



**SOUTH WINDSOR
Parks & Recreation**

Summer Day Camp

South Windsor Parks and Recreation Parent Information Packet

Adventure Unit	860-803-8885 Adventureunit.sw@gmail.com
Camp Discovery	860-462-7219 Campdiscovery.sw@gmail.com
Trailblazers	860-221-9646 Trailblazers.sw@gmail.com
Little Explorers	860-221-9645 Littleexplorers.sw@gmail.com
Camp Nurse	860-221-9644 Nurse.SWPRD@gmail.com
Camp Inclusion	860-815-2000 campinclusion.sw@gmail.com
Camp Hours - 8:30 - 4:00	
South Windsor Parks & Recreation Office: Contact Info: Number - 860-648-6355 Email - rec@southwindsor-ct.gov	

South Windsor Parks and Recreation Department Mission Statement

The South Windsor Parks & Recreation Department is committed to enhancing our community through quality recreation programs and parks that provide exceptional experiences.

Camp Mission

The South Windsor Parks and Recreation Summer Camp Programs provide children with the opportunity to engage in fun and informative activities while forming new friendships with other children and positive relationships with staff members. The diversity of our camp programs matches that of our town and we encourage children of all abilities within the camp age range to participate in activities and experiences that strive to benefit campers emotionally, physically, and socially.

About the staff:

Camp Directors -

Little Explorers - Abby Bourdon

Trailblazers - Lauren DeMartino

Camp Discovery - Alex Goslin

Adventure Unit - Marissa Peruccio

This summer, we have 4 Camp Directors that have been putting in a great deal of work to help make our camp programs a success. If you have attended any of our summer camps in the past, then these four will be familiar to you. They have all been here for many years working as counselors, inclusion specialists, first-aid responders, assistant directors and eventually moving up to Directors. Outside of camp, all of these women work as teachers, and also some of them coach high school athletics. We are lucky to have them and we're all looking forward to a great summer!

Counselors - All of our counselors were chosen for a reason! They are dedicated, hard-working, skilled, and passionate employees. Every one of our staff members has gone through specific training to ensure they are well equipped to take on these important tasks. Each staff member is also first aid and CPR certified.

Goals

- Encourage campers to develop new skills and work towards improving their performance at a given task.
- Develop in each camper an appreciation for the natural surroundings, including a concern for ecology and a desire to help preserve our environment.
- Help each camper gain a deeper understanding of and appreciation for his/her own skills and abilities.
- Encourage the development of leadership skills in campers of all ages.
- Keep all children safe and happy.

Objectives

- **Skill Development-** Each camper will be exposed to and learn four areas of skill development: leadership, teamwork, communication, and problem-solving.
- **Appreciation of the natural surroundings-** Each camper will participate in the planning and carrying out of an activity that will provide for action in environmental protection, improvement projects, or appreciation of nature.
- **Appreciation of their own skills and abilities-** Each camper will complete group activities that exercise leadership, group and individual problem-solving roles, and responsibility.

Don't Forget...

- Required forms:
 - Camper Health History ePACT form (online)
 - Pick-Up Authorization (completed through ePACT)
 - (if needed) Medication Authorization (completed through ePACT)
 - (if needed) [Program Accommodation Request](#)
- Forms MUST be completed before arriving at camp and done online.
 - Please complete them within one week of your child's start of camp.
- Campers will not be released from camp without having been signed out by someone listed on the Pick-Up Authorization form that was completed through ePACT. They should expect to show a photo ID (this may be requested each day).
- Make sure that YOU are on the Pick-Up Authorization for your child!
- If your child will be late or absent any day, please call the appropriate camp cell phone and let us know. If we have not heard from you once the day has started, we will attempt to contact you to confirm the absence.
- **Groups will be made based on month and year of birth. Specific group requests will be accepted and considered but are not guaranteed.**
- Please call the camp cell phone if you are unsure of our location at the time of late drop-off or early pick-up to avoid extra travel to a location to find we are not there!

CAMP AT A GLANCE

Expectations of the SWPRD:

- Safety will be our number one priority.
- Games and activities will be designed for campers of all ages and abilities.
- We are here for you. We want this to be the best experience for everyone.
- We will evaluate daily to see what we can do to make camp a more positive and safe experience.
- We will communicate with you ASAP if there is something you will need to know.

What we ask of our camper's parents:

- Please let us know of anything that can help us better help your child.
- Go over camp expectations with your child prior to them coming to camp.
- A camper with a temperature of 100.1 or higher will not be allowed to attend/stay at camp. They will not be able to return until they have been fever-free without medications for 24 hours.
- If your camper vomits within 24 hours of the camp day, they are not able to come to camp. They may not return until they have 24 hours with no vomiting.
- Communicate with the counselors regarding anything important for us to know to ensure the safety of your child or others.
- Understand that we are doing our very best to make sign-in and sign-out as fast and safe as possible
- Complete your ePACT on time before your camp session.
- Things may change and we appreciate your flexibility.

