

GLASTONBURY PARKS AND RECREATION

Camp Discovery

Parent Handbook

2020

INTRODUCTION

Welcome to the Glastonbury Parks and Recreation Department's Camp Discovery program. The summer of 2020 will look very different from past summers. We are pleased to offer camp this summer as a way to provide childcare for those who need a safe place for their children while working. This parent handbook was written to help you better understand our programs and policies. We ask that you thoroughly read 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:

Hebron Avenue School
Glastonbury, CT 06033

CAMP CONTACTS

Name	Position	Phone	Email
Liz Gambacorta	Program Coordinator	860-652-7697	Liz.gambacorta@glastonbury-ct.gov
Jake Houlihan	Camp Director	860-993-0530	campdiscovery@glastonbury-ct.gov
Chelsea Guest	Camp Director	860-993-0530	campdiscovery@glastonbury-ct.gov

The Camp Discovery email address is checked daily while camp is in session. We will do our best to respond promptly to email.

The camp phone (860-993-0530) is carried throughout the camp day by one of the directors.

THE STAFF

Staff includes Camp Directors, Group Leaders and Counselors. There will be 3-4 counselors assigned to each group of 10 campers, counselors will be scheduled in shifts working 7:15-12:15, 12:15-5:15 or the entire day. Ratio of children to staff is minimum 10:1 but for the most part will be 5:1. Camp Directors and Group Leaders are certified in First Aid/CPR and Camp Directors are certified in Medication Administration.

CAMP DATES

Session 1: June 22 - July 2

Session 2: July 6 - July 17

Session 3: July 20 - July 31

Session 4: August 3 - August 7

CAMP HOURS

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

DROP-OFF/PICK-UP PROCEDURE

DROP OFF TIME: Drop off is 7:30-8:45 AM. If you need to drop off outside the drop off window please call the camp phone and you will need to wait for a staff member to be available to come out to intake your child.

DROP-OFF PROCEDURE: Campers and parents must stay in their vehicle upon arrival at camp. Parents will be directed to pull up in the bus circle at the school. Traffic flow signage will be posted at each facility directing vehicles where to go. Vehicles will follow the traffic flow signage to proceed to the temperature check station. Staff will take temperatures of children before allowing them to exit vehicles. Temperatures will be taken with non-contact thermometers, which will be cleaned with an alcohol wipe (or isopropyl alcohol on a cotton swab) between each child.

- If a child has a temperature or any signs of a runny nose, coughing or chills they will not be permitted to exit the vehicle and will be asked to return home. In order to return, they will need doctor's written note to obtain clearance to return to camp.
- After being cleared, children will be walked to their designated entry area to be signed in by the staff member assigned to their group.
- Parents will not be permitted to leave their vehicles.
- In the event of a late drop off, parents will call the camp phone number and a staff member will go outside to implement the intake procedure.

PICKUP TIME: Pickup will take place between 4:15-5:00 PM. Campers must be picked up by 5:00 PM. If you need to pick up outside the pick-up window, please inform staff in advance via email and they will do their best to have campers outside waiting. If something comes up and you need to just show up please call the camp phone when you arrive.

PICKUP PROCEDURE: Pickup will be held at the same spot as Drop-Off. Parents should pull up in the pick-up lane and let the staff member managing pickup who they are there to pick up. The staff member will call the child out and see them into the car.

- Parents must stay in their vehicle upon arrival at camp. Traffic flow signage will be posted at each facility directing vehicles where to go for camper pick up. Vehicles will follow the traffic flow signage.
- A staff member will mark who the child was picked up by and the time picked up.

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

Please communicate with us via email if your child is going to be absent from camp and the reason for their absence. Send an email to campdiscovery@glastonbury-ct.gov as soon as you know your child will be absent for a day.

REFUNDS

To allow for flexibility with the current world situation and provide enough time for staff to prepare for camp the following refund policy will be in effect for 2020. A full refund will be processed if the request is received at least one full week prior to the start of camp.

