



**Summer Camp Handbook
2024**

Welcome Families,

Thank you for choosing the Madison Recreation Summer Camp program as your child's road to summer fun. All of us at Madison Recreation work hard to give your child a great summer camp experience and one with lasting memories.

Heather O'Donnell
Town of Madison Recreation Director

Email: madisonrecnh@gmail.com

Website: MadisonRecNH.com/Contact

Facebook: [@MadisonNHRecreation](https://www.facebook.com/@MadisonNHRecreation)

603-367-4332 ext. 1. You may leave a message with Linda Shackford or Kate Young.

OUR MISSION

To create a safe and inclusive environment where the children of our local community can make long lasting summer memories.

It is our hope that all the children and their families who participate in our summer program have a safe and enjoyable summer. We will be following all SAU 13 school district and town rules and policies as they apply to ensure that. We will always try very hard to keep children in this program because we recognize the importance of these activities to children. However, children who present constant or unmanageable behavior problems, make life difficult for other children and /or staff, take away from the overall program, or create safety risks due to their behaviors, will face removal from the program (please refer to the discipline policy and procedures section of this handbook for specific guidelines).

DESCRIPTION

Welcome to Madison Recreation Summer Camp program. The Staff hopes that you and your child have an enjoyable experience.

Our camp is open to all children who reside in Madison and are entering grades 1-7 in the fall of 2024. See also the **Counselors in Training (CIT) Program** section below.

A wide variety of activities and field trips are planned for your child this summer. Please be advised that our schedule is subject to change. We are also very excited to be working on a Swimming Lesson Program strictly for our Summer Camp kids.

The facilities used during the summer are: Burke Field and Madison Elementary School Gym/Cafeteria/Art Room/Playground.

Camp dates are Monday, June 24 – Friday, August 16, 2024 (8 weeks).

Camp will be **CLOSED** on Thursday July 4 & Friday, July 5.

COUNSELOR IN TRAINING PROGRAM

We are looking for a few responsible and eager kids to join us for Summer Camp as we introduce our Counselor in Training (CIT) program at Madison Recreation.

The CIT position was created in hopes to prepare preteens/young adults for future job opportunities, instill the importance of teamwork and get them out and involved this summer.

This year we are accepting a limited number of CITs who will be entering 8th grade in the fall of 2024.

Any interested applicants should fill out the Summer Camp CIT Form, include an essay summarizing why you would be a great fit, and then prepare for a brief interview with Town of Madison Recreation.

Please see <https://www.madisonrecnh.com/forms> for the Summer Camp CIT Form with Essay.

All CIT applicant essays need to be completed by May 1, 2024.

STAFF

Our Madison Recreation Summer Camp staff consists of Heather O'Donnell (Town of Madison Recreation Director) and summer camp counselors.

We are in the process of getting all of our counselors certified in CPR and First Aid. All of our staff have cleared a background check.

Director Heather O'Donnell can be reached at madisonrecnh@gmail.com or 603-367-4332, x1.

CAMP HOURS

Regular hours: 9:00 am - 4:00 pm, Monday – Friday

Extended Hours

8:00 am early drop-off for an additional \$5.00 per day.*

5:00 pm late pick-up for an additional \$5.00 per day.*

**Minimum enrollment of 5 kids for early drop-off before camp care & 5 kids for late pick-up after camp care.*

LATE FEE

We request that families respect that our summer staff have other commitments after 5:00 pm.

Madison Recreation reserves the right to charge a late fee of \$5.00 for every ten minutes late that a camper is picked up after 4:00 pm regular hours, or 5:00 pm extended hours. The first offense will be given a warning. For subsequent late charges, we expect fees to be paid upon a camper's return to the program.

CHECK-IN/CHECK-OUT PROCEDURE

Curbside Drop Off & Pick up:

9:00 am - 4:00 pm, Monday-Friday

** 8:00 am early drop-off is available for an additional charge of \$5 a day.

** 5:00 pm late pick-up is available for an additional charge of \$5 a day.

Parents will check-in with staff curbside and drop-off their child each day at the Madison Elementary School (MES) gym side door on the right of the building.

Staff will take campers directly from their vehicles; parents will not be required to get out of their car to walk campers in.

Please wait until 4:00 pm to pick your camper up so that staff may reach their designated pick-up locations without additional disturbances. Campers will be at the Madison Elementary School gym side door on the right of the building for pick up.

