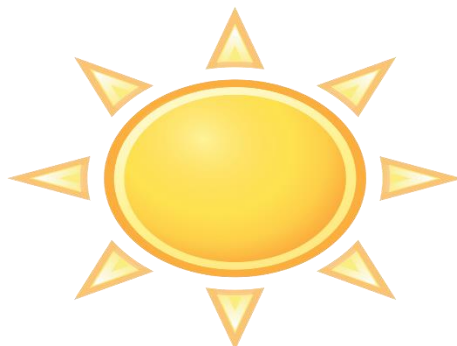


HANOVER PARKS AND RECREATION
CIRCLE- H, CAMP DRAGONFLY, 'TWEEN
FAMILY INFORMATION
SUMMER 2019



Camp Director: Nicole Leonard

Camp Supervisors: Amelia Clause, Cassie Hutchinson, Nick Quijano & Sam Ryals

Circle-H Camp

Monday through Friday

8:30 am - 4:30 pm

Lunch hour from 11:30 am - 12:30 pm

Camp Dragonfly

Monday through Friday

8:30 am - 4:30 pm

Lunch hour from 12:00 pm - 1:00 pm

'Tween Camp

Monday through Friday

8:30 am - 4:30 pm

Lunch hour from 12:00 pm - 1:00 pm

Locations:

Circle H: Bernice A Ray School, 65 Reservoir Road, Hanover, NH

Dragonfly: Bernice A Ray School, 65 Reservoir Road, Hanover, NH

'Tween: Richmond Middle School, 63 Lyme Road, Hanover, NH

Please note: Drop off & Pick up is at Ray School

Hanover Parks & Rec. Department: 643 - 5315

Camp Landline for Dragonfly & Circle H: 643-4867

'Tween Cell Phone: 252 - 1003



Greetings Families! We are excited to offer Circle H, Dragonfly, and Tween camps again this summer. Please read the information outlined in this letter carefully with your camper, as many of your questions about how the Hanover Parks & Recreation Department Day Camps operate will be answered for you. We look forward to another summer of adventures and fun! *Note: Camp will be closed on Thursday, July 4th*

Dropping off camper(s):

Families are to sign their campers in and out each day, noting the time of drop off and pick up. Camp opens at 8:30 am. Any camper arriving prior to this time will wait outside and will be unsupervised. Camp staff assumes no responsibility for any camper arriving at the camp earlier than 8:30 am.

Signing in and out:

Circle H, Dragonfly & Tween: There will be sign in and out sheets at the check in/out table. Families must sign their camper in and out of camp each day noting the time of drop off and pick up. Parents can give campers permission to sign him/herself out of camp when filling out the camper contact form.

If you will be picking your camper up early, please find the Camp Director or Supervisor to sign out. If a person other than someone on the authorized pick up list is picking up your camper or if your camper walks or bikes home, please give a written note to the Camp Director or Supervisor. Camp staff may ask for a photo ID before releasing your camper to a person they do not know.

Picking up campers:

Campers must be picked up by 4:30pm at all 3 programs. After 4:30, a late fee will be charged as follows; between one to thirty minutes late there will be a \$1.00 per minute charge with a minimum of \$10.00 and more than thirty minutes late will be charged at \$2.00 per minute.

Lunch & Snack:

Please pack 2 snacks and a lunch for your camper including drinks. Please remember that we are very busy at camp and some campers may require more food and drinks than usual. Refrigeration and microwaves are NOT available. Glass bottles, red juice, and soda are not allowed.

Lunchtime is 12 pm -1 pm for Dragonfly and Tween and 11:30 pm - 12:30 pm for Circle H. .

Special Needs:

If your camper has any special needs (medical, dietary, behavioral) please let the Camp Director know so we can better serve your camper and make his/her experience at camp a positive one. All matters will be kept strictly confidential.

- If your camper has an epi-pen, inhaler or any other types of medication please see the Camp Director to complete the paperwork and discuss the specific needs. Forms can be found on-line at www.hanoverrec.com.

Field Trip Information

Field Trips will be taken through chartered busing services. The 5th Grade trip to Town on Monday and the Tween trip to Town on Friday will be taken on Advanced Transit busing system.

Discipline:

We believe that discipline should serve as a learning and growing tool. Campers are always allowed and encouraged

to try to work out their problems themselves, with staff serving as facilitators as needed.

Each camper is allowed two verbal warnings per day, to include a brief removal from the activity if necessary. On the third warning, the camper will be brought to Camp Director or Supervisor where parent(s) may be called and asked to pick up the camper for the remainder of the day. If problems continue to occur a disciplinary notice will be filled out and the Director will request a meeting with a parent. The camper may be asked to leave the program for a length of time determined by the Camp Director along with the Parks & Recreation Assistant Director or Director. A Program Disciplinary Notice will be filled out by the Camp Director detailing the incident and a corrective plan of action which will be discussed with and signed by a parent.

All serious incidents (i.e. vandalizing, stealing, causing physical harm--biting, etc.) will be reported to families immediately. Physical harm to another camper OR staff will result in immediate notification to the family and potential removal of the offending camper from the program for an amount of time to be recommended by the Camp Director along with the Parks & Recreation Assistant Director or Director. The staff is determined to provide a safe and fun atmosphere for every participant.

More Information

- 5th grade & Tween's can bring money to Town Tour (Tween only) and Storrs Pond for concessions, no other groups at camp will need money. The staff cannot be responsible for any lost or stolen money.
- Campers must wear shoes and shirts at all times while at camp, unless involved in a special event which requires bare feet or bathing suits. Sneakers are the recommended footwear. No flip-flops. A change of clothes is highly recommended.
- In the event of illness or injury to your camper, you will be notified immediately. An accident report will be filled out and will need to be signed in the case of an injury.
- Campers should stay home from camp/will be sent home if they have:
A fever over 100 degrees; Diarrhea or vomiting, within the past 24 hours; Persistent sore throat with fever or enlarged tonsils/glands; Reddened, itchy eyes with white, sticky drainage; Suspected or known head lice (untreated).
- Bicycles, skateboards, bikes, and scooters are permitted at camp; however, they are to be parked in the bike rack and used only for transportation to and from the program. Bike riding around the camp or in the street during camp hours is not allowed.
- The school policies regarding no weapons, drugs, or alcohol on school property are in effect for camp. Water pistols, toy guns, sling-shots, and pocket knives are not allowed at camp. These items will be confiscated, and families will be notified at check out.
- Staff cannot assume responsibility for any camper's personal belongings. Please mark all of your camper's belongings (clothing, lunchbox, knapsack, toys, towel, etc.) with a permanent marker. There will be a lost-and-found box. Any items not claimed by the end of camp will be donated to the Listen Center.

If at any time during the summer you have a concern, question, or idea to share, please do not hesitate to talk with Nicole Leonard, Out Of School Time Program Director. We welcome positive feedback as well as constructive criticism and are always looking for ways to improve the programs.

Camp gives kids a world of good!!