

# Windsor Locks Park and Recreation

## Day Camp 2019

**General Information:** This is our 20th year of Summer Day Camp! This year the camp will be open for 8 weeks beginning Monday, June 24<sup>th</sup>. In the morning, campers will be offered various sports activities, arts & crafts, and a group activity. In the afternoon, the pool will be available at 1:00 pm. Ping-pong and volleyball will be available in the afternoon, as well. Each group will go on one field trip each week, the older group on Wednesdays and the younger group on Thursdays. On Fridays, there will be a special event or performer.

**Camp Location:** Pesci Park  
87 Center Street, Windsor Locks  
Cell Phone Numbers: Red Shirts (860) 796-5990 (Mrs. Knowles) and Blue Shirts (860) 335-8767 (Mrs. Wenzel)

**Grades 2 – 4 (ages 8-10):** Regular Camp Hours: \$100 (8:30 am - 4:00 pm)  
**Camp Fees and Hours:** Extended Care: \$5 per week for each additional half hour of care (7:30-8:30 am or 4:00-5:30 pm)  
Week 2 is a 4-day week at \$80 (8:30 am – 4:00 pm)

**Grades 5 – 7 (ages 11-13):** Regular Camp Hours: \$105 (8:30 am - 4:00 pm)  
**Camp Fees and Hours:** Extended Care: \$5 per week for each additional half hour of care (7:30-8:30 am or 4:00-5:30 pm)  
Week 2 is a 4-day week at \$84 (8:30 am – 4:00 pm)

**Dates of Day Camp:**

<input type="checkbox"/> 6/24	<input type="checkbox"/> 7/1	<input type="checkbox"/> 7/8	<input type="checkbox"/> 7/15
<input type="checkbox"/> 7/22	<input type="checkbox"/> 7/29	<input type="checkbox"/> 8/5	<input type="checkbox"/> 8/12

**Registration:** Registration for Windsor Locks Residents ONLY is done on a first come, first served basis beginning on Thursday, April 4<sup>th</sup>, registrations will be accepted during normal business hours (Monday – Wednesday 8:30 am to 3:30 pm, Thursday 8:30 am to 5:30 pm and Friday 8:30 am to 12:30 pm). Registration for Out-of-Town Residents will begin on Monday, May 16<sup>th</sup>, if space is available.

No incomplete registrations will be accepted. Complete packets include: Registration Form, Camper Health History, Camper Code of Conduct, Walking Permission Slip, Photography/Videography Release and payments as described in the Payment Options section of this handbook.

**Extended Care:** Extended care is offered as early as 7:30 am and as late as 5:30 pm, in half hour increments. Parents/guardians may choose any combination of extended care.

**Payment Options:** For parents planning to pay by check, all checks for Day Camp are due at the time of registration. Payment should include one check for the first and last week of camp and one check for each additional week of camp (up to six additional checks). Checks will be deposited on the Thursday prior to the week of care designated on the check (refer to the Payment Schedule on page 6 of the registration packet). All checks are to be made payable to: Windsor Locks Park and Rec or WLPR. For parents planning to pay in cash, payment for the first and last week of Day Camp are due at the time of registration. Cash payments for each remaining week must be made at the Park and Recreation Office on the Thursday prior to the next week a camper will attend. **NO PAYMENTS (CASH OR CHECK) WILL BE ACCEPTED AT DAY CAMP.** If the payment is not made by Monday morning, your camper will not be allowed to remain at Day Camp. If this becomes a repeated offense, your camper may lose his/her spot in Day Camp. Please request a cash receipt as it is the parent's responsibility to maintain a record of payment.

**Swimming Lesson Registration:** If campers are to be enrolled in swimming lessons, parents/guardians are responsible for signing them up during swimming lesson registration hours. This is an additional charge payable at the time of registration. Day Camp counselors should be advised of scheduled lesson times.

