

CLEANING PROCEDURES

Thompson Recreation staff completed a daily cleaning checklist outlined by the Office of Early Childhood.

- Tables, chairs, door knobs, light switches cleaned daily
- Tables cleaned Before and After Snack and Lunch .
- Toys disinfected weekly on a rotating cleaning schedule
- Floors cleaned daily by school custodial staff

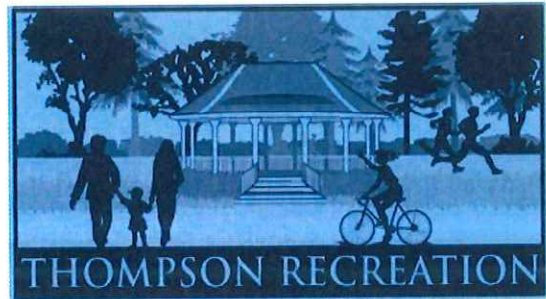
HAND WASHING

Staff and students will wash their hands/use hand sanitizer during the following times.

- Upon arrival
- Before and after lunch/snack
- Before and after playing on the playground
- After coughing, sneezing, or touching their face/mouth

Thompson Recreation Adventure Camp Program

Parent Handbook 2026



MISSION

The mission of the Adventure Camp Program is to provide a welcoming, nurturing, and inclusive Summer Camp program for Thompson children in Kindergarten through Grade 8.

Recreation Office #: 860-923-9440

Program Cell #: 860-753-0297

cell phone during program hours only

Email: recreationdirector@thompsonct.org

Recreation@thompsonct.org

www.thompsonrec.org

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MISSION

The mission of the Adventure Camp Program is to provide a welcoming, nurturing, and inclusive Summer Camp program for Thompson children in kindergarten through grade 8.

GOALS

- 1) Provide a safe and welcoming environment for children that promotes physical activity and social and emotional development.
- 2) Offer a variety of activities including Sports , STEM, and the Arts .
- 3) Providing programs that are flexible and varied on size of group, age of children and their interests.

MEDICATIONS

Any medications that need to be administered during program hours must be supplied by the parent and have the Authorization for the Administration of Medication Form signed by the parent and doctor. All medications must be in their original container. No medication will be given without proper paperwork. All medications are stored with the Camp Supervisor in a locked container.

SUNSCREEN

Campers should come to camp with sunscreen already applied in the morning. Campers should also bring sunscreen labeled with their name. Campers will not be allowed to share sunscreen and sunscreen is not provided. Counselors will assist and remind campers to reapply sunscreen once during the day, after lunch.

FIRST AID

All Head Counselors carry a basic First Aid kit with them for minor scrapes. The First Aid Station is located at the staff table for all other injuries. The Camp Supervisor is trained in First Aid & CPR and Medication Administration. The Camp Supervisor will administer all medications. All injuries are logged and parents will be notified at the Supervisors discretion.

EMERGENCY PROCEDURES

Staff are trained and prepared for emergency procedures listed below.

- Serious Accident/Illness
- Lost Child Procedures
- Evacuation
- Lock Down/Sheiter in Place
- Active Shooter

Emergency procedures are reviewed with campers and practiced weekly

BEHAVIOR MANAGEMENT

Children are made aware of the program rules, such as:

- **Keep your hands to yourself**
- **Stay with the group**
- **Clean up the area you have played in**
- **Respect staff as well as other children**
- **Use appropriate language and inside voices**

Staff are expected to be firm yet gentle in disciplining students. They use proactive discipline techniques including distraction, structured play, choice, consistency, rewarding positive behaviors, and cool down time.

"Cool down time" length is determined by the child's age. During this period child is separated from the group and given private time to regain control of himself/herself. Campers are also asked to write reflection notes during this time to discuss corrective actions.

Counselors handle all minor infractions. Campers are referred to the Camp Supervisor if minor infractions become frequent and for infractions of a more serious nature. Behavior Incentive Plans will be set up with camper & parents with the Camp Supervisor and Head Counselors .

Campers will receive a discipline report for inappropriate language, aggressive behavior (verbal and physical), disrespect of staff and other campers, sexual harassment, and leaving the group.