Prior to the start of your session of camp:

- A few days before your session is to start, you will receive a session letter from the camp Director. This will have all the information you need and other important information regarding the week.
- Complete ePACT that has been emailed to you.
- Complete a [Program Accommodation Request](#)† (as needed)
- Make sure you know which sessions you are signed up for and that you're on a payment plan.
- Read through this ENTIRE packet.

During the camp day:

- Theme days! At the end of this packet, you can find a calendar of our theme days this summer.
- Campers will be able to participate in the following types of activities...
- Pow Wow
- Arts & crafts
- Entertainment and dance
- Nature activities
- Team building activities
- Water games
- Lunch and snack time

Groups:

- Groups may have anywhere between 18-25+ campers.
- Your child will learn what group they are in at sign-in on the first day of each session.
- Groups cannot be changed during the week and they will stay the same all week. However, they are subject to change week to week based on enrollment.
- We will do everything we possibly can to honor a group request but there is NO GUARANTEE that we will be able to accommodate these.
- Our goal is to keep the same counselors with the group all week but this is also subject to change.

Nurses:

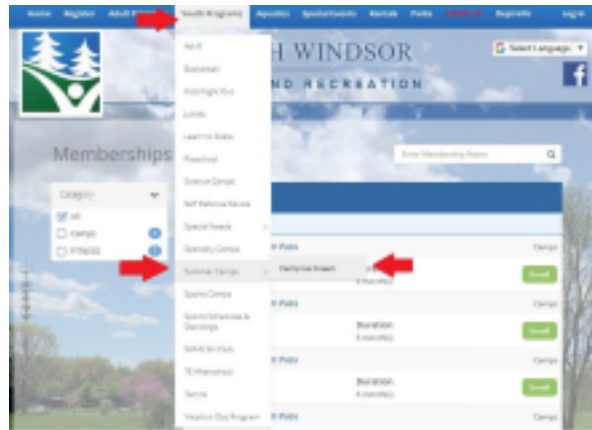
- All of our nurses are licensed practicing RNs.
- Campers who are sick in any way are asked to stay home. If a camper reports to the nurse's office and is deemed "sick" or they don't feel well, they will be sent home.
- Medications must be checked in with our nurses on the first day of your session.
- Our Camp Nurse's email is nurse.swprd@gmail.com
- Nurses' cell phone number - 860-221-9644

Ben E.'s Hibernation Station:

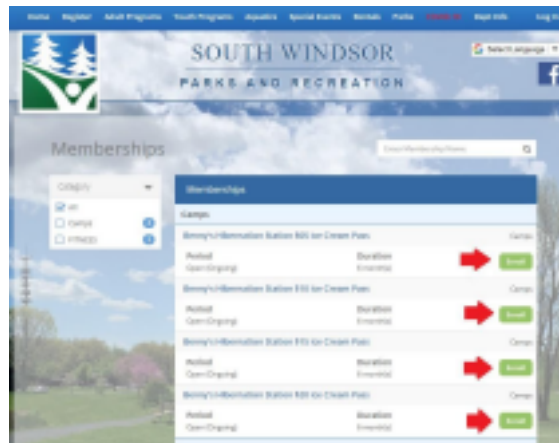
- This will be only for when campers are at VMP. Little Explorers and Adventure Unit campers are not eligible for this program.
- **Money must be added to Ben E.'s accounts BEFORE 8:00 am on the day of a trip.**
- This is 100% optional. This is for selected "TREAT days" and to get ice cream at VMP! - "TREAT days" will be determined by the camp director and parents will be notified through the weekly session letter.
- You can purchase a "membership" through Recdesk to our Ben E.'s Hibernation Station. This allows you to put money on this account for your children to buy ice cream at VMP.
- Most items will cost between \$1- \$3!
- Campers will only be able to get one item per day when offered.
- Items change due to inventory. We will not always know what is available until we arrive at VMP.
- We will not be able to accept physical money.
- Our camp staff will not be able to assist you in adding money to your account. That will be done by our office staff. Please call 860-648-6355 for assistance.
- Your Ben E.'s membership is valid for 1 summer. The money cannot be carried over to next summer.

How to Purchase a Ben E.'s Hibernation Station Ice Cream Pass:

- First, you will log into your account.
- Then **select** the **Youth Programs** Tab
- **Click Summer Camps**
- A tab for **Camp Ice Cream** will appear. **Click** on the tab.



- You will now see a different variety of memberships to sign up for.
- Under the Camp Memberships you will have the option to purchase a pass in denominations of \$5, \$10, \$15 & \$20.
- Select **Enroll** next to the pass you wish to purchase.



- Follow the steps and select the camper you wish to have access to the pass and pay.
- Your camper will then have immediate access to Ben E.'s Hibernation Station during camp.
- Once the pass is empty, a note will be sent home with your camper.
- Any unused amounts will be available next year.

Behavior Policy

Rules, Behavior, and Discipline Policy

Campers will be responsible for following ALL camp rules as listed below:

- Campers must be respectful to other campers, staff, and facilities at all times.
- Campers must remain in designated camp areas at all times.
- Campers must stay with their specified counselors at all times.
- Campers must walk in school halls, rooms, and buildings.
- Campers must use appropriate language with other campers and staff at all times. · Campers must refrain from any horseplay and or engaging in any dangerous activities.
- Campers must abide by all rules and policies established by any contracted field trip company or facility.
- Campers must abide by all rules and procedures added to the program.
- Campers are only permitted to leave camp when they are signed out by a parent/guardian or other authorized people.
- No weapons, projectiles, alcohol, drugs, or illegal substances will be allowed. Possession will result in immediate expulsion from all camp programs.
- Be aware of the daily schedule and wear clothing appropriate according to each camp day's agenda.