- Refund Policy:** Once a registration form has been accepted and processed, parents will be held responsible for payment for all weeks chosen. Any changes to these selections must be made by Friday, June 1, 2019. Withdrawal and refund requests will be honored only if received, in writing, by June 1, 2019.
- Retention of Receipts and Checks:** Parents/guardians should save all cash receipts and cancelled checks as proof of payment. Parents/guardians are responsible for maintaining payment record for tax purposes. A tax-id number may be obtained by calling the Park and Recreation Office at 860 627-1420. Should documentation be requested, there is a \$1.00 administrative fee for the first page and \$.25 thereafter for research and/or reprinting of all documents.
- Insufficient Check Fee:** There is a \$15.00 processing charge for returned checks and must be paid at the Park and Recreation Office. Future payments may be required by cash or money order. The full payment and fee must be in the form of cash or money order. Campers may not be able to participate and may lose their spot if full payment is not received on time.
- Notification of Special Needs:** The Town of Windsor Locks does not discriminate on the basis of disability in admission to, access to or operation of its programs, services or activities. WLPR makes every attempt to serve campers with special physical or emotional needs. However, Day Camp is designed as a large group interaction experience with a ratio of 8 children to 1 counselor. Our physical setting makes it difficult to accommodate campers with certain limitations. Parents must disclose any conditions that might be classified under the heading "Special Needs" before enrollment. Under certain circumstances, in collaboration with the Windsor Locks Public Schools, "one-on-one" supervision may be able to be arranged. Special needs can include: ADD/ADHD, Asperger Syndrome, mild to severe Autism, and other behavioral or medical conditions.
- General Camp Rules For Campers:**
1. Campers should treat everyone in the camp community with respect at all times, including showing respect for other's personal belongings, privacy and feelings. Campers should try to be a friend to all.
  2. Campers should understand that harassment based upon race, color, religion, creed, sex, national origin, age, sexual orientation or disability is a form of discrimination in violation of federal and state law and/or the Town of Windsor Locks policy, and will not be tolerated.
  3. Campers should respect the camp's facilities and equipment and not take or destroy camp property. Campers should not misuse camp equipment and materials.
  4. Campers should not use obscene or foul language or gestures and Campers should not bring music with lyrics, which contain obscene or foul language or make reference to violent offensive actions.
  5. Campers should not engage in any activity, which may put themselves, other campers or staff at risk.
  6. Campers may not leave their group without a counselor.
  7. Campers should follow directions and guidance provided by the camp staff.
  8. Campers should not bring radios, cell phones, videogames or other expensive items to Day Camp. Campers, and their parents/guardians, should acknowledge that Windsor Locks Park and Recreation will not be responsible for loss or damage to personal property.
- What to Bring:**
- A sack lunch (that does not require cooking or refrigeration) with a drink, if not signed up for the Free Lunch
  - A backpack or bag
  - Comfortable clothes that can get dirty!
  - Sneakers or other safe shoes
  - Sunblock
  - Bathing suit, towel and flip flops or water shoes (for pool area only)
  - Sunglasses or hat (optional)
  - Water bottle (plastic or metal)
  - PLEASE DO NOT FORGET TO LABEL ALL OF YOUR CHILD'S ITEMS!!!
- What Not To Bring:**
- Bicycles, rollerblades, heeies, skateboards or scooters
  - Cell phones or pagers
  - Expensive items or large amounts of cash
  - Glass containers
  - MP3 or music players
  - Personal game systems

- Playing cards / trading cards
- Pocket Knives
- Sports Equipment (ball, skates, etc)
- Any form of a weapon (ex. Pocket knife, plastic knife, fake gun, sharp objects, etc.)
- Town of Windsor Locks Park and Recreation Department is not responsible for lost, stolen or damaged items.

**Cell Phone Policy:** Cell phone use by campers is prohibited. We will immediately confiscate any cell phone in a camper's possession and return it to them at the end of the day. This policy is designed to help all campers remain engaged here and have a better and more meaningful experience while at Day Camp. Parents/guardians are advised to call Day Camp if there is an emergency.

**Lost and Found:** Each year we accumulate many pieces of lost clothing, towels, water bottles, lunch boxes, sunblock, etc. Please be sure that your camper leaves with everything they brought!!! The Town of Windsor Locks and its employees are not responsible for any lost, stolen or damaged items. We will keep a lost and found box at Day Camp and the camper should check with the counselors. This box can be accessed during Day Camp hours and at the before and after camp program. If you need to check the box beyond these hours, it will have to be set-up with the camp director. The best way to keep a lost and found item from ending up in the box is to label all items with your child's name (first and last). If a name and/or phone number is on an item, staff will call the parent/guardian to inform them. All items left at the end of summer are donated to a local charity, so please; claim your items as soon as possible!

