

2018

Conducted By: Waterbury Recreation

28 North Main Street Suite #1 Waterbury, VT 05676

Camp held at: Anderson Field

Phone (802) 244-7174 Recreation Office
(802) 760-7168 Day Camp Cell

Email– Day Camp Director:

DayCamp@waterburyvt.com

Email– Recreation Director:

Recreation@waterburyvt.com



Parent/Guardian Information & Policy Handbook

Eligibility

-Open to children who attended grades K-4, during the 2017/2018 school year.

Dates & Hours

-Camp begins on Monday June 25, and runs for 8 weeks, with the last day of Friday, August 17, 2018

-Open daily, Monday-Friday, 7:30am to 5:00pm, sharp

-Camp will be closed Wednesday, July 4th

Tuition Fee & Cancellation Policy

\$650.00 per child for Waterbury Residents, full 8-week camp

\$700.00 per child for Non-Residents, full 8-week camp

-For full refund, less \$50 registration fee, cancellations must be presented in writing prior to June 6.

-\$50 Deposit is required within 10 days of registration or spot is re-opened to the public.

-All fees must be paid in full 10 days prior to camp starting. If you need assistance with tuition please inform the Recreation Director as soon as possible as there are limited funds for full and/or partial scholarships.

Late Pick-up Policy

-A penalty of \$10.00 per quarter hour (or portion thereof) will be assessed for children picked up ANYTIME after 5:00pm. This is non-negotiable, and applies to everyone.

-Children who are picked up late WILL NOT BE PERMITTED into camp the following day, unless the late fee has been paid.

-With a signed release from parents, children are allowed to sign themselves out of camp at the end of the day. However, once campers have signed out, they are no longer allowed at camp and will not be supervised. If parents wish to allow their children to leave camp at any time other than the end of the day, a signed note will be required in advance.

Program Schedule: (subject to change)

-Each child will be assigned to a counselor(s) and group of campers according to their grade and/or age. Please sign your camper(s) in and out with their assigned counselor(s), and report any necessary information, such as special concerns, medications, changes in pick up time/person, etc.

-Campers will participate in small group activities, as well as camp-wide events.

-Activities will be age-appropriate and considerate of all abilities and interests.

-Each week will have a theme and activities will be geared around the theme.

7:30am-8:30am Check in and opening activities at Recreation Building

8:30am-8:45am Small group meetings

8:45am-10:15am Group Activities

10:15am-10:30am Snack

10:30am-12:00pm Group Activities

12:00pm-12:45pm Lunch and afternoon

meeting 1:00pm-2:45pm Swimming or

Group Activities 3:00pm Break/Snack

3:00pm-4:00pm Swimming or Group Activities 4:00pm-5:00pm Group Activities at Recreation Building

*Daily schedule may vary due to the inclusion of walking field trips, all-camp activities, and weather conditions.

Off-Site Functions, Field Trips, Sign In/Out

-No child will be permitted leave camp unless written authorization from a parent/guardian has been submitted.

-It is the responsibility of parents/guardians to provide transportation to/from any recreation clinic or other activity that does not occur at the Recreation building.



-The Recreation Staff will escort children to/ from swim lessons, library and recreation clinics conducted at Dac Rowe Field.

-Weekly news letters will give more detailed information on each field trip and the week's programs.

-If your child(ren) are attending a recreation clinic the day we are planning a field trip, you will need to decide if they will go on the field trip or attend the Mini Camp.

Field Trip Policies

-All camp counselors attend field trips. If your child is enrolled in a recreation clinic that falls on a Field Trip day, your camper will only be able to attend either the Mini Camp or the Field Trip, but not both.

-Camp registration fees cover all field trips including transportation, admission and lunch, unless otherwise specified.

Lost and Found:

-Waterbury Recreation Summer Day Camp and its staff are not responsible for lost or stolen items.

-Unclaimed Lost and Found items will be donated to charity bi-weekly beginning the week of July 4th.

-Lost and found is shown to the campers daily please encourage you child(ren) to look for items that are missing.

Sign-In/Out

-A parent or Guardian must sign in/out their child(ren) on a daily basis. Unless a written release is provided allowing the child to do so on their own, **parents/ guardians must be present for sign-in/out.**

-Parents who drop their children off prior to the scheduled opening of the Day Camp (7:30am) and/or permit their children to sign themselves in, are responsible for their children until the opening of the day camp. The Town of Waterbury's responsibility for the children begins only when they've been properly signed in.

-Parents who give their children permission to sign themselves out prior to the scheduled close of Day Camp (5:00pm) take responsibility for their children at the time the children sign out. The Town of Waterbury's responsibility for these children ends when the children sign out.

-Any individuals dropping off and/or picking up children to and from the Day Camp need to be specifically authorized by a parent/guardian in written form. Recreation Staff reserve the right to contact parents/guardians when an unauthorized or unrecognized person arrives to drop off or pick up campers. Photo identification may be requested.

