

# Swanzey Lake Summer Camp

## Guardian & Camper 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](mailto: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! We are thrilled to have your camper join us at Swanzey Lake Summer Camp, where we focus on outdoor recreation, healthy living, and fostering a sense of community in all of our activities and games. Our goal is to provide your camper with a summer environment where they can grow, learn, explore, and build friendships in a fun, safe, and nurturing setting.

As you peruse this handbook, you will gain a better understanding of how our camp operates, the expectations we have for your camper, and what they should bring to camp each day. This handbook outlines the health and safety guidelines to ensure a safe and enjoyable summer camp experience for your camper. If you have any further questions or concerns, please do not hesitate to contact the Recreation Director.

We are beyond excited to welcome your camper to our camp for a summer filled with new friendships, lasting memories, and the acquisition of new skills!

Best Regards,

*Ashlee Crosby*

Recreation Director

### **About the Camp and Staff**

All Swanzey Lake Camp 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 Swanzey Lake Summer Camp will take prompt and immediate action. Swanzey Lake Summer Camp 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 camp staff member will administer basic first aid. The parent will be notified by phone if further treatment is needed or your camper experiences a head or back injury. It is your responsibility to update your child's registration form if any information changes (telephone numbers, allergies, etc.). We must be able to contact you at all times during the camp day in case of emergencies. If you are away from your normal phone, please leave additional numbers for contact with the Camp Director at morning drop off. When an injury occurs at camp, the camp staff will complete an incident/accident form to have the parent/guardian sign at pick up.

## **Illness Policy**

If your camper becomes ill while at camp, the Camp Director will contact you to discuss your camper's condition and instructions for pick up. Camper'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 camper within 30 minutes of the call.** If you cannot reach the phone, the emergency contacts will be called to pick up your camper.

If your camper is sent home from camp your camper 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 camper is "no longer contagious." If your camper is sick prior to arriving at camp 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 Summer Camp does not administer any prescription or over-the-counter medication. If a camper needs a prescription or over-the-counter medication, parents/guardians are welcome to stop by camp and administer the medication to their camper 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 Camp Director at arrival each day and sent home each evening. If a medical emergency does arise Camp Staff

will support the camper in administering medication themselves and contact the appropriate emergency personnel and parents/guardians.

### **Tick & Head Lice Policy**

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

### **Sunscreen Application Policy**

Camper's need to come to camp each day with sunscreen and bug spray already applied. Camp staff will remind camper's to reapply sunscreen but will not be able to assist unless its spray on sunscreen. Camp staff can not rub sunscreen on campers. Siblings and relatives may help each other but camp staff will not apply rub on sunscreens to campers.

### **Camper 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 camper exit the vehicle in a timely manner with everything needed for the day at camp, while the Camp Director has you check-in your camper into camp for the day on the camp tablet. Please use this time to communicate any information to the Camp Director to better help your camper succeed at camp or adjustments to pick up person and/or time. Once you have checked-in your camper, the Camp Director will send them down to the pavilion to locate their cubby where they will keep their belongings.

### **Arriving Late to Camp**

If your camper will be arriving late to camp (after 8:45 am), you will need to call/text the Recreation Director Phone # (603) 209-2927 and inform them of your estimated time of late arrival to camp. Camp staff will meet you and your camper at the gate to check-in your camper into camp for the day.

### **Camper Check-Out**

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

### **Late Camper 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 camper can return to camp. 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 camp staff will give a warning at the first late pick up, any additional late pickups following, you must pay the late fee before your camper can return to camp. Each camper 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 camper may be asked not to return to camp.