**Inclement Weather:** In the event that it begins to rain while camp is in session, counselors will still have activities and daily plans. This can consist of watching a movie or playing games in the pavilion. The Town of Windsor Locks reserves the right to cancel Day Camp should we have severe inclement weather or an emergency and there will be no make-up or refund for this day. If a decision is made to cancel Day Camp, the cancellation will be posted on Channel 3 WFSB.

**Drop Off / Pick Up Policy:** Parents are expected to bring their camper(s) to Pesci Pavilion and sign in every morning. Once a participant is signed in at the Day Camp desk, they are considered to be part of the Day Camp that day. They will not be allowed to leave without being properly checked out. Please note: Day Camp staff is working from 7:00 until 7:30 setting up camp for the day and cannot monitor children arriving early.

Likewise, in the afternoon, parents, or appointed individuals, must collect their camper(s) at the Pavilion and sign out. A signature and departure time must be provided every day. Parents, emergency contacts, and the individuals listed on registration form are the only individuals permitted to pick up your camper from camp! Parent/guardians must sign out the participant immediately upon arrival to the site. All participants must be signed out in the presence of a staff member on the forms provided. If an individual is not listed as an authorized individual, they will not be allowed to pick up your camper(s). THERE WILL BE NO EXCEPTIONS. Any additions or deletions to this list during the summer must be made in writing. Authorized persons must be sixteen years of age, show identification (for those other than parents) and sign out the camper(s).

While picking up and signing out campers, parents are requested to refrain from cell phone use.

**Late Drop Off:** Late arrivals MUST sign in with the director or assistant director. Children MAY NOT join their group directly. If you arrive after 9:15, the directors will no longer be at the gate. You will need to walk with your child and find the director or assistant director.

**Early Drop Off and Late Pickup:** Campers are to be dropped off and picked up according to the times selected at registration. If a camper signed in prior to their selected start time or signed out after their selected end time, a \$5 penalty fee will be charged for each fifteen minute interval. These fees are charged per participant per occurrence. There is no grace period.

For sign out, a late fee will be charged beginning one minute past the selected time. The clock at the facility will be used to determine the time. The late fee is \$5 for every fifteen minute interval or portion thereof that the child is late being signed out. For example, for registration pick-up time of 5:00 pm: pick up between 5:01 and 5:15 pm is a \$5 late fee; pick up between 5:16 and 5:30 p.m. is a \$10 late fee. Like fees will be charged for early sign in.

If a camper is signed in early or signed out late on three occasions, it will be grounds for suspension from Day Camp until arrangements can be made to ensure that the child is dropped off / picked up on time or extended care is chosen and the additional fee is paid in full.

As mandated and instructed by the Department of Social Services, the police will be called by staff if the child is not picked up by 6:30 p.m.

We request that parents/guardians call the camp if they are delayed for any reason. Regardless of reason, a late fee will still be assessed, however emergencies called in by telephone may be taken into consideration. The late fee payment is due upon pick up of the camper.

**Attendance Policy:** Attendance will be taken each morning of Day Camp. We ask that parents notify the Day Camp staff each day their camper will not be attending Day Camp due to illness, etc. Please call Wendy Knowles (Red Shirts) at 796-5990 or Jackie Wenzel (Blue Shirts) at 335-8767 after 8:30 am. Likewise, if a camper is to leave Day Camp early, please alert the staff. Refunds or credits are not given for days missed.

**Wristbands:** Campers will receive a wrist band in the morning when they check in at the pavilion with their head counselor. Each group will have a designated color wristband and that color will remain their group color for the rest of the week. Campers are expected to wear the wristband throughout the camp day and return it to their counselor prior to going home.

**Groups:** Campers are assigned to groups according to their age. Groups are coed and range in size based on the age level of the campers. Grouping is done at the discretion of the Directors. Parents are asked not to request that certain campers be together in the same group. One of the important life skills we teach -- helping campers learn to make new friends -- is facilitated by the group counselor. We have found that campers adjust to the group much faster without a "buddy" to hang back with. Such requests can actually inhibit a shy or apprehensive child's adjustment to the other children in a new group. We appreciate parents' support in ensuring that campers come to camp ready and willing to be inclusive with everyone in their group.

