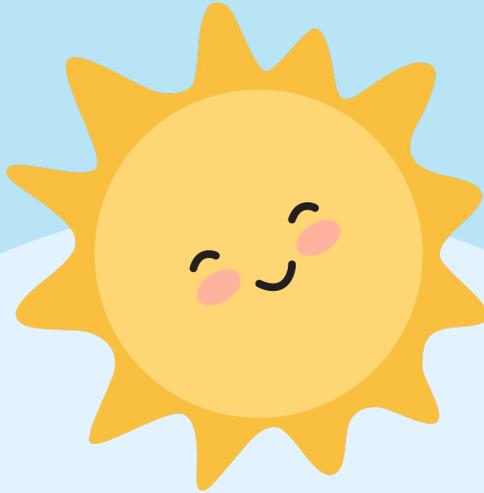




# 2024 Summer Camp Parent and Camper Handbook

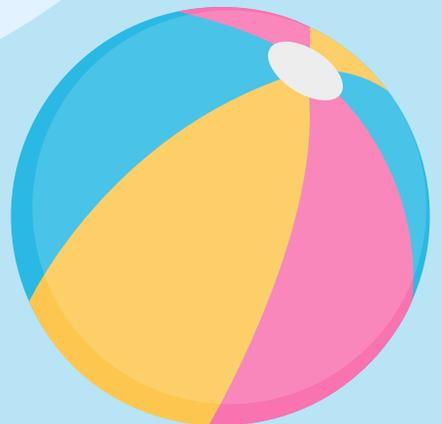


# CAMPERS & PARENTS



**WELCOME TO THE TOWN OF PLYMOUTH'S SUMMER DAY CAMP! WE ARE EXCITED TO HAVE YOUR CHILD JOIN US. WE LOOK FORWARD TO A FUN-FILLED SUMMER! OUR GOAL IS TO PROVIDE A BALANCED DAY OF CRAFTS, SPORTS AND ACTIVITIES GEARED TOWARDS FUN, SOCIALIZATION AND LEARNING. OUR HOPE IS THAT YOUR CHILD WILL MAKE NEW FRIENDS IN A FUN, SAFE ENVIRONMENT. PLEASE CAREFULLY REVIEW ALL OF THE INFORMATION IN THIS PACKET, AND REVIEW OUR BEHAVIORAL EXPECTATIONS WITH YOUR CHILD. WE WILL ALSO REVIEW THESE EACH WEEK OF CAMP. IF YOU HAVE ANY QUESTIONS OR COMMENTS, DO NOT HESITATE TO CONTACT THE SUMMER CAMP COORDINATORS.**

**Kellie Banche & Kim Thorne  
Camp Coordinators  
[parksandrec@plymouthct.us](mailto:parksandrec@plymouthct.us)**



# HOURS

Regular camp hours of operation are 7:30 AM to 4:30 PM, Monday thru Friday, June 24, 2024, to August 9, 2024. Camp will be closed July 4th, 2024.



# 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.



# TYPICAL CAMP DAY



## **7:30am-** Campers arrive

Parents: Please make sure to remain in your vehicles while your child is checked in. Each morning we will review the schedule of activities of the day as a group and remind campers of important activities during the day

**9:00am-10:30am-** Split into age appropriate groups and start our activities for the day.

**10:30am-11:00am-** Snack provided.

**11:00am-12:00pm-** Continue with the day's activities.

**12:00pm-** 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.

**12:30pm-** Play time on the field or in the gym; sunscreen will be reapplied following lunch, if needed.

**2:00 PM SNACK TIME!** Snack will be provided.

**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.

**4:30 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).

**Every effort should be made to be on time for pick up. Persistent late pick-up may result in dismissal from the program at the discretion of the director and coordinator.**

# SCHEDULE

# IF YOU'RE LATE...

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 MISC.



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 certain 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 INFO.

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.



## DON'T COME TO CAMP IF...



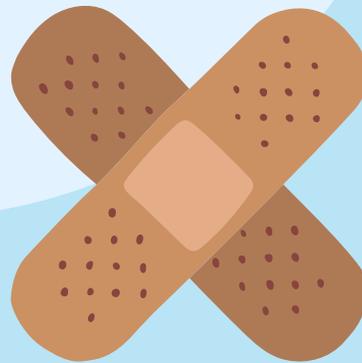
- Vomiting
- Diarrhea
- Fever within the last 24 hours; campers may return to camp after they have been fever free for at least 24 hours, without medication
- Rash, any not associated with heat or allergic reaction to medicine
  - Drainage from the eye, redness of eyelid lining, swelling and discharge 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 \$12 each.

