

Ashland Parks and Recreation  
Summer Camp Program  
"Parent and Camper"  
Handbook

**“Live, Laugh, and Learn through Play”**

Ashland “Summer Camp Program” is located at the Ashland Booster Club  
(99 Main Street)

Ashland Parks and Recreation  
20 Highland Street  
PO Box 517  
Ashland, NH 03217  
Phone (603) 968-9209

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<p>Copies of all forms may be found at either the Ashland Town Office or at the Parks &amp; Recreation Building Booster Club (99 Main Street)</p>		

### **Mission Statement**

Ashland Parks and Recreation “Summer Camp” Programs objective is to provide summer programming primarily for the children of Ashland and then the surrounding towns. Our program incorporates academic and enrichment activities while encouraging interpersonal and intrapersonal growth in a safe environment.

### **Philosophy**

Programming is designed to encompass the physical, emotional, social, cognitive, and individual needs of each child. These programs and events are designed to incorporate the philosophy that recreation and activities are for everyone, while introducing new experiences and fundamental skills for life long leisure activities.

### **Supervision**

Participants of the Ashland Parks and Recreation Summer Camp are arranged in groups based upon the grade level the child is entering into, in the fall. Our groups are as follows:

#### **Kindergarten & Grade 1**

**(Children must be registered for Kindergarten in the fall)**

#### **Grades 2 - 4**

#### **Grades 5 – 8**

Our camper to counselor ratio is 10:1 as recommended by the American Campers Association (ACA). The New Hampshire State “School Age Program” Department recommends a 15:1 ratio. Ashland Parks & Recreation feels that a 10:1 ratio helps provide better supervision resulting in a safer camp experience for everyone involved.

Any Parents / Legal Guardians that have any questions regarding the camp should address their child’s counselor first. The counselor may refer the question to either their Lead Counselor or the Camp’s Head Counselor. Messages can be left at 968-9209 they will be answered as quickly as possible.

**Program Description**

Ashland Parks & Recreation “Summer Camp” offers children an opportunity to play, socialize, and be active during the seven-week summer program. As part of the camp experience, the campers are given the opportunity to participate in organized sports, games, and other physical activities, hands-on creativity through art and craft projects, cooking opportunities, swimming at the Town Beach, and a variety of field trips throughout the program. Trained counselors supervise campers the entire time. Each counselor is certified in CPR and First Aid.

**Camp Dates, Tuition and Other Fees**

**Camp Dates**

Ashland Parks and Recreation "Summer Camp Program" operates for six weeks from June 23<sup>rd</sup> through August 1st, 8:30 a.m. – 4:00 p.m. Monday through Friday. The camp is separated in to three sessions. Parents / Legal Guardians need to sign up their children according to session dates. Sessions cannot be split. If a child is registered for a particular session, they should be there everyday. There are no refunds for missed days.

- Session 1 – (2 Weeks) June 23<sup>rd</sup> – July 3<sup>rd</sup> (no camp on July 4<sup>th</sup>)***
- Session 2 – (2 Weeks) July 7<sup>th</sup> – July 18<sup>th</sup>***
- Session 3 – (2 Weeks) July 21<sup>st</sup> – August 1<sup>st</sup>***

**Tuition: Cost per Session (\$15 Field Trip Fee is included)**

Parents / Guardians are responsible for paying camp tuition and field trip fees at the beginning of each week. **There are no refunds for missed days.**

<b><i>Residents Field Trips (included)</i></b>	<b><i>Per Week</i></b>	<b><i>Non-Resident Field Trips (included)</i></b>	<b><i>Per Week</i></b>
<b>First Child</b>	<b>\$115</b>	<b>First Child</b>	<b>\$140</b>
<b>Second Child</b>	<b>\$100</b>	<b>Second Child</b>	<b>\$140</b>
<b>Third Child or more</b>	<b>\$90</b>	<b>Third Child or more</b>	<b>\$140</b>

**Tuition Assistance**

Parents that qualify for state assistance need to have all of the paperwork established before the child can start the program. Parents are responsible for any fees

accrued prior to state assistance. Child Care Payment Vouchers need to be filled out and handed in at the start of each week. ***If these forms are not handed in, your child or children will not be allowed to attend the program until the forms are handed in. Parents that are two weeks behind in their accounts will not be allowed to have their children attend our program until they are caught up on their payments.*** Payment plans can be established to help parents.

