and services. All individuals must be able to:

1. Perform all aspects of personal care, to include but not limited to toilet hygiene, bowel/bladder management, changing clothes, feeding independently of staff, volunteer, or other participants.
2. Self-administer any routine medications or medical care needed during program participation, to include but not limited to placing medication in mouth, applying medicated patch, utilizing a rescue inhaler, checking blood glucose independently of staff, volunteers, or other participants.
3. Practice positive hygiene related to personal cleanliness and handwashing, including the ability to wash and dry hands with soap and water independently of physical assistance from staff, volunteers, or other participants.
4. Self-manage behaviors and reactions to a variety of situations and environments that may elicit various physical and/or emotional responses without the physical intervention of staff or volunteers or without physical contact with other participants.
5. Maintain specific proximity with minimal re-direction from staff as designated without physical intervention of staff, volunteers, or other participants.
6. Move safely in program environment, around facility and outdoor spaces on varied surfaces, etc. with limited physical assistance of staff, volunteers, or other participants.
7. Communicate illness, symptoms, etc. of self or others to staff.

Greensboro Parks and Recreation General COVID Procedures

The following is intended to provide participants, volunteer, parents, and staff with information related to guidelines, processes, and expectations that will be implemented by the Greensboro Parks and Recreation Department for programs, camps, activities, and events. The information included in this section is based on orders and guidance provided by the North Carolina Governor, various health organizations, as well as the City of Greensboro. The health and safety of all who are involved in our programs remains our highest priority. As much as possible, we will promote behaviors and implement processes that can help reduce spread of COVID-19. This will include, but not be limited to implementing new standards related to facilities, education and training on cleaning and good hygiene practice, communicating new responsibilities and expectations for staff, participants, volunteers, and spectators, and establishing protocols for reporting cases. Below you will find a summary of actions we will take to ensure we are lowering COVID-19 risk as much as possible.

Overview

Do not come or bring the participant to the facility if they have and COVID symptoms: fever (100.4 or higher), cough, sore throat, difficulty breathing, or have been exposed to someone with COVID within the last 14 days. They should see a healthcare provider for testing and care. Staying home is essential to keep infections out of our programs, and prevent spread to others.

Monitor and Self-Report Symptoms

Participants are expected to monitor and self-report any COVID like symptoms to Parks and Recreation personnel. For youth, it is the responsibility of the parent/guardian to monitor and report COVID like symptoms to the center supervisor.

If the participant or someone in the immediate household tests positive or has been exposed to someone with COVID within the last 14 days, do not bring them to camp. Inform the center supervisor immediately. Anyone who has shown or is showing signs or symptoms of COVID will not be permitted to attend camp and will be asked to get tested.

- If positive for COVID, participant will not be allowed to attend for 5 days from the day tested. They can return on the 6th day.
- If the test is negative, they can return to camp once they feel better.
- If not tested, they will not be allowed to participate for 5 days from notification.
- Any sibling in the program must quarantine for the 5 days as well. They will not be allowed to attend camp during that time either (it is assumed they have been in close proximity to the infected person).
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Assumption of Risk

While Parks and Recreation is committed to promoting behaviors and implementing processes that can help reduce the spread of COVID, the risk of contracting COVID, serious illness, injury,

and possible death does exist. Participants, volunteers, and staff will all be expected to abide by the rules, policies, and guidelines as set by the City of Greensboro and the Parks and Recreation department. All participants will be required to complete the City of Greensboro Liability Waiver prior to participation in any Parks and Recreation program.

Payment Procedure

Each week is \$85 per child. Payment is due the Monday before the week your child will be attending the summer day camp program. For example, the payment for Week 2 of Camp is due on the Monday of Week 1.

A \$10 non-refundable/non-transferable deposit is due at the time of registration for each week you would like your child to attend.

- Accounts with outstanding balances will not be allowed to register a child.
- Returned checks are charged a \$25 service fee. Returned checks may result in all future payments needing to be made in cash or money order.
- The \$10 weekly deposit fees are non-refundable and non-transferable (see refund policy).

Financial Assistance

The City of Greensboro Parks and Recreation Department provides assistance in select youth programs to help families with financial needs. Anyone interested in applying for financial assistance must fill out the fee assistance application and submit it to the facility supervisor. Applicants will be notified within two weeks from the date the application is completed as to whether or not your family qualifies for financial assistance.

Documents to request financial assistance will need to include the following:

- A current EBT Card or paperwork for EBT Card or
- A current Medicaid Card or paperwork for a current Medicaid Card or
- A copy of their most recent Federal Income Tax Return (Form 1040 or 1040EZ)

Cancellation Policy

The Greensboro Parks and Recreation Department reserves the right to cancel a program at the sole discretion of the department, including when a program's minimum enrollment is not met. In the event of a program cancellation, the department will attempt to provide as much advance notice as possible to all participants. In addition, the department reserves the right to alter schedules, fees, and instructors as necessary. In the event the department cancels a program, registration fees are 100% refundable except in cases when an alternative refund policy has been provided in writing to registrants at the time of registration.

