



## VERNON PARKS AND RECREATION DEPARTMENT

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### Vernon Parks and Recreation Department Summer Camp Parent Packet

Thank you for being a part of the 2022 Vernon Parks & Recreation Summer Camp Program. We look forward to making your child's summer a fun, enjoyable and memorable one.

Enclosed are program guidelines and helpful information. **Also enclosed is the summer camp contract, this must be returned on the first day of camp.** Our staff is very excited and ready for a fun-filled summer.

In accordance with **Public Act 16-100** the Vernon Parks and Recreation Department wants you to be aware that our day camps are administered by a municipal agency which is exempt from licensing by the CT Office of Early Childhood.

Below are some suggestions that will help you and your child prepare for the program, please pay close attention to the general suggestions.

1. **Drop Off:** Children can NOT be dropped off any earlier than the scheduled camp start time.

**Pick Up:** If picking your child up early, you must send a note to the counselor in advance. A child over 12 years old that is allowed to walk home or ride their bike must have a note from a parent/guardian. All children must be signed out. Please be sure to ALWAYS have proper identification when picking up your child. *There is a late pick up fee* at each camp. Fee is \$5 for the first 15 minutes, \$1 per minute there after. If your child is not picked up for more than 30 minutes, the police will be notified to take custody of the child. If somebody new will be picking up your child on a given day, please send your child with a signed note authorizing the new pick up person.

2. **Attire:** Children should wear comfortable clothing and sneakers. Please dress according to the weather. Make sure that your child wears comfortable and protective footwear such as sneakers. **Please no flip flops or sandals for use during the day.** Please label all belongings with your child's first and last name. Please provide your child with sunscreen. Campers using the pool/lake must wear proper swim attire. Spray suntan lotion is recommended, as the staff is not permitted to apply lotion onto campers.
3. Provide your child with a lunch, snack and a drink **every day.** Lunches are NOT refrigerated. Food/Drink are NOT to be shared. Please make sure containers of liquid are leak-proof even when they are placed upside down. **DRINKING FOUNTAINS WILL NOT BE AVAILABLE DUE TO COVID-19, PLEASE PACK PLENTY OF WATER. THE CAMP DOES NOT PROVIDE CUPS.**
4. Make sure you make the Camp Director is aware of any medication your child is taking or has taken recently. Counselors will be able to handle disruptive behavior more efficiently if they are aware that these situations may occur. If you would like to communicate any needs of your child with the Site Director or Parks & Recreation Administrative staff, please contact the office at 860-870-3520 or [parksandrec@vernon-ct.gov](mailto:parksandrec@vernon-ct.gov) prior to the start of camp. **Camp Staff are NOT permitted to dispense medications.**
5. If your child shows common signs of being sick during the day, counselors will notify you to pick up your child.

6. We ask that the children leave their toys at home, as they are often broken or misplaced. We are not responsible for your child's belongings.
7. If swimming is available, the Lifeguards will test each camper at their first visit to access their swim ability. If your child is unable to pass, they might not be able to partake in open swim time or be restricted to swim in particular areas. Campers will be able to retest on a future day.
8. If staff is experiencing behavioral problems with a child, the parents will be notified and the appropriate disciplinary actions will be taken. The camp discipline plan is followed by all staff at our summer camps.
9. All camps will be held on rainy days. Please provide your child with warm clothing on these days.

### **COVID-19 INFORMATION**

Regulations, guidance and best practices related to COVID-19 are fluid. Summer Camp operations related to COVID-19 may change during Summer Camp. The Camp program will follow guidelines to help reduce the risk of transmission. Current recommended State of CT Considerations can be found at:

[https://www.ellingtonpublicschools.org/uploaded/District\\_files/Information/Covid/School\\_Contact\\_Tracing\\_Quarantine\\_Update\\_12312021.pdf?1641147456328](https://www.ellingtonpublicschools.org/uploaded/District_files/Information/Covid/School_Contact_Tracing_Quarantine_Update_12312021.pdf?1641147456328)

Parents/guardians are asked to check their child(ren) before sending them to camp in the morning each day.

Anyone with a temperature reading over 100.4 will not be allowed in camp.

Masks are optional to wear.

Absolutely no sharing of food, snacks, water.

Enhanced hand washing/sanitizing will be enforced.

Extra water is encouraged to be brought by campers as water fountains will not be accessible.

In the event someone becomes ill, they will be separated from the group and a parent/guardian will be contacted for immediate pick up.

# SUMMER CAMP DISCIPLINE PROCEDURES

## A. NON-PHYSICAL BEHAVIOR

Includes, but not limited to: not following directions, foul language use, disrespectfulness, bathroom accidents in clothing or any other infraction deemed inappropriate for this category.

**Action 1:** The counselor issues a verbal warning explaining the inappropriate behavior to the camper. The camper is advised that the next warning will be a written discipline warning. Record behavior in discipline log.

**Action 2:** The counselor issues the first written warning to the camper. A call is also made home by the supervisor after talking with the camper.

**Action 3:** The counselor issues a second written warning to the camper and a one-day suspension is given. A second call is also made home by the supervisor.

**Action 4:** The counselor issues a third written warning to the camper, a 2-3 day suspension is issued, and a third call is made home by the supervisor.