Finally, the “Ashland Scholarship Program” offers partial scholarship tuition for families that qualify. This program is designed to help the residents of Ashland who may not be able to send their children to the Summer Program by helping to reduce or offset the camp tuition. Parents / Legal Guardians are responsible for paying the reduced tuition and the cost of field trips for their children. Application forms for the “Ashland Scholarship Program” are available at the Ashland Town Office and at the Ashland Booster Club. Please contact the Parks and Recreation Director with any concerns.

### **Early Drop-Off, Late Pick-Up, and Late Fees**

Ashland Parks and Recreation Summer Program offers two additional programs to help working parents. The first one is our Early Drop-Off Program. The Summer Camp officially starts at 8:30 a.m. with camper drop-off starting at 8:00 a.m. The Early Drop-Off Program offers additional supervised activity time from 7:30 a.m. until normal drop-off time at 8:00a.m. This program is available for **\$25** per week / per child.

The second program is our Late Pick-Up Program. During regular camp times, the camp ends at 4:00 p.m. and the parents have a 15-minute window to pick up their children. Promptly at 4:15 p.m. our Late Pick-Up Program starts. This program extends the pick up time until 5:00 p.m. Parents / Legal Guardians are encouraged to sign their children up for this program. This program is available for **\$25** per week / per child.

**These fees are in addition to regular tuition.**

### **Late Fees:**

A late fee of ***\$1.00 per minute***, per child, will be charged to the Parents / Legal Guardians of any child that is not picked up by to 5:00 p.m. for all campers enrolled in the “Late Pick-Up Program.” (An example: your child is picked up at 5:09 p.m. you will be charged an additional \$9 that will need to be paid prior to the start of the next week of camp. In

the event that a child who is not enrolled in the “Late Pick-Up Program” is picked up after 4:15 p.m. a late fee of *\$1.00 per minute*, per child, will be charged.)

**Non-sufficient Funds and Returned Check Fee:**

A fee of *\$35.00* will be charged for all returned checks.

**Field Trips and Chaperones**

**Field Trips**

Field trips are usually scheduled on Tuesdays. Parents / Legal Guardians need to make sure that all fees are paid for at the beginning of each week. Campers are expected to attend the entire week’s program in order to go on the field trip, unless they have an excused absence. **Sneakers are required for every field trip.**

If parents wish to send spending money with their children, a maximum of **\$15** is more than enough for any field trip. Parents are encouraged to place any extra money for the field trips in a sealed envelope with their child’s name and amount written on the front. ***Campers in grades 3 – 8 will be responsible for their own money. Campers in grades K – 2 can give their envelopes to their counselors who will help them keep track of their spending.***

***Any and all fees incurred must be paid in FULL or your child may not attend the next camp session.***

**Chaperones (As Needed)**

According to the American Heritage Dictionary, a chaperone is: ***“An older person who attends and supervises a social gathering for young people.”***

Regarding the issue of chaperones for the Ashland Parks and Recreation Programs, there are a few guidelines to which chaperones need to follow. These guidelines are the same ones used for Summer Camp Counselors. They are as follows:  
Chaperones:

- **Are required to have a criminal background check for the Town of Ashland, at their own cost. This process must be completed prior to volunteering for any Parks and Recreation program.**
- Are required to ride the bus to and from the field trip.
- Are not permitted to purchase gifts or food for the children they are supervising. (This includes your own children.)
- Are not permitted to share food or money with the children they are supervising. (This includes your own children.)
- Are required to follow the guidelines and procedures established by Ashland Parks and Recreation regarding Rules and Consequences set forth in the Parent / Camper Handbook.
- Should speak with a camp counselor if they have any questions or concerns.
- Need to pay their own admission to the facility.
- Represent the Town of Ashland during all field trips. Please act accordingly; using appropriate language and displaying appropriate behaviors.

