

Trumbull Parks and Recreation



Playground & Junior Camp Parent Handbook 2019

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Welcome!

The purpose of this manual is to introduce parents to the Trumbull Parks and Recreation Playground Camps, Junior Camps, our staff, and information that will help make summer a fun and enjoyable experience for all.

The Playground & Junior Camps offer parents a convenient and inexpensive way to keep their child engaged throughout the summer. Camps are held at local school facilities and vary in location from year to year. Campers will be put into a group and paired with a counselor. Groups will participate in smaller games, as well as join with other groups for larger group activities. Campers will also have free play time to climb the jungle gym or play kickball with others. Lunch will be eaten every day at noon followed by more large and small group activities such as arts & crafts, sports related games, tag, and adventure games.

By creating counselor groups and allowing time for smaller group activities, we hope campers will be able to meet new people and start developing relationships that will help make camp an enriching experience.

Please read this manual in its entirety to help answer questions you may have and to make your child's transition to camp a smooth one.

Important Phone Numbers

Daniels Farm Site Lead: 203-231-9317

Tashua Site Lead: 203-362-9078

Frenchtown Site Lead: 203-383-0854

Camp Supervisor: 203-231-9316

Parks and Rec Main Office: 203-452-5060

Camp Dates and Times

Playground Camp is on Monday, Tuesday, Thursday, and Fridays from 9:00am-2:45pm. Wednesdays are trip days and must be registered for separately a minimum of 8 days before the trip.

Junior Camp runs Monday-Thursday at Frenchtown Elementary. On Fridays Junior Camp meets at the sprinkler park at Indian Ledge.

Camp runs in two-week sessions: June 24th-July 5th (no camp on July 4th), July 8th-19th, July 22nd-August 2nd, and August 5th-16th. Each session of day camp requires a separate registration.

Registration Policy

The deadline to register for each two-week session of camp is **Friday of the prior week**. A limited number of enrollments is allowed for each camp based on available staffing and site limitations. Children signed up after the maximum is reached will be put on the waiting list. Once the wait list is full, no additional children will be allowed on the list.

Refunds

Requests for refunds must be made 15 days prior to the start of any camp session. A \$20 administrative fee is charged for all money returned. No exceptions will be made.

Weather

Camps are primarily held outdoors and will have limited access to indoor spaces. Because of this, Playground and Junior Camps will cancel for the day in the case of steady rain. In rare circumstances, Camp may also cancel due to extreme heat. The weather will be monitored by the camp staff. Decisions will be made by 7:30am on the day of camp. Parents will be notified **ONLY IN THE CASE OF CANCELLATION** via email. Notice will also be posted our Facebook account. The Recreation Office does not open for calls until 9am so please check your email or social media at 7:30am if there is a concern about weather.

Our plan is to hold camp as much as possible. On days where there will be passing showers, we will plan to hold camp. Each location will allow us limited access to the gymnasiums and other spaces for the group to move inside. These are not ideal locations due to the size of the space and number of campers but will be used for short periods when rain or lightning is in the area. Camp will remain inside for a period of 30 minutes after the last lightning strike is recognized before returning to outdoor activities. Refunds for weather related cancellations will not be given.

Drop-Off and Pick-Up Times

	<u>Earliest Drop-Off</u>	<u>Latest Pick-Up</u>
Before Care*	8:00am (must pre-register)	NA
Daniels Farm School	9:00am	2:45 pm
Tashua School	9:00 am	2:45 pm
Frenchtown School	9:00 am	2:45 pm
After Care*	NA	4:00 pm (must pre-register)

Parents must sign out their child accurately using the time from the smart phone located at each camp site. *Before and After Care is available for an additional fee and must be registered for in advance. Before/After Care is not available at Daniels Farm or Tashua on Wednesdays (trip days). It is also not available for the Junior Camp on Fridays (water day at Indian Ledge).