-We understand at times you need to pick your child(ren) up early. If at all possible picking them up at snack or lunch times would be less disruptive to the camp. Thanks, in advance for your cooperation.

Clothing, Supplies & Meals



To ensure the health, protection, and wellbeing of everyone, please be certain to:

-Complete and return all forms promptly. Separate registration forms and requested permission slips for each child (No child will be admitted into the day camp without the required fully completed forms on file and tuition must be paid in full)

Send your child to camp daily with the necessary clothing, including: sneakers, sandals, swimsuit, towel, hat, change of clothes, and rainy day wear. No items can be stored at camp.

-No child will be permitted to participate in certain activities without proper attire (i.e. sneakers and swimsuit).

-Sunscreen must be sent first day of camp labelled with camper's name. This will be left at camp. When it is running, low counselors will inform parents.

Children **MUST** bring to camp daily:

-Swimsuit, towel, goggles recommended.

-Closed toe shoes required, sandals may be packed optionally. (We'll be walking a lot!)

-Medications, as necessary, with written instructions and descriptions, which needs to be handed to the counselor at the beginning of each day.

-Backpack, adequate for the many walking trips.

-Reusable Water bottle.

-Snacks for morning and afternoon. No snacks will be available for sale at camp.

-Campers are not allowed to have or use any electronic device. (game consoles, cell phones, MP3 players, etc.) Please leave them at home.

Lunch--Our camp participates in the USDA's Summer Food Program. These free, healthy meals are professionally prepared and consumed every day, except field trip days, at the senior center. If lunch is needed on field trip day one will be packed. Lunch will be served daily at 11:30am. Copies of the monthly menus will be emailed to parents in the weeks prior to camp's start. **YOU MAY SEND A PACKED LUNCH AT ANY TIME YOU CHOOSE** and limited refrigeration will be available.

Food Allergies:

-Some campers may be allergic to products containing peanuts, dairy, and/or wheat. Please ask your child not to share their food with others.

Rules and Policies

Please make certain you and your child(ren) understand the following rules that apply to all participants of the Day Camp:

-Respect yourself, others, and property

-Be responsible and honest.

-Listen to directions the first time.

-Keep your hands to yourself.

-No swearing.

-Inappropriate behavior will result in a *strike*, with continued strikes resulting in expulsion (please see Formal Discipline Policy below).

-Come prepared with necessary clothing, food, and extras.

-Ask questions, Ask for help, Ask for what you need.

-Have fun!!!

Formal Discipline Policy:



While camp is a great place to relax, make new friends, and try lots of different activities, it also lends itself as a wonderful opportunity to practice appropriate social skills and behavior. With the goal of maintaining a safe, fun, and cooperative environment for all, Waterbury Recreation has reinstated the 3-Strike policy. The formal discipline policy established by the Town and Village of Waterbury and the Waterbury Recreation Department is listed below. Parents/Guardians are required to “sign- off” on this policy, signifying their understanding of an agreement to the procedures followed by the employees of the Waterbury Recreation Department, Waterbury Pool Staff, the Town of Waterbury Recreation Committee members, and other designated town and village personnel:

When a counselor gives your child a strike, it means there has been a disciplinary issue. Strikes are given when a safety rule has been broken or several warnings have not stopped a certain behavior.

When a child gets a strike, it is recorded in a daily strike book (which tells why the strike was given and which counselor gave it.) Usually there are between 0-3 strikes on an average day at camp, which means it is a pretty serious thing.

Counselors do not like to give strikes and have several other methods to stop behavior, but sometimes they do not work. Certain behaviors merit a strike even if no warnings have been previously given. Strikes are cumulative by day, meaning if a child gets a strike on Monday, they have a fresh start on Tuesday. If a child receives 3 strikes in one day, they must leave camp for the day. If they are sent home 3 times they are done for the summer. For more information on Strikes, or to see if your child has had one, talk to your counselor. There will be no refunds of camp fees for children who have been removed from the day camp due to disciplinary issues. At any point if the behavior is deemed egregious enough by the Town Manager and/or Recreation Director the child can be immediately expelled from the program and there will be no refund of camp fees.

Head Lice Policy

In the event that your child is confirmed to have head lice or nits, he/she will not be permitted to attend camp until he/she has been successfully treated and nits are gone. If you suspect that your child may have head lice, please notify camp staff immediately and proceed with proper treatment including rechecking daily for two weeks. Camper’s names and information shall remain confidential. Due to the nature of lice spreading from close contact and through sharing personal items, such as hats, hair brushes, towels, etc., please be sure to wash all clothing and other personal items before sending them back to camp with your child. We encourage campers to not share their clothes, towels, hats, and hair brushes. We will be doing lice checks throughout the summer to prevent the spread of lice.

Camp staff will regularly perform spot examinations of camper’s scalps to check for signs of head lice. If lice is discovered while the camper is at camp, their parents will be notified and the camper will need to leave camp for the day and until they are deemed lice free by a staff member. Day Camp because of the close contact on a regular basis is a nit free camp and campers are not allowed back in the program until this occurs.