

# YOUTH SUMMER DAY CAMP PARENT AND CAMPER 2017 HANDBOOK



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## **CAMPERS AND PARENTS!**

Welcome to the Town of Plymouth's summer day camp! We are glad that you have chosen to enjoy your summer with us. This handbook is for both parents and campers (with their parents if they have not yet learned to read) to review. It is our hope to create a healthy, safe, and fun environment for the campers to try new things, learn, be creative, active, and make lasting friendships. This handbook was developed to be a valuable reference for both parents and campers, regarding the program and expectations of our campers. Please take the time to review the entire handbook. If you have any questions or comments, do not hesitate to contact the Summer Camp Coordinator or the Director of Parks & Recreation.

### **Program**

#### **Hours**

Regular camp hours of operation are 9:00 AM to 3:00 PM, Monday through Friday, June 19, 2017 to August 11, 2017. Extended hours are available from 8:00 AM to 9:00 AM and 3:00 PM to 4:30 PM, for an additional fee.

#### **Activities**

All camp activities are age appropriate. The campers are placed into their respective age groups and provided with activities geared for their developmental learning. A general weekly schedule (dependent on weather conditions) will be emailed to each participant, the weekend prior to the week of enrollment.

#### **Schedule of a Typical Camp Day**

- 9:00 AM Campers ARRIVE; Parents: Please make sure to check your child in with the camp Coordinator, or their assigned counselor. Each Monday morning we will review the schedule of activities for the week.
- 9:30 AM Split into age appropriate groups and start our ACTIVITIES for the day.
- 10:30 AM SNACK TIME! Please provide a morning snack for your child.
- 11:00 AM ACTIVITIES or PROJECT
- 12:00 PM LUNCH! Please pack a healthy, low sugar and balanced light meal; **no soda or carbonated beverages, please.** Do not send food or drinks in glass containers. Lunches will not be refrigerated; therefore, we ask that you send lunches which do not contain mayonnaise or other food items that will spoil if not kept cold. Freezing lunches and juice and/or water bottles the day before and/or inserting a cold pack in the lunch container will help preserve the food. Camp staff is not responsible for food preparation or pre-heating meals.
- 12:30 PM PLAY TIME on the field or in the gym; sunscreen will be reapplied following lunch, if needed.
- 2:00 PM SNACK TIME! Please provide an afternoon snack for your child.

2:15 PM FUN AFTERNOON ACTIVITIES

2:45 PM CLEAN UP TIME! We clean up our camp site from all the fun activities we have enjoyed and get ready to be picked up.

3:00 PM PICK UP! Campers will only be released to their parents or guardian, unless it is an adult authorized for pick up on the camper's emergency form (photo identification will be required). Please be sure to check out your camper with the camp Coordinator, or their assigned counselor.

**Every effort should be made to be on time for pick up.** A late fee may be charged if tardiness becomes a problem, and persistent late pick-up may result in dismissal from the program at the discretion of the Director and Coordinator.

### **Reporting Lateness/Absences**

It is the responsibility of the parent to notify the Coordinator or Director when the camper will not be in attendance for the day, or part of the day (see contact information on front page of handbook). Please make every effort to notify the camp prior to 9:30 AM. We do not refund or credit fees for illness, absences, or vacations. Late arrivals will not be permitted when a field trip is scheduled, as all campers and counselors will be away from the camp site.

### **Clothing and Miscellaneous**

Summer Day Camp is primarily conducted as an outdoor program and campers should dress appropriately.

Wear comfortable clothes that may get dirty and possibly wet (keep a spare outfit in the camper's bag, just in case). Halter or tube tops, short shorts, and skirts are not allowed attire.

Sunhats are not required, but recommended.

**SHOES** should be comfortable for all day, active wear, and **must be close-toed and close-heeled. The shoe must fully protect the camper's feet.** If there are issues with wood chips, rocks, or any other danger entering the shoe, the camper will no longer be permitted to wear the shoes. The **only** exception to this policy is the wearing of sandals or flip-flops on our field trips to Woodtick Recreation Area, or during a water activity at the camp site. **If a camper does not have appropriate footwear, they will not be allowed to participate in camp activities.**

Please come to camp wearing your sunblock (SPF 50 is advised) in the morning and we will remind campers to reapply the sunscreen after lunch. Counselors will assist younger campers with sunscreen application, as needed. Spray sunscreen is recommended, for ease of application.

Swimwear and a towel should be brought to camp each day; in addition to our field trips to Woodtick Recreation Area, we will enjoy many water activities at the camp site, weather permitting.

**ALL CAMPERS SHOULD BRING A CLEAN, REFILLABLE WATER BOTTLE WITH THEIR NAME ON IT TO CAMP EVERY DAY.** Staying properly hydrated will allow us to have more fun all day, every day.