Drop-Off Information

Campers may be checked-in for the day beginning at 9:00am- WE WILL NOT ALLOW CHECK IN BEFORE 9:00AM. For safety reasons, children are not allowed to walk to or from camp on their own. Please park your vehicle in a designated parking space and **escort** your child to the check in table, which will be available from 9:00-9:30am daily. Campers must be signed in daily by a parent or authorized adult. After 9:30 please walk your child into the playground area and find the Camp Counselor with the check in book so you may sign-in your child. If you need to drop you child off before 9:00 please enroll in our Before Care program. If your child is going to walk or bike to/from camp please complete the waiver in the attachments section of this document and submit it to our office at least 24 hours prior to camp. *For Junior Camp children may be given a wristband when they sign in for the day.*

Pick-Up Information

Campers must be signed-out of camp by a parent or authorized adult - a photo ID is required. Please park your vehicle in a designated parking space and walk into the playground area to sign out. Vehicles not in a designated parking spot may be ticketed and/or towed.

Parents/guardians will have to submit a list of people who will be picking up the camper. You were able to place people on this list when you registered for the program. If someone needs to be added to the list, or removed from it, you should call the Recreation Office at 203-452-5060 to make the change. It is recommended that any changes be made 24 hours before the new person will pick up the child.

In an emergency we will accept a written note, from the legal parent/guardian, giving another adult temporary permission to pick up the child. It must be in writing in order for us to comply.

****Please bring a photo ID when checking your child in or out. Our camp staff may rotate between locations, so they may not recognize you even if you have been coming to camp all summer****

Before and After Care

Before and After Care are available for an additional fee. Please follow the drop-off and pick-up information listed above. Before Care is from 8:00am-9:00am. After Care is from 2:45-4:00pm. Please contact our office to register. Your child must attend the Before or After Care program at their primary camp location.

Playground Camps: Before/After Care is not available on Wednesdays (trip day)

Junior Camp: Before/After Care is not available on Fridays (water day at Indian Ledge)

Late Pick-Up Policy

Regular Camp:

All children must be picked-up by a parent or authorized person by the time camp ends at 2:45pm.

If you know you are running late, please contact the site leader at the camp to inform them of the anticipated time of pick-up. **It is helpful us to know in advance so they can help your child adjust to the late arrival.** This helps the Camp Director arrange for staff coverage during the time the child is remaining in the program.

If a parent has not contacted the camp phone by closing time, the Camp Supervisor will attempt to contact the parents using the primary and alternate phone numbers provided.

Repeat late pick-ups of your child will result in your camp privileges being suspended a minimum of 2 camp days (refunds or pro-rated rates for missed camp days will not be given).

Camp Staffing

Each camp site has two site leads and several camp counselors. There is always someone present who is trained in first aid and CPR. A majority of our staff members are between 18 and 22 years old. All staff will wear a name badge at all times.

Staff Ratios

We strive to adhere to the ratios recommended by the Connecticut Office of Early Childhood.

Ages 4-5

Ages 6-8

Ages 9-10

Ages 11-12

Ratio 9:1

Ratio 10:1

Ratio 12:1

Ratio 12:1

Field Trips – Playground Camps Only

Field trips are optional and do require an additional fee and registration. Trips take place every Wednesday during the summer and are open only to children enrolled in that current session of camp. Trips are offered a-la-carte to the camps so parents make pick and choose which trips their child attends. There is no regular playground camp during trip days. **DROP-OFF AND PICK-UP FOR TRIPS WILL BE FROM DANIELS FARM SCHOOL.** There is no Before or After Care on trip days.

Campers are required to wear their Trumbull Parks & Rec shirt on trip days. Shirts are color specific to the campers main camp location: Daniels Farm- Red, Tashua- Yellow. Shirts will be distributed during the regular camp prior to trip day. Only one shirt is given out per camper, per summer. Additional shirts may be purchased for \$5.

Apply sunscreen/bug spray at home and pack a lunch, snack, beverage, spray sunscreen and bug spray (labeled with child's name). The deadline to register for each field trip is **noon on Tuesday of the prior week.** In order to keep camp safe and provide the best experience for your child, camps have a fixed number of spots available based on staffing. Children signed up after the maximum is reached will be put on the waiting list.

If you are picking your child up from a trip destination, you must have given prior notice to the Recreation Office and you must sign your child out at the time of pickup.

Sprinkler Park Day – Junior Camp Only

On Fridays the Junior Camp meets at the Sprinkler Park at Indian Ledge. There is no camp at Frenchtown on Fridays. Before and After Care are not available for Junior Camp on Fridays.

What To Bring To Camp

All items should be labeled with the child's first and last name.

