



## BOYS & GIRLS CLUB OF SOUHEGAN VALLEY

56 Mont Vernon Street

PO Box 916

Milford NH 03055

(603) 672-1002

Camp Director	Cory Sullivan	ext 18
Director of Operations	Caitlin Hunter	ext 16
Teen Director	Sean Hayes	ext 22
Preschool Director	Catherine Kendall	ext 23
Athletic Director	Ryan Ledoux	ext 22
Finance Director	Robin DeHaven	ext 14
Accounting Clerk	Sharon Densmore	ext 13
Front Desk	Campers and staff	ext 10
Executive Director	Susan Taylor	ext 15

### IMPORTANT INFORMATION

\*Campers must have completed/signed health forms, personal contact forms, and pool agreements returned and on file at the Boys & Girls Club of Souhegan Valley before they are allowed to attend camp.

### HOURS OF OPERATION

Full-day camps will operate from 9:00am to 4:00pm.



### DROP OFF AND PICK UP

Please bring your child into the building through the main entrance. A parent or guardian must accompany each child and check them into camp with Camp Souhegan staff. *Please do not allow your children to enter the building unescorted.* You may pick up your child at the front desk before 4 pm unless your child is registered for the After Care program.

### BEFORE AND AFTER CARE PROGRAMS

Before Care hours are from 7:00am to 9:00am. After Care hours are from 4:00pm to 6:00pm. Before and After Care will be held inside the building. You may pick up your child at the front desk.

### SCHOLARSHIPS / FINANCIAL AID

Financial aid is available to campers based on demonstrated need. Application forms can be picked up at the club at [www.svbgc.org](http://www.svbgc.org). Please return completed forms to the Boys & Girls Club "Attn: Finance", or call the club at (603) 672-1002 for additional information. All scholarship information will be kept confidential.

## VISITORS

All people, parents or otherwise, must check in with camp staff immediately upon arrival. Our front desk is located at our main entrance.

## ARRIVAL / DISMISSAL

The parent or guardian is responsible to have their child signed in and out daily by a staff member. Any child who will be walking home will need written permission from a parent. Counselors are responsible for making sure the campers are dismissed properly at the end of camp. PLEASE NOTE:

- Every child must be checked in by an adult every day. DO NOT drop off your child without checking them in with camp staff.
- Any adult who picks up a child must be listed on that child's personal contact form.
- A photo ID is required EVERY DAY for all adults who pick up a child. This is for the safety of your child.
- If another adult will be picking up your child, please write a note and give the information to a staff member at time of drop-off.

If a camper will be picked up early, please write a note to the staff informing them. Please indicate the time of pick up and the person doing so. If you would like to add a new authorized pick up person to your list, please see the Camp Director.



## DISCIPLINE POLICY

We at the Boys & Girls Club of Souhegan Valley wish all children a positive camp experience. If a discipline issue does arise, the following steps will be taken to deal with the misbehavior. Communication with the child will help them understand why they have been reprimanded.

- STRIKE 1: Verbal Warning
- STRIKE 2: Time Out Within The Group
- STRIKE 3: Time Out With The Camp Director
- STRIKE 4: Speak To The Parent

Fighting, swearing, vandalism, and disrespect towards staff members are cause for automatic suspension. The Boys & Girls Club suspension guidelines are as follows: A one day suspension for the first offense, a three day suspension for the second offense, and a five day suspension for the third offense. Expulsion will occur to any child who is a threat to themselves or other children, or who is a repeat offender. If your child is suspended from the program, we will not refund your money. **NO EXCEPTIONS.**

### MEDICAL INFORMATION

For the safety of all children, we ask that parents keep all sick children home. Should a child become sick at camp, the parent will be called and asked to make arrangements to have the child picked up from camp. Parents are still responsible for payment in the case of illness or injury. If a child requires medication to be administered during camp hours, please see the Camp Director with any special instructions. Children are not permitted to carry any medicine with them in their backpacks. Asthma inhalers are allowed to be carried by the child, but please inform the staff if you choose to do so.

