



PO Box 428 Banner Elk, NC 28604  
[info@holstoncenter.org](mailto:info@holstoncenter.org); [www.holstoncenter.org](http://www.holstoncenter.org)  
844-465-7866 Phone

## **DAY CAMP GUIDEBOOK** ***A Guide for Parents/Guardians***

Holston Camp would like to extend a most sincere welcome to you and your child. We look forward to our association with you this summer and will do our best to make your child's stay a happy and rewarding experience. This handbook is intended to provide you with general information and make you feel at ease. We also have a FAQ section on our webpage. We welcome phone calls and emails if you have further questions or concerns.

**Jim Austin, Director** .....(423)-202-1655 -cell.....[jaustin@holstoncenter.org](mailto:jaustin@holstoncenter.org)  
**Mitchell Cline, Office Manager**.....(844) 465-7866 office.....[mcline@holstoncenter.org](mailto:mcline@holstoncenter.org)  
**Crosby Palmer, Summer Program Director** ....(469) 435-0515 .....[dcpalmer@holstoncenter.org](mailto:dcpalmer@holstoncenter.org)

### **COVID-19**

*Due to the pandemic, we have implemented policies and procedures to prevent transmission of coronavirus. Although we cannot guarantee that there is absolutely no risk to your camper or your family, we will mitigate as much risk as possible given our circumstances. We will continue to abide by CDC, local, and state recommendations. We are also training in the policies suggested by the American Camp Association. We want campers, families, and staff to be safe, healthy, and happy and will always work toward that end.*

*Research shows that being outside combined with social distancing and mindful sanitation, reduces the likelihood of transmission of viruses. We will stay in open air areas as much as possible. Anytime we are inside, we will wear face masks except when dining, swimming, or doing strenuous exercise. Please prepare your camper with the appropriate clothing for the weather. Hand-washing, distancing, and masking will be our standard daily operation.*

*Morning drop-off will include an interview with parent/guardian to assess the household's health situation. Temperatures will be taken in the morning, afternoon, and at pick-up. We retain the right to refuse attendance to any child showing symptoms of coronavirus (fever, dry cough, sputum production, shortness of breath, fatigue, body pain, chills, etc.).*

*Campers will be monitored for symptoms through the day. Any child showing symptoms will be quarantined immediately and parent/guardian contacted to pick up the child. In this case, communication will be circulated from the camp to other parents/guardians within that camper's group that someone has been identified with symptoms. This is not a diagnosis of COVID-19, it is simply a warning that a child has shown some symptoms that are associated with COVID-19.*

*This year we are serving a light breakfast between 8:30 and 9:00. Please arrive before 9:00 if you want your camper to have breakfast. We serve a healthy lunch and provide a mid-afternoon snack.*

*Activities include morning worship, field games, swimming, boating, rock climbing, hiking, archery, dancing, and a campfire. All activities will observe sanitation and social distancing.*

*Day campers may have limited screen time depending on the weather or while there are limited participants during the morning drop-off or afternoon pickup times.*



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Campers are asked not to bring electronic devices or other items with them to camp for sharing.

Please discuss with the Day Camp Director any scheduling issues, illnesses, emotional or behavioral issues, and/or dietary concerns regarding your camper.

Instances of bullying, hitting, inappropriate touching, or abusive or vulgar language will result in a warning to the camper and parent/guardian. If the behavior continues for a second time, the parent/guardian will be asked to withdraw the camper from the camp until the Camp Director can be assured that the behavior has been modified.

Campers should bring a CLEAN, WASHABLE, CLOTH FACE MASK (PLEASE NO BANDANAS), water bottle, towel, bathing suit, water shoes (optional), spray sunscreen, and a small backpack. Please label your campers items.

Please contact Jim Austin if you have any questions or concerns regarding our day camp program.

#### **COMMUNICATION**

Call us if your child will be arriving late, leaving early, or will not be attending camp that day.

Communicate your intentions to the Crosby Palmer, Summer Program Director at (469) 435-0515 (text or call) or [dcpalmer@holstoncenter.org](mailto:dcpalmer@holstoncenter.org)

**WE DO NOT ALLOW CELL PHONES OR ELECTRONIC GAMES!**

Please DO NOT send items that may not be shared with with other campers such as toys or valuables.

