

Swanzey Lake Summer Camp

Guardian & CIT Handbook 2025



Camp Location

Swanzey Lake Summer Camp
Richardson Park on Swanzey Lake
60 East Shore Road, Swanzey NH 03446

Camp Day

8:00 am to 4:00 pm
Early Drop Off: 7:45 am – 8:00 am
Late Pick Up: 4:00 pm to 4:15 pm

Camp Contact Information

Recreation Director, Ashlee Crosby

Cell Phone #: (603) 209-2927 (call or text)

Email: recreation@swanzeynh.gov

Richardson Park

Phone #: (603) 352-0317 (please use cell phone # 1st)

Town Hall Information

Phone #: (603) 352-7411

Physical Address

620 Old Homestead Highway, Swanzey NH 03446

Mailing Address

PO Box 10009, Swanzey NH 03446

Welcome Letter to our Families

Dear Families,

Welcome to the Swanzey Lake CIT Program!

At Swanzey Lake CIT Program, we strive to provide your CIT with a summer environment to grow, learn, explore, and build friendships in a fun, safe, and nurturing environment. While gaining skills through Safe Sitter training, CPR/First Aid, Waterfront Safety, How to be a Great Counselor, and other training during our 4-week session. They will also have the opportunity to develop their leadership skills by assisting counselors with activities, leading games, and being positive role models for younger campers.

As you read through this handbook, you will gain a better understanding of how our program operates. This handbook lays out the health and safety guidelines to prepare you and your CIT for a safe and fun summer camp experience.

We are very excited to have your CIT join us for this fun-filled summer, making new friendships, creating memories, and learning new skills! We look forward to welcoming them to Swanzey Lake!

Best Regards,

Ashlee Crosby

Recreation Director

About the Program and Staff

All Recreation Department Staff are trained in first aid, CPR, AED, Child Abuse Prevention, Waterfront Safety and attend annual trainings that focus on safety, waterfront management, behavior guidance, and how to be a role model for all. Swanzey Lake Camp is a registered Skills Youth Camp and all staff have met the Skill Camps Requirement set forth by the Department of Health and Human Services Skills Youth Camp.

Child Abuse Reporting Procedures

In the event that there is an accusation or suspected child abuse or neglect, the Recreation Department will take prompt and immediate action. Swanzey Recreation Department will make a report in accordance with relevant state and local child abuse reporting requirements, and will cooperate to the extent of the law with any legal authority involved.

First Aid

In the event of an injury or illness a recreation staff member will administer basic first aid. The parent will be notified by phone if further treatment is needed or your CIT experiences a head or back injury. It is your responsibility to update your CIT's registration form if any information changes (telephone numbers, allergies, etc.). We must be able to contact you at all times during the program day in case of emergencies. If you are away from your normal phone, please leave additional numbers for contact with the recreation staff at morning drop off. When an injury occurs at Richardson Park, the recreation staff will complete an incident/accident form to have the parent/guardian sign at pick up.

Illness Policy

If your CIT becomes ill while at camp, a recreation staff member will contact you to discuss your CIT's condition and instructions for pick up. CIT's will be sent home for fevers above 100.4 degrees, vomiting, diarrhea, or if they are not able to keep up with the pace of the day due to their symptoms. **Parents/guardians will be expected to pick up the ill CIT within 30 minutes of the call.** If you cannot reach the phone, the emergency contacts will be called to pick up your CIT.

If your CIT is sent home from our program your CIT may not return to camp until: they are fever free without the use of medication for 24 hours and are showing significant improvement of symptoms (coughing, sneezing, etc.), or with a doctor's note stating that the CIT is "no longer contagious." If your CIT is sick prior to arriving at our program please keep them home and communicate this with the Recreation Director by email or text message. The Town of Swanzey reserves the right to update policies and procedures throughout the season as state and local guidelines change.

Medication Policy

Swanzey Lake CIT Program does not administer any prescription or over-the-counter medication. If a CIT needs a prescription or over-the-counter medication, parents/guardians

are welcome to stop by Richardson Park and administer the medication to their CIT during a snack or lunch break.

The exception to this policy is for fast-acting, life-saving medication (epi-pen, inhaler, etc.). An [Authorization to Administer](#) form must be filled out completely and signed by a Licensed Health Practitioner. The form and medication will be handed off to the CIT Lead at arrival each day and sent home each evening. If a medical emergency does arise, recreation staff members will support the CIT in administering medication themselves and contact the appropriate emergency personnel and parents/guardians.

Tick & Head Lice Policy

CIT's found with head lice (nits/eggs or bugs) will be required to leave the program and to be treated before returning. If a tick is found, parents/guardians will be notified. Recreation staff cannot remove a tick from CITs. Recreation Staff reserves the right to check CITs for ticks and/or head lice.

