



WATERBURY RECREATION WINTER DAY CAMP

PARENT HANDBOOK

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This handbook is intended to be a guide in answering questions regarding program practices and policies. Within this handbook the Town of Waterbury dba Waterbury Recreation will be using the term Parents. Waterbury Recreation realizes that families are varied and the use of the word Parent(s) refers to the adult(s) who are responsible for the child(ren). Waterbury Recreation values all families and the diverse homes each child comes from. If you have any questions regarding our policies and practices, please seek clarification by contacting the camp director(s) or the Director of Parks and Recreation. It is important that families understand the parameters within which our programs operate. Waterbury Recreation reserves the right to change current policies and practices. Changes to policies will be communicated to Parents.

Dear Parents,

I am so excited you have enrolled your child(ren) in our winter day camp program! We have a plethora of fun activities planned for this camp to keep everyone moving and engaged, while making meaningful relationships with other campers and staff.

While the all content in the handbook is important, I would like to add an additional emphasis to the behaviors section. This policy is instrumental in running a successful and safe day camp and your review of this handbook acknowledges your understanding and compliance with it. Please feel free to reach out to me directly with any questions on this.

I am looking forward to a great week filled with activities, laughter, and unforgettable memories. Please feel free to reach out to me at any time if you have questions or comments- my direct office line is (802) 244-7147 and my email is recreation@waterburyvt.com.

A handwritten signature in black ink, appearing to read "Nick Nadeau", written over a horizontal line.

Nick Nadeau, M.Ed
Director of Parks and Recreation, Town of Waterbury

Who We Serve

Our goal is to offer a fun, enriching and educational experience for all of our campers. Every summer and winter we talk with the campers to learn what they enjoyed and what they thought didn't go over so well. We use this information to plan out the exciting summer and winter activities that make Waterbury Recreation a place where kids truly thrive! Aside from the ideas from our campers, Parents and staff, we do our best to plan the activities to be developmentally appropriate for our campers. We plan the activities for campers entering kindergarten (five years old) through seventh grade.

Non-Discrimination

We are looking forward to learning with you and your child(ren)! The Town of Waterbury does not discriminate against children or Parents on the basis of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parent status, sexual orientation or source of income. We welcome diversity in all Waterbury Recreational programs where children learn to appreciate individual differences.

Inclusion and Accommodations

We are excited to have campers from different backgrounds join us for our programs. We want to have a great week with all of our campers, with an emphasis on the word "ALL." Town of Waterbury is an inclusive organization. We will do our best to accommodate as many campers as we can.

The Town of Waterbury is committed to serving children with differing abilities.

- Our staff is expected to make every effort to provide reasonable modifications that will accommodate the needs of our campers within the physical limitations of our program sites, the availability of program resources and within our camper-to-staff ratios.
- Our staff are not allowed to enter restrooms with campers unless there is an emergency. All campers are required to have the ability to independently use the restroom.
- We begin to learn about the differing needs of our campers before camp even starts, using information gathered from our registration materials.
 - If registration forms indicate that a camper has special needs or health concerns, we will review it and work directly with Parents to determine any necessary accommodations and create a plan that will help us to best meet the needs of the camper and the program, to help ensure a fun, enriching and successful program.
 - The accommodation plan will be shared with the program staff as necessary.

What to Expect at Program

Personal Property

Please make sure to label all items clearly with your camper's name. Campers are discouraged from bringing items beyond what is needed for the camp day. Waterbury Recreation is not responsible for lost, stolen or damaged personal property, including clothing and electronics. Weapons, drugs, tobacco products and alcohol are not permitted at Waterbury Recreation Camps, programs or properties.

Appropriate Clothing

Watch the weather forecast and check the weekly welcome letter for the activities of the day to make sure that your camper is dressed appropriately whether it be for rain or heat or cold. Campers will be running/moving around a lot and making more than a few messes. Please send your camper in appropriate clothing for messy activities.

For winter programming, we ask that you send your child with outdoor winter-wear and an additional change of clothes as it is possible they could get wet while playing in the snow.

Footwear

Appropriate footwear for camp our winter camp includes boots and a pair of indoor shoes (slippers, flip flops, sneakers, etc) as the floor does tend to be a bit colder.

Lunch

Please pack a lunch and two snacks for your child during the week. Any allergies will be reviewed before camp so staff can safely arrange an environment where every child can eat.

Electronics in Program

Cell phones

Waterbury Recreation does not allow campers to use their personal cell phones when participating in our winter day camp program. Campers carrying cell phones will be asked to place them in their backpack during program time.

