



Camp Trek

PARENT HANDBOOK 2020



<https://merrimackparksandrec.org/trek-adventures>

We would like to **welcome** you and your child to Trek Adventures Day Camp! We are delighted to have your child join us at camp this summer! We ask that you review the information in this handbook as it should answer any questions that you may have about how Camp Trek operates.

WHAT IS TREK ADVENTURES?

Camp Trek Teen Adventure Camp is a trip & activity based summer camp program, which is geared towards participants entering grades 6-10. Camp Trek operates as a subset of Naticook Day Camp but offers an alternative to the traditional day camp experience found at Naticook Day Camp.

Each week of the summer will feature a mix of traditional Summer Camp activities along with three weekly field trips exploring destinations across New England. On Mondays, Tuesdays, Wednesdays & Thursdays each week we will head out on our daily field trip adventures. On Fridays each week campers will participate in traditional day camp activities including sports, games, team building challenges and other types of activities and special events.

Campers will typically depart Camp around 8:30 am and get back late in the afternoon before Camp ends at 4:00 pm. Camp tuition fees include a daily hot lunch on Fridays only while we are in camp, transportation and admissions fees to all field trip destinations, three Camp T-Shirts, which participants will wear on field trip days. The program will feature a 10:1 Staff to Camper ratio.

Camp tuition fees include transportation, admission fees to all field trip destinations, hot lunch on Fridays while at Camp and three Camp T-Shirts; which participants will wear on field trip days. Lunch will not be provided on field trip days and participants must bring a brown bag lunch with them.

The Town of Merrimack Parks & Recreation Department strives to be inclusive of all people. We recognize that campers and staff come to us with varying backgrounds, experiences and identities. The Parks & Recreation Department will try to work with all staff members and campers, including transgender and non-gender conforming campers and staff members, to accommodate their needs and create a positive experience for everyone.

Our camp is licensed by the New Hampshire Dept. of Health & Human Services and is accredited by the American Camp Association (ACA). Our accreditation by this Association helps us to ensure a fun focus on program quality, health & safety issues.

2020 CAMP DATES:

- | | | |
|------------------------|------------------------|------------------------|
| Week 1: 6/22 - 6/26/20 | Week 4: 7/13 - 7/17/20 | Week 7: 8/3 - 8/7/20 |
| Week 2: 6/29 - 7/3/20 | Week 5: 7/20 - 7/24/20 | Week 8: 8/10 - 8/14/20 |
| Week 3: 7/6 - 7/10/20 | Week 6: 7/27 - 7/31/20 | Week 9: 8/17 - 8/21/20 |

Parks & Recreation Office Telephone # : 603-882-1046

Camp Office Telephone #: 603-886-7026

Fax: 603-883-5335

The Parks & Recreation Department handles registration, billing questions and receipts. The Day Camp office handles the group schedules, staffing assignments and day to day operations of the Camp. The Day Camp office telephone and email address are only checked when Camp is in session.

Matt Casparius, Director of Parks & Recreation	Email: mcasparius@merrimacknh.gov
James Golisano, Program Coordinator	Email: jgolisano@merrimacknh.gov
Ashley Prindle, Camp Director	Email: naticookdaycamp@merrimacknh.gov
Brittney Wigdorski, Trek Coordinator	

CAMP HOURS OF OPERATION:

Morning Drop off	8:00 – 8:15 a.m.
Camp Day	8:00 – 4:00 p.m.
Afternoon Pickup	3:45 – 4:00 p.m.

OUR STAFF:

Our Staff consists of kind, caring, carefully selected individuals who have a strong interest/experience working with children. Each candidate is thoroughly researched through extensive interviews, referrals, criminal background checks, reference checks, and performance reviews from previous summers working at camp. Since we have more applicants than we have positions to offer, we are exceptionally selective in our hiring.

All staff members are required to attend pre-camp orientation training, attend weekly in-service trainings/staff meetings, and keep daily written reports on camp activities. All activities are taught/lead by our adult counselors with assistance from our junior counselors and are closely supervised by our camp administrative staff.