### INJURIES / FIRST AID

There will always be someone available who is certified in First Aid, and all staff members are trained and informed of the policies and procedures to follow in the event of injury or illness. The staff will take the necessary steps if your child requires emergency care. These steps are:

1. Attempt to contact the parent or guardian.
2. Attempt to contact any emergency contacts you listed on your forms.
3. If we cannot contact you, or in a life-threatening situation, an ambulance will be called, and the child will

be transported to the hospital in the company of a Director.

### POOL GUIDELINES

All campers MUST fill out a 2009 Keyes Pool Membership Agreement to be able to come to camp. *This agreement provides your child with the opportunity to use the Keyes Pool during Camp program hours only!* All specialty camp children will have a block of free swim in the afternoon. If you have any questions regarding the swimming program, please contact the Camp Director, Cory Sullivan.

### Swim Lessons

New this year, Camp Souhegan will be offering swim lessons in partnership with the Milford Recreation Department. Swim lessons will be in the morning blocks Monday thru Thursday. Lessons will focus on stroke development and water safety. Any rain day cancellations will be made up on Friday. For any questions regarding swim lessons please contact the Camp Director, Cory Sullivan.



### WHAT TO BRING TO CAMP

- Lunch (No microwaveable food and no soda), snacks, and plenty of water to drink. Be sure to pack lunch with an icepack to keep food and drinks cool and fresh.
- Sunscreen and bug spray.
- Bathing suit and a towel.
- Hat and an extra change of clothes.
- Backpack.
- Sneakers (Sandals are permitted in the pool area only).

### WHAT NOT TO BRING TO CAMP

- Electronic equipment (Gameboy, iPod, headphones, CD players, etc...).
- Toys.
- Glass bottles.
- Open toed shoes.
- Knives or weapons.

### EARLY DROP OFF / LATE PICK UP FEES

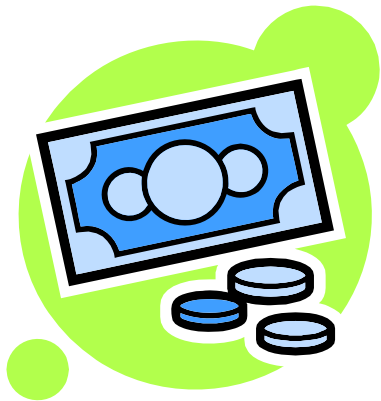
1. Children dropped off prior to 9 am (unless pre-registered for Before Care) will be charged the weekly Before Care fee of \$25. Payment will be due upon pick up

2. Late pick up fees begin at 4:00 pm (unless pre-registered for After Care). Late fees for After Care begin at 6:00pm.
  - a. Children not registered for After Care and picked up after 4 pm will be charged the weekly After Care fee of \$25. Payment will be due upon pick up.
  - b. All programs end at 6 p.m. You will be assessed a \$10.00 late fee within the first ten minutes of a late pick up. After the first ten minutes, the charge is \$1.00 per minute. (i.e. a late pick up at 6:20 pm would result in a \$20.00 charge.)
3. All fees are per child.
4. Late pick up fees must be paid upon pickup. If not paid, the late fee will be billed.



## TRANSFERS AND REFUNDS

- All Boys & Girls Club of Souhegan Valley memberships are nonrefundable and nontransferable. All campers must be members before registering for summer programming.
- A one time, nonrefundable \$25 registration fee applies to all campers. The registration fee is due at time of registration.
- Deposits are nonrefundable but are transferable to another session if space is available.
- Transfers must be approved in writing by the Camp Director two week prior to attending.
- All payments are due the Monday prior to attending to camp. .



