

Thompson Recreation Adventure Camp Program

Parent Handbook Summer 2021



MISSION

The mission of the Adventure Camp Program is to provide a welcoming, nurturing, and inclusive Summer Camp program for Thompson children in grade 1 through 8.

Recreation Office #: 860-923-9440

Program Cell #: 860-753-0297

(cell phone during program hours only)

Email: recreationdirector@thompsonct.org

www.thompsonrec.org

COVID -19 GUIDELINES

Thompson Recreation is following the guidance for summer camps during Covid—19 from the CT Office of Early Childhood. Some of the precautions taken are listed below. A complete list can be found on thompsonrec.org or portal.ct.gov/OEC

- Daily staff wellness screening (temperature)
- Daily student wellness screening (visual)
- Group size limited to 20 campers
- Increased hand washing
- Increased cleaning procedures
- Masks required by students when inside
- Masks required by staff at all times

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
- Toys disinfected weekly
- 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

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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 sign in/out tent 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/Shelter in Place
- Active Shooter

Emergency procedures are reviewed with campers and practiced weekly

MISSION

The mission of the Adventure Camp Program is to provide a welcoming, nurturing, and inclusive Summer Camp program for Thompson children in grade 1 through 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, arts & crafts, nature, science, drama, ect.
- 3) Provide a program that is flexible and varied on size of group, age of children and their interests.

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
Thompson Public Schools
785 Riverside Drive
North Grosvenordale, CT 06255

Recreation Office:
815 Riverside Drive
North Grosvenordale, CT 06255

HOURS OF OPERATION

8am - 4pm

REGISTRATION PROCESS

Getting Started

Thompson Adventure Camp is open to children in grades 1—8. Interested parents should stop by or call the Thompson Recreation Office at 860-923-9440.

Registration is available online at www.thompsonrec.org.

Parent/guardians are invited to visit the program and observe prior to enrolling.

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. COVID—19 Consent Form

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

Groups

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

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

Parent Drop Off - Morning

DROP OFF: Mary R Fisher Elementary Main Entrance

- Parents MAY NOT enter the school building
- Parents MUST wear a mask to the sign in table
- Children MUST be signed in daily.

Parent Pick Up - Afternoon

PICK UP: Mary R Fisher Elementary Main Entrance

- Parents MAY NOT enter the school building
 - Parents MUST wear a mask to the sign out table
 - 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 Office of child's absence from program.

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: 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.

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

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.

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: 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.

PAYMENTS

1. A \$25 non refundable and non transferable per week deposit is due at the time of registration
2. The total summer balance is due by June 21, 2021
3. Any registration received after June 21st will pay in full at the time of registration.
4. Payment plans are available for campers attending four 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 first day of the weekly session being cancelled. Cancellation notice must be in writing (email).
3. There are no refunds for missed days except in the case of illness or injury with a doctors note.

STAFF

All staff are interviewed by the Recreation Director. 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
- Lunch - with snacks
- Water bottle
- Sunscreen - labeled with name
- Towel & Bathing Suit - some days

WHAT NOT TO PACK

- Toys from home
- Electronics
- Weapons
- Drugs/Alcohol
- Electronics are not allowed during program hours.
- Cell phones must be kept in children's back packs. If they found using their phone it will be confiscated for the day and returned at dismissal.

LUNCH/SNACK

Children must pack a lunch each day in a cooler or insulated lunch ad (no refrigeration is available. Please pack adequate food, snacks, and water for each day. We do offer "camp store" once a week for each age group. Campers are limited to two camp store items. Campers are encouraged to bring \$2 - \$4 for the camp store.

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

We 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.

- 8:00 - 8:30 Group Time/Drop Off
- 8:30 - 9:00 Camp Announcements
- 9:15- 10:15 Activity Period 1
- 10:15- 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 Activity Period 4
- 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
- Yoga
- Reading