Sunscreen Application Policy

CIT's need to arrive each day with sunscreen and bug spray already applied. Recreation staff will remind CIT's to reapply sunscreen but will not be able to assist unless its spray on sunscreen. Recreation staff can not rub sunscreen on CITs. Siblings and relatives may help each other but recreation staff will not apply rub on sunscreens to CITs.

Program Check-In

Please follow the drive-thru drop-off line upon arriving at Richardson Park. Please wait on East Shore Road, if the line is backed up to the entrance gate of Richardson Park. When you pull up to the check-in table by the main gate, please have your CIT exit the vehicle in a timely manner with everything needed for the program day, while the Camp Director has you check-in your CIT into the program for the day on the camp tablet. Please use this time to communicate any information to the Camp Director to better help your CIT succeed at our program or adjustments to pick up person and/or time. Once you have checked-in your CIT, the Camp Director will send them down to the pavilion to locate their cubby where they will keep their belongings.

Late Program Arriving

If your CIT will be arriving late to camp (after 8:45 am), they will need to text the Recreation Director Phone # (603) 209-2927 and inform them of their estimated time of late arrival to Richardson Park. Recreation staff will meet your CIT at the gate.

Program Check-Out

When picking up your CIT, we implement the same drive-thru procedures as Program Check-In.

Late CIT Pickup Policy

Our late pick up is from 4:00pm - 4:15pm. After 4:15 a fee will be added to your MyRec account and must be paid before the CIT can return to our program. The fee is five dollars (\$5.00) for the first ten minutes and a dollar (\$1.00) for every minute after the first ten. The recreation staff will give a warning at the first late pick up, any additional late pickups following, you must pay the late fee before your CIT can return to our program. Each CIT is allowed five late pick ups before they are asked to stay home for a day; if late pick ups continue more than 5 times the CIT may be removed from our program.

Program Preparation

Being properly dressed and packed each day for the program will help ensure a comfortable experience for your CIT. Please send your CIT each day in comfortable, weather-appropriate, “play” clothing. CIT’s will be participating in hands-on training, arts and crafts, swimming, beach activities, games and other activities throughout the property. Clothes will get soiled. CIT’s should not wear clothing that will restrict activity or movement.

Daily Camp Supply List ***Please Label Everything***

1. Back Pack – A bag that is easy to open/close, can be packed easily, and will hold all your CIT’s belongings for the program day.
3. Lunch & Snacks with Cold Pack – Provide your CIT with enough food for the whole day, including lunch and both morning and afternoon snacks. Lunch cannot be heated up or refrigerated at Richardson Park so please plan accordingly.
4. Water Bottle – Hydration is super important for everyone in the summer heat and they will be able to refill it throughout the day.
5. Swimsuit & Towel – We will be getting wet everyday! Either training, swimming in the lake, water play or playing in the rain, regardless of the weather always bring your bathing suit and towel!
6. Sneakers/Strap-On Sandals/Water Shoes – Running and playing on multiple different surfaces is a part of the program. Shoes are required everywhere at Richardson Park except in the lake. **No flip-flops and slide on sandals allowed!**
7. Change of Clothing/Warm Gear – A complete change of clothes should be available for your CIT, as well as sweatshirt and sweatpants on a rainy day. Being located on the lake it can get chilly in rainy, windy weather.
8. Sunscreen – Sunburn is no fun! Waterproof SPF 30+ is recommended. CIT’s must arrive at camp with sunscreen already applied and will be reminded by recreation staff to reapply every few hours.
9. Bug Spray – Those with sensitivity to bug bites may prefer to apply bug spray before camp and will be reminded by recreation staff to reapply throughout the day as needed.

What Not to Bring

No electronics, cell phones, smart watches, money, weapons, valuables, fidgets, pop-its' and toys. Recreation staff reserve the right to hold onto any items that pose a problem or risk until the parent/guardian of the CIT arrives. The item will then be handed over to the parent who will be provided with an explanation of why the item was taken.

Swimming / Water Activities

CIT's should be prepared every day to participate in water activities. *Please bring a labeled towel, labeled bathing suit and water shoes.* Swimming in the lake is optional unless the heat index is 95 degrees or above. CIT's will not enter the lake in temperatures below 65 degrees.

Richardson Park provides certified camp lifeguards in the water and an additional recreation staff on the beach at all times during water play, may it be waterfront training, open swim, lessons or water activity. CIT's wishing to have more freedom in the water, must pass a swim test on Monday. If not comfortable taking the swim test or unable to pass the swim test, CIT's must stay in the shallow sections of the swimming area.