Rules for Buses and Field Trips

- Campers are to remain in their seats at all times.
- Campers must sit with their unit/group and specified counselors.
- No yelling, screaming, or throwing any objects at any time.
- No consumption of food or drinks on the bus.
- Campers should remain with their specified counselor at all times.
- Campers that take medication should meet with camp directors or FAR (First Aid Responder) at specified meeting times/locations.
- Campers must abide by the rules of all facilities used for camp, including Old Orchard Hill Parks & Recreation Facility.

Camp staff will focus on the prevention of negative behavior. We will praise the positive and attempt to downplay the negative in an effort to bring out the best in every child. When needed, we believe discipline takes many forms and should vary according to age, individuality, and the developmental level of each child. The concern is focused on the action/behavior rather than the child. (example: We do not use statements such as "you are a bad boy/girl." Rather, "I did not like what you did.") Our staff will use positive guidance, redirection, continuous supervision, and set clear limits during a disciplinary action. Staff should report any negative behavior to parents on the day of the incident, if possible.

All children are expected to behave in a proper and respectful manner. We will not tolerate any physical violence, name-calling, foul language, destruction of property, or any other behavior deemed inappropriate by the staff. In accordance with the severity and frequency of the behavior, a behavior tracking form may be completed and kept on file. Parents will be notified and receive a copy of any such form. If warranted, the Parks and Recreation Department reserves the right to dismiss or suspend any child from the program. No refunds will be given.

Please be aware of the following consequences that are warranted upon the defined behaviors, which are including, but not limited to the ones listed below. It is at the camp's discretion based on safety.

1) Write up

- a) Physical contact with intent to harm
- b) Non-compliance
- c) Verbal Threats
- d) Elopement within the building
- e) Inappropriate phone usage

2) Sent home for Day

- a) Repeated or intense physical contact with intent to harm
- b) Repeated non-compliance and insubordination
- c) Repeated verbal threats
- d) Elopement within camp boundaries

3) Suspension for next day

- a) Intense physical contact with intent to harm
- b) Elopement outside of camp boundaries and on field trips
- c) Repeated offense of inappropriate phone usage

4) Expulsion for the summer

- a) Repeated intense physical contact with previous suspension
- b) Repeated elopement outside of camp boundaries or on a field trip with a previous suspension

** if expelled for the summer, reimbursement for future sessions**

SWPRD reserve the right for immediate suspension/expulsion due to an reason above, at any time.

*****suspensions and in-session expulsions are non-refundable*****

Reports/Write-ups:

- If a camper needs to be written up for any behavior, the Camp Director will call you or speak to you at sign out.
- The actual write-up will be printed for you to sign at sign out.

What to Bring to Camp Daily

- A smile!
- Sneakers on feet
- Bag lunch unless stated otherwise & snack (pack snack separately from lunch, label with name) {2 snacks needed if camper is in aftercare}
- Water bottle (labeled with name)
- Sunscreen already on body
- Change of clothes
- Bathing suit (on your body for VMP trips) & Towel
- Backpack/Bag for all belongings

What Not to Bring to Camp

- Electronics (including Switches, Cell Phones, gaming devices, etc.)
- Valuable items
- Precious or treasured items
- Money (Should not be needed at camp. Ice cream is now done electronically)
- Pokémon Cards

****Please write name on all belongings****

GENERAL CAMP INFORMATION

We hope that you understand and appreciate our policies as they directly relate to the safety and well-being of your camper. We look forward to your cooperation in helping us provide a pleasant and safe camp experience for your child.

Registration and Required Forms

Registrations should be completed online at [our registration website](#); registrations will NOT be taken over the phone although you may call our office staff and they will be happy to help you with the process. These camps are only available to South Windsor residents (exceptions may be made for Adventure Unit). Due to the high demand for quality day camping experiences and the limit of staffing and space, there may not be a place immediately available for your child. We do maintain a waiting list based on the date of the application. As openings occur, parents will be notified in the order in which their applications were received and given the option to enroll at that time. **Please be aware all camp lists will be made final by the Wednesday prior to the session.** If you are on a wait list, it is very important you are on the lookout for communication from the office regarding your status!

Birth Certificates may be requested from all campers at the time of registration unless already presented to the Parks and Recreation Department for previous program registrations.

All campers must be the specified age before or during the camp session for which they are registered.

All forms including Authorized Pick-Up, Camper Health History, and, if applicable, [Program Accommodation Request](#), and Medication Authorization must be completed every year in order for each child to attend camp. Forms do NOT transfer from programs run during the school year. The ePACT link will be emailed to you prior to your child's enrollment in camp. This form does not need to be signed by a doctor, but all updated and accurate information is required. Campers may NOT be signed in until all required paperwork is completed and returned.