**Emergency Pick-Up:** Three emergency contacts other than parents or guardians must be listed on each child's application before a child will be admitted to the program. Emergency contacts must be at a location during camp hours that is within a 15 mile radius of the Day Camp site. One of these emergency contacts will be contacted if a parent or guardian cannot be reached to pick up child(ren) in the event of an emergency. If a child is not picked up within 15 minutes of the close of the program and a parent or guardian cannot be reached, emergency contacts will be contacted to pick up your child.

**Separated/Divorced Parents/Guardians:** It is the mission of the Town of Windsor Locks Park and Recreation Department to be a support to families and to promote positive development for children. We recognize that many families are in transition and may experience issues with divorce and separation. In order to provide the best possible care for your child(ren), which is our main priority, we feel that it is vitally important that we be able to maintain good relations with all the significant adults in each child's life.

The Day Camp staff are sensitive to the issues of divorce and separation. We ask that you make an appointment to meet privately with one of the Day Camp Directors to discuss matters of importance in relation to the divorce/separation and any other issues that may help us in the care of your child. For instance, we need to be very clear in regard to the following:

- What the custody arrangements are.
- Which parent to contact first for general questions and in an emergency.
- Whether duplicate program information should be sent to both parents.
- Who is responsible for payments for the Day Camp.
- Who will or will not be authorized to pick up the child(ren).
- Which parent will pick up the child on which days.
- Who the other significant adults are in the child's life and their relationship to the child, especially if we are going to have contact with them as well.

It will also be helpful to discuss each child's general feelings as you see it so we may be appropriately responsive to your child when he/she is with us. In an effort to minimize situations, which may be uncomfortable for you, your child and our staff, we ask that parents refrain from talking about custody and personal issues, visitation dispute and problems, or talking negatively about the other parent in front of the children in the program. Please note we cannot deny a parent access to their child(ren) upon the word of the other parent unless we have a copy of a court order stating that this is the case. Any issues related to the child will be discussed with whoever picks up the participant that day. Separated/divorced parents will need to determine their own method of sharing information. Staff will not make separate phone calls or provide copies of Day Camp documents. Any written material that is mailed from the Park and Recreation Office will be mailed to the individual that paid for the child's registration. If there are concerns that we need to be aware of, please arrange to meet privately with the Site Leader and/or Recreation Coordinator. Once again, it is the well being of your child(ren) that is our main priority and we need to be able to maintain good relations with both parents.

**Food Policy:**

We will be working with Food Share again this year to provide FREE lunches to all Campers. Monthly lunch menus will be made available and parents will be given the opportunity each week to select which days they would like their child(ren) to receive the free lunch. Those who choose not to receive the free lunch should bring a lunch (with Camper's name on it), drink(s) and snack daily. Lunches should be nutritious and able to restore energy levels. Please do not send items to be refrigerated or that require heating. Although water will be available, it is recommended that you send additional drinks with your child/ren so they will have personal cold drinks during the day. There is no refrigeration at Day Camp. Therefore, insulated lunch bags or small personal coolers with freezer (ice) packs should be used. To ensure a cold drink, you may want to freeze your child's drink (juice box/es) overnight and allow to thaw during the day. All campers will be reminded by their Counselors to drink plenty of fluids throughout the day.

**Concession Stand:**

Snacks, drinks and ice cream will be available for purchase during your children's lunch period from the concession stand. A price list will be posted the first day of Day Camp. It is up to you to decide what your child(ren) can or cannot purchase. Please do not send them with large amounts of money.

**Clothing / Dress Policy:**

Your camper will spend time each day in active play, both outdoors and indoors. We ask that you send them in appropriate, comfortable, play clothes, which will not be easily ruined in active play.

Each child will receive ONE camp T-shirt for every three weeks registered. Camp shirts MUST be worn to Day Camp. Any child not wearing a camp shirt will be issued a T-shirt and will be charged \$7 for the purchase of the substitute t-shirt. Payment must be made to the Day Camp Director.

For safety reasons, tennis shoes or other shoes, which do not have an open toe or heel, are mandatory.

On pool days, campers must comply with pool dress code rules. Girls must wear an appropriate one or two-piece suit and can wear a t-shirt over but no shorts. Boys must wear appropriate swim trunks with an inner lining. At the pool NO cutoff jeans, sweats, or street clothes of any kind.

