



KINGSTON RECREATION

SUMMER 2024 PARENT HANDBOOK

Director: Paul Butler (603) 531-3337

Camp Phone: (603) 418-5306

Email: kingston.recreation24@gmail.com

www.kingstonnh.org/recreation

QUICK GUIDE

1. **Contact:** We are located at 24 Main Street, Kingston- camp phone # 603-418-5306- if no answer call Paul Butler # 603-531-3337
2. Campers must be at least 5 yrs old at the time of the first session they are signed up for, and must be fairly independent (for example they must be able to change in and out of their clothes and bathing suits) They must be potty trained as well.
3. **Illness:** Kingston Rec follows school policies with regards to illness. If your child is vomiting, or has a fever over 100 degrees, they are unable to attend camp. Campers must be free of fever and other symptoms for 24 hours without medication in order to return to the program.
4. **Emergency:** Parents/guardians will be notified immediately to pick up their child if an injury or illness requires immediate medical treatment. Emergency situations may result in ambulance transportation with, or without, parent/guardian permission as per participant waiver signed at time of registration.
5. **Electronics Usage:** The use of electronics, including cell phones, iPods and video games are permitted at Kingston Rec from 7-9am, and 3pm- 5pm, and with explicit permission from the camp director or designee. Kingston Rec is not responsible for the loss or damage of electronic devices at camp.
6. **Valuables:** Kingston Rec encourages campers to leave valuables at home and is not responsible for the loss or damage of valuables at camp.
7. **Camper's possessions:** We ask that parents label all items that come to camp with the camper's name, including bathing suits, towel and water bottles.
8. **Behavior:** (see chart on the the last page) Discipline will be constructive in nature and include techniques such as:
 - a. Using limits that are fair, consistently applied, appropriate and understandable to your child's level
 - b. Providing your child with reasons for limits
 - c. Giving positively worded directions and redirecting your child to acceptable behavior
 - d. Helping your child to constructively express his/her feelings and frustrations to resolve conflict
9. Any behavior that appears to be illegal will be reported to the police and possibly DCYF and their recommendations will be followed based on their investigation. Consequences may include expulsion from the program.
10. **Pick-Up @ Camp** Please let counselors know who will be picking up your camper(s) and what time, to help keep campers safe. Campers often ask when they will be picked up and it is essential that we know who is picking your camper(s) up

PAYMENT INFORMATION

Kingston Resident (proof of residency may be needed)	Non-Kingston Resident	
Registration Fee- <i>includes t-shirt, online registration</i> \$45	Registration Fee- <i>includes t-shirt, online registration</i>	\$45
Weekly Rate- <i>includes field trips, ice cream + pizza</i> \$170	Weekly Rate- <i>includes field trips, ice cream + pizza days</i>	\$210
Daily Rate- <i>includes pizza and ice cream and field trips</i> \$40	Daily Rate- <i>includes pizza and ice cream and field trips</i>	\$50
50% off for 2 nd , 3 rd campers in same family	25% off for 2 nd , 3 rd campers in same family	

- At Registration both the registration fee and 20% of the summer tuition total, must be paid, which will secure your spot(s)
- An additional 30% of the summer tuition total must be paid by June 15, 2024
- Payment balance must be received by the Monday of the week before your campers first day
- Kingston Residents only: Take advantage of a 10% discount of registration fees paid by June 1st. May require showing proof of residency
- If your camper needs to miss a day that has already been paid please contact Paul Butler for possible options.
- **IMPORTANT-** Payment plans can be arranged through Paul Butler if needed

Payments Options


Camp payments can be made by cash, check or credit card/ACH. Checks can be made out to The Town of Kingston. A fee of \$25 will be applied to all returned checks.

Online payments can be made using credit, debit card or ACH. Please be advised that our online servicer charges a convenience fee. Click the button below to make a payment.



Payments will be accepted at the Kingston Town Hall during normal business hours, online anytime and at camp on Mondays and Thursdays from 7am- 9am, Thursdays 3:00pm-5pm.

