

Welcome to Tween Adventure Camp!



Parent/Guardian Handbook

Thank you for your registration. Please take the time before camp to read all enclosed materials carefully.

Please note that there will be NO SUMMER CAMP PROGRAM on July 4th

Location and Hours of Operations

Sunrise Park
2075 Mountain Rd.
West Suffield, CT 06093

The **Regular Camp Program Day** is 9:00 a.m. – 3:00 p.m. (**Field trip days may begin earlier**)

Participants registered for this should arrive no earlier than 9:00 a.m. and be picked up no later than 3:00 p.m.

Extended supervision is for children who need to arrive early or stay later than normal camp hours. Monday-Friday. **You must pre-register your child online to attend Extended Day.**

Extended Day hours: 8:00 - 9:00 a.m. and/or 3:00 - 5:00 p.m., (no later than 5:00 p.m.)

Participants registered for Extended Day Program will have lightly structured and independent activities such as arts and crafts, games, and cards are offered.

Drop off and pick up procedures

Participants **MUST** be escorted to their camp counselor and **must be signed in and out by an ADULT or responsible caretaker who is at least 16 years of age.**

- If a participant is going to be late to the Tween Adventure Camp program or will not be attending that day, a phone call should be made to the Recreation Office by 9:30 a.m. 860-668-3862.
- **Campers cannot attend camp if they miss transportation on field trip days.**
- If a participant needs to leave camp prior to 3:00 p.m., the Camp Director should be informed in advance.
- Participants will not be allowed to leave with anyone who is not designated on their pick up form. Please notify the camp director of any changes
- **Camp Staff will check photo ID at pickup DAILY.** Pick up is promptly at 3:00 p.m. at the top of the hill past the Pavilion on the right. We encourage parents to talk to their child's counselor about their day.

Field Trips

There will be a minimum of 2 field trips per two week session. Transportation will be provided to the field trip destination. Field trips this year include Farmington River Tubing and Brownstone Exploration Park.

Campers MUST pass Parks & Recreation swim test to go on field trips to Farmington and Brownstone. Swim tests will take place on Mondays of each week.

Signed waivers are required for participation in the Farmington River Tubing and Brownstone Field Trips.

Transportation is not provided to and from the camp site or home.

Camp Communication

A parent newsletter will be emailed before the start of each session of camp with highlights of activities, as well as information regarding weekly special events. On the first day of each camp week, parents will be made aware of any special instructions for the week. **It is both the parent's and staff's responsibility to communicate daily reports regarding the children, concerns, issues, camp information, etc.**

Rainy Days

The Tween Adventure Camp program will NOT be canceled on rainy days. So please have your camper dress accordingly for the weather. Daily scheduled activities/field trips may be subject to change due to weather.

Gear up for camp!

On the first day of the program, you will be greeted by the Camp Director and given information about your child's program. Please plan to spend a few minutes to ensure he/she is all set.

It is both the parent's and staff's responsibility to communicate daily reports regarding the children, concerns, issues, camp information, etc.

We would appreciate your support with regards to your child's responsibilities while at the program. Participants are to be responsible for their own belongings, hand washing before meals and after use of bathroom, the use of sunscreen, cleaning commonly used areas, and most importantly their own behavior.

When dressing child for camp, remember this is camp, and there is a lot of fun in getting dirty.

Participants are to bring the following items to camp daily:

- A refillable water bottle
- Lunch
- Two nutritious snacks
- Sunscreen (Campers will apply and staff will remind them to reapply)
- Bug spray
- Bathing suit and goggles if needed
- Towel
- Hat (sun protection)
- Make sure the campers **have closed toed shoes**, as we are very active most of the day.
- Water shoes can be worn during the swim portion of day.
- Change of clothes (don't forget socks!)
- Long sleeved shirt or sweatshirt
- **Water shoes or an old pair of sneakers are required to be worn for our Farmington River Tubing & Brownstone Exploration field trips.**

NO ELECTRONIC POLICY

Please do NOT allow your child to bring valuables (cell phones, iPods, toys) to camp.

Per Tween Camp policy, absolutely no electronics will be allowed during camp hours.

Staff will not be responsible for participant's personal property.

Behavior Management

Our goal is to provide a safe, exciting, well supervised, and engaging environment for all of our Tween Adventure Campers. Our goal is to provide an environment that is both physically and socially safe for our campers. We will provide very clear rules, limits and expectations for all campers.