### **Enrollment and Camp Orientation (Required)**

#### **Enrollment**

Enrollment can be done at either the Town Office or with the Ashland Parks and Recreation Director. Each participant will be expected to turn in a completed registration packet for each child. Registration packets can be found at the following locations:

- Ashland Town Office
- Ashland Town Website (forms only): [www.ashland.nh.gov](http://www.ashland.nh.gov)
- Ashland Booster Club
- Ashland Town Library
- Ashland Elementary/Middle School Main Office

**Enrollment dates are as follows:**

April	Ashland Residents Only
May	General Registration
Friday / June 14 <sup>th</sup> 6 -8 p.m. / Ashland Booster Club	Camp Orientation (Required) <b>All Parents / Guardians and children must be at this orientation in order to attend camp!</b>

**Orientation (Recommended for new campers)**

Orientation is an opportunity for the Parents / Guardians and children to meet the Ashland Summer Camp Staff and to review camp policies and procedures. Campers will meet their counselors and fellow group members in anticipation of the start of camp. Campers will also receive their camp field trip shirts at this time.

**Ashland Residents:** For a child to be considered a “Resident of Ashland” they need to fulfill these requirements:

- An Ashland resident is someone who lives, (for the majority of the year) in the Town of Ashland
- The child must be eligible to attend Ashland Elementary/Middle School as a resident.

***If you do not qualify under the above criteria, you are considered a “Non-Resident.” Seasonal or Part-time residency does not qualify a family for Town of Ashland resident rates / fees.***

Once enrolled, if a camper will not be attending the program for any reason or if you are not sure if the program will operate that day due to weather, please notify the Ashland Parks and Recreation Department at 968-9209. ***No refunds for days missed.***



**Campers Daily Gear**

Each day campers should bring with them the following gear:

- Backpack
- Lunch – No soda or carbonated beverages
- Two Snacks
- Bottled water (2)
- ***Sunscreen / Bug Spray***
- ***Bathing Suit – Girls (One piece suits or a 2 piece swim suit that cover the child’s belly) – Boys (no briefs)***
- Beach Towel
- **Sneakers (every day, including field trips)**

**Personal Items:**

Children are not allowed to bring personal toys or electronic devices from home. These include, but are not limited to the following: game cards (Magic, Pokémon, Yu-Gi-Oh, etc.), electronic personal devices (IPADS, Kindles), video, DVD, games, cell phones, smart phones, and music (CD, MP3 / IPods’ , etc.). If you are unsure if a toy is not appropriate, ask your child’s counselor. These types of games and devices serve to isolate individuals from their peers and decrease social involvement in our programs.

If inappropriate toys are brought to the Summer Camp Program or they are bought during field trips, they are promptly removed from the child and returned to the parents when the children are picked up. If a child uses a toy or prop as a weapon (striking and/or hitting), that item is taken away. The child is then instructed in the proper use of the toy and the parents are notified when their child is picked up. Ashland Parks and Recreation promotes a safe and fun environment for all of their participants. ***Ashland Parks and Recreation is not responsible for any items lost, broken or stolen.***

**Lunch and Snacks**

Lunch and snack times serve as a transitional period between activities and facilities, offering children an opportunity to relax and prepare for the next event. At the beginning of lunch and snack times, children are encouraged to eat and drink their

respective food and beverages. At the midway point of the break, the children are allowed to quietly socialize with their peers before reapplying sunscreen.

