

Mat 1st, 2025

Welcome to Summer Camp!

Dear Parents and Guardians,

We are thrilled to welcome you and your child(ren) to our 8-week Summer Camp Program, running from June 23rd through August 15th. We are looking forward to an exciting season filled with fun, friendship, learning, and adventure!

It is our goal to provide a safe and exciting summer for your child(ren). Our staff is dedicated to creating a supportive and engaging environment where every camper feels included, valued, and inspired to try new things.

Your help is needed. In order to ensure a successful summer, we kindly ask that you carefully read through this manual before the start of the program. It contains important information about daily procedures, policies, activities, safety protocols, and what your child will need each day.

At the end of the manual, you will find several forms that must be completed and signed by both you and your child. These forms must be submitted to the Recreation Department prior or up to your child's first day of camp in order for them to participate.

Thank you for your cooperation and support. We look forward to a fantastic summer together! If you have any questions, please feel free to contact the recreation office at (603) 532-7863 or email: recreation@townofjaffrey.com

Sincerely,

Samantha Bontempo
Recreation Director

Victoria Weimann
Recreation Program Coordinator



Camp Rec Summer Day Program Summer 2025

Parent Manual

CONTACT INFORMATION

Jaffrey Parks & Recreation Department

31 Howard Hill Road
Jaffrey, NH 03452

Hours:
Monday - Friday 8am - 1pm
afternoons by appointment

Phone:
(603) 532-7863

Email:
recreation@townofjaffrey.com

Jaffrey Parks & Recreation Mission Statement

To create and sponsor recreational opportunities for all community members, which enhance the quality of life and provide a positive and safe environment for body, mind and spirit.

CAMP REC SUMMER PROGRAM TYPICAL DAILY SCHEDULE

8:30-9:00AM: Drop Off

Playground Free Time

9:00-9:15AM: Daily Meeting and Greeting

Monday counselor introductions; counselors will review program rules and the schedule for the week and give informational updates.

9:15-10:00: Activity Block 1

10:00-10:30 AM: Snack

10:30-11:45AM: Activity Block 2

11:45:AM-12:00PM: Prepare for Lunch *All staff and campers MUST wash their hands before eating.

12:00-12:30/12:45PM – Lunch Time

12:45-3:15PM – Beach

3:15PM – 3:30PM: Get Ready to leave and head back

3:30-4:00pm: Head to Playground for free time and pickup

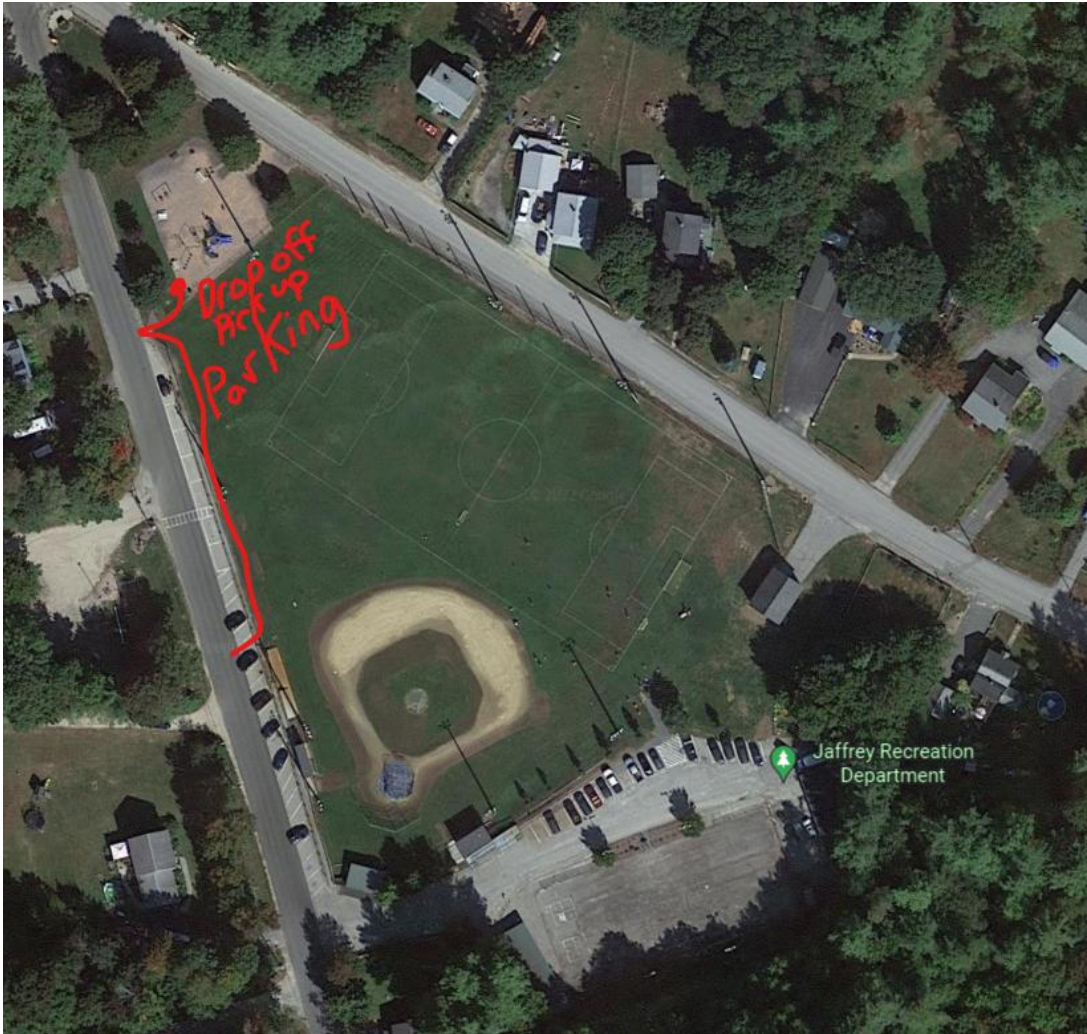
Activities will be offered for children to choose from.

