

PLAINVILLE MINI CAMP

Parent Handbook 2025

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

**SPORTS AND
GAMES**

**DAILY
SPLASH PAD**

**ARTS AND
CRAFTS**



Contact Us!

plainvillect.recdesk.com

860-747-6022





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CAMP

Dear Parent/Guardian,

Welcome to Plainville Recreation Mini 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 run from June 23, 2025, to August 21, 2025. *No camp 7/4 or 8/22* 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:

- Mini Camp Fee and Refund Policy
- Camp Operations
- Rules of Conduct and Policies/Procedures
- Pick-Up, Medications, 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 Full Day Mini Camp fee is \$135 for residents and \$175 for non-residents for the entire week. The Half Day Mini Camp Fee is \$79 for residents and \$95 for non-residents.

*Weeks 2 & 9 Full Day: \$108R/\$140NR, Half Day: \$64R/\$76NR (no camp on Fri)

Payment is due in full at the time of registration. Registration is accepted online at plainvillectrecdesk.com and in office.

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 Mini Camp- Paderewski Park***

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

AM: 9:15am-12:00pm

PM: 12:30pm-3:15pm

Plainville Recreation Day Camp - Norton Park Pavilion

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

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**

Wacky Wednesday Themes

Each week, Mini Campers are invited to take part in Wacky Wednesday. Themes will go as follows:

Week 1: Disney Day- Wear your favorite Disney themed clothing (6/23-6/27)

Week 2: Mismatch Day- Put on your craziest mismatched outfit (6/30-7/3)

Week 3: Pajama Day- Wear your PJs to camp (weather appropriate please!) (7/7-7/11)

Week 4: Crazy Socks Day- Bring out the silliest socks you have (7/14-7/18)

Week 5: Halloween in July- Wear your favorite costume to camp (7/21-7/25)

Week 6: Sports Team Day- Rep your favorite sports team (7/28-8/1)

Week 7: Crazy Hair Day- Wear a fun and crazy hairstyle (8/4-8/8)

Week 8: Superhero Day- Wear your favorite superhero clothing (8/11-8/15)

Week 9: Tie-Dye Day- Wear your most colorful tie-dye items (8/18-8/21)

We are also partnering with the Plainville Library to have guest story time on July 10, July 29, and August 14. In addition to this, the Youth Librarian will be doing book check out events at pick up on July 2 and July 23.

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. Children will also be provided ice pops on hot days. **Please let the Director know if your child cannot have these.**

Splash Pad

Children at Paderewski Park will have access to the splash pad every day. Please make sure the kids are ready for a fun day in the sun by providing bathing suits, sunscreen, and towels.

Weather Related Policies

On days of inclement weather, Mini Camp will take place at the Recreation Department (50 Whiting Street) and will run from 9:15am-3:15pm.

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, playing, 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 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 may become involved. If you need to reach a staff member, please call the Recreation Department at 860-747-6022.

Late Pick Up Policy

Mini Camp has a strict pick up time of 3:15pm for all participants. 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 Mini 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 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.

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 and a camp director. Please reach out to the camp director at any point if you have any questions or concerns.

Camp Director:

Jenna Morell: Hi everyone! This will be my second year as Mini Camp Director, and my fifth year at camp. Along with camp, I work as an office administrator at J. Timothy's Tavern. In my free time I love reading and knitting blankets. I can't wait to meet you this summer at Mini Camp!

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