

SEYMOUR RECREATION

**2017 SUMMER PLAYGROUND CAMP
PARENT & CAMPER HANDBOOK**

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Welcome to the 2017 Summer Playground Camp!

The staff hopes that your child has a fun and enjoyable experience. A wide variety of activities and field trips are planned for your child this summer. Please take time to read this handbook in its entirety and familiarize yourself with the information in it. Should you have any questions or concerns, you may contact:

Zack Philippas, Recreation Program Manager, zphilippas@seymourct.org, 203-888-0406 ext. 2

Mary McNelis, Director of Community Services, mmcnelis@seymourct.org, 203-888-0406 ext. 5

Playground Program Contacts

ON-SITE PROGRAM MANAGER

Zack Philippas, Recreation Program Manager

ON-SITE HEAD COUNSELORS

Jennifer Abraham, Head Counselor

Taylor Tema, Head Counselor

Open Position, Head Counselor

The Program

Our Program is for Seymour youth who are entering 1st through 8th grade. We offer structured and non-structured activities intended to enhance a child's summer. All activities are done in groups with staff sharing responsibilities of supervising participants in a fun and safe environment. Please refer to the calendar of events and the planned field trips for additional programming information.

Playground Dates, Days and Hours

June 19th – August 11th (no program, Monday, July 3 or 4)

Monday – Friday (8 weeks)

8:30 a.m. – 2:30 p.m.

*For emergency calls only. The Recreation Program Manager and Head Counselor(s) will have a mobile phone on from 8:30 a.m. – 2:30 p.m. DO NOT CALL BUNGAY SCHOOL. ***Phone Numbers will be listed on the website once established.***

If you are unable to reach someone at the above numbers call the Community Center at 203-888-0406.

PRE-CARE AND EXTENDED DAY CARE

Pre-Care and extended-day are not offered. Please visit our website at www.seymourcommunityservices.com for details on other programs offered through the Recreation Department.

RAINY DAYS

In the event of a rainy day, the playground program will still be held at Bungay School. Indoor activities will take place in the cafeteria, gymnasium and select classrooms.

Drop Off/Pick Up Procedure

Seymour Recreation requires that all children be dropped off and picked up from the designated curbside area at Bungay School. During morning and afternoon pickups, lines at the curbside can be long, so please plan accordingly.

MORNING DROP OFF

- Drop Off begins at 8:30 am
- Cars will be directed to stay in line and counselors will be present to open the car door, greet the children and escort them to their designated group
- If you arrive after 9:00 am you will need to park and escort your child to the Head Counselors Station and sign them in

AFTERNOON PICK UP

- Pick Up begins at 2:00 pm with all children picked up no later than 2:30 pm
- A \$25 late fee may apply for repetitive pick-ups after 2:30 pm
- Cars will pull in to the designated curbside area and Children will be called as parents/guardians arrive
- If there is a wait, please turn your car off
- Due to the volume of traffic we cannot accommodate early pick up after 1:30 pm

You will receive a personalized "Pick-up Pass" prior to the start of camp. Please keep one in your car at all times. No child will be placed in a car without a pick-up pass and Driver's License as identification

EARLY PICK UP

- If your child(ren) will be leaving early, please provide a note to the Counselor greeting your child(ren) on the morning of the requested day. The Counselors will have your child prepared to depart at your requested times
- All Early Pickups will need to take place before 1:30 pm
- Parent/Guardian will pick up and sign out their child from the Head Counselor Station

DROP OFF/PICK UP CHANGES AND SPECIAL CIRCUMSTANCES

- To **add or remove** an individual from your authorized pick up list, please provide the Head Counselors with a written note with the requested change
- **If restraining orders or custody decrees by the court are in place, please speak to Zack Philippos, Recreation Program Manager immediately**

Walkers & Bike Riders

Walkers & Riders must be entering 6th grade or higher, reside in the immediate neighborhoods of Bungay School, and have a Parent's Authorization Form on file prior to the child's first walk/bike day.

Upon arrival/departure the walker/biker must report to the Head Counselor's Station to report their arrival/departure. If a child is not staying for the entire day a written note must be given to their counselor upon arrival. No exceptions.

Lastly, please note if a child departs camp for the day they may not return until the following day.