PRE-CAMP PREPARATION:

To register, please complete and return the camper registration form, health history form, and consent for medical treatment. In addition to these forms, you will need to submit a copy of your child's record of immunizations and a record of a physical from within the past twenty-four (24) months.

The Record of Immunizations and a Record of a Physical are due at least two weeks prior to the first day of camp you're your child is attending. Your child will not be allowed to attend Camp until we have these records. Pediatrician's offices get very busy right before the start of summer; please make your appointments early.

HEALTH CARE/EMERGENCY MANAGEMENT:

In addition, the Camp employs a Health Care Supervisor who is a licensed medical professional and who will oversee all health issues at Camp. It is the policy of Naticook Day Camp to have a Health Care Supervisor who is a Registered Nurse (R.N.), Licensed Practical Nurse (L.P.N.), Emergency Medical Technician (E.M.T.) or First Responder and who holds a current NH State License.

The Health Care Supervisor will also be available for consultation at all times or the other currently designated individual as outlined above, by walkie-talkie or phone. S/he will make him/herself available at all times by working in and from the Health Center so that s/he can be easily found and is within two hundred yards of any part of Camp. When s/he leaves the Health Center for any reason s/he will notify the office and leave a description of his/her current location on the door.

In addition, all Waterfront Staff members are also certified in CPR/AED and First Aid and may assist in immediate emergency care when needed. The Camp also has immediate access to EMS in the event that such care is warranted.

In the event of a minor illness or injury such as a cut, scrape, stomach ache or other minor condition, parents will be notified with a written notice at the end of the camp day. For more serious illness or injuries then the Camp Health Care Staff will immediately notify the parents of the situation with a recommendation on how to proceed.

MEDICATION:

Any medication(s) a camper needs to take during the time s/he is at camp, must be in the original container and locked in the cabinet in the Health Care Office. Medications will be taken under the supervision of the Health Care Supervisor or the Trek Coordinator when they are on a field trip. **Parents must complete an authorization form for any medication before it can be administered.** The Health Care Supervisors will keep a health log and inform parents when necessary of any illness or injury involving their child. Parents will be requested to take a camper home if s/he has any infectious illness, high fever, is vomiting, or is otherwise unable to remain at Camp. EMS will be called immediately for any serious/life threatening injuries or illness and parents will be notified immediately.

ILLNESS:

Parents will be notified by phone from the Camp Health Care Staff of any symptoms of impending illness. Parents will be expected to leave work and pick up a child who appears to be too ill to remain in the Camp unless other arrangements have been previously made between the parent and the Camp.

Until the parent arrives, the child will be kept in the Camp Nurse's Office secluded from the main program area, and supervised by the Camp Health Care Staff.

A child may not remain or come to the program if he/she has any of the following symptoms:

- Fever over 100 °F.
- Vomiting
- Diarrhea
- Inflammation of the eyes
- Abscess or draining sores
- The child has a strep throat that has not yet been treated with an antibiotic for 24 hours
- Rash, unless determined to be non-contagious by a Doctor's note.
- The child has impetigo with less than 24 hours of treatment with an antibiotic.

PROCEDURES TO FOLLOW IF PARENTS CANNOT BE CONTACTED IN AN EMERGENCY:

In case of an injury or medical emergency, the Camp Nurse or Camp Director will:

- Contact parents. Phone numbers are in the student's file.
- If unable to reach parent, will contact emergency person listed as emergency person listed as emergency contact in camper's file.
- If unable to reach emergency contact, child's pediatrician listed on emergency medical care form in campers file.

EPI PENS:

If your child has a prescription for an Epi Pen, we will ask you to send two Epi Pen's to camp. One will be with your child or their counselor at all times and the second one will be kept in the Camp Health Care Office as a backup. Staff members have been trained in the use of Epi Pens and if a situation dictates the use of it, the Staff Member will assist your child in its use.