On the registration form there is an **Authorization to Release** section. *Only those people who are listed on that section will be allowed to pick up your child!* You may change the people listed

as often as you wish. Staff is directed to not release children to anyone that is not on the form or that they do not know. You (or whomever comes to pick up your child) may be asked to show a form of identification before they are allowed to pick up your child. This ensures that each child is coming and leaving with authorized individuals. If a special situation exists, or in case of an emergency, please speak to staff. In addition, if restraining orders or custody decrees by the court are in place, please speak to staff immediately.

PAYMENT

ALL PAYMENTS ARE DUE BY MAY 30, 2024.

Payment must be paid prior to your child attending camp. Campers will not be allowed to start camp if they have not paid in full. **Please make checks payable to the Town of Madison** with "Summer Camp 2024" in the memo, and deliver to Madison Town Hall, 1923 Village Road, Madison, NH or via mail to Town of Madison, PO Box 248, Madison, NH 03849.

TRANSPORTATION

Transportation to any of our field trips will be done by bus. We will also be walking between Madison Elementary School and Burke Field. Drop-off to and pick-up from Summer Camp are the responsibility of the parent/guardian.

LOST & FOUND

Items left at the end of the day will be placed in our lost and found bin located at Madison Elementary School gym. Items not claimed within 48 hours of being found will be disposed of.

MEDICATIONS/ALLERGIES

While registering, please remember to view and update your camper(s)' medical information regarding any new medications/allergies that may affect day-to-day activities (ie., peanuts, epipen, inhaler).

WHAT TO BRING TO SUMMER CAMP?

Your child will need to bring with them on a daily basis the following items:

- Sneakers and proper footwear are required every day for camp activities.
- Crocs, flip flops, or water shoes may be helpful for water play and beach/field trips.
- Bathing suit (sun shirts/extra shirt are highly recommended)
- Towel
- Lunch with ice packs to keep them cold (No glass containers please)
- Water bottle (Must have child's name written on it)
- Morning & afternoon snacks
- Extra set of clothes
- Sunscreen (please label with child's name, and apply before camp)
- Backpack. This is very convenient for them to put all of their "stuff" into.
- Camp Shirt on field trip days, and must be worn at all times, especially in the water.
- ONLY ON TRIP DAYS: Spending money (parent's decision) under \$15. *Please note, unless otherwise stated, there is NO need for money on days we are on site.*

Please label all of your child's belongings with their name.

MADISON RECREATION IS NOT RESPONSIBLE FOR ANY LOST OR STOLEN ITEMS, INCLUDING MONEY.

WHAT NOT TO BRING

To ensure the enjoyment, safety, and health of all children in attendance, the following items are prohibited from Camp:

- Money in excess of \$15
- *Illegal substances
- *Knives
- *Fireworks or any type of explosive device
- *Firearms (Toy or Real)
- Candy
- iPods/iPads
- Electronic Games
- Phones

***Denotes immediate expulsion from the Camp for the remainder of the summer.**

Children are not permitted to carry cell phones while camp is in session. If brought to camp they will be asked to keep them in their backpack. Campers who violate this policy will have their phones confiscated and returned at the end of the day.

MADISON RECREATION is not responsible for lost or stolen cell phones/electronics.

SICK/ILLNESS POLICY

If your child has a fever (100 or higher), undiagnosed rash, contagious illness or virus, conjunctivitis, diarrhea or vomiting, you will need to keep them out of Summer Camp until the symptoms have resolved & they are fever free for 24 hours. If your child becomes sick while at Summer Camp with a fever, undiagnosed rash, contagious illness or virus, conjunctivitis, diarrhea or vomiting, the parent/guardian will need to come pick up the child immediately. The child will need to remain out of Summer Camp until the symptoms are resolved and they are fever free for 24 hours. This will help prevent any spread of illnesses at Summer Camp.

CANCELLATION, ABSENCE, & VACATION POLICY

Parents should notify us if their child is absent. Camp fees will not be refunded if your child doesn't attend. Trip fees will not be refunded. We give accurate numbers to the parks where we go and must pay for the spots.

Unexpected events could cause camp to be delayed or canceled due to our limited staff. If you haven't already, please download the Sports Engine app on your phone, we will use that app as well as our Madison Recreation Facebook page to communicate changes to our day. We will also send out an email to notify all families on the change.