We believe in the following guidelines for campers:

- ✓ Respect themselves, other campers, staff, and property
- ✓ Work together as a team
- ✓ Campers must try to communicate all problems, issues, concerns with camp staff and directors
- ✓ Have a positive attitude! Exhibit good sportsmanship!
- ✓ Adhere to all camp rules and safety regulations
- ✓ Have FUN

If a situation occurs which requires intervention on our part, the following steps will be taken:

1. If a child exhibits signs of boredom, bad behavior or is escalating, we will provide positive redirection to a more appropriate and safe activity for the child.
2. If a child does not respond, they will receive a five minute "time-out" or relevant consequences. Such as time out of the water if incident happens during swim time. Time out of arts and crafts if incident happens during arts and crafts time. Parents will be made aware of the situation at the end of the day. Staff will write up the incidents.
3. If a child is placed in a "time-out" situation three or more times, the camp director will notify the parent/guardian of the situation. The director will give the child a day off from camp if this situation occurs. The day off from camp will be the following camp day. Arrangements will not be made to accommodate a requested day off. Camp directors will notify the Recreation and Sport Programmer of the situation.
4. If behavior continues to occur the Camp Director will schedule a meeting in order to develop a plan of action to help the child diminish and eventually eliminate this behavior.
5. If a child is given 2 days off during the summer camp season the child will be removed from the Tween Adventure Camp Program.

If any child engages in behavior with the intent to harm another child or staff member, this child's parent will be notified immediately and will be required to pick their child up. The child will receive a nonrefundable suspension from the Tween Adventure Camp program for the next camp day (i.e. if the situation occurs on Friday, the suspension will occur on the following Monday). In addition, a meeting will occur between the Camp Director and the parent before the child can return to the summer camp program. If the situation continues the child will be removed from camp for the remainder of the summer.

Lunch

Lunches should be brought to summer camp, as food service will not be provided. Lunches will not be refrigerated. Please place them in the appropriate cooler in the morning.

Snack and Water

A filled water bottle everyday is an absolute must for every camper! With the hot summer days and all the great camp activities campers need to stay hydrated!

Please pack a healthy snack for your child to enjoy during the camp day. If your child is attending AM or PM extended camp keep in mind you may want to send an extra snack for them.

Swim Stroke Review and Free Swim

Swim stroke review and free swim are built into the Tween Camp program.

Campers must participate in a swim test on each Monday.

Health and Safety

For the health of all of our participants, you are required to notify the Sunrise Camp Director of all communicable diseases your child may have contracted (i.e. chicken pox, head lice, pink eye, etc.). Specific information will be kept confidential; however we must notify all participants of the situation.

Medication

NO MEDICATION WILL BE GIVEN*. If you have any questions, speak to the Sunrise Camp Director.

*Epi-pen- If your child has an allergy and needs to have an Epi pen on site please notify the camp director and the Epi Pen will be given to staff at each morning drop off and returned to the parent/guardian at each drop off. The Epi Pen will go home with the camper each day. Please talk to the camp directors about your child's allergies. The more information that we have the better we can serve your children this summer.

Sunscreen

Sunscreen is not considered a topical ointment in the State of Connecticut and is regulated in its use. Recreation staff is not authorized to apply topical ointments unless several lengthy regulations similar to those with medication administration are followed. Due to the number of participants in the Sunrise Day Camp program, it would take hours to administer to each one. **SUMMER CAMP STAFF IS NOT AUTHORIZED TO APPLY SUNSCREEN.**

Please see the suggestions below:

1. Purchase a sunscreen that is waterproof and has a duration period of six hours. Apply the sunscreen at home prior to arriving to camp.
2. Instruct your child on how to properly apply sunscreen and if need be, have them bring their own sunscreen to camp. Put your child's name on their sunscreen. **THEY ARE NOT TO SHARE IT WITH ANYONE ELSE.**
3. If your child has a strong reaction to the sun, we suggest you consult with your physician for a possible prescription sunscreen.

Illness/Injury

Parents will be asked to pick up their child in the event of: a temperature of 100 degrees or higher, diarrhea, vomiting, serious cough, or signs of head lice, chicken pox, rashes, etc. In the event of a serious injury, 911 will be called, first aid will be administered, and parents will be notified immediately. We will not transport any child in a personal vehicle and will call an ambulance in the event of an emergency.

Contact Information

If you have any questions or concerns, you may contact the following people:

Recreation and Sports Programmer – Jen Filer (860) 668-3862 X8

Recreation Main Office (860) 668-3862

Communication is the key factor to a great summer had by all. Please communicate any needs, questions, or concerns with your Camp Director. We are experienced camp professionals and are here to make sure your camper, is a happy camper!! I welcome you to contact me with any issues or concerns you may have at 860-668-3862 or recreation@suffieldct.gov

Thank you,
Jen Filer
Recreation and Sports Programmer