



**Parks & Recreation Department**

# **Summer Camp Parent Manual**

Updated January 2025

Welcome to Holly Springs Parks & Recreation Summer Camp! Our qualified staff are committed to providing a safe and nurturing environment for your child. We are excited to provide our participants with the opportunity to discover their abilities, learn and have fun through educational and recreational activities.

### **Important Program Information**

Registrations are accepted on a first come, first served basis. If a program reaches maximum enrollment, participants will be placed on a limited waitlist. Placement into a summer camp is not guaranteed from the waitlist. All participants registered in Bass Lake and/or Hunt Center Camps must submit a completed Camper Information Form. Access the form online at [www.hollyspringsnc.gov/summercamp](http://www.hollyspringsnc.gov/summercamp).

#### Hunt Recreation Center Traditional Summer Camp

Located at 301 Stinson Avenue

Camp Hours of Operation: 7:30am to 5:30pm

Hunt Recreation Center Front Desk, (919) 557-9600

Shanna Blue, Recreation Program Specialist, [shanna.blue@hollyspringsnc.gov](mailto:shanna.blue@hollyspringsnc.gov), (919) 567-4728

#### Bass Lake Nature Explorers Summer Camp

Located at 900 Bass Lake Road

Camp Hours of Operation: 8:00am to 5:00pm

Bass Lake Park Front Desk, (919) 557-2496

Melinda London, Recreation Program Specialist, [melinda.london@hollyspringsnc.gov](mailto:melinda.london@hollyspringsnc.gov), (919) 557-9605

#### Cultural Arts Camps

Located at 300 West Ballentine Street

Camp Hours of Operation: 9:00am to 5:00pmHolly Springs Cultural Center Front Desk, (919) 567-4000

Kitty Gayner, Recreation Program Specialist, [kitty.gayner@hollyspringsnc.gov](mailto:kitty.gayner@hollyspringsnc.gov), (919) 567-4015

## Refunds

### **Hunt Center Traditional Summer Camp**

Hunt Center Traditional Summer Camp refund/transfer requests must be submitted by the start date of camp, Monday, June 16, 2025. Refunds requested after June 16 will not be refunded.

### **Bass Lake & Cultural Arts Center Camps**

Nature Explorers Summer Camp and Cultural Arts Specialty Camps refund/transfer requests must be submitted at least 14 days prior to the start date of the camp for which the participant is registered. Refunds requested less than 14 days will not be refunded.

All requests must be submitted in writing to the appropriate Program Specialist. A \$15 service charge will be assessed per child/per week for all refunds. If Parks & Recreation cancels a program, a full refund/transfer will be issued.

### Late Pick Up Penalty

Campers that are not picked up by the close of program operations will be assessed a \$10 fee for every 15 minutes of late pick up. Late fees should be paid prior to the next attendance day of camp. Fees can be paid at the Hunt Recreation Center, the Cultural Arts Center, or Bass Lake Park.

### Photography Release

Pictures of your child may be taken while participating in Town of Holly Springs activities and may be used for program publicity.

### Non-Discrimination Policy

The Town of Holly Springs Parks & Recreation Department does not discriminate on the basis of race, ethnicity, creed, color, sex, marital or familial status, sexual orientation, gender identity or expression, national origin or ancestry, pregnancy, National Guard or veteran status, religious beliefs or non-belief, age or disability in employment opportunities or the provision of service, programs or activities.

### Independent Childcare Arrangements

Babysitting or childcare arrangements with current or former staff of the Town of Holly Springs are separate and independent from any Holly Springs Parks & Recreation services. These arrangements must be based on the responsibility and judgment of the parent/guardian. The Town of Holly Springs is not responsible for any claims or liability in connection with independent babysitting activities.

## **Daily Procedures**

### Participant Supervision Ratios

No participant will be left alone with one staff member in any youth program or camp setting. The Rule of Three should be followed. Staff should never go anywhere alone or be alone in a room with one of the campers. Always have a third person present, either another staff member or another camper. Staff to participant ratios will be assigned based on staff resources, type of activity being supervised, and age of participants.

### Drop Off & Pick Up Protocols

Parents/guardians will be required to check in with camp staff at the designated drop off and pick up locations. During morning drop off, staff will greet families, escort participants into camp and record the camper's attendance. During afternoon pick up, staff will document check out and escort participants to meet parents/guardians upon arrival. During the day, program attendance will be completed every hour and with each location change.

### Communication

It is essential that open communication exists between the staff and the parents/guardians. A close working relationship between staff and parents provides the basis for an effective program experience.

We appreciate the parent's active involvement in creating a positive experience and establishing a relationship with staff.