Policy for Non-Discrimination

The South Windsor Parks and Recreation Department does not discriminate on the basis of race, color, religion, sex, marital or veteran status, national origin, disability, or political beliefs.

Inclusion

Camp is a wonderful opportunity for children to express themselves, be active and make friends. South Windsor Parks and Recreation is proud to offer inclusion support services and reasonable accommodations for our campers. If your camper is in need of additional support to make camp a great experience for them, please make sure to fill out a program accommodation form each year. If your camper has severe allergies, a physical or social disability, or anything else that might make camp seem challenging, we want to help. We can not wait to see you! If your camper needs inclusion services, please be sure to fill out the [Program Accommodations Request](#).

Staffing

The Parks and Recreation Department is responsible for hiring all camp staff. We generally hire college students, ages 18 or older, who are pursuing a degree in Education or a related field. All camp personnel is additionally trained in Standard First Aid and Community CPR as well as attend seminars on blood-borne pathogens, child development, child abuse recognition, and reporting, diversity awareness, positive disciplining, games, leadership, and much more. Prior experience in a camp or daycare setting is a desirable asset for any staff member that we hire. In addition to our counselor staff, we also have an RN on-site for all camps during camp hours. All staff members contribute to meeting our ACA required staff to camper ratios that are as follows:

- **Age 3-5:** 1 staff to 6 campers
- **Ages 6-8:** 1 staff to 8 campers
- **Ages 9-15:** 1 staff to 10 campers

Fees, Payments, and Balance Due Dates

If sessions are not paid in full at the time of registration, credit card information will be required to hold your spot. If payment is not received one week prior to the session starting, your child will not be able to attend that session. To rectify outstanding balances please log in to your household account on RecDesk, or pay by cash/check/credit card (VISA/Discover/MasterCard) in the main office.

It is your responsibility to notify the Parks and Recreation Department if your child will not be attending a camp session for which they are registered. See the *Refund* information below.

Payment for extended hours is due in full.

Payments can be made in person (up to one week prior to the start of each session) at the Parks and Recreation Office with cash, credit card, or check made out to the Town of South Windsor, or online at rec@southwindsor-ct.gov. Please refer to the information below for specific dues dates by session.

RETURNED CHECKS: There will be a \$20.00 fee charged for all returned checks.

Refunds

Programs are very popular and fill quickly; so quickly that we often have waiting lists. The sooner we know of your intentions to cancel out of a program, the sooner we can accommodate others. Requests for refunds will be handled on a case-by-case basis. All requests for cancellations, refunds, or transfers must be made in writing via rec@southwindsor-ct.gov or in person in our main office. In order to allow us time to process your request and fill spots from our waitlists, all requests must be received by 4:30 PM on the Wednesday prior to the start of the session. Camp staff is unable to cancel registrations and authorize refunds at the campsite. If you do not contact the Parks and Recreation office staff, you may not receive a refund for the session. All refund requests are subject to the discretion of the Parks and Recreation Department, and as such, full and/or prorated refunds are not guaranteed. Thank you for your cooperation.

Parent Communication

Important session information will be emailed to you about 1 week prior to the start of each camp session. Notices will also be distributed at the start of each session to inform and remind parents of upcoming activities and/or any changes in program plans. We ask that you take advantage of our efforts to keep you informed about and prepared for our daily and weekly activities.

We encourage you to speak with your child's counselors frequently. If there are any questions, problems, or situations that need to be addressed do not hesitate to do so or to contact the South Windsor Parks and Rec. Dept. administrative staff at 860-648-6355. Please also take advantage of our Summer Camp Program Evaluation Form! Evaluations will be electronic this year and will be emailed to you towards the end of your time with us this summer.

If you wish to schedule a meeting with either the camp Director or the camp Supervisor please contact them by phone or email. With safety being our number one concern we like to monitor who is entering our building at all times.

Old Orchard Hill Parks & Recreation Facility Traffic Flow and Parking

Parents will enter the recreation department (old Orchard Hill) parking lot. Please drive slowly and with caution in and around the campsite; all vehicles must adhere to the speed limit of 5 miles per hour. Note that any posted signs and/or traffic cones are to ensure the safety of all program participants as well as the traffic flow of our bus transportation. The parking lot will be busy, plan ahead and please be patient.

Sign In & Sign Out Procedures

Upon arrival at the campsite each day at the specified time, each camper must be signed in by a guardian. You will park and walk up to the appropriate table to sign in your child. These areas will be marked and easy to understand. At the day's end, only those designated on the camper's Pick-Up Authorization form will be allowed to sign your camper out upon display of a photo ID. All campers must be signed out before they will be released from camp care.

The Parks and Recreation Department will not be responsible for children dropped off at camp earlier than the designated start times or those not signed in.

The staff may request identification each day from everyone who picks up a camper, INCLUDING PARENTS/GUARDIANS. Campers will NOT be allowed to leave unless identification is presented at the time of pick-up. The Pick-Up Authorization Form is located in our ePACT online paperwork, listing all the people who are allowed to pick up your child, including yourself! Your child will not be allowed to leave camp with anyone other than those people listed on the Pick-up Authorization form unless otherwise noted by a parent. REMEMBER, this is for your child's safety and your peace of mind. If you

would like to add someone to your list of authorized pick-ups, arrangements can be made with the camp director. If someone comes to pick up your child that is not listed, we will contact you to confirm authorization. If you make changes to your pick-up authorization, it is YOUR responsibility to contact the camp director.

