



Southern Pines Recreation & Parks Summer Explorers Parent Guide

Contact Information:

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A: Campbell House

482 E Connecticut Ave, Southern Pines

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Welcome to Southern Pines Summer Explorers! We look forward to a fun and exciting summer filled with discovery, enthusiasm, and LOTS of FUN. Our summer program offers campers a variety of recreational activities and unique opportunities in a camp setting. We accomplish this through individual and group games, arts & crafts, field trips, special events and much more.

Please take a few moments to review this manual, as many of the commonly asked questions about camp are answered here.

If you have any further questions, please feel free to contact Megan Threatt for more information.
(mthreatt@southernpines.net)

Need to know information for camp

Weekly Schedules

An email with the schedule and important information for each week of camp will be sent no later than the Wednesday prior to camp start. There will be a schedule for every day and explanation of what you may need to send with your campers. It will be sent from “Constant Contact” so please make sure they are not being sent to spam.

In that email, there will also be a link to a google photos album. Each week a new album will be created and staff will put pictures of what the campers are doing throughout the week. If you download Google Photos, you can set it to where you will receive notifications every time a picture is added.

Main camp locations & addresses

Train House: 482-A E Connecticut Ave, Southern Pines

Recreation Center: 160 Memorial Park Ct, Southern Pines

Pool Park: 730 S Henley St, Southern Pines

Downtown Park: 145 SE Broad St, Southern Pines

Sandhurst Park: 145 S Bethesda Rd, Southern Pines

Camelot Park: 90 Woods Rd, Pinehurst

Pinehurst Splash Pad: 10 Rassie Wicker Dr, Pinehurst

Moore County Splash Pad: 155 Hillcrest Park Lane, Carthage

Camp Dates

Summer Explorers Day Camp: June 13 - August 12, 2022 (9 weeks)

These dates are subject to change based on the Moore County School systems schedule.

There will be no camp on Monday, July 4th.

Ages

5- 13

Campers are divided into groups based on their age. 5-8-year old's are at Train House, 9-13 year old's are at the Recreation Center

Week 1 will be 5-13 all at the Recreation Center

Group requests will be considered but not guaranteed.

Registration, Fees, Cancellations/Refunds, Waitlists

Registration: Registration for all camps will open February 1st, 2022 at 8am, it will close 2 weeks prior to the start of each session. You will register by the week. If you only click one week, please note this does NOT mean your child is signed up for the whole summer.

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Fees: \$110 per week for residents, \$220 per week for non-residents.

Week 4- \$95 for residents, \$190 for non-residents

*New this year- This fee includes a camp T-shirt **and field trip fees.**

Deposit: A \$20 deposit for resident, \$40 for non-resident, per camper, per week will hold your child's space. The deposit will be applied to the weekly fee. **This deposit is non-refundable at any time.**

Payments: Payment is due **2 weeks prior to the week** your child will be attending camp. Payments can be made online or in person.

Payment Schedule:

<u>Week</u>	<u>Dates</u>	<u>Payment due</u>
#1	June 13-17	May 30
#2	June 20-24	June 6
#3	June 27- Jul 1	June 13
#4	July 5-8	June 20
#5	July 11-15	June 27
#6	July 18-22	July 4
#7	July 25-29	July 11
#8	Aug 1-5	July 18
#9	Aug 8-12	July 25

Payment Plans: Southern Pines Recreation & Parks offers automatic draft of balances due. If you are registering online, you may opt in during the registration process.

Cancellations: Should you need to cancel a week of camp and to receive a refund, you must notify us in **writing** no less than 14 days prior to the beginning of the week of camp that your child is signed up for. You will receive a credit of all but the \$20 R / \$40 NR deposit. If you choose to do refund you will receive all but the \$20 R / \$40 NR deposit and a \$5 admin fee.