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 by the department in writing. Refund requests are processed according to the guidelines included below and generally take 2-4 weeks to process, with the exception of payments made by check, which may take additional processing time. 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 supervisor.
- **After the Week Ends:** No refunds granted.

Sign-In/Sign-Out Procedures

For the safety of our participants, we require the parent/legal guardian to sign their child in and out with a staff person every day they attend our summer day camp program. The parent/guardian, and anyone on the authorized pick-up list, will need to show government identification to center staff in order for them to sign a child out. If your authorized pick-up list needs to be changed, please provide those changes, in writing, to the center supervisor.

Late Pick-up Policy

Children must be picked up by 6 pm. **If a child is not picked up by 6 pm, a late fee of \$5 will be charged, beginning at 6:01 pm, for every 15 minutes, or portion thereof, you are late. At 6:30 pm, the Greensboro Police will be called to pick up your child.** The child will not be able to return to the summer day camp program until the fee is paid.

Three late pickups will result in a one-week suspension from the program and/or possible termination from the program.

Child Custody

If there is a custodial issue that would restrict a parent/guardian from having access to the child, court documents will need to be provided to the center supervisor.

What is Inclusion?

Inclusion refers to a philosophy that goes well beyond non-discrimination and takes a proactive approach to including people of all abilities in parks and recreation programming to the best of their ability. Awareness and sensitivity to individual differences will hopefully lead to attitudes of acceptance and reduce barriers in the community.

How do I receive assistance from Inclusion Services?

Requests should be made when you register for a program, camp, or event and at least two weeks in advance of the start of the program, camp, or event. This will give us enough time to develop accommodations and identify appropriate staff to have in place. Please note that we make every attempt to provide requested services, however due to staffing limitations we cannot guarantee these services. **Note: We do not provide one-on-one services.**

Steps to the Inclusion Process:

1. Register for the program, camp, or event. When registering, please check **yes** in the accommodation request box. Questions? Please call our Inclusion Services team at 336-373-2954.
2. Complete the accommodation request form and submit online or print the form and return it in person or by mail to the address below, or call us at 336-373-2954 to fill out the form over the phone.
Inclusion Services, 2400 Sixteenth St., NC 27405
3. Our inclusion team will contact the parent/guardian within five (5) business days to discuss this information and answer any additional questions.
4. Next, print and complete the participant information form and return it in person or by mail to the address above, or call us at 336-373-2954 to fill out the form over the phone.
5. Our inclusion team will create an action plan and work with the staff of the program, camp, or event to create a successful recreation experience. The role of the inclusion team throughout the program may change from direct to indirect support.

Possible reasonable accommodations include (but are not limited to):

- Adaptive equipment (when available)
- Modify or adapt activities that do not alter the program
- Action plan (strategies for success)
- Provide trained staff for inclusion support (**not one-on-one assistance**)

Health/Safety/Medications

Medications

The summer day camp staff will not dispense any medication unless the parent or guardian completes a Greensboro Parks and Recreation permission to give medicine form. If the child needs to bring medication to camp, it must be in the original prescription bottle with the original label. The container should include the prescription on the bottle or a medical prescription if the medication is over the counter. Medication not in its original container, or over the counter medicine without a prescription, will not be accepted. In case of a medical emergency, we will have the original bottle on hand to give to EMS.

The child is responsible for taking the medication under the supervision of a facility staff member. The staff member will sign, date, and record the time the medication was taken.

Child with Illness

Any child that cannot participate in summer day camp activities due to illness will need to remain at home. No child may attend summer day camp if they have ringworm, pink eye, flu, or any contagious infection. A doctor must treat any contagious infection, virus, or fever. Certain illnesses may require a doctor's note before the child will be allowed to return. If your child is not feeling well during the day, a call will be made to the parent or guardian to make them aware.

Procedures for Handling Medical Emergencies

In the event of accident or an illness, every effort will be made by our staff to address the situation and notify the parent/guardian and/or emergency contacts. If a situation requires immediate medical attention, we will call 911 and the child will be transported to the hospital by ambulance.

Fire/Emergency Drills

We conduct fire and emergency evacuation drills regularly. Parents, staff, and children will not be made aware of drill dates or times, as this is the most effective way to ensure successful fire and emergency/evacuation plans. During a fire/emergency drill, parents may not sign children into or out of camp. They must wait until the drill has been completed and the children have returned to the building with camp staff.

Behavior Guidelines

Campers are asked to:

1. Use appropriate language at all times.
2. Cooperate with staff and follow rules/directions.
3. Respect other children and staff, equipment and facilities, and yourself.
4. Maintain a positive attitude.
5. Stay in program areas. Running away is not acceptable.
6. Will not be disruptive during any activity or with any group assigned.