A staff member from the Town Clerk's Office will be at camp from 7am until 9am on Mondays and Thursdays, and Thursday afternoons from 3pm-5pm to collect cash and check payments. No payments will be accepted at camp outside of these hours. We need to have counselors concentrating on taking care of all of the campers and not be concerned with keeping track of money. If you have concerns about this please contact Paul Butler at 603-418-5306, 603-531-3337



All campers

1. Camp hours are 7am - 5:00pm- Late fee for pick up after 5pm is \$1 per minute late, excessive late pick-ups could result in your child not being able to attend
2. Daily fee is required by the Monday of the week before your child attends for the day.
3. No refunds will be given if your child is asked to leave camp due to behavioral issues.
4. A child's first day of camp cannot be an off site field trip. We need time to get to know your child, and your child needs to get to know us for at least a day, before going on an off site field trip,
5. Behavior Policy - Please refer to the Behavioral Management Policy on page 10.
6. Please advise Paul Butler or the Camp Director of any special needs issues your child may have.
7. No vaping or smoking while at camp, on the bus or on a field trip.
8. Camper Accommodations for Developmentally handicapped and learning disabled Campers- If a camper is required to have a one on one aid throughout the school year, they must have an aid while attending camp. Kingston Recreation is currently unable to provide one on one assistance, but can accommodate for those families that are able to provide an aide for children.



A TYPICAL DAY AT CAMP

7:00-9:00	ARRIVAL
9:00	MORNING MEETING
9:15	1 ST ROTATION
10:15	SNACK TIME!
10:30	2 ND ROTATION
11:15	3 RD ROTATION
12:00	LUNCH!
12:30	YOUNGER- SWIM
	MIDDLES- FIELD
	OLDER- REC CENTER/ PLAYGROUND
1:15	YOUNGER- REC CENTER/PLAYGROUND
	MIDDLES- SWIM
	OLDER- FIELD
2:00	YOUNGER- FIELD
	MIDDLES- REC CENTER/PLAYGROUND
	OLDER- SWIM
3:00	SNACK!
3:00-5:00	PICK UP TIME/ FREE TIME

ICE CREAM ON
TUESDAYS!



FIELD TRIPS ON
THURSDAYS!



PIZZA ON
FRIDAYS!



F A Q

What happens at drop-off/pick up? Beginning at 7:00 AM, Parents/guardians will drop their campers off at the check in desk and inform counselors who and when their camper(s) will be picked up. Campers often ask when they will be picked up and it is essential that we know who is picking your camper(s) up. Kingston Rec will ONLY release your child to parents/guardians, as well as emergency contacts or authorized pick-up persons authorized on his/her registration form. Staff members will ask for identification until they become familiar with the pick-up person.

What happens if my child is sick? Campers must be fever free and not vomiting for 24 hours before returning to camp. If your child has conjunctivitis or impetigo they must be medicated for 24 hours before returning to camp

Who are the campers? Campers are welcome from all surrounding towns and can range from ages 5-13. Children with varying abilities are welcome at camp. If a child is assigned a 1:1 aide during the school day for any reason, an aide is required to accompany the child during camp. We are unable to hire or provide aides. Call the Camp Director to discuss accommodations for any child requiring special considerations.



Who are the counselors? Kingston Recreation is committed to hiring the most qualified and experienced staff to care for our campers. Some of our staff have grown up at camp, journeying from camper to Counselor In Training (CIT) and, finally, to counselor. All staff complete First-Aid and CPR training through the American Red Cross. All staff undergo extensive training in our policies and procedures, which emphasize health and safety. Before being hired, all staff must pass background and criminal history checks.

- Camp Staff will maintain incident reports. These reports document injuries, any First Aid rendered, and behavioral issues. Any incidents handled by Camp Staff will be reported to the parent/guardian.
- Staff will communicate via phones when on-site, to maintain confidentiality and will have the ability to contact the Recreation Director, Assistant directors, or other Staff at all times.
- In cases of incidents or accidents, the appropriate staff member(s) will fill out a written report and document all actions taken and correspondence made with supervisors and the parents of those children involved. Please notify us if there are ever any changes or additions to your contact information.
- Staff will administer basic First Aid, and in the event of a minor injury staff will follow the On-Site Emergency Procedure for major injuries

Parent/Guardian Communication

Communication, cooperation, and teamwork are a critical part of the Parent/Guardian-Camp relationship. Our staff appreciates parents/guardians who keep us informed of their child's special circumstances or any transitions in the home life. This keeps us plugged in and sensitive to your child's needs.

Parents must contact the Recreation Office when:

- Information on your registration has changed.
- Someone other than those listed on your child's application will be picking your child up. Please send a note or give us a call to let us know.
- A child is not able to be picked up on time.
- An accident or change occurs in your child's life that alters his/her attitude or behavior or causes severe distress.
- Emotional upset (i.e. divorce, loss of a pet, death in the family).
- Your child is contagious (i.e. head lice, pink eye, chicken pox, Covid-19).