4:00pm – Pick up Time

JAFFREY PARKS AND RECREATION SUMMER PROGRAMS

Our goal is to provide a safe, exciting, and fun summer experience for children entering 1st through 6th grade. Each day, campers will enjoy a diverse mix of age-appropriate activities designed to keep them engaged, active, and having fun. Activities may include games, songs, arts & crafts, beach outings, swimming, and walking field trips—all led by our enthusiastic and caring staff.

ARRIVAL AND DISMISSAL



DROP-OFF – 8:30 AM

All campers must be dropped off & picked up at Humiston Playground.

In the event of inclement weather, the program will be relocated to the **Program Building, 31 Howard Hill Rd.** If a change of location is necessary, an email will be sent out to all parents/guardians prior to the start of the camp day.

Please note: A parent or guardian must be present at drop-off & pick up in order for staff to sign campers in/out. This is to ensure the safety & accountability of all participants.

PICK-UP – 4:00 PM

For the safety of all participants, **no child will be permitted to leave the program early without prior written permission from a parent or guardian.** If your child needs to leave early, please provide a written note to the Recreation Department at the start of the day specifying the time of pick-up.

If someone other than a parent or legal guardian will be picking up your child, the written note must include the **name, address, and phone number** of the authorized individual. **Photo identification will be required**, and staff will verify that the individual is listed on the approved pick-up list or in the written note before releasing your child.

Failure to follow this policy will result in notification to the Recreation Director, and appropriate follow-up will be conducted.

LATE PICK UP

All campers must be picked up by **4:00 PM**. If a child has not been picked up by that time, counselors will notify the Recreation Office and begin calling the parent(s) first, followed by the emergency contact if necessary.

If the child is not picked up and neither a parent nor emergency contact can be reached or is unable to arrive immediately, staff will contact the Jaffrey Police Department at (603) 532-7865 to escort the child home.

Repeated failure to follow pick-up procedures may result in suspension from the summer program without refund.

A **late pick-up fee** will be applied as follows:

- **\$15 for the first 10 minutes after 4:10 PM**
- **\$1 for each additional minute thereafter**

Counselors will complete an Early Drop-Off/Late Pick-Up Form, including the time the child was picked up. A copy will be given to the parent/guardian at pick-up as notification that their account will be charged accordingly.

ABSENCE POLICY

If your child will be absent from the program on any given day, please notify the Recreation Department **by 8:30 AM** by calling our office at (603) 532-7863.

Please note that **no refunds or credits** will be issued for absences due to illness or any other reason on days your child was previously registered to attend.

Additionally, **substitutions are not permitted**—children may not switch days or send someone in their place.

