



# Hebron Parks and Recreation

## Summer Adventure Camp

### PARENT HANDBOOK

**THANK YOU FOR YOUR REGISTRATION. PLEASE READ ALL ENCLOSED MATERIALS CAREFULLY.**

Our highest priority is to provide the best camp experience possible while following all guidelines and restrictions to keep our campers and staff safe.

**Please note that there will be NO SUMMER CAMP PROGRAM on July 4<sup>th</sup>.**

#### **HOURS OF OPERATION**

The **Regular Camp Program Day** is 6:45 a.m. - 5 p.m.  
**P.M. Extended Care** is 5 p.m. - 6 p.m. for an additional fee.

#### **DROP OFF AND PICK UP PROCEDURES**

Participants should be escorted into the camp facility and must be signed in and out by an **ADULT** or responsible caretaker who is **at least 15 years of age**.

1. If a participant is going to be late to the Summer Adventure Camp program or will not be attending that day, a phone call or email should be made to the camp by 9:00 a.m.
2. If a participant needs to leave camp early, the camp staff should be informed in advance. **It may not be possible to accommodate this request on days of field trips or special events.**
3. Participants will not be allowed to leave with anyone who is not designated on their registration form. Please notify the camp staff, in writing, of any changes.

#### **LATE PICK-UP POLICY FOR EXTENDED CARE**

CAMP SITE closes at 6:00 p.m. Being late for pickup is discourteous to our Summer Adventure Camp staff. The policy for late pick up is described below-

1. If a participant is not signed out by 6:00 p.m. a phone call will be made to the parent.
2. If there is no response, emergency contacts listed on the registration form will be called.
3. **If no one can be reached by 6:10 p.m. the police department will be notified.**
4. On the second late occurrence, alternate arrangements for the pick-up of the participant will be requested.
5. On the third late occurrence the participant will be removed from the program.
  - If you are not registered for the PM Extended Care and are unable to pick up your child by 5:05pm, your account will automatically be charged for the Extended Care fee of \$6 per child.
  - If your child is picked up between 6:05pm-6:15pm, your account will automatically be charged \$10 per child.

- If your child is picked up after 6:15pm, an additional \$15 per 15 minutes will be automatically charged to your account, per child.

### **PROGRAM**

For grades Pre-K- 8<sup>th</sup>. \*All participants must be fully potty trained. Daily activities include sports, games, arts & crafts, nature and more. **Weekly field trips are not included in the camp fee. Field trips are an additional fee. Field trips are also mandatory. On field trip days/ special event days we do not leave anyone behind.** Participants will be grouped according to age/ grade and assigned to a camp counselor. There will be 1 camp counselor assigned to every 8 participants.

### **RAINY DAYS**

The camp program will not be cancelled on rainy days. Trips may be changed or canceled due to rain.

### **WHAT SHOULD BE BROUGHT TO CAMP DAILY**

On the first day of the program, please bring your child directly to the gym area. There, you will be greeted by camp staff and given information about your stay. Please plan to escort your child in to ensure that he/ she is all set. It is both the parent's and staff's responsibility to communicate daily reports regarding the children, concerns, issues, camp information, etc.

We would appreciate your support with regard to your child's responsibilities while at the program. Participants are to be responsible for their own belongings, hand washing before meals and after the use of the bathroom, the use of sunscreen, cleaning commonly used areas, and most importantly their own behavior.

PARTICIPANTS are to bring the following items in a backpack daily:

- A mask (for trips that may require one)
- 2 snacks and drink
- A lunch & drink
- Sunscreen (Staff can not apply)
- Water bottle
- Rain gear when appropriate
- Water shoes or flip-flops
- Sneakers
- Bathing suit and towel

Please do **NOT** allow your children to bring valuables to camp. Camp staff or the Recreation Department is not responsible for any items traded, lost, or stolen.

**NO BAKUGAN**

**NO BEYBLADES**

**NO POKEMON/ TRADING CARDS**

**NO HEELY'S**

**NO ELECTRONICS**

**NO STUFFED ANIMALS**

**NO TOYS FROM HOME**

**\*Summer Adventure Camp/ staff will not be responsible for participant's personal property.\***

## BEHAVIOR MANAGEMENT

Our goal is to provide a safe and nurturing environment for all our participants at summer camp. We believe that each child is unique with their own timing of development and growth. We respect a child's individual needs and interests and will work with the child and parent to help develop the skills he or she needs to feel confident in themselves and in their growing abilities.

Our primary focus is on prevention - to create an environment, both physical and social, which may adapt to each child's needs. Moreover, by establishing clear and consistent limits for behavior, a child will come to understand what these limits are and the behavior which is expected of them.

