

2024



Monadnock Regional Afterschool & Summer Program

Summer Camp Family Handbook



Nita M. Lowey 21st Century Community Learning Centers (21st CCLC) Program

Monadnock Regional School District Afterschool & Summer Program



2024 Summer Camp Family Handbook

Beyond the Bell Summer Leadership Team



Maggie Tremblay
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Coordinator
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Frannie Ashworth
Program Director
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Annette McLean
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Nick Wheeler
Swansey Summer Coordinator
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Chelsea Horion
Troy Summer Coordinator
chorion@mrds.org
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Camp Contact Information

We know the importance of being able to get a hold of the staff at camp when you need to. For non-emergencies, email communication or sending a text message may be best. We will check the email frequently throughout the day.

Here is how you may contact us!

Swansey

Phone: (603) 313-3641 or (603) 313-3624
Email: mtc.btbsummer@mrds.org

Troy

Phone: (603) 209-6840 or (603) 313-3735
Email: emr.btbsummer@mrds.org

Please note that you must contact the camp ASAP for the following:

- Your child will be absent from the program for the day (please contact us prior to 9:00am).
- You will be sending an alternative person to pick up your child.



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Hours of Operation

7:30 AM-9:00 AM Pre-Camp Activities & Drop Off

9:00 AM-4:00 PM Regular Camp Hours

4:00 PM-4:30 PM Camp Pick Up

Attendance

Our staff is expecting your child to attend camp each day. It is your responsibility to notify the camp if your child is going to be absent. Our program is a five day program. Students that miss two or more days for reasons other than illness, will not be permitted on the field trip.

If your child is registered for a week of camp and does not attend without prior communication with the staff, you will forfeit your child's spot at camp for the remainder of the summer. This is a free program and we want to ensure that all students who want to attend are able. There is a waitlist and we will fill vacant spots as soon as they are available.

To report your child's absence: Please email or call the program.

Drop-Off Procedure

Drop-off for camp is similar to the school year drop off procedure at each school. Drop off begins at 7:30 and is open until 9:00. **Please do not arrive prior to 7:30.** Once you pull through the car line, a camp Program Leader will be there to greet your family and get any pertinent information you may need to share. Please remain in your vehicle at all times with your child. Your child may leave the vehicle once a staff member has come to your car.



Pick-Up Procedure

Pick-up is between 4:00-4:30pm. We ask that students do not get picked up prior to 4:00 without advance notice. Pick-up for camp is also similar to the school year pick up procedure. Once you arrive in the car pick up line, we will call your child for dismissal. Please stay in your vehicle at all times and follow the car line guidelines. Only those authorized in writing by you, the parent(s) and/or guardian(s), may remove your child from the program. Staff members reserve the right to request photo identification if the person picking up your child is unfamiliar to them. They will also check the authorization form to be sure that the individual has permission to pick up your child. Your child will not be released to anyone not on the list without prior written notice, and/or a telephone call. Once your child has arrived, they will not be permitted to leave via walking or riding their bike from the program unless your child has prior written permission to sign him/herself out of the program. Children permitted to sign themselves out will only be able to sign him/herself out of the program at 4:30PM.

Late Drop-Off

If for some reason you will be dropping your child off past 9:00AM, please call/email us to let us know they will be late that day, that ensures we are expecting them at camp. If you are arriving late, please park your car and escort your child to the camp staff.

Late Pick-Up

Beyond the Bell Summer Camp officially ends at 4:30pm each day. All parents/guardians are expected to pick up their children on time. If you are unable to do so, it is your responsibility to notify the Program by phone that you will be sending an alternate to pick up your child.

If late pick-up becomes habitual, your family may be asked to leave camp for the remainder of the summer.



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Snacks & Lunch



All snacks and lunch must be brought from home. Please send your child with plenty of food for each day of camp. Food should be kept in a lunchbox with an ice pack. We cannot heat up any lunch items, so please make sure their lunch is appropriate to eat at room temperature. Water bottles must be sent in daily. Please be sure to **CLEARLY LABEL** your child's lunchbox and water bottle.

Swimming

We will be swimming each day Monday through Friday (except on field trip days). Our Swanzey location will be swimming at Swanzey Lake Beach. Troy will be swimming at Camp Takodah. A lifeguard will be on duty during that time. Students are transported to swimming by bus. Each age group has a specified swim time, this time is outlined on your weekly schedule. A swim test will be given to all students who wish to swim past their waistline. All swimmers who do not pass the swim test will only be permitted up to their waist. We will utilize the buddy system while in the water and have adequate staff at the beach at all times to be at a 1:7 ratio. If a child does not wish to swim on a particular day, that is okay, however, we will still ask that they join their group at the beach. We will have activities, tables, and staff to keep them busy while their friends enjoy the water. If there is inclement weather, swimming will be canceled for the day.