REGISTRATION & PAYMENT POLICY

Advanced registration is required for all Camp Rec participants, and **payment is due at the time of registration.**

Regular registration closes the **Wednesday before the start of each weekly session.**

- **Late registrations** will only be accepted if space is available and will incur a **\$20 late fee on top of weekly fee.**

Registration can be completed in the following ways:

- **Online:** Jaffrey.recdesk.com
- **By Phone:** (603) 532-7863
- **By Mail or In Person:**
Jaffrey Parks and Recreation Department
31 Howard Hill Road
Jaffrey, NH 03452

Please note: **Program staff are not authorized to accept payments.** All payments must be made directly through the Recreation Department office.

CANCELLATION & REFUND POLICY

To receive a **full refund**, cancellation requests must be submitted **in writing at least seven (7) days prior to the program start date.**

Cancellations made **less than seven days before the program begins, or after the program has started, will not be eligible for a refund.**

Please note that **processing or convenience fees** associated with credit card payments **are non-refundable.**

*Refunds may take **up to three weeks** to process.*

Daily Camp Guidelines & What to Bring

Camp Rec is an outdoor-based program that runs rain or shine. Participants should come prepared to be outside all day, dressed appropriately for the weather. **Indoor activities will be limited to days with severe weather only.**

Campers should wear **sneakers** and comfortable, durable **“play” clothes**, as they will be active and may get messy during games, sports, and arts & crafts. **Sandals** may be packed for use during water games.

Sun Safety

We strongly recommend applying **sunscreen each morning before camp.** Campers will be outdoors for most of the day, and sun protection is important.

- Campers are responsible for applying their own sunscreen during the day.
- Staff will provide regular reminders to reapply sunscreen and to stay hydrated.

What to Bring Each Day (in a labeled backpack):

- **Lunch and snacks**
- **One full, reusable water bottle (at least 1 liter)**
- **Bathing suit**
- **Towel** (for water games and sitting at the beach)
- **Hat with a visor**
- **Sunscreen** (spray kind)

Please ensure that **your child can carry everything they bring**—one backpack is ideal. Parents are encouraged to label all clothing and gear with their child's last name. **Personal items from home, including toys, are not allowed at camp and should be left at home.**

Lunch & Snack

At Camp Rec, we encourage healthy eating habits. Please send your child each day with a **nutritious lunch and extra snacks** to keep them energized throughout our active schedule.

We kindly ask that you **do not send soda, candy, or glass bottles/containers.**

If a child arrives at camp without a lunch, we will provide one **as a last resort, and a \$15.00 fee will be charged to your account.** Please ensure your child brings a lunch each day to avoid this charge.

Important Reminders

- **Electronic devices are not allowed.** This includes phones, smart watches, tablets, music players, and gaming devices.
- **Weapons or dangerous items are strictly prohibited.**
- **Microwaves and refrigerators are not available,** please keep that in mind when packing lunches/snacks.
- **A reusable water bottle is required daily.** If a child arrives without one, a replacement will be provided and a **\$5.00 fee will be charged** to your account.

PROGRAM BOUNDARIES

During program hours **NO ONE** is allowed to play in the following areas:

- Behind buildings
- In the parking lot
- Out of sight from counselors
- Storage areas
- Any area counselors deem unsafe for staff or participants.

Telephone & Cell Phone Policy

For the safety and focus of all participants, **children are not permitted to use telephones on camp premises.** Additionally, the use of **personal cell phones is strictly prohibited during program hours.** We strongly recommend that all cell phones be left at home.

- *Please note: The Jaffrey Parks and Recreation Department is not responsible for lost, stolen, or damaged phones brought to camp.*

If you need to contact your child during the day, we ask that you visit the Recreation Department in person. If that is not possible, you may call the office at (603) 532-7863, and we will relay a message to your child. Please limit calls to emergencies only.

Health Policy

Parents are responsible for informing the Jaffrey Parks and Recreation Department **in writing** of any updates to their child's health status. This includes, but is not limited to:

- **Dietary restrictions**
- **Allergies**
- **Physical limitations or medical concerns**

If your child is feeling unwell or has a fever, **please do not send them to camp.** Keeping sick children at home helps protect the health and safety of all campers and staff.

