

# BOYS & GIRLS CLUB SUMMER CAMP

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**BOYS & GIRLS CLUB**  
OF THE NORTH COUNTRY

## Welcome to BGCNC Summer Camp 2019!

We are so glad that your child will be joining us this summer! We have created this handbook to provide you with everything you need to know about camp; camp rules, policies and procedures, special events, and more. Please read this information carefully to ensure that you and your child are ready for your first day of camp and have a high-quality camp experience. If, after reading this handbook, you have any questions, please call us (603) 838-5954. We look forward to spending our summer with you!



Sara Shovlin  
BGCNC Executive Director

## Frequently Asked Questions

### **What is the Boys & Girls Club of the North Country's Summer Camp Goal?**

The goal of the Boys & Girls Club of the North Country Summer camp is to transform young people into even better people. In our camp, we provide children with a positive and creative summer experience, under the guidance of caring adults. We will strive to make it a great summer experience for your child.

### **When should I drop off?**

Camp will begin *promptly* at 9:00am. Drop off occurs between 7:30am and 9:00am. A morning snack will be provided from 7:30-9:00. Please have your child at camp by 9:00am so that the day can be started on time and all children can participate in important ice breakers and ground games with their peers.

On field trip days (Wednesdays), the bus will leave *promptly at 9:00am*. Any child not dropped off by 9:00 will not be able to attend camp on that day, as there is no alternative programming at the Club. Please plan accordingly.

### **When is pick up?**

Our camp day concludes at 5:00pm, with free time from 5:00-6:00. This is the perfect time to pick up your children so that they can participate in the day's scheduled programs.

### **What is the pick-up procedure?**

The safety of our campers is our number one priority. All campers picked up from camp must be signed out by a staff member before leaving the BGCNC camp property. To ensure your child's safety, they will not be allowed to leave the building until you enter and check in with a staff member. If you are unable to come into the Club, please call the front desk so that a counselor can walk your child out and ensure a safe pick-up. We also require notification if anyone other than a person on your authorized pick up list is coming to get your child from camp. This person will be required to present a valid picture ID. Please call the Club if you need to change or add someone to your pickup list.

### **Can I come early to pick up my child from camp?**

If for some reason you need to pick up your child early from camp, please send a note to camp or call that morning, informing us what time you will need to get your child. Staff will make sure that your child is packed up and ready for you.

### **What should I bring to camp?**

Children should arrive to camp everyday with:

- Sneakers
- Socks
- Club t-shirt on field trip day
- Extra set of clothes
- Appropriate weather gear
- Bathing suit
- Towel
- Sunscreen
- Bug spray
- **Non-microwaveable** lunch and snacks
- Water bottle
- Spare bag for wet clothes

It is also very important that you label your camper's clothing and belongings with their name. A lost and found will be available by the front desk and cleaned out every Friday. Having your child's belongings labeled will ensure that it is returned efficiently and correctly. BGCNC is not responsible for any missing items.

### **Can my child bring a cell phone or electronics to camp?**

Your child may bring electronics but they will only be permitted to use them during certain times of the day. Children may not charge electronics while at the Club. We do not get cell phone service in our building and children do not have access to the WiFi so they will only have access to downloaded games or programs on their device. In the event of an emergency or if you need to get in touch with your child, please call the Club (603) 838-5954. We are not responsible for lost, broken, or stolen devices.

**If my child takes a medication, whom is this given to and how is it administered?**

Parents whose children need medication during the camp day should provide the medication in the original container with the original prescription attached. Non-prescription medication must be accompanied by a parent's note. All medications should be given immediately to the Program Directors or Executive Director and will be locked up throughout the day. Medications will be dispensed by authorized BGCNC personnel only.

Even though our staff is CPR & First Aid certified, because we do not have a nurse on staff, we are not authorized to check sugar levels or inject a child with any medication other than Epi Pens.

The trained staff will handle minor injuries or illnesses. In the event of a minor accident, injury, or illness (i.e. bloody nose, cut, or scrapes), the camp staff will treat the wound and parents will be informed at pick up. In the case of serious illness or accident, the BGCNC camp staff will utilize appropriate police, fire department, or ambulance transportation. If this action is taken, the camper will be taken to Littleton Hospital or the nearest medical facility when on field trips. Parents will be notified in all cases.

**What is my child is feeling ill?**

If your child is feeling ill, we ask that they are kept home until the symptoms are clear. If your child has a fever or has vomited within the past 24 hours, he/she should not attend camp.

**How can I submit payments?**

Payments can be submitted to Stephanie, BGCNC Administrative Assistant. Stephanie's office is the first office on the left when you arrive at the Club. You may pay her in the form of cash or check and she can also provide balances, invoices, or receipts at your request. If you are not paying up front, please attempt to settle your bill at the end of every week. If you need to request a payment plan, please coordinate this with Stephanie.

