



March 2022,

Dear Parents & Campers,

COVID-19, Delta, and Omicron variances are still here, and unfortunately, we must live with them. So, keeping yourself healthy and strong is one of the best defense systems against these viruses. And we, the Atkinson Recreation Department can help keeping our children active during the summer.

The Atkinson Recreation Department is pleased to present the 2022 Sun 'N Fun Summer Program. 2022 Sun 'n Fun Summer Program is set to take place from Monday, June 27th thru Friday, August 5th and will be closed on Monday, July 4th. Our program runs 6 weeks for children limited to 1st graders to 5th graders in Fall 2022. The program takes place at the Woodlock Park (80 Woodlock Park Lane), and children first come, first served, and will waitlist applicants.

The program is administered, under the direction of the Atkinson Recreation Commission by the Recreation Director. This program is run by counselors, one Assistant Director (tasked with assisting the Director with supervision for the daily program) and one Director (responsible for the supervision of entire, staff, campers, and program).

Please note, we will be revising our policy and guideline if there are any changes of the NH Covid-19 Guidance.

Please find the 2022 Sun 'n Fun policy below. If you have any questions on areas we did not cover, please don't hesitate to call our office (362-1098) Thank you again for your patience as we waited (and waited) for the final NH Summer Day Camp Guidelines to cross our desks so that we could start forming a plan to offer alternate programs.

PRIOR TO THE START OF THE ANY OF THE – ATKINSON RECREATION 2022 SUN 'N FUN PROGRAM

In an effort to minimize illness at any during anyone of our program offerings, we ask that all families check the health of their child(ren) daily beginning 10 days prior to their camp program. The best Recreation program starts with healthy participants, and this begins at home.

ATKINSON RECREATION CONTACT INFO

Atkinson Community Center 4 main Street Atkinson NH 03811

Phone: 603 362-1098, commrec@atkinson-nh.gov

REC DEPT FULL TIME STAFF –Recreation Director - Noriko Yoshida-Travers

STAFF

The Recreation Summer Camp staff is composed of talented, passionate, and responsible adults, college, and HS students. Team Leads have all been certified in CPR and First Aid. All staff attend training sessions with topics such as conflict resolution, proper supervision, child emotional & behavior management, games and other topics related to child supervision. NEW training this year will focus on proper hygiene and sanitation, new policies and procedures, camp operations with social distancing, PPE, suspected outbreaks and health screening. Our goal is to give the Sun 'N Fun staff the tools to ensure not only the children's experience is safe and enjoyable, but also their own.

IMPORTANTS DATES, REGISTRATION & ONLINE FORM AND THE 2022 MEDICAL AND TRIP WAIVER

- Online membership and online registration will be open on Friday, March 18th 8am via Atkinson Recreation RecDesk Portal page.
- If you haven't created your portal account yet, please do so at Atkinson Recreation RecDesk portal page <https://atkinson.recdesk.com/Community/Member/Signup>
- Please register 2022 Sun 'n Fun membership and make payment first, then register weekly program.
- Monday, June 13th: All Online Forms due & also FINAL camp payments due.
- Monday, June 27th. First day of Camp Week-1 program.

ADMISSION TO CAMP POLICY:

- Our summer camp programs are open to Atkinson and neighbor residents and open for 1st– 5th grades in Fall 2022 school year.
- You must register 2022 Sun 'n Fun annual membership and pay non-refundable registration fee first (\$20 for Atkinson resident and \$30 for non-resident), then sign up Weekly and pay each week per camper.

ARRIVAL TO CAMP, DROP OFF AND PICK UP PROCEDURE:

- Child(ren) will be required to stay home if he/she displays a temperature of 100.40-degree Fahrenheit or above and /or if they are sick.
- Please follow the drop off and pick up traffic line at the parking area by the tennis courts and please stay in your vehicle until our staff will greet you.
- There is no supervision provided before 8:30 a.m. after 3:45 pm.
- Drop-off is between 8:45 a.m. and 9:00 a.m. Counselors will meet your children in the parking lot at a designated area.
- When you bring your children between the time of after the drop-off and pick up time, please escort your children to the Pavilion, sign in the notebook and let our staff know your children are here.
- Pick-up is at 3:30 p.m. If you are going to be later than 3:30 and cannot make arrangements to have your child picked up, please call our cell phone **603 234-6304**. The staff will provide this number once the program begins. If an emergency arises during the day or if you have to reach your child at any time during the day, please use the cell phone number.
- Please see Late Pick-up Policy below. If your child is not picked up by 3:45, supervision will be provided by Sun 'n Fun staff and you will be charged \$10.00 for first 15 minutes.
- When it starts to rain during the camp at Woodlock Park (Pope Field), parents are responsible to pick up your child.
- If someone other than a parent, guardian or usual drivers listed on the registration form will be picking your child up early, please do the following: 1) Have the person picking up provide picture identification; and 2) Give the Director or a counselor a note stating the time of pick-up and the name of the person picking up.
- It is our policy (following state law) to notify parents if their child is running a fever of 101 degrees or higher; is vomiting; or is suffering from diarrhea. The child must be picked up immediately. If we cannot contact the parents, we will call the emergency number given to us.