Each camper enrolled in the Summer Camp Program is required to bring with them a lunch and two snacks each day. Snack times are at 9:00 a.m. and 2:00 p.m. everyday. It is very important to supply your child with enough to drink for the day. Water and juice boxes are recommended. Soda is not allowed at camp. The Sodium Bicarbonate contained in soda only serves to increase the child’s thirst rather than quenching it. Snack and drinks are sold at the Town Beach Snack Shack. It is the camp’s policy not to allow children to share food or beverages.

**Camp Daily Schedule**

Throughout the summer, the camp follows this basic schedule. This schedule is for the general camp operations Monday through Friday. Field Trip days follow the times in **bold**.

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
Booster Club	Booster Club / Field Trip	Booster Club	Town Beach	Town Beach

**\*\* On field trip days, all campers are dropped off at the ball field bandstand. \*\***

<i>Time</i>	<i>Activity</i>
<b>7:30 a.m. – 8:00 a.m.</b>	<b>Early Drop-Off</b>
<b>8:00 a.m. – 8:30 a.m.</b>	<b>General Drop-Off</b>
<b>8:30 a.m.</b>	<b>Camp Officially Starts</b>
9:00 a.m.	Morning Snack
11:30 a.m.	Lunch
12:15 p.m.	Leave for the Town Beach
<i>Time</i>	<i>Activity</i>
2:00 p.m.	Afternoon Snack
3:30 p.m.	Leave to return to the Booster Club

<b>4:00 p.m.</b>	<b>Camp Officially Ends</b>
<b>4:00 p.m. – 4:15 p.m.</b>	<b>General Camper Pick-Up</b>
<b>4:15 p.m. – 5:00 p.m.</b>	<b>Late Pick-Up Program</b>
<b>After 5:00 p.m.</b>	<b>Late Fee Applies (\$1/minute)</b>

**Quiet Time Policy**

During the camp day there are specific times when the campers are asked to quiet down and relax. Quiet time (transitional periods) allows campers to sit back, relax, and reflect about the day’s events up to that point. The time is also used to refill water bottles and reapply sunscreen. The times set aside for this are at lunch and at both snacks.

**Camp Activities**

The Ashland Parks and Recreation Summer Program offers children a multitude of activities throughout the summer. These activities include but are not limited to organized games at the athletic field, arts and craft projects at the Booster Club and swimming at the Town Beach.

**Child Abuse Reporting / Confidentiality**

As a day care provider, Ashland Parks and Recreation staff and crew are mandated reporters. Mandated reporters must report suspected incidents of child abuse or maltreatment. These reports are taken by the staff and crew of Ashland Parks and Recreation and given to The New Hampshire Department of Health and Human Services Division of Children Youth and Family (DCYF). Programs like ours may be the only place where young children are seen on a daily basis for an extended period of time.

All registration information, matters concerning physical and emotional development or family situations are kept confidential. Access to camper’s records will only be available to parents, legal guardians and authorized staff members. Any issues regarding these materials may be discussed with the Parks and Recreation Director by appointment as requested by a parent or a legal guardian.

### **Communication**

Anyone with a question or concern about programming is encouraged to speak with the Parks and Recreation Director. Effective communication is a key component in successful programming. If you have any concerns or questions during the Summer Camp Program, please direct all questions to your child's counselor or call 968-9209 to reach the Director.

### **Illnesses & Lice**

#### **Illnesses**

If children are absent from camp due to illness, Parents / Legal Guardians need to call and inform the Parks and Recreation staff, **968-9209**. If a child becomes ill during the summer camp program, the contacts listed on the registration form will be notified and the child will be sent home.

