

# *2008 Parent Handbook for the Summer Enrichment Day Camp Program*

## **Welcome to Camp Broadstone**

Summer Enrichment Day Camp Program

I am pleased to welcome you to the Summer Enrichment Day Camp Program at Camp Broadstone. I am looking forward to a great summer, and our staff is excited about the opportunity to interact with your child! As you and your child prepare for camp please take the time to familiarize yourselves with this handbook and the useful information it contains. It will answer many of the questions you may have about your child's time at camp. If you have any questions or concerns that are not addressed here, please do not hesitate to contact me. I want to ensure that you and your child are prepared for, and comfortable with, the camp experience. See you on opening day!

Katy June Abrams, Day Camp Director

828-963-4640

[ka65442@appstate.edu](mailto:ka65442@appstate.edu)

## **Deadlines**

Full payment for camp is due by April 15. For those enrolling after April 15, full payment is due with the application. There will be no refunds for cancellations made after April 1. Please contact Beth Higley at 828-262-2944 or [higlyba@appstate.edu](mailto:higlyba@appstate.edu) with questions regarding your tuition costs.

Your child's health history form, code of conduct, and release form (if needed) must be mailed to Katy June Abrams, Day Camp Director c/o Camp Broadstone, 1431 Broadstone Road, Banner Elk, NC, 28604 by June 1<sup>st</sup>. More information on these forms is below. Please contact Katy June Abrams at 828-963-4640 or [ka65442@appstate.edu](mailto:ka65442@appstate.edu) with questions regarding these forms.

## **Session Dates**

Session 1A	June 15-20
Session 1B	June 23-27
Session 2A	July 6-11
Session 2B	July 14-18
Session 3A	July 20-25
Session 3B	July 28-Aug 1

## **Opening Day**

Camper registration will take place between 8:15 a.m. and 9:00 a.m. on the first Monday of each session. You will be expected to pay any balance due for the session, either by cash or check, and turn in any outstanding forms. Staff will be available in the lower parking lot to assist you.

Our health care staff will take this time to review the health history and medical exam forms, collect any medication you will leave for your child for the week, and answer any questions you may have about our health care services. Please see the sections titled 'Health Care Services' and 'Medication' for more information.

## Health History Form

This form provides our staff with information about your child's health history and most current health conditions. ALL campers, first-timers or returning, must complete this form. **All campers must return this form by June 1st.** Camp health staff needs time to review the information you provide and make the copies of these forms that will accompany all campers on their camp activities, both on and off-site. A current photo would be greatly appreciated so that the camp staff can begin to associate your child's face with their name!

It is important to note that when you sign the Health History and Examination form for your child you are giving permission to the medical personnel selected by the Camp Broadstone Director to secure and administer treatment, including hospitalization, for your child. You are also acknowledging and understand that by participating in the camp, the possibility exists for physical illness/injury (minimal, serious, catastrophic, death) in connection with this program, and that you indemnify and hold harmless Appalachian State University, its trustees, agents and employees from any claims for personal illness or injury that may be sustained during camp.

## Code of Conduct

Please take the time to review the camp's code of conduct with your child. We want to provide a wholesome and safe camp environment for all of our campers and will need everyone (campers and staff) working together to create that place. The code of conduct form has a space for both you and your child to sign, stating that you have read and understand the material in it. **All campers must return this form along with health forms by June 1st.**

## Release Form

All campers are to be released ONLY to authorized persons. If the custodial parent(s) or guardian(s) who registers the camper are not the only adults who will pick-up the camper, a release form must be signed and completed, and on file with the Day Camp Director. Under no circumstances is a child allowed to leave on his/her own, or will they be released to any unauthorized persons. **This form, if needed, must be submitted along with the camper's health forms and code of conduct by June 1st.**

## Camper to Counselor Ratios

We maintain a ratio of 8 campers to 1 counselor. Our Day Camp Program allows for a maximum of 24 campers per session, with 3 counselors who will each lead a Learning Group and one rotating counselor who will assist the camp as whole when on field trips or during other large group activities. During adventure activities and enrichment classes the ration will be even smaller, at approximately 6 campers to 1 staff member.

## Group Assignments

Campers will be pre-assigned to a Learning Group with whom they will spend the majority of each day. These are small groups of no more than 8 campers, and are coed. There is one counselor per Learning Group. These groups will be determined by our staff ahead of time. If you have any special requests for your child's Learning Group members (for example, if a friend is attending the same session, or a sibling) please let us know when you register.

