

**2025 TTCC**  
**SUMMER**  
**PROGRAM**



**PARENT-CAMPER**  
**HANDBOOK**

## **2025 TAPPLY-THOMPSON COMMUNITY CENTER**

### **PARENT/CAMPER HANDBOOK**

We would like to welcome you and your child to the Tapply-Thompson Community Center's Summer Camp program. Please read the information outlined in this handbook and we hope it will answer most of the questions you might have. There are forms that need to be filled out and returned to the Camp Director or TTCC office right away. Thanks for your assistance.

#### **LOCATIONS for camp & sign in/out:**

##### **Project PLAY:**

Regular Camp sign in & sign out are at Kelley Park by Playground *\*downstairs at TTCC if rain and before & after camp are downstairs at TTCC as well.* PLAY Camp is held at Kelley Park and the TTCC.

##### **Project QUEST:**

Regular Camp sign in & sign out are at the Bristol Elementary School *\*same location if raining. Before camp and after camp are downstairs at TTCC with PLAY.* QUEST Camp is held at Kelley Park and BES.

##### **Project STREAMS:**

Regular Camp sign in & sign out held at Kelley Park by softball field *\*upstairs in TTCC if rain and before & after camp are upstairs in TTCC as well.* STREAMS Camp is held at Slim Baker Area, Kelley Park, Old Town Hall & TTCC.

##### **Project KNOTS:**

Regular Camp sign in & sign out is held at the NMMS Parking Lot *\*TTCC Gym if rain and before & after camp are upstairs in TTCC with STREAMS.* KNOTS Camp is held at the Kelley Park & Slim Baker Area.

**TELEPHONE:** Tapply-Thompson Community Center Office – 603-744-2713

**FEDERAL TAX ID#:** 02-0245830

##### **STAFF:**

We are very proud of our Summer Program Staff – they have tremendous energy, a love of kids, and an understanding of the responsibility of taking care of your children. All staff goes through an application process, interview, background check (if 18 & up) and are certified in First Aid & CPR. Your child's counselor will become a very important person in your camper's life while they are with us. Let them know if there are things that you think will be helpful while having your child in their group.

##### **CAMP INFO:**

ALL Camps run for 8 weeks from Monday, June 30<sup>th</sup> – Friday, August 22<sup>nd</sup> from 9 am – 4 pm. Before (7-9am, \$6/day) & After (4-5:30pm, \$4/day) programs are available. Each camp will have weekly trips & some overnights are included in the schedule. Pick-up times after overnight trips can vary – be sure to check trip schedule online for details!

## **POLICIES AND PROCEDURES:**

### **PAYMENT OF FEES:**

1. We will bill your Rec1 account for the weekly fee just prior to the week of camp starting. We will be billing for field trips & before/after camp fees online as well – this will be done at the end of each week. Please log in online and pay these fees weekly.
2. You may also pay in the TTCC office – we accept cash, check & cards!

### **ATTENDANCE:**

If your child is unable to attend camp, please notify the camp staff or call the TTCC office at 744-2713.

**Please DO NOT send your child to camp if they are sick. They must be fever-free for 24 hours before returning to camp.**

If your child will not be able to attend a week for which s/he is registered, you must contact the TTCC office. If cancellation is made one week before session starts, you will receive a full refund / not be charged. **If cancellation is made after the week starts, no refund will be given / you will be charged.**

If your child misses multiple days of camp and the TTCC office has not been notified, your child may lose their spot in camp to make room for a child on the waiting list.

### **SIGN IN / SIGN OUT PROCEDURE:**

**In the morning**, designated counselors will sign in ALL of the campers.

**In the afternoon**, each counselor will sign out his or her own group. Counselors will keep the campers in their group until they are signed out or released to after camp.

1. Be sure campers are dropped off no earlier than 9am and picked up promptly at 4pm unless arrangements have been made for the before or after camp programs.  
***If your child is dropped off prior to 9am or not picked up by 4pm they will be considered a Before Camp/After Camp camper and charged for the day.***
2. Parents must sign their child in and out each day with the designated staff member.
3. For the safety of all campers, parents must park their cars and accompany campers to the sign-in place in the morning, and sign-out campers at the end of the day with the counselors.

### **PICK UP PERSONS:**

Parents provide the names of any, and all persons that may be picking their child up from camp at the end of the day when they register. These names will be kept with the staff for sign-in and sign-out times, and we will not be authorized to release your child to anyone except those persons listed. Contact camp directors to update your list as needed. Parents must inform us with a written note when someone not on the pick up list will be picking up their child. If we do not have a written note we will not release your child to this person. We may request identification for non-parents.

