

PLAINVILLE SUMMER CAMP

Parent Handbook 2025

*Everything you need to know to ensure a fun
and safe summer at Plainville Day Camp!*

SPORTS AND
GAMES

DAILY FREE
SWIM

ARTS AND
CRAFTS



Contact Us!

plainvillect.recdesk.com

860-747-6022





Table of Contents



2

Daily Operations , Pricing, + Refund Policy

3



Session Themes, Lunch, Swim, Weather

4



Attire, Rules, & Policies



6

Pick up/Drop off, Illness, & Meds

7



Cell Phone Policy, Staff Info + Resources



CAMP

Dear Parents/Guardians,

Welcome to Plainville Recreation Day Camp 2025! On behalf of our camp staff and the Town of Plainville, we would like to extend a warm welcome and thank you for choosing Plainville Recreation for your child's summer experience. We are very excited that your child is joining us for a fun filled season.

Our camps have been designed to provide children ages 4-12 with the opportunity to participate in a variety of activities that facilitate fun and learning. We have staff that are passionate about their job and will ensure a safe yet exciting atmosphere for the children.

Our Day Camp and Mini Camp will run from June 23, 2025 to August 21, 2025. *No camp 7/4 and 8/22* Each week has its own theme and planned activities. This Parent Handbook has been created to provide more detailed information about our summer camp along with the rules and regulations within our camp programs. This information includes:

- Day Camp Fee and Refund Policy
- Camp Operations
- Rules of Conduct and Policies/Procedures
- Pick-Up, Medications, and Staff Information

Please be aware that some of our policies have changed. Should you have any questions, please do not hesitate to contact the Parks & Recreation Office at (860) 747-6022 or kpark@plainville-ct.gov.

Thank you,

Plainville Recreation

50 Whiting Street, Plainville CT, 06062



Fee & Refund Policy:

The Day Camp fee is \$135 for residents and \$175 for non-residents for the entire week. Payment is due in full at the time of registration. Before/after care are available at an additional cost of \$30 for residents and \$45 for non-residents. Registration is accepted online at plainvillectrecdesk.com and in office.

*Weeks 2 & 9: \$108R/\$140NR, before or aftercare: \$24R/\$36NR

Our camps are very popular and fill up quickly. Our policy states that canceling a registration must be done 1 week or more before a program starts. **All refund requests must be emailed to kpark@plainville-ct.gov** There will also be a \$10.00 cancelation fee (the convenience fee, if the program was paid for by credit card, is kept as well).

Recreation Department Office Phone: (860) 747-6022

- o Recreation Coordinator: kpark@plainville-ct.gov
- o Assistant Recreation Director: dalena@plainville-ct.gov
- o Recreation Director: hewett@plainville-ct.gov

Recreation Department Main Office Hours:

- Monday-Wednesday: 8:00am-5:00pm
- Thursday: 8:00am-6:00pm
- Friday: Closed

Plainville Recreation Camp Operations **No camp 7/4 or 8/22****Plainville Recreation Day Camp - Norton Park Pavilion***

9:30am-3:30pm Monday through Friday

Before Care: 8:00am-9:30am

After Care: 3:30pm-5:00pm

Plainville Recreation Mini Camp- Paderewski Park

9:15am-3:15pm Monday through Friday

AM: 9:15am-12:00pm

PM: 12:30pm-3:15pm

Enrollment

Enrollment is open to any child aged 4-12 if the child can interact appropriately in a group setting. Enrollment shall be granted without discrimination with regard to gender, race, ethnicity, and religion. Children ages 4–6 will be at Paderewski. Children 7–12 will be at Norton Park Pavilion.

If you are interested in registering your child for additional sessions, please visit our website at **plainvillect.recdesk.com/Community/Program**

Summer Camp Themes

Each week, Plainville's Day Camp will take part in camp themes paired with weekly entertainers on Wednesdays. Themes will go as follows:

2025 Day Camp Themes/Entertainers

Week 1: It's Showtime! Welcome to Camp- Campardy (6/23-6/27)

Week 2: Camp Carnival- David Garrity (6/30-7/3)

Week 3: Summer Olympics- Jason Tardy (7/7-7/11)

Week 4: Sports Fun- Next Level Gaming (7/14-7/18)

Week 5: Plainville's Got Talent- MME Breakdance Workshop (7/21-7/25)

Week 6: Color Wars- Robert Clarke (7/28-8/1)

Week 7: Beach Bash- Inflatable Slide (8/4-8/8)