## Arrival and Departure

Campers will arrive and depart from the circle drive in the lower parking lot at the Broadstone Road entrance to camp. Staff will be stationed to meet your child between 8:15 a.m. and 8:30 a.m. each morning, and will have your child ready to be picked-up promptly at 5:30 p.m. each evening. You (or your authorized alternate) must sign your child in and out each day. Children will only be released to

authorized persons. The Day Camp Director will verify any person who is unknown to her, even if authorized, by photo ID.

### **Late Parents**

We understand that occasionally things do go wrong, and you may be late in picking up your child. As soon as you realize you will be late please call the main office number, 828-963-4640, and ask them to notify the Day Camp Director. If you are unable to reach someone directly, please call the camp cell phone at 828-773-8699. Parents who arrive after 5:45 will be charged a late pick-up fee of \$10. For every fifteen minute interval after 5:45 they will be charged an additional \$10 fee. Late fees will be collected upon arrival, either cash or check made payable to Camp Broadstone, and should be paid to the Day Camp Director. Consistent tardiness may result in termination of services.

### **Typical Daily Schedule**

8:15-8:30 a.m.	Arrival and sign-in, daily announcements
8:45-10:15 a.m.	Small group activity
10:30-12:00 p.m.	Large group activity
12:15-1:15 p.m.	Lunch and rest hour
1:30-3:00 p.m.	Small group activity
3:15-4:45 p.m.	Large group activity
5:00 p.m.	Closing activity
5:30 p.m.	Departure and sign-out

\*Lunch times may vary on field trip days.

Small group activities will include enrichment classes, adventure activities, guest speaker-led activities, and various games. Large group activities will include field trips, the group interaction course, local service projects, and games that can be played with a greater number of campers, all of which will take place either indoors or outdoors, weather permitting. The specific activities offered will change each year and will be finalized in the late spring. Each session will have a more detailed schedule, as well as a description of the week's activities, which we will give to you after you register and before the opening day of your child's session.

### **Lunch/Snacks and Water**

Campers will take a lunch break and rest hour together at approximately 12:15 p.m. each day, depending on field trips. Please pack a well-balanced lunch for your child each day, and keep in mind that we do not have refrigerators or microwaves available for storing or heating lunches. We will have two short breaks during the day for snacks as well, so pack enough food for your child to choose something for snack breaks to keep their energy up! Good hydration is also very important to us, and we will take regular water breaks, so make sure you send your child with a large, full water bottle every day and not just soft drinks or other sugary beverages. Water bottle can be filled and frozen the night before to help them stay cool and refreshing throughout the day!

### **What Campers Should Bring In Their Backpacks**

- [ ] one backpack clearly labeled with camper's name on the outside
- [ ] one water bottle, liter size
- [ ] sack lunch and at least one snack
- [ ] waterproof rain jacket with a hood
- [ ] sunscreen (minimum of SPF 30)
- [ ] insect repellent (non-aerosol)
- [ ] extra pair of dry socks and an extra t-shirt (in case of rain)
- [ ] notebook, pen, pencil

- [ ] cap with a visor
- [ ] inexpensive or disposable cameras are encouraged but not required
- [ ] bathing suit (modest styles: one-piece or tankinis for girls)
- [ ] money for camp store days (see your detailed session schedule)

We also ask that your child bring a cap with a visor instead of sunglasses, which can be easily lost or broken during our outdoor activities. Please make sure all personal items are clearly labeled with your child's last name and first initial. We will keep a lost and found box in the main office in the event that items are misplaced.

### **What Campers Should NOT Bring In Their Backpacks**

Electronics, pets or animals of any kind, any medicines not collected by camp health care staff (prescribed or over the counter), gum, cell phones, computers, expensive items or jewelry, music players and video games are not allowed in a camper's possession. The camp administration and staff at Camp Broadstone are not responsible for any personal property brought to camp by campers.

Weapons are not permitted on Appalachian State University property, which includes Camp Broadstone. Persons in possession of weapons will be subject to prosecution by State Law Chapter 558 (H1008) General Section 14-269.2.

Drugs and alcohol are not allowed at Camp Broadstone. If alcohol/drug use is suspected of any participant (staff or camper) that person will be asked to leave the camp property immediately.