Filled water bottle

Snacks and lunch (no peanuts or peanut products allowed)

Backpack with name on it

Swim suit and towel on water days

Spray sunscreen (labeled with child's name)

Bug Spray (labeled with child's name)

What Not To Bring To Camp

Anything you do not want shared, broken or lost. *We are not responsible for personal items.* **Cell phones and electronic devices are not permitted at camp. If your child brings an electronic device to camp they will need to keep it in their backpack.**

Lunch & Snacks

LUNCH AND SNACKS ARE PEANUT FREE!

Please check the lunches you pack for you child. Just like the schools, we are asking parents to pack peanut free products to help ease worries about allergies. We have numerous peanut allergies in the camp and your cooperation on this matter is greatly appreciated!

Campers will have an opportunity to eat a snack both before and after lunch. Lunch will be held for all camps at approximately 12pm (noon) each day. Parents should pack a lunch, snacks and water bottle. Campers with severe food allergies will have a separate table to eat lunch. All campers, regardless of allergy or not, will be required to wash their hands with anti-bacterial hand wash after lunch.

Parents will need to let the Parks and Recreation Office know about any food allergies and it is recommended to inform of the severity of the allergy.

Activities

While our camps are primarily free play on the playground with their peers, campers will have the opportunity to participate in structured, group activities. Some of the types of structured activities will include:

Sports Related Games: Soccer, kickball, basketball and football are a few of the playground favorites. Other sports-related games will modify sports to allow campers to have fun while developing certain skills and improving hand-eye coordination.

Tag Games: An old school yard favorite. There are hundreds of variations on the classic game of tag and we will explore many of these over the course of the summer. A fun game that is also a great cardio exercise!

Adventure Games: Adventure based games focus on challenging individuals and teams to overcome obstacles and work together.

Arts, Crafts & S.T.E.M.: A variety of arts and crafts will be available during free play each day. Each week campers will also have the opportunity to participate in a larger activity, such as a S.T.E.M. focused project or a craft such as tie-dye.

Bullying Policy

Trumbull Parks and Recreation addresses all bullying incidents seriously. We encourage our staff to promote open communication within their groups, so that campers feel comfortable letting us know if there are any problems at any point during their camp experience.

At camp, every child has the right to the best possible camp experience and we will act proactively to ensure that none of our campers is denied this opportunity. As a camp, we believe positive behavior comes from a cooperative effort between campers, parents and staff. While we make every effort to establish communication with parents before taking any major disciplinary steps, it is important to note that fighting, demonstration of disrespectful behavior, hitting, biting, bullying, harassing and displaying destructive behavior are grounds for immediate suspension and possible dismissal from current session of camp or all future sessions.

Code of Conduct

Trumbull Parks and Recreation (TP&R) encourages fun, friendship, and safety in a positive atmosphere. To accomplish this, we have established behavior guidelines that revolve around four basic principles: respect responsible, safety and kindness. If a child has difficulty with any of these expectations, the camp staff will work closely with them in an effort to get compliance.

Below are behaviors that will not be tolerated and will cause disciplinary action to be taken.

- Bullying
- Hitting/Fighting/Causing Physical Harm
- Profanity, Disrespect To Others
- Verbal Assault
- Refusal to Cooperate
- Theft/Destruction of Property
- Temper Tantrums
- Possessing Drugs/Alcohol/Weapons
- Biting/Spitting
- Sexual Misconduct
- Leaving Facility Grounds or Assigned Group

Behavior Management

Behavioral issues will be handled on an individual basis and the circumstances thoughtfully considered. Our goal is to provide each child with the skills necessary to solve conflicts in a manner that is appropriate and with regard to others' feelings. We seek cooperative and effective solutions by using the techniques listed below. Physical force or abusive language is never used.

- Teach ground rules
- Offer realistic choices
- Clarify expectations
- Offer a positive role model
- Encourage problem solving
- Redirect child's attention
- Offer assistance
- Use time out effectively
- Provide encouragement
- Be willing to start over

Disciplinary action, when required, will be documented. Depending on the severity of the offense, staff will take the following steps:

- Counselor will talk with the child

- Counselor or Head Counselor will speak with the parents. An incident report will be completed.
- Repeat incidents similar in nature will result in another incident report and parent/guardians will be notified. The Head Counselor or Camp Director will meet with the camper and speak with the parents. Depending on the severity of the incident, campers may be sent home for the day or suspended from camp.
- Camp Director will meet with parents. Dismissal may be considered.