Field Trips



Each week our camps will set out on a whole camp field trip! A detailed trip list is included in this packet. Please read the additional information on field trips carefully and be prepared on these days.

What to Bring

There are some items that your child will need daily. **All items must be clearly labeled with your child's name.** A basket will be provided for your student to keep all of their belongings in. Project Beyond the Bell will not be responsible for any lost personal items.



Items to Bring Daily



Bathing Suit

Towel

Lunch Box (*with lunch, extra snacks and ice pack*)

Water Bottle



Items to Leave at Camp

Extra Shoes

Change of clothes

Coat/Sweatshirt

Sunscreen & Bug Spray (unless you give permission to use our sunscreen and bug spray)

Items to Leave at Home



Cellphones & Other Electronics- These items must stay in their backpack/basket at all times, and may only be used on long bus rides, as long as they are being used appropriately. If a student is asked more than once to return their electronic device to their backpack, the device will be taken and given to the parent at the end of the day.

Swimming Devices- This includes noodles, floating tubes or any other inflatable toys.

Personal Toys/Games- All toys and games must stay at home. These items can cause frustration and hard feelings between friends. If a personal toy is brought to camp, a Program Leader will take the toy and keep it until the end of the day.



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Health & Safety



Every mini-camp is equipped with a first aid kit and every program leader is CPR/First Aid Certified. The Program Director or a Summer Coordinator will notify parents immediately if there is evidence of serious injury or illness. A written record will be kept of all injuries and accidents requiring first aid and a copy of the accident report will be sent home to the parent/guardian with the child. In the event of an emergency warranting medical attention or if considered life threatening, the program staff will call 911 and/or take other necessary emergency procedures.

Parents/guardians and/or emergency contacts will be notified as well. If the parents/guardian cannot be reached immediately, the emergency numbers on the registration form will be called.

Medication

If your child must take a prescription medication of any kind, you must notify the Program Director/Summer Coordinator and complete a *Medical Authorization Form*. Over the counter medication cannot be dispensed without a doctor's written authorization. **All medication should be given to the Program Director to ensure proper usage. Children are not permitted to have medication in their possession to take on their own.** Medication will never be given to a child by a staff member without the proper written authorization. No medication will be dispensed unless it is in its original container. All medications will be dispensed in accordance with the School Board policies and procedures.



Daily Schedule

Upon receiving this welcome packet, you will also receive a detailed master schedule of the camp. A detailed schedule will be available the first day of camp each week. Of course, summer is always filled with surprises and special things that may change the course of our day... we will try to stick to the schedule as much as possible and keep you updated if there happens to be a change! Please let us know if you have any questions!

Discipline

Beyond the Bell Program Leaders are trained in behavior techniques that include positive reinforcement, redirection, and conflict resolution. A child with a consistent behavioral problem who is not responding to Beyond the Bell staff or who exhibits extreme or dangerous behavior will be sent to the Program Director or Summer Coordinator, who will notify the child's parents and/or guardians with a Behavior Report. If the behavior continues, parent and/or guardian may be called to pick up their child immediately and the child may be immediately suspended for the remainder of the week from the camp.

Communication



We will be utilizing email communication throughout the summer to ensure consistency throughout the summer. This will be done through our Beyond the Bell camp email. We will also send out a phone message if there is any pertinent information that needs to be received immediately. Please make sure your email and phone number are current on your registration forms and that you check your email regularly. We also welcome you to follow us on our Project Beyond the Bell Facebook page to see all the fun we are having! The Program Director can be reached by email at fashworth@mrsd.org if you would like to discuss a certain matter directly with Frannie.





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Roles & Responsibilities of the Parents

Parents and guardians are responsible for:

- Dropping off and picking up their student by the close of the program.
- Notifying Beyond the Bell staff if:
 - ✓ Any information on the registration form changes (Telephone Numbers, Addresses, Pick up information)
 - ✓ Their student will not be attending the program due to illness
 - ✓ There is a change in the daily departure routine or the person picking up
 - ✓ Their child is being withdrawn from Beyond the Bell
 - ✓ Their student's participation in the program is limited due to health or other impairments
 - ✓ Their student is on any medication that must be dispensed while their student is at the summer program, or if their student has any allergies.
 - ✓ Any other needs your family or student may have, any issues or concerns or even the big events they are excited about



Parent Involvement & Volunteering

We encourage families to participate in our program or help chaperone a field trip as long as guidelines and policies/procedures allow. If you would like to be involved in our program, please do not hesitate to reach out to us!

Grievance Procedures

Project Beyond the Bell takes seriously all concerns expressed by their families. Should an individual have a grievance, the following procedure should be followed:

- Any concerns regarding your child's summer experience should be brought to the attention of the Summer Coordinator.
- If questions, concerns, or other issues continue, please contact Program Director, Frannie Ashworth.
- If the grievance still exists after the first two steps, the Superintendent will be consulted and make the final determination