**Will I be charged if my child misses a day of camp that I signed up for?**

No, billing is done based on the days that a child attends, regardless of what they signed up for. That being said, please let the Club know if your child is not planning on attending camp as soon as possible so that we can plan accordingly.

**When are swim lessons and who staffs the pool?**

We are so lucky to partner with Evergreen Sports to offer swim lessons and open swim sessions at no cost to our campers. The pool is staffed with certified life guards as well as BGCNC staff at all times that children are in the pool.

We encourage all children to take advantage of this important, lifelong and lifesaving skill but swimming is not a requirement of being at camp. Swim lessons occur on Tuesdays and Thursdays from 1:00-3:00pm. Open swim occurs on Mondays from 1:00-3:00pm and Fridays from 9:30-11:30am. If you would like to require your child to attend swimming, please speak with our Program Directors, Charlie or Tianna.

**Can I receive pictures of my child at camp?**

We will attempt to take pictures of children at camp every day, unless a family has indicated that they do not want pictures of their child taken. Photos taken will be posted to our Facebook page: [www.facebook.com/BGCNC](http://www.facebook.com/BGCNC).

Occasionally, these photos will also be used on our website or on official Club materials for marketing purposes. Photo waivers can be found on your child's registration packet.

**Does my child have to be registered for camp in advance or can they drop in?**

To ensure that all children receive a high-quality and safe camp experience, we prefer that all children pre-register for camp. We do understand that occasionally, situations come up where you may need to unexpectedly work or be somewhere and a child needs to attend camp when they were not signed up. Please make every effort to inform Club staff at least 24 hours in advance so that we can make sure we are appropriately staffed for your child's arrival. Field trip headcounts need to be given on the Monday prior to the week's field trip. It is possible that if your child is not already registered, they may not be able to attend that week's field trip if you do not sign up by Monday.

# BGCNC Discipline Policy

The progressive method of discipline approved for BGCNC camp is:

**Step 1: Talk through the problem with the camper.** Redirection is encouraged to suggest alternative solutions and assist in implementing. A warning may be given to a camper and consequences for continuance of their behavior.

**Step 2: Removal from activity.** Staff will ask the camper to sit out, or staff will safely remove the camper from the activity. The BGCNC staff will ask the camper to take a break and then help the camper return control of him/herself and process the incident. After taking a break, or when the camper is calm, staff will ask why s/he was removed from the group. Campers will be provided an opportunity to resolve the situation by talking with staff and peers. After conversation, the child will return to the activity. Depending on the severity and continuation of behavior, a write-up may be given and delivered to the parent at time of pick up.

**Step 3: The camper will be brought to the Program Director or Executive Director.** A parent will be contacted to discuss the camper's situation. Upon pick up, the camp staff and parent will meet to discuss the problem and staff will provide the parent with a written report, detailing the situation and efforts made by staff to resolve the situation.

Camp staff will IMMEDIATELY contact parents/guardians when these situations arise:

1. Physical fighting with another child (**will result in an automatic suspension**). Parents will be contacted and expected to arrange for child's pick up as soon as possible. Length of suspension will be determined by Executive Director/Program Director.
2. Habitual use of swearing/foul language
3. Hitting and/or kicking a staff member/another child/visitor
4. Leaving the camp group/area
5. Inappropriate physical touching of staff member/another child/visitor
6. Repeated infringements of camp policies

**Step 4: If behavior continues, a meeting will be held between child, parent, and Executive Director.** All documented prior incidents will be discussed and the camper will be placed on a behavior plan according to the camper's developmental needs and level.

**Step 5: Should future incidents occur, the BGCNC Executive Director may recommend the camper is unable to return to camp.** If the camper's behavior is severe and endangering the safety of the camper, other campers, and BGCNC camp staff, BGCNC reserves the right to terminate services immediately. You should feel free to consult the Program Directors regarding any problems in your child's adjustment to our camp program.

## Field Trips

We will take a field trip every Wednesday. While on field trips, **campers are required to wear their blue BGCNC t-shirt**. T-Shirts will be given out on the child's first field trip day and it is expected that this t-shirt will stay with them for all nine weeks of summer camp. Replacement t-shirts will be issued at \$20 per shirt. The bus will leave BGCNC property **promptly at 9:00am**. Please make sure to have your child at BGCNC no later than 8:45am on Wednesdays so that we can get everyone ready for departure. Any child not at the Club by 9:00am on Wednesdays will not be able to attend summer camp on that day. Field trips are required for all campers who attend on Wednesdays - we do not offer alternative programming at the Club on these days. We will return from field trips around 4:00pm.

