

Waterbury Recreation



SUMMER
CAMP



Family Handbook

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@waterburyvtrecreation

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 Summer Camp will be using the term Caregivers. Waterbury Recreation realizes that families are varied, and the use of the word Caregivers 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 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 Caregivers.

Program Details

Program Dates and Hours

The 2026 Summer Camp operates Monday through Friday from 8am to 5pm. The 2026 Camp starts June 29rd at 8am and ends August 14th at 5pm. The only planned days without camp are Friday, July 3rd and Friday, July 31st.

Drop off and Pick Up times:

8:00am – 9:00am: Drop off, free choice time at base location

4:00pm – 5:00pm: Pick up, free choice time at Anderson Park/the pool (weather permitting)

Other drop-off and pick-up times require 48-hour notice to Recreation Staff. This is because we travel through the town and parks. We do our best to accommodate any and all changes to schedules, however, we prefer to have pickups in stationary locations, not during walking or transport.

Payment

A non-refundable \$50 fee OR full camp payment is due at the time of your registration to hold your spot. This first payment must be paid by credit card. Following your initial registration and if you've held your spot with the \$50 fee, your full camp balance can be paid in increments by the following dates. Half (50%) of the invoice balance is due by May 1st at 4pm and the second half (50%) of the invoice balance is due by June 1st at 4pm. Failure to pay within the given deadlines will result in forfeiture of the spot, and the next child on the waiting list will fill the open spot.

Cancellation Policy

Cancellations with less than a week's notice are not refunded. Cancellations with 7-30 days' notification receive 75% refund. Cancellations with more than 30 days' notice receive a full refund, minus the non-refundable \$50 registration fee.

Weather-Related Cancellation Policy:

In the case that camp is closed due to weather, families will be refunded in full for cancelled days in the form of an account credit. No refunds will be issued for partial day cancellations due to weather.

Pick-up/Check-out

Drop-off time is from 8-9am and pick-up time is 4-5pm. If you would like to drop off/pick up your child outside of these hours, please notify Recreation staff at least 48hrs in advance. We cannot guarantee that groups will be on site at their base locations/Anderson Park outside of designated drop-off and pick-up hours, so giving us ample notice will allow for a smooth pick up/drop off and allow our staff to run their normal programming. Please be aware that from 9am-4pm our schedule will be flexible to accommodate the needs of campers, weather

considerations, and program changes; if you are dropping off/picking up your child during these hours, know that there needs to be some flexibility.

When dropping off or picking up, **guardians MUST check in with a staff member**. Please do not drop off your child without leaving the car or checking in with staff as we sometimes need to relay important information or clarify something about a particular camper. Pick up is also the time when staff will communicate any minor injuries, incidents, or behavioral concerns that arose during the day, as well as an opportunity to share when your child had a great day or learned something new! This policy also ensures the safety of our campers, so that we can confirm authorized pick-up people.

Campers will be signed out of camp as soon as guardians arrive and check in. This means that while you are welcome to stay and enjoy our parks with your kids, we will no longer be responsible for them after the time of guardian arrival.

Parent/caregivers who are late picking up their children will be charged **\$2 per minute for each minute after 5pm. If you are more than 10 minutes late, the fee increases to \$4 per minute.** Please be on time. A timely end to our program allows staff to sign out, have personal time, and be back ready for the next day.

Waterbury Recreation can have guardians and caregivers volunteer if it is pre-approved. However, if guardians and caregivers come and participate in our program and are not pre-approved volunteers and are not picking up or dropping off, staff will kindly ask you to leave. This is because we must ensure the safety of the children we serve.

Absentee Policy

Caregivers are responsible for notifying the coordinator or director if their child is signed up but will not be attending camp that day. There are no refunds provided for absenteeism.

Extended Absences due to illness or medical needs:

If your camper misses camp due to an