

Trumbull Parks and Recreation



2020

Summer Camp
Parent Packet

Table of Contents

3		Planning For Summer Letter	
4		Important Phone Numbers	
4		Dates & Times	
4		Location	
4		Groups	
4		Registration Policy	
4		Refunds	
4		Weather	
5		Drop-Off & Pick-Up Information	
5		Late Pick-Up Policy	
6		Camp Staffing	
6		Restrooms	
6		Field Trips/Sprinkler Parks/Water Days	
6		What To Bring To Camp	
6		What Not To Bring To Camp	
6		What To Bring To Camp	
6		Lunch & Snacks	
7		Activities	
7		Sunscreen & Bug Spray	
7		Medication at Camp	
7		Illness	
8		Code of Conduct	
8		Bullying Policy	
8		Behavior Management	
9		Emergency Procedures	
9		Addressing Concerns	
10		Camper Question Form	<i>**Complete and return prior to camp**</i>
11		Sunscreen & Bug Spray Authorization	<i>**Complete and return prior to camp**</i>
12		Informed Consent	<i>**Complete and return prior to camp**</i>

Dear Parents/Guardians,

Due to the strict regulations set forth by the CDC, State of Connecticut, and Office of Early Children, our camp programs have changed dramatically this year. We hope this packet will give our parents and campers a better understanding of the ways Trumbull Parks and Recreation is adhering to these protocols. Please read this packet in its entirety and sign/return the included waivers prior to the start of camp.

Summary of Major Changes

1. Sessions are one week long.
2. Each session is \$175 per child. No multi-child discounts or scholarships are available.
3. Campers must be dropped off between 9-9:30am and picked up between 2:30-2:45pm. Drop-off/pick-up outside of these time frames will require advanced notice/coordination with our office.
4. Late fees will be assessed for any child picked up after 3:00pm (\$1 per minute, per child).
5. Camp groups will be limited to 10 children at each location with 2 camp counselors.
6. Groups will be pre-assigned. Only children residing within the same home may request to be in the same group. Requests to be paired with friends will not be accepted for any reason.
7. Campers and staff will remain in the same group for the entire session. Groups will not interact with another group.
8. Camp will be held OUTSIDE ONLY on the high school athletic fields. Pop-up tents will be used for shade.
9. There are no trips or water days this year.
10. Camp will be cancelled due to inclement weather or high temperatures (no refunds will be issued for cancelled days).
11. All staff and children are required to be screened for any observable illness, including cough or respiratory distress.
12. All staff are required to wear masks when 6 feet social distance cannot be maintained.
13. All activities will implement social distancing strategies.
14. Hand washing and hand hygiene will be required by staff and children.
15. Intensified cleaning and disinfection of all equipment will occur during and after camp.

After reviewing this packet please visit our website for a list of FAQ's. If you have any questions please contact our office at 203-452-5060.

Important Phone Numbers

Camp Supervisor: 203-231-9316

Parks and Rec Main Office: 203-452-5060

Dates and Times

Our 2020 Summer Camp will run Monday through Friday from 9:00am-2:45pm. Each session is one week long. Each session requires a separate registration. We apologize, there are no field trips, splash pad days or Before Care or After Care this year.

Due to our health screening protocols and the rotating schedule of activities, children may only be dropped-off/picked-up within specific time frames. Drop-off will be between 9:00-9:30am. Pick-up will be between 2:15-2:45pm. Before and After Care are not available this year.

Location

Camp will be held on the athletic fields at THS. Each group will have a designated area on the campus and will use pop-up tents for shade. Children will only be allowed in the high school in the case of unexpected severe weather.

Groups

Children will be assigned to a group of 10 based on their age. Once their group is assigned they will not be allowed to switch. Children will remain with the same group the entire week and will not interact with any other group on campus. We apologize, we will not allow any requests for children to be placed within the same group unless they reside in the same household.

