

GLASTONBURY PARKS AND RECREATION

Camp Discovery

Parent Handbook

2019

INTRODUCTION

Welcome to the Glastonbury Parks and Recreation Department's Camp Discovery program. We are pleased that you have chosen this program for your family. This parent handbook was written to help you better understand our programs and policies. We ask that you read thoroughly and understand this handbook. If you have any questions please call or ask a member of the staff because the safety and well-being of your child is just as important to us as it is to you.

CAMP LOCATION

Location:

Glastonbury High School
330 Hubbard Street
Glastonbury, CT 06033

CAMP CONTACTS

Name	Position	Phone	Email
Liz Gambacorta	Program Coordinator	860-652-7697	Liz.gambacorta@glastonbury-ct.gov
Avery Spencer	Camp Director	860-993-0530	campdiscovery@glastonbury-ct.gov
Jake Houlihan	Assistant Director	860-993-0530	campdiscovery@glastonbury-ct.gov
Sarah Brihan	Assistant Director	860-993-0530	campdiscovery@glastonbury-ct.gov
Jamie Wilson	Assistant Director	860-993-0530	campdiscovery@glastonbury-ct.gov

*The Camp Discovery email address is checked daily while camp is in session. Please give us 24 hours to respond to emails as we do not sit at the computer while camp is in session. Prior to the start of camp please email Liz Gambacorta.

The camp phone (860-998-0530) is carried throughout the camp day by one of the directors. Please call the camp phone for emergencies and quick messages only. If you need to discuss your child or a situation at length with the staff, make plans to do so at drop-off or pick-up time.

THE STAFF

Staff includes a Camp Director, Assistant Directors, Program Instructors, Counselors and Junior Counselors, all staff except Junior Counselors have at least graduated High School. Ratio of children to staff is minimum 10:1. Camp Director and Assistant Directors are certified in First Aid/CPR and Medication Administration.

CAMP DATES

Session 1: June 24 - July 5 (No Camp 7/4)

Session 3: July 22 - August 2

Session 2: July 8 - July 19

Session 4: August 5 - August 9

CAMP HOURS

Program meets Monday-Friday 7:30 AM - 5:00 PM.

This camp is designed as a full day program, not a drop in program. Children should be dropped off during the “Drop Off” times and picked up during the “Pick Up” times listed below. Regularly picking your child up early or dropping them off late will not work with the camp schedule.

DROP OFF TIME: Drop offs are allowed from 7:30-8:45 AM. Campers dropped off after their group goes outside for morning lessons (tennis or field sports) will remain inside until the group returns. Trailblazers go to tennis at 7:40 and to swim lessons at 8:15, if dropped off after those times will miss that activity. Pathfinders go to tennis at 8:10, if dropped off after 8:10 they will miss tennis.

PICK UP TIME: On onsite days campers may be picked up between 4:15-5:00 PM. On trip days please check camp calendar as some trips are not scheduled to get back until after 4:15. Campers must be picked up by 5:00 PM.

DROP-OFF/PICK-UP PROCEDURE

Only the front entrance and gym entrance of GHS will be open during the day. All other doors to the school will be locked. It is essential that you drop off and pick up your child during designated times.

Drop-Off: Please park your car in the gym parking lots of GHS (do not park in the driveway in front of the gym entrance as you will block traffic) and walk your child in the gym entrance. When entering, go to the left and walk over the Skywalk. Camp Staff will be at a table at the end of the hallway and will let children into the camp area once a parent has signed them in.

Pick-Up will be held at the same spot as Drop-Off. Please be advised that written permission is required when someone other than the Parent/Guardian is to pick up your child.

LATE PICKUP

A **\$15 late fee** will be charged to a Parent/Guardian picking their child up **after 5:10 p.m.** The Staff member left to wait with your child will be responsible for collecting the fee. Children who have not been picked up by the time the school building closes may need to be brought to the Parks & Recreation office and/or Glastonbury Police Department.

ATTENDANCE

It is essential you familiarize yourself with the day to day schedule as outlined on the Camp Calendar. Always read the Camp Calendar carefully! If a special circumstance requires that you drop off or pick up your child at times other than the designated drop-off and pick-up times listed above, advise the staff in writing in advance to avoid any problems. We may be unable to accommodate these requests on days of off-site/field trip activities. We cannot accommodate drop-off and pick-up at times other than those stated on a regular basis.

REGISTRATION

Summer camp registration begins in mid-March either online or through the mail. This program is extremely popular so online registration is recommended as it is in real time. This program is for Glastonbury residents only. We maintain a waitlist for the program and parents will be notified if a spot becomes available.