INHALERS:

If your child has an inhaler please make sure that they bring it with them to Camp every day. The inhaler will be with your child or their counselor at all times. Staff members have been trained in the use of inhalers and if a situation dictates the use of it, the Staff Member will assist your child in its use.

EMERGENCIES:

In the event of a major Camp, weather, or national emergency, campers and staff will follow the directions of local/state/national authorities. Campers may be instructed to shelter together (all report to Function Hall with staff), shelter in place/lock down. Staff will be notified via two-way radio, phone communication, and via administrative personnel as to how to proceed. Parents will be notified of any events as instructed by authorities, via phone, email, or mass media (in the event of a Federal emergency).

EXTENDED DAY CARE OPTIONS: (Additional Fees Apply)

Participants may also choose to register for either the Morning Extended Day Program or the Afternoon Extended Day Program for an additional fee. The Morning Extended Day Program runs from 7:00 – 8:00 am and includes a light breakfast. The Afternoon Extended Day program runs from 4:00 – 5:30 pm and includes an afternoon snack.

Extended Care fees are as follows:

- \$20 per child per week for Morning Extended Care
- \$30 per child per week for Afternoon Extended Care
- \$50 per child per week for BOTH Morning and Afternoon Extended Care.

PAYMENTS:

Full Payment for the week selected is due 2 weeks before the start date of the week selected. If paying by check, please make payments payable to the **Town of Merrimack**. We also offer the option to register and pay online with a Visa, MasterCard or Discover Card thru our online registration system which is available at: <https://merrimack.recdesk.com/recdeskportal/>. You may also call us at 603-882-1046 to pay over the phone.

SIBLING DISCOUNT POLICY:

The first child in the resident household will pay \$275.00 per week. 2nd or more children in the same resident household will pay \$250.00 per week when both children are attending the same week of camp. Discounts will not apply to extended care. The first child in non-resident household will pay \$325.00 per week. 2nd or more children in the same non-resident household will pay \$300.00 per week when both children attending the same week of camp. If a family has one child attending Camp Trek and another attending Camp Naticook, then the sibling discount still applies, but only to one child.

SCHOLARSHIP ASSISTANCE:

The Town of Merrimack has a limited amount of privately donated scholarship funds available for Merrimack families facing financial hardships. Scholarships could help fund up to one week of camp and are awarded based on financial need. Applications and information are available by contacting the Town of Merrimack Welfare Department at 603-423-8535 or at welfare@merrimacknh.gov.

WHAT TO BRING:**Field Trip Days:**

- Bagged Lunch & Snacks
- Camp Trek T-Shirt (MANDATORY for all trip days)
- Water Bottle
- Sunscreen

Fridays (Non Trip Days):

- Sunscreen
- Water bottle
- Swimsuit/ Towel
- Bug spray

- Weekly Required Waivers
- Suggested Packing List from Weekly Emails
- Appropriate clothes/footwear for outing
- Closed toed shoes/crocs

WHAT NOT TO BRING:

- Campers should **NOT** bring electronic devices, money, sports equipment, animals or any other valuables to Camp. **This includes cell phones.** If you need to reach your child, please call the Camp Office at 886-7026 and we will get a message to them.
- Weapons of any kind! If a camper is found to have such items, you will be contacted to come and pick them up and they will be expelled from Camp. No refunds will be issued in this circumstance.

LOST & FOUND:

EVERY item your child brings to camp should be labeled with his/her name. The Camp and the Town of Merrimack are not liable for any missing items. We keep lost and found items in the Camp Office. At the end of the summer, any unclaimed items will be donated to charity.

PHOTO & VIDEO POLICY:

Merrimack Parks & Recreation Department reserves the right to photograph facility, activity and program participants at any and all department sponsored events for potential future use. All photos will remain the property of the Merrimack Parks & Recreation Department and may be used in future program guides, on Merrimack Parks & Recreation controlled social media pages, press releases for promotional purposes or in recognition of department sponsored events. If you do not wish to have your picture taken, please notify the camp director before your child attends camp.

