

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 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 22 through August 17

Week 1 June 22-June 26

Week 2 June 29-July 3rd

Week 3 July 6-July 10

Week 4 July 13-July 17

Week 5 July 20-July 24

Week 6 July 27-July 31

Week 7 August 3-August 7

Week 8 August 10-August 14

Week 9 August 17-August 21

- Camp hours are Monday – Friday from 8:00 AM – 5:00 PM
- Cost per week is \$395 – processing fees will apply
- 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
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Camp CCBA is licensed by the NH Department of Health and Human Services.

Be Well,

Sue Olmsted

Program Director

sue.olmsted@joinccba.org

CCBA (603) 448-6477 Program Cell: 603-372-7242

CAMP CCBA PAPERWORK

HEALTH HISTORY & PHYSICIAN'S FORMS: The State of NH Department of Health & Human Services require that all campers enrolling in Camp CCBA submit an up to date, within the past 2 years, Health History Form/Physical form, along with a record of immunizations. Contact our Program Coordinator Jeremy Batten at jeremy.batten@joinccba.org with questions.

ALL MEDICAL INFORMATION MUST BE COMPLETED A FULL 2 WEEKS PRIOR TO YOUR CHILD STARTING THEIR FIRST SESSION. CAMPERS WILL NOT BE ALLOWED TO BE DROPPED OFF AT CAMP CCBA 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 or inaccurate information has been submitted on any Camp CCBA documentation.

CAMP CCBA REGISTRATION/REFUND POLICY

Camp CCBA is offered on a "first come, first served" basis via the registration link on our website. To maintain proper staffing ratios, age group sizes are limited. Waiting lists will be taken as age groups reach their maximum enrollment.

Payments will be made through the registration portal to a credit card that is required to be on file.

REFUNDS:

PLEASE, look at your summer schedule and be confident the weeks you are registering for will be the ones that your child will attend.

REFUNDS will be granted ONLY if we can take a child off the waitlist and fill the spot. A refund will be given at 75% of the Weekly Session cost.

Extenuating circumstances will be handled on a case-by-case basis beyond a documented illness/injury, or emergent family circumstance.

Contact Sue Olmsted at Sue.Olmsted@joinccba.org

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 Office Manager Heema Sukhadiya at heema.sukhaydia@joinccba.org scholarship information and forms.
- Please note that LISTEN Community Services also offers limited financial support. Reach out to LISTEN to request more information- 603-448-2510. <https://www.listencs.org/summer-camp-scholarships>

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
- Extra Set of Clothes
- Gear appropriate for the weather

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 at the Pavillion located behind the CCBA building and must be walked to the table for their age group and checked in by a Camp CCBA staff.

No Early Birds are allowed! Campers may arrive anytime between 8-9 AM. The morning is a very busy time for Camp CCBA staff, so if you arrive early, please wait in your car until 8.

Please, let us know if you are picking up early so we have a plan in place, especially around pool/swim times.

ATTENDANCE

Please text us to let us know if your child will be absent, late for Camp or there has been a change in the authorized person that will pick them up. Camp CCBA's cell phone number 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 Assistants or Camp CCBA 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, Camp Assistants or another designated camp staff.

- A child may not remain or come to the program if he/she has any of the following symptoms:
 - A Fever
 - 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
 - If your child has low energy, is feeling unwell and cannot participate in activities
 - In case of a minor injury or illness and the Parent/Guardians cannot be reached the Camp Director or Camp Assistants will:

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

MEDICATION & SUPPORTS

Any medication(s) a camper needs to take during the time they are at camp must be labeled with their name, DOB and in the original container, with the pharmacy label, and the expiration date. Medications will be kept in the Camp CCBA office and will be stored in a locked secure location. Parents must complete an authorization form for any medication before it can be administered.

Medications will be taken under the supervision of the Camp Assistants or the Camp Director.

The person administering any medication will keep a daily log.

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

NOTE: If your child has a 1:1 at school, you will need to provide a 1:1 at camp. CAMP CCBA STAFF DO NOT HAVE THE CAPACITY TO BE A 1:1 THROUGHOUT THE DAY! Enrollment must be authorized by the Camp Director prior to admission.

Please email any IEP or 504 plans to the Camp Director Sue Olmsted at Sue.Olmsted@joinccba.org or drop them off at the Camp CCBA office. Having access to your child's plan is very helpful in supporting your child throughout the summer. It gives staff the very important details and strategies needed while engaging with your child.

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 a designated staff and the second one will be kept in the Camp CCBA main office as a backup or second dose if needed. They must be labeled with your child's name, DOB, in the original container, with the pharmacy label, and the expiration date.

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 a designated staff. They must be labeled with your child's name, DOB, in the original container, with the pharmacy label, and the expiration date.

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 life jackets if needed.

There is an additional cost for Camp CCBA swim lessons.

Since swim lessons are an "add on," the Active Registration System will not allow you to go back and add swim to any Camp CCBA week, once you have completed registration. You can reach out to [Maggie Williamson](mailto:Maggie.Williamson@joinccba.org) at maggie.williamson@joinccba.org with any questions.

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. PLEASE LABEL ALL EQUIPEMNT!**
- 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
- Youth Beats Music Drumming
- Outside Water Activities
- FUN FRIDAYS- FRUIT BARS and/or POPSCICLES

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. Parents/Guardians are required to come to the table for pick up and sign out.
- 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 have not previously been 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 the Camp Assistants to fill out a self-sign out form that is required to be signed by a Parent or Guardian.

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

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

SAFETY POLICIIES AND PROCEDURES

- In the event of an emergency at our campus or within the community, Camp CCBA will follow our lockdown/shelter in place procedures, evacuation procedures, as well as fire procedures. Families will be notified.

WEATHER POLICY

- Camp will take place, rain or shine! In the event of inclement weather (thunder and lightning), we will take the camp inside the buildings at the Witherell Recreation Center or the Carter Community Building.

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/guardians of CCBA Campers may need to come and pick up their child from any given activity.

We make every attempt to 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.
- Always Remain with Camp CCBA staff. Willfully leaving any camp activity without supervision may result in disciplinary action.

- Leaving Camp CCBA campus without staff knowledge and/or permission from a parent/guardian will result in disciplinary action and the missing camper protocol will be activated.
- Follow directions given by camp staff.
- NEVER bring an item that is a weapon, can be used as a weapon, or is a look-alike weapon (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, make sure that all items are labeled with your child's name.

CHECK CAMP CCBA LOST AND FOUND OFTEN

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

Jeremy Batten- Camp Assistant
jeremy.batten@joinccbba.org

Morgan Rysewyk-Camp Assistant

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 and producers as needed.
UPDATED ON 2/1/2026

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: _____