If a child becomes sick while at camp, a parent or guardian will be contacted to pick them up. If a parent cannot be reached, we will contact the emergency contact listed on file. The child will be removed from group activities and supervised until they are picked up. To help prevent the spread of illness, **children who are sent home due to illness must remain home for at least 24 hours** before returning to camp.

- **Head Lice**
 - If your child contracts head lice, **please notify us as soon as possible** so we can take appropriate steps to minimize its spread. If a staff member identifies live lice or eggs on your child, we will contact a parent or emergency contact to arrange for immediate pick-up.
 - Children may return to camp **only after they are free of live lice.** A notice will be sent home to all families in the group so they can check their children and take any necessary action.

Participants with Special Needs

The Jaffrey Parks and Recreation Department is committed to creating an inclusive and supportive environment for all children. We strive to accommodate the individual physical, emotional, behavioral, mental, and medical needs of each participant to the best of our ability.

To help us prepare, we kindly ask parents or guardians to **discuss any special needs or accommodations with us prior to the start of the program**. Open communication allows us to plan appropriately and ensure a positive and successful summer experience for your child.

If at any point it becomes clear that a child's needs cannot be adequately met within the camp setting, we encourage you to **speak directly with the Recreation Director** so we can work together to determine the best course of action.

Injury Response Policy

In the event of a **minor injury**, staff will provide basic first aid. If the child is able to comfortably continue, they will remain in the program. If not, a parent or guardian will be contacted to pick the child up so they can recover at home.

For **serious or major injuries**, staff will immediately call **911** and provide appropriate care until emergency responders arrive. Every effort will be made to contact the parent or guardian as quickly as possible.

Medication Policy

The Jaffrey Recreation Department supports the **American Academy of Pediatrics' recommendation** that summer is **not an appropriate time to pause or alter prescribed behavior and/or mental health medications**.

Camp Rec presents a dynamic environment with new routines, social interactions, and extended periods of activity and focus. These factors can be especially challenging for children without the support of their regular medication regimen.

If you are considering a change in your child's medication during the summer, we strongly encourage you to speak with the Recreation Director to discuss how this may impact their camp experience.

Our goal is to provide the best possible support for all campers!

- **Administering Medication**

- Camp Rec staff are **not permitted to administer any medication**, including over-the-counter medications such as aspirin. **Children should not bring any medications** to camp.
- The **only exceptions** are emergency medications, such as **inhalers and EpiPen's**, which may be carried and used by the child **with a valid prescription**. If your child requires either of these, it is essential that you:
- **Speak with the Recreation Director and Program Coordinator** prior to the start of camp.

- **Ensure counselors are aware** of the medication and know its **exact location** in case of an emergency.
- Please note: The **Jaffrey Parks & Recreation Department is not responsible for any personal items, including medications, that are lost, damaged, or go missing** during the program. It is recommended that all essential items be **clearly labeled with your child's name and securely stored**.

Beach and Swimming

As part of our summer programming, campers will take supervised trips to **Contoocook Beach**. All participants and staff are required to walk to and from the beach using the designated sidewalk.

Each child is responsible for keeping their personal belongings with them on the beach. Participants are expected to show respect to fellow beachgoers and follow all instructions given by Camp Rec staff at all times.

Please note: The Jaffrey Parks & Recreation Department is not responsible for any lost, stolen, or damaged items at the beach.

- **Swimming Guidelines**

- To ensure the safety of all campers, swimming is only permitted within the designated swim area. Our swim policy is as follows:
- **Maximum water depth** for all campers is **no deeper than armpit level**.
- Campers must follow all posted beach rules and staff directions.
- Respectful behavior and safe play are expected at all times while in or near the water.

Discipline Policy

To help ensure a **safe, respectful, and enjoyable environment** for all participants, Camp Rec follows a structured discipline policy. This policy is designed to support positive behavior, promote accountability, and allow every child the opportunity to have a fun and successful summer experience.

A full copy of the discipline policy is included at the end of this manual. **Both the parent/guardian and the child are required to read and sign the policy** prior to the start of the program. If you have more than one child attending camp please fill out a separate form for each attendee.

Local Walking Field Trips

Throughout the summer program, campers may participate in local walking field trips to nearby destinations such as the Jaffrey Civic Center, Community Field, Children's Woods, the Jaffrey Public Library, and other locations within the Jaffrey area as part of planned program activities.