LATE PICK-UP POLICY: Bring in your ID & Wallet:

If you have NOT picked up your camper by 3:45, and you have NOT granted permission per your signature (On Own Policy) for your camper to be dismissed on their own, you will be asked to pay any fines in conjunction with our Late Pick-up Policy. Please note the penalty fee schedule (below) for late pickups. There will be NO WARNINGS. We highly suggest you have a backup plan if you think you are going to be late.

- \$10 for the first 10 minutes late then \$5 for every 5 minutes after that. Even if you are only 20 minutes late you will pay a \$20 penalty.
- These fines are high to discourage repeat occurrences.

BICYCLE

Children in grades 3 and above will be permitted to ride their bikes or roller blade to and from the program. Helmets are required. Children will not be permitted to continue riding if the Sun 'n Fun staff observes them using improper behavior on their bikes/blades if they are seen riding recklessly or if they disobey traffic rules. Please time your child's ride so they do not arrive earlier than 8:45 a.m. If you have a child in grades 1 and 2 and they have an older sibling who is riding their bike/blades, the younger child may also ride if: 1) they are accompanied by the older sibling and 2) they have a note from a parent or guardian.

DISMISSAL FROM CAMP PROCEDURES/POLICIES

- As stated in the Drop Off procedures, families will be given an allotted time to pick up their child(ren). This is to ensure that all guidelines are being followed as well as for the safety of campers, families, and staff members.
- Children will be ready for pick-up as early as 3:00 p.m. (pick up times will not be any later than 3:30 p.m.)
- Include on camp forms any adults that are authorized to pick up your camper up other than the parents.
- Counselors ARE REQUIRED TO SEE A PHOTO ID from anyone (including parents) before they let a camper go. NO EXCEPTIONS! This is for the safety of your child.
- Each camper needs to be signed out by their camp counselor before they will be allowed to leave the premises. This ensures the safety of our participants.

SOCIAL DISTANCING – STRATEGIES:

The Atkinson Recreation Department will be encouraging our staff and campers keeping for the Social Distancing Strategies.

RAIN DAYS AT ATKINSON ACADEMY POLICY

If the forecast is for rain all day or if the Sun 'n Fun staff decides that the weather is too inclement during our program, you will receive a notice via phone call or text message from Sun n fun counselor at home prior to 8:00 a.m. on the day of RAINDAY AT ATKINSON ACADEMY CAFETERIA.

RAIN DAYS DROP-OFF AND PICK-UP PROCEDURES AT ATKINSON ACADEMY

Drop-off at the Atkinson Academy upper parking area by the bell tower building is between 8:45 a.m. and 9:00 a.m. Counselors will meet your children at the CAFETERIA entrance.

Pick-ups from Atkinson Academy is between 3:15 pm and 3:30 p.m. If you are going to be later than 3:30 and cannot make arrangements to have your child picked up, please call our cell phone 603 234-6304. If an emergency arises during the day or if you have to reach your child at any time during the day, please use this cell phone number.

- When you bring your children between the drop-off and pick up time, please escort your children into the building to the Gym / center and let our staff know your children are here.
- If your child is not picked up by 3:45, supervision will be provided by Sun 'n Fun staff and you will be charged \$5.00 per half-hour.
- If someone other than a parent, guardian or usual driver will be picking your child up early, please do the following: 1) Have the person picking up provide picture identification; and 2) Give the Director or a counselor a note stating the time of pick-up and the name of the person picking up.
- It is our policy to notify parents if their child is running a fever of 100.4 degrees or higher; is vomiting; or is suffering from diarrhea. The child must be picked up immediately. If we cannot contact the parents, we will call the emergency number given to us.