Registration Policy

Programs must be paid in full at the time of registration. There are no scholarships or multi-child discounts available. 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. Camp may be cancelled if the minimum enrollment requirement is not met, in which case all registrants would receive a refund.

Refunds

Requests for refunds made 15 days prior to the start of the session will be given a full refund minus a \$20 administrative fee. Within 14 days of the start of the program a refund will only be given if we can fill the participants spot, less a \$20 administrative fee. No refunds will be given once the session has begun. Refunds will not be given for weather cancellations. A full refund will be available up to the first day of the program for medical reasons (physicians note required).

Weather

This program will be held entirely outdoors and will have access to indoor spaces for emergencies only (thunder, lightning, etc.). In the event of a sudden rainstorm without thunder/lightening participants will use pop-up tents for shelter. Because of this, all camps will cancel for the day in the case of steady rain. To ensure the safety of our staff and participants, our camp will also cancel if the heat is forecasted to be 91 degrees or higher. 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. Refunds for weather related cancellations will not be given.

Drop-Off and Pick-Up Information

Each group will be assigned to a dedicated drop-off/pick-up area. If you have a children in multiple groups you will need to drop-off/pick-up in multiple locations. To help ensure social distancing, carpools are not allowed unless all children in the vehicle are assigned to the same group (exception of siblings who are assigned to different groups). Parents must sign out their child accurately using the time from the smart phone located at each camp site. Group assignments and drop-off/pick-up locations will be given the Thursday before camp begins.

Drop-Off

Parents must drop off between 9:00-9:30am. Drop-off after 9:30am must be coordinated with our office at least one business day prior. We will not accept requests for late drop off/early pick up via voicemail or email, so please be sure to speak with our office directly during normal business hours. WE WILL NOT ALLOW CHECK IN BEFORE 9:00AM.

A health screening will be required at drop off every day. Because a health screening is required and a child's group may be in different locations of the school campus at any given point of the day, campers must be dropped-off and picked-up during specific time frames. 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. Please wear a mask, maintain a minimum of 6 feet between yourself and anyone from another household as well as any and all other protocols. Children must be signed in daily by a parent or authorized adult.

Pick-Up

Pick up time will be from 2:30 – 2:45 daily. Because your child's group may be in different locations of the school campus at any given point of the day, pick-up before this time must be coordinated with our office at least one business day in advance (exceptions will be made for emergencies). We will not accept requests for late drop off/early pick up via voicemail or email, so please be sure to speak with our office directly during normal business hours.

Please wear a mask, maintain a minimum of 6 feet between yourself and anyone from another household as well as any and all other protocols. 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 to your designated sign-in/sign-out area. 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 your child.

Late Pick-Up Policy

Late pickups will not allowed. Children must be picked up by 3:00pm. Late pick-ups will be charged \$1 per minute, per child. Late fees must be paid in full prior to the camper returning to camp. Additional penalties will apply for multiple late pick-ups during the summer.

1st late pick-up: \$1 per minute, per child

2nd late pick-up- \$1 per minute, per child *plus* a 3-day suspension from camp, no refunds will be given

3rd late pick-up- \$1 per minute, per child *plus* all remaining days/sessions of camp will be forfeit without refund.

Camp Staffing

Each group will have two counselors assigned to them for the entire week. Camp counselors will not rotate between groups. 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 and will wear a mask when social distancing is not practical.

Restrooms

The restrooms next to the Varsity Baseball Field will be open for camp use only. We will have a dedicated bathroom attendant who will sanitize the restroom at various times throughout the day.

Field Trips/Sprinkler Parks/Water Days

We apologize, there will be no field trips, sprinkler park days or water days this summer.

What To Bring To Camp

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

Mask (if desired)

Hand sanitizer

Water for the ENTIRE day. Access to water fountains is not available. Children may refill water bottles using a potable water hose near the restroom facility.