If you need to authorize someone to pick up your child for one or several specific days, ask a staff member for a one-day sign-out authorization BEFORE the particular afternoon. If this is an emergency that arises during the camp day, please contact us with the name of the person that will be picking up your child.

If you are picking up your child early, please call the camp phone when you arrive and we will walk your child to you.

REMEMBER, **this is for your child's safety and your peace of mind.** If you would like to add someone to your list of authorized pick-ups, arrangements can be made with the camp director. If someone comes to pick up your child that is not listed, we will contact you to confirm authorization.

If you have not been set up on a payment plan or fully paid for your session of camp, you will not be able to drop off your child on the first day. If you have any questions regarding this, please contact our main office.

We ask that if you are to drop your child off late or pick them up early that you come directly to the camp office.

CAMP POLICIES

Attire

Children should dress comfortably for camp. We suggest shorts, T-shirts, and sneakers be worn. Sandals and dress clothes are not appropriate for camp as children will be engaged in various sports, active games, and arts and crafts projects that may be unsafe and/or messy based on apparel. We also recommend your child bring a towel, bathing suit, and an additional set of clothes to camp on a daily basis. If the weather permits, we will play water games. Please label all personal belongings!

While participation in camp-wide theme days is strongly encouraged, please keep in mind that our daily activities will continue and outfits should allow full participation. On these days especially, a change of clothes can be handy if campers become overheated or are unable to participate.

For our off-site field trips, campers may be required to wear their camp-specific shirt. If so, each camper will receive one shirt each summer on the Monday or Tuesday of his or her first session. Please label the tag of the shirt with your camper's name as they all are the same. Please talk to a camp director if additional shirts are required. This will be an additional \$5 charge.

On pool days, campers should come to camp already wearing their bathing suits. Camp shirts are NOT required for pool-only trips.

Sun Protection

We strongly suggest that a parent or guardian apply sunblock (minimum SPF15) prior to camp. *Staff can assist in applying sunblock to the face and shoulders only.* Campers can bring their own sunblock each day in order to reapply when needed, but the camp will also provide sunscreen. This,

along with all personal belongings, should be labeled with the camper's name. [Late or Absent Campers](#)

Parents, please notify the camp if your child will be late or absent from camp. Each morning, your child's counselor will take attendance. If your child is not present, whether they are late or absent, the South Windsor Parks and Recreation Department will make every effort to contact you and confirm this absence.

[Late Camp Pick-Up](#)

Because the Parks and Recreation Department incurs additional expenses after the close of camp, all campers must be picked up by the specified close of camp. If for whatever reason a parent is unable to pick up the child at the established close of the program, the parent should arrange for pick-up by another person authorized to do so. If you will be picking up your child late, we request that you inform the camp as soon as possible. In the case that a parent/guardian has not arrived for pick-up later than 15 minutes after the end of the camp day, nor contacted the camp, the camp staff will attempt to contact the parent/guardian. In cases where parents or alternates cannot be reached, the police will be contacted for assistance and advice in locating parents.

Parents will be charged \$10.00 for every increment of 15 minutes after the close of camp before the child is picked up. Parents will be billed immediately for all late charges.

Children will not be allowed to enter camp for additional sessions or any other Parks and Recreation programs until late charges are paid to the Town of South Windsor. Late fees will be accepted at the campsites only by the Camp Directors. Charges per child are as follows:

Camp	After Care Program
4:15pm - 4:30pm = \$10.00	6:15pm - 6:30pm = \$10.00
4:30pm - 4:45pm = \$20.00	6:30pm - 6:45pm = \$20.00
4:45pm - 5:00pm = \$30.00	6:45pm - 7:00pm = \$30.00

Please note: Emergency Extended Care can be arranged with advanced notice as follows:

- Emergency Morning Care: Phone call or written note by **6:00 pm of the day PRIOR.**
- Emergency Afternoon Care: Phone call or written note by **1:00 pm of the current day.**

The charge is \$10.00 per child, per extended session, per day. Payment can be made on-site in the form of cash or check made out to the Town of South Windsor or at the Parks and Recreation Office with the additional means of a credit card.

Phone calls should be made to camp only, not the Parks and Recreation Department.

Before and Aftercare

Parents have the opportunity to sign their children up for before and aftercare. Before care starts at 7:00 am and goes until 8:30 am (8:30 is when normal camp begins) and aftercare goes from 4:00 pm (when the normal camp day ends) until 6:00 pm. If you sign up for either of them you may drop off or pick up your child at any time during that time frame. You can register for these programs via Rec Desk.