CAMP ARRIVAL & DISMISSAL PROCEDURES: (Does Not Apply to Extended Care Participants)

Trek Adventure Camp is located in a public park and so safety and security are our most important priorities. The following procedure applies for morning drop off between 8:00 – 8:15 am and afternoon pickup between 3:45 - 4:00 pm, and does not apply to Extended Care Arrival & Dismissal. We ask for your cooperation in following these dismissal procedures to ensure camper welfare at all times:

- When you pull into Wasserman Park, you will drive directly down the hill towards the tennis courts where you will take a right hand turn and travel up the park road to the Function Hall. Morning Drop Off and Afternoon Pickup will take place directly in front of the Function Hall. **Please note that there is a 5 mile per hour speed limit on this road.**
- All families will be issued two copies of a parking placard with their family name on it. When you pull into the park please have this placard visible in your windshield.
- When you pull up to the Function Hall, do not get out of your car. Staff members will greet you at your vehicle. Please be patient during camper arrival & dismissal times. We will make every effort to get campers in and out of vehicles as quickly as possible. You will not be able to leave until the vehicle in front of you departs. You will then proceed directly up the hill in your vehicle and out to Naticook Road.
- Unless approved by the camp director, we ask that parents refrain from approaching other campers, to ensure the safety of all of our campers.

- If you are dropping off or picking up outside of the times listed above, then we ask you to follow the arrival & dismissal procedures listed under Extended Care Participants found below.

CAMP ARRIVAL & DISMISSAL PROCEDURES FOR EXTENDED CARE PARTICIPANTS:

Morning Extended Care Drop Off:

- Morning Extended Care runs between 7:00 – 8:00 am and advanced registration for Extended Care is required.
- As you pull into Wasserman Park you will take an immediate right and follow the short one-way road to the large dirt Parking Lot. Please park your car in the parking lot and walk your child down to the check-in table in front of the Day Camp office. You may NOT idle or park along the one-way road, as this must be accessible to emergency vehicles at all times! Please be mindful of other cars entering and exiting the lot and do not walk in traffic lanes. Please walk along the edge of the lot and through the short path to the Day Camp waiting area.
- Parents must accompany their children on the first day of each week to check in. Campers will NOT be admitted to camp on their first days without a parent/guardian present. Please allow extra time for check-in.
- The Camp Staff will check your child in and direct them to join the Extended Care staff. Once the majority of morning extended care participants have arrived they will head down the hill to play on the playground until the regular camp day begins at 8:00 am.
- Once you have checked your child in, you may leave. If you have any questions, please speak with any staff member. The administrative staff will be at the check-in table and circulating in front of the Day Camp office.

AFTERNOON EXTENDED CARE PICKUP:

- Afternoon Extended Care runs between 4:00 – 5:30 pm and advanced registration for Extended Care is required.
- As you pull into Wasserman Park you will take an immediate right and follow the short one-way road to the large dirt Parking Lot. Please park your car in the parking lot and walk down to the Day Camp Office. Please walk along the edge of the lot and through the short path to the Day Camp waiting area.
- When you enter the Camp Office you will need to show your identification to the Staff Member.
- They will verify that you are on the approved pick up list for the child and will then call down on the Radio to the Extended Care staff and have them send your child up the hill to meet you. You will need to wait here for your child to come up the hill.
- Unless approved by the camp director, we ask that parents refrain from approaching other campers, to ensure the safety of all of our campers.

TARDY CAMPERS:

- If your child will be arriving at Camp after 8:15 am, please use the following procedure.
- As you pull into Wasserman Park you will take an immediate right and follow the short one-way road to the large dirt Parking Lot. Please park your car in the parking lot and walk your child down to the Day Camp office to check in. Please walk along the edge of the lot and through the short path to the Day Camp waiting area.
- The office staff will check your child in and a Staff member will take them to join their cabin group and counselor. Campers must check in with the office staff. **It is the parents' responsibility to ensure that his/her child has safely checked in with us.**

- **Some field trips leave as early as 8:30 am and so if you are tardy on those days you may miss the bus and will join Naticook Day Camp for the day. We have a tight schedule on field trip days to ensure the maximum amount of time at the field trip location. Please be on time.**