Emergency situations

Camper injury

- 911 will be called immediately.
- The parent/guardian will be notified.
- Based on the professional decision of the EMT unit, the child may be transported to the closest medical facility for immediate care or the EMT may advise the parent/guardian or program staff as to how to treat or care for the child.

Emergency or natural disaster

- In the event of an emergency or natural disaster, the following procedures will be in effect:
 - Children will remain on site until an authorized person picks them up.
 - In the event of a site evacuation, children will be taken up to the field or the town hall. Efforts will be made to contact parents/guardians should evacuation be necessary.
 - Staff will remain with the children until an authorized person arrives.
- If a camper becomes sick while at camp, the child's parents or guardian will be contacted and asked to pick up their child. If the parent or guardian cannot be reached the emergency contact will be notified

Parents will be contacted immediately when:

- Your child has received an injury which could require immediate medical attention and/or EMT's have been called. We ask that if we do have to contact you regarding an emergency that you would immediately come and attend to your child.
- Your child exhibits a medical condition which could be contagious or threatening to others in camp. (ex. Covid) **Your child cannot attend camp if they are contagious**
- Your child is ill and is unable to participate in daily activities.

Parents will be notified at pick up time when:

- Your child receives a minor injury that does not require the service of a professional in the medical field.
- Your child complains of a non-emergency condition or symptom.
- Your child exhibits unusual behavior.
- An incident/accident report was documented regarding your child
- We want to share your child's accomplishments
- If an illness or any Covid-19 or other symptoms arise during camp



What should campers bring? Your camper should dress for the weather. They should bring to camp;

- ☐ Refillable water bottle with their name on it
- ☐ Lunch
- ☐ 3-4 Healthy snacks
- ☐ Swimsuit
- ☐ Towel
- ☐ Change of Clothes
- ☐ Sunscreen
- ☐ flip flops for beach

Please apply sunscreen and bug spray to your camper before arriving at camp each morning. Our staff will remind campers to reapply throughout the day and assist younger campers if needed. Please send your own bug spray and sunscreen with your camper's full name clearly written on it. Campers are responsible for their own bug spray and sunscreen, but camp does keep some on hand if it is lost or forgotten.

Choose footwear wisely. Campers enjoy running, climbing and walking on uneven ground, with roots, rocks and sticks. Make sure their footwear keeps them safe and comfortable. Toes must be covered, so please do not send flip flops or other open toe sandals. If your camper does not know how to tie shoes, please send them with shoes that don't need to be tied. They are too likely to walk around with untied shoes and trip. There are plenty of great sandal options with covered toes which are sturdy enough for camp.

Medication: If your child needs to take medications at camp please refer to the Permission To Administer Medication form:

<file:///C:/Users/prb2p/Downloads/Medication%20Auth%20Form%20FINAL.pdf>

Medication forms also available at camp

How are food allergies handled at camp? Kingston Recreation is not nut-free environment. Campers bring their own food from home, and sharing is not allowed. A nut-free area is provided at lunch time, and campers can choose to sit there is desired.



Is there a lost and found? Lost and found items are collected at the Lost and Found at the check in table. Please check the table in the morning when dropping off.

A camper's first day at camp cannot be a field trip day - it is important that the camper gets to know the counselors and the counselors get to know the camper for a full camp day, prior to the camper going on a field trip off grounds.

BEHAVIORAL MANAGEMENT POLICY

Kingston NH Recreation Department

Parent/Guardian and participating child
must read, understand and parent/ guardian must sign this form.

Discipline will be constructive in nature and include techniques such as:

1. Using limits that are fair, consistently applied, appropriate and understandable to your child's level
 2. Providing your child with reasons for limits
 3. Giving positively worded directions and redirecting your child to acceptable behavior
 4. Helping your child to constructively express his/her feelings and frustrations to resolve conflict
 5. Any behavior that appears to be illegal will be reported to the police and possibly DCYF and their recommendations will be followed based on their investigation.
- Consequences may include expulsion from the program.

**Kingston Recreation staff will not use
any type of physical or verbal abuse as a disciplinary measure.**

The following are the offenses and consequences that will be taken.