Waitlist: Once a site is full, you may choose to be placed on a waitlist. You choose this online just like you would normal registration. Waitlist spots are given to first come first serve. If your child is selected, you will receive an **email invitation that is active for 24 hours.** You must complete registration in that 24 hours, or the spot will be given to the next participant on the waitlist.

Camp Times and Late Pick Up

Camp is open from 7:45 a.m.-5:30 p.m., Monday-Friday. Drop off begins at 7:45 a.m. Please do not drop your camper off prior to 7:45a.m. because staff may be in the facility but are preparing for the day and may be unable to watch your child. Camp promptly ends at 5:30p.m. There will be a \$1 late fee per minute per camper.

Drop Off and Pick Up

A parent/guardian does not need to come inside for drop off or pick up. If you are dropping from the car, a staff must be present and acknowledge that your child has been dropped off. Please do not drop your child

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off to walk in alone. In the afternoon, a parent/guardian must be on the approved pick up list, and either stay in car if staff is present outside, or step inside the building to get attention of the staff. **Staff should keep outside doors locked so you will be given a way of contact if you can not get attention through knocking.**

For your child's safety, we will require anyone picking him or her up to present a photo ID that matches the name on the pickup list. This includes mom and dad.

Meals/ Snacks

Participants will need to provide their own lunch and snacks. Participants at all sites will need to provide two snacks daily. Please do not send items requiring microwave heating or refrigeration. We cannot heat or store these items. Please label lunch box in case it gets mis-placed.

We recommend sending a refillable water bottle labeled with your child's name on it each day. Campers will have access to water fountains to refill.

Dress Code

Casual dress is the standard at camp. Campers participate in activities during the day that could result in them getting dirty, from outdoor games to arts and crafts. Campers should wear closed toed shoes, athletic shoes or sneakers each day to camp. Sandals, flip-flops, crocs-style or any other type of open shoe should not be worn to camp unless at the pool or splash pad. If your camper is not properly attired, they will not be permitted to participate in camp activities and a parent/guardian will be notified and asked to bring appropriate attire. Campers will be given one camp T-shirt for the summer. These shirts should be worn on field trip days.

For field trips to the pool or water days, please wear appropriate bathing suit for the child. When visiting local pools, campers must have appropriate swim attire to get in the pool. Please send a towel.

Sunscreen/Bug Spray

It is recommended to apply sunscreen and/or bug spray to your camper prior to arriving to camp each day. You may send sunscreen/bug spray with your camper however, they must be able to apply it themselves under adult supervision. Staff are not allowed to use rub on sunscreen to help the child, but if they do need assistance they can help with spray sunscreen. Sunscreen/bug spray must be labeled with child's name. Campers are not to share these products with other campers.

Personal Belongings

The Town of Southern Pines and staff are not responsible for campers' belongings. Campers should not bring personal toys, handheld video games, fidget toys, trading cards, cell phones or other electronic device, jewelry, or money (unless told otherwise). Any electronic devices seen by staff will be placed in the staff bookbag and returned at pick up. Please put camper's name on all articles of clothing, towels, water bottles, lunchboxes, etc.

Field Trips

Field trips will be scheduled weekly. The costs of the field trips are included in your registration fee. Do not send any extra money unless told otherwise from the Program Coordinator. (If allowed by coordinator, campers may bring additional money for concession areas, but each camper will be

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responsible for his/her own money.) Depending on the time of the field trip, lunch may need to be eaten off site. Please make sure your child has their lunch everyday at drop off. You will be contacted early that morning if they do not have a lunch.

Campers will be transported in a city bus for trips. The bus can hold 14 passengers with 1 driver. There are seat belt requirements for every seat.

All campers must arrive to camp at least 15 minutes prior to field trip departure time. If a camper arrives at camp after the scheduled departure for a field trip, it is the responsibility of the parent/guardian to either transport the camper to the field trip location and check-in the camper with a camp staff member at the field trip site or transport the camper to the facility once the camp returns from the field trip location and sign-in. If a camper needs to be picked up while the group is on a field trip, it is the responsibility of the parent/guardian to pick up the camper at the field trip location. Please inform facility staff of the needed early pick up during morning drop off. Regular pick-up procedure applies to all off-site pick-ups.