EARLY DISMISSAL:

- If you need to release your camper BEFORE 3:30pm, please call the Camp Office (886-7026) as early as possible or bring a note to the Day Camp Office. If you are sending someone to pick up your child, they must be on your Campers Release list, show a positive photo ID and sign the child out.
- Please give us adequate advanced notice when you need to pick your child up early. Without adequate notice you will need to wait while your child travels with his/her counselor from an activity area up to the Camp office which could take a fair amount of time.
- If your child is on a field trip, early pickup may not be possible. Check with the Camp Director for details.

CHILD NOT COMING TO CAMP:

- If your child will not be coming to Camp on a particular day due to illness or other reason, please call the Camp Office at 603-886-7026 by 8:30 am. At 8:30 am, the Camp Nurse, will start calling home for any child who has not arrived at camp to verify if they are coming to camp that day.

LATE FEE POLICY:

The regular Camp Day ends at 4:00 p.m. You are allowed a 10 minute grace period, but after 10 minutes you will be charged \$1 for every minute after that. The Day Camp clock is the official time of record for this fee and payment is due at time of pickup. This late fee also applies to the afternoon extended care which ends at 5:30 p.m.

ATTENDANCE:

If your child is going to be late or absent from camp, please notify us by calling 603-886-7026. If we are unable to answer the phone, your call will be redirected to the Parks & Recreation office where you can leave a message. We take attendance each morning and at every activity. You will be called to verify any absence not called in to our office.

WITHDRAWAL OF SESSIONS:

Effective for the 2020 camp season; the deadline to withdraw from a previously registered session of camp is (2) two weeks prior to the start of the session you wish to cancel. In the event of cancellation, your \$25.00 deposit is non-refundable, however participants may transfer to a different session of camp if space allows or apply a household credit to your account and no fee will be assessed. Exceptions will only be made only for extenuating circumstances and are not guaranteed. Refunds for **medical reasons**, which arise less than ten days prior to the start of a program, must be accompanied by a physician's letter. In the event that a medical issue arises after the start of the session, the refund will be prorated.

Session Transfers: Participants will be permitted, if space allows, a transfer to another session of camp. Should the program the participant is transferring into have a higher fee, he/she will be expected to remit the difference in fee at the time of requesting the transfer.

To withdraw from a camp session or change the weeks that your child is registered, please contact the Parks & Recreation Department at 603-882-1046 or email jgolisano@merrimacknh.gov as soon as possible. We do not provide discounts for partial weeks or days during which your child does not attend camp.

CAMPER BEHAVIOR EXPECTATIONS:

The camp expects all campers to adhere to the following general code of conduct. All inappropriate behavior will be handled on an individual basis by camp staff, based on these guidelines. The camp staff reserves the right to use professional discretion in suspending or dismissing any camper for any behavior that is, or is perceived as, causing harm to any individual, or property at Wasserman Park. In most cases, we operate on a 3 strikes rule; however a serious offense may necessitate suspension or dismissal immediately. A camper who physically assaults another person at Camp or who brings a weapon to Camp will immediately be dismissed. The child's parent(s)/guardians will be notified for any serious disciplinary matters.

There are no refunds offered for campers who are asked to leave camp. All campers are expected to:

- Speak with all staff and other campers courteously. Foul/vulgar/inappropriate language/conversation will not be tolerated.
- Act appropriately towards staff and campers, respecting people's personal space and belongings. Any physical (pushing, hitting, fighting, etc.) or verbal assault on any person at camp will result in an immediate suspension or dismissal from camp. Any vandalism of camp property or personal belongings will result in an immediate suspension or dismissal from camp and financial restitution will be sought.
- Remain with his/her counselor and be under adult supervision at all times and follow directions given by camp staff. Insubordination or willfully leaving a camp activity without supervision may result in a suspension or dismissal from Camp.
- NEVER bring an item that is a weapon, can be used as a weapon, or is a weapon look-alike (even a toy). These items will be confiscated and will result in an immediate suspension or dismissal from Camp.
- NEVER bring drugs/alcohol/tobacco or look-alikes or be under the influence of such substances. If found to be in possession or under the influence of such substances, an immediate suspension or dismissal from camp will result.
- Campers should maintain a positive attitude, be willing to try new things and make new friends; be cooperative with and courteous to all.

