



Action Kids Parent Handbook

2023



We are excited to welcome our campers back for another magical camp season! In this handbook you will find lots of important information about your child's camp day. If you have any questions or concerns, please reach out!

Camp Groups and Group Leaders

JR Camp	
Leadership Team: Erin, Cassie	
Bouncing Bears: Alexa	
TSC: Justin	
Camp Group	Grade Entering Fall of 2023
Bouncing Bears	Ages 3 1/2—5
Red Racers	4.5-K
Yellow Rockets	K-1st Grade
White Waves	1st Grade
TSC	Team Athletes—All Ages

SR Camp	
Leadership Team: James, Kaylin, Kenzie	
LIT, CIT 1 and 2: Mia & Deb	
Camp Group	Grade Entering Fall of 2023
Orange Comets	2nd Grade
Silver Storm	2nd-3rd Grade
Green Machine	3rd Grade
Blue Blazers 1	4th Grade
Blue Blazers 2	5th Grade
LiT	6th-7th Grade
CIT 1	8th Grade
CIT 2	9th

The camper to counselor ratio is 8 or 9: 1 depending on the group (6 to 1 for Bouncing Bears). In addition, there are Program Leaders and other support staff at each program area which lowers the staff to camper ratio and provides additional supervision. There are always Lifeguards on duty at all times during camp hours.

Drop-Off and Pick-Up Procedure for Full day Campers:



- Drop-off and Pick-up will be at our roundabout immediately on your right after entering our facility for all groups.
- Morning drop-off starts at 8:15 am for all groups.
- If you need to drop your camper off before their designated drop-off time, please sign up for **Early Care**. Early Care drop off is between 7:30 am —8:00 am.
- Afternoon Pick-up is between 4:15—4:30 pm for all groups .
- If you need to pick your camper up after their designated pick-up time, please sign up for **Late Care**. Late Care runs until 6:00 pm .
- On your first day of camp, you will receive “Drop Off/Pick Up Car Signs” with your child’s name and color group on them. Please place one of these signs on the right side of your dashboard during drop-off and pick-up. This is how we will identify your camper and ensure that they are signed in/out for the day. If you need additional car signs please let us know.
- As you arrive in the morning or afternoon, please follow the traffic instructions. **Parents should not get out of the car.** If your camper needs extra support, there will be staff members ready to assist with this process. If your camper needs help buckling please pull forward into a parking spot directly across from the pick-up line.

Bouncing Bears please see next page for pick-up/drop-off information

FIRST DAY CAMPERS

- When you arrive, you will be directed to the **First Day Welcome Area**. Your camper will be given a first day camper bracelet and a staff member will be available to answer any questions you may have. **EXCEPTION: ALL campers who are attending Week 1 will pull up to the regular pick-up line.**
- Your camper will receive a yellow bracelet, which lets staff know that they are enjoying their first day of camp, and informs our swim staff that they need to be swim tested before beginning their lesson. You will be given your car signs for pick-up/drop-off.

CAMP MEDICATION

- If your child requires medication, an epi-pen or inhaler during the camp day, please let the staff member know at drop-off. A Camp Director will accept your child’s medication and have you sign it in to our medical log. Medication can be signed in for the day, week or summer.

To keep traffic moving, ALL campers must enter the facility heading SOUTH down Crawley Falls Road & turn right into our facility. When exiting, ALL campers must turn right out of our driveway. Please pull over off the road to the right side of Crawley Falls Road when lining up/ waiting for drop-off or pick-up to allow through-traffic to safely move down Crawley Falls Road.

Camp Group (See chart on page 3)	Drop-off Time	Pick-Up Time
ALL campers except Bouncing Bears	8:15—8:30 am	4:15 - 4:30 pm
Bouncing Bears	8:15—8:30 am	Half Day—1:00 pm Full Day—4:15—4:30 pm
Early /Late Care	7:30 am—8:00 am	4:30– 6:00 pm * *not available for BEARS

Rainy Day Drop-off and Pick-up

- Drop off and pick up will be in front of the Camp Office door. Please stay in your car and we will assist your child in and out.
- **You will receive a text message if we change the location of pick-up/drop-off due to inclement weather.**
- To leave please pull towards the end of the parking lot around the cones and out the same way as usual.