FIELD TRIPS

- 2 field trips are scheduled on the Week-3 and the Week-5 program.
- On those 2 field trip weeks, you may choose registration with Field trip fee included in the weekly registration or without Field trip fee.
- There won't be any camp at the park on the Field trip day.
- You must make each field trip payment by the due date. We do not accept the payment on the day of the field trip.

PROGRAMS ACTIVITIES:

Once every child has had an opportunity to wash / sanitize their hands, their day will begin. Morning activities will vary each day. for each group. Groups will have preassigned areas on the Woodlock Park that they will rotate around to each day. This could be the swings, the sandbox, the basketball court, tennis courts, the fields, etc. Once they arrive to their designated location campers will be able to take part in social distance activities with their age group. General activities will be a combination of sports, creative games, and other recreational hobbies or activities all while maintaining social distance. Every afternoon we will offer special events and other activities for the day. This is the time where kids may participate in a variety of creatively themed social distance activities that are all geared toward that group's theme week.

QUESTIONS YOU NEED TO ASK TO DETERMINE IF YOUR CHILD SHOULD ATTEND?

- 1) Does your child and/or a member of your family have compromised health issues?

Given the state of our current COVID 19 pandemic, please consider contacting a healthcare provider to assess the risk and decide if your children should attend.

- 2) Will your child be able to understand and maintain a 6' social distance from staff members and their peers throughout the day?

COMMUNICATION VIA SOCIAL MEDIA

To save on paper and endless phone calls; updates, cancellations, and information will be posted on a variety of platforms including the following: Webpage; [www.https://atkinson.recdesk.com/Community/Home](https://atkinson.recdesk.com/Community/Home) under the Summer Camp button,

Facebook Atkinson Recreation and Sun N Fun–Atkinson, emails and Constant Contact notices. We suggest you request to be Facebook friends with Sun 'N Fun – Atkinson as well. Please make sure you check your email daily; log onto our website regularly or check out our latest posts on FB so you do not miss anything.

CAMPER'S "QUICK GLANCE" DAILY MUST HAVES!

- A large water jug - preferably insulated, with strap. Campers carry with them at all times!
- Mask is optional
- Insulated lunch container/cooler: with a morning snack, and healthy well-balanced lunch and drink.
- For HOT DAYS - Backpack filled with sunscreen, bathing suit, towel, & an extra change of clothing inside.
- LABELED WITH CAMPER'S NAME PRINTED CLEARLY on all their belongings.

DISCIPLINE POLICY AND PROCEDURES:

- All parents are required to sign the Camp Discipline Policy prior to their camper entering camp.
- On the first day a camper goes to camp, the discipline policy will be read aloud to them. They will also be asked to sign this policy.
- If prolonged disciplinary problems continue with a camper, the Atkinson Recreation Department has the right to deny the camper participation in the Sun 'n Fun program.
- If there is a serious discipline problem, the Camp Administration can send a camper home after parents have been notified. The parents cannot be reached, we will try to

reach the other people listed on the emergency form. The camper will wait in the Pavilion area to be picked up.

RESTROOM FACILITIES:

We will have access to restroom facilities at the Woodlock Park. We will clean and sanitize restrooms frequently during the program. Campers and staff will be washing their hands with antibacterial foam soap and / or hand sanitizer after use the bathrooms.

CAMP BOUNDARIES / FACILITIES POLICY:

Any camper found outside of camp boundaries has committed a serious offense and will be disciplined. Campers must stay within the confines of the Woodlock Park Soccer fields, baseball field 2, playground, tennis courts, pavilion, basketball court. The trails after the baseball field 2 conservation woods are out of bounds unless it's part of a supervised program. Anyone found outside boundary without permission will be disciplined.

FIRST AID & MEDICATION POLICY:

We require that camp counselors be certified in First Aid and Adult/Child CPR.

Due to liability issues, counselors are NOT permitted to dispense medication of any kind to campers. If your child needs to take medication at a certain time of day, we will instruct their counselor to remind your child and supervise the taking of the prescription drug. We ask that parents place the medication in a secured container (clearly labeled w/ instructions) and to be placed in the same location in the backpack each day.

If your camper needs an inhaler or epinephrine, they must always carry their medicine. Counselors CANNOT carry camper's medication. We highly recommend the camper has a small fanny pack so they can carry these items. If your child has compromised health issue, given the state of our current COVID 19 pandemic, please consider contacting a healthcare provider to assess the risk and determine if your children should attend.