Personal Electronic Devices

Waterbury Recreation does not allow campers to use their personal electronic devices (iPod, MP3 players, game systems, cameras, etc.) when participating in our programs. Campers with personal electronic devices will be asked to place them in their backpacks or turn them over to staff to store until parent pick-up.

Child Abuse and Neglect

The Town of Waterbury recognizes the serious local, state and national problems associated with child abuse and neglect. As an organization, Waterbury Recreation recognizes its legal responsibility for reporting suspected cases of child abuse to the properly constituted state, county, or local authorities.

Staff are in a unique position to identify potential cases of abuse or neglect of children. Through recognition and understanding of a problem, knowledge of reporting procedures, and participation in staff development programs on the subject of child abuse and neglect, staff will act responsibly in these situations.

Mandated Reporters

Staff are all mandated reporters. This means that that our staff is legally required to report knowledge or reasonable suspicion of child abuse or neglect. Guidelines for reporting suspected child abuse and neglect are printed in the staff manuals and provided to each staff member. Waterbury Recreation has adopted guidelines based on legal requirements and moral commitments which provide direction for the program staff to help in identifying and reporting cases of suspected child abuse and neglect. All records of reported suspected child abuse and neglect are confidential.

- Waterbury Recreation staff will accuse no individual when reporting suspected child abuse or neglect.
- Waterbury Recreation and staff do not investigate abuse reports.
- Waterbury Recreation staff **CANNOT** wait until a suspicion has been confirmed before reporting.
- If a Waterbury Recreation staff member or volunteer is suspected or accused of child abuse or neglect, the incident will be reported immediately and go directly to the department of children and families.
- Procedures and expectations for reporting an incident in which a staff member may be involved are the same as for all other incidents.

Any changes to this policy will be made, as necessary, to be current with changes or revisions to state statutes.

Confidentiality

At Waterbury Recreation, we strive to provide the best possible program for our campers. We ask for a lot of information; however, we will keep all camper and Parent information confidential unless a signed release is obtained and used only for the purpose of guarding the health & safety of our campers. All staff with access to children records are trained to not

discuss and/or disclose personal information regarding the children and Parents. It is our goal to protect our campers and Parents' rights to confidentiality.

In order to protect the privacy of our Parents and ensure the safety of our campers, Waterbury Recreation restricts access to account information. Only authorized account holders and designated account users (all as listed on the MyRec.com account) may access information that is not publicly available through our website and marketing materials. It's the responsibility of the Parents enrolling their campers to include those who they wish to have account access.

Any individual (even a Parent) of a camper that does not have the designated access as described above will not have any information disclosed to them.

Photo Release Policy

A photo release must be authorized during registration to grant Waterbury Recreation permission to publish a child's image in its brochures, displays or other printed material and on its websites, the department social media site, or the departments group emails for purposes of promoting the programs. Parents understand that children's names are not used when their images are displayed on our website or social media or in widely distributed print materials. Parents may request, in writing, removal of their child's image from the department's website, in which case his/her image will be removed no later than seven days from receipt of the request. Email image removal requests or other comments and concerns about photos to recreation@waterburyvt.com. The photo release also includes parent's permission to allow photos to be taken for site uses only (e.g. end of year camp slideshow, art project or newsletters). As part of the photo release parents release the Town of Waterbury, its employees, directors and successors from any liability or claim related to the publication or disclosure for which they grant permission. Consent for the photo release options is completely voluntary.

Parent Involvement

Waterbury Recreation believes that it's best to work as a team in partnership with Parents to meet the needs of each camper. We encourage Parents to take an active role in their camper's experience. During registration, Parents are asked to review all program policies and procedures, and to contact the Day Camp Director (daycamp@waterburyvt.com) or the Director of Parks & Recreation (nnadeau@waterburyvt.com) for clarification or with any questions. Contact information is posted on the first page of this program and on our website.

Health and Safety

Health History and Emergency Contact's

When registering camper(s) and prior to the first day of attendance, Parents must provide a completed health history and emergency contact form. This information must be updated at least annually to ensure that information such as immunizations and current health conditions are up-to-date. Completed health history and emergency contact forms are kept on-site and accompanies the camper throughout the day.

Program Preparedness

Waterbury Recreation staff have developed policies, procedures and practices which work to reduce and eliminate risk elements in our programs. These guidelines include yearly inspection of each program location, regular procedure reviews and on-going training to ensure compliance at each program site.