Camp Discovery is nonrefundable on the following dates for each session:

Session 1 - 4 PM on Friday, June 12th

Session 2 - 4 PM on Friday, June 26th

Session 3 - 4 PM on Friday, July 10th

Session 4 - 4 PM on Friday, July 24th

PAPERWORK & FORMS

The [Child Information/Emergency Consent Form](#) must be completed online. New this year all campers must have a COVID Waiver, link will be emailed out to parents when it is available.

YOUR CHILD WILL NOT BE ALLOWED TO PARTICIPATE WITHOUT FORMS ON FILE!

CAMP GROUPS:

- Campers will be assigned to groups no greater than 14 campers with 3-4 dedicated staff members, a minimum of 1 staff member will be with each group at all times but typically 2 staff members will be with each group for the day.
- Campers will be grouped by age. There will be 7 Groups at Camp Discovery so multiple grades will be grouped together. If your child has a friend attending Camp Discovery and you want to be sure they are grouped together please fill out the [Friend Request Form](#).
- Multiple children from the same family attending camp will be grouped together if they are within a grade or two of each other. If you would like to request that children who are a few grades apart be grouped together please fill out the [Friend Request Form](#). If siblings are a few grades apart they will be grouped with the appropriate group for the older child.

CAMP LAYOUT

- Each group will be assigned at least one classroom. Each group will also have an assigned outdoor area.
- Lunch will be eaten in their dedicated group classroom or outside on nice days.
- Each group will be assigned a daily to use the Playground. On rainy days groups will receive a 45-minute timeslot to use the Gym.

- Campers stay in their designated groups for all activities.
- No outside visitors except those approved by Recreation staff (such as camp shows).
- Any outside visitors approved by Recreation Staff would need to perform activities outside, wear a face covering and remain 6' from any group
- No camp to camp group visits
- Staff members will ensure that groups do not overlap in hallways. When possible groups will have separate routes and entrances.
- If possible, groups will be assigned their own bathroom. No more than 2 groups will share a bathroom. In shared bathrooms, stalls and sinks will be designated for specific group use. Only children from the same group will be allowed in the bathroom at one time.
- Each group will have its own set of materials, which will be wiped down as much as possible and stored away after each use. There will be limited sharing of supplies among groups with proper cleaning in between use.

COVID-19 HEALTH GENERAL HYGIENE & CLEANING:

- Staff must wear a face covering at all times per the Governor's orders. Campers do not have to wear masks.
- If you choose to have your child wear a mask, please familiarize your child with it at home and let your child know your expectations. Our staff will encourage your child to wear the mask while in our care but will not force any child to wear a mask.
- Camp Staff and School Custodians will work together to frequently clean and sanitize high touch areas and equipment.
- All campers and staff should engage in hand hygiene at the following times:
 - Arrival to the facility and after breaks
 - Before and after eating or handling food, or feeding children
 - Before and after administering medication or medical ointment
 - After using the toilet or helping a child use the bathroom
 - After coming in contact with bodily fluid
 - After playing outdoors or in sand
 - After handling garbage
- Campers and Staff will wash hands with soap and water for at least 20 seconds. If hands are not visibly dirty, alcohol-based hand sanitizers with at least 60% alcohol can be used if soap and water are not readily available.
- Staff will supervise children when they use hand sanitizer to prevent ingestion.
- If necessary staff will assist children with handwashing. After assisting children with handwashing, staff should also wash their hands.
- Signage describing handwashing steps will be placed near sinks.
- In general, staff will avoid handling campers' belongings. If handling of campers' belongings is needed, disposable gloves will be worn.
- Staff will remind campers to cough or sneeze into a tissue or their elbow, then throw the tissue into the trash.
- After each activity, staff must clean down the equipment with gloves and disinfected approved wipes.

- Staff must wear disposable gloves when assisting campers with changing or bathroom assistance.
- Campers must use disposable cups or individual refillable water bottles for water fountains, jugs, and water bubblers.
- Staff will report any child feeling sick to a Director ASAP
- Any camper not feeling well will be taken to the camp office and given a mask to wear while waiting to be picked up by their parent.
- Playgrounds will be sanitized daily.

DIAGNOSIS/EXPOSURE OF COVID-19:

If your child is exhibiting symptoms or diagnosed with COVID 19 or has been in contact with anyone who is exhibiting symptoms of or who has COVID 19, you must contact us immediately so that we may consult with the Glastonbury Health Department on an appropriate protocol.

