



# Emerald Isle Summer Day Camp

## Information, Policies & Procedures

**Emerald Isle Parks and Recreation Summer Day Camp Program Mission:** To provide both entertaining and educating activities for children 6-12, where activities are facilitated in a safe, fun environment by means that are structured and well supervised. Activities will provide enrichment for children and community.

**Emerald Isle Parks and Recreation Summer Day Camp Program Objective:** To reach out into the community and neighboring communities to encourage children and parents to see Emerald Isle Parks and Recreation Summer Day Camp as a place for children to interact with one another, learn valuable lessons in communication, develop teamwork skills, enhance physical condition, provide avenues for creative endeavors and present the children with opportunities to give back to the community.

**Maximum registration per session is 30 campers.**

### Important Information:

- Children ages 6-12 (Age 5 if they have completed kindergarten) \*
- Children who have a summer birthday may attend camp sessions up until the week of their 13<sup>th</sup> birthday.
- 30 Children maximum per session
- Children are split into 2 age groups: Ages 6-8 & Ages 9-12 but will occasionally be together as one large group.
- Camp hours strictly 7:30am-5:30pm
- Camper must be dropped off by 9:00am unless otherwise stated on the schedule
- Membership is not required
- 8 themed weeks of summer day camp
- Each themed week = \$85 per child
- CASH per diem fees apply for field trips each week and is due on the Monday of each week
- IMPORTANT! We do not fall under the North Carolina State guidelines for childcare and we only keep records for the current school year. Our Tax ID number is 56-0937046 if you choose to claim the SDC fees paid. Please keep receipts for your records as **WE DO NOT PROVIDE TAX TIME INFORMATION!**

### What to Send to Camp DAILY:

- Unless otherwise stated, send two snacks and a lunch
- Water bottle filled with WATER is required every day
- Mask
- Cash per diems that are due each day, or for the full week on Mondays.
- Sunscreen!!! Please apply before sending to camp and send a bottle for reapplication
- If swimsuits, towels, and water shoes are required it will be listed on that day's agenda

### What to Wear to Camp

- Sneakers are MANDATORY everyday
- A mask. A cloth covering the nose and mouth must be worn while in the community center, while on the bus, and when we are inside for field trips. We will have mask breaks when needed
- Camp t-shirts **MUST** be worn on field trips. One is supplied, extras are available for \$5 each.
- Camp clothing - don't send them in their best attire. Camp is messy!
- Children without sneakers and camp t-shirts will be sent home.
- Additional t-shirts are available for purchase at \$5 each. You will mark on your application if you would like to purchase one, or more, extra t-shirts.

## Drop Off & Pick Up Procedures

- Parent/Guardian MUST accompany the camper into camp EACH morning
- Parent/Guardian MUST wear a mask while in the building during pick up and drop off
- Camp drop off time begins (center opens) at 7:30am, arrivals before 7:30am will not be allowed into the building until 7:30am.
- Campers should arrive by 9am, unless departure for a field trip is prior to 9am
- Please be sure to read the message board when dropping off your camper so that you are aware of the daily activities
- Pick up time is 5:30pm. If you are late for pick-up there is a \$10 fee for the first five minutes and \$5 per minute after. Late fees must be paid before the camper can return to camp, except on Fridays when it must be paid at pick up.

## Field Trips

- Only CASH is accepted for per diem fees and must be paid SEPERATELY from session payments. Credit cards and checks are not accepted for the daily field trip per diems
- Please bring exact change
- Field trips fees cannot be combined with session payment
- Per Diem must be paid before field trip. Any child who's per diem has not been paid will not be able to attend and will stay back with the other group. If both groups are attending the field trip, the child must be picked up from camp.
- **Pool Days:** Send child in their swimsuit (under their clothing) with sunscreen applied.
- Pack their pool bag with: Towel, Additional sunscreen, Flip flops/ water shoes

## What Not to Send

- Cellular telephones - in the event of an emergency a staff member will contact you
- Any electronics: iPod/MP3 Players, Electronic game devices, etc.
- Toys from home!
- Medications- Camp staff are not permitted to administer prescription medication to campers. Staff are equipped with first aid kits to cater to the needs of the campers within their scope

## Rules & Regulations

- No unruly behavior.
- No abusive or foul language.
- Children must respect: Counselors, Facilities, Peers, Themselves, Field trip facilitators, Everyone!
- **NO Violence:**  
Conversations about the following as well as drawn pictures are prohibited: Violence, Killing, Fighting  
**Children who participate in violent actions/drawings/conversations will be sent home for the day.**
- **Violent Physical Altercations Will NOT be tolerated.** Should an incident occur the following procedure will be followed:
  - Parents will be called to pick up their child immediately.
  - Second occurrence results in immediate dismissal (No refund, No exceptions).
- Keep all body parts to yourself! Hands, feet, legs, hair, mouth, nose. All of it.
- Walk in the hallways and classroom
- Refrain from rough housing or unruly behavior
- Sit in chairs with bottom in the seat and all four chair legs on the floor.
- Do not sit on the tables.
- Always ask permission before leaving the group, even to go to the bathroom.
- A parent/guardian must accompany their child into the building EVERY day to touch base with the staff, pay field trips fees, read the message board, etc.
- A parent/guardian must provide their ID when picking up their child from camp

## Disciplinary Actions

Offenses occurring within the same day of camp (does not include physical altercations, see above):

- First offense: Warning will be given.
- Second offense: Time out - parents will be notified.
- Third offense: Parent will be called to pick up their child immediately (NO Refund)  
\*If a child continues to cause disruptions of any kind or continues to disobey camp rules, they will be dismissed from camp for any length of time, a day, a week, or the rest of the summer. Length of dismissal is at the discretion of the Camp Director and approved by the Program Supervisor and is not negotiable. NO Refund. Every child's safety is our number one priority at camp. We will also do our best to ensure every camper is given the opportunity to enjoy camp without disrupt from other campers.

## COVID-19

All decisions made regarding COVID-19 will be made by the Programs Supervisor and the Parks & Recreation Director under the guidance of the CDC. We appreciate your patience and cooperation of the rules that are put in place for the safety of participants and staff. Rules are subject to change based on state regulations and CDC guidelines. Emerald Isle Parks & Recreation will comply with the real time current CDC recommendations when making decisions for Summer Camp.

- A mask must be worn by campers and staff at all times while in the community center
- A mask must be worn by campers and staff at all times while on the bus
- A mask must be worn by campers and staff during fieldtrips while inside
- Closures due to possible spread of COVID-19 in Summer Camp will be addressed on a case by case basis
- If camp is cancelled due to the spread of COVID-19 campers will receive a full refund for the week that was missed.
- If a camper can not attend camp due to COVID-19 they will receive a full refund for that week even if it is not within the 2-week window
- All decisions made regarding COVID-19 will be made by the Programs Supervisor and the Parks & Recreation Director under the guidance of the CDC guidance

## Points of Contact

- Wesley Pearson, Summer Day Camp Director: [Wesley.pearson@carteretk12.org](mailto:Wesley.pearson@carteretk12.org)
- Whitney Smith Faal, Program Supervisor: [wsmith@emeraldisle-nc.org](mailto:wsmith@emeraldisle-nc.org) (252) 354-6350