REFUNDS

Camp Discovery is very popular and fills quickly; so quickly that we often have waiting lists. Cancellation request for Camp Discovery will be refunded in full if the request is received before May 1st. Cancellations requested between May 1st and May 31st will be refunded at 50%. **Camp Discovery is nonrefundable as of June 1st.**

INCLEMENT WEATHER

Program has access to shelter in the event of rain. While Camp Discovery is held rain or shine, there may be times when we need to cancel an off-site/field trip or swimming activity because of inclement weather. Because of the many activities planned during the week and the limited availability of places we visit, it is usually not possible to reschedule the trip. No refunds will be issued for activities that are canceled.

During periods of excessive heat /humidity, send your child with a water bottle, dressed in appropriate light weight, light color, loose fitting clothing. Be sure they wear sunscreen. We will limit strenuous activity, take frequent breaks and do our best to stay indoors or in shaded areas during the hottest part of the day. Glastonbury High School is air conditioned but other school buildings, the outdoors and buses are not air conditioned. Please pay attention to the schedule of activities. If you have concerns about your child, please consider keeping them home when high heat/humidity advisories are in effect.

HEALTH/MEDICAL CONCERNS

When registering your child you will be asked if your child has allergies, is on medication or requires medication in the event of an emergency or has any special needs. This allows us to plan appropriately for camp. A camp staff member will contact you prior to the start of camp in June if we have any questions or need further information. You may also contact Liz Gambacorta at liz.gambacorta@glastonbury-ct.gov with any questions.

If your child requires medication you must complete and submit an “Authorization for Administration of Medication” form to the Parks & Recreation Office prior to the start of Camp. You may also be required to provide a written Treatment Plan from your Physician/Allergist with specific instructions of how and when medication is to be given. Forms are available online at www.glastonbury-ct.gov/prforms.

FOOD ALLERGIES

Because of food allergies, Camp Staff will enforce strict “No food trading/sharing” rules. Please instruct your child not to trade or share food with anyone else!

CHILDREN WITH SPECIAL NEEDS

Camp Discovery is happy to accept children with special needs. Please make us aware of any special needs your child may have prior to the start of the program. We encourage parents to notify the Program Coordinator, Liz Gambacorta at liz.gambacorta@glastonbury-ct.gov, as soon as possible of any special needs your child has so we can work together to build a successful camp experience for your child.

HANDLING CONCERNS

If there is a concern regarding your child at camp, we encourage open discussion between parents and the camp staff. Gathering all information directly from both the child and staff will help us resolve any concerns as soon as possible. We are open to any questions in order to ensure that Camp Discovery is safe and enjoyable for all campers and families.

1. Address any concerns immediately with the Camp Assistant Directors or Director at pick-up or drop-off or call the Camp cell phone.
2. If not satisfied, contact the program coordinator, Liz Gambacorta at Glastonbury Parks and Recreation.

APPROPRIATE BEHAVIOR

Safety, respect of others, and a positive experience are our most important priorities. Our first step in preventing inappropriate behavior is to set clear limits as to what is expected at Camp. At the beginning of Camp, Staff will discuss the Camp Rules, the reasons for them and the consequences if they are not adhered to. We will attempt to redirect inappropriate behavior; however, situations may still occur. If a problem continues, the Camp Director, Assistant Directors and/or the Recreation Program Coordinator will discuss the situation with you and attempt to come to a solution.

Written Behavior Forms may also be sent home with the child. These will need to be signed and returned by the Parent/Guardian so that we know the behavior has been discussed with the child. It is not our intent to discourage participation because of behavior problems. However, in cases where there is no marked improvement, the child may be asked to stay home for a day, miss a field trip and/or be removed from the program.

BEHAVIOR THAT IS HARMFUL TO THE SAFETY OF OTHER CHILDREN AND/OR STAFF WILL NOT BE TOLERATED.

Please talk with your child daily to be sure he/she is having a positive experience. Encourage them to bring problems to the attention of a Staff member as soon as they occur. Inform the Camp Director of any problem your child may be experiencing at Camp.

CAMPER ATTIRE

Campers should dress in a comfortably for camp. We suggest that shorts, t-shirts and sneakers be worn. Sandals, flip flops, open-toed shoes 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.

For off-site field trips, campers are required to wear their neon green Camp Discovery shirts. All campers will be given a dry fit shirt on their first day of camp. For each additional session a camper attends they will be given a cotton t-shirt. It is recommended to wear the dry fit shirts on field trips that require bathing suits.

WHAT TO BRING TO CAMP

- Refillable Water Bottle
- Sunscreen
- Healthy Lunch
- 2 Snacks
- Swimsuit & Towel (2 sets for Free Swim Days)
- Plastic Bag for Wet Items
- Backpack/Bag for Belongings

WHAT TO LEAVE HOME

- Electronics (including Game Boys, ipods, cell phones)
- Valuable items
- Precious or treasured items
- Money (with the exception when specified on session calendar)

PERSONAL BELONGINGS

All belongings should be permanently labeled with the camper's name. Lunches are necessary every day, unless indicated otherwise on the session calendar. Lunches are stored in an air conditioned room. Brown Bag lunches are required for certain field trips. Brown bag lunches are required as storage is tight and the lunch needs to be disposable. Please do not send cooler bags on these days as they may not come home.