Date	Field Trip	What to Bring
June 19th	Attitash	Club t-shirt, water bottle, lunch, sneakers, swimsuit, towel, sunblock
June 26th	Santa's Village	Club t-shirt, water bottle, lunch, sneakers, swimsuit, towel, sunblock
July 3rd	Story Land—NEW!	Club t-shirt, water bottle, lunch, sneakers, sunblock
July 10th	Clark's Trading Post	Club t-shirt, water bottle, lunch, sneakers, sunblock
July 17th	Whale's Tale	Club t-shirt, water bottle, lunch, sneakers, swimsuit, towel, sunblock
July 24th	Polar Caves	Club t-shirt, water bottle, lunch, sneakers, sunblock
July 31st	Montshire Museum	Club t-shirt, water bottle, lunch, sneakers
August 7th	Echo Lake	Club t-shirt, water bottle, lunch, sneakers, swimsuit, towel, sunblock
August 14th	Whale's Tale	Club t-shirt, water bottle, lunch, sneakers, swimsuit, towel, sunblock

Weekly field trips are included in the weekly camp fee of \$125/person. If paying the daily rate, field trip days (Wednesdays) are \$45 (\$25 for BGC camp and \$20 for the field trip).

## Communication

Daily communication or announcements from BGCNC will be posted to the Parents' Board in the Administrative Hallway. Please make sure to check this board on a daily basis.

In the event that we need to contact all families about an urgent matter, we will use a program called Remind. This service is free for our families to enroll in. Remind allows the Boys & Girls Club of the North Country to safely and efficiently communicate with parents & guardians about important program information, Club activities, and Club closings. Participants sign up and choose to receive messages via text, email, or in the app.

Please sign up for this service as soon as possible to ensure that you will receive important updates and announcements from BGCNC.

If you have a smartphone, you can receive push notifications:

1. On your iPhone or Android phone, open your web browser and go to the following link: [rmd.at/bgcnc-sc](http://rmd.at/bgcnc-sc)
2. Follow the instructions to sign up for Remind
3. You'll be prompted to download the mobile app

If you don't have a smartphone, you can receive text notifications:

1. Text the message [@bgcnc-sc](https://www.bgcnc-sc.com) to the number [81010](tel:81010)
2. If you're having trouble with [81010](tel:81010), try texting [@bgcnc-sc](https://www.bgcnc-sc.com) to [\(505\) 273-5684](tel:5052735684)

If you would rather receive email notifications, please email [bgcnc-sc@mail.remind.com](mailto:bgcnc-sc@mail.remind.com)

## A Day in the Life of a Camper

We pack our days with high-quality programs and Club experiences. Please try your best to pick up during a program “break” time so that children can complete the program they are in with their peers. Every day of every week will be different - you can access the weekly schedule on the Parents’ Board in the Administrative Hallway. You will also find that there are separate schedules for children K-3<sup>rd</sup> grade and 4<sup>th</sup> grade +. Please make sure you are accessing the appropriate schedule for your child.

7:30-9:00	Drop Off/Free time/Snack
9:00-9:30	<b>Morning Meeting &amp; Ice Breaker</b> Name Game Toss
9:30-10:00	<b>Morning Warm Up</b> Cold Wind Blows Bookmobile (9:15-9:45)
10:00-10:45	Make Your Own Binoculars Find the Hidden Objects Reading Challenge
10:45-11:30	Cheer with Morgan Capture the Flag Apples to Apples
11:30-11:45	Clean Up
11:45-12:30	Lunch
12:30-1:00	CHILLAX
1:00-3:00	King of the Games Room Building Computers/RAC Room Freeze Dance (OPEN SWIM)
3:00-3:30	Snack
3:30-4:00	Group Game Donkey Tails
4:00-5:00	Drip, Drip, Drop King of the Games Room Library
5:00-6:00	Meeting, Free Time & Clean Up

# Thank You

Boys & Girls Club of the North Country policies that are not included in this handbook are reviewed on a regular basis and updated as needed. They are available for review upon request to the Executive Director.

This handbook may be updated from time-to-time and notice will be provided as updates are implemented.

Thank you for taking the time to thoroughly read the policies and procedures we have established for the safety and welfare of all children in our care. We look forward to getting you know you and your family!

Sara Shovlin  
*Executive Director*

Stephanie Wentworth  
*Administrative Assistant*

Charlie Mulcahy  
*Program Director for 4<sup>th</sup> Grade +*

Tianna Sparks  
*Program Director for K-3<sup>rd</sup> Grade*



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**GREAT FUTURES START [HERE](#).**

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