#### **Lice**

At the start of each camp week for each child, a lice head check takes place at camp drop off. If a camper is discovered to have lice or nits, that child is not allowed to stay at camp and the parents must take the child home and administer a lice treatment method. The next day that child is at camp, they will go through another head check each day until there is no evidence of lice. Head Lice can be an annoying problem for Summer Camps everywhere. If lice are not identified, treated properly immediately they could spread throughout a camp. Ashland Parks and Recreation has a **“Zero Nit Policy.”**

### **Rules and Consequences**

Children are encouraged to practice appropriate behavior and to make appropriate choices. Each child will be treated with respect and encouraged to treat others in the same manner. In the event that a child is having trouble following the rules of the camp, they will be given a series of verbal warnings. The Ashland Summer Camp Program follows a *Consequence Method Policy* regarding inappropriate behavior during the camp hours.

The *Consequence Method Policy* applies to all activities and trips. Please refer to the below chart:

***Depending on the severity of the behavior, the Director and Head Counselor have the authority to alter or skip any of the following steps mentioned below.***

<b><i>Child's Behavior during an activity:</i></b>	<b><i>Consequence Method Recorded by counselor:</i></b>	<b><i>Explanation of consequence:</i></b>
Initial behavioral encounter.	<b>Warning 1</b>	First Warning with an explanation of why the behavior is inappropriate. Counselor checks for understanding.
Behavior continues.	<b>Warning 2</b>	Reminded of the rules. Counselor checks for understanding.
Behavior continues	<b>Warning 3</b>	Removal from the activity until the start of the next scheduled activity. Head Counselor is notified.
Behavior continues	<b>Warning 4</b>	Director and Head Counselor are both notified. <b>Parents are contacted and the child is removed from the camp for the rest of the day.</b>  <b><i>If this occurs on a field trip, the child will not be allowed on the next field trip.</i></b>
Depending on the severity of the behavior, the child may be asked to either not attend the next day or two of camp or they may be removed completely from the camp for the rest of the season.		

Samples of inappropriate behavior include but are not limited to the following:

- Yelling at fellow campers and counselors.
- Arguing with counselors.
- Bullying (verbal and physical) other campers or counselors.
- Use of inappropriate language. (swearing, cursing, name calling) If children are not allowed to use this type of language at school, they are not allowed to use it at camp.

- Wearing inappropriate clothing (suggestive advertising and provocative outfits). If children are not allowed to wear this type of clothing at school, they are not allowed to wear it at camp.
- Purposely causing physical harm to other campers or themselves.
- Leaving a mess after an activity, not cleaning up after his/herself or not putting away equipment properly when finished.
- Purposely destroying/breaking of any Parks and Recreation equipment

Ashland Parks and Recreation views discipline not as a punishment but as an opportunity to learn from one's mistake(s). Redirection procedures will be used when appropriate; Ashland Parks and Recreation staff will employ the "L.I.S.T.E.N." model of behavior modification.

- **L Listen:** Take in all information before acting.
- **I Individualize:** Talk with the child individually in a safe quiet area.
- **S Sit Back:** Let the child vent, this is a great way to get the whole story while the child verbally processes his or her own actions.
- **T Talk:** Ask questions about the situation, what could have been done differently? Give your advice on the situation.
- **E Encourage:** Give positive feedback on the situation. Offer other possible reactions to that situation. Tell the child what you might have done differently.
- **N Notice:** After the incident, notice and commend the child's attempt to modify his or her behavior.

Redirection will be tailored to the developmental stage of the individual and the situation. If appropriate methods have been employed and the negative situation still persists, the parent or guardian will be notified and a meeting will be set up to help resolve the situation.

## **Drop-Off, Pick-Up and Sign Out**

### **Drop-Off**

The Summer Camp Program officially starts at 8:30 a.m. with camper drop-off starting at 8:00 a.m. The Early Drop-Off Program offers additional supervised activity time from 7:30 a.m. until normal drop-off time at 8:00 a.m. Parents can drop off their children, weather permitting at the Ashland ball field bandstand. At the start of each week (i.e. Mondays), Parents / Legal Guardians must wait for their child to go through a “Head Lice Screening” prior to departure from the Ashland ball field.

