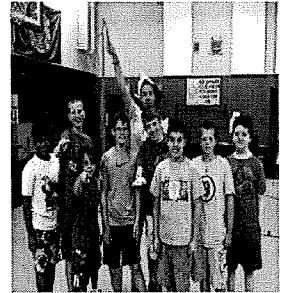


CAMP WITZEL

HANDBOOK



Welcome!

The Bedford Parks and Recreation Department would like to welcome you to Camp Witzel, our summer day camp program for kids ages 6 to 13. Please take the time to review this handbook and familiarize yourself and your child with the policies and procedures of our camp.

On the last page there is a contract page stating that you and your child have reviewed our handbook and understand the policies and procedures within. This contract must be signed and submitted to either the Parks & Recreation Department or the Camp Director by your child's first day of camp.

Your child will not be accepted on their first day without this contract.

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Goals of the Program

Camp Witzel aims to foster a friendly, exciting, and structured camp environment, which focuses upon building new friendships, learning new games and activities, and fully enjoying the hot New Hampshire summertime. Camp Witzel aims to reach these goals with our campers through:

- Having fun!
- Growing personally
- Improving interpersonal relationships
- Learning new games, crafts, and activities
- Fully exploring and engaging with trips

Where you go to have fun!

Interact with positive adult role models

Teamwork and sportsmanship encouraged!

Zig-Zag into lasting memories

Exploring new and exciting trips

Learning how to make new friends

Where to Get Camp Information

Registration Website: <http://www.bedfordreconline.com>

Town of Bedford Recreation Manager: Jane O' Brien, Manager
603-792-1305 office phone
603-361-0336 cell phone
jobrien@bedfordnh.gov

Camp Witzel Camp Director: William Helmke 978-758-7258

Camp Witzel Assistant Director: Claire Kraemer 603-858-8918

Games Director: Casey Six 603-769-0614

Arts & Crafts Director: Scarlett Paul 603-716-3326

Parks and Recreation information:

Parks and Recreation Department Office 603-472-5242 x305

Parks and Recreation Department Office hours are Monday-Friday 8-4:30 PM

Bedford Memorial Town Pool 603-472-7331

Pool Hours: Monday-Friday 12-6:30 PM Sat/Sun & Holidays 12-5 PM

Camp Witzel Location for 2026 – Peter Woodbury School
180 County Road, Bedford, NH 03110
Main Office – 603-622-0431

Camp Hours

Camp Witzel's daily hours of operation are from **9 AM to 4 PM** Monday through Friday, except for the week of July 4th (that will be a 4-day week NO CAMP Friday, July 4th)

We offer extended hours via our Before and After Care program, which runs from 7:30 AM to 9 AM and 4 PM to 5:30 PM respectively. This BCC or ACC program costs \$10.00 per day, per camper or maximum \$50 per week and is paid in advance.

Sign In/Out Policy:

Parents/Guardians are required to enter the facility to officially sign in and sign out their child. Parents/Guardians must put both **time of sign in/sign out and initials** to properly sign their child in or out.

Parents/Guardians or designees must be listed on the registration form as authorized to pick up child. For the child to be picked up by an adult not listed on the registration form, Parents/Guardians must provide a signed and dated note to the Camp Director in advance.

Late Pick Up:

Families who do not have Aftercare and fail to pick up their camper by 4 PM will be charged the Aftercare rate of \$10.00, which covers supervision until 5:30 PM.

We close promptly at 5:30 PM. For all children not picked up by the end of our program the following late policy will be in effect:

First 5 minutes: Grace period
Every 5 minutes after: \$10.00 per child

After 6 PM the Bedford Police Department will be notified by our Camp Staff at 472-5113.

Please note that you may be asked to withdraw your child from camp in the event of repeating lateness. Payment in the form of cash or check are accepted. Checks should be made out to the Town of Bedford and dropped off at the Recreation Department – 24 N. Amherst Rd., Bedford

Absences : We request that any foreseeable absences and especially on trip days are reported to the Camp Director or Assistant Director in advance or called into the Recreation Department office 472-5242 x305. As we frequently have a waitlist for campers especially that wish to go

on a trip that they did not originally register for and letting us know that your child will be absent will allow for another child to go in their place.