DRESS CODE SUGGESTIONS:

- Campers must be dressed appropriately for running and/or active participation in daily events. Clothing should not be an excuse for non-participation. Sneakers preferred. All sandals MUST have back straps.
- Campers should wear clothes that they don't mind getting dirty and possibly wet. For hot days, we recommend sending a bathing suit, towel, and possibly an extra

change of clothing. Girls: we suggest 1-piece suits or Tankinis. Two-piece suits are acceptable as long as the midriff is covered. If not, a camper must wear a T-shirt over swimsuit. Many days we have water games; no one is forced to get wet.

- We also recommend that parents make sure your camper has adequate sunscreen to put on throughout the day. Counselors are not permitted to apply sunscreen on your camper. They do, however, remind campers to apply their sunscreen after lunch and throughout the day.
- NOTE: AGAIN - PLEASE TAKE THE TIME TO CLEARLY LABEL ALL BELONGINGS this includes ALL articles of clothing, towels, backpacks, lunch containers, and water bottles with camper's name. We can't tell you how big our Lost & Found gets by the end of the summer. (See lost and found)

WATER BOTTLE POLICIES:

Campers must come to camp with a jug of water. It's a long hot day and they tend to get very thirsty. No water bottle, No Camp! We recommend that you purchase a thermos jug, preferably one with a strap hooked onto it. Campers are required to always carry it with them. We will provide several large water jugs on the field in which campers can refill their water bottles throughout the day. We also recommend that you fill it up with ice water each day your child comes to camp. CLEARLY PRINT YOUR CHILD'S NAME on their water jug as the water bottle/jugs are the items most often lost.

FACE MASK/COVERING POLICY:

Wearing face mask is optional for Children and staff. We will encourage to keep social distancing as much as we can. **However, if there are any changes of the State of NH COVID-19 guidelines, we reserve the right to comply any requirement by the Town of Atkinson.

ELECTRONIC EQUIPMENT POLICY:

We recommend that your camper do NOT bring any electrical devices to camp. We are not responsible for any misplaced or stolen items. This includes cell phones, etc... However, if you would prefer that your camper carry a cell phone to communicate with you after the camp day, then we will need campers to follow all the rules regarding the use of cell phones during camp. No cell phone is to be out during the camp day. A camper may use their cell phone for a specific purpose ONLY with the permission of a staff member. For example, at times we may let your camper play appropriate music from their device during quiet/chill times. If your camper does not follow these rules the device will be confiscated until the end of day

SNACKTIME & LUNCH RECOMMENDATION:

We would like parents to keep in mind our goal of making sure that all campers are getting a nutritious lunch each day. The following are what we consider the Do's and Don'ts for adequate snack and lunch packing. We ask that you remember that campers are here from 9:00 a.m. to 3:30 p.m., which is longer than a typical school day. Plus, they are much more active throughout the day playing sports and games in the mornings and special activities in the afternoons. Kids are extremely hungry at both snack time & lunchtime!

DO

- o Snacks and lunches must always be packed in a well-insulated thermos container or cooler.
- o Include an ice pack in the cooler.
- o Pack both a nutritious snack and juice for snack time, in addition to a well-balanced lunch for lunchtime, which might include: a juice box or juice container, a couple of snacks (grapes, apple, crackers etc.) and a sandwich or other main course.

DON'T

- X Pack several snack foods instead of a snack and a main course for lunch. Campers tend to eat all snack foods at snack time and then have nothing left for lunchtime.
- X Pack your camper's lunch in brown bag/plastic lunch box.
- X Pack lunch WITHOUT ice packs in coolers.? We recommend that you do not use mayonnaise on sandwiches.

PIZZA FRIDAY AND FREEZE POPS

Every Friday, your child has the option of either bringing a lunch or they may bring \$3 to buy: a slice of pizza, chips, and a drink. The pizza will be from one of various pizza places such as Fremont Pizza or Atkinson House of Pizza. Freeze pops and various other types of popsicles are sold daily around 2:15 pm. Cost is 25 to 50 cents. The money is used to defray cost for Counselor appreciation day – lunch for staff.

NEW CANCELLATION/REFUND POLICY:

- If a family decides AFTER THE START DATE of each week program, to withdraw from any one of our Sun 'n Fun Programs, there will be NO refund issued.
- If, however, a participant tests positive for COVID-19, other illnesses, any injury before the week and the during the of Sun 'n Fun starts, a full or prorated by the days refund will be issued with a note from the child's Doctor.