Throughout the summer, please dress your child sensibly for camp activities so that your camper is comfortable and can enjoy the day as much as possible. **DON'T FORGET TO LABEL ALL CLOTHING ITEMS WITH NAME AND PHONE NUMBER!**

**Sunscreen Policy:**

Parents are responsible for providing sunscreen and/or sun protection for their child. Counselors will be responsible for reminding children to use sunscreen at appropriate times during the day. However, the sunscreen should be applied first at home in the morning, before the child is admitted to Day Camp. **COUNSELORS ARE NOT PERMITTED TO APPLY SUNSCREEN AND/OR BUG REPELLENT TO YOUR CHILD/REN.**

Please understand that while the use of sun block will aid in the protection against harmful sunrays, it may not prevent your child from getting sun burnt.

**Health and Safety Policy:**

If your child has a known medical problem (asthma, allergies, etc.), please be sure to list on forms and let the Program Director know what to do if a problem should occur during program hours. **We cannot administer medication.**

Our Day Camp is a well-child program and cannot provide care for sick campers. A child who is sick should be kept at home. If a camper shows signs of illness including but not limited to fever, vomiting, diarrhea, thick green discharge from the nose or ears, or rashes should not participate in camp. Parents may be asked to provide documentation from a physician to confirm a questionable condition. If a child becomes ill at Day Camp or exhibits one of the following conditions, the parents/guardians will be notified to pick up the child immediately: a contagious disease, fever over 100F, vomiting, diarrhea, or an accident requiring medical attention. All sick campers must be picked up within one hour from the time the parent/guardian is notified. If a parent is unavailable an emergency contact person will be called. The child will be given the opportunity to rest comfortably away from the group either with a counselor or the Director.

Campers who suffer routine scrapes, cuts and bee stings will be treated by a Day Camp staff member. Parents will be notified when campers are picked up at the end of the day, concerning any minor injury. In the case of serious injury, the Camp Director will take whatever steps are necessary to obtain emergency medical care.

If hospitalization is required, parents will be given the option to transport their child themselves or the camp will call 911 for emergency transportation. Parents may request the child be transported to a specific hospital, provided the injury or condition is not life threatening. In the event of a life threatening emergency, the determination is made by the EMTs and transportation will be provided to the nearest hospital. A camp counselor or the Director will take the child's records and accompany the child to the hospital, remaining with the child until parent(s) arrive.

The Town of Windsor Locks provides liability insurance for all of its programs. It is the parent's responsibility to provide their own health and accident insurance for their camper. Parents should include their personal health insurance information in the space provided on the Day Camp registration form. Parent/guardians are responsible for prescriptions and charges incurred for outside medical treatment of their child should they be required during their camp attendance.

#### **Discipline Policy – Camper Code of Conduct:**

Windsor Locks Park and Recreation Day Camp offers a safe environment in which campers live, play and learn as part of a greater community. Camper attitude and behavior are critical to the success of the Day Camp community and each individual makes a difference in the quality of the camp experience. In order to create a community atmosphere, campers are asked to follow these behavioral guidelines during their camp session.

- I will treat everyone in the camp community with respect at all times, including showing respect for other's personal belongings, privacy and feelings. I will try to be a friend to all.
- I understand that harassment based upon race, color, religion, creed, sex, national origin, age, sexual orientation or disability is a form of discrimination in violation of federal and state law and/or the Town of Windsor Locks policy, and will not be tolerated.
- I will respect the camp's facilities and equipment and not take or destroy camp property. I will not misuse camp equipment and materials.
- I will not use obscene or foul language or gestures and I will not bring music with lyrics, which contain obscene or foul language or make reference to violent offensive actions.
- I will not engage in any activity, which may put myself, other campers or staff at risk.
- I agree to abide by the rules and regulations of the camp and understand that I am expected to follow directions and guidance provided by the camp staff.
- I will not bring radios, cell phones, videogames or other expensive items to Day Camp. I acknowledge that Windsor Locks Park and Recreation will not be responsible for loss or damage to personal property.