The following practices will help to support each camp in their preparedness goals:

- Completed health history and emergency contact forms are available on-site and will travel with the groups of campers and their group leader.
- Waterbury Recreation will comply with state guidelines regarding CPR and first aid training for staff.
- First aid kits will be kept stocked and available on-site at all times.
- Each staff member will receive training on universal precautions regarding the use and disposal of personal protective equipment and the handling of bodily fluids. Staff will be current in their first aid training and will know where supplies are kept.
- The camp director will serve as the on-site health supervisor.
- Accommodation plans for campers with special health and behavioral concerns will be kept confidential beyond being shared and accessible to all staff assigned to care for that camper through the on-site health supervisor (camp director).
- Temperature inside of the buildings where we have camp is very important. Temperatures will be monitored to ensure that the temperature is not lower than 65 degrees Fahrenheit.
- Each program will have communication devices (cell phones for directors and two-way radios for all staff) that will allow staff to communicate within the program and in an emergency inside and outside of the program space.
- If needed, campers will be offered time and space to rest.

Illness

No one likes to be sick during the winter, but it does happen from time to time. While we are working with campers, we stay vigilant for any signs of illness. If a camper arrives to camp ill or becomes ill during the camp day, we'll take the following steps:

- A staff member will spend some time with the camper to assess the nature of the problem.
- If the camper is obviously ill or uncomfortable, staff will contact the camper's Parents for instructions. The camper will rest in a quiet area, isolated from the other campers, while staying within sight and sound of a staff person at all times. Staff will make sure the camper has appropriate toys, books and appropriate diversions to keep themselves occupied and comforted until the Parent arrives. **Parents of ill campers are encouraged to come as soon as possible.**
- If the Parent cannot be reached, staff may call an emergency contact to come and pick up the camper if appropriate (provided that the emergency contact is an authorized pick-up). Staff may also isolate the camper until we can get in touch with the Parent.

Campers with any of the following conditions may **NOT** attend or remain at camp. Campers should be symptom-free for 24 hours before returning to camp and may require a physician's note stating that the condition is not contagious and/or a risk to others and that the camper may return to camp:

- Fever: having a temperature of 100°F/38°C or greater
- Diarrhea: five or more loose, watery stools within 24 hours
- Vomiting
- Sore throat/difficulty swallowing
- Headache/stiff neck
- Lice or nits (see lice policy)
- Undiagnosed rash or spots on skin
- Severe itching
- Mouth sores
- Cloudy eye discharge
- Unusual nasal discharge
- Significant tiredness, irritability, crying
- Uncontrolled coughing
- Difficulty breathing, wheezing
- Any communicable disease

We understand that it's difficult when your camper becomes ill and Parents are at work. Please also understand that bringing a sick camper to program can jeopardize the health of other campers and staff. We encourage Parents to make back-up arrangements to care for ill campers if they are unable to leave work. Some chronic and seasonal conditions may resemble colds or eye infections, please provide a note from the camper's physician that explains the condition or let us know when going through the registration process.

Injury Response

Waterbury Recreation is committed to the prevention of and preparation for events that could impact the safety of our campers. Waterbury Recreation staff are trained in CPR and first aid prior to the start of programs.

Staff will administer first aid to the camper. Superficial wounds (scrapes, etc.) will be cleaned with soap and water, and covered with a bandage. Staff will notify the Parents of the injury and first aid at pick-up.

- In the event of an injury to the head or any injury that may require additional medical attention, the Parents will be notified immediately.
- If the Parents are unable to be reached, staff will contact the emergency contact person as specified on the registration form.
- If staff are unable to connect with Parents and emergency contacts, staff will monitor the camper. If additional or immediate medical attention is required, staff will call 911.

Accident Reporting

Each site will keep a medical log that will be used to record all medical related incidents.

- The bound medical log will have lined and numbered pages and all entries will be recorded in ink. No spacing will be allowed between entries.
- No matter how minor, all injuries and medications administered will be logged in the book and signed by the staff member making the entry.
- Parents will be informed of minor injuries by receiving an update at pick-up and offered a copy of the completed accident report.
- Parents will need to sign the form before being given their copy. In cases when this is not possible, staff will record how notification was given (phone call, form was sent home, etc.).
- When a camper's injury requires medical attention, the Director of Parks & Recreation will be informed, and an accident report will be completed by the staff.
- The camp director will review log entries with site staff on a weekly basis to look for trends and work on plans to help manage risk and minimize future injuries.
- The Director of Parks & Recreation will directly review all medical log entries once during the camp season.