A Typical Day

SAMPLE SCHEDULE

8:30 am – 9:00 am	Drop off at curbside
9:00 am – 1:00 pm	Program Activities (group games, arts & crafts, snack, lunch, field trips, swimming, special events)
1:30 pm – 2:00 pm	Free play in designated areas
2:00 pm – 2:30 pm	Pickup from curbside

Medical Alert Issues

We do not have a nurse or medical professional at the camp. All playground staff members are certified in CPR, Blood Borne Pathogens, First-Aid and Epi Pen Administration by the American Red Cross or American Heart Saver as well as “Heads Up” Concussion Trained. If your child has a severe medical issue and/or condition and requires treatments other than basic first-aid the playground staff is not authorized or certified to perform such tasks. If your child requires any medical assistance, parents must administer treatment prior to or during playground hours.

If the child must have an inhaler, epi-pen, diabetes testing kit or any other medical device while at the playground program, a ***“Doctor’s Signed Authorization Form” must be completed and returned prior to June 5*** and the child will be responsible for administering any treatment. Epi-pens and inhalers will be kept at the Head Counselor Station.

Please know that your child’s safety is our first priority. Therefore, if your child experiences life threatening or serious symptoms 911 will be the first call and if a child cannot administer an epi pen our staff has been trained to assist them with it. A follow up call will be made to the parent or guardian as soon as possible.

Nut Aware Policy

Seymour’s Playground Program is a **NUT AWARE** environment. We do not provide any foods that contain nuts and nut products and strongly encourage staff and families to refrain from sending foods with nut products to camp. In addition to being NUT AWARE we have also adopted a NO SHARING FOOD policy as there are many other foods to which campers are allergic.

We ask that Parents check all food labels before sending snacks or lunch to ensure they do not say:

- Contains peanuts or tree nuts
- May contain peanuts or tree nuts (Sunflower butter and soy butter are great substitutions for a PB & J)
- Campers are not permitted to share or exchange food
- All staff members are epi-pen trained

What Can Your Family Do To Help?

- We ask all families to be mindful of allergies and kindly respect our NUT AWARE environment.
- Please read ingredient labels before packing your child’s lunch or snack
- Please **DO NOT** send food to camp **that “contains or may contain”** Peanuts or Tree Nut Products.
- Ensure face and hands are thoroughly washed with soap and water before leaving home in the morning, especially if food containing peanuts or nut products was consumed
- Remind your child about our camp’s “no sharing food” policy

Please keep in mind that the emergency treatment of anaphylactic allergies involves the immediate injection of medication with an epinephrine auto injector (Epipen®) and a trip to the hospital. Your help in following the simple steps listed above will ensure that we are all working together to provide a safe environment for everyone.

What to Bring

On a daily basis your child should bring

- Sneakers or other closed-toe footwear appropriate for running, jumping and playing
- Lunch (no glass containers please) – labeled with his/her name with a cooler pack in it
- Water bottles – labeled with his/her name filled with plenty of beverages to last the entire day
- Snack (please refrain from sending peanut and tree nut snacks, we are a Nut Aware Program)
- Sun tan lotion/bug spray – parents should apply to children before arriving at camp and children should reapply themselves during playground hours. Our staff is not authorized to apply sunscreen lotion or bug spray
- Backpack (if they have one) this is very convenient for children to put all of their “stuff” into
- Spending money (parent’s decision) under \$15.00 (trip days)/under \$5.00 (ice cream days)
- Seymour Recreation T-shirt on all Field Trip days

Please label all of your child’s belongings with their name. The Recreation Department is NOT responsible for any lost or stolen belongings, including money!!

What NOT to Bring

Your child may NOT bring any of the following items

- Illegal substances, Explosives, Knives, Firearms (toy or real), Lighters, Matches, Cigarettes. If a child brings any of these items it will result in **immediate expulsion from the Playground for the remainder of the summer.**
- MP3 Players/IPADS/IPODS, Electronic Games/Kindles, Personal Toys, Trading Cards, etc.
- Hover boards, Healy’s, In-line Skates/Rollerblades (except on Roller Magic Trip)

*If your child will be biking to the playground program they must leave their bike in designated areas during the playground hours. A permission form must be completed and on file prior to the child’s first day of walking or biking.