If the camper fails to abide by these behavioral expectations, the following steps will be followed:

- The camper will receive a verbal warning from Day Camp staff for breaking rules.
- After warning, if behavior or actions still persists, the camper will not participate in that given activity.
- If behavior persists, campers will be sent to the Day Camp office with a staff member. Parents will be notified at this point and asked to assist in helping their camper make more positive choices.
- Campers will be put on a 24-hour contract. If behavior or actions do not improve, parents will be notified that their child is being sent home. The Camp Director will discuss all decisions thoroughly before any child is sent home. **Campers asked to leave camp early for behavioral reasons will not receive a refund.**
- **The Camp Director reserves the right to send home any camper if it is decided that it is in the best interest of the Day Camp program and campers.**

The following behaviors are considered very serious and will result in suspension or, and in some cases, immediate expulsion from camp:

- Possession or use of weapons, illicit, illegal drugs or other controlled substances, tobacco products of any kind and alcoholic beverages.
- Physical abuse of any kind including hitting, kicking, biting or pushing another camper or staff member.
- Failure to follow staff instructions thereby resulting in situations that put themselves, other campers or staff in physical danger.
- Leaving camp property or assigned program area without the permission of the staff member supervising the area or activity.
- Verbal abuse of or toward other campers or staff, which includes swearing, teasing or bullying.
- Behavior that is constantly interfering with the quality of the program other campers are receiving.  
Disruptive behavior is verbal or physical activities, which may include, but is not limited to such behavior that:
  - Requires constant attention from the staff
  - Imposes physical or emotional harm on other children
  - Abuses staff by displaying a lack of respect, either physically or verbally
  - Ignores or disobeys the rules
- Campers threatening to harm themselves or other campers.

**Counselor Information:** All Counselors attend an orientation program which includes: First Aid/CPR Training, Camp Policies and Planning.

#### Blood Borne Pathogens

All counselors receive First Aid training that includes guidelines for treating injuries involving blood. All counselors are required to wear protective gloves when treating any injury. Training includes guidelines for proper disposal of contaminated gloves and/or clothing. A bio-hazard kit is available for cleaning spills that may occur.

#### Staff/Camper Interaction

Staff members are not allowed to contact campers outside of camp activities. This includes, but is not limited to letters, emails, myspace.com, facebook.com, telephone calls, text messages and visits.

#### Staff Babysitting Policy

All staff have agreed, as a term of employment, not to be alone with Day Camp youth or program participants outside of Day Camp programs or facilities. Staff members may not baby-sit, transport or walk home any camp program participants. Please do not put staff in an awkward position by asking them to facilitate these activities.

**Report of Child Abuse:** According to Connecticut General Statutes §17a-101a, persons paid for caring for children in any public or private facility are required to report whenever there is a reasonable cause to believe that a child under the age of 18 is suffering from physical (including sexual), mental or emotional abuse or injury. In addition, incidents of suspected neglect in regards to the issues of adequate food, shelter, clothing, and supervision.

**Parent/Guardian Visitation:** At camp we have an "open door" policy for the parents/guardians of all campers; however, a large part of the camp experience is developing a sense of independence, and this can be disrupted by visits. For safety reasons, we require that parents/guardians also check in with the Camp Director upon your arrival. This policy is also the same on field trip days.

**Parent/Guardian Communication:** We ask that parents/guardians call to speak to their camper only in the event of an emergency. The telephone at the Day Camp is for emergency use and for official camp business only. The phone line must be kept open so that camp staff can be reached in the event of an emergency. For this reason, we ask that parents/guardians call the site only in the event of an emergency or for official business. Social phone calls to campers will not be allowed. Participants will be allowed to use the phone to call their parents/guardians only if there is a situation that needs immediate attention. Parents/guardians must notify staff if their address or phone number changes.

**Parental Input:** Any questions or concerns you have about anything while your child is at Day Camp should be directed to your child's immediate counselor first. They are our main line of communication with you. NO PARENT IS ALLOWED TO CONFRONT ANY CHILD REGARDING DISPUTES BETWEEN DAY CAMPERS. PLEASE TALK TO STAFF FIRST AND A CONFERENCE WILL BE HELD TO ASSIST THE SITUATION. If you do not get your concerns addressed then contact the Day Camp Director.

