



## Camp CCBA

### Parent/Guardian/Camper Handbook

#### WELCOME TO Camp CCBA A NOTE FROM THE DIRECTOR

Thank you for registering your child for Camp CCBA. The CCBA believes that summer camp is a time for making new friends, developing new skills, and having fun. Please read this handbook thoroughly, as it will answer many of your questions and prepare your family for your child's summer experience. You will find expectations, rules/regulations, policies/procedures, and other very important information.

Our goal at Camp CCBA is to build an environment where both staff and campers are open to be themselves, form friendships, and make connections that last a lifetime. We strive to offer enriching and engaging activities to allow campers to have fun and learn new skills.

Camp staff consists of kind, caring, and carefully selected individuals. All staff are required to have CPR and First Aid certifications. All camp staff will undergo an orientation before the start of camp and are required to have character references. Background checks are required for all staff 18 and over.

#### CAMP SPECIFICS

- 9 Weeks: June 16 through August 11
- Camp hours are Monday – Friday from 8:00 AM – 5:00 PM
- Cost per week is \$350
- The week of July 4 is a 4-day week and cost for this week is adjusted accordingly
- Health and other forms are required before your child/children can start camp
- Campers will be divided into 3 groups, typically ages 5-6, 7-8, 9-11
- Behavior/Discipline Policies and Procedures will be upheld
- Health Policies and Procedures will be followed

Camp CCBA is licensed by the NH Department of Health and Human Services.

Be Well,

A handwritten signature in black ink that reads 'Sue'.

Sue Olmsted  
Program Director  
[sue.olmsted@joinccba.org](mailto:sue.olmsted@joinccba.org)

CCBA (603) 448-6477  
Program Cell: 603-727-7242

## **CAMP CCBA PAPERWORK**

**HEALTH HISTORY & PHYSICIAN'S FORMS:** The State of NH Department of Health & Human Services requires that all campers enrolling at Camp submit a Health History Form, along with a record of immunizations, and a record of a physical from within the past two years to attend camp.

ALL MEDICAL INFORMATION MUST BE COMPLETED A FULL 2 WEEKS PRIOR TO YOUR CHILD STARTING THEIR FIRST SESSION AT CAMP. CAMPERS WILL NOT BE ALLOWED TO BE DROPPED OFF AT CAMP IF WE DO NOT HAVE THIS COMPLETED INFORMATION. There will be no refunds if you are prohibited from attending camp because we have not received your required medical forms.

## **CAMP CCBA REGISTRATION/REFUND POLICY**

Camp CCBA is offered on a "first come, first served" basis through signing up on our website. To maintain proper staffing ratios, age group sizes are limited and can sell out quickly, so please register early. Waiting lists will be taken as age groups reach their maximum enrollment. Payments will be made to the credit card on file through the registration portal.

**REFUND:** No refunds. In case of documented illness/injury a credit will be issued to your CCBA account.

## **FINANCIAL ASSISTANCE**

- The CCBA offers some scholarship aid to those who qualify. Families who qualify will be required to contribute a portion of the weekly cost. Please reach out to our Program Director, Sue Olmsted, at [sue.olmsted@joinccbba.org](mailto:sue.olmsted@joinccbba.org) for a scholarship form. The form is also on our website.
- Please note that LISTEN Community Services also offers limited financial support for summer camp. Please reach out to LISTEN to request more information at 603-448-2510.

## **WHAT TO BRING EACH DAY**

**Items must be marked with your child's name.**

- Backpack
- Morning/afternoon snacks
- A healthy lunch
- Sunscreen
- Bug spray/repellent
- Hat
- Sunglasses (optional)
- Sneakers-better for campers to have appropriate shoes-crocs/flip flops/sandals are discouraged
- Bathing suit
- Towel
- Swim goggles (optional)
- A bag for wet items
- Bike/scooter (optional) and a helmet
- Water bottle

### **What NOT to Bring**

- Electronics Devices (including cell phones) or other valuables items.
- Weapons of Any Kind
- Gum/Candy
- Makeup
- Drugs or Alcohol
- Toys From Home

### **DROP OFF/ CHECK IN**

- All campers will be dropped off behind the CCBA and must be checked-in at the designated check-in tables.
- Campers may arrive anytime between 8-9 AM. No Early Birds please. Campers arriving at 7:45 will need to wait in the car with their parents until 8 AM.
- Please let us know if you are picking up early, especially before swim times.