### **WHAT YOUR CHILD SHOULD BRING TO CAMP:**

1. **Daily lunch & snacks** – Campers should bring a daily lunch **including snacks** and a water bottle. No glass containers will be allowed at camp. There is no refrigeration/microwave available.
2. **Field Trips** – TTCC Camper T-shirts must be worn on field trip days and should be labeled with your child's name. If you would like to purchase an additional shirt, the cost will be \$15. If your child does not wear their shirt to camp on a

- field trip day, you will be charged \$15 for an additional shirt. **No shirt – no field trip – no exceptions!**
3. **ALL CAMPER BELONGINGS MUST BE MARKED WITH CAMPERS NAME!**  
This includes water bottles, lunch boxes, towels, sweatshirts, bathing suits, masks, CAMP SHIRT, etc.
  4. **Bathing suit and towel** – Campers must bring swim gear to camp each day, as we will have swimming or water games most days. Campers are expected to supply and apply their own sunscreen. Staff will remind them to do so. Please apply sunscreen to your child prior to their arrival at camp.
  5. **Footwear** – Your child's feet will be safest if sneakers are worn at all times. Campers may bring flip flops, sandals, crocs, etc that may be worn for water games or at the beach only. **Sneakers must be worn during camp activities.**
  6. **Extra clothing / rain gear** – Camp goes rain or shine, hot or cold, please provide your child with any rain gear, sweatshirts, or change of clothes you see necessary.
  7. **Other important items** – Water bottle, sunscreen, bug spray. **If your child has an allergy to sunscreen or bug spray please let us know immediately and add it to their medical form.** All campers need to provide their own sunscreen. Only spray sunscreen can be applied by the staff.
  8. **Lifejacket:** If your child cannot swim, please provide a USCG approved lifejacket.

#### **WHAT YOUR CHILD SHOULD NOT BRING TO CAMP:**

1. Money – your child will not need money at any time during camp.
2. ***Campers are not allowed to have cell phones at camp.*** The staff will carry cell phones in case of emergency.
3. **Please do not allow your camper to bring personal toys to camp as they may get lost/stolen/broken and this can be distracting from our pre-planned camp day activities.**
4. Electronic devices are not allowed.
5. Anything that could be construed as a weapon.
6. Candy, gum, energy drinks or glass bottles.
7. Other – any other objects you are unsure of, please ask camp staff.

#### **ALLERGIES & OTHER MEDICATIONS:**

1. **Parents/Guardians must provide a copy of your child's immunization record to the TTCC office prior to the start of camp!**
2. Counselors are not permitted to dispense medication of any kind. Only the Camp Directors will be allowed to dispense medicine. If your child needs to take medication, please do the following:
  - a. All medication should be in a secured container labeled with your child's name, the name of the medication, & a signed note with instruction on the dosage amount and the time or times to be given.
  - b. All medication will be placed in the same location in your child's backpack each day.
  - c. Your registration form must list the medication(s) required by your child.
3. The TTCC is fully aware that some allergies can be life-threatening. The staff will take every precaution to ensure the health & safety of each camper but the risk of accidental exposure to food allergen is present. We believe that it is critical that the camp staff, parents and campers work together to minimize this risk. Items such as epi-pens or inhalers must be sent to camp with your camper. If you prefer, we can keep the one you provide on-site in the first aid kit.

- a. **Parent Responsibility** – It is the responsibility of the parent or guardian to educate and review often with the camper the self-management of his or her food allergy. Your child should know:
  - i. Safe and unsafe foods
  - ii. Strategies for avoiding exposure to unsafe foods
  - iii. Symptoms of allergic reactions
  - iv. How and when to tell an adult about a possible allergic response
  - v. How to read a food label
  - vi. How to use an epinephrine auto-injector (such as EpiPen)
- b. **Camper Responsibility**
  - i. Do not trade food with other campers
  - ii. Do not eat anything with unknown ingredients
  - iii. Read every label and check with a counselor
  - iv. Be proactive in the management of mild reactions, such as seeking help if a reaction is suspected
  - v. Tell an adult if a reaction seems to be starting, even if there is no visible appearance of allergic response
  - vi. DO NOT go off alone if symptoms are beginning
- c. **Camp Responsibility**
  - i. Review the registration forms for listed allergies submitted by parents
  - ii. In the event of a life-threatening allergic reaction will contact the emergency response personnel and parent/guardian.
  - iii. Carry communication devices (cell phone/radio) along with any emergency medications and authorizations.

#### **INJURY/ACCIDENT REPORTS:**

If a child sustains an injury while at camp the attending staff member will fill out an Accident Report following the administration of first aid to the camper. This form must be signed by the parent at the end of that same day whenever possible.

#### **BEFORE & AFTER CAMP:**

The before camp program will run from 7:00-9:00am & the cost is \$6/day. The after-camp program will run from 4:00-5:30pm & the cost is \$4/day. PLAY & QUEST before & after camp will be downstairs in TTCC. STREAMS & KNOTS before & after camp will be upstairs in TTCC.

The activities in these programs will be low energy activities with games, crafts, movies, and other activities. This program will also have scrumptious snacks & cool counselors!

#### **LATE PICK UP:**

Pick-up from camp is 4pm and pick-up for those in After Camp is 5:30pm. The days are long for your campers and our staff and we need to have children picked up promptly. Please be considerate of our staff's time. Pick-up after 5:30 will incur a late fee of \$10 for the first 5 minutes and an additional \$1 / minute after that. Please contact us if you are going to be delayed. Continually picking up your child late will put their spot in the program in jeopardy.