### **Preparing for Camp**

Being properly dressed and packed for a day at camp will help ensure a comfortable experience for your camper. Please send your camper each day in comfortable, weather-appropriate, “play” clothing. Camper’s will be participating in arts and crafts, swimming, water play, beach activities, sports games and other activities throughout the property. Clothes will get soiled. Camper’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 camper’s belongings for a day at camp.
3. Lunch & Snacks with Cold Pack – Provide your camper with enough food for the whole day, including lunch and both morning and afternoon snacks. Lunches cannot be heated up or refrigerated at Swanzey Lake Summer Camp so please plan accordingly.
4. Water Bottle – Hydration is super important for camper’s 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 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 camp. Shoes are required everywhere at camp except in the lake. **No flip-flops allowed!**
7. Change of Clothing/Warm Gear – A complete change of clothes should be available for your camper, 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. Camper’s must arrive at camp with sunscreen already applied and will be reminded by camp 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 camp staff to reapply throughout the day as needed.

### **What Not to Bring to Camp**

No electronics, cell phones, smart watches, money, weapons, valuables, fidgets, pop-its’ and toys. Swanzey Lake Summer camp staff reserve the right to hold onto any items that pose a problem or risk amongst the camp premise until the parent/guardian of the camper 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**

Camper'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. Camper's will not enter the lake in temperatures below 65 degrees.

Swanzy Lake Summer Camp provides certified camp lifeguards in the water and an additional camp staff on the beach at all times during water play, may it be open swim, lessons or water activity. Camper'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, Camper's must stay in the shallow sections of the camp swimming area. Lifejackets are not required for non-swimmers but may bring one to camp if they are more comfortable.

### **Daily Schedule** (subject to change)

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

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

8:45 am-9:15 am: Morning Camp Meeting and Game on the Beach

9:15 am to 10:00 am: Morning Stations

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

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

12:00 pm to 12:30 pm: Lunch

12:30 pm to 1:00 pm: Change for Swimming/Sunscreen/Bug Spray

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

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

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

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

### **Camp Traditions (every week)**

#### *Mondays - Swim Testing (11 to 12)*

Swim Tests for all campers 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 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, and Camp Staff, voted on by the campers, and camp staff.

#### *Fridays - Roller Skating (9 to 12)*

Every Friday campers will have the opportunity to roller skate inside the pavilion. We do have a few roller skates, roller blades and helmets on hand, but we encourage

camper's to bring their own if they have it. Additional elbow and knee pad is also encouraged. Please make sure everything is labeled!

### **Camper Conduct & Response Plan**

Swanzy Lake Summer Camp 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 camper'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 summer camp participants.

#### **Be Responsible**

- Clean up after yourself (games, toys, trash, etc.)
- Follow camp staff instructions
- Help other 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 Swanzy Lake Summer Camp 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 camper 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 camper 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.

**Swanzy Lake Summer Camp is committed to providing a summer camp in which all camper's can be successful. In the event that a camper's negative behavior cannot be**

**improved through discussion between Camp Director and camper the following steps will be taken;**

- Camp staff will inform the parent of the camper's behavior and seek additional suggestions on how to handle it.
- If the behavior continues, the Recreation Direction will be called in to mediate a phone call between the camper and their parent/guardian to tell them how they are behaving at camp. *This strategy is used to help the camper claim responsibility for their actions.*
- If the behavior persists, the parents/guardians will be asked to come to Swanzey Lake Summer Camp to meet with the Camp Director and Recreation Director to work out a plan to resolve the situation.
- If the behavior still continues, the camper 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 camper's and camp staff are essential to having a successful camp experience. If behavior becomes unmanageable or is threatening the wellbeing of others, the Recreation Director reserves the right to dismiss any camper 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](mailto:recreation@swanzeynh.gov).



# Swanzey Lake Summer Camp Guardian & Camper Acknowledgement

By signing below I state that I have read, reviewed with my camper and will adhere to all rules and regulations in the Swanzey Lake Summer Camp Guardian & Camper 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 camper accountable for the content of this handbook.

---

Guardian's Printed Name

---

Guardian's Signature

---

Date

---

Camper's Printed Name

---

Camper's Signature

---

Date

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