

PLAINVILLE RECREATION PRESENTS

summer CAMP

PARENT HANDBOOK 2022



**OUTDOOR GAMES
SCIENCE EXPERIMENTS
ARTS AND CRAFTS
ENTERTAINERS
SWIMMING**

Dear Parent/ Guardian,

Welcome to Plainville Receptions Summer Fun Camp 2022! 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 camp has been designed to provide children ages 3.5-12 the opportunity to participate in a variety of activities and facilitate learning throughout our camps this summer. We have staff that are passionate about their jobs while ensuring a safe yet exciting atmosphere for children.

Our Day Camp and Mini Camp runs from June 20th, 2022 to August 19, 2022. Each week has its own theme and planned activities. The Parent Handbook has been created to provide you with 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 and Attendance in other programs

Should you have any questions, please do not hesitate to contact office staff at the Parks & Recreation Office (860) 747- 6022

Thank you in advance,

Plainville Recreation

50 Whiting Street, Plainville CT 06062



Fee & Refund Policy:

The Summer Day Camp fee is \$115 for residents and \$155 for non-residents for the entire week. Payment is due in full at the time of registration. Registration is accepted online at www.plainvillerecdesk.com.

Our camps are very popular and fill up quickly. Our policy canceling a registration needs to be done 2 weeks or more before a program starts and there is a \$10.00 cancelation fee (the convenience fee of the program was paid for by credit card is kept as well). Within 2 weeks, on business days, you can request a refund, but it will only be granted with a cancelation fee if we can fill that registration slot. Once the week of camp has started there will be no refunds.

Recreation Department Office Phone: (860) - 747- 6022

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

Recreation Department Main Office Hours:

- ◆ Monday-Wednesday: 8:00 AM - 4:00 PM
- ◆ Thursday: 8:00 AM – 7:00 PM
- ◆ Friday: 8:00 AM – 12:00 PM

Summer Fun Camp Operations

Norton Park Day Camp - Norton Park Pavilion

9:30am—3:30pm Monday through Friday

Pre-Care: 8:00am—9:30am

Post-Care: 3:30pm—5:00pm

Plainville Recreation Mini Camp - Norton Park Band Shell

9:15am—3:15pm Monday through Friday

AM: 9:15am—12:00p

PM: 12:30pm—3:15pm

Enrollment

Enrollment is open to any child aged 3.5-12 and 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 3.5 – 6 will be at Norton Park. Children 7 – 12 will be at Norton Park Pavilion.

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

Summer Camp Themes

Each week, Plainville summer camp's will take part in camp themes. Children are invited to take part in each week's theme. Themes will go as followed:

Camp Themes

Week 1: Welcome Party!

Week 2: Zooming through Space

Week 3: Disney Week

Week 4: Week of Wackiness

Week 5: Strong body, Strong Mind

Week 6: Spectacular Sports

Week 7: Holiday Hoopla

Week 8: Science Extravaganza

Week 9: Wild, Wild Animals

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. Please note that there is no opportunity to heat food for campers so please plan campers' lunches accordingly.

Swimming

Children at Norton Park will swim daily. Children at Norton Park will have access to the Splash Pad. Please make sure the kids are ready for a fun day in the sun by providing bathing suits, sunscreen, and towels.

Weather Related Polices and Sunscreen

- Camp will be cancelled on days of inclement weather. Notifications will go out via e-mail blasts and on our social media.
- Please provide your child with sunscreen (in a spray form, we will not apply lotion sunscreen on your child) with his/her name on it.

Attire

Campers will be involved in many activities including arts & crafts, running, 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.
- Understand and abide by camp rules and follow directions.
- Participate safely and effectively in a variety of activities.
- Pay attention without being disruptive and understanding consequences of inappropriate behavior.
- Interact with peer groups in a civil manner.
- Follow counselors' instructions and be respectful of staff and peers.
- 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 will be in place. At point one, the child will be spoken with about how 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 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 Director of Recreation 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 the related incidents (not relating in harassment, violence or threatening behavior), the child 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. *

Swimming

Each camp will swim periodically throughout the week each session. Kids are a signed up for 2 consecutive

weeks will be given the opportunity to take swim lessons. Swim time will occur late mornings and early afternoons. Please remember to pack a change of clothes. A bathing suit, and towel.

Arrival, Pick-Up and Other Program Information

Drop for Day Camp will be at Norton Park Pavilion. Drop of for Mini Camp will be at the Band Shell Pavilion. Please bring a photo ID every day for pick up. Only authorized individuals on the pickup list with a photo ID will be allowed to take the child.

Please be advised that children must be dropped off and picked up at the appropriate camp time. Day camp runs from 9:30am to 3:30pm. Our before care program is from 8:00am to 9:30 am and our after-care program is from 3:30pm to 5:00pm. If children are not enrolled in pre-care, they must be dropped off at 9:30am. This also applies for pick-up. Children must be picked up at 3:30pm unless they have been signed-up for post care. If you are running late to pick them up, please call the recreation department at 860-747-6022 so we can notify the camp. Failure to drop-off/pick-up at the appropriate time will result in an additional fee. There will be a 5-minute grace period. After 5 minutes, for every 15 minutes that the child is in our care will result in a \$5 fee. For example, if a parent is 30 minutes late that will result in \$10 charge that must be paid by the end of the day Friday. Failure to do so will result in being removed for the next session. This fee is to ensure that our camp counselors maintain safety ratios and are compensated fairly for their time. We understand that all of you have lives outside of camps and are willing to understand the first time. However, we also want to make sure that there is a safe number of staff per child ratio.

If you are interested in registering for our pre-care and post-care options, please register here: <https://plainvillect.recdesk.com/Community/Program?category=9>

Attendance for Other Programs

If your child is enrolled in another program such as swim lessons, please let us know and we can arrange to have a counselor bring the child over to lessons.

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 you 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 a first-aid form and report the incident to the Parent/Guardian. If there is a medical emergency, staff members are authorized to call 911.

Medications

Staff cannot administer medication to campers. However, our staff can keep all medications in a lockbox, remind children to take medication and supervise self-administration. All medication must be presented in their original prescription containers. All inhalers and epi-pens must have a medication form.

COVID-19 Policies and Procedures

Safety is our number one priority. In order to continue offering our programs, we have implemented procedures in regard to COVID-19 based off Office of Early Childhood guidance. Children are no longer required to wear their masks outside but will still have the option to do so at any point. Please call the Plainville Recreation department if you have any questions.

Lost or Stolen Items

Please note that Plainville Recreation is not responsible for lost or stolen items . If an item is lost, please let the recreation department know and we will do our best to check the area and facilities.

Hotlines

Bristol Health COVID-19 Hotline (860) 261-6855

Plainville Police Department (Non-emergency) (860) 747-1616