CHANGE OF PICK UP :

Anyone picking up your child should display one of the Drop Off/Pick Up Passes on the right side of their dashboard. If there are any last minute changes, please email summer@brentwoodcommons.com or send a message in the App with who will be picking up your child. Please note that **this person should be prepared to show photo identification.**

Early Pick up:

If you must pick up your camper early, **please arrange for pick up before 3:00** and email summer@brentwoodcommons.com or send us a message through the App to let us know you will be picking your camper up early. When you arrive at the facility, pull into a parking spot, near the main office and **remain in your car.** Then call us (603-642-7200) to let us know you have arrived. A staff will escort your camper to your car.

PLEASE NOTE: Pick up between 3:00 and 4:15 is STRONGLY discouraged

Because of the programming at that time, it is extremely difficult for us to accommodate pick ups and ensure that safe camper/staff ratios are maintained. If you need to pick your camper up early, please plan to get them before 3:00 pm.

Early Care & Late Care: We offer early care for ALL campers and late care for all groups except Bouncing Bears. You must sign up for early and late care in advance as availability is limited.



Drop-Off and Pick-Up Procedure for Bouncing Bears

- **Drop- Off:** All Bouncing Bears drop off will begin at 8:15 at the roundabout with the rest of the Full Day Campers
- **Pick-up:**

Half day Bouncing Bears: Pick up will be in the front by the Main Office at 1:00 pm. Please park your car and come get your camper by the swim area canopy.

Full day Bouncing Bears: Pick up will be at 4:15 at the roundabout with the rest of the Full Day Campers



What you child should bring to camp EVERYDAY:

A Backpack your child can carry packed with the following:

- **Refillable water bottle—this is REQUIRED.** It is important that our campers stay hydrated during their busy camp days. We have several water refill stations available though out camp. We will provide ONE complimentary replacement if your child forgets their own. If your child needs more than one replacement, we will provide one for \$5.
- **Bathing suit & towel**—the pool is heated to 87 degrees so we will swim even if the weather is not ideal.
- **Layers:** Camp mornings and the A/C can be chilly. Please send a jacket or sweatshirt.
- **Lunchbox:** Packed with food for 2 snack breaks and a lunch.
- **Change of clothes** in a Ziploc bag in case of an accident if appropriate.

What should be in my child's lunch box?

Please pack plenty of healthy food for your child: foods that are high in protein and nutritional value are best.

- 3-4 healthy snacks
- Healthy lunch options
- NO glass containers please
- Do not send food that needs to be heated or refrigerated

If your child forgets their lunch, we will call a parent to let them know. We will provide one complimentary lunch if your child forgets theirs at home and a parent can't drop one off. If your child needs more than one lunch, we will provide one for \$5.



Label Everything!

PLEASE PUT YOUR CHILD'S FIRST & LAST NAME ON EVERYTHING!

Lots of campers have identical items!

PLEASE NOTE: We are NOT a Nut Free Campus

We provide nut-free tables/areas for lunch and snacks. Campers are not allowed to share snacks/food with other campers. If your child has a nut allergy, please reach out to one of our Camp Directors to discuss any concerns you may have.

Special Note on Food Served at Camp:

- Each afternoon campers will receive a **freeze pop or on Fridays, a shaved ice**. If you wish to send an alternative option in for your child, please let us know.
- **Thursdays are Campfire days!** Campers will enjoy S'mores or fresh baked cookies around the campfire. Additionally, on occasion special snacks/food is included as part of our Fun Friday events. We will always provide a vegan/gluten-free/nut-free option. When filling out your camper information, parents were asked to inform us if your child has any dietary allergies/restrictions. Please make sure that this information is accurate.
- **Cooking Club:** One of our Activity Club choices for campers is Cooking Club where campers will create food to eat from recipes. We will provide a vegan/gluten-free/nut-free option as well.

If you have any concerns about your camper and any food allergies/dietary restrictions they may have, please reach out to our Camp Directors to discuss.

Pizza Friday:

Let us take care of lunch on Friday! All orders include pizza and a drink (you can order 1, 2, or 3 slices) Gluten-free options are also available.