Arrivals after the start of camp, 8:30 AM, are to be dropped off at the Ashland Booster Club. ***Parents / Legal Guardians need to check in and escort their children to their camp counselor once camp has started.***

### **Pick-Up**

Weather permitting; parents need to park their vehicle between the bandstand and the road waiting for the busses to leave before reporting to their child’s counselor. In the case of rain, children will be picked up at the Booster Club. This is worth repeating!

***Parents / Legal Guardians must wait for the buses to leave prior to reporting to their child’s counselor in order to sign them out.***

Parents / Legal Guardians must show their photo ID to their child’s counselor prior to signing them out for the day. Children enrolled in the “Late Pick-Up Program” will be picked up at the Booster Club.

In order to ensure the safety of your child; please provide a list of people, (including yourself), that you authorize to pick up your child. These people will be asked to produce photo identification and a signed note by the Parent / Legal Guardian when picking up your child. If no identification is provided to the child’s counselor, that person will not be allowed to take custody of your child. We will notify the emergency contacts you have provided on your child’s registration form. This is done for the safety of your child and your peace of mind.

**Field Trip and Program Schedule**

(These field trips are tentatively scheduled, they are subject to change)

Date	Field Trip / Program
Tuesday, June 24 <sup>th</sup>	Granite State Zoo Presentation
Tuesday, July 1 <sup>st</sup>	PSU Ice Rink
Tuesday, July 8 <sup>th</sup>	Whales Tale Water Park
Tuesday, July 15 <sup>th</sup>	Wellington State Park
Tuesday, July 22 <sup>nd</sup>	Echo Lake State Park / Tram
Thursday, July 24 <sup>th</sup>	Jellystone Campground overnight campings grades 3-8
Tuesday, July 29 <sup>th</sup>	Funspot & Barnz's Cinema
Thursday, August 1 <sup>st</sup>	Wellington State Park

*Session 1 – (2 Weeks) June 23<sup>rd</sup> – July 3<sup>rd</sup> (no camp on July 4<sup>th</sup>)*

*Session 2 – (2 Weeks) July 7<sup>th</sup> – July 18<sup>th</sup>*

*Session 3 – (2 Weeks) July 21<sup>st</sup> – August 1<sup>st</sup>*

**Please read and review this handbook with you child/children.**

Sign and return the next page when you register your child/children for camp.



Parent-Provider Agreement for Ashland Parks & Recreation Programs

**Child's Name and Enrollment Information:**

I agree to enroll my child \_\_\_\_\_ in Ashland Parks & Recreation Summer Camp Program beginning on \_\_\_\_\_. My Child will be attending the following sessions:

***Session 1 – (2 Weeks) June 24<sup>th</sup> – July 5<sup>th</sup> (no camp on July 4<sup>th</sup>)***

***Session 2 – (2 Weeks) July 8<sup>th</sup> – July 19<sup>th</sup>***

***Session 3 – (2 Weeks) July 22<sup>nd</sup> – August 2<sup>nd</sup>***

My child will arrive between 8:00 and 8:30 AM or no earlier than 7:30 AM if they are enrolled in the “Early Drop-Off Program.” My child will be picked up by 4:15 PM or no later than 5:00 PM if they are enrolled in the “Late Pick-Up Program.” I have received and read the “Parent / Camper Handbook” for Ashland Parks & Recreation Summer Program, and agree to comply with all rules and responsibilities stated therein.

Initial \_\_\_\_\_ Initial \_\_\_\_\_

I, \_\_\_\_\_  
(Parents / Guardians) have read and reviewed this handbook with my child/children. Any questions that I may have will be directed toward the Ashland Parks & Recreation Director at 968-9209.

I understand the content of this handbook and will abide by it.

Parent / Legal Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I understand the content of this handbook and will abide by it.

Camper Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***Please sign and return this page to the Ashland Parks and Recreation Director. This form needs to be signed before you can register for the Summer Camp Program.***