Extended Trip Day Hours:

Camp Witzel will occasionally have extended trip day hours. These specialized hours will be stated in the weekly camp newsletter flyer, noted on the camp white board, and reminded by our sign out crew. We expect that all campers will arrive prior to our departure time or risk missing the trip.

Refund Policy:

All withdrawals from a camp session and/or refund requests must be done in writing through the Bedford Parks and Recreation Department and approved by the Recreation Manager.

Refunds/credits will be issued as follows:

- A full refund (minus the deposit) will be issued if a written cancellation is received at least 2 weeks prior to the start of the camp week.
- Cancellations less than two weeks in advance will be charged a 20% processing charge in addition to the non-refundable deposit.

No refund for camp trips not taken by campers without proper notification.

Program Content

Typical Day at Camp:

7:30-9:30 - Free Play as all campers arrive

9:30-10:15 - Camp Games

10:15 - Snack

10:30-12- Stations (which could involve camp games, playground, arts & crafts)

12-12:30 - Lunch

1-3 - Bedford Town Pool

3-5:30 - Free Play as campers get picked up

Swimming Policy:

Your child **MUST** be marked as either a non-swimmer, beginner swimmer, or swimmer on his/her registration form based on the descriptions below.

Non-swimmer: Your child is unable to keep their head above water without assistance from an adult

Beginner: Your child can pass the Bedford Town Pool swim test administered by a lifeguard, which deems them able to swim without assistance in the shallow end of the pool and your child has begun swim lessons.

- Swim Test: Being able to swim approximately 40 yards without assistance

Swimmer: Capable of swimming in all areas of the pool (4 ft., 6 ft., & 12 ft.) without individual supervision and/or assistance

*Camp Witzel staff reserves the right to prevent your child from entering any body of water at the Town pool or any other aquatic field trip for any amount of time considered appropriate, if they deem it unsafe for your child or any other child in their assigned group. Staff will discuss the reason for their removal with parents upon pickup.

Transportation:

Camp Witzel will provide a shuttle bus to the Town Pool on most normally scheduled camp days to the pool which are (Monday-Tuesday-Thursday & Friday) and two busses to our destination on trip day which is (Wednesday). All campers must adhere to all bus rules and camp rules while on the bus.

Camp Shirts:

Camp Shirts will be given to each camper upon arrival on their first day of camp. The shirts must be worn on EVERY TRIP day with **NO EXCEPTIONS**. If your child forgets and/or loses his or her camp shirt there will be a \$10 fee for a new shirt, or a shirt must be procured before our departure time.

Group Assignments

Campers are placed in groups based on grade and gender. There will be a total of 8 groups with 4 girl groups and 4 boy groups. These groups will range in grade from campers entering 1st grade to entering 8th grade (typically ages 6-13). If your or your child has any concerns or valid requests regarding changing their group, speak to the Camp Director and a different arrangement or compromise will be discussed.

Weather:

In the event of inclement weather, Camp Witzel will engage with planned alternative indoor programming instead of going to the Town Pool. If at the pool during a thunderstorm, campers will be quickly removed from the pool and Camp Witzel will return promptly to our School facility.

What to Bring

Your child should have these following items with them **every day** and they should be labeled with your child's name:

- Snack & Lunch (Your child should NEVER plan on buying a lunch or snack)
- Bathing Suit
- Sunscreen
- Filled Water Bottle
- Towel
- A backpack
- Sneakers (Should be always worn unless at the pool or on an aquatic field trip)

Every week there will be a Newsletter handed out which will list any extra necessities your child will need for that week's trip.

Prohibited Items:

Anything valuable, including but not limited to, cell phones, iPods/MP3 players, portable gaming systems, and other electronics should be left at home to ensure the safety of your child's belongings, as well as their safety and participation in group activities. The camp will not take responsibility for any lost or stolen items.

