

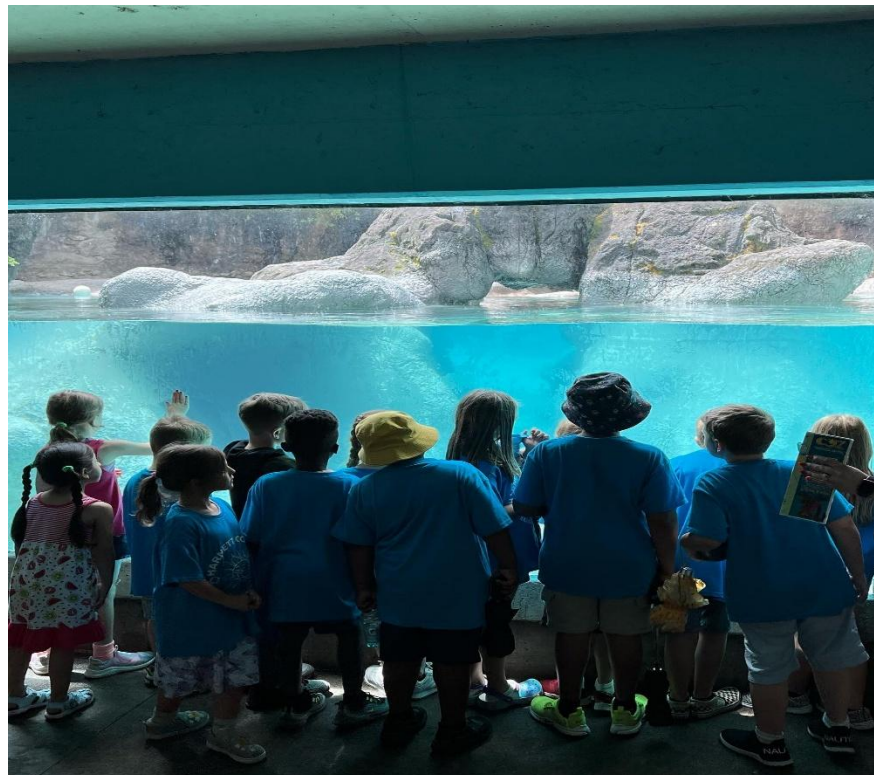


# 2025 SUMMER DAY CAMP PARENT HANDBOOK

Benhaven Community Center and Gym

2815 Oliva Rd Sanford, NC

(910)-814-6395



## **PROGRAM OVERVIEW**

Harnett County Parks and Recreation’s Summer Day Camp program at the Benhaven Community Center provides a safe, engaging, and nurturing environment for families who want their children to have a fulfilling summer camp experience. Our mission emphasizes creating an atmosphere that balances enrichment, physical activity, field trip experiences, and free time in a stimulating and enjoyable setting. The program maintains clear policies and procedures and actively encourages and welcome open communication and parent involvement.

We are limited to 20 children per camp session for the summer of 2025.

**Summer Camp is available to children aged 5-11 (including those who turn 12 after July 1)**

## **SUMMER CAMP SESSIONS, REGISTRATION, AND PAYMENT**

### **Most field trips will be on Wednesdays unless noted below**

Session 1 (June 2-6): “Hero’s Horizon Week”	Field Trip: Skyzone Apex
Session 2 (June 9-13): "Color Explosion Week"	Field Trip: The Scoop
Session 3 (June 16-20): "Into The Lava Zone"	Field Trip: Partee Shack
Session 4 (June 23-27): "Journey to The Stars"	Field Trip: Morehead Planetarium
Session 5 (June 30-July 4): "Rock On Week”	Field Trip: Treasure Quest Mining

\*No camp on July 4\*

Session 6 (July 7-11): "Blast From the Past"	Field Trip: Epic Fun Park
Session 7 (July 14-18): "Roar and Explore Week"	Field Trip: Broadway Zoo
Session 8 (July 21-25): "Full STEAM Ahead Week"	Field Trip: Marbles Kids Museum
Session 9 (July 28- August 1): "Crafting Creativity Week"	Field Trip: Paint your Pot
Session 10 (August 4-8):"This Summer Rocked"	Field Trip: Rock Solid Warrior

\*Rock Solid Warrior will be Tuesday and Thursday \*

**SESSION RATE:** \$110 per session, per child

## Accepted Forms of Payment and Payment Information

Cash, Check, money order or debit/credit cards.