Medication Management

We want our campers to have a fun and safe week. For some, that means receiving their medications on time during the camp day. Medications may only be administered if:

- The medication is in its original packaging with a physician's prescription label on the bottle/package with a long-term authorization.
- The medication is part of an emergency care plan authorized by a physician.
- The medication is for short-term use only as directed on the container/bottle with a limited time authorization.

All authorized medications require:

- A completed Authorization to Administer Medication form signed and dated by the Parents, which is kept on-site at camp.
- Medication must be in the original packaging and labeled with the camper's name, medication name, dose, age and directions for administration.

Medication Use and Storage Policies

In the interest of safety, all prescription and over-the-counter medications will be stored in an area inaccessible to our campers. All medication administered to campers will be recorded in the medical log and signed by the staff administering the medication. Staff will take note of the quantity of medication when it is received and will update the medication form with the quantity of medication when it is returned to the Parents.

Medications for individual campers that may be needed for emergency care will be available at all times in the first aid kit. These medications include, but are not limited to:

- Asthma medication
- Diabetes medication
- Severe allergy medication

For the safety of all campers and staff, campers may not carry or store personal medications. If Parents forget to collect medications at the end of the summer, Waterbury Recreation will contact the Parents. Any unclaimed medications will be properly discarded.

Planning for Evacuation

Camp staff will create plans for evacuation in case of fire, flood or other emergency situations. It is the responsibility of the camp director to see that evacuation plans are complete and in place. Emergency plans are posted at each camp location in a conspicuous and visible area to all staff, campers and Parents.

Stranger on Site

Our camps are located in or near public parks which means that community members and other groups are free to use the facilities that have not already been reserved for day camp. That being said, in the event a unidentified adult has entered or approached an area that has been previously reserved for the day camp, a staff member will inform the camp director and ask the individual(s) to leave. If they refuse to leave, the Director of Parks and Recreation will be contacted, and all campers will go into a 'Stranger on Site' protocol which involves camp moving to one of the pre-determined areas to ensure camper and staff safety. The police will be called, and parents will be updated if the incident turns out to be valid.

Missing Camper

In the event of a missing camper, the Director of Parks and Recreation and the police will be called in order to find the missing child. Parents will be contacted right away as well as given updates if they are unable to come to camp.

Allergies

It's vitally important that any and all allergies to food and other substances be communicated during the registration process. Based on the health history and the emergency contact form, accommodation plans, if needed, will be created to fit the individual needs of our campers. Parents are responsible for providing the items necessary for the accommodation plan.

Staffing

Supervision and Staffing

In order to have a great summer we'll bring on engaging staff to work with our campers. Waterbury Recreation takes pride in ensuring that our staff are presented with enrichment opportunities and plenty of training to prepare them for the summer. Each camp location has a Camp Director who each staff reports to directly, and those directors and staff are directly supervised by the Director of Parks & Recreation.

Every group of campers will be led by a staff member called a group leader. Two staff members must be present at the camp location whenever there are nine or more campers on-site. Staff are certified in CPR and First Aid. Each camp location will have a camp director, assistant camp director or lead group leader on-site at all times when campers are present. Parents will find a written delegation of administrative authority posted at each camp location.

Staff and Camper Involvement Outside of Camp Time

We hire and train our summer staff to provide a safe and nurturing experience for campers. Campers will develop relationships with staff at our programs and may wish to connect with them outside of our programs. Waterbury Recreation does not condone or encourage contact between campers and staff after camp or outside of program. The structure and safeguards that are available at our summer day camps may not be present outside of program. Outside of camp contact includes:

- Phone calls
- Email
- Texting
- Instant messaging
- Social network sites
- Personal websites
- Blogs

We recommend that camp staff are not invited to join your family for social activities. Program staff are not permitted to transport campers to or from our programs in their personal vehicles. Program staff is not permitted to be listed as an authorized pick-up person, even with Parent permission.

Behavioral Policy

Missed Opportunity Policy (MO's)

In order to keep everyone safe, we have implemented a behavioral accountability system called Missed Opportunity's, or M.O.'s. If a child is having a difficult time following expectations or is becoming unsafe with their behavior, language or overall in general, staff will prompt the child with an opportunity to adjust their actions. If a child continues with their unsafe actions, staff will administer a Missed Opportunity- meaning a child was given an opportunity to adjust and they still decided to continue the unsafe actions. If a child reaches two M.O.'s then staff will call a parent or designated contact to alert them that their child is having a hard time. At this time, staff will remind the parent or designated contact that if their child receives one more M.O. then they will have to exit camp for the day. After three M.O.'s, the parent or designated contact for the child will be called and will be expected to pick their child up from camp within the hour. This way camp can be an enjoyable and safe experience for all involved and it gives a child a chance to reflect on their behavior and hopefully will be able to return to camp the following day in a better space.