Note: *If a camper received a discipline report twice in one week. The parent will be called for immediate pick up and the child will not be allowed to return to the remainder of the week.*

PAYMENTS

1. A \$25 non refundable and non transferable per week deposit is due at the time of registration
2. Balance is due the week before your scheduled week. EX. If you are attending 7/8 it is due 7/1 .
3. Payment plans are available for campers attending three weeks or more. Please call the office to set up a payment plan. Deposits are still due at the time of registration for families on a payment plan.

REFUNDS

1. The \$25 deposit per week is non refundable and non transferable
2. Refunds minus the weekly deposit (\$25) will be refunded up until the Friday before day of the weekly session being cancelled. Cancellation notice must be in writing (email).
3. There are no refunds for missed days .

STAFF

All staff are interviewed by the Recreation Director and camp supervisors . All staff attend staff training and receive a staff manual on policies and procedures. Staff complete training annually in Child Abuse Prevention and Blood Borne Pathogens. All staff over the age of 18 complete a background check. A staff trained in CPR/First Aid/ Medication/ Epi Pen is always on site.

RATIOS

We follow the guidance of the Office of Early Childhood. Our ratios for all children is 10/1. We have a maximum group size of 20.

WHAT TO PACK

- Campers **MUST** wear sneakers. Campers without appropriate footwear will not be able to participate in sports/games.
 - Backpack
 - Water Bottle & Lunch - with snacks
 - Sunscreen / Bug Spray –(If NOT using TRD Bullfrog)
 - Towel & Bathing Suit - some days
- **LABLE ALL ITEMS with FIRST & LAST NAME****

WHAT NOT TO PACK

- Toys from home
 - Electronics
 - Weapons
 - Drugs/Alcohol
- *TRD is not responsible for any child's lost items***

ELECTRONICS POLICY

- Electronics are not allowed during program hours . This includes Cellphones, handheld gaming systems and computers/tablets .
- If they found using their phone it will left with the camp supervisor for the day and returned at dismissal. Cell Phones are not necessary if you need to reach your child at any point during the day please call 860-753-0297.

LUNCH/SNACK

Children must pack a lunch each day in a cooler or insulated lunch bag , unless receiving Summer School Lunch. (no refrigeration is available) Please pack adequate food, snacks, and water for each day. We do offer daily popsicles / Snacks in the afternoon for each age group.

Lost & Found

Please label all items so they can be returned. All lost and found items will be brought at the end of the day at the sign in/out table. All items not claimed will be disposed or donated at the end of the summer

***** TRD are not responsible for personal items brought to the program by your child. ****

SAMPLE DAILY SCHEDULE/ACTIVITIES

This is a sample of a daily schedule. Groups travel together from activity to activity. Some activity periods are lead by specialist and some are counselor lead.

We also have weekly special events & guests.

9:00-9:20 Group Time/Drop Off
9:20- 9:30 Camp Announcements
9:30 - 10:30 Activity Period 1
10:30 - 10:45 Snack/Water/Bathroom
10:45 - 11:45 Activity Period 2
11:45 - 12:30 Lunch
12:30- 1:00 Sunscreen/Camp Store/Bathroom
1:00 - 2:00 Activity Period 3
2:00 - 2:15 Snack/Water/Bathroom
2: 15 - 3:15 Large Group Activity—Outside/Gym
3:30 4:00 - Group Time/Pick Up

Sample Activity Periods

- Water Games
- Playground Time
- Arts & Crafts
- Science
- Nature
- Gym Games - basketball, dodgeball, ect
- Court Games - basketball, 4 square
- Field Games - soccer, kickball, baseball
- Drama
- Dance
- Music

*** Weekly activity calendar available! - Weekly Flyer sent out via email on Friday or Saturday before start of camp week !****

Groups

Children are groups by the Grade they are entering in the Fall.

- Grades K & 1st & 2nd : Red Group
 - Grades 3 & 4: Blue Group
 - Grades 5 & 6: Green Group
 - Grade 7 & 8: Yellow Group

Parent Drop Off - Morning

DROP OFF: Quaddick State Park (8:30-9:30AM)

- Children MUST be signed in daily.