Daily Schedule (subject to change)

7:45 am to 8:00 am: Early Drop Off

8:00 am-8:45 am: Check-In/Open Activities at the Pavilion

8:45 am-9:00 am: Morning CIT Meeting

9:00 am to 10:00 am: Morning Training

10:00 am to 10:30 am: Morning Snack/Sunscreen/Bug Spray

10:30 am to 12:00 pm: Morning Training

12:00 pm to 12:30 pm: Lunch

12:30 pm to 1:00 pm: Training Reflection

1:00pm to 3:00pm: Swimming/Afternoon Snack/Sunscreen/Bug Spray

3:00pm to 3:30pm: Program Clean Up/Pack Up

3:30pm to 4:00pm: Open Activities/CIT Pick Up

4:00pm to 4:15pm: Late Pick Up

Program Traditions (every week)

Mondays - Swim Testing (11 to 12)

Swim Tests for all CITs who have not passed the swim test and would like the freedom in the water to go past their armpits into the deep end.

Wednesdays - Wacky Wednesday

Each Wednesday campers, CITs and camp staff are encouraged to get wacky and dress to the theme of the week! We will be awarding prizes to the Wackest Camper, CIT and Camp Staff, voted on by the campers, CITs and camp staff.

Fridays - Roller Skating (9 to 12)

Every Friday CITs will oversee roller skating inside the pavilion. They will work together to rotate groups of campers through our morning roller skating schedule. CITs will have their opportunity to roller skate as well! We do have a few roller skates, roller blades and helmets on hand, but we encourage CIT's to bring their own if they have it. Additional elbow and knee pad is also encouraged. Please make sure everything is labeled!

CIT Conduct & Response Plan

Swanzy Recreation Department hopes to work as a team with your family, as we navigate the summer. This will enable us to provide the best environment for your CIT's growth. We take action steps before a situation occurs and use positive reinforcement by consistently acknowledging good behavior. The expectations listed below in bold, are general goals we have for our CITs.

Be Responsible

- Clean up after yourself (games, toys, trash, etc.)
- Follow recreation staff instructions
- Help other CITs and campers
- Take responsible for one's body and actions

Be Caring

- Speak kindly to everyone
- Include everyone in activities and games
- Be mindful to the feelings and emotions of everyone around you

Be Honest

- Be truthful about your actions and words
- Earn the trust of your peers and counselors

Be Respectful

- Keep your body to yourself
- No harming each other physically or emotionally
- Respect Richardson Park property and equipment
- Treat others the way you want to be treated

If a behavioral situation does occur, we will do the following:

- We will give your CIT a natural and logical consequence to their action
- We will discuss this with them to help them understand the connection between their action and the consequence

- If it is necessary, the CIT will be removed from the group. This gives them a chance to cool off and be able to discuss the situation with their leader in a calm and productive manner.

Swanzey Lake CIT Program is committed to providing a summer training program in which all CIT's can be successful. In the event that a CIT's negative behavior cannot be improved through discussion between recreation staff and CIT the following steps will be taken;

- Recreation staff will inform the parent of the CIT's behavior and seek additional suggestions on how to handle it.
- If the behavior continues, the Recreation Director will be called in to mediate a phone call between the CIT and their parent/guardian to tell them how they are behaving at the program. *This strategy is used to help the CIT claim responsibility for their actions.*
- If the behavior persists, the parents/guardians will be asked to come to Richardson Park to meet with the CIT Lead and Recreation Director to work out a plan to resolve the situation.
- If the behavior still continues, the CIT will be sent home for the day or dismissed from the program.

We are sensitive to the fact that each situation is delicate to its own circumstances. Appropriate and respectful interactions with CIT's, campers and recreation staff are essential to having a successful program experience. If behavior becomes unmanageable or is threatening the wellbeing of others, the Recreation Director reserves the right to dismiss any CIT from the program. No refunds or credits will be given.

Town of Swanzey, Recreation Department reserves the right to update and change policies and procedures at any point. Questions and concerns should be directed to the Recreation Director, Ashlee Crosby, at recreation@swanzeynh.gov.

Swanzey Lake CIT Program Guardian & CIT Acknowledgement

By signing below I state that I have read, reviewed with my CIT and will adhere to all rules and regulations in the Swanzey Lake CIT Program Guardian & CIT Handbook. I have asked questions and clarified any concerns or issues I may have had with the Recreation Director and have had all questions answered satisfactorily.

I agree to keep myself and my CIT accountable for the content of this handbook.

Guardian's Printed Name

Guardian's Signature

Date

Counselor-In-Training's Printed Name

Counselor-In-Training's Signature

Date

*****Please return to the Recreation Director before your CIT's first day of camp*****
It can be scanned and emailed to recreation@swanzeynh.gov or a photo can be texted to
(603) 209-2927