**Tentative Daily Schedule:**

8:50 – 9:05	Attendance and Set-up
9:05 – 9:20	Morning Walk
9:20 – 10:05	Activity Time 1 *
10:05 – 10:25	Snack
10:30 – 11:10	Activity Time 2 *
11:15 – 11:55	Activity Time 3 *
11:55 – 12:25	Lunch
12:25 – 1:00	Reading / Changing
1:00 – 2:00	Swim Session 1
2:00 – 2:30	Swim Session 2
2:45 – 3:05	Snack
3:00 – 4:00	Swim Session 3 / Activity
4:00 -5:00	Pavilion Time

\* Each Activity Time will consist of a choice between two of the following activities: Play It Up Sports, Playscape, arts & crafts, Playground Games. Activity choices will rotate each time.

**Camp Activities:** Postings will be available each Monday detailing the weekly activities, what to bring and wear each day. Although staff make every attempt not to deviate from the schedule, activities are subject to change.

**Movies:** Movies may be shown once a week. Most movies are G rated. Some prescreened PG movies may be shown. If a PG movie will be shown, the name of the movie will be posted in advance. For the older group only: some movies may be rated PG-13. If a PG-13 movie will be shown, the name of the movie will be posted in advance.

**Special Events:** Each Friday, a Special Event is scheduled. These events range from special performers to an event organized just for campers, such as Safety Day or a Talent Show. Our current schedule is:

June 28	TBD
July 5	TBD
July 12	TBD
July 19	TBD
July 26	TBD
August 2	TBD
August 9	TBD
August 16	TBD

**Field Trips:**

Grades 2 – 4 (ages 8-10) Field Trips Thursdays

June 27	Menchie's
July 3(Wednesday)	Enfield Movie Theater – Toy Story 4
July 11	Sonny's Place
July 18	The Children's Museum
July 25	Mystic Aquarium
August 1	Launch Trampoline Park
August 8	Lutz Children's Museum
August 15	Spare Time

Grades 5 – 7 (ages 11-13) Field Trips Wednesdays

June 26	Jump On In
July 3	Enfield Movie Theater – Toy Story 4
July 10	Sonny's Place
July 17	Laser Quest
July 24	Launch Trampoline Park
July 31	Brownstone Park
August 7	TBD
August 14	Spare Time



**Free Swim:**

All campers will swim at the pool. Campers are supervised by lifeguards as well as Day Camp staff. Children will be walking to and from the pool with their groups.

**Pool Rules:**Attire

- All patrons within the pool area must be attired in swimming apparel. No street shoes or clothing allowed on decks. The swimming pool and decks must be maintained in a sanitary manner for the protection of bathers.
- Pool users must wear swimming suits or swimming trunks upon entry into the pool. Clothing such as cut-offs, gym shorts, and underwear is not permitted as swimwear. Swimwear should not have been worn for exercising immediately prior to pool use and must be colorfast and of lightweight material suitable for swimwear, such as Lycra, Spandex, or nylon. Clean T-shirts may be worn for modesty or medical reasons but first must be sanctioned by the Pool Manager.

Behavior

- Socializing with or distracting the pool staff is prohibited.
- No person within the pool grounds shall behave in such a manner as to jeopardize the safety and health of himself/herself and others. Such behavior, including abusive or profane language, shall be grounds for expulsion.
- Loitering will not be permitted on the pool grounds or within any of its facilities.
- Running, boisterous or rough play, pushing, acrobatics, dunking, wrestling, splashing, yelling, diving or jumping haphazardly, snapping of towels, improper conduct causing undue disturbances on or about the pool area or any acts which would endanger any patron are prohibited.
- Spitting, spouting water, blowing nose, urinating, or defecating in the pool is prohibited.
- No prolonged underwater swimming for time and or distance. Competitive and/or repetitive breath holding can be deadly and is not permitted. Hyperventilation is absolutely not permitted.
- Gum chewing is not permitted anywhere in the pool complex for health and safety reasons.

Health / Safety Policies

- Due to the strenuous nature of some activities, the participant is advised to consult his/her physician concerning fitness to participate. All activities present certain inherent risks and hazards which the participant assumes.
- Persons under the influence of alcohol or drugs will not be permitted in the pool complex or in the surrounding area.
- Any injury occurring in the pool area must be reported to the pool director immediately.
- All patrons must take a cleansing soap shower before entering the deck area. Sun bathers SHOULD shower before each entrance into the water in order to rinse off perspiration, lotions, sunscreens, etc.
- Any person having a skin disease, sore or inflamed eyes, cold, nasal or ear discharge, communicable disease, or who is wearing any kind of bandage or Band-Aid will not be permitted in the pool.
- Persons having any considerable area of sub-skin tissues, open blisters, cuts, etc., are warned that these are likely to become infected. Such persons may not use the pool.
- Any adult or child who is experiencing even a mild case of diarrhea may not use the pool.
- No snorkel equipment, flotation devices, or toys allowed in the pool.