The Discipline Policy – Minor Offense

If a child is unable to comply with the behavior expectations:

1. Strike One: Verbal warning/discussion
2. Strike Two: Time out during a time deemed appropriate by the camp staff (i.e. loss of game time, swim time, field trip, etc.) The length of all time outs will be determined by the age of the camper and severity of the offense.
3. Strike Three: An additional time out and parent will be made aware of the behavior or situation.
4. Strike Four: Offenses will be considered serious and a parent conference may be scheduled.

The Discipline Policy – Serious Offense

1. Strike One: Immediate removal from activity and an incident report. Will be written and sent home to the parent. The parent will be contacted and a parent conference may be scheduled.
2. Strike Two: One day suspension from the day camp
3. Strike Three: Expulsion from the day camp

Behaviors, which may result in immediate dismissal, include but are not limited to:

1. Any action that could threaten or pose a direct threat to the physical/emotional safety of the camper, other campers, or staff. Prohibited conduct may include, but is not limited to, abusive jokes, insults, slurs, threats, name-calling, bullying, or intimidation.
2. Fighting or inappropriate physical contact.
3. Possession of a weapon of any kind.
4. Vandalism or destruction of property.
5. Sexual misconduct.
6. Possession of or use of alcohol or controlled substance unless under the prescription of a doctor.
7. Running away.
8. Inappropriate behavior on the bus such as opening the emergency door, hanging out the window, climbing over or under seats, throwing things off the bus, etc.
9. Any child who exhibits behavior that threatens his or her well-being or the well-being of others is subject to dismissal from the summer day camp program.

Parent Conduct

With proper identification, parents/legal guardians may, at any time visit the summer camp facility in which their child is attending. The law prohibits discrimination or retaliation against any child or parent/legal guardian to exercise their rights to visit. The law authorizes the person in charge of the summer camp facility to deny access to the parent/legal guardian under the following circumstances:

- The parent/legal guardian is behaving in a way that poses a risk to the children in the facility.
- The adult is a non-custodial parent and the facility has been requested in writing by the custodial parent to not permit access to the non-custodial parent.

Under no circumstances should a parent/legal guardian approach another child other than their own. When in the facility, parents are expected to act appropriately by speaking in an appropriate tone and using appropriate language at all times. Any parent who does not behave in this manner will be asked to leave the facility.

Any inappropriate behavior by a parent, including verbal abuse of a child or staff member, or confrontation with a center staff member will not be tolerated.

Parent Feedback

We welcome and encourage regular feedback from our parents. If you have a comment or concern, please set up a time to discuss it with the center supervisor or head camp counselor.

Camp Activities

Field Trips

Field trip information will be provided to parents in advance. If your child will not be able to attend a field trip, please make other child care arrangements for your child.

Swimming and/or aquatic experience

Swimming and/or an aquatic experience will be offered as part of the summer day camp program. Items to bring for swimming include a swimsuit, flip-flops or sandals, and sunscreen. The lifeguards on duty administer swim tests. **Children must wear clothing made of swimsuit material to enter the pool. Street clothing such as basketball shorts or cotton t-shirts are not allowed in the pool.** Sunscreen must be self-administered.

Field Trip Transportation

The Greensboro Parks and Recreation department uses a combination of both city-owned vehicles and rented vehicles for transporting campers to and from field trips. Vehicles range from minivans to 50-60 passenger buses. All children will be seated in their own seat with their own seatbelt* when using any method of transportation. At no time will staff's personal vehicles be used to transport campers.

*Some buses that are used are similar to school buses and do not have seatbelts.

Quiet Time

We encourage children to bring a book or journal to occupy them during quiet time. Quiet time occurs from time to time and will allow children the opportunity to catch up on their summer reading, write in a journal, color, or play a quiet game. Naptime is not offered during summer day camp.

Clothing

Clothing should be appropriate for both indoor and outdoor play as camp moves inside and outside regularly. Clothing should not display offensive material or be revealing. If a child brings an extra pair of clothes to camp, make sure the child's name is on the tag or place masking tape on the article of clothing with the child's name on it. Children must have closed toed shoes on at all times, except when at the pool.

Meals and Food Service

We make every attempt to provide meals throughout the summer, however until that is confirmed each child should bring their own lunch and snacks until otherwise notified. Campers will need to bring a water bottle. Please do not pack anything in your child's lunch that needs to be microwaved or refrigerated. We have vending machines that campers can buy drinks and

snacks from for \$.75-\$2.00 per item. Please be sure to speak to the camp supervisor about any allergy concerns.

Toys and Electronics

Toys, electronics, cell phones, and gaming devices are not permitted in summer day camp. Greensboro Parks and Recreation is not responsible for damaged, lost, or stolen toys that a child brings to camp.

Our Staff

All summer camp counselors are employed by the City of Greensboro. Each counselor has received clearance through a competitive interview process, as well as, drug and background screenings. All camp staff members are American Red Cross First Aid, CPR, and AED certified and receive in depth training prior to the start of camp.