Injury, First Aid, Illness, and Medication Administration

We have a full-time RN on-site for our camps. Our nurse is responsible for the immediate, on-site administration of basic first aid and/or CPR for any injuries occurring at camp. If the injury or illness is beyond common occurrence injuries (scraped knees, bumps, and bruises, overheating) and proves to be a more serious condition (head injuries, sprains/breaks, heat exhaustion, severe allergic reaction, heart injury), we will treat on site and contact parent/guardians as well as any necessary emergency medical services immediately. In the event of such an emergency, the camp staff will first attempt to contact the child's parents/guardians. If unsuccessful, we will continue to try emergency contacts until we are able to reach someone. Please inform your Emergency Contacts of their responsibilities and be sure that they are readily available to receive and respond to such a call.

While the RN is the staff member designated as the first response to any injury, the entire Parks and Recreation Department summer staff (with the possible exception of late hires) are certified in American Red Cross First Aid and CPR and can provide emergency care if needed.

If your child is sick, please keep him/her home. Please report any communicable diseases promptly, i.e. Coronavirus, Chicken Pox, Head Lice, Pink Eye, etc., to the director of your camp. Refunds or credits are not given for missed camp days. If your child becomes sick during the camp day, a parent/guardian will be contacted immediately and asked to come to pick up the camper as soon as possible. If sent home with a fever, a camper will not be allowed to be signed in the following day. If sent home with a communicable disease, a camper will not be allowed to be signed in without a doctor's note stating that he is no longer contagious.

The RN is equipped to administer medication per standing orders and individuals with doctor's orders. In addition, many of the camp staff members are Medical Administration trained and can administer inhalers, epi-pens, and prescriptions (with doctors' orders). Which with a doctor's order can administer medications such as inhalers, antibiotics, and Epi-Pens and with a doctor's order. However, all staff aside from the RN cannot be responsible for administering medication to campers. Staff can keep all medications safekeeping, remind children to take medication, and supervise self-administration. Parents must fill out the Camper Medication Authorization Form found on ePACT as well as deliver doctor orders in order for campers to take any medication at camp. This includes all inhalers. All medications must be presented in their original prescription containers and given directly to the RN. Medications should NOT be kept in camper backpacks or other belongings. Please remember to retrieve the medication at the end of the day or session depending on your home needs.

If your child has ANY medications please allow more time at sign-in on the first day of camp. You will need to specifically meet with our RN's and go over any questions they may have. No exceptions.

Lunch and Snack

Campers must bring a bag lunch and a drink to camp daily unless stated otherwise. Most days, campers and staff will eat their lunch outdoors at picnic tables or under a tent. Please label all lunch bags, boxes, juice, and water containers. Camper lunches will be refrigerated as a group. If possible, please do not send lunch boxes because they take up too much room in limited refrigerator space. It is recommended that all campers bring lunches that have adequate nutritional value.

Please send a snack with your camper as all groups will have time before lunch for campers to enjoy a snack packed from home. Please pack the snack separately, and label it with the camper's name. **SNACKS WILL NOT BE REFRIGERATED!**

We are a peanut/tree nut free camp program. Please do not bring any foods to camp that contain peanuts or tree nuts.

We encourage you to pack an extra snack if your child is in aftercare.

Electronics

Please do not send your child with electronics (i.e. DS, cell phones, iPods, etc.) or other expensive toys to camp. We are not responsible for lost, stolen, or damaged items. Any item brought to camp that is deemed inappropriate, or is used in an inappropriate manner, will be held by the camp director and returned to the parent/guardian at the close of the camp day. Cell phone use during camp hours is also not allowed. If you and your child need to be in contact during the day, please contact your specific camp's phone. This phone will be available to campers throughout the day for reasons approved by staff.

Lost and Found

A lost and found area will be designated on campgrounds and announced to all campers. Please visit the Lost and Found with your child toward the end of each session as unmarked water bottles, lunch bags, sweatshirts, and theme day costume apparel are often left behind, forgotten, and unclaimed each week. At the end of the camp season, all lost and found items will be donated or disposed of.

Cancellation, Delay, or Early Dismissal

If camp is delayed or canceled due to severe weather, power supply damage, or other unforeseen circumstances, it will be posted on the South Windsor Parks and Recreation Department Hotline, 860-648-6349. If camp must be dismissed early for any reason, all families will be notified immediately.

Please note that any changes in the daily plans within camp hours will NOT be cause for immediate parent notification. If you have any questions regarding our location or other specifics in regards to late sign-in or early sign-out on an individual basis, please contact the camp. For example, during the presence or possibility of inclement weather, we may stay at the campsite or return early from pool or field trips. If you are unsure of our location, please contact us before traveling.

ALL CAMP DAILY INFORMATION

Little Explorers have 3 options - 5 Full day is 8:30-4:00, 5 Half Day & 3 Half Day is 8:30-12:00

Camp Discovery, Trailblazers, and Adventure Unit is held each day from 8:30-4:00. Camp hours can be extended as early as 7:00 am and as late as 6:00 pm for additional charges.

***ONLY Little Explorers Full Day** campers may sign up for before and aftercare.*

Theme Days

Theme Days are incorporated into all of our camps each week. During designated times, we will be running activities based on the day's theme. Please look for these on our camp calendar. Keep in mind that these activities are active and large or abundant theme outfits may not be appropriate or a change of clothes should also be packed in case the camper becomes overheated or unable to participate.