This policy is subject to change if a child has a behavioral support plan put in place **prior to camp starting**.

Field Trips and Transportation

Parent Transportation

Parents will be required to transport their child from other programs that they may be signed up for (ie: half-day mini camp at Crossett Brook Middle School). In some cases, a counselor will be able to walk your child from program to program if within walking distance (ie: Summer school at Thatcher Brook, mini camps at Dac Rowe). A counselor will not be able to drive children from program to program.

In-Town Field Trips

From time to time our camp participates in an event at the library or at another location within walking distance in town. Our location will be posted at the program camp site and every group off site has at least two means of communication in case of an emergency; a long range walkie-talkie and a cell phone.

Required Information for Enrollment

When registering your camper for programs, we will be asking for quite a bit of detailed information. This is done to ensure that we have the information needed to provide high-quality care, safety of our campers, and to protect the privacy of Parents information.

Parents may go to waterburyrec.com to register online. All required information must be received by the Town of Waterbury with complete information and have enrollment confirmed by the recreation department before campers can attend program. Once online registration is completed, Parents are asked to update information once a year. Parents may update information via email using the email address on file to the recreation department as needed.

Completed camper registration includes (via MyRec online account):

- Information about the camper: full name, gender identification, birthdate, who the camper resides with (mother, father, guardian, etc.), school attending next school year, requested program and start date and the weeks that the camper will be attending program.
- Information about Parents: full name, home address and phone number(s) including the best phone number(s) and address during program hours.
- Arrival and departure authorization
 - Name, complete best address and best phone number during program hours, and relationship with the camper for all persons authorized to pick up the camper (up to four persons or couples of the same household)
 - Authorized pick-up persons may be asked to present a photo I.D.
 - Authorized pick-up persons must be at least 18 years of age
 - Parents wanting anyone under the age of 18 to drop off or pick up their camper must authorize an independent arrival and/or departure
 - Camp staff may not be authorized pick-up persons
- Emergency contacts
 - Every camper must have a minimum of one emergency contact person listed at the time of registration.
 - We will require the full name, complete best address and best phone number during program hours, and their relationship to the camper.
 - Emergency contacts must be at least 18 years old and available during program hours
 - In the event of an emergency when Parents and listed emergency contact persons cannot be reached, local police will be contacted
- Health history and emergency care plan information includes:
 - Camper's name, birthdate, home address and Parents' name, and best phone number during program hours

- Camper's immunization record indicating that state immunization requirements are met
- If requirements are not met, the waiver portion must be completed
- Authorization for the use and application of sunscreen and insect repellent
- Information regarding the camper's health diagnosis
 - Both behavioral and physical
 - Please include any necessary accommodations
- Signed emergency medical care or treatment release
- Payment of fees and account security information with password, answer to at least one security question and signature of the account holder.
- Swim permission authorization
 - Please include any information required to document your camper's swimming abilities and any concerns
- Registration agreement signed by the account holder responsible for the camper's enrollment or all agreements selected through online registration
- Payment of required weekly registration deposits

Drop-off and Pick-up

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 (4:30pm) take responsibility for their children at the time the children sign out. The Town of Waterbury's responsibility for these children ends when the child signs 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.
- Late pick-ups (after 5:00pm) will be charged at a rate of \$2 a minute until the child is picked up.

Weather Policy, Closings and Cancellations

Weather

Each camp will have a designated grounded-shelter in the event of a winter storm. The camp director will check the weather throughout the day and relay to staff any impending storms. Being in Vermont, most know that it can be sunny and clear one minute and stormy the next which is why even though staff will be on top of the weather. It's possible that a camp is off site during a walking field trip. Staff will identify a weather shelter prior to leaving the program campus.

Winter programs are subject to cancel if weather becomes so unsafe that the Director of Parks & Recreation deems it too unsafe for staff and parents to drive to the program. There will be no refunds due to weather related closures. The Director of Parks & Recreation will send an email out at by 6:45am if the program will be closing.

Medical Closing

Though very rare, camp will close due to a major outbreak of head lice or any other serious illness that has impacted many of the campers. Parents will be notified of such closures.