Checks and money orders should be made payable to County of Harnett

There is a \$25 returned check fee

Full payment for your child's first week of camp must be paid in full at the time of registration. Session payments are due by the Friday prior to each week's camp session. No refunds will be issued once camps have begun. Full weekly tuition is due whether your child attends one day or all five days

- Tuition is due for each week of summer camp even if there is a week that your child does not attend because we have reserved a spot specifically for your child for each week of summer camp
- No refunds will be issued.
- You must sign your child up for all ten weeks of summer camp.
- Your first week's tuition is non-refundable for any reason
- Weekly payments are due by 6 p.m. on the Friday prior to your child attending camp the following Monday
- Any payment not made by 6 p.m. on the Friday prior to your child attending camp the following Monday will be subject to a \$10 late fee that will be due at the time of payment.

## TRANSPORTATION (FIELD TRIPS)

Field Trips are every Wednesday!

**\*Per Harnett County Parks and Recreation regulations, any children that are less than 8 years of age and/or weigh less than 80 pounds must have a booster seat in order to be able to attend the field trips\* Parents Must provide booster seats.**

Please be sure to pack appropriate for your children on scheduled field trip days as there will be a lot of walking/running during those days. You may also wish to send additional money with you child on field trip days if they wish to purchase something from a gift/souvenir shop.

## **DROP-OFF AND DEPARTURE/RELEASE PROCEDURES**

Campers can be dropped off each day for camp beginning at 7:30 AM. All campers must be picked up no later than 6 PM each evening. There will only be ONE warning if a child is picked up later than 6 PM. After this warning, the late fee is \$1 per minute per child after 6 PM. This fee will need to be paid at the time of pickup. A child will not be permitted to return to camp until the late pickup fee is paid. If you are consistently late for pickup, your child will be dropped from the program

Parents must enter the building and sign their children out of our program. This ensures child safety. Photo ID may be required for the release of your child. The child will only be released to his/her parent and/or those adults that the parent(s) specifically designate on the enrollment form. Amendments to the release section of the enrollment form must be submitted in writing by the parent or guardian who completed the form. If a parent is not allowed to pick up a child, the center must have a copy of the court order signed by a judge. Without this documentation, we are obligated to release a child to either parent listed on the enrollment form.

## **HEALTH AND SAFETY (ILLNESS AND EXCLUSION CRITERIA)**

In order to protect the health of all children in our care, please keep your child at home if you notice that he/she begins to show signs of an illness or contagious disease or if he/she feels too ill to participate in a group care setting.

Please let us know as soon as possible if your child has a communicable illness or infection. This will allow us to notify the parents of children attending our program. Children with communicable conditions may not return to care without a note from their physician.

Weather permitting, children may go outside every day. We cannot keep one child inside due to illness.

Children with head lice will not be allowed to attend the summer camp program.

If your child becomes ill during the program day, we will contact you to pick him/her up. In case of injury, parents will be notified immediately.

## **MEDICATION POLICY**

Regular and ongoing medication will not be administered on-site. For emergency medication, please acknowledge this on the enrollment form. Please note the specific dosage your child is to be given. All medications must be accompanied by prescription or written permission from the child's parent and must be in the original container with your child's name and all labels intact.

## **MEDICAL EMERGENCY**

In the case of a medical emergency, we will call 911 and contact the child's parents/guardians. Responding emergency medical personnel will make any determinations as to if the child should be transported to a hospital. We will provide them with the information from your child's records as to your choice of hospital and physician. In the event that this information is not specified, the child will be transported to the nearest available hospital.

## **PARENTAL NOTIFICATIONS**

Parent notifications may be made in writing via letters, emails, flyers and/or signage at the sign-in area at the front desk. Notifications may also be made by phone calls or directly in person by site staff. Open communication is very important to the success of your child's experience. Conferences may be requested at any time.

## **DISCIPLINE AND GUIDANCE PROCEDURES**

Praise and positive reinforcement are effective methods used in the behavior management of children. When children receive positive, non-threatening and understanding interactions from adults at home and in the community, they develop good self-esteem, self-discipline and problem solving abilities. Based on this belief on how children learn and develop values, Harnett County Parks and Recreation (HCPR) staff will practice behavior management techniques.

