

Registration Information

Welcome to Ayden Arts and Recreation 2024 summer camps. All camp offerings are included in this booklet to assist in summer planning. Ayden Arts and Recreation strives to offer diverse, goal-oriented, affordable, and enjoyable opportunities for youth of all ages and abilities. Age requirements for each camp are determined by age as of March 1, 2024. Additional requirements or limitations may apply to certain camps.

Campers attend specialty camps (e.g., Softball, Art etc.) will not be allowed to attend Summer Day Camp the same week.

Registration Information

This booklet contains all of the information and materials needed for registration. Please read the following instructions thoroughly before completing the registration form. For Additional Camp Information: Please call (252) 481-5837 or (252) 481-5838

For your convenience, the Ayden Arts and Recreation Department will accept completed registration materials by mail-in, drop-off, online, or walk-in registration. Please do not mail cash.

Mail-In Registration

Registration forms may be mailed at any time. **Processing will begin March 11, 2024, and ending on June 16, 2024.**

In order for your registration request to be processed you must include required payment with signed and completed registration forms.

Mailing Address: Ayden Arts and Recreation Department

Attention: Summer Camps Registration

PO Box 219

Ayden, NC 28513

Online and Walk-In Registration

Beginning **March 11, 2024, and ending on June 16, 2024.**

Online registration will be available at aydenartsandrec.recdesk.com

All walk-in registrations will be processed at Ayden Arts and Recreation Center, 4354 Lee St, Ayden, NC, 28513.

Camp choices may be limited. Ayden Arts and Recreation Business Office Hours: 8:00am-5:00pm Monday-Friday.

Parent/Guardian's Role in Camp Registration

Read and follow all registration instructions.

Complete all registration forms and enclose required payment.

Submit forms and payment by mail-in, online or walk-in.

Understand that payment is due for all registrations regardless of participation.

Camp Registration Process:

After all registrations are processed, if there are not enough participating for a particular camp a refund check will be mailed to participant.

Way to Pay

Options include check or money order (payable to Town of Ayden). All registrations must be paid in full.

Unless it Summer Day Camp, first week must be paid in advance.

If registering online you may pay by credit card.

Refund Policy

All refund requests must be received in writing at least 14 or more days in advance of the start date of a program for a 100% refund/credit/transfer. If the department cancels program 100%. Creditor transfer of fees to another program at time of withdrawal OR 85% refund based on total cost of program. Refund/credit/transfer request received less than 14 days prior to start date of a program will not be granted.

Refunds for medical reasons requested prior to start date of program will be granted at 100% subject to verification. Non-attendance/Non-participation in a program or activity does not entitle a patron to a refund.

Payment

Payment is required with the completed registration forms.

Payment Plan

Payment plans are available for Summer Day Camp only. Parents will need to contact Ayden Arts and Recreation to be set up on payment plan option. Parents must register and pay for the first two weeks of camp that your child(ren) attend. Payments will be due by the Tuesday prior to next week camp. If you are delinquent with your payments, we reserve the right to revoke your payment plan privileges and withdraw your child(ren) from all registered summer camps.

2024 Camp Policies

Please read carefully

Dress Code

Participants should wear cool, comfortable clothing and tennis shoes in order to participate in recreational or athletic activities each day. If appropriate attire is not worn, therefore preventing participation, the parent/guardian may be asked to bring appropriate clothing or will be required to pick up the participant. In general, rubber shoes "cros," are not recommended as acceptable attire for active recreation activities. Certain camps may have additional clothing requirements.

Unacceptable attire: sandals or flip-flops; shirts with spaghetti straps; clothing that displays drugs, alcohol, tobacco, weapons or gang references; (age 12 and up); excessively loose pants or shirts; revealing clothing; jewelry.

Sunscreen and Insect Repellent

If needed, please apply these products to participants before they come to camp each day. For use during camp please supply any sunscreen and/or insect repellent that the participant may need during any program.

Staff will provide frequent opportunities for participants to reapply over the course of the day. Staff may assist participants in applying sunscreen only to exposed skin that the participant cannot reach on their own. Spray or mist type sunscreen and/or insect repellent are recommended. These products are not to be shared with other campers.

