



Eagle Camp 2019
PARENT MANUAL

CONTACT

Email: summer@pcaschool.org

Phone Number: 603.742.3617 ext. 139

Group Leaders: Monica Gagne (Eaglets); Kaitlyn Eastman and Joanna Hornbeck (Little Eagles)

Aquatics Specialist: Stuart Noiseux

- If you are dropping off your child late/picking up your child early, please contact your child's Group Leader at the phone number listed above. The email address summer@pcaschool.org serves for all other communication needs.

STAFF

Eagle Camp employs counselors with extensive experience working with children. Group leaders are Portsmouth Christian Academy (PCA) staff members or parents, and counselors are current PCA high school students or alumni.

GROUPS

Children who are potty-trained 3-year-olds through 6th grade may attend Eagle Camp. Campers are divided into two groups: "Eaglets" are for those going into pre-school and Kindergarten, and "Little Eagles" are for those going into 1st through 6th grade.

PRICING

EAGLET GROUP (3 years-K)

Full Week Camp (9am-3pm)	\$200
Daily Camp Rate (full day)	\$40
Daily Camp Rate (half day)	\$25
Before Care (8-9am)	included in camp rate
After Care (3-5pm)	included in camp rate
*week 3 – weekly rate	\$160

LITTLE EAGLES GROUP (1st-6th)

Full Week Camp (9am-3pm)	\$245
Daily Camp Rate (M/W/F)	\$45
Daily Camp Rate (T/Th)	\$60 (includes swim lessons)
Before Care (8-9am)	included in camp rate
After Care (3-5pm)	included in camp rate
*week 3 – weekly rate	\$200

CAMP LIFE

Eagle Camp runs for 8 weeks in the summer, Monday-Friday, from June 17th – August 9th. There is no camp on July 4th. Registration is offered by the day or week, with a ½ day offering for the Eaglet group only.

Extended care (both morning and afternoon) is included in the cost of camp and runs from 8-9 am and 3-5 pm, if needed. Active camp hours are 9-3 pm.

LUNCH: Campers are required to provide their own lunch, snacks, and water bottle. Snack cart items are available for purchase (chips, pretzels, candy, Gatorade, etc.) Prices vary but range between 0.50 and \$1.00.

DRESS CODE: Campers should wear comfortable, modest clothing such as t-shirts and shorts, and all campers should have a change of clothing with them. Campers in the Little Eagles group will need a bathing suit each day of camp.

FIELD TRIPS: Weekly field trips (Long Sands Beach, hike @ Mt. Agamenticus, etc) have been scheduled into the Little Eagles weekly program for Monday of each week (in the case of bad weather on Monday, field trips will take place on Wednesday for that week). Long Sands Beach has snack shops and gift stores. You may send your camper(s) with spending money, but Eagle Camp staff is not permitted to hold or handle your camper(s)'s cash.

Field Trip locations for Mondays (Little Eagles group only):

Week 1: Long Sands Beach, Maine

Week 2: Long Sands Beach, Maine

Week 3: Hike @ Mt. Agamenticus

Week 4: Long Sands Beach, Maine

Week 5: Odiorne Pointe State Park and Beach

Week 6: Long Sands Beach, Maine

Week 7: Hike @ Mt. Major

Week 8: Long Sands Beach, Maine

Every Tuesday and Thursday the Little Eagles will participate in **swimming lessons and free swim** at the UNH Recreation Center in Durham, NH. PCA will provide lifeguards and transportation to and from UNH.

*Please note: the price of camp reflects the weekly swim lessons and beach trips; PCA will not be able to refund you the cost even if your child does not attend the swim lessons.

The Eaglet group remains on campus and does not participate in field trips, swimming lessons, or PCA's waterfront.

REST TIME is required for campers in the Eaglets group. There will be an hour or quiet rest time each day after lunch. Please bring and be prepared to leave a fitted sheet, small pillow, light blanket, and favorite stuffed animal for your child.

SUNSCREEN & BUG SPRAY: Please apply sunscreen to your camper prior to their arrival to camp. We strongly recommend packing additional sunscreen for your camper(s) to reapply throughout the day, as our counselors are not responsible for providing sunscreen. Staff will require campers to reapply sunscreen several times throughout the day as a group.

MEDICATION/ ALLERGIES: Please make counselors aware of any medication that your camper requires and where it is in their daypacks during check-in. Bags with medication may be flagged to make it easier for group leaders to locate the bag when it is needed. Please be aware that staff members are not permitted to administer medication; there is no nurse on campus during the summer. Appropriate documentation is required before the start of camp for a camper to bring any kind of medication to camp. Please contact summer@pcaschool.org before the start of camp to discuss your camper's medication needs.