SCREEN FREE CAMP (TO BE REVIEWED WITH YOUR CHILD)

The playground program is a screen free and cell phone free program. Cell phones, iPods, video games can become disruptive to your child’s summer experience. If a child brings a cell phone or electronic device to the program it must be kept in a backpack or pockets at all times. If a child is caught using his/her cell phone or any electronic device without permission from a Head counselor the phone will be taken from the child and held for the remainder of the day. The device will be returned to the parent at pick up time. The playground staff is NOT responsible for the care of any items brought from home. We have an emergency cell phone on site that can be used by parents and children.

Lost and Found

The lost and found box will be located under the Head Counselor’s Tent. Please ask your child to check it if they are missing an item. The box will be emptied out at the end of the playground program in August with its contents given to charity.

Pizza Fridays

Parents have the option to purchase 2 slices of pizza for Fridays’ lunches for the minimal cost of \$16 for the entire 8 week session. Registration is required and must be paid prior to the start of camp. Pizza price will not be prorated if this option is purchased at a later date. A bagged lunch should be sent with your child if this option is not selected.

Field Trips

Bus transportation will be provided on field trip days. Parents/guests are not allowed to attend our field trips. On trip days all campers must wear a Seymour Recreation T-shirt. Participants not wearing the designated shirt will not be allowed to attend the field trip that day. All counselors will be attending the field trips; therefore there will not be supervised on-site playground sessions on field trip days. Registration and payment will be through our on-line system at www.seymourcommunityservices.com or in person at the Community Center by the registration due date. Due to the cost of the bus and tickets, NO REFUNDS will be issued.

Swimming

Bus transportation will be provided on swim days to the Seymour High School Pool. A Swimming Transportation Form must be completed on-line during the registration process for each child. Parents/guests are not allowed to attend our swim sessions. Children may elect to not swim and stay on-site. Morning swim opportunities are free to registered playground participants. Children will be swim tested on the first day of swimming and successful completion of the test will allow a child to swim in the deep end of the pool during program time. Those children that do not pass the required swim test will be restricted to designated areas of the pool. To ensure safety of all our children wrist bands will designate non-swimmers.

WATER SAFETY RULES (TO BE REVIEWED WITH YOUR CHILD)

- Stay in assigned area of pool
- No roughhousing in the water
- Do not dunk other swimmers
- Do not hold anyone underwater
- Do not accept a dare
- Walk! Always walk, do not run, around the pool and in the locker room
- Get dressed quickly. Show courtesy to others in the changing room
- No diving from the sides of the pool

Rules and Regulations (To be reviewed with your child)

For all children to have a wonderful experience at the playgrounds it is expected that they display appropriate behavior. We expect that the same behavior your child would have at school will be applied at the playground. This includes but is not limited to:

- Hands to yourself
- Be respectful of yourself and to others-**No Bullying!**
- Use clean language
- Demonstrate kindness, sharing, and other safe, responsible and appropriate behavior at all times
- Follow the rules as presented by the staff
- Clean up after yourself and be respectful of property
- No taking photos or videos of other participants with your cell phones. Cell phones must stay in backpacks at all times and will be taken from a participant without warning and returned to a parent at the end of the program day

DISCIPLINE POLICY AND PROCEDURES

When children are not following appropriate behavior, a fun, safe environment cannot be maintained, and for this reason we maintain the following discipline guidelines. Participation in this program is a privilege. Should a child not adhere to the rules and regulations as outlined in this handbook, there will be consequences. It is at the discretion of the Seymour Recreation Department staff to bypass number of offenses and suspend any child should the action be deemed serious enough by the Recreation Program Manager.

1st offense **Verbal warning** issued to participant
2nd offense **Written warning** issued to participant, removal from the activity and notification for the child to be picked up – if the child’s parent is unable to be reached an emergency contact will be called and arrangements will be made to have the child picked up

3rd offense **Suspension** for three (3) days issued to participant

4th offense **Expulsion** from the program for the remainder of the summer

Examples of serious offenses which could result in bypassing any step above and which could lead to immediate expulsion include, but are not limited to: endangering any person’s well-being, verbal abuse harassment of any kind, stealing or destruction of property, and threats of violence to anyone.

***Possession of cigarettes, lighters, matches, knives, illegal substances, firearms (toy or real) as well as fighting of any kind will result in immediate expulsion from the camp for the remainder of the summer.**