## **-PAYMENT DUE DATES- FOR ALL ONE AND TWO WEEK CAMPS**

<u>WEEK</u>	<u>CAMP DATES</u>	<u>PAYMENT DUE DATES</u>
1	6/22-6/26	Monday June 15 <sup>th</sup>
2	6/29-7/3	Monday June 22 <sup>nd</sup>
3	7/6-7/10	Monday June 29 <sup>th</sup>
4	7/13-7/17	Monday July 6 <sup>th</sup>
5	7/20-7/24	Monday July 13 <sup>th</sup>
6	7/27-7/31	Monday July 20 <sup>th</sup>
7	8/3-8/7	Monday July 27 <sup>h</sup>
8	8/10-8/14	Monday August 3 <sup>rd</sup>
9	8/17-8/21	Monday August 10 <sup>th</sup>

### NOTE:

- Registrations made after a due date will require payment in full.
- If you have NOT paid in full by the start of the session, then your child will NOT be allowed to attend camp. NO exceptions

**CAMP SOUHEGAN**  
**DAILY SCHEDULE**

7:00-9:00	Before Care
9:00-9:15	Arrival
9:25-10:00	Period 1
10:10-10:45	Period 2
10:55-11:30	Period 3
11:40-12:15	Period 4
12:25-12:50	Lunch
1:00-1:50	Period 5
2:00-2:50	Period 6
3:00-3:20	Clean Up
3:20-3:45	Snack
3:45-4:00	Dismissal
4:00-6:00	After Care

\*All recreation campers will have a snack time in the morning. Times vary!

**Camp Souhegan Recreation Camp**

In this camp, the kids will get to experience everything the club has to offer, including various outdoor activities, sport games, computers, and our ever-popular games room. Campers will be grouped by gender and grade and will get 45 minutes of free swim time in the afternoon!

**CAMP SOUHEGAN**  
**SPECIALTY CAMP SCHEDULE**

\*Schedule may be changed to allow for other camp activities\*

7:00-9:00	Before Care
9:00-9:15	Arrival
9:25-11:15	First Block
11:15-11:30	Snack
11:40-12:15	Activity Block
12:25-12:50	Lunch
1:00-2:15	Second Block
2:30-3:15	Free Swim
3:20-3:45	Clean Up
3:45-4:00	Dismissal
4:00-6:00	After Care

**CAMP SOUHEGAN SPECIALTY CAMPS**

The Boys & Girls Club of Souhegan Valley offers a variety of one and two week specialty camps. Campers will be allotted plenty of time for instruction, which will be interspersed with other recreational activities. Campers attending Dance, Cheerleading, and Theater Camps will work toward a short performance at the end of the session. All Sports Camp kids will have their progress tracked, statistics noted, and will participate in tournaments at the end of the session. Creative Arts Campers will create all art, all day! Summer Chefs focus

on all things food, from preparing, to eating, to cleaning up. Creative Theater Arts campers will be designing and making their own props to use in a short skit. Rock Climbing campers will get full use of our exciting rock wall. *Please note that all specialty camp kids will be allotted free swim time in the afternoon.*

### TEEN ADVENTURE CAMP

Teens entering grades 6<sup>th</sup>-9<sup>th</sup> will be eligible to join up with this camp, where every day is an adventure. A few of our planned trips are rock climbing in our new, in-house rock climbing wall, Roller Kingdom, trying to hit a home run at Mel's Funway Park, and enjoying the sun, food, and arcades of Hampton Beach. This camp will run weeks 6, 7, 8, and 9. A tentative schedule is available at the Club.

### COUNSELOR IN TRAINING I AND II

The counselor in training program is for those teens that loved camp as a young kid and want to give that same experience to another child. The CIT I program is geared toward those who have little to no counseling experience and are ready to learn! CITs are trained in supervising techniques, how to have fun on the spot, and becoming the 'cool counselor' at camp. CIT II is for teens that have completed CIT I or similar training elsewhere. This two-week program is more intense and

involved. Both the CIT I and II teens will receive certification in First Aid and CPR as part of the training. To join the CIT II program, an application must be completed and returned to the Teen Director, Sean Hayes.

# **CAMP STORE**

Groups will have a chance everyday to buy a tasty snack, Boys & Girls Club apparel, and other specialty items!

New this year! Kids will be carrying their money with them.

**OUR COUNSELORS IN TRAINING WILL BE RESPONSIBLE  
FOR THE OPERATION OF THE CAMP STORE!**

# Boys & Girls Club of Souhegan Valley

2009

## CAMP SOUHEGAN PARENT HANDBOOK

**BE GREAT**

this summer at the



**BOYS & GIRLS CLUB**  
of Souhegan Valley



Thank you for choosing  
Camp Souhegan!