#### **CELL PHONES AND PHONE CALLS**

Campers will not be able to make or receive phone calls. **PLEASE DO NOT SEND CELL PHONES WITH YOUR CAMPER!** If there is a problem concerning your camper, the Day Camp Director will contact you.

**Tobacco, Alcohol, Firearms, Weapons, and Illegal Drugs are not allowed at Holston Camp**

#### **BIRTHDAYS**

Birthdays are special occasions at camp! To assure a celebration please alert the Day Camp Director and counselors on registration date.

#### **BEHAVIOR**

Campers are expected to behave in a socially acceptable manner while engaging in community activities. Disruptive behavior that continues to occur and impairs the ability of our staff to manage the group and creates the inability for other campers to enjoy themselves will not be tolerated. The Director may send disruptive campers home. Please review this information with your camper so camp is enjoyable experience for everyone present.



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### **FOOD AND MEALS**

**This year we are offering a light breakfast to our Day Campers.** Breakfast and lunch at camp are nutritionally balanced and prepared by qualified, experienced staff. Mid-afternoon snacks are also provided! *Due to allergies, please do not send snacks with your camper without speaking to the Day Camp Director.* Any dietary restrictions (allergies or otherwise) should be noted on the registration form so that the kitchen manager can anticipate the need. We can accommodate most dietary requirements (gluten free, lactose intolerance, nut free, etc.). If your camper has a dietary restriction and you must send food, please see Crosby Palmer, Program Director on the first day of camp.

### **LOST AND FOUND**

When you pick up your camper, please check to make sure they have all their belongings. Call the camp immediately if you determine that something is missing. The best prevention is to label all items with your camper's name.

### **CANCELLATION/REFUND POLICY**

If your camper is unable to attend camp as planned, please notify us by calling 844-HOLSTON. We do not wish to be punitive to our camper families that must cancel their reservation. Refunds will be considered under the following circumstances:

- Unless there are extraordinary circumstances, the deposit fee of \$50 is non-refundable.
- Parents may request a refund for the full balance minus the deposit fee if cancellation is made 14 days prior to the first day of camp.
- If a camper is sent home by the Director, refunds will be issued on a pro-rated basis.
- Full refunds apply to circumstances such as sudden health concerns or family tragedy.

### **TIME/LOCATION**

*Our Day Camp hours are 8:00 a.m. – 5:00 p.m.* Drop off between 8:00 and 8:30 at the building designated for your group. Activities begin at 9:00 a.m. Pick-up may be at an alternate location depending on the activity. The Program Director or camper's counselor will communicate any schedule changes.

### **Special Medical Needs/Medications**

All medications or allergies must be noted at registration. All medications that are brought to camp are stored and dispensed by the Summer Program Director. If prescription medications are sent to camp it must be in the original pharmacy container listing camper's name, medication and dosage prescribed. If non-prescription medications are needed, the Summer Program Director will give these medications per the recommended dosage.

### **What to Bring to Camp (please bring these items daily)**

A Daypack with:

- A CLEAN, WASHABLE CLOTH MASK (PLEASE NO BANDANAS)
- Modest swimsuit
- 2 Dry towels
- Water bottle



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- Sturdy outdoor shoes or activity sandals (no flip-flops)
- Extra pair of old shoes or pair of aquatic shoes for creek walks and water play
- Insect repellent
- Sunscreen

#### **FIRST AID**

Your child's well-being and safety is of the utmost importance to the staff at Holston Center Day Camp.

We know that children often collect bruises and injuries as they play at home and at camp. We are prepared to administer simple first aid to any camper who receives a simple cut or bruise. If your child receives a serious injury, we will call EMS and contact the parent or guardian immediately.

Counselors will log information about injuries as they occur at camp. If your child suffers a minor injury at day camp, we will report the injury to you at the time of pickup. If an injured child wishes to communicate with a parent or guardian, we will gladly assist the child to make a telephone call.

As a courtesy, please let a counselor know of any injuries occurring to your child out of camp.

Camp Staff is required to report any suspected acts of abuse at home to social services for investigation.