

# Swanzey Lake Summer Camp

## Guardian & Camper Handbook 2024

### Camp Location

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

### Camp Day

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

### Camp Contacts

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

### Town Hall

Physical Address - 620 Old Homestead Highway, Swanzey NH 03446  
Mailing Address – PO Box 10009, Swanzey NH 03446

### Letter to our Families

Welcome to the Swanzey Lake Summer Camp! At Swanzey Lake Summer Camp we focus on outdoor recreation, healthy living and community belonging in all of our activities and games throughout our camp. We strive to provide your camper with a summer environment to grow, learn, explore and build friendships in a fun, safe and nurturing environment.

As you read through this handbook, you will receive a better understanding of how our camp operates. This handbook lays out the health and safety guidelines to prepare you and your camper for a safe and fun summer camp experience. However, if you have further questions or concerns, please feel free to contact the Recreation Director.

We are very excited to have your camper join us for this fun filled summer, making new friendships, creating memories and learning new skills!

### About the Camp Staff

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

### 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. 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 or Recreation Director. 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. Campers 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 be reached by 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 child is sick prior to arriving to camp please keep them home and communicate this with the Camp Director. 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 child during a 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 our staff will support the child in administering medication themselves and contact the appropriate emergency personnel and parents/guardians.

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

Campers 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 campers. Staff reserves the right to check campers for ticks and/or head lice.

### **Sunscreen Application Policy**

Campers need to come to camp with sunscreen and bug spray already applied. Camp Staff will remind campers to reapply sunscreen but will not be able to assist unless its spray on sunscreen. Siblings and relatives may help each other but Camp Staff will not be applying rub on sunscreens to campers.

### **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.

### **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 Station, where our Camp Director will be waiting, please have your camper exit the vehicle in a timely manner with everything needed for the day at camp. Please use this time to communicate any information to the Camp Director to better help your camper succeed. Our Camp Director will check-in your camper and send them down to the pavilion to locate their cubby for their belongings.

### **Arriving Late to Camp**

If your camper(s) will be arriving late to camp (after our morning meeting at 8:45am), you will need to call the Richardson Park Phone # or call/text Recreation Director Phone # and inform them of your estimated time of late arrival to camp. The Camp Director will meet you and your camper at Check-In Station.

### **Camper Check-Out**

When picking up your camper, we implement the same drive-thru procedures as Camper Check-In. Only individuals specified on the registration form are authorized pick-ups, and will be able to pick up your camper from camp, unless written permission is sent by the primary parent/guardian beforehand. If the Camp Director is unsure of whom the individual is, they will ask for a photo ID. We appreciate your understanding. This is done for the security of your child. Please remind whomever will be picking up your camper to have their ID ready at the Check-In Station.

At the end of the week, parents/guardians must verify their camper's attendance by signing their full name to the attendance sheet.

### **Late Pickup Policy**

Our late pick up is from 4:00pm - 4:15pm. After 4:15 a fee will be added, it will be five dollars for the first ten minutes and a dollar for every minute after the first ten. The Camp Director

will give a warning for the first late pick up after that 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 after this 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. Campers will be doing arts and crafts, swimming, playing on the beach and participating in activities through the property. Clothes will get soiled. Campers should not wear clothing that will restrict activity or movement. Please label everything!

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

1. Back Pack – A bag that is easy to open/close, can be traveled with easily, and will hold all your camper’s belongings for a day at camp.
2. Lunch & Snacks with Cold Pack – Provide your camper with enough food for the whole day, including lunch and both morning and afternoon snack. Lunches cannot be heated up or refrigerated at Swanze Lake Summer Camp so please plan accordingly.
3. Water Bottle – Hydration is super important for campers at play in the summer heat and they will be able to refill it throughout the day.
4. Swimsuit & Towel – We will be swimming in the lake or playing in the rain regardless of the weather, always bring your bathing suit and towel!
5. 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!**
6. 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.
7. Sunscreen – Sunburn is no fun! Waterproof SPF 30+ is recommended. Campers must arrive to camp with sunscreen already applied and will be reminded by Camp Staff to reapply every few hours.
8. 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’ or toys. Our camp is stocked with all the supplies, games and activities your camper will need to have a great summer! Swanze 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**

Campers 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. Campers 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 time during water play, may it be open swim, lessons or water activity. Campers will be given a swimming test at the beginning of the week and will not be able to go past the shallow end unless they have passed the test. Lifejackets are not required for non-swimmers but may bring one to camp if they are more comfortable.

### **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 campers' growth and development. 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 directions
- Help a camper friend
- Take responsibility 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 Swanzey 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 the campers a chance to cool off and be able to discuss the situation with their leader in a calm and productive manner.

**Swanzey Lake Summer Camp is committed to providing a summer program in which all campers 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 Director will inform the parent of the camper's behavior and seek additional suggestions on how to handle it when the camper is picked up.
- If the behavior continues, there will be a written warning issued for the camper and parents will be communicated with during pick up about what is going on.
- If the behavior still continues, the camper will be sent home for the day or dismissed from the camp.

We are sensitive to the fact that each situation is delicate to its own circumstances. Appropriate and respectful interactions with campers 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 has a NO BULLYING POLICY to be followed by everyone.

**At Swanzey Lake Summer Camp, bullying is inexcusable, and we have a firm policy against all types of bullying.** We work together as a team to ensure that campers gain self-confidence, make new friends, and go home with great memories. Our leadership addresses all incidents of bullying seriously and trains everyone to promote communication so everyone will be comfortable alerting the Camp Director or Recreation Director to any problems during their camp experience and between camp seasons. Every person has the right to expect to have the best possible experience at camp, and by working together as a team to identify and manage bullying, we can help ensure that all campers and staff have a great summer.

**Daily Schedule** (subject to change)

7:45am-8:00am: Early Drop Off  
8:00am-8:45am: Camper Check-In/Open Activities  
8:45am-9:00am: Morning Camp Meeting  
9:00am to 10:00am: Group Activities  
10:00am to 10:30am: Morning Snack/Sunscreen/Bug Spray  
10:30am to 12:00pm: Group Activities  
12:00pm to 12:45pm: Lunch/Sunscreen/Bug Spray  
12:45pm to 2:00pm: Group Activities  
2:00pm to 2:30pm: Afternoon Snack/Sunscreen/Bug Spray  
2:30pm to 3:15pm: Group Activities  
3:15pm to 4:00pm: Camp Clean Up/Open Activities/Camper Pick Up  
4:00pm to 4:15pm: Late Pick Up

Every Wednesday is Wacky Wednesday at camp! Counselors and campers are encouraged to get dressed up and make it wacky for each week's theme. Campers will vote at lunch for the Wackest Counselor each week.

Every Friday campers have the opportunity to participate in roller skating inside the pavilion, a great camp tradition! Campers will need to bring tall socks to participate, without socks campers will not be able to use the camp roller skates. We do have roller skates, roller blades and helmets on hand, but we encourage campers to bring their own if they have it. Additional elbow and knee pad is also encouraged. Please make sure everything is labeled!

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, understand and will adhere to all 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.

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Guardian's Printed Name

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Guardian's Signature

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Date

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Camper's Printed Name

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Camper's Signature

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Date

\*\*\*\*\*Please return to the Recreation Director before your campers 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