Entertainers, Professional Guests, and Special Events

Camps may have a variety of guest entertainment during the summer. This may include magicians, singers, dog trainers, local and state police, and much more. We expect during these special events, campers to conduct themselves in the utmost respectful manner as representatives of our town. Specific dates and times of these entertainers will be included in our calendar and later paperwork.

Field Trips

A parent/guardian signature on the registration form indicates permission for the child to attend all field trips included in our programs. Campers are expected to be on their best behavior on field trips as they are acting as representatives of the Town of South Windsor.

VMP Trips

Our camps will take a trip to the Veteran's Memorial Park (VMP) Pool each week. Little Explorers campers will need to be dropped off at VMP on Wednesday morning and will take a bus back to Old Orchard Hill. If your child is under 4 years of age, they are not allowed to ride the bus so they will need a parent's transportation back to Old Orchard Hill. More information on Little Explorers at VMP is below! Camp Discovery will go to VMP on some Wednesdays and all Fridays. Trailblazers will go to VMP on some Tuesdays and all Fridays. On Tuesdays/Wednesdays, they go there after their morning field trip (except on full field trip days). Campers are expected to wear their bathing suits to camp. Adventure Unit will go to VMP on Fridays as well.

If you need to pick up your child early, we advise you to call the camp phone to find out exactly where the campers are at that time. This year especially the times for the trip each week may change.

Campers will be asked to take a swim test if they would like to swim in the deeper pools. If the child

does not pass the swim test or chooses not to take it, he will be required to wear a wristband as well as stay in the designated shallow areas. Because this is for safety reasons, if the child removes the wristband, they will no longer be allowed to swim for the day. Campers will be given the chance to test upon each visit to the pool. In some cases, once a camper has passed the test, they will not be required to retest at the time of subsequent visits. Records of swim tests will be kept throughout the summer.

While at VMP, the camps will be on the back hill. Campers are not allowed to travel freely across the pool to the guardhouse to use the telephone or vending machines. There is a bathroom facility by our area in the back of the park. If you are signing out your camper early, please come to the back hill and be sure to follow the sign out procedures.

Campers will be able to purchase ice cream treats at the guardhouse if they have purchased our Ben E.'s Hibernation Station pass. You can sign up for this on our website.

[Address for VMP](#)

575 Pleasant Valley Road / South Windsor, CT 06074

LITTLE EXPLORERS EXTRA INFORMATION

LUNCH (Full Day only)

All FULL DAY Campers must bring a bag lunch and a drink to camp daily. Please label all lunch bags, boxes, and juice containers. Camper lunches will be refrigerated as a group. Please note that there is *no opportunity to heat food* for campers. Please pack a lunch that can be eaten after being refrigerated. It is recommended that all campers bring lunches that have adequate nutritional value. Under no circumstances should any child bring any items with nuts/peanut butter into camp due to the severity of peanut allergies!

SNACK

Little Explorers campers will have snack time each day. The camp staff will provide snacks each day for your camper. If your camper has any special dietary needs or allergies please inform the camp staff immediately. **Under no circumstances should any child bring anything with nuts/peanut butter into camp due to the severity of peanut allergies!**

NAP/ REST TIME (FULL DAY ONLY)

All FULL DAY campers will have rest time for an hour each afternoon after lunch. We encourage you to bring pillows/blankets or stuffed animals that will help your camper feel comfortable.

Little Explorers at VMP

Drop off and Pick up will be at VMP at the back gate every Wednesday. During free swim, lifeguards and camp staff will be stationed in and around the training pool and one camp staff with the camp director will be watching from the back hill. The pool is closed to public swimming during this time. SWPRD Swimming lessons are held on these mornings, but not within the training pool where Little Explorers Camp swims.

To contact a camp staff member while the camp is at VMP, call the camp phone at 860-221-9645 or call VMP directly at 860-289-1333 or call the Parks and Recreation Department at 860-648-6355 and a staff member will contact the camp. **Your child must be toilet trained prior to camp.** Also, Children wearing “diaper type” clothing will not be permitted in the water at VMP.

All children enrolled in Little Explorers camp will meet at Veterans Memorial Park on Wednesdays for swimming. All camp staff will be at VMP on Wednesdays. No counselors will be at the Old Orchard Hill Recreation Facility until the afternoon. The Little Explorers camp will swim in the small wading pool from 9:30 a.m. – 11:00.a.m. During the designated swim time all camp counselors, Camp Director, and adequate Lifeguards will be surrounding the swimming area to assure your child's safety.

The Parental/Guardian signature on the registration form indicates permission for the camper to participate in play in the outside fenced-in play area.

Please do not send valuable toys or belongings with your camper. We cannot be responsible for lost stolen or damaged items. Any item brought to camp that is deemed inappropriate, or is used in an inappropriate manner, will be held by the Camp Director and returned to the parent/guardian at the close of the day.

Additional Documents Below:

**South Windsor Parks and Recreation
Day Camp program**

South Windsor, CT

STANDING ORDERS

Antibiotic Ointment

For abrasions and minor lacerations. May be applied after the wound has been cleansed with soap and water and/or cleansing spray.