Please note: The Camp Director reserves the right to forgo the Disciplinary Action Process and commence with immediate suspension/dismissal of a camper based on the severity of the behavior. Children who have been dismissed from Camp for disciplinary reasons will not be permitted to continue in any Trumbull Parks and Recreation Camp for one (1) year.

Medication at Camp

Our Camp Counselors are not trained to administer medication. If a child requires a medication in the event of an emergency (i.e. Epi pen), the child's physician **MUST** complete the medication form and submit it to the office before the camper brings the medication to camp. Please contact the Recreation Office for a copy of this form.

Sunscreen & Bug Spray

Your child will be spending most of their day outdoors. Due to increasing tick populations in Connecticut WE STRONGLY ENCOURAGE insect repellent in addition to sunscreen. Please make sure you have put sunscreen and bug spray on your child before camp. Any use of sunscreen or insect repellent at camp requires written parent authorization. Please take the time to teach your child to apply sunscreen and bug spray prior to camp. If it is a prescription sunscreen, it will be treated as a medication and will also require a medication form. A copy of the screen & bug spray authorization form can be found online or at the end of this document.

Illness

For the well-being of our campers and staff, any children with an illness that is contagious and can be passed on to others should refrain from attending camp. Also, we request to be notified if your child has been exposed to any communicable diseases. Children must be symptom free for at least 24 hours before attending camp. If we observe that your child is not feeling well, we will call the parent, guardian and/or emergency contact listed on the registration form. Arrangements must be made as soon as possible for your child to be picked up from camp. In the event of a serious illness or accident, we will call EMS and your child will be transported to the nearest hospital.

Emergency Procedures

All staff will be trained in emergency procedures from severe weather and injuries to any shelter in place scenarios. Camps will utilize the school facilities to deal with emergency situations.

Injuries: Severe injuries will be dealt with immediately. 911 and parents/guardians will be contacted right away. Our staff is trained in CPR/First Aid/AED scenarios and will initiate care as needed. The rest of the campers will be ushered away from the situation and activities modified for that location while emergency personnel handle the situation.

Weather: On days when camp is held but the threat of thunder and lightning persist. The camp director and site supervisors will monitor the weather and incoming storms. When thunder and lightning are present, or

there is an imminent threat, all counselors and campers will move inside while the weather takes place. The weather will continue to be monitored and camp will return outside once the threat has passed.

Threats: The camps will work in concert with school personnel and local emergency responders in case of imminent threats to the proximity of the camp. Camp staff will lead groups inside to designated rooms and shelter in place. Site supervisors will be in communication with the camp director and emergency personnel. Once the threat has been alleviated, the camp will return to normal activities.

Addressing Concerns

We encourage you to directly communicate with the staff member who is responsible for your child. Feel free to ask specific questions or offer suggestions to the staff member in order to remedy a situation your child may be having at camp.

- A. Start with group leader in your child's group.
- B. If not satisfied, discuss with site Director.
- C. If not satisfied, contact the Trumbull Parks and Recreation office at 203-452-5060.

Trumbull Parks and Recreation Camp

Sunscreen and Bug Spray Form Authorization Form

The Trumbull Parks and Recreation Department does not allow sunscreen or bug spray at camp unless authorized in advance by the parent/guardian. Prescription sunscreen is considered a medication and will require a medical authorization to be completed.

My child(ren), _____, is/are permitted to have sunscreen/bug spray applied throughout the camp day as follows:

_____ **WITH** assistance from Trumbull Parks and Rec staff members.

_____ **WITHOUT** assistance from Trumbull Parks and Rec staff members (please note: by checking this you acknowledge that at any point throughout the summer, no staff member will assist/apply sunscreen to your child).

I AM providing the following sunscreen/bug spray _____ that shall be labeled with his or her first and last name. Only siblings may share.

Parent or Guardian's Name (please print): _____

Parent or Guardian's Signature: _____ Date: _____

-Parents are strongly encouraged to apply sunscreen/bug spray to their campers before they attend camp for the day.

-Campers should re-apply sunscreen/bug spray according to the directions written on the label of the provided sunscreen.

-Please mark the sunscreen bottles with the camper's name.