- **All pizza orders must be completed online through your Parent Portal.** You can order for a single week or multiple weeks. If you order for a single week your order form must be received by Thursday evening.

Pizzas are supplied by Fremont Pizzeria and are nut-free



What to Wear

- Camp will run rain or shine, and will be outside except for during unsafe weather conditions. Dressing in layers works best—Pack your camper with shorts and a t-shirt, sweatshirts for cold mornings, and rain wear for rainy days.
- Dress ready for PLAY—Camp can get messy and dirty!
- Closed toed shoes or athletic sandals (i.e. sneakers, tevas, keens, crocs....)
- **For SAFETY reasons flip-flops are not allowed at camp.**
- **Shoes your child can take off/put on by themselves!**
- Please check your child's daily schedule. If your child's camp group swims anytime before 11:00 am, please send them to camp in their bathing suits.

Half Day Bouncing Bear Campers - What to Pack:



- Refillable water bottle
- 1 healthy snack
- A healthy lunch
- Bathing suit and towel
- Closed toe shoes/athletic sandals—NO FLIP FLOPS
 - Change of clothes in a large zip lock bag with their name on the outside of the bag.
- Sweatshirt/jacket



Camp Swag (Apparel):

All campers receive a free camp t-shirt! Visit our Camp Store in the Parent Portal for a great selection of sweatshirts, and other Camp items!

LOST AND FOUND:

Lost and Found items are kept for 1 week. Lost and Found is kept in the foyer by the Main Office.

LABEL, LABEL, LABEL Everything—we have found that Campers often do not recognize their own items!

Unclaimed items at the end of every 2 weeks will be donated.

Bathrooms:

Campers have access to inside bathrooms as well as several porta potties outside around the facility. If your child has anxiety/issues concerning toileting, please reach out to a Camp Director.

Sunscreen and Bug Spray

- **Apply sunscreen daily before your child arrives at camp**—we spend most of our day outside!
- Sunscreen will be re-applied once mid-day.
- **If you choose to send your own sunscreen**, please label it with your camper's last name and send it in a zip lock baggie.
- We do not apply insect repellent. Our grounds have been professionally treated against mosquitos and ticks.



What should I leave at home:

- **WE ARE A TECH FREE CAMPUS!** Please leave cell phones and electronics at home!
- Smart watches are strongly discouraged. If your child wears a smart watch to camp, it may only be used for telling time.
- **DO NOT BRING** Any personal toys, books, stuffed animals, Pokemon cards, etc.

CAMP PROGRAMMING:

Our structured programming consists of a variety of activity blocks which include a swim lesson, CAP time, activity club choices, art, nature and cardio physical activity. Your camper's full schedule can be found on our website and in the Document center in the Parent Portal.



Creation Station

One of our camp blocks includes a trip to Creation Station, where campers enjoy creating unique art projects! Some projects are individual, while other days campers will work together to create a group project.

Nature

Nature is an opportunity for campers to interact with the natural world around them through structured activity and guided lessons. During Nature, activities may include building birdhouses, or learning about life under the ocean. Campers will enjoy their Nature block in the Nature Nook.

Outdoor Skills

Camp fire building, tent building, knot tying and more! Kids will get the chance to go back to their roots and learn new skills that they will carry throughout life.

Swim

You can't find a better sport to save your life! We believe very strongly in the importance of learning to swim, as the basis of lifelong fun and fitness, and as such we have chosen to include a structured swim lesson EVERY SINGLE DAY! Each group will have open swim time following their lesson everyday. Per NH State Guidelines, a lifeguard is always on-duty during camp hours.



Games

The Game Zone and Sport Court are filled with team activities. Camp groups will enjoy learning new games and playing familiar ones. This block offers campers time to play together, enjoy cardio activities as well as skill development!

Gymnastics

With benefits in balance, strength and agility, all campers will enjoy learning basic to advanced skills in a safe atmosphere. Each lesson is structured to meet the camp group's skill level.

CAP (Creative Active Play)

Every day, each camp group will have a block for classic camp activities like fort building in the woods, GAGA ball, battling in Nerf Wars, scooter races, scavenger hunts, group challenges and more!



LCP (Let Campers Play!)