Babysitting

Any babysitting arrangements with present or former staff of the Ayden Arts and Recreation Department are separate and independent from any Departmental programs. These arrangements must be based on the independent responsibility and judgment of the parent or guardian. The Town of Ayden Arts and Recreation Department shall not be responsible for any claims or liability in connection with such babysitting activities.

Electronic Devices/Items from Home

No electronic devices are not allowed (examples: cell phones, MP3 players, gaming devices, etc.) unless accommodations have been made for the participant through an Inclusion Plan. Staff reserves the right to confiscate electronic devices if issues arise. Participants may have the opportunity to bring in items (toys, books, etc.) from home. If

you choose to allow your participant to bring in items from home. Ayden Arts and Recreation Department does not assume any responsibility for lost, stolen, broken or confiscated items. Departmental staff reserves the right to confiscate any item that is not appropriate or may be used in an inappropriate manner while in our program. Items that are not appropriate include, but are not limited to: • Any type of weapon (toy guns, knives, swords, including anything that can be used to approximate a weapon by the participant).• Any item that can be used to harass or intimidate another participant. • Any item that causes disruption to scheduled activities. Confiscated items will be returned to the parent/guardian at the end of the day.

Lost/Stolen Items

The Town of Ayden Arts and Recreation Department is not responsible for any personal items lost or stolen at our programs.

Behavior Management

We utilize and encourage the practice of praise and positive reinforcement as effective methods of behavior management. We believe that when participants receive positive and understanding interactions, they can develop good self-concept problem-solving abilities, and self-discipline. Our programs will create an environment that encourages positive choices through understanding participant's basic needs and explaining program expectations. Ayden Arts and Recreation supports and practices the following Behavior Management practices • Monitoring – Noticing program environment-daily check-in with participants-active participation with participants and proper staff placement. • Positive Reinforcement – providing participants a positive program environment. • Redirection – stop the undesired behavior and redirect participant to make the positive choice. • Time Out – Provide an opportunity for discussion between staff and the participant by asking questions about the behavior. When positive choices are not made by the participants, the following procedures will be followed:

1. Initially, participants will be given a quiet reprimand/verbal warning.
2. If behavior persists after verbal warning, a Behavior Action Plan will be implemented to identify specific behaviors and work with the participant and parent/guardian to develop appropriate behavior management solutions.
3. If behavior problems continue after implementation of the Behavior Action Plan, a first Incident Report will be presented to the parent/guardian.
4. Additional behavior problems will constitute a second Incident Report presented to the parent/guardian and a possible two (2) full-day suspension from the program may occur (no refunds will be given for the days suspended). The parent/guardian may be requested to pick up the participant within an hour of the initial contact to the parent/ guardian. If a parent/guardian does not pick up the participant within an hour, a late fee may be charged.
5. If a behavior problem persists, a third Incident Report will be presented, and the participant may be asked to leave the program. A two (2) full day suspension will be issued to the participant while the incident reports are being reviewed.
6. For severe offenses, such as but not limited to: fighting/hitting, theft, vandalism, bullying, possession of weapons or drugs, severe verbal threats, sexual misconduct, or any other safety related behavior, the participant may be suspended or dismissed from the program immediately. Any of the above-mentioned behaviors may result in immediate suspension or expulsion from program.
7. Participants will not be disciplined in camp for behavior that occurred outside of camp hours, even at parental requests.
8. Participation in camp activities during program hours is required.

Confidentiality

Ayden Arts and Recreation staff will not discuss confidential matters or personal information with anyone outside of Ayden Arts and Recreation or with unauthorized individuals. All participants are encouraged to respect the confidentiality of other participants by not disclosing personal information in public displays such as My Space, Facebook, Twitter, etc. Ayden Arts and Recreation staff are not permitted to share personal information or pictures about any participants or staff in any public display area such as My Space, Facebook, Twitter, etc. or discuss any personal information about participants outside of the workplace.