Medical/Emergency Information

Essential Forms:

Handbook Contract
Camp Registration Form
Medical Form

Medication:

If your child requires any form of emergency medication, the medication should be labeled with the child's first and last name along with directions on when the medication should be distributed. Emergency medication that we are allowed to distribute are EpiPens and inhalers. The medication will always be accessible to the camp director in case it needs to be distributed to your child.

If you have any questions or concerns regarding your child's medication, please contact the Camp Director or the Town of Bedford Park's and Recreation Department.

Allergies:

You must notify the camp director if your child has any allergies so we can follow proper precautions to ensure the safety of your child.

Special Needs:

Camp Witzel works to provide the best day camp experience for your child, for this to occur, we ask that you talk with the camp director or the Bedford Department of Parks and Recreation about any special needs your child might have prior to registration.

Since Camp Witzel staff are not trained to handle some medical procedures and treatments, children will be enrolled on an individual basis. We will make every attempt to serve all children.

Expectations of Campers

Camp Witzel seeks to provide a safe, fun and enriching environment for all our campers. To ensure this type of environment, there are some basic rules and policies that all must follow.

General Rules:

- Campers must listen to and follow instructions.
- Campers will always treat each other and staff with respect.
- Physical and verbal abuse (i.e. hitting, kicking, name-calling) is unacceptable.
- Foul language and obscene gestures are unacceptable.
- Bringing any weapons, toy weapons, or other hazardous items will result in immediate dismissal from camp.
- PROPER FOOTWEAR MANDATORY. Shoes must be worn daily.
- Campers must always stay within sight of a staff member. Wandering or running off is unacceptable.
- Treat our camp facility with respect.

Bullying:

Camp Witzel has a ZERO TOLERANCE POLICY for bullying. Any cases of such behavior will result in a meeting between Camp Directors, parents, and child and could result in expulsion from camp.

Discipline:

This policy applies to each camper. If camp rules are disobeyed and discipline by a counselor is required, the following process will occur:

First Offense: Warning. A counselor will discuss with the child why this behavior is unacceptable as well as how to avoid any further repetition of behavior.

Second Offense: Time Out. Child will be asked to sit out for an appropriate amount of time.

Third Offense: Conversation with Parent. Assistant Directors/Camp Director will sit down with child and Parent/Guardian and discuss behavior as well as a plan to avoid further offenses.

Fourth Offense: Call to Parent. Parent/Guardian will be notified immediately and asked to remove their child from the program - suspension or termination will result.

Child Abuse:

Camp Witzel staff members are considered mandatory reporters under New Hampshire state law. If staff suspect's physical abuse, sexual abuse, or neglect, they are required to report it to Child Protective Services or the local police.

“NH Law requires **any person** who suspects that a child under age 18 has been abused or neglected **must report** that suspicion **immediately** to Division of Children, Youth and Families.” (New Hampshire RSA 169-C: 29-31)

Termination Policy:

Camp Witzel reserves the right to terminate your child's camp enrollment with or without refund if the staff deems in the best interest and/or safety of the camper, other campers, parents or staff. If a child's camp enrollment termination is deemed necessary by Camp Witzel staff parents will be informed of reasons for termination of services.

CAMP WITZEL HANDBOOK CONTRACT-2026

Parents: please make sure you have read through and discussed this handbook with your child. After having done so, you and your child can sign the contract below stating that you and your child fully understand the content of this handbook.

You *must* have this form completed and turned in before your child's first day of camp. Failure to do so will result in the Camp being unable to accept your child.

I, the parent/guardian of camper - _____ have read through the Camp Witzel Handbook with my child, reviewed all camp policies and procedures, and fully understand the expectations of enrollment in Camp Witzel. My child and I understand the discipline process as well as what steps will be taken in the event of misconduct.

Parent Signature

Date

Camper Signature

Date

*****CAMP OFFICE STAFF*****

Date Received: _____ Camp Staff: _____