Unstructured outdoor play is crucial for the development of young bodies and minds. Each day, we include a block of time for LCP, where campers can dig in the sand, dribble a ball, or play make believe with their friends.

Archery

New this year for ALL full day camp groups! Certified archery instructors will introduce campers to basic archery skills.





Camp Swim

We believe very strongly in the importance of learning to swim, as the basis of lifelong fun and fitness, and as a skill that could someday save a life. Each camper is tested and placed in a swim level based on our Water Wonders Swim Program for their swim lesson.

Daily Swim Lesson

We pride ourselves on including a daily structured swim lesson everyday taught by WSI trained swim instructors and swim aides. Per American Camp Association and State of New Hampshire licensing regulations, we also have a certified lifeguard on duty at all times during the camp day.

- On your camper's first day of camp, our swim staff will evaluate their swim ability to determine their swim level. As your camper's skills improve they will progress through the swim levels.
- Campers going into Pre-K and Kindergarten we use a graduated swim bubble system to aid with floatation during the lesson until they are able to swim independently.
- Campers going into 1st grade and up will not use the graduated swim bubble system. They will use other instructional aids including dumbbells, noodles and kickboards.
- Our pool is heated and swim lessons will take place rain or shine! We do not run if there is any thunder. There are no make-ups for any missed swim lessons.
- The camp swim lesson is not mandatory, however we highly recommend it and encourage all campers to participate. If you choose to excuse your camper from the swim lesson, please email summer@brentwoodcommons.com. If your camper does not participate in the swim lesson portion, we do not offer alternative programming. During this time, they will watch poolside with their camp counselor.

Swim Levels

Level 1: Campers who are nervous about the water. We use the aid of swim noodle, kick boards, dumbbells, and more to help with their learning. Campers in this group will learn the basics of swimming including but not limited to dog paddle, to jump into the pool and to become comfortable on their back.

Level 2: Campers who are comfortable in the water and are ready to learn the basics of swimming with a floatation device. We use the aid of swim noodle, kick boards, dumbbells, and more to help with their learning.

Level 3: Campers who understand the basics of swimming and are ready to learn how to swim without a floatation device. They will be introduced to the deep end of the pool and

Level 4: Campers who are able to swim 50 ft. continuously and independently, jump into the pool independently and put their face in the water. Campers will learn the basics of freestyle and backstroke.

Level 5: Campers who are able to swim 100ft in beginning freestyle continuously. Campers will work on their stroke development.

Level 6: Campers who can swim 200 ft. in freestyle continuously. Campers will work on stroke refinement, technique and advanced skills.

Open Swim

Open swim is supervised by our Certified Lifeguards and our camp staff to a combined ratio of 8:1. During open swim, your camper will be required to wear a swim bubble if they wear one in swim class. All campers, regardless of swim level, can request a swim bubble for open swim if they are nervous or anxious about swimming. All swimmers will be swim tested and assigned a swim necklace color.

Swim Necklace Test

During Open Swim, we divide our pool into 3 sections with varying depths. Based on their abilities, campers earn a red, yellow or green necklace to wear during open swim. Each color allows the camper access to different sections of the pool. This helps all staff and lifeguards recognize your camper's swim ability. As your camper progresses, they can gain access to deeper water by testing into the next color swim necklace. The requirements for each color are as follows:

Red: Non-swimmers are limited to the shallow end of the pool only (up to 4 feet).

Yellow: Campers who can swim 50 feet (the length of our pool) continuously without a flotation device earn a yellow swim necklace. They are allowed to swim in both the shallow end and the middle of the pool (up to 5.5 feet)

Green: In order to pass the deep water test, the swimmer must be able to complete the following requirement consecutively without flotation, assistance or touching the bottom or side of the pool. This is not a timed test and can be attempted unlimited times by the camper. Completing the deep water test allows kids access to all areas of the pool.

- The camper is able to jump into the deep water safely without assistance
 - The camper is able to swim 50 ft. (length of pool)
 - The camper is able to tread water for 20 seconds
- The camper is able to climb out of the pool without using a ladder

Swim Questions?