### **If a situation occurs which requires intervention on our part, the following steps will be taken:**

1. If a child exhibits signs of boredom or is escalating, we will provide positive redirection to a more appropriate and safe activity for the child.
2. If a child does not respond, they will receive a "time-out" or relevant consequences (i.e., throwing food would result in having to clean it up.) This will be logged in our behavior report. Parents will be made aware of the situation at the end of the day. If your child's name is highlighted on the day of sign out, please see a staff member.
3. If a child is placed in a "time-out" situation three or more times, or logged in the behavior log three or more times, the staff or Recreation Supervisor will notify a parent of the situation via a write up. Please note that after three write ups the child will receive a suspended day off. The day off will be the immediate day after the incident, (i.e. if the situation occurs on a Friday, the suspension will occur on the following Monday). In addition, a meeting must occur between the Recreation Supervisor and the parent before the child can return to the Summer Adventure Camp Program. After three suspended days off, the child will be removed from camp.
4. If any child engages in behavior with the intent to harm another child or staff member, the child's parent will be notified immediately and will be required to pick their child up immediately. In addition, a meeting must occur between the Recreation Supervisor and the parent before the child can return to the Summer Adventure Camp Program. The Parks and Recreation Department has final say as to the safety of the children in the program.

If we are unable to provide for the child (i.e. a child exhibits consistent negative behavior which may affect the health and safety of all participants), we will make recommendations to where the child may best be served. This may include removal of the child from the Summer Adventure Camp Program.

### **Safety and Respect of children and staff is our utmost priority.**

This is a Summer Recreation Day Camp Program. It is our policy not to discourage participation due to any disability whether it be social, emotional, or physical. We will attempt to work with you and your child in order to provide you with a positive summer recreation program. However, we will not sacrifice the quality of the program due to severe behavioral needs which we are not able to deal with effectively and situations that we are not made aware of. We ask that you be honest and up front with us about your child's needs so we may be of assistance. Please keep us informed of any problems your child may be experiencing at home or at the Summer Adventure Camp Program.

## TRANSPORTATION

Transportation for camp activities/trips is provided by Dattco. Transportation is utilized for field trips and or special events. *Transportation is not provided to or from the camp site to home or home to the camp site.*

## **BRINGING YOUR OWN SNACK/ LUNCH**

We do not provide snack or lunch. Snack and lunches must be brought to summer camp. They will not be refrigerated. Please place them in the appropriate cooler in the morning.

## **HEALTH & SAFETY**

For the health of all our participants, you are required to notify the Recreation Supervisor of all communicable diseases your child may have contracted (i.e. chicken pox, head lice, pink eye, etc.) Specific information will be kept confidential; however, we must notify all participants of the situation.

## **MEDICATION**

An Authorization for the Administration of Medicines by Summer Camp Personnel form is required to administer medication to your child. No medication will be dispensed or allowed at the program without this form; this includes inhalers, epi pens, bee sting kits, and over the counter medications. Medications are administered by a certified summer camp counselor.

## **SUNSCREEN**

Sunscreen is considered a topical ointment by the State of Connecticut and is regulated in its use. Recreation Staff is not authorized to apply topical ointments. ***SUMMER CAMP STAFF IS NOT AUTHORIZED TO APPLY SUNSCREEN.***

Please see the suggestions below:

1. Purchase a sunscreen that is waterproof and has a duration period of six hours. Apply the sunscreen at home prior to arriving at your site.
2. Instruct your child on how to properly apply sunscreen and if need be, have them bring their own sunscreen to the program. Put your child's name on their sunscreen. **THEY ARE NOT TO SHARE IT WITH ANYONE ELSE.**
3. If your child has a strong reaction to the sun, we suggest you consult your physician for a possible prescription sunscreen. If a sunscreen is prescription medication, you will need to complete an Authorization for the Administration of Medications form and comply with the medications administration policy.

## **ILLNESS OR INJURY**

Please do not send your child to camp sick, no matter the symptoms. If your child is not feeling well, you are required to keep the child home. This is to prevent the spread of anything. Parents will be asked to pick their child up in the event of a temperature of 100 degrees or higher, diarrhea, vomiting, serious cough, or signs of head lice, chicken pox, rashes, etc. Participants who are sent home may return after **48** hours, or when a physician's note says it is permissible. The Recreation Supervisor has the final say as to the health and safety of all children enrolled at our sites. In the event of a serious injury, 911 will be called, first aid will be administered, and parents will be notified immediately. We will not transport any child in a personal vehicle and will call an ambulance in the event of an emergency.

## **REFUND POLICY**

Refunds are issued only in the following circumstances- If a program is cancelled by the Parks & Recreation Department.  
On request for a medical reason with written notification from a doctor.  
There are no refunds once a class has begun.  
All program cancellations and changes are subject to a \$15.00 fee.

There is a \$20.00 fee for returned checks.

**QUESTIONS? PLEASE CONTACT-**

Hebron Parks and Recreation Department- 860-530-1281  
Erica Santos, Recreation Supervisor-  
860-918-1127  
esantos@hebronct.com

**Summer Adventure Camp**  
**Gilead Hill School 580**  
Gilead St.  
860-530-1281

Please sign your child in and out at the gym, located at the front of the school.