Field Trips

Ayden Arts and Recreation will transport participants offsite in vehicles provided by or contracted by the Town of Ayden. If a program participant arrives at camp after the scheduled departure for a field trip, it is the responsibility of the parent/guardian to either:

- Transport the participant to the field trip location and sign-in the participant with a Town of Ayden camp staff member at the field trip site, or;
- Transport the participant to the camp site once the camp returns from the field trip location and sign-in.

Participants cannot be left at a camp location without camp staff present. Refunds will not be awarded if participant misses a field trip. The Town of Ayden Arts and Recreation Department does not accept responsibility for a program participant until they are signed in with program staff. If a parent/guardian needs to pick up a participant while on a field trip, it is the responsibility of the parent/guardian to pick up the participant at the field trip location. Confirmation of the early release is required prior to participant being released.

Photography/Video Waiver

Pictures or video clips may be taken by the Department of any program participant while involved in Ayden Arts and Recreation activities and may be used for marketing materials or staff training. Photos or video clips may be used in program activities. Participant's names will not be published when photo or video clips are used. Some program areas are permitted to have social media sites. These sites are controlled by Ayden Arts and Recreation staff.

Illness/Injury

Any participant should remain home from all summer camps if they have had any of the following in the past twenty-four (24) hours:

- Contagious conditions (i.e. fever- 100 degrees or higher without fever reducing medication, diarrhea, vomiting, sore throat, undiagnosed rash, chicken pox, pink eye, ring worm, head lice, etc.)
- Physical Injury that does not allow the participant to safely participate in the camp program.
- If a participant demonstrates any of the above while at camp, the parent/ guardian will have one hour to pick up the participant from the camp location.
- If the participant becomes sick while at camp, he/she will be separated from the other participants while the parent/guardian is called to come and pick them up. After 24 hours, if the participant is symptom free or written documentation has been received from a doctor stating the participant is not contagious or can safely participate, they may return to camp.
- If you suspect that your child has a contagious condition that may be spread to others, please notify your camp director as soon as possible. Please do not bring the participant back to camp until the camp director has been contacted.

Late Pick-up

Participants that are picked up after the closing time of camp will be charged a late fee. The fee is as follows: Once the parent/guardian is up to 15 minutes late a \$5 fee will be charged per participant. An additional \$1 per participant will be added for every minute past 15 minutes late. Payment is due at the time of late pick-up. Continual late pickups may lead to dismissal from the program in relation to excessive late pick-up policy forms.

Non-Discrimination

The Town of Ayden Arts and Recreation Department does not discriminate on the basis of race, color, national origin, sex, sexual orientation or disability in employment opportunities or the provision of service, programs or activities. A participant alleging discrimination on the basis of any of the aforementioned areas may file a complaint with either the Director of the Ayden Arts and Recreation Department or the Office of Equal Opportunity, US Department of the Interior, Washington, DC 20240.

Personal Care

The Town of Ayden Arts and Recreation Department does not provide personal care for program participants. Ayden Arts and Recreation staff does not assist in the toileting of any camp participants or help with dressing participants. The Department requires that all program participants are “potty” trained in order to participate.

If a toileting accident does occur, a change of clothes must be brought to the program site or the participant must be picked up from the program site within one hour of the incident. If toileting accidents become routine, participants may be dismissed from the program.

Release and Indemnity Agreement

I understand that participating in a chosen recreational program involves risk of injury. These risks include inclement weather, accidents while traveling, equipment problems or failures contact with and actions of other participants, slips/trips/falls, and musculoskeletal injuries, among others.

I choose for myself or for my child to participate in the selected programs despite the risks. By signing the Participant Information Form, I acknowledge all risks of injury, illness, and/or death and affirm that I have assumed all responsibility of injury, illness, and/or death in any way connected with participation in the program. I also agree for myself and for any child participant to follow all rules and procedures of the program and to follow the reasonable instructions of the teachers and supervisors of the program.