Snacks and lunch (no treenuts, peanuts, peanut products allowed)

Backpack with name on it

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 TREENUT AND PEANUT FREE!

Please check the lunches you pack for you child. Just like the schools, we are asking parents to pack treenut and peanut free products to help ease worries about allergies. We have numerous 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 enough water for the entire day. Refrigerators and microwaves are not available. Campers with severe food allergies will have a separate area 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

In the past our camps have been primarily free play on the playground with their peers. This year campers will have to participate in structured, group activities this summer within their groups only. Each group will have a daily schedule that all campers must follow. Free play will be incorporated, however children must remain with their group. If a child does not wish to participate in an activity they may color or read. Some of the types of structured activities will include:

Sports Related Games: Sports-related games will be modified sports to allow campers to have fun while developing certain skills and improving hand-eye coordination while maintaining safety protocols.

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.

Sunscreen & Bug Spray

Your child will be spending all 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. Our staff can assist your child with spray sunscreen or bug spray application, if requested. Staff cannot assist in the application of cream based products. Only siblings within the same group may assist with cream based product application.

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. Epipen), the child's physician **MUST** complete the medication form and submit it to the office before the camper brings the medication to camp. Campers must bring their medication to camp daily as we will not be able to store it overnight- refrigerators are not available. Please contact the Recreation Office for a copy of this form at 203-452-5060.

Illness

We are going to be extremely careful in regards to illness this summer. For the well-being of our campers and staff, any children with any symptom of illness should refrain from attending camp. Also, we request to be notified if your child has been exposed to any communicable diseases. If we observe that your child is not feeling well, we will remove the child from the group and 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.

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

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.

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.

Emergency Procedures

All staff will be trained in emergency procedures from severe weather and injuries to any shelter in place scenarios. Each group will be assigned to a separate classroom in THS that may be used in the case of an emergency. On the first day of camp an emergency drill will be conducted so each group knows where to go if needed.

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: Camp will be cancelled if severe weather is expected, but in the case of an unforeseen thunder or lightning all campers and counselors will move indoors until the weather passes.

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 CAMPER QUESTION FORM

Camper's Name: _____

Does your child have any allergies? _____

If yes, does your child have an epi-pen? _____

Does your child require any special accommodations? _____

Pick-up:

In order to ensure the safety of your child, we ask that you please provide us a list of people who might pick up your child from camp this summer (please include parents on this list)

<u>Name:</u>	<u>Phone Number:</u>	<u>Relationship:</u>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____

If you would like to add someone to your list during the camp session, please notify the recreation department at least 24 hours before the pickup.

***A photo ID may be asked of the person picking up your child.**

By signing below I agree that I have read and understand the Trumbull Parks and Recreation 2020 Summer Camp Parent Packet.

Parent/Guardian Signature: _____ Date: _____

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.

Note* Counselors may only assist campers with spray products. They will not be allowed to assist in the application of cream products.

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 (must be spray products).

_____ **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 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.

INFORMED CONSENT

I hereby attest that I have been informed of the following pertaining to the coronavirus:

- People who are 65 years and older and people of any age who have serious underlying medical conditions or are at higher risk for severe illness from COVID-19 are recommended to stay at home. A list of medical conditions associated with a higher risk for severe illness from COVID-19 can be found in CDC's guidance.¹ Individuals and families should consult their healthcare provider to determine whether they have medical conditions that place them at risk.
- Staff and children living in households with individuals who are 65 years and older OR have higher risk for severe illness from COVID-19 are recommended to stay home.

Signature of Staff or Parent/Guardian Printed Name

Child's Name (if a parent/guardian) Date

¹ Includes chronic lung disease or moderate to severe asthma, serious heart conditions, immunocompromised (cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications), severe obesity (body mass index [BMI] of 40 or higher), diabetes, chronic kidney disease undergoing dialysis and liver disease. Individuals should consult their healthcare provide to determine whether they have medical conditions that place them at increased risk for severe illness from COVID-19.