Week 8: Marvelous Magic- Matt Matthews (8/11-8/15)

Week 9: So Long Summer- Circus Splendiferous (8/18-8/21)

Snack/Lunch

Please send all campers with lunch, snacks, and water (2 bottles) daily, particularly if your camper is a picky eater or has an allergy. **All children sent to camp must bring at least one water bottle.** Please note that there is no opportunity to heat food for campers so plan accordingly. In addition, Plainville Recreation is offering a free lunch program at Day Camp. All children that are sent to camp without lunch will receive free lunch. **The free lunch program will begin on June 30 and will go through August 8.**

Swimming/Lessons

Plainville Day Camp will swim periodically throughout the week each session. Kids that are signed up for 2 **consecutive** weeks will be given the opportunity to take swim lessons. **You must provide a note if you do not want your child to partake in swim lessons.** Swim time will occur late mornings and early afternoons. Please remember to pack a change of clothes, a bathing suit, and towel.

Weather Related Policies

On days of inclement weather, Day Camp will be at the local schools (Wheeler or Toffolon). **There will be no before or after care and Day Camp will run from 9:30am to 2:30pm.**

Notifications will go out via email and will be posted on our Facebook.

Attire and Sunscreen

Campers will be involved in many activities including arts & crafts, sports, games, and water activities. **Sneakers are required.** Please send a towel and bathing suit daily for water activities. Please label all personal belongings.

Plainville Recreation is not responsible for lost, stolen, or damaged items. Any item that is brought to camp that is deemed inappropriate or used in an inappropriate manner, will be held by the Camp Director and returned to the parent/guardian at the end of the day.

Please apply sunscreen to your child prior to arriving at camp. Staff are not permitted to apply sunscreen to campers, so please send them with spray sunscreen. Any sunscreen sent to camp must be labeled with your child's name.

Rules and Policies

Rules of Conduct

Guidelines are set and followed to ensure the safety of each child, staff member, and the safety of the group; to protect the rights of both the individual and the group; and to provide a positive atmosphere for growth in personal control and responsibility. Our staff will use positive guidance, redirection, setting clear limits, and continuous supervision by staff during corrective discipline. If a counselor is experiencing behavioral problems with a child, parents will be called. Depending on the severity and frequency of the behavior, the Recreation Department reserves the right to dismiss any child from the program.

- Campers must be able to use the bathroom independently.
- Campers must understand and abide by camp rules and follow directions.

- Campers must participate safely and effectively in a variety of activities.
- Campers must pay attention without being disruptive and understand consequences of inappropriate behavior.
- Campers must interact with peer groups in a civil manner.
- Campers must follow counselors' instructions and be respectful of staff and peers.
- **Campers must leave valuables at home. Toys, Heely's, and electronic devices are not allowed at camp.**

Staff shall not use abusive, neglectful, corporal, humiliating or frightening punishment under any circumstances. No child shall be physically restrained unless it is necessary to protect the safety and health of the child, or others.

1. Individuals will be asked to change inappropriate, disruptive or unsafe behavior.
2. Staff will make every effort to redirect the child's behavior. In order to achieve this, Plainville's Day Camp has a three-point system in place. At point one, the child will be spoken with about his/her behavior and ways they can correct it. At point two, the child will be pulled aside again and asked what they think they did wrong and how to correct it. At point three, the child will be asked to sit out for five minutes from the activity they are doing. Then child will have an opportunity to regain control and discuss the problem with a staff member.
3. Removal of a child from the group for disciplinary or health reasons shall be to a location where visual staff supervision will be maintained.
4. Parents will be asked for their support in changing their child's behavior. Continued inappropriate, unchanged behavior may result in suspension or dismissal from the program. (Refer back to Rules of Conduct).
5. Parents will receive a written notice and be spoken with in person about the immediate removal of their child from camp due to unchanged/inappropriate behavior with no refund.
6. Parents should feel free to consult with the Camp Director or the Recreation Coordinator regarding their child's conduct. If necessary, they may also bring the matter to the attention of the Recreation Director for consultation.
7. All violations will be properly documented in the form of a written behavior report. The written behavior report will be reviewed with the parent/guardian and documented in Plainville Recreation files and confidentiality will be maintained at all times.

When continued behavior forms are being filled out for related incidents (not relating to harassment, violence or threatening behavior), this may result in a one-day suspension from Plainville's Day Camp.