To ensure program quality and safety of participants, certain guidelines must be established and enforced if the child steps out of these boundaries. A standard discipline procedure has been established so that all children will be treated fairly. If a child is involved in any behavior that disrupts program structure or affects the safety of participants, the following procedures will be initiated:

1. **Quiet reprimand/verbal counseling.**
2. **After repeated behavior problems, a first written incident report will be given to the parent.**
3. **Additional behavior problems will constitute a second written incident report given to parent and a 1-2 day suspension from the program.**
4. **If problems persist, a third written incident report constitutes that the participant will be asked to leave the program.**
5. **For severe offenses, such as but not limited to fighting, theft, profanity, vandalism, possession of weapons or drugs, severe verbal threats, or sexual misconduct, the participant will be dismissed from the program immediately, by-passing the first four steps of this procedure.**

We cannot serve children who continually display unacceptable behavior. Children that exhibit any type of behavior which is thought to be unacceptable or unsafe by a counselor and the site director will be warned to correct their behavior and a telephone call will be made to their parent or guardian. **There are no refunds for suspension or termination.**

Unacceptable Behavior (includes but is not limited to)

- Foul language
- Disrespect for another child or counselor
- Fighting
- Refusing to take part in activities

- Ignoring or disobeying rules of safety
- Public or inappropriate displays of affection
- Defacing property or vandalism
- Stealing

## **LUNCH/SNACKS**

Parents are responsible for providing a lunch for their child and one morning and afternoon snack each day. Child's first and last name should be visible on the lunch so that staff can easily identify it. If food items require refrigeration, it is parent's responsibility to place ice packs in the lunch box to keep it cold.

Please try not to send any food that contains any form of peanut products, as this is a fairly common food allergy.

## **COMMUNICATION AND CONFERENCES**

You may direct suggestions, concerns, compliments and complaints to the immediate caregiver, Recreation Center Coordinator, Jacob Floyd at 910-814-6394 or at [boonetrail@harnett.org](mailto:boonetrail@harnett.org).

## **STAFF/CHILDREN RATIOS**

The NC Division of Child Development requires a minimum of one staff member per 25 children. We strive to have one staff member per 15 children ratio. Benhaven will have at least two staff members present at all times.

## **CHILD'S BELONGINGS**

Children should be dressed for active indoor and outdoor play. A change of clothes is recommended. Items brought to the program by your child must be labeled and we expect children to be responsible for their personal belongings. Please leave personal toys, money, video games and players, CDs, CD players, iPods or other MP3 players, cell phones and anything not allowed by your child's school at home. We cannot credit or compensate for lost, damaged or stolen items.

**PLEASE READ AND INITIAL EACH BLANK BELOW, SIGNIFYING THAT YOU HAVE READ AND ACKNOWLEDGE**

**PERMISSIONS**

- \_\_\_\_\_ I hereby give permission for my child to participate in all camp activities.
- \_\_\_\_\_ Permission is granted to Harnett County Parks and Recreation Summer Day Camp Program to take my child on field trips outside of the Benhaven Community Center as part of the camp program.
- \_\_\_\_\_ I hereby give permission for photos and/or videos to be take/recorded of my child. Harnett County Parks and Recreation has permission to use these in future camp flyers, displays, and in other mediums such as, but not limited to: Social Media pages and platforms, the Harnett County website and any other Harnett County Parks and Recreation marketing materials.

**GENERAL SUMMER DAY CAMP POLICIES**

- \_\_\_\_\_ Parents are responsible for providing a lunch for their child and one afternoon snack each day of camp. Child's first and last name should be visible on the lunch so that staff can easily identify it. If food items require refrigeration, it is parent's responsibility to place ice packs in the lunch box to keep it cold.
- \_\_\_\_\_ For the safety of all campers, tennis shoes and socks are required to be worn by campers at all times. Campers should wear clothing that is cool and comfortable. They should wear clothes that parents do not mind getting soiled by dirt, grass, paint, glue, water, etc.

\_\_\_\_\_ I have received the parent handbook for the Boone Trail Community Center Summer Day Camp Program

I, the undersigned hereby release and agree to hold harmless the County of Harnett, its employees, agents, and its administrators from any and all claims for damages, injury, or illness which may arise as a result of my child's participation in this program. I understand that there are risks when transportation is involved and hereby assume responsibility for all risks and hazards incidental to this program. I grant the County of Harnett permission to use for any legitimate reason, any photograph or video recording of my child participating in this activity. I give permission for my child to participate in all activities associated with the Benhaven Community Center's (Harnett County Parks and Recreation) Summer Day Camp Program.

I have read, fully understand, and agree to all statements contained in this document.

\_\_\_\_\_  
Parent/Guardian Full Name (Print)

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Child's Name Name (Print)