You can either talk to a camp counselor at camp drop off and they can answer any questions or you can reach the swim staff via email at summer@brentwoodcommons.com

Green ONLY Depth: 8'6"	
Yellow and green Depth: Up to 5'6"	Red, Yellow and Green



Activity Clubs

Activity Club is an enrichment block that gives campers the opportunity to explore areas of interests to them. Activities are designed to appeal to our active, creative and curious minded campers. Each Club has a specific age focus for the ultimate enjoyment of our JR Campers or SR Campers. Campers will get to choose their Activity Club block Monday through Thursdays.



Activity Club Schedule:

GROUPS:	Monday	Tuesday	Wednesday	Thursday
Bears/Red/ Yellow/White	Curious Club Active/Sports Club Crafty Kids Explorers	Curious Club Active/Sports Club Crafty Kids Explorers	Creative Club Cooking Club Active/Sports Club Explorers	Creative Club Cooking Club Active/Sports Club Explorers
Orange/Silver/ Green/TSC	Creative Club Sports Club Cooking Club Gamers	Creative Club Sports Club Cooking Club Gamers	Curious Club Active Club Workshop Gamers	Curious Club Active Club Workshop Gamers
Blue1, Blue 2, LIT	Creative Club Sports Club Cooking Club Gamers	Creative Club Sports Club Cooking Club Gamers	Curious Club Active Club Workshop Gamers	Curious Club Active Club Workshop Gamers



The Activity choices in each club change week to week. Campers will choose their activity club each morning.

ACTIVITY CLUB DESCRIPTIONS:

- **Active Club:** provides campers with fun game based activities designed to get kids moving! Examples include water games, outdoor skills, wiffle ball tournaments, capture the flag, castle dodgeball, life size battleship and Amazing Race—Camp style.
- **Curious Club:** offers STEM based activities designed to get kids thinking! Examples include potion making, volcano eruptions, making slime, creating marble-runs and lego engineering challenges.
- **Creative Club:** offers an introduction to various textures, techniques, and artistic materials to get kids creating! Examples include paper-mache, marble blow painting, clay creations, junk-yard art and mural painting.
- **Cooking Club:** offers an opportunity for Camper Chefs to whip up some masterpieces in the kitchen! Campers will learn about nutrition and make some fun foods like homemade ice-cream and butter, bread in a bag, edible chocolate “slime” and fizzing lemonade.
- **Explorers Club:** Exclusively for our Junior Campers, offers self directed play with lots of small world figurines, trains, Legos, books, and other fun toys!
- **Gamers Club:** Exclusively for our Senior Campers, an opportunity to play board games or card games with other campers
- **Sports Club:** offers campers an opportunity to develop through skills, drills and tournaments in sports like basketball and soccer
- **Workshop:** Hands-on activities that offer campers an opportunity to build or make things while learning new skills like leather stamping, metal etching, wood-burning and jewelry making
- **Crafty Kids:** Similar activities to Workshop for our younger campers



Fun Friday

Every day is fun at Action Kids Summer Camp, but Fridays...they are just special! **Campers are encouraged to dress up for our weekly theme!** Fridays will also feature special camp activities and celebrations centered around our weekly camp theme. The magic of special events adds to the feeling of a strong sense of community at Action Kids Summer Camp.



CAMPER SUPPORT

Behavior Management Policy

Our camp staff are committed to ensuring that camp is a safe and respectful environment for every camper. Camp staff are trained to model and encourage the use of appropriate conflict resolution, communication and social skills. More specifically, camp staff will provide positive guidance to campers; recognize and reinforce appropriate behaviors; set clear and consistent limits; maintain positive, reasonable and developmentally appropriate expectations for each camp group. Challenging or negative behaviors will be addressed through verbal redirection, discussion and reflection.

Termination Policy - Behavioral Issues

Camp staff will work with a camper and the camper's family to the best of our ability. However, if at any time the Camp Directors' feel a camper's challenging and/or ongoing negative behavior is jeopardizing safety and wellbeing of other campers or staff, or the camper's own safety and wellbeing, the camper will be asked to withdraw from any further participation in the camp program. Campers who leave the program due to behavioral issues will not receive refunds for unused days.