If a child's behavior results in threatening another child and/or physical contact with another child, staff member or person- an automatic behavior form will be filled out and may result in a suspension that will be determined by Recreation's Office Administration. The suspension may result in more than one day and is at the discretion of the Recreation Coordinator, Assistant Director and Director of Plainville Recreation.

In order to protect the well-being of the children in the program, the Recreation Coordinator, Assistant Director, and Director of Plainville Recreation are authorized to suspend anyone who fails to follow the Rules of Conduct or endangers any of the children in any way. If any child or family member is unable to function cooperatively within the framework of the program, Plainville's Day Camp reserves the right to terminate the child's registration.

Child Custody Policy

In the event of a divorce or parental separation, Day Camp will abide by the Authorized Pick-Up List provided by the parent who registered for the program. Parents unable to abide by this regulation will be requested, in writing, to withdraw their child immediately.

Parent/Guardian, please make sure to include yourself on the pick-up list.

Arrival, Pick-Up and Other Program Information

Drop off for Day Camp will be at Norton Park Pavilion. Drop off for Mini Camp will be at Paderewski Park. **Please bring a photo ID every day to pick up.** Only authorized individuals on the pickup list with a photo ID will be allowed to take the child. Please be prompt for pick up. Please note if a child is not picked up after a reasonable amount of time, the Plainville Police Department will become involved. If you need to reach a staff member, please call the Recreation Department at 860-747-6022.

Late Pick Up Policy

Day Camp has a strict pick up time of 3:30pm for all participants, with the exception of participants enrolled in PM Care (3:30pm-5pm). We understand unexpected situations arise that may cause a delay in pick up, so no person will be penalized for the first two instances of late pick up. Any time after the first two instances, parents/guardians will be charged accordingly. If you are 10+ minutes late to pick your child up from Day Camp, you will be charged an additional \$15.

Illness or Injury

If your child is sick, please keep them home. Please report any communicable diseases promptly, i.e. COVID19, Chicken Pox, Head Lice, Pink Eye, etc. to the Camp Director (refunds or credits are not given for missed camp days). If your child tests positive for

COVID-19, please call the Recreation Department at 860-747-6022. Children who are injured at our camp will receive the appropriate first aid. Staff members will fill out an incident form if necessary and report the incident to the Parent/Guardian. If there is a medical emergency, staff members are authorized to call 911.

Medications

Only the Camp Director and Assistant Director can administer medication. All medications are kept in a lockbox. All staff can remind children to take medication and supervise self-administration. All medication must be presented in their original prescription containers. All inhalers, epi-pens, and medications must have a Medication Administration form. All staff over 18 have received Med Admin and Epi Pen training.

Cell-Phone Policy

Plainville Recreation summer camps take great pride in the offering a high-quality camp experience to each of our participants. While understanding the roles cell phones and other electronics play in today's society, their usage in the camp environment has proven to be distractive and disruptive to the camp day. That being said, we are asking campers not to bring their cellphones unless it's for a medical reason or excused by the Recreation Coordinator.

If approved, campers must leave their cell phones within their bags/ backpacks. They should not be out or visible during these periods. Additionally, phones should not be in their pockets as it may compromise their ability to participate in select activities.

Camp Leaders

Each year, all the Plainville Recreation Staff take part in a variety of trainings to ensure they are ready for the summer. Our staff includes camp counselors, 2 camp assistant directors, and a camp director. Plainville Recreation Day Camp has 1 director and 2 assistant directors. Please reach out to the directors at any point if you have any questions or concerns.

Camp Director:

Audrey Pace: Hi everyone! This is my second year as Camp Director, and I am going into my senior year at Eastern CT State University, studying business and communications. I hope to one day work in sports and own my own business. Right now, I also have a small business baking cupcakes!

Assistant Directors:

Jake Hallin: Hello everybody! My name is Jake Hallin, and this is my third year at camp. I am currently a student at CCSU, majoring in Exercise Science. I was also a basketball referee and coach for Plainville's PAL program this past year. I'm very excited for camp this year and I can't wait for all the fun we'll have!

Kaylee Lamothe: Hi everyone! I'm Kaylee and this is my second year working at camp. I am a senior at CCSU and will be an elementary school teacher after graduation. In my free time I enjoy playing softball and line dancing. I am so excited to be back this summer!

Additional Resources

Plainville Police Non-Emergency Number: 860-747-1616

Connecticut Non-Emergency Services: 211

Plainville Youth Services: 860-793-0221

Mandated Reporting: 1-800-842-2288