In cases of extreme weather, transportation by bus may be used if one is available to ensure participant safety.

The Local Walking Field Trip Permission Slip is included at the end of this manual. **Please review & sig**

31 HOWARD HILL ROAD, JAFFREY NEW HAMPSHIRE 03452



JAFFREY PARKS & RECREATION

e-mail: recreation@townofjaffrey.com • website: www.townofjaffrey.com/recdept • Phone (603) 532-7863 • fax (603) 532-7873

LOCAL WALKING FIELD TRIP PERMISSION SLIP

Please READ, SIGN, AND RETURN this form to the Recreation Department.

Date: June 23rd – August 15th, 2025 during summer programs

With: Jaffrey Parks and Recreation Department Staff

Location: Various places in Jaffrey that are within walking distance of Humiston Park

My child(ren) _____

has my permission to go with Jaffrey Parks and Recreation Summer Programs to various local places in the Jaffrey area including, but not limited to, the Jaffrey Civic Center, Community Field, Children's Woods, Jaffrey Public Library, Contoocook Beach by means of walking or recreation bus transportation.

Print Name of Parent/Guardian

Signature of Parent/Guardian

Date

Address

Phone

Email

Camp Rec Discipline Policy

At Camp Rec, our goal is to provide a safe, inclusive, and fun environment for all participants. In order to maintain a positive camp community, we expect all campers to follow the rules, show respect to staff and peers, and engage appropriately in daily activities.

Behavior Expectations

Campers are expected to:

- Treat others with kindness and respect
- Follow directions from staff
- Use appropriate language and behavior
- Stay within assigned areas
- Keep hands, feet, and objects to themselves
- Respect camp property and the belongings of others
- Participate in activities in a safe and cooperative manner

Unacceptable Behaviors

The following behaviors are not tolerated:

- Physical aggression (hitting, kicking, fighting)
- Bullying, teasing, or verbal abuse
- Sexual Harassment
- Leaving the group or designated areas without permission
- Destruction of property
- Use of inappropriate language or gestures
- Repeated refusal to follow directions

Disciplinary Actions

Discipline will be handled in a fair, consistent, and age-appropriate manner. The steps below serve as a general guideline and may be adjusted based on the severity of the behavior:

1. **Verbal Warning** – Staff will discuss the behavior with the camper and give a chance to correct it.
2. **Time Away** – Camper may be removed from an activity for a brief reflection period.
3. **Parent Communication** – Staff will inform parents of ongoing or serious concerns.
4. **Behavior Plan** – A written plan may be created in collaboration with the parent to address continued issues.
5. **Suspension or Dismissal** – If disruptive or unsafe behavior continues or is severe, the child may be suspended or removed from the program at the discretion of the Recreation Director. No refunds will be issued in such cases.

Our goal is always to work **with families** to support positive behavior and help campers grow through their experiences.

Camper Name: _____

Parent/Guardian Name: _____

- ☐ I have read and understand the Camp Rec Discipline Policy.
- ☐ I have reviewed the expectations with my child.
- ☐ I understand that failure to follow camp rules may result in disciplinary action, including dismissal from the program without a refund.

Camper Signature: _____

Parent/Guardian Signature: _____ **Date:** _____

Camp Rec 2025

Emergency Treatment, Release & Waiver Agreement

I assume all risks and hazards incidental to participation in Jaffrey Parks and Recreation program or sponsored program, including transportation to and from activities and programs, and I do hereby waive, release and agree to hold harmless the said Town of Jaffrey, its volunteers, staff and all sponsors for any claim arising out of injury to myself or property damage that might occur during participation. If applicable, am aware of the hazards of the sport/program and the risk of injury in these programs. In case of emergency, I hereby give permission to the program staff, in my absence, to act as my agent, to apply simple first aid when necessary, or in the event of a more serious accident, for the participant to be transported to an emergency medical facility to receive medical treatment. I also authorize the medical personnel to administer such treatment as is medically necessary and I authorize the hospital to undertake examination and emergency treatment if warranted.

I authorize Jaffrey Parks and Recreation Department to reasonable use of any and all images and statements of/by/about the participant during any part of a Jaffrey Parks and Recreation Department program for promotional purposes.

By signing this document below, you indicate that you have read and understand the above waiver.

Participant's Name: _____

Parent/Guardian Name (please print): _____

Parent/Guardian Signature: _____

Date: _____