Transgender Policy

Action Kids Summer Camp is an intentionally inclusive community, where we not only value and respect all people, but accept and welcome them. We are committed to building and supporting a culture of kindness, respect and caring among our staff and campers for all people. Along those lines, we understand that everyone is unique, including in the expression of their gender. Action Kids Summer Camp welcomes and accepts campers and staff regardless of their gender identity or expression. As with any sensitive personal information, we consider the gender identity of our participants and staff to be private unless the individual wishes to share it. Any transgender or non-binary person who wishes to keep that information private has the right to do so, and we will not share that information with anyone except medical staff when appropriate.

We are happy to make reasonable accommodations for privacy. Gender neutral bathrooms and changing facilities are available in each building and in the pool area. We encourage any camper, staff member or parent to reach out to us to discuss how best to work with their situation for the benefit of our entire camp community.

M.E.S.H Support

MESH, an acronym from the American Camp Association, stands for **M**ental- **E**motional-**S**ocial-**H**ealth. The goal of MESH is to provide additional support, as needed, for all of our campers to ensure a safe and successful camp experience. It is especially helpful for our campers experiencing social, emotional, sensory and/or behavioral challenges. If your camper requires additional support beyond our normal staffing ratios; an additional fee may be required.

Who are MESH staff: Our camp has a MESH Director (Deb Stanton) and dedicated MESH counselors. In addition, all of our camp staff receive training in how to help support our campers and may be assigned as:

MESH Buddy: An experienced CIT 2 assists the camper with daily activities, encourages friendships and helps the camper navigate the daily program.

MESH Assistant: A staff counselor assists the camper with daily activities, encourages friendships, and helps the camper navigate the daily program.

MESH Leader: If a camper requires more intense supervision and/or guidance throughout the day, someone with greater expertise and experience in this area will act as the child's one to one facilitator.

All parents complete an emotional-behavioral-academic checklist as part of the camp registration process for their child. The Mesh Director will be in touch with the parents of any campers who have "yes" check marks to better assess the camper's need for support and our ability to provide the level of support needed. Campers whom the MESH staff feel could benefit from additional support are initially placed in one of three levels. Depending on how the camper is doing when they are actively involved at camp, the level may be re-evaluated and modified on a week to week basis.

Level 1: A Camper may need occasional MESH support over the course of the summer to fully enjoy and successfully participate in our camp program. In addition, all staff are made aware of parent concerns and/or the camper's challenges and offered strategies to support them. There is no additional fee for this level of support.

Level 2: A Camper is anticipated to need occasional MESH support on a daily basis to fully, safely and successfully participate in our camp program. In addition, all staff are made aware of parent concerns and/or the camper's challenges and offered strategies to support them. There is no additional fee for this level of support.

Level 3: A Camper requires frequent ongoing or 1-1 MESH support to fully, safely and successfully participate in our camp program. There are additional fees for Level 3 MESH support:

Level 3	Staffing ratio	MESH Staff	Additional FEES	
			per day	per week
a	1-3	Assistant	\$30	\$150
b	1-1	Assistant	\$45	\$225
c	1-1	Leader	\$100	\$500

ADMINISTRATIVE INFORMATION

Make up Policy

- Make ups for missed camp days are not available. If you are unable to attend camp due to an extended illness or family emergency, please speak to the Camp Director.
- There are no refunds or make ups for missed days of camp.

In Case of Emergency

We have established safety procedure protocols in place and work closely with Brentwood Police & Fire Departments to ensure the safety of all campers and staff should a crisis arise. We will send out an SMS text message to families in the unlikely event that we have an emergency situation.

Communication with Parents

EMERGENCY NOTIFICATIONS

Managing the safety of our campers is our first priority. We will send out any important notifications via SMS text message.



FACEBOOK AND INSTAGRAM—FOLLOW US!

Facebook: <https://www.facebook.com/actionkidsatbrentwoodcommons>

Instagram: Actionkids_summercamp



Instagram

HOW TO CONTACT THE STAFF

Phone: **603-642-7200**

Fax: 603-642-9211

If the main number is not answered, we may be momentarily away from the front desk.

Website: www.brentwoodcommons.com

Email address: summer@brentwoodcommons.com

Camp Directors: Rebecca Wiseman, Deb Stanton & Seana Rioux

Water Wonders Swim Program & Camp Swim Director: Sam Rioux