All campers are personally responsible for their own items. There will be a designated lost and found area at camp; please check the lost and found area at the end of each session as all items will be disposed of at the end of each session.

If Campers bring items to camp that are on the "Leave Home" list they must be stored in backpacks until the end of the day and are the responsibility of the camper.

SUNSCREEN

Please apply sunscreen to your child prior to coming to camp and remember to send them with waterproof sunscreen, SPF 30 or higher. Staff may only assist campers with spray sunscreen so sending them with spray bottles of sunscreen works best. There are mandatory sunscreen breaks throughout the day that will give children ample opportunity to reapply.

THE PROGRAM

Children will often be broken into smaller, age-appropriate groups; however, some activities are done as an entire group. Each week consists of on-site and off-site activities. On-site activities include activities in four-six program areas: Arts & Crafts; Sports & Games; Music, Movement & Drama; Team Building; Camp Games and Outdoors/Nature. In addition to daily activities in each of the four program areas, children will participate in swimming and various other activities each day. Trailblazers and Pathfinders have the option of taking a tennis lesson. Off-site activities include special events and field trips. Transportation is provided by school bus to all off-site activities.

DAILY SCHEDULE

The program offers varied activities in arts and crafts, music, sports, games, swimming, and special events. A typical camp day is as follows:

- 7:30-8:05 AM - Drop off/Sign-In & Free Play
- 8:15-8:45 AM - Morning Activity
- 8:45-9:15 AM - Snack
- 9:15-9:45 AM - Program Area: Arts & Crafts
- 9:45-10:15 AM - Program Area: Sports & Games
- 10:30-11:00 AM - Swim Lessons
- 11:30-12:30 PM - Lunch & Free Play
- 12:30-1:00 PM - Program Area: Outdoors
- 1:00-1:30 PM - Program Area: Music, Movement & Drama
- 1:45-2:45 PM - Activity Block
- 3:00-4:00 PM - Free Swim/Special Activity
- 4:15-5:00 PM - Free Play, Snack Time & Pick-Up/Sign Out

SWIMMING

All swimming will be done at the Glastonbury High School pool. Certified Lifeguards help to ensure safety at the pool with the support of the Camp Discovery staff. American Red Cross Swim lessons are included at no additional cost in the mornings and all participants must take swim lessons. When registering your child you will be asked for their swim lesson level. A swim assessment will be conducted on the first day to assure all children are leveled appropriately. Swim lessons may not be offered during Session 4 of camp if swim instructors are not available. If this is the case campers will receive extra free swim time.

Trailblazer and Pathfinder Campers will have free swim in the afternoon 2-3 days a week for an hour. Explorer Campers will have free swim in the afternoon 2-3 days a week for a half hour. During free swim, the pool will be divided into a shallow-end section and deep-end section. Explorer Campers in swim levels 1-2 are required to wear lifejackets (provided by camp) and swim in the shallow-end only. Green wristbands will be worn by Explorer campers in swim levels 3 and up, and who can swim 25M without touching the wall, these campers will be allowed to swim in either section of the pool during free swim.

All campers will attend swim lessons and free swim with their groups regardless of whether or not they are swimming that day. All campers are expected to participate in swim lessons and free swim sessions unless a medical reason is communicated to camp staff by the parent/guardian. Please let a member of staff know at drop-off if your child will not be swimming that day. Children who are unable to swim for whatever reason will be seated on benches in the spectator area of the pool. Feel free to send your child with a book in order to occupy their time during swim sessions in which they are unable to participate.

Occasionally, if there is swimming on field trips, camp staff will be accompanied by certified life guards in order to keep extra eyes on the campers in new locations.

OFF-SITE ACTIVITIES/FIELD TRIPS

Off-site and field trip activities will vary week to week. Admission fees are included as part of your registration fee; however, any additional "spending money" is optional and the responsibility of the Parent/Child. If you choose to send spending money with your camper on specified field trips please put the money in a labeled Ziploc baggie. The Assistant Directors will collect spending money at check-in and place these baggies in larger bag for the entire group. Camp staff will carry all camper money on field trips, and will assist campers in making purchases. Unspent money will be held by camp staff and returned to parents at pickup time. Trailblazer Campers may carry their own spending money.

Detailed Field Trip Packets will be available online in June which will include all paperwork. Refer to Session Calendars daily as there will often be special instructions regarding events and trips. Please remember to always send your child in their Camp T-shirt on field trip days. We also request that you provide your child with a brown-bag lunch to bring on field trips so that the bag and its contents can be thrown away after lunch.

DURING OFF-SITE FIELD TRIP ACTIVITIES, ALL STAFF ATTEND WITH THE CHILDREN. IF YOU DO NOT WANT YOUR CHILD TO PARTICIPATE, DO NOT SEND THEM TO CAMP AS THERE WILL BE NO SUPERVISION AVAILABLE.