Lunch will be provided for your child on field trip days.

Please remind your child of school bus rules on these days.



**PLEASE  
REMINDE YOUR  
CHILD TO:**

- 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.

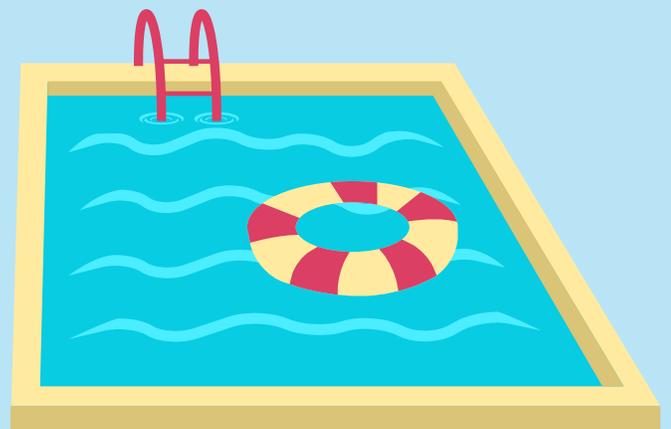
# SWIMMING & WATER NEEDS

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.



# WHAT TO BRING TO CAMP

- WATER BOTTLE (refillable); with secure top to stay closed.
- Healthy snack 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



# WHAT NOT TO BRING TO CAMP

- 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.



# CELL PHONES AND CONTACTING YOUR CHILD

Cell phones and electronic devices are prohibited to be used in the summer camp program. We encourage your child not to bring them to camp. If a child does bring a device, they will be asked to put it with their belongings.

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.

If you need to contact your child during the camp hours, please email

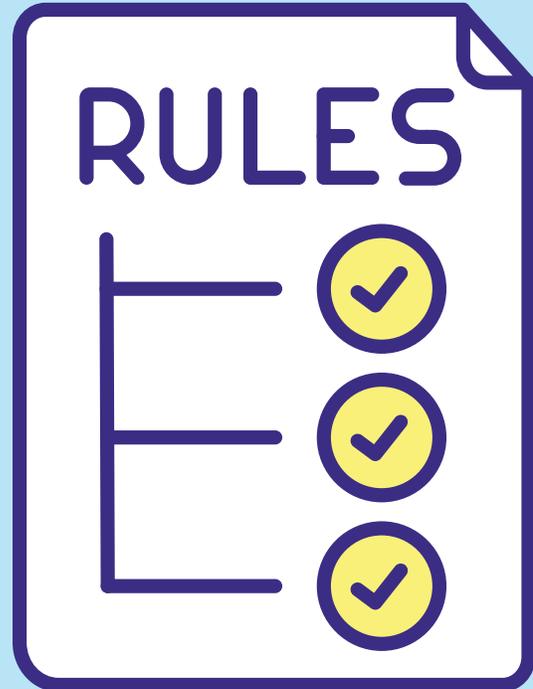
[ParksandRec@plymouthct.us](mailto:ParksandRec@plymouthct.us) or call the main office for Parks & Recreation, at 860-585-4031. The director/Mayor's office will contact the coordinators as soon as possible. Please keep any calls to your child at a minimum and only if truly necessary.



# DISCIPLINE & EXPECTATIONS

## Behavior Expectations:

1. Be respectful of others- Listen to the counselors and camp staff
2. Whistle Rule: When you hear the whistle signal, stop what you are doing, put down all equipment and listen for instructions.
3. Be safe with your body and materials
4. Have fun!



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 campsite, 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. In the event that behavioral patterns continue there will be a meeting with the parent and the coordinators. A plan will be made at that time how the situation will be handled. We may need to consider loss of field trip privileges or suspension from the camp or even dismissal from camp in extreme circumstances. Any behavior that is destructive or harmful to themselves or others may be considered an extreme circumstance. Fees will not be refunded or credited for suspensions or dismissal from the program.
7. The coordinators and/or director reserve the right to amend, revoke, waive or make any individual adjustments to these rules for just cause.

# SPORTSMANSHIP AWARD

Each Friday we will give sportsmanship awards to the campers that have displayed the highest level of sportsmanship and character. We try to make this a very big deal, so please encourage your child to be a good sport, review with them what makes a good sport, and please congratulate them if they win that week's award.  
A good sport...

1. Treats everyone with integrity, fairness and honesty.
2. Congratulates others for their accomplishments
3. Helps others
4. Avoids disrespectful behavior
5. Keeps the facilities and equipment cleaned and cared for
6. Gives consistent effort
7. Cooperative with staff



# 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/PARENT INFO:

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!