OFFENSES:	1 st	2 nd	3 rd	4 th	5 th
1. Bullying (see below)	Write Up Parents notified Damage restitution	Write Up Parents notified Damage restitution 2 day suspension NO REFUND	Expulsion from Program Damage restitution NO REFUND		
Disrespect of staff					
2. Breaking Program Rules (see below)					
Willful damage to REC property	Damage restitution				
Inappropriate Language, cursing	Verbal Warning	Write Up Parent notified	Write up Parents notified Discussion of suspension	Write Up Parents notified 2 day suspension NO REFUND	Expulsion from program NO REFUND
Careless damage to REC/others property					

1. Bullying: Bullying is repeatedly seek to harm, intimidate, or coerce (someone perceived as vulnerable).

Posting pictures or anything else about a camper or counselor without their permission is considered bullying and is against camp rules.

2. Breaking program rules: includes but not limited to defiance, uncooperativeness, insubordination, unruliness.

I have read and understand the above policy. I assume the responsibility for ensuring that my child is aware of this policy and the consequences of his/her actions should there be any such offense.

Parent signature _____ Date _____

FORMS

Nonresident Camper's payment

Contact Paul Butler with any questions

(603)- 531 – 3337, Kingston.recreation24@gmail.com

Full Name of Camper(s)	\$45 Registration	# of weeks ____ X \$210 = ____ # of days ____ (Daily rate is \$50)= \$ ____	Total
	\$45		
25% off for second, third child	\$45		
25% off for second, third child	\$45		

Daily rate is \$50 and includes pizza(Fridays) and ice cream(Tuesdays) on those days, AND field trips

Payment total \$ _____

Cash \$ _____

Check \$ _____

Credit Card \$ _____

Paid on _____ amount paid \$ _____

Kingston Resident Camper's payment stub

Contact Paul Butler with any questions

(603)- 531 – 3337, Kingston.recreation24@gmail.com

Full Name of Camper(s)	\$45 Registration	# of weeks ____ X \$170 = ____	# of weeks ____ X \$170 = ____ # of days ____ (Daily rate is \$40)= \$____	Total
	\$45			
50% off for second, third child	\$45			
50% off for second, third child	\$45			

Daily rate is \$40, includes pizza(Fridays) and ice cream (Tuesdays) on those days AND field trips

Payment total \$ _____

Cash \$ _____

Check \$ _____

Credit Card \$ _____

Paid on _____ amount paid \$ _____



PERMISSION TO ADMINISTER MEDICATION

If your child will be taking medication at camp, including epi-pens and inhalers, this form must be completed before the first day of camp.

Please Note:

- ✓ Use a separate form for each medication.
- ✓ All medications must be in the original containers with the camper's name on the label.
- ✓ The correct dosage must be on the prescription label or provided in writing by prescribing doctor.
- ✓ Medications must be handed to a staff member upon arrival at camp.
- ✓ Campers may carry inhalers and Epi-Pens while at camp, however camp medical personnel must be made aware that your child is carrying them. All other medications will be stored.
- ✓ At the end of the camp session, medications must be picked up by a parent/guardian.
- ✓ Please check the expiration date on all medications before sending them to Camp.

AUTHORIZATION FORM

CAMPER NAME _____ DATE OF BIRTH _____

MEDICATION AND DOSAGE _____

PHYSICIAN'S NAME _____

PHARMACY _____ PRESCRIPTION NUMBER _____

IF THIS IS AN EPI-PEN OR INHALER, PLEASE SELECT ONE OPTION BELOW:

☐ MY CAMPER WILL CARRY THE EPI-PEN OR INHALER

IT WILL BE LOCATED: (BACKPACK, LUNCHBOX, ETC) _____

☐ I WOULD PREFER TO HAVE THE CAMP STAFF HOLD MY CAMPER'S EPI-PEN OR INHALER. I

UNDERSTAND THIS CAN INCREASE RESPONSE TIME FOR ADMINISTERING THIS MEDICATION IN AN EMERGENCY

I/We, parent/guardian of the above named camper, authorize the camp administrator of Kingston Recreation to direct members of the camp staff to assist my child in taking medications and agree that I/we will hold harmless any member of the camp staff or an individual of official capacity who is directed by me and the camp administrator to assist my child in taking his or her medication.

Signature of Parent/Guardian _____ **Date** _____

Please return to : Paul Butler

Email_ recreation@kingstonnh.org

Mail: PO Box 716, Kingston NH 03848