The parent's role includes:

- Thorough completion of registration and supplemental information forms prior to the start of camp
- Informing staff of any special needs the child may have
- Understanding program protocols and policies
- Adhering to program hours
- Communicating with staff regarding child illness, changes in schedule, etc.
- Making sure child is prepared with appropriate dress, supplies, etc.
- Communicating with staff regarding concerns
- Encouraging their child to talk about experiences in the program

#### Behavior Guidance

In circumstances where participant discipline is necessary, staff will use positive techniques of guidance including redirection, encouragement, and positive reinforcement.

The following four step system will be implemented when redirecting participant behavior:

1. Warning/Reminders- Remind the child of the disruptive behavior and explain what the consequences will be as a result of the behavior.
2. Withdrawal of Privileges- The child will lose time from a fun activity.
3. Written Warning- Full-Time staff will document the behavior and share with the parent/guardian. The written note must be signed and returned by the parent for acknowledgment of being informed.
4. Suspension or Expulsion from Camp- If a child demonstrates inappropriate behavior and does not respond to redirection, the parent/guardian will be asked to meet with the Program Specialist to discuss alternative ways to guide the child toward positive behavior. Holly Springs Parks & Recreation reserves the right to dismiss any child from the program that is demonstrating harmful or threatening behavior to the wellbeing of themselves or others.

#### Appropriate Attire

Children should be dressed appropriately for summer camp in clothing that allows them to be active, get dirty and have fun. Closed toe athletic shoes with socks are required. No sandals or bare feet are permitted. For swimming or water play, all campers are expected to wear appropriate pool attire including a one-piece swimsuit that covers the belly and/or swim shorts that fit at the waist.

#### Meals & Snacks

Each child is responsible for providing their own nutritious lunch and two snacks including a drink/water bottle each day. A microwave is not available for camp use. Participants may bring food items to share for special occasions such as birthdays. All food to be shared must be store bought with labeled ingredients. Due to allergy concerns, homemade food is not permitted. Parents/guardians are responsible for communicating any camper allergies to the Program Specialist.

#### Outings & Transportation

Some camps may allow field trips. A blanket permission form on the Camper Information Form must be signed in order for your child to participate in field trips. You will be given a list of planned trips in advance. Verbal consent will not be accepted as permission.

Holly Springs Parks and Recreation may transport youth program participants offsite in vehicles provided or contracted by the Town of Holly Springs. Typically, fifteen-passenger vans will be used for transportation. Staff members who

operate a Town of Holly Springs vehicle must be an approved driver with a valid driver's license and a clean driving record.

The following protocols will be enforced when transporting participants:

- All children and adults must be properly buckled in a seat belt and/or child safety seat as appropriate to age and/or weight.
- No child should be permitted to sit in the front seat unless absolutely necessary and authorized by the Program Specialist.
- Doors should remain locked when the vehicle is moving.
- Children should enter and exit only when the vehicle is not in motion and curbside, unless the vehicle is in a protected area or driveway.

Parents will be notified of departure times for any field trips occurring before 10:00 am the following day. Camp staff will not delay departure of a field trip due to the late arrival of a camper. Should a camper arrive after a field trip has departed, parents will have the option to meet the camp at the field trip location to check their camper in or return with their camper after the camp group has arrived back at the facility.

### Electronics, Personal, Lost, or Stolen Items

Holly Springs Parks and Recreation understands cell phones and electronic devices are part of our ever-evolving world. All electronic devices (examples: cell phones, gaming/music devices, etc.) should be left in the participant's bag unless accommodations have been made for the participant through a Support Plan or for programmatic reasons. Staff reserves the right to confiscate electronic devices if issues arise.

Participants may have the opportunity to bring in items (toys, books, etc.) from home. If you choose to allow your participant to bring in items from home, Holly Springs Parks and Recreation does not assume any responsibility for lost, stolen, broken or confiscated items. Departmental staff reserves the right to confiscate any item that is not appropriate or may be used in an inappropriate manner while in our program.

Items that are not appropriate include, but are not limited to:

- Any type of weapon (toy guns, knives, swords, including anything that can be used to approximate a weapon by the participant).
- Any item that can be used to harass or intimidate another participant.
- Any item that causes disruption to scheduled activities.

Confiscated items will be stored in a secure area and returned to the parent/guardian at the end of the day.

Holly Springs Parks & Recreation is not responsible for any personal items lost or stolen at facilities or during programs. An area at each program location will be designated to store lost items. Valuable items will be stored in a secure area. Staff will donate or discard unclaimed items at the end of the program.

### Illness

If a camper is not feeling well enough to participate in the summer camp program, the child should stay home. Any child who has the following symptoms within a 24-hour period is not permitted to attend the program:

- Temperature over 100
- Vomiting
- Diarrhea
- Eye irritation
- Sore Throat
- Rash

Campers exhibiting symptoms of illness (including fever, chills, cough, and shortness of breath,) should not be permitted to attend camp. Individuals that become sick while at camp will be immediately isolated until they can go home. Campers may return to camp after being fever free for 24 hours (without the use of fever reducing medication).