### **ATTENDANCE**

Please text us to let us know if your child will be absent or late to Camp. Camp CCBA's cell phone is: 603-372-7242.

### **CAMPER HEALTH AND STANDARD ILLNESS**

Should your child show signs of illness at camp, parents will be notified by phone by the Camp Director. Parents must pick up a child who is ill within one (1) hour. Until the parent arrives, the child will be kept away from other campers in a secluded area from the main program and supervised by the Camp Director or other designated staff.

A child may not remain or come to the program if he/she has any of the following symptoms:

- Fever over 100.4 °F.
- Vomiting
- Diarrhea
- Inflammation of the eyes
- Abscess or draining sores
- The child has a strep throat that has not yet been treated with an antibiotic for 24 hours
- Rash, unless determined to be non-contagious by a doctor's note.
- The child has impetigo with less than 24 hours of treatment with an antibiotic.
- Has tested positive for COVID-19

In case of a minor injury and the Parent/Guardians cannot be reached the Camp Director will:

- Contact the Campers Emergency Contact that is listed in camper's file.
- In the event of a medical emergency, we will call 911 and notify parents/guardians.

### **MEDICATION & SUPPORTS**

Any medication(s) a camper needs to take during the time they are at camp must be in the original container and provided to the Camp Director. We will store it in a secure location. Medications will be taken under the supervision of the Lead Counselors and/or the Camp Director. Parents must complete an authorization form for any medication before it can be administered. The Camp Director will keep a health log and inform parents/guardians, when necessary, of any illness or injury involving their child.

It is important and recommended that if your child/children take medication in support of their ADHD or other neurodivergent diagnosed conditions, they continue taking their medication during summer camp to ensure their success in the program.

If your child has a 1:1 at school, you will need to provide a 1:1 at camp. Enrollment must be authorized by the Camp Director prior to admission to camp.

**EPI PENS:** If your child has a prescription for an Epi Pen, we will ask you to send two Epi Pens to camp. One will always be with your child, or their counselor and the second one will be kept in the Camp CCBA main office as a backup or second dose if needed. Staff members have been trained in the use of Epi Pens and will assist your child in its use.

**INHALERS** If your child has an inhaler, please make sure that they bring it with them to Camp every day. The inhaler will always be with your child or their counselor. Staff members have been trained in the use of inhalers and will assist your child in its use.

## **SWIMMING**

We will have open swim in our indoor pool for our campers every day. Certified lifeguards are always on duty and there are Coast Guard Approved lifejackets if needed.

- There is an additional cost for swim lessons.
- Since swim lessons are an “add on,” the system will not allow you to register your child for swim lessons after you have completed the camp registration. You can reach out to [Marie.Derosier@joinccbba.org](mailto:Marie.Derosier@joinccbba.org) with any questions or help needed to register for lessons.

## **SWIM LESSONS - LEVEL GUIDANCE:**

*Please read below for enrolling your child in the proper level for lessons:*

Level One: Your child may be nervous/scared. They will not put face in water or submerge head.

Level Two: Your child can submerge their head for at least 3 seconds, they are comfortable in the water, they are not nervous or scared. They do NOT need to know how to swim independently yet.

Level Three: Your child can do front and back crawl for at least 15 ft. They can front crawl with their face in the water, arms up, and kicking. They can back crawl-looking up, arms up, and kick near the surface. They can tread water for 30 seconds.

Level 4/5/6: Your child can do front crawl with rotary breathing, backstroke, elementary backstroke, dolphin kick, breaststroke kick, sidestroke kick – 15 yards. They can tread water for one minute and can perform a sitting or kneeling dive.

## **ACTIVITIES:**

- Bikes or scooters. **All children must wear helmets for this activity! No sharing bikes/helmets/scooters unless within the same family.**
- Arts and Crafts
- Sports
- Swimming
- Nature Walks
- Table Games/Activities
- Lebanon Green Activities
- Lebanon Library
- Playground Time
- Activities on the outside turf- soccer, tag, or other field games
- Music
- Talent Show
- Field Day
- Special Treat Fridays

## **PICK UP**

Pick-up for **all children** will be at the pavilion located behind the main CCBA building by 5:00 PM.

