



# **WATAUGA COUNTY 4-H SUMMER PROGRAMS PARTICIPANT HANDBOOK**

**TO MAKE THE BEST BETTER**

# WELCOME TO 4-H CAMP



## **N.C. Cooperative Extension Notice of Nondiscrimination**

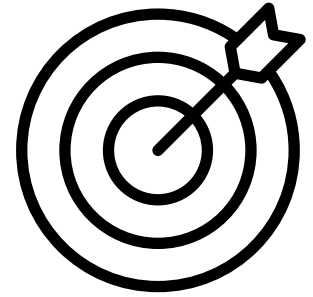
N.C. Cooperative Extension prohibits discrimination on the basis of race, color, national origin, age, sex (including pregnancy), disability, religion, sexual orientation, gender identity, genetic information, political affiliation, and veteran status.

### **Accommodations**

In compliance with the Americans with Disabilities Act, N.C. Cooperative Extension will honor requests for reasonable accommodations made by individuals with disabilities. Please direct accommodation requests to: Kathleen Rogers, [kathleen\\_rogers@ncsu.edu](mailto:kathleen_rogers@ncsu.edu), 919-245-2066. Requests can be served more effectively if notice is provided at least 10 days before the event.

**The objectives of Watauga County 4-H summer programs are as follows :**

- To inspire youth and to help them find their “spark.” A spark is a moment of interest that inspires a child to learn by doing.
- To enhance leadership, communication, teamwork, decision-making and career-readiness skills.
- To foster engagement, civic responsibility, and a sense of belonging and connection in Watauga County youth.



**Expectations of Youth Enrolled in Our Camps:**

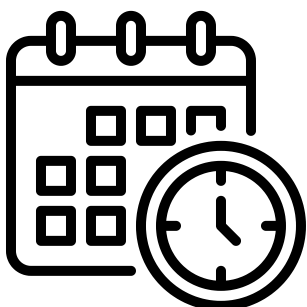


- Be responsible for their own actions and maintain a positive and respectful attitude toward other participants, staff and guests.
- Be open to trying new things with an enthusiastic attitude.
- Follow all program rules as well as the NC 4-H Member Code of Conduct (see 4-H Online.)
- Respect the facility and all program materials and resources.
- Demonstrate self-control.

**Camp Registration and 4-H Online Enrollment:**

Participants must enroll with Watauga County 4-H in the 4-H Online membership management system at [v2.4honline.com](http://v2.4honline.com). As part of the membership enrollment process, parents are required to complete and attest to the following forms to enroll their child(ren) in 4-H camps and associated programs.

- 4-H Enrollment Form
- Health History and Authorization Form
- 4-H Code of Conduct
- Equal Opportunity and Non-discrimination Policy
- NC 4-H Photo and Media Release Form
- NC 4-H Youth Development Program Liability Waiver
- Transportation Authorization and Waiver Form



**Program Schedule**

A camp agenda will be provided to parents the week before the program and will include drop off and pick up times as well as field trip locations and travel times. 4-H staff will do their best to begin and end on time. We ask that parents arrive on time as well. Pick up and drop off will take place in the Ag Conference Center (252 Poplar Grove Rd.) unless stated otherwise.

## **Camp Fees:**

Fees may vary based on the summer program. Fees are to be paid by cash or check to the extension office.

NO REFUNDS will be made within one week before camp begins unless the program is cancelled.



## **Insurance:**

Limited accidental insurance will be provided by Watauga County Cooperative Extension through American Income Life Insurance Company. The policy only covers accidents that occur during 4-H camp activities. Speak with your 4-H Agent if you have questions regarding this policy.

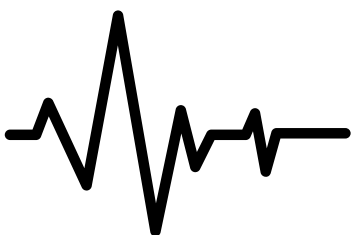
## **Transportation:**

Most of our camps involve field trips that will require students to be transported off-site during the day. Parents will be notified in the program schedule if and when these field trips will occur. Transportation will be provided by qualified staff members in a 12 or 15 passenger van or our state vehicle on site. All vehicles receive yearly safety and emissions inspections. All staff have passed background checks that include a driving record check within the past three years. If a parent has concerns about transportation, please contact 4-H Agent, Susie Douglas, in advance.



