

Delaware Technical Community College
Terry Campus
Workforce Development and Community Education
2018 Summer Camp Program

PARENT HANDBOOK

CAMP OBJECTIVE

It is our goal to provide a youth camp that will challenge campers to further develop their minds and bodies through various activities. These activities will invite campers to expand their awareness of goal setting, teamwork, diversity, and sportsmanship. Most important, we will express the value of having fun and meeting new friends. Our staff is committed to helping each camper fulfill his/her individual potential and to guide that camper to become “the best that he/she can be.”

CAMP INFORMATION

Dates

June 11-15	July 2-6 (no camp July 4)	July 23-27
June 18-22	July 9-13	July 30-Aug 3
June 25-29	July 16-20	Aug 6-10

Camp Schedule

- 7:30 am to 9:00 am-AM Extended Camp
- 9:00 am to 12:00 pm – AM Session
- 12:00 pm-1:00 pm-Lunch
- 1:00 pm - 4:00 pm-PM Session
- 4:00 pm – 5:30 pm-PM Extended Camp

Location/Registration

Delaware Tech Summer Camps are held each day at the Terry Campus in Dover, DE. The location for drop off and pick-up is room 721 in the Education and Technology Building or the designated sports field on campus. Each camper will need to be registered and paid in full before the beginning of the camp. All campers not registered and paid in full will not be permitted to attend camp that week. Registration for future camp weeks can be completed in person in the Corporate Training Center room 405, or by contacting (302) 857-1400.

CANCELLATIONS/REFUND POLICY:

- 1) If your child is unable to attend any camp in which he/she has enrolled, you may request a refund from Workforce Development and Community Education. Requests must be received 72 business hours prior to the first day of camp for which the child is enrolled, by calling 302-857-1400 or in person at room 405 in the Corporate Training Center.
- 2) Students who attend camp and wish to withdraw due to extenuating circumstances may be issued a partial refund or may enroll in a future camp on a case-by-case basis.
- 3) Please note that refunds for payments made by cash or check may take a minimum of six weeks to process.
- 4) No refund will be issued if a student is removed from camp due to non-compliance with the Student Code of Conduct.

TRANSFER POLICY:

If your child is unable to attend a camp in which he/she is enrolled, you may request a transfer to another camp week within the same camp season. All requests must be received:

- In person at Workforce Development and Community Education, Building 400, Room 405, 100 Campus Drive, Dover, DE 19904
- In writing via:
 - U.S. Mail: Summer Camps, 100 Campus Drive, Dover, DE 19904
 - Fax: 302-857-1450
 - Email: terry-workforcedevelopment@dtcc.edu
- 72 hours prior to the first day of the camp week for which your child is enrolled.

MEDICATION:

All medications need to be given to the Camp Coordinator upon arrival. A medical form authorizing staff to administer medication must be completed. All prescription medications must be in original pharmacy containers labeled with name of patient, date prescription was filled, pharmacy phone number, name of medication, dosage, schedule for taking, prescribing doctor, and expiration date of medicine. Parents with asthmatic students should submit management directives along with the medication.

SIGN-IN/SIGN-OUT:

All campers must be escorted by parents or guardians into the camp receiving area (Education and Technology Building room 721) or the designated sports field and signed in with our camp staff. Late arrivals should check in at the Education and Technology Building room 721, Phone: (302) 857-1400.

Any camper arriving before 9 a.m. and/or not picked up by 4 p.m. will be assigned to our extended camp program and a fee of \$10 per child will be due at the time of drop-off and/or pick-up.

EARLY DISMISSAL:

If a camper needs to leave early, please send a note stating the time of departure and who will be responsible for sign out. The person picking up the camper will need to report to the camp staff and will be asked to provide identification. In order for a person to pick up a child his/her name must be on file in the Corporate Training Center office. Please arrive 10 minutes prior to the time you need your child to depart. Anyone not providing identification will not be permitted to take the camper off the grounds until a parent or guardian is contacted by telephone. Due to the nature of our off-campus trips, we do not permit early dismissals during off-campus trips except in the case of an extreme emergency. Please contact the camp office directly at (302) 857-1400 to make arrangements. We appreciate your cooperation.

CELL PHONE/INTERNET POLICY:

Please note that some camps may have access to Delaware Tech Computer labs (and the internet) for the completion of class projects and activities. Students will be expected to follow strict rules and directions while in the computer lab. Students who abuse this privilege and/or do not comply with the instructor's rules and directions, will be removed from camp. Any parent who does not wish to allow his/her child access to the internet must provide written notification prior to the first day of camp. Cell phones are not allowed in camp.

DRESS CODE:

Shorts, t-shirts, athletic socks, and gym shoes are acceptable attire. Remember, campers will be involved in many different activities, so the more comfortable they dress, the better. Some activities will take place outside; therefore, a hat is recommended for those outdoor activities. Campers should label their clothing and any bag they bring with them.

FOOD:

Breakfast is NOT included in camp. Delaware Tech will be participating in the USDA Summer Food Service Program. Lunch will be provided for all campers. No vending machines or school store purchases will be allowed. Students will not be allowed to eat or drink in classrooms. Our cafeteria and outside patio will be the only locations where food will be allowed. Water and other drinks will be provided throughout the day to ensure proper hydration.

CAMP ESSENTIALS/WHAT TO BRING:

Sunscreen: Campers may be participating in many outdoor activities. To be prepared for the sun, apply sunscreen every morning before coming to camp. Campers may also bring more sunscreen with them to camp.

Smock: Some campers will be involved with arts & crafts activities. Campers may want to bring a smock or old shirt they wouldn't mind getting dirty to protect their clothing.

Athletic Gear: Some campers will be involved in daily athletic activities. It is recommended that campers wear gym shoes to camp. If students are enrolled in specific sports camps, the campers should bring the appropriate equipment that can be found in the camp description. Again, please be sure to label all equipment you bring to camp.

Lost and Found: The Lost and Found is located in the Public Safety Office in the Terry Building. Please check there for camper's lost possessions, or in Education and Technology Building room 721.

ADDITIONAL INFORMATION: For any additional questions or in case of a family emergency, contact the Camp Office at (302) 857-1400. Thank you, we look forward to seeing you this summer!