- All campers must be signed out by designated Camp CCBA Staff.
- Please remember that, until we get to know and recognize you, we will ask to see your photo ID (or that of anyone else picking up your child) .
- We will not release your child to anyone who we are not previously notified about or who is not on the authorized pick-up list.
- If your child/children are walking or biking home by themselves, please see Sue Olmsted, Camp Director, to fill out a self-sign-out form.

## **LATE PICK-UP POLICY- CAMP ENDS AT 5:00 PM**

- 1<sup>st</sup> Offense: a warning will be issued.
- 2<sup>nd</sup> Offense: \$10 late charge will be applied to your credit card on file for every 5 minutes late.

## **WEATHER POLICY**

- Camp will take place, rain or shine! When there is a hard rainstorm, we will take the camp inside the buildings at the Witherell Recreation Center, Carter Community Building, or under the pavilion/tent. If it's raining hard at pick-up time, please go inside the Witherell Recreation Center ("CCBA") to collect your child.

## **DISCIPLINE POLICY**

### **CAMPER BEHAVIOR EXPECTATIONS**

Camp CCBA is an inclusive and enriching environment that maintains a positive discipline policy, which focuses on prevention, redirection, consistency, boundaries, and limits. The Camp Staff discuss proper behavior expectations and children are frequently reminded to follow the rules and treat their peers with respect. We will work with your child to correct any barriers getting in the way of acceptable behavior and success in the program

The Camp expects all campers to adhere to the following general code of conduct. All inappropriate behavior will be handled on an individual basis by camp staff and the camp director, based on these guidelines. The camp staff reserves the right to use professional discretion in suspending or dismissing any camper for any behavior that is, or is perceived as, causing harm to any individual, to property, equipment, or supplies. In extreme circumstances, parents of CCBA Campers may need to come and pick up their child from any given activity. **In most cases**, we operate on a 3 strikes rule; however, a serious offense may necessitate suspension or dismissal immediately. A camper who physically assaults another person at Camp or who brings a weapon to Camp will immediately be dismissed. The child's parent(s) /guardians will be notified for any serious disciplinary matters.

**All campers are expected to follow camp rules. There are no refunds offered for campers who are asked to leave camp due to behavior issues. Camp rules include:**

- Speak with all staff and other campers courteously. Foul/vulgar/inappropriate language/conversation will not be tolerated.
- Act appropriately towards staff and campers, respecting people's personal space and belongings. Any physical (pushing, hitting, fighting, etc.) or verbal assault on any person at camp will result in an immediate suspension or dismissal from camp.
- Any vandalism of camp property or personal belongings will result in an immediate suspension or dismissal from camp and financial restitution will be sought.
- Remain with camper's counselor and always be under staff supervision and follow directions given by camp staff. Willfully leaving a camp activity without supervision may result in a suspension or dismissal from camp.
- NEVER bring an item that is a weapon, can be used as a weapon, or is a weapon look-alike (even a toy) . These items will be confiscated and will result in an immediate suspension or dismissal from camp.
- NEVER bring drugs/alcohol/tobacco or look-alikes or be under the influence of such substances. If found to be in possession or under the influence of such substances, an immediate suspension or dismissal from camp.
- Campers should maintain a positive attitude, be willing to try new things and make new friends; be cooperative with and courteous to all.

## **LOST AND FOUND**

Campers are responsible for their belongings. Our staff will do their best to ensure that campers collect their clothing, shoes, and other gear daily. Please, check our lost and found daily. Please, make sure that all items are labeled with your child's name.

*I have read and discussed with my child/children the above Policies and Procedures of Camp CCBA and agree to abide by all terms and conditions.*

**Parent/Guardian Printed Name:** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_

**Campers Printed Name:** \_\_\_\_\_

**Campers Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

The CCBA hopes you and your child enjoy the Camp CCBA experience!  
Please feel free to bring feedback or concerns to my attention.  
Sue Olmsted, Program Director  
[sue.olmsted@joinccbba.org](mailto:sue.olmsted@joinccbba.org)

CCBA  
1 Taylor Street,  
Lebanon, NH, 03766,  
CCBA Phone 603-448-6477  
Camp CCBA Cell 603-372-7242

***The CCBA reserves the right to update policies as needed.***

UPDATED ON 1/22/2025