Parent Pick Up - Afternoon

PICK UP: Quaddick State Park (3:30-4:30PM)

- Pick up and drop off time may vary on field trip days
- Children MUST be signed out daily.
- Be prepared to show photo I.D at the time of pick up each day. This is for the safety of the children to ensure they are only being released to authorized persons.
- **There is a \$10 late fee for every 15 minutes.**
- If parents are separated or divorced, we ask that you submit any legal paperwork regarding the care of your child to the office. Without written documentation of the agreement we are obligated to release the child to any parent listed on the authorized pick up list

Recreation Staff will not release a child without authorization and photo I.D.

ABSENCES

Parents/Guardians must notify the Recreation Staff of child's absence or early dismissal from program by calling or texting 860-753-0297.

DISCIPLINE REPORTS

First reported infraction - Verbal warning/time out

Second reported infraction - Written warning/time out. Parent/Guardian called for immediate pick up

Third reported infraction - Written warning/time out. Parent/Guardian called for immediate pick up. Suspension from programs for one day. Required meeting with Rec Director to form behavior plan

Fourth reported infraction - Written warning/time out. Parent/Guardian called for immediate pick up. Suspension from program for three days. Required meeting with Rec Director.

Fifth reported infraction - Written warning/time out. Parent/Guardian called for immediate pick up. Suspension from program for five days. Required meeting with Rec Director

Sixth reported infraction - Written warning/time out. Parent/Guardian called for immediate pick up. Suspension from Recreation programs until further notice. Possible expulsion at the review of the Rec Director and Rec Commission

Note: There are no refunds for bring removed from camp due to behavior.

Note : Behavior Incentive Plan Program available to promote positive camper experiences and Relationships with increase positive encouragement .

Note: Consequences may vary based on the severity of the infraction. The Recreation Director may alter the progression of Consequences as needed and the Recreation Commission reserves final judgement.

HEALTH POLICIES

When to Keep Your Child Home

- **Fever:** Your child may not be at the program if he/she has a fever of 100.4 degrees F or higher.
- **Colds:** It is recommended that you keep your child home if he/she has the following symptoms - chills, cough, shortness of breath, fatigue, muscle/body aches, new loss of smell or taste, sore throat, funny nose, congestion, headache,
- **Ear Infections:** Your child should not attend the program unless he/she has been seen by a physician and is on medication.
- **Poison Ivy:** Your child may attend if he/she is not uncomfortable and home treatment has been initiated. Poison Ivy is not contagious, it cannot be spread once the rash forms.
- **Nausea/Vomiting:** Your child should not attend the program if he/she has vomited; he/she should remain home for 24 hours.
- **Diarrhea:** Your child should not attend if he/she has diarrhea during the night and/or more than three soft to runny stools within 24 hours.
- **Rash:** Most rashes are not communicable, but if your child has an unexplained rash, please see a doctor before coming to the program.

In the judgment of the Recreation Director, parents will be notified if a child is too sick to remain in the program or we are suspicious of a communicable disease. Please pick up your child promptly if called (within one hour).

COMMUNICABLE DISEASES

Thompson Recreation is required to report any potential communicable disease to the Department of Public Health. These include, but are not limited to chicken pox, mumps, German measles, scarlet fever, strep throat, conjunctivitis (pink eye), infectious hepatitis and whooping cough, and COVID - 19. A note from a physician is required to return to the program if a child tests positive for a Communicable Diseases.

LOCATION

Summer Camp Program Quaddick State Park

818 Quaddick Town Farm Rd

Thompson, CT 06277

Recreation Office:

815 Riverside Drive

North Grosvenordale, CT 06255

HOURS OF OPERATION

8:30am - 4:30pm (Thompson Adventure Camp)

REGISTRATION PROCESS

Getting Started

Thompson Adventure Camp is open to children in grades K—8. Interested parents should stop by or call the Thompson Recreation Office at 860-923-9440 or email recreation@thompsonct.org.

Registration is available online at

www.thompsonrec.org

Forms that MUST be completed for enrollment

1. Hospital Medical Information Form
2. Copy of child's health assessment from within the last 36 months
3. Copy of immunizations
4. Thompson Adventure Camp Application
5. Thompson Adventure Camp Consent Forms
6. Custody Agreements as Needed

Additional forms required for children taking any medication during program hours including epi pens, inhalers, over the counter and prescription medications.