



Parks & Recreation

2016-2017 Track-Out Camp Handbook

It is the goal of the Wendell Parks and Recreation Department to provide the children of our community and Eastern Wake County with a well-rounded experience that will be fun, exciting and educational. In order to meet this goal, we will be offering educational enrichment and tutoring through local resources, sports related activities, music, arts and crafts, field trips, movie days and many more interesting and FUN activities!

On behalf of the Town of Wendell Parks and Recreation Department we thank you for registering your child for the 2016 Track-Out program! We appreciate the opportunity to provide your child with a well-balanced, enjoyable and memorable experience!

Camp Staff

Phillip Smith- Track-Out Camp Coordinator (919) 366-2266
psmith@townofwendell.com

Camp Site:

Wendell Community Center @ Wendell Park
601 West Third St. Wendell N.C. 27591
(919) 366-2266

Camp Guidelines, Rules, Regulations & Expectations:

The Wendell Parks and Recreation Track-out Camp has set forth the following guidelines, rules and regulations in an effort to maintain a positive and enjoyable experience for all campers throughout the entirety of the camp. We ask that you take time to read our handbook with your child and in doing so they will fully understand the expectations of the staff. It is extremely important that all guidelines, rules and regulations be followed by your child so that he/she, along with their fellow campers, can get the most enjoyable and rewarding experience possible.

- 1. Children will be expected to show respect at all times to all staff members, parks and recreation employees and to other campers. Children will also be expected to show respect to all facilities and equipment at the Wendell Parks and Recreation Department, as well as on any field trips.**
- 2. Each day, children are expected to arrive at the facility with a positive attitude and ready to contribute to the success of the program.**
- 3. Profanity will not be tolerated at all.**
- 4. Acting out in a violent manner and/or bullying will not be tolerated. This includes but is not limited to fighting, hitting, pushing, shoving, biting, intimidating, or causing damage to facilities or equipment. Disobeying camp staff will not be tolerated. Repeat offenses will result in the removal of the camper from the camp and all fees will not be refunded.**
- 5. Children will be assigned to a camp counselor and all children are expected to remain with that counselor throughout the course of the day, unless they are instructed to do otherwise by their counselor.**
- 6. Campers are not allowed to leave the community center unless they are being checked out by a person who is listed on their participant form.**
- 7. Campers may NOT bring personal cell phones, radios, head phones, toys or other electronics from home unless there is a special time set aside for the use of such devices. If these items are allowed to be brought to the camp, they will be the sole responsibility of the camper and the parent. The Wendell Parks and Recreation Department will not be held accountable for any loss or damage to these items.**
- 8. Campers may have the opportunity to visit indoor or outdoor swimming pools. All campers will be expected to observe all safety rules.**
- 9. Children will be expected to abide by any other rules that may be communicated to them by the track-out camp coordinator or any other staff member as deemed necessary for the success of the program.**

Track-Out Camp General Information

The Wendell Parks and Recreation Track-out Camp will be held in the Wendell Community Center located at 601 West Third Street in Wendell Park. Camp Hours are Monday- Friday from 7:00am- 6:00pm. Structured activities will be conducted between the hours of 9:00am-4:00pm; there will be free time for games, reading etc. during morning drop off and evening pick-up.

Late Fee:

A late fee of \$1 per minute after 6:00pm will be charged. All late fees must be paid in full prior to your child returning to camp. Please make every possible effort to pick your child up on time so that late fees can be avoided.

Picking Up Your Child:

It is the policy of the Wendell Track-Out Camp to only release children during pick up time to those persons who are listed on the participants form. There will be no exceptions to this policy. You may make additions to the participant form in person at the Wendell Track-out Camp. Please have your photo ID on hand during track-out pick up at all times.

Communication:

The majority of communication with parents will be by email. We ask that you provide us with the best possible email address so that we can keep you informed on all daily events, special events and updates as they are available.

Dress Code:

During the track-out camp daily activities may include arts and crafts, outdoor activities and sports related activities where it will be best to avoid wearing clothes that you do not want damaged by participating in such activities. Campers are expected to wear shoes and socks at all times. Sandals or flip flops are not recommended. It is also recommended that your child bring a changing of clothes, labeled with their names on them, with them daily in the event that they need them. Please ensure that your child has sunscreen applied prior to arriving at camp and if they need extra sunscreen throughout the day, please send it with your child with their name labeled on it.

Lunch and Snacks:

Each camper is expected to bring daily, their lunch, two snacks and drinks. The Wendell Community Center has refrigeration on site. There are also water fountains on site. Due to the possibility that other campers

may have food allergies; please explain to your child that sharing of food is not allowed.

Illnesses/ Communicable Diseases

In an effort to promote wellness for all campers and staff we ask that you be considerate of others and keep your child at home if they are sick. If your child becomes sick or ill during track-out camp you will be notified immediately and asked to pick up your child. If your child contracts a communicable disease, such as chicken pox, head lice, measles, mumps, pink eye, strep throat while enrolled in the track-out camp please notify the track-out coordinator immediately and do not bring your child to camp. Your child may return to camp once your doctor provides a written note stating that your child is well.

Field Trips:

The Wendell Track-out program will offer field trips to local venues during camp. Parents will receive travel itinerary via an email. It will include an overview of the trip, departure times, arrival times, and any special instructions or needs related to the trip.

Staff Expectations of your Child:

- All campers must be capable of functioning in a group setting so that staff will be able to focus on providing an enjoyable and safe experience for all. If a camper becomes a distraction parents will be notified. If this continues to be an issue a camper may be dismissed from the camp with no refund of camp fees given.
- It is the goal of the track-out camp to introduce campers to a well-rounded experience. We will offer a wide variety of sport activities, guest speakers, educational enrichment opportunities and other programs. We ask that your child arrive with a positive attitude and ready to participate in all activities. Our staff will be capable of assisting those who are less experienced than others and safety will always be first and foremost.

Payments/Refund Policies:

All camp fees must be paid in full prior to your child attending their first day of track-out camp. Your balance may be paid at the Wendell Community Center between the hours of 8:00am and 5:00pm. The Town of Wendell has a no refund policy. Any unused fees collected will be used as a credit for future programming.