Rules For Swimmers

- Non-swimmers must remain in shallow water (chest-deep or less).
- NO DIVING IN WATER LESS THAN 6 FEET.

Practice Healthy Swimming Habits

- Prevention is far better than contamination, so please follow the CDC's healthy swimming habits.
- Children (and adults) who have had diarrhea in the last two weeks shouldn't go swimming.
- Use the bathroom before getting into the pool. Take frequent bathroom breaks and check diapers often.
- Take advantage of the Safety Break to use the bathroom.
- Shower before entering the pool and after using the toilet.
- Change diapers in the bathroom (not the pool area).
- Avoid swallowing pool water or even getting it in your mouth.

**Field Trip Guidelines and Procedures:**

In order to increase the amount of summer fun, field trips have been planned for your child this summer. Cancellations of field trips will only occur when the weather does not permit. Canceled field trips may or may not be rescheduled depending on availability.

Field trips are scheduled on Wednesdays and Thursdays. Some trips may include; bowling, the movies, a park, etc. Normally, these field trips are provided at no extra cost. In the event that a special trip is planned, an additional fee may be required. Local walking field trips may also be planned. Past walking trips have included the Library and Monster Golf. Your child should be dressed appropriate for the weather.

**If you do not want your child to attend a certain field trip, it is the parent/guardian's responsibility to find childcare for that particular day.**

Prior to leaving on a field trip, staff will discuss critical issues with campers, including staying with their group, identifying the staff, what to do if they are lost, how to behave on the bus and more. Participants will be placed into groups according to age and/or ability. Participants may want to bring money for purchases.

**Transportation Safety Rules:**

We use busses to get to and from field trips. When boarding or exiting the bus, staff will conduct a head count before entering the bus and once all campers have boarded. On field trip days, staff will review the following transportation safety rules with campers:

- Staff and children must be seated at all times while the bus is in motion. Staff will be spread out in the front, middle and rear of the bus.
- Children must follow directions of the bus driver and camp staff.
- Children must board and depart bus as a group.
- No eating or drinking is allowed on the bus.
- Only staff members may be seated next to the emergency exits.
- Children may talk quietly on the bus to neighbors but may not yell across aisle or to someone several seats away.
- Singing is allowed on a bus trip; however, screaming and rowdy behavior can cause distractions for the driver and will not be allowed.
- Objects must not be thrown, dropped or hung from the windows. This includes and is not limited to hands, arms, toys and hats.
- Children shall never be left unattended in a bus.
- Staff will check all seats when the bus ride is finished to be sure no belongings remain on the bus.
- In case of illness, the bus will pull over to the side of the road and stop as soon as it can with safety. A staff member will take the sick child out and on return sit with the child in the front of the bus.
- Each bus will have a cell phone, first aid and fire extinguisher.

**Bus Evacuation Procedure:**

- If there is an emergency, staff will help the children to remain calm.
- The staff closest to the emergency exit will open the door. Campers shall remain seated and quiet until staff says to exit. One staff will exit first and assist children exiting and one staff will remain on the bus.
- A safe area away from the bus will be selected for children to await further instruction. A head count will be taken to verify attendance.

**Field Trip Spending Money:**

Parents should bring a maximum of \$10 in a clear sandwich zip lock baggie with the child's name and the dollar amount written on it. (Note: If you do not have a zip lock baggie, one will be provided at the sign-in desk.)

- Parent of the camper must check the money in at the front sign-in desk on field trip days. (Note: Parents are not to give any money to their child's individual group counselor.)
- On the field trip, camp staff will assist the camper with the purchasing of items. When possible camp staff will put the receipt for the item in the zip lock baggie with any change. (Note: Some vendors do not provide receipts.)
- At the end of the day the parent will sign their camper out of the camp and the zip lock baggie will be returned to the parent with any receipts and change.