**Action 5:** Expulsion.

## B. PHYSICAL BEHAVIOR (mild)

Includes, but not limited to: pushing, shoving, spitting, tripping, throwing any item, actions of no severe danger or any other infraction deemed inappropriate for this category.

**Action 1:** The counselor issues the first written warning to the camper. A call is also made home by the supervisor after talking with the camper.

**Action 2:** The counselor issues a second written warning to the camper and a 1-3 day suspension is issued. A second call is made home by the supervisor.

**Action 3:** The counselor issues a third written warning to the camper, a 2-3 day suspension is issued and a third call is made home by the supervisor.

**Action 4:** Expulsion.

## C. PHYSICAL BEHAVIOR (severe) & BULLYING

Includes, but not limited to: bullying, pinching, pulling, biting, rock throwing, punching, revealing inappropriate areas of the body (panting, flashing) or any other infraction deemed inappropriate for this category.

**Action 1:** The camper is given a one week suspension and a call is made home by the supervisor.

**Action 2:** Expulsion.

Each case will be reviewed by our full-time administrative staff. If your child is expelled from the program, they will not be allowed back for the summer as well as put on probation for the following year. Parks and Recreation reserves the right to determine the seriousness of the discipline issued and categorize it accordingly. Parks and Recreation also reserves the right to make decisions in the best interest of the program and in the best interest to ALL participants. Refunds are NOT given for suspensions/expulsions.

## **SUMMER CAMP RULES**

1. Children must check in with his/her counselor EVERY morning as soon as they arrive so that attendance can be taken and proper supervision can take place.
2. Sneakers must be worn at all times (Barefeet, Sandals/Flip flops only allowed in aquatic areas)
3. Throwing stones, sticks, or other objects is not permitted; this will lead to disciplinary action taking place.
4. Behavior such as pushing, hitting, or other aggressive acts will not be tolerated. (Please see discipline procedures for actions to be taken when this kind of behavior occurs).
5. Swearing, bullying and foul language is not permitted. NO EXCEPTIONS!
6. Bikes, scooters, roller blades, and skateboards are not to be used during camp. Any of the above must be locked or put away until the completion of camp. We are not responsible for your child's belongings.
7. Please do not allow your child to bring in toys, tablets, iPods, cell phones or any other valuables to camp. We do not want any accidents to happen to your child's prized possessions and staff are not responsible for replacing or looking after them.
8. Proper behavior is expected by all campers at all times. This includes, respect to the counselors, campers, other parents, personal property and town property.
9. All camp rules apply for aquatic facilities.
10. Campers must stay with their counselor at all times.

**Any violation or lack of cooperation will result in disciplinary action. All disciplinary cases and actions, as minor as they may be, will be documented in a report book located at each site. Camp disciplinary procedures have been provided to parents in case of any violation of the rules. NO EXCEPTIONS.**

**PLEASE RETURN THE FOLLOWING ON THE**  
**1<sup>ST</sup> DAY OF CAMP**

**2022 SUMMER CAMP PARENT & CAMPER CAMP CONTRACT**

This is a contract for both parents and campers to sign saying that they have read the packet provided on camp rules and procedures and understand that these rules and procedures need to be followed at all times. Please read the contract, sign it and hand it in on the first day of camp to your child’s counselor or director.

We, \_\_\_\_\_ (CAMPER’S NAME) and  
\_\_\_\_\_ (PARENT/GUARDIAN’S NAMES)

Have read and understand the camp rules, disciplinary procedures and sign out procedures of the summer camp program. I understand that if my child disregards any rule of camp, suspension and/or expulsion from camp may be part of the disciplinary procedures. I understand that my child will not be permitted to attend camp in the case of suspension/expulsion. I also understand that the Town of Vernon Parks and Recreation Department are not responsible for finding alternative care for my child in the case of suspension/expulsion. **REFUNDS WILL NOT BE GRANTED ON THE BASIS OF A SUSPENSION OR EXPULSION.**

I have provided Vernon Parks & Recreation with at least 2 valid phone numbers to be able to contact during the day in the event parents/emergency contacts need to be contacted.

I understand that only people who are on the authorized pick up list I turned in at registration are allowed to pick up my child from camp.

I understand that pictures of my child may be taken for publicity purposes by the Vernon Parks & Recreation photographer on staff.

\_\_\_\_\_  
(CAMPER’S SIGNATURE)

\_\_\_\_\_  
(PARENT/GUARDIAN’S SIGNATURE/S)

\_\_\_\_\_  
(DATE)

\_\_\_\_\_  
(DATE)

**AUTHORIZED PICK-UPS**

Please list the names and phone numbers of people authorized to pick up your child from camp. Please list a minimum of 2 contacts.

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_

**ADDITIONAL INFORMATION**

Does the participant have any allergies, medical conditions, special needs or disabilities that program staff should be aware of?

No \_\_\_\_\_  
Yes \_\_\_\_\_

If YES and you would like to discuss with the Camp Director prior to the start of camp, please email the Parks & Recreation Department at [parksandrec@vernon-ct.gov](mailto:parksandrec@vernon-ct.gov) at least 1 week prior to the first day of camp.