### **Camper Clothing and Personal Gear**

Camp activities can be messy, which is half the fun of camp! Camp clothing should be lightweight, comfortable and casual attire that will prepare the camper to be outdoors and to participate in our activities. Our activities require clothing that will protect the skin from the sun, allow freedom of movement, and will function with our safety equipment (such as climbing harnesses). **Very short shorts, spaghetti straps or strapless tops, bare-midriff tops, skirts or dresses, extra baggy shorts and close-fitting or revealing clothes are not appropriate camp attire.** Footwear is another important item. Campers will need to wear athletic shoes or other closed-toed shoes that have been broken-in (to prevent blisters). You may send sandals (or another open-style shoe like Tevas or Chacos) in their backpack in the event we participate in an activity that would allow such footwear, but these must have a strap that fits snug around the ankle and ensures that the shoe stays on the foot (flip-flops and Crocs are not appropriate). Also, activities at camp continue rain or shine. Please make sure your child's waterproof rain gear is sturdy - the thin type of plastic poncho is inadequate.

### **Sunscreen Procedure**

Our day campers will spend a majority of the day outdoors and are exposed to the sun's rays for much of that time. We ask that you participate in our sunscreen procedures, which we developed to address the safety of your child's skin.

-All day campers will wear sunscreen with an SPF of 30 or higher on all exposed skin. We also recommend applying sunscreen to lips, which can burn easily.

-Parents/guardians are responsible for applying the first layer of sunscreen before campers are dropped off at camp in the morning, and for providing enough sunscreen for application throughout the day.

-Day Camp Staff will be responsible for 'sunscreen breaks' during snack breaks and the lunch/rest hour as well as after any activity that has campers in the water.

We further recommend that campers bring hats to shade the delicate skin on their faces.

### **Camp Store**

Camp Broadstone has a camp store, with items like t-shirts, hats and mugs for sale. Campers will be allowed a trip to the camp store during each session, and can bring spending money for that purpose. We will list the Camp Store days on the detailed session schedule and will remind campers the day

before. We ask that you send your child with **SMALL BILLS, \$1s AND \$5s**. In accordance with Appalachian State University policies we cannot keep any change at the camp and we are unable to cash any checks.

### **Health Care Services**

Camp Broadstone will have daily on-site health care personnel to handle minor accidents or illnesses. Additionally, the majority of our staff have current American Red Cross certifications in First Aid and CPR, and many have more advanced health care certifications. Our Day Camp Staff will have a first aid kit for each Learning Group in the event of minor injuries. The Appalachian State University Health Services Facility is available to our campers if a doctor is needed. In case of situations that cannot be handled at camp or at the University Health Services, the camp has arrangements with the Watauga County EMS and emergency room at Watauga Medical Center. Our policy is to notify parents/guardians in the event of a serious accident or illness. Informing parents/guardians of minor accidents/illness will be left to the discretion of the camp health care personnel or Day Camp Director. If your child has ongoing health concerns (e.g. asthma, allergic reactions) and you would like to be notified in the event of an occurrence, please note this in writing in the comments section of your health form and we will work with the on-site health care personnel to keep you informed.

Campers are covered by a **limited** accident/illness insurance policy while at camp, the cost of which is included in the tuition.

### **Medication (Physician Prescribed and Over-The-Counter) and Severe Allergic Reactions**

The camp's health care center keeps a variety of over-the-counter medicines and health care products on hand for the needs of our campers and staff. These include: Tylenol, nasal spray, cough syrup and cough drops, decongestants, Benadryl and Children's Motrin as well as various bandages, peroxide, rubbing alcohol and Neosporin. You do not need to send your child to camp with these products. **All medications (physician prescribed or over-the-counter) that you are bringing for your child must be given to the camp health care staff on opening day. Any medication must be in its original container.** Instructions for its dispersal should be clearly written on the prescribed label or in a clearly worded statement by the prescribing physician.

Campers are not allowed to keep medication on their person unless it is an asthmatic camper with a personal inhaler or a camper with severe allergic reactions who carries their own treatment kit. Campers with severe allergic reactions (e.g. bee stings, food allergies) must bring their own treatment kit to camp and must be able to self-administer the medication. Campers must be able to carry this kit in their backpack and it needs to be clearly labeled with their name.

This policy is in accordance with the standards set by the American Camp Association and helps us maintain a safe environment for all campers.

### **Lost and Found**

Please clearly label all clothing or personal items brought to camp by your child. Lost and found items will be collected daily. Any unclaimed items will be kept until the end of the season. At the end of the season any remaining items will be donated to a local charitable organization.