## **Medical Information**

The camp Coordinator and all counselors are certified in First Aid/CPR/AED. **Camp staff are not permitted to dispense medication.** If a camper becomes ill during camp hours, you will need to pick them up immediately or arrange to have them picked up. Campers not well enough to participate in ALL activities will not be allowed at camp.

Please keep a camper at home with any of the following symptoms:

- Vomiting
- Diarrhea
- Fever within the last 24 hours; campers may return to camp after they have been fever free for at least 24 hours, without medication
- Rash, any not associated with heat or allergic reaction to medicine
- Drainage from the eye, redness of eyelid lining, swelling and discharge of pus
- Unusual appearance/behavior; such as being unusually tired, pale, lack of appetite, difficult to wake, confused, irritable
- Sore throat, especially with fever and/or swollen glands
- Head lice, nits or scabies

## **First Aid/Emergencies**

Safety rules are enforced at all times in order to provide a safe camp experience. Counselors and/or the Coordinator may administer first aid for minor accidents. Should an accident or injury of a more serious nature occur, Plymouth Volunteer Ambulance Corps (PVAC) will be called. If medical transport is necessary, a parent or guardian of the camper will be notified immediately. Any follow up medical care is the responsibility of the parent/guardian. Camp staff has each camper's emergency medical information and contact information on-site for immediate access, including access on field trips.

## **Field Trips**

Each camper will be provided with one camp t-shirt. Additional shirts may be purchased for \$10 each. Fees for field trips are included in the cost of camp.

Campers will not be permitted to purchase food or drinks while on field trips. Please be sure to provide two snacks and a lunch (non-refrigerated and no preparation required), for the camper to enjoy on their field trip.

## **School Bus Rules for Field Trips**

Remind your child:

- to remain seated at all times;
- to wear their seat belt, if one is provided;
- that no objects are to be outside of the bus windows;
- not to write on any part of the bus;
- not to litter on the bus;
- to keep feet out of the aisles;

- to listen carefully to the counselors;
- not to eat or drink on the bus; and
- not to vandalize any property.

### **Swimming and Water Activities**

Campers will have many opportunities for water play at the camp site, and weekly swimming at Woodtick Recreation Area, as weather permits. Appropriate swimwear should be brought to camp daily, with a towel, and sunscreen. Spray sunscreen, SPF 50, is recommended. For our field trips to Woodtick Recreation Area, campers may bring flip-flops, sandals, or water shoes. No water wings, inner tubes, or other inflatable/swim assisting devices are allowed.

### **Daily Camper Needs:**

- WATER BOTTLE (refillable)
- Healthy snacks (2) and lunch
- Swimwear
- Towel (to be brought home each day, with the swimwear)
- Plastic bag for wet items
- Extra complete set of clothes
- Sunscreen (50+ SPF), labeled with the camper's name
- Bug spray, labeled with the camper's name
- Sunhat
- Close-toed/close-heeled comfortable shoes
- Good attitude

### **Campers Do Not Need:**

- Cell phones;
- Electronic devices of any kind;
- Toys/stuffed animals;
- Toy guns (including no water guns), weapons (play or real), knives of any kind; and
- Money.

Plymouth Youth Summer Day Camp staff will not be held responsible for any items that are lost, stolen, or broken while at camp. Please do not bring any items of value to the camp. The staff is not able to hold or keep track of any personal items for the campers.

### **Contacting Your Child**

If you need to contact your child during the camp hours, please call the main office for Parks & Recreation, at 860-585-4031. The Director will contact the Coordinator as soon as possible. Please keep any calls to your child at a minimum and only if truly necessary.

## **Discipline and Expectations**

Summer Day Camp regards discipline as positive correction to encourage acceptable behavior. All discipline will be handled with kindness, consistency, and understanding. It is hoped that by promoting respect for each other, themselves, and the camp site, while conveying expectations clearly, there will be minimal need for disciplinary measures. Should it become necessary to correct and/or resolve any disruptive or dangerous behavior, the following steps will be followed in progression, starting with the action appropriate to the severity of the disruption:

- 1) Counselors will constantly OBSERVE and LISTEN to campers' interactions in order to prevent conflict by anticipating any unacceptable behavior;
- 2) REDIRECTION of the camper to another activity;
- 3) TALK to the camper individually;
- 4) TIME OUT - removal from specific activity for a short period of time;
- 5) DISCUSS the situation with the camper;
- 6) If a camper is deemed a chronic behavior problem by the Coordinator and Director, the parents are advised by way of a discipline report that must be signed by the parent/guardian. Three discipline reports results in a conference with the Coordinator and/or Director. Suspension from the program is the next step before a final decision of dismissal is considered. Fees will not be refunded or credited for suspensions or dismissal from the program; and
- 7) The Coordinator and/or Director reserve the right to amend, revoke, waive or make any individual adjustments to these rules for just cause.