Calamine or Caladryl

May be used topically for minor skin irritations.

Diphenhydramine HCL (Generic Benadryl)

For generalized allergic reactions.

Student weight 25- 37 pounds 5 ml (12.5 mgs)

Student weight 38-49 pounds 7.5 ml (18.75 mgs)

Student weight 50-99 pounds 10 mis (25 mgs)

Student weight > 99 pounds 20 mis (50 mgs)

Each teaspoon (5mis = 12.5 mg). Swish and/or swallow

Epinephrine

Dosage for Anaphylaxis:

EpiPen Jr < 66 pounds IM to outer thigh; Rub area after administration.

EpiPen > 66 pounds IM to outer thigh; Rub area after administration.

Sting relieving swabs or wipes

Use topically for insect bites or stings or possible insect bites or stings.

Sunscreen

**Continuous spray sunscreen per package directions
or Sunscreen supplied in a sealed package by the parent. To be applied by the**

student or nurse only. DURATION OF CLINICAL GUIDELINES and STANDING ORDERS:

**Dr. Anne-Katrin Weischedel
Town of South Windsor Physician**

Date

(If you would like to see the signed copy of these, please email the camp supervisor)

Little Explorers Calendar

Little Explorers Trips/ Spirit Weeks			
	DATES	THEME	SPIRIT THURSDAYS
A	6/26 - 6/30	Party in the USA!	Stars and Stripes
B	7/3 - 7/7	Sky's the Limit	Superhero Day
C	7/10 - 7/14	Camp for the Holidays	Halloween Day
D	7/17 - 7/21	Ahoy Mateys!	Pirate Day
E	7/24 - 7/28	Let's go Camping!	Teddy Bear Picnic
F	7/31 - 8/4	What a Colorful World!	Favorite Color Day
G	8/7 - 8/11	Camp is out of this World!	Space Day
H	8/14 - 8/18	Surf's Up	Beach Day

Trailblazers Calendar

Trailblazers Trips						
SESSION	DATES	MONDAY	Tuesday	Wednesday	THURSDAY	FRIDAY
A	6/26 - 6/30	On Site	Bowling & VMP	Favorite Color Day	Stars & Stripes Day	VMP
B	7/3 - 7/7	No Camp	No Camp	Superhero Day	Science Center & VMP	VMP
C	7/10 - 7/14	On Site	Beardsley Zoo	Safari Day	Halloween Day	VMP
D	7/17 - 7/21	On Site	Movies & VMP	Sports Day	Pirate Day	VMP
E	7/24 - 7/28	On Site	Color Wars	Camp Carnival	Decades Day	VMP
F	7/31 - 8/4	On Site	Mystic Aquarium	Disney Day	Tye Dye Day	VMP
G	8/7 - 8/11	On Site	Lake Compounce	Wacky Wear Day	Space Day "Out of this World"	VMP
H	8/14 - 8/18	On Site	Nomads	School Spirit Day	Beach Day	VMP

Camp Discovery Calendar

SESSION	DATES	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
A	6/26 - 6/30	On Site	Crazy Hat Day	Movies & VMP	Stars & Stripes Day	VMP
B	7/3 - 7/7	No Camp	No Camp	Bowling & VMP	Superhero Day	VMP
C	7/10 - 7/14	On Site	Safari Day	Riverside Reptiles	Halloween Day	VMP
D	7/17 - 7/21	On Site	Sports Day	Nomads	Pirate Day	VMP
E	7/24 - 7/28	On Site	Color Wars	Camp Carnival	Decades Day	VMP
F	7/31 - 8/4	On Site	Disney Day	Science Center & VMP	Tye Dye Day	VMP
G	8/7 - 8/11	On Site	Wacky Wear Day	Lake Compounce	Space Day "Out of this World"	VMP
H	8/14 - 8/18	On Site	School Spirit Day	Mystic Aquarium	Beach Day	VMP

Adventure Unit Calendar

Adventure Unit Trips						
	DATES	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
A	6/26 - 6/30	On Site	Lake Compounce	Ocean Beach	Bowling and Laser Tag	VMP
B	7/3 - 7/7	No Camp	No Camp	Newport Boat Cruise	Hammonasset	VMP
C	7/10 - 7/14	On Site	Farmington River Tubing	Ice Skating	Lake Compounce	VMP
D	7/17 - 7/21	On Site	Brownstone	Mystic Aquarium	Six Flags	VMP
E	7/24 - 7/28	On Site	Ocean Beach	Yard Goats	Six Flags	VMP
F	7/31 - 8/4	On Site	Bowling and Laser Tag	Southwick Zoo	Lake Compounce	VMP
G	8/7 - 8/11	On Site	Brownstone	Ice Skating	Basketball Hall of Fame	VMP
H	8/14 - 8/18	On Site	Farmington River Tubing	Ocean Beach	Six Flags	VMP



Thank you for being a part of our summer camp program. Please feel free to reach out to our office at any time. We look forward to bringing you and your family the best summer program!

South Windsor Parks & Recreation Office:

Contact Info:

Number - 860-648-6355

Email - rec@southwindsor-ct.gov