#### Participant Medication

Staff may administer and/or assist with administration of medication to participants with authorization. Parents must complete the Medication Administration Form and submit this along with the medication to the Program Specialist. Medications must be provided in the original container/box and will be secured in a locked area at all times. Staff will carry medication to dispense on field trips as necessary.

#### Gender Differences

Holly Springs Parks & Recreation will focus on providing positive youth development opportunities for all without reliance on gender stereotypes in making programming decisions. In response to gender-based bullying, youth programs and camps should be a safe place free from the pressures of gender roles to allow for learning and development. For questions or additional information regarding gender stereotypes, contact the Program Specialist.

#### Participants with special needs

In accordance with the Americans with Disabilities Act (ADA), Holly Springs Parks & Recreation provides support to participants with disabilities or special needs who request a program modification. Parents/guardians are responsible for informing the Program Specialist and staff of any special needs or modifications necessary to best support their child.

#### Recognizing and Reporting Physical and Sexual Abuse

In order to better understand how to protect participants and prevent abuse, all Holly Springs Parks & Recreation youth programming staff will complete child abuse prevention training with the Darkness to Light national training resource. Specific trainings include:

- Recognizing and Reporting Child Abuse and Neglect
- Healthy Touch for Children and Youth
- Protecting Children Through Active Bystanding

To demonstrate a commitment to safety, all Holly Springs Parks & Recreation program participants, staff and volunteers will adhere to the following code of conduct.

#### **CODE OF CONDUCT**

1. To protect Holly Springs Parks & Recreation staff, volunteers, and program participants. No participant should be left alone with one staff member in any youth program or camp setting. The Rule of Three should be followed. Staff should never go anywhere alone or be alone in a room with one of the campers. Always have a third person present, either another staff member or another camper. When speaking 1 on 1 with a child, staff should do so within view of another staff member.
2. Staff shall never leave a child unsupervised.
3. Staff and volunteers will make sure a restroom is not occupied before allowing children to use the facilities.
4. Staff will stand in the doorway while children are using the restroom. If staff or volunteers are assisting younger children, doors to the facility must remain open.
5. Staff and volunteers will conduct and supervise private activities (changing clothes, putting on bathing suits) in pairs. When this is not feasible, staff should be positioned so that they are visible to others.
6. Staff shall not abuse children or use corporal punishment of any kind. This includes physical abuse, verbal abuse, sexual abuse, mental abuse, or neglect. Any type of abuse will not be tolerated and is cause for dismissal.
7. Staff and volunteers will respect children's rights to not be touched in ways that make them feel uncomfortable. A child's right to say "No" is to be encouraged and respected. Children are not to be touched in areas of the bodies that would be covered by a bathing suit.

8. Staff and volunteers will use appropriate touch including pats on the back or shoulder, side hugs, handshakes and high fives. Staff and volunteers will refrain from full frontal hugging, touching of personal areas, sitting on laps or patting of the buttocks.
9. Staff and volunteers will use positive techniques of guidance, including redirection, positive reinforcement, and encouragement rather than competition, comparison, and criticism.
10. Staff and volunteers will not give gifts or special favors to individual children, or show preferential treatment to a child or group of children to the exclusion of others.
11. Staff and volunteers will not have private interactions through social media, computer or handheld devices with any children in the program.
12. Staff and volunteers will respond to children with respect and consideration and treat all children equally regardless of gender, race, religion, sexual identity, or culture.
13. Staff and volunteers will refrain from intimate displays of affection toward others.
14. Using, possessing, or being under the influence of alcohol or illegal drugs during working hours is prohibited.
15. Smoking or use of tobacco in the presence of children or parents is prohibited.
16. Profanity, inappropriate jokes, sharing intimate details of one's personal life, and any kind of harassment is prohibited.
17. Staff may not be alone with children they meet in Holly Springs Parks and Recreation programs outside of program scheduled activities or events. This includes babysitting, sleepovers, and inviting children to their home. Any exceptions require a written explanation before the fact and are subject to administrator approval.
18. Staff are not to transport children in their own vehicles.
19. Staff may not date program participants under the age of 18 years of age.
20. Under no circumstance should staff release children to anyone other than the authorized parent, guardian, or other adult authorized by the parent or guardian [written parent authorization on file with Holly Springs Parks and Recreation].
21. Staff and volunteers are required to report any suspicion of child abuse to the proper authorities and are required to read and sign all policies relating to identifying, documenting and reporting child abuse and attend prevention training.