TREK ADVENTURES FAQ'S

Q. Is food provided?

Yes & No. When participants are at Wasserman Park for the day, we will provide participants with lunch. On field trip days, we ask all participants to pack their own brown bag lunch and snacks. There are a few field trips where meals are included and we will let you know what those are in advance.

Q. Who is the staff?

Our program this year will be led by Brittney Wigdorski who has worked at Naticook Day Camp for the last 3 years. She will be assisted by a number of our experienced college aged staff members. Our Staff members consists of kind, caring, carefully selected individuals who have a strong interest/experience working with children. Each candidate is thoroughly researched through extensive interviews, referrals, criminal background checks, reference checks, and performance reviews from previous summers working at camp.

Q. I have one camper in Naticook and one camper in Trek. Will drop off/ pick up be a problem?

Not at all. Campers for both camps will be dropped off and picked up at the same time and at the same location (outside the function hall at Wasserman Park).

Q. How many kids are in camp overall?

Camp Trek will have a maximum of 50 campers per week who will be supervised by 5-6 staff members.

Q. Will I receive more information about the trips as they get closer?

Yes. The week before your child is scheduled to attend camp you will receive an email that details the three trips for that session. The email will include an overview of each trip, a recommended packing list, camp departure/ arrival times, general information about trips, and any required waiver forms for the week.

Q. Do any of the trips require waivers?

Yes. Some trip destinations will require a signed waiver form specific to that destination. All waivers will be on the Camp Trek Info page and can be mailed or emailed when your child registers for camp. If a waiver is required for a trip we must have it no later than the Monday of the trip's week. If we don't have it on the trip day, your camper will not be able to attend the trip.

Q. Can my child have their cell phone?

Yes. Campers are allowed to have cell phones on trip days; however, campers are responsible for their own phones. The Parks and Recreation Department is not responsible for any lost, stolen, or broken phones, or other property during trips. Campers may leave their phones either at home or in the summer camp office on trip days if they do not want to risk damaging or losing their phones.

Q. Can my child bring money on trip days?

We will never ask that children bring money for any of the trips; however, if they would like to bring money to spend on food or merchandise they may do so. The Parks and Recreation Department is not responsible for any lost or stolen money during trips.

Q. What do we do if we needed a friend to pick up our child?

You will need to send in a note to our office if someone other than you will be picking up your child other than the parents or guardians listed on your child's registration form. No camper will be released to anyone, unless authorized by you. If the person authorized for pick up is unknown to camp staff, please be sure that the authorized pick up person is prepared to present photo identification.

Q. What happens if it rains?

We will assess the possibility of rain the day before the trip. If we are planning to change or move the trip, parents will be notified as soon as possible. In some cases we will change our trip to a different indoor location or we may remain at Wasserman Park for the day and participate in a special activity.

Q. How will my children be supervised on trip days?

During trips and at camp campers will be supervised by the Camp Trek Coordinator and another camp counselor. All staff members are over the age of 18 and have experience working with children aged 12-15 years old.

Naticook Day Camp is licensed by the New Hampshire Department of Health & Human Services and we have been continuously accredited by the American Camp Association (ACA), since 1993.



CONTACT US:

If you have any questions or concerns, please contact us so that we may address them:

Merrimack Parks & Recreation (603) 882-1046
Camp Office (603) 886-7026
Camp Fax (603) 883-5335

Registration & Financial Matters
Activities, staffing and day to day camp issues

James Golisano, Program Coordinator
Matt Casparius, Director of Parks & Recreation

E-mail - jgolisano@merrimacknh.gov
E-mail - mcasparius@merrimacknh.gov

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