



**Department of Community Services**

**Camp Procedures – Summer Camp 2014**

Camp Communication

Visit our camp website at: [www.nccde.org/camps](http://www.nccde.org/camps)

Our website includes camp forms and documents if you need to contact camp staff during camp, please call your camp's location cell phone number. Each week campers will receive a "WEEK AHEAD" flyer listing the camp activities, theme for the week, word of the week, field trip information, swimming days and Fun Friday's information.

Field Trips

Participants are expected to attend all off-site trips as they are scheduled. On field trip days, campers must wear their camp T-shirt. Please refer to the "WEEK AHEAD" flyer to view trip information. Due to travel time, the camp day may be extended beyond 4:00 p.m. Please refer to the flyer and check the departure times from the venue.

Behavior Management

It is New Castle County's goal to provide a healthy, safe, and secure environment for all recreation day camp participants. Children who attend the program are expected to follow the behavior guidelines and interact appropriately in a group setting. Please see our separate document on behavior management for more information.

Medication

Camp Staff is not allowed to administer medicine. If your child needs medication during the camp day, please bring the medication in its original container with your child's name printed on the label. You will be asked to provide this information on the medical form. These forms will be available during drop off and also available on our website to print. All medication will be securely stored in the metal lockbox by Camp staff.

Sickness or Injury

1. Sick children are not permitted to attend camp.
2. If it is necessary to contact you due to sickness or emergency, we will contact the numbers provided on the child's contact information forms.
3. If a minor injury (i.e. small cut or bruise) occurs during the day, an injury report will be filled out and the parent/guardian will be notified during pick-up. If a more severe injury occurs during the camp day, parents will be contacted immediately about the situation.

Termination

A child's participation in the program may be terminated if:

- His/her health examination form is not returned by the first day of camp.
- His/her behavior is chronically disruptive or poses a danger to him/herself, others, or the program.
- He/she is picked up late (after 4:00pm or after 5:30pm for aftercare) excessively.
- His/her camp fee is not paid by the appropriate due date (2 weeks prior to the start of camp).

Swimming Test

All campers are required to take a swim test administered by the lifeguards at the UCP Pool. If the camper cannot pass the swim test they are required to stay in the shallow end of the pool at all times. The swim test is one length of the pool, swimming on their stomach, followed by a 30 second tread. Swimmers will be accompanied by lifeguards during this test and will not be forced to take the test if they are uncomfortable. They may retest at any time, but are limited to one test per day. New Castle County Camp staff is required to be in swim attire and either in the pool with the campers or sitting on the pool deck watching the pool.