****On field trip days, please pay attention to emails that week to make sure you are dropping your child off at the right location. We plan where the group going on the field trip leaves from the Rec Center, which means the other group will go to the Train House. This means on the day the 5-8-year old's group has their trip, they will get dropped off and picked up at the Recreation Center. Which will mean that same day the 9-13-year old's will be at the Train House**

Staff Qualifications

The protection and safety of your camper is our first concern. Our camp staff are at least 18 years of age, have successfully passed a criminal background check, reference checks, and drug screening. All staff are CPR and First Aid certified. Staff are selected based on their experience working with children. Many of the staff are teachers and college students majoring in recreation or education.

Behavior Management

Camp staff creates a fun and safe environment for participants in the program. Praise and positive reinforcement is used as effective methods of behavior management. When necessary, our disciplinary policy is as follows:

1st Incident: Verbal warning with an explanation to the camper as to why their behavior is inappropriate.

2nd Incident: Time out or time away from the group. During this time out, a camper may have to sit out of activities including games, arts & crafts, swimming or special programs. The camper will be asked to write and explain their behavior for the parent to see at pick up.

3rd Incident: **Three "Time Outs"** in one day constitute **the Program Coordinator being contacted** to help with the problem; parent will be phoned or in person contact made to discuss. Parent will be given time to speak with child.

4th Incident: **If problems persist after speaking with parent**, the participant will be given **early dismissal** from

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the program. **Early Dismissal Pick-Up:** When parent is called to pick up child for early dismissal, pick-up must be **within 45 minutes**.

5th Incident: If problems persist after returning from early dismissal, the participant will be given **One Day Suspension:** Contact is made from the Program Coordinator and the child will be asked to stay home for a **whole camp day**.

6th Incident: If problems persist after one day suspension, the participant will **be removed for the remainder of the program week or not allowed to participate in Recreation Programs for a certain time period. No refund will be given.**

Physical violence is not tolerated. Our staff reserves the right to dismiss a camper whose behavior endangers the safety of themselves or others, or damages property of the recreation center. No refund will be given if child misses any part of camp due to behavior.

All Behavior Reports will be discussed privately with parents and a record of each report will be kept on file in the camp office.

Medical Concerns

Please note any medical concerns for your camper during registration. This is a required step to do during registration.

For the protection of all campers in the program, parents/guardians should not send a child to camp if the child shows any of the following symptoms: temperature, diarrhea, vomiting, a rash, nasal discharge, or discharging eyes or ears, or conjunctivitis (pink eye). If symptoms develop during the day, parents will be notified to pick their child up immediately.

If medication needs to be administered during camp hours or if medication needs to be kept on site for emergencies, such as asthma medication or an epi-pen, a Medication Administration form must be filled out. Medications must be provided in the original container/box and will be secured in a locked area at all times. Camp staff will carry medication to dispense as appropriate while on field trips or away from the camp's base location.

****If you need the medication form, please reach out to Megan at mthreatt@southernpines.net**

Accidents/ Emergencies

All camp staff members are trained in First Aid and CPR/AED. For minor injuries, a trained staff member will provide care and call parents if needed. If the injury warrants immediate medical attention, 911 will be called. For all injuries, the camp staff will complete an Injury Report, which will be given to parents/guardians at the end of the day. Parents/guardians will be asked to sign a copy of the form for our records. Please make sure to keep your emergency information up to date if changes occur during the summer.

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Photo Consent

Photos and video may be taken during the summer for promotional purposes only. Photos and videos may be used in our Program Guide, on flyers, our website, social media, or other promotional outlets such as the newspaper or television. If you do not wish for your child to be included in publicized photographs and videos, please make sure to note this during registration.