

**YOUTH SUMMER DAY CAMP**  
**PARENT AND CAMPER**  
**2021 HANDBOOK**



Faye Johnpiere

Camp Coordinator

[ParksandRec@plymouthct.us](mailto:ParksandRec@plymouthct.us)

## **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.

## **PROGRAM**

### **Hours**

Regular camp hours of operation are 8:30 AM to 4:00 PM, Monday thru Friday, June 28, 2021 to August 13, 2021. Camp will be closed July 5<sup>th</sup>, 2021.

### **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 remain in your vehicle while your child is checked in and assessed for Covid symptoms and exposure. Each morning, we will review the schedule of activities for the day as a group and remind campers of important activities during 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 healthy 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
- 3:30 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.
- 4:00 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 remain in your vehicle until your child is checked out and released by the camp coordinator, or assistant coordinator.

Due to Office of Early Childhood (OEC) guidelines, there will be staggered drop off and pick up times for camp. The times on the schedule are subject to change in response to restriction adjustments. 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). CORRESPONDENCE VIA EMAIL IS PREFERRED, AS IT IS THE MOST ACCESSIBLE AT THE CAMP SITE. 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 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 SPRAY sunscreen application, as needed. Spray sunscreen is recommended, for ease of application.

Swimwear and a towel should be brought to camp each day; 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 coordinators and all counselors have received first aid training. Camp staff are not permitted to dispense medication unless authorization has been arranged with the director. If a camper becomes ill during camp hours, you will need to pick your camper 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 coordinators 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. The coordinators have 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. Due to COVID restrictions, field trips may not be permitted for camp this year.

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 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, as weather permits. Appropriate swimwear should be brought to camp daily, with a towel, and sunscreen. Spray sunscreen, SPF 50, is recommended. For water activities, campers are encouraged to bring flipflops, sandals, or water shoes.

### **Daily Camper Needs:**

- WATER BOTTLE (refillable); with secure top to stay closed.
- 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
- Spray 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 Should Not Bring:**

- 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 email [ParksandRec@plymouthct.us](mailto:ParksandRec@plymouthct.us) or call the main office for Parks & Recreation, at 860-585-4031. The director/Mayor's office will contact the coordinators 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. 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 OBSERVE and LISTEN to campers' interactions in order to try and prevent conflict by anticipating any unacceptable behavior;

2. REDIRECTION of the camper to another activity;
3. TALK to the camper individually;
4. TIME OUT/BREAK - 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 coordinators 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 coordinators 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 coordinators 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/lunch & snack times.

**Camper/Parents Information**

Please inform the coordinators or director in writing (email is preferred) 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](mailto:ParksandRec@plymouthct.us), (860) 585- 4031, or speak with the coordinators at the camp site.

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