In the event the Glastonbury Health Department requires that the group be quarantined, all campers/staff assigned to the group will be required to self-quarantine for 14 days. If all protocols stated herein are followed, confirmed by Camp Directors, the remaining groups will be permitted to continue normal camp activities. All parents will be notified.

ALLERGIES & MEDICATIONS

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.

Please email forms to campdiscovery@glastonbury-ct.gov or you may put in the Parks & Recreation secure drop box to the right of the Parks & Recreation entrance to the Academy Building. **Forms should be turned in Wednesday before the session begins. Medication should be brought to the first day of camp.**

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 Directors by email 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 Directors, Group Leader 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 Directors of any problem your child may be experiencing at Camp.

CAMPER ATTIRE

Campers should dress comfortably for camp. We suggest that shorts, t-shirts and sneakers be worn. The group's classroom will be air conditioned so a long sleeve shirt or sweatshirt may be necessary. 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.

WHAT TO BRING TO CAMP

- Refillable Water Bottle
- Sunscreen
- Healthy Lunch
- 2 Snacks
- Swimsuit & Towel
- Plastic Bag for Wet Items
- Backpack/Bag for Belongings

WHAT TO LEAVE HOME

- Electronics (including cell phones, tablets and games)
- 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, except Fridays (see below). Lunches are stored in an air conditioned room.

All campers are personally responsible for their own items. There will be a designated lost and found area in each classroom; we will do our best to pair lost items back to their owners. If you are missing an item(s) please send an email and we will do our best to locate the item. .

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 bottle of sunscreen works best. There are mandatory sunscreen breaks throughout the day that will give children ample opportunity to reapply.

THE PROGRAM

We are working to plan a fun filled day for campers and plan on including activities from our traditional six program areas: Arts & Crafts; Sports; Music, Movement & Drama; Team Building; Camp Games and Outdoors/Nature. Special Events/Activities and Virtual Programs are also being planned.

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:

- 7:30-8:30AM - Drop off/Sign-In & Free Play
- 8:45-9:30 AM - Morning Meeting
- 9:30-10:30 AM - Program Area: Arts & Crafts
- 10:30-11:30 AM - Playground Time
- 11:30-12:15 PM - Program Area: Camp Games
- 12:15-12:45 PM - Lunch
- 12:45-1:30 PM - Virtual Program
- 1:30-2:00 PM - Program Area: Outdoors
- 2:00-2:30 PM - Program Area: Music, Movement & Drama
- 2:30-3:00 PM - Program Area: Team Building
- 3:15-3:30 PM - Snack
- 3:30-4:15 PM - Program Area: Sports
- 4:15-5:00 PM - Free Play & Pick-Up/Sign Out

VIRTUAL PROGRAMMING & MOVIES

Each group will have an ipad to use for group digital programming which will allow groups to take digital field trips, do whole camp activities or Scavenger Hunts and Gameshows against other group. Age appropriate movies may be shown up to once to twice a week depending on weather.

FRIDAY LUNCHESES

On Fridays we will provide lunch for all campers. One week of each session will be pizza and we are looking into other options which will be announced weekly. We will do our best to accommodate food allergies so please make sure we are aware of any food allergies.

SWIMMING

There will be NO swim lessons for this summer.

If the Town aquatics facilities open for the summer and it is deemed safe for camp to swim we will look into the possibility of camps swimming. Safety on buses and at the aquatics facility will be taken into consideration. All parents will be notified if a decision is made to take campers swimming.

All swimming is weather permitted! Certified Lifeguards help to ensure safety with the support of the Playground staff. Wristbands are used to identify campers swimming ability and which areas they can go in.

OFF-SITE ACTIVITIES/FIELD TRIPS

At this time all off-site activities and field trips are cancelled.

If it is deemed safe for campers to go on a field trip possibility of going on a field trip. Safety on buses and at a field trip location will be taken into consideration, field trips to low risk locations where social distancing could easily be practiced would be favored. All parents will be notified if a decision is made to resume field trips and given full details of the trip.

Subject to Change Depending on the State of Connecticut Guidelines