If a field trip is canceled due to weather conditions, we will do our best to stay open and do activities at Madison Elementary School. If we need to cancel, we will make the decision the night before the scheduled field trip. We will be using a weather app to make our weather related decisions. Please check the Sports Engine app, our Madison Recreation Facebook page or your email regularly for updates and changes to our day.

RULES & REGULATIONS

It is expected that campers will:

- Respect themselves and others
- Respect the property of others
- Conduct themselves in a safe, responsible, and appropriate manner at all times
- Follow the rules as presented by the staff

LAKE DAY RULES

- 1.) Groups are assigned before arriving at our destination. Once placed in a group, everyone must remain with their groups at all times. All individuals are to stay with their group. No one is to leave the group until he/she has signed out with the counselor. This must be

- done each time one wishes to leave the group (like to use the bathroom).
- 2.) Belly Button Rule: Children should go no deeper than their belly button except for experienced swimmers (w/counselor approval) can swim out to the buoys/dock alone. Other good swimmers may swim out to buoys/dock with a counselor in small groups.
 - 3.) **It is the responsibility of the parent to provide a life preserver ("puddle jumper", life jacket, or swimmies)if they would like their child to wear it while in the water.** If the parents provide their child with a life preserver then the summer camp counselor will mandate the child wears it at all times while in the water.
 - 4.) Individual items and recreational items are to be accounted for at all times. Know where one's things are and return all recreational items when finished.
 - 5.) All trash is to be picked up and discarded properly. At the end of the day, the Madison Recreation area is to be clean before we can leave. Therefore, everyone needs to be a part of cleaning up.

BEHAVIOR, DISCIPLINE POLICY AND PROCEDURES

Please instruct your child on our rules prior to camp. Campers should follow rules and guidelines presented by the staff. Should a camper not follow camp policies and procedures, the consequences follow "3 strikes, you're out."

1st offense – verbal notice to parents/guardians.

2nd offense – Removal from the activity and notification to have the child picked up.

3rd offense – Expulsion from the Camp for the remainder of the summer.

It is at the discretion of the Madison Recreation Program staff to bypass a number of offenses and suspend any child should the action be deemed serious enough by the Director.

Serious offenses include but are not limited to the following:

- Endangering another person's well-being,
- verbal abuse or harassment of any kind,
- stealing or destruction of property,
- *possession of illegal substances, cigarettes, vaping, lighters, matches, alcohol
- *firearms or knives (toy or real),
- *fighting or threats of violence to campers and /or staff.

****Denotes immediate expulsion from the Camp for the remainder of the summer.***

Thank you for your cooperation in these matters. We are looking forward to a very positive, fun, camp experience for you and your child.

ACTIVITIES & EVENTS

All events will be scheduled as the Madison Recreation staff see fit due to weather and supplies. Campers are welcome to bring a book or quiet time activity. However, they should leave all toys and other personal items at home. Campers will need to be responsible for their own belongings.

ALLERGIES

Some campers have food allergies. Please refrain from bringing in anything that can harm another child with a food allergy. Children should NOT be sharing food, drinks or candy with other children. Thank you for your cooperation.

LOCKDOWN & EMERGENCY PROCEDURES

In case of an emergency that requires Madison Recreation Summer Camp Program to be on lockdown as mandated by the Madison Police Department, or another event that arises, no camper will be dismissed until the threat/issue is resolved. We will do our best to keep parents notified and updated as we deal with the lockdown.

HEAD LICE, "NO NIT" POLICY

With the exception of the common cold, head lice infestation affects more school aged children than any other communicable childhood diseases combined. Head lice are tiny insects that live on the scalp. They lay eggs, called nits, that hatch and stick to hair. Head lice do not jump, but they do spread quickly. The most common ways that they are spread is through direct contact with an infected person, sharing: combs, hats, towels, scarves, clothing, head gear, ribbons, etc. The Department has a "No Nit Policy". This means that if your child has head lice, they will not be permitted back to camp until all nits are removed from their hair with a doctor's note. If a case of head lice is reported all staff and parents will be notified and will do a head check of all campers. Any child that has head lice will be sent home for treatment immediately, this may seem extreme, but if nits are present, re-infestation is imminent to your child, family, and anyone at camp. If you have any questions or would like material on heads lice, please reach out to our Director or one of our camp counselors.

CONCLUSION

Our goal is to create a fun, safe, active and rewarding Madison Recreation Summer Camp for your child/children. If there are any concerns or questions, please don't hesitate to reach out to us.