In return for the opportunity to participate in this program, I agree for myself and for my heirs, assigns, executors, and administrators to release, waive, and discharge any legal rights I may have to seek payment or relief of any kind from the Town, its employees or its agents for injury, illness, and/or death resulting from this program. If I am registering a child for a program, I agree that I am a parent, legal guardian, or am otherwise responsible for the child whose application I am submitting and that I release, waive, and discharge any legal rights that I may assert on behalf of the child’s participation in the program. I also agree not to sue the Town, its employees, or its agents and agree to indemnify the Town for all claims, damages, losses, or expenses, including attorney’s fees, if a suit is filed concerning an injury, illness, or death to me or to my child resulting from participation in the program.

Camper’s Name: _____ Age _____

Parent/Legal Guardian:

Print Name: _____ Signature: _____ Date: _____

Summer Camp Registration Form

<input type="checkbox"/>	Paid
<input type="checkbox"/>	Date
<input type="checkbox"/>	Staff

PLEASE PUT A CHECK ALL OPEN BOXES FOR DESIRED CAMPS.

2024 SUMMER CAMPS	June 24-28	July 8-12	July 15-19	July 22-26	July/ August 29-2	August 5-9	TOTAL COST
	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	
TENNIS CAMP (June 24-27)	Tennis Camp 6:30-7:30PM						\$
TWIRL CAMP (June 24-27)	Twirl Camp 9AM-12PM						\$
BASKETBALL CAMP (July 8-11) <i>Session 1: 9:00-12:00pm</i>		Basketball Camp 9AM-12PM 6-9yrs old					\$
BASKETBALL CAMP (July 8-11) <i>Session 2: 1:00-4:00pm</i>		Basketball Camp 1-4PM 10-13yrs old					\$
VOLLEYBALL CAMP (July 15-18)			Volleyball Camp 9AM-12PM				\$
ART CAMP <i>Session 1:</i> (July 15-18)			Art Camp 9AM-12PM 6-8yrs old				\$
SOFTBALL CAMP (July 22-25)				Softball Camp 9AM-12PM			\$
FOOTBALL CAMP (July 22-25)				Football Camp 9AM-12PM			\$
DANCE CAMP (July 29-August 1)					Dance Camp 9AM-12PM		\$
ART CAMP <i>Session 2:</i> (August 5-8)						Art Camp 9AM-12PM 9-12yrs old	\$
SUMMER DAY CAMP 8:00AM -5:00PM Monday-Friday	June 24-28	July 8-12	July 15-19	July 22-26	July/August 29-2	August 5-9	\$
						TOTAL:	\$

CAMPER INFORMATION

Last Name: _____ First Name: _____ Age _____
Sex: _____ Date of Birth: _____ Last grade and school attended: _____
Allergies or Medication: _____
SPECIAL NEEDS: If your child has physical limitation or disabilities, please check _____
here and provide details below: _____

PARENT/GUARDIAN INFORMATION

Parent's Last Name: _____ First Name: _____
Mailing Address: _____
City: _____ State: _____ Zip: _____
First Daytime Phone: _____ Second Daytime phone: _____
Evening Phone: _____ Cell or other number: _____
Email: _____
Emergency Contact (other than parent named above): _____
Relationship to Child: Emergency Phone: _____
Person/s who are authorized to pick up my child in case of emergency or other situation:
Name: _____ Phone: _____
Name: _____ Phone: _____

CODE OF CONDUCT: As a parent/guardian of the minor registered in the above program,
I and the registered child/ren will abide by the Code of Conduct as stated by the Ayden Recreation Department
in regard to the particular program/ camp session for which we have enrolled. Initial (_____)

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Parent/Legal Guardian: Print Name: _____ Signature: _____ Date: _____
Travel & Photo Waiver (Release Form)

I _____, hereby grant permission for my child _____ (herein after referred to as ' my child') to participate in Ayden Recreation Department programs I hereby, for myself, my child, my heirs, executors, administrators, waive and release any and all rights and claims for damages my child may have against the Ayden Recreation Department its representatives, successors, and assigns for any and all injuries suffered by my child riding in a city or rented vehicle for Town of Ayden Recreation Department programs.
Signature _____ Furthermore, I hereby, for myself, my child, my heirs, executors, administrators, grant permission for (my child) to appear in still or motion pictures using (my) (my child's) name for educational, promotional or other proper purposes only.