WHAT SHOULD MY CAMPER BRING? CHECKLIST

Healthy lunch (include multiple snacks)

Water Bottle (labeled)

Sunscreen (labeled)

Sneakers

Change of clothes and/or bathing suit

We ask that campers leave all personal items at home. This includes cell-phones, electronic devices, etc.

Eagle Camp is not responsible for any lost or stolen items.

DROP-OFF/ PICK-UP PROCEDURES

Drop-off begins at 8 am and ends at 9 am sharp. Pick-up begins at 3 pm and runs until 5 pm sharp. Drop-off and Pick-up take place in our MPR (Multi-Purpose Room).

If a camper is to be dropped off late or picked up early, advance notice is required. The groups are at different areas of the campus during the day and a staff member will not be manning the door to let you in, so you will not be able to drop-off or pick-up your child without prior communication!

Please be reminded that both our morning care and afternoon care are being offered for your convenience and at no extra charge, but we ask that you please respect the 5:00 PM deadline for pick-up. This allows our staff to plan ahead and to honor commitments they may have at the end of the day. A late fee will be charged to parents arriving after 5pm: \$10.00 for the first 10 minutes, then an additional \$1/minute after that.

DIRECTIONS TO OUR CAMPUS

As you proceed down Seaborne Drive and enter our campus, you will see our two Upper School buildings on your right. After the second building, there is an access road to a large parking area between these first two buildings and the last building, which is our Lower School/Administrative building and where we will hold our summer program. Please park in this large lot.

How to access the MPR: Please use the second door of the MPR on the lower/parking lot level of the Lower School building. There is a button that may be pushed to sound a buzzer inside. Inside, there is a security camera and the ability for our staff to remotely provide access through that door.

REGISTRATION AND REFUND POLICIES

REGISTRATION POLICIES

Because camp staff is hired based on registrations, if you register your child for camp and for any reason he/she is **not** able to come to camp during that time, PCA will still need to be paid in full (if payment has already been processed, NO REFUNDS will take place).

Transfer Credit: If you have already registered your camper for a specific half day, day, or week and realize he or she will no longer be able to attend, we will attempt to transfer your credit to another half day, day, or week (depending on availability) **but only if you notify summer@pcaschool.org within at least two business days before program start date**. Payment will still be due; no refunds will take place. This pertains to Eagle Camp only.

Payment for each week's program must be made on or before the first day of participation.

All payments are non-refundable, unless a program becomes unavailable. If a program does become unavailable, we will return the full registration fee(s).

Each month's programs have a registration deadline:

Registration Deadline for June camps: June 10th

Registration Deadline for July camps: June 24th

Registration Deadline for August camps: July 22nd

Once the month deadline has passed, online registration is NO LONGER AVAILABLE. If you would still like to sign up for a program, please email summer@pcaschool.org and be prepared to pay the late registration price (depending on availability).

Late Registrations: After the registration deadline, the cost of each day, ½ day, or week of Eagle Camp increases by \$10. For example, Eaglet Camp for a full week will increase, from \$200 to \$210.

DISCOVERY CLUBS, SPORTS CAMPS, AND MUSIC PROGRAMS (NOT PRIVATE LESSONS): \$25 late fee added to the cost of registration to each program (per child).

If the minimum number of students needed to run the program is not met, each family will be notified a week before the program is scheduled to run and will be fully refunded (due to the program being unavailable).

DISCIPLINE POLICIES

Portsmouth Christian Academy's Kaleidoscope Summer program upholds its character values to their highest degree and expects campers to behave in an appropriate and safe manner while enrolled in our summer programming. When/if discipline or safety issues arise, steps are taken to remove campers' from groups and inform parents of subsequent actions and plans. The director reserves the right to withdraw any camper when the camper's behavior interferes with the rights and safety of others. **In such cases, no refunds will be given.**

The following forms (available on our website) must be turned in before your child may participate in our programming. One form per child covers all programs he/she will participate in. These forms may be completed and submitted in one of two ways:

Emailed to summer@pcaschool.org or

Mailed to PCA, Summer Program, 20 Seaborne Drive, Dover, NH 03820, c/o K. Eastman

Your registration is not complete until these forms are signed and submitted. These forms are due on or before the first day of participation:

- Summer at PCA Emergency and Release Form
- Registration Policy Agreement Form
- UNH Recreation Department Waiver (for Little Eagles only)

Please contact the Summer Program team (summer@pcaschool.org) 603-742-3617 ext 139 if you have any additional questions or concerns.