NOTE ABOUT CAR SEATS: 4-H staff are not allowed to supply or install car seats. If a booster seat is needed, please provide one and place it in the vehicle. Your child's safety is our number one priority.

## **Medical and Health Protocols:**



The Watauga County 4-H Summer program is sensitive to the health and physical needs of youth. All participants must complete the health form in 4-H Online and it is the parent or guardian's responsibility to ensure that information is up-to-date by the first day of the camp program. If the child's emergency, medical or physical condition has changed, parents should notify Susie immediately.

Watauga County Cooperative Extension, its staff, and its volunteers are NOT responsible for sunburn/insect bites. Parents/guardians are responsible for applying protective agents prior to each camp day.

## **Medications:**

- Youth should not have any medications in their personal possession, as this can lead to accidental ingestion or allergic reactions. This also applies to vitamins, insulin, and even over-the-counter antihistamines and fever-reducers. Some medications (such as epilepsy-pen or inhalers) however may be kept with the student, but under the supervision of staff.
- Upon check-in daily, all medication should be given to the designated staff member. Please provide medication in the original container and place it in a clear plastic bag. Medications will be dosed according to the packaging or an additional physician's notice. Only bring enough medication for the time at camp - no more, no less.
- All medication must also be listed on the child's 4-H Online Health form.



## **Site Emergency:**



In the event of an emergency or a weather-related event, the following procedures will be in effect.

1. Efforts will be made to contact parents via phone and email as soon as possible. Children may remain at the site until they can be picked up by the parent or other authorized person as stated in the child's 4-H Online profile.
2. Shelter-in-place procedures will be followed. In the event that a site evacuation is necessary, children will be taken to a local emergency shelter. The location of the shelter will be posted on the front door of the site.

## **Sign-In and Sign-Out Procedures:**

When you complete your enrollment through 4-H Online, you will be asked to authorize individuals who are 18 or older to pick up your child from our program. If an emergency arises and you need an additional adult to pick up your child, please send an email to the 4-H Agent or provide a signed note with your child at drop-off. If there is an existing legal custody document for your child that needs to be shared with the 4-H Agent, please share this prior to the first day of the program.





### Meals and Snacks:

- A snack and drink will be provided at each camp.
- NO LUNCH WILL BE PROVIDED - if stated in description in the camp itinerary, please pack a lunch for your child and send them with a lunchbox.

### What to Bring to Camp:

- Re-fillable water bottle
- Lunch (if stated in itinerary for that day)
- Positive Attitude!!



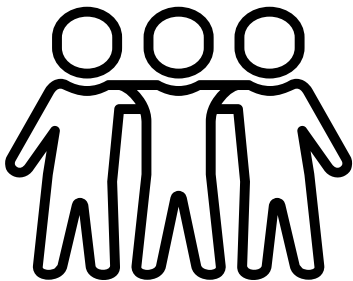
### What NOT to Bring to Camp:



- Ear pods, computers, phones, other electronic devices, valuable jewelry or articles of clothing, inappropriate reading materials, matches or lighters, guns or other weapons, and any illegal substances.

### Dress Code:

- Closed toe shoes are required each day of camp for safety purposes.
- WE DO NOT ALLOW: halter tops, crop tops, clothing with inappropriate pictures or profanity, short shorts or slouch shorts, saggy pants or swimsuits.



### Bullying:

Our 4-H program does not tolerate bullying. Participants and/or parents are encouraged to report any bullying to program staff so that we can address it immediately and act to keep everyone safe. Bullying is against the 4-H Code of Conduct.

**If you have additional questions or concerns, please contact the 4-H Agent, Susie Douglas, immediately.**

**Susie Douglas**

**828.264.3061**

**susie\_douglas@ncsu.edu**

**Watauga County Center**

**971 West King Street**

**Boone, NC 28607**