## **Parents, please discuss with your child the following expectations:**

- Responsibility for their clothing, snacks, lunch, and backpacks;
- Respect for other campers, counselors, and camp equipment;
- Appropriate language towards counselors and other campers;
- No hitting, tripping, pushing, tackling, kicking, fighting, or wrestling;
- Campers may not leave the camp site without being signed out by an authorized adult; and
- All campers are expected to assist in picking up after their games/activities.

## **Camper/Parents Information**

Please inform the Coordinator or Director **in writing** (email is acceptable) of any changes to contact information (address, phone numbers, email address) for the camper and/or parents, or adults authorized to pick up the camper. If the camper's emergency numbers change, it is important that we are notified immediately to ensure proper notification of parents in case of an emergency.

## **Questions?**

If you have any additional questions, concerns, suggestions or ideas, please do not hesitate to contact the Parks & Recreation Department at ParksandRec@plymouthct.us, (860) 585-4031, or speak with the Coordinator at the camp site.

We look forward to a fun and safe summer with every camper!

**THE FOLLOWING ENROLLMENT AGREEMENT AND EMERGENCY FORM MUST BE COMPLETED, SIGNED (BY BOTH A PARENT AND THE CAMPER, WITH RESPECT TO THE AGREEMENT), AND RETURNED TO THE PARKS AND RECREATION DEPARTMENT PRIOR TO THE FIRST DAY OF ATTENDANCE.**

**The forms may be dropped off at the P&R office in Town Hall, emailed to P&R at [ParksandRec@plymouthct.us](mailto:ParksandRec@plymouthct.us), or mailed as follows:**

**Plymouth Parks & Recreation  
Plymouth Town Hall  
80 Main Street  
Terryville, CT 06786**

# **PLYMOUTH SUMMER YOUTH DAY CAMP**

## **2017 ENROLLMENT AGREEMENT**

### **CAMPER PART**

- 1) I agree to be safe at all times by listening to my assigned counselor(s) and will:
  - stay with my assigned group;
  - take a counselor and buddy to the bathroom, if required;
  - wear my sunblock and reapply as necessary/requested; and
  - eat a healthy lunch, two snacks, and drink PLENTY of water.
- 2) I agree to practice respect by being respectful of others, myself and the camp site.
- 3) I'm ready for camp! I will arrive at camp each day well rested, after having a good, nutritious breakfast, with lots of energy, and a positive attitude to have a great day with my friends.
- 4) I have read and discussed the Parent and Camper Handbook with a parent/guardian.

\_\_\_\_\_  
(Camper to Print or sign their name here)

Date: \_\_\_\_\_

### **PARENT PART**

My camper and I have read and discussed all sections of the Parent and Camper Handbook and I believe he/she is ready for camp! I understand what my camper needs, and will provide the items mentioned.

I give Plymouth Parks & Recreation Youth Summer Day Camp staff permission to apply sunscreen and/or bug spray to my child as needed, if they require assistance. Sunscreen and bug spray should be provided by the parent/guardian, labeled with the camper's name.

I understand that program registration implies permission for my child to attend all program related activities, including trips, and that photos may be taken of camp activities for use by the Parks and Recreation Department. I give permission for my child to be transported by the program as necessary.

I agree to adhere to the stated policies and procedures of the Plymouth Parks and Recreation Youth Summer Day Camp program as stated in the Parent and Camper Handbook.

\_\_\_\_\_  
(Parent/Guardian SIGNATURE)

Date: \_\_\_\_\_

\_\_\_\_\_  
(Parent/Guardian PRINTED NAME)



**PLYMOUTH PARKS & RECREATION**  
**SUMMER 2017 EMERGENCY FORM**

Registrant's Name & DOB: \_\_\_\_\_

Home Address & Phone: \_\_\_\_\_

\_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Email Address & Phone #: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Email Address & Phone #: \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_

Phone #: \_\_\_\_\_

Insurance Company & ID No.: \_\_\_\_\_

Important information for staff - allergies, medications, injuries, illnesses, etc.:

Individuals, other than parents/guardians authorized for pick up from the camp  
(Reminder: An adult must be listed on this form and provide photo identification to pick  
up your child):

\_\_\_\_\_  
(Parent/Guardian SIGNATURE)

Date: \_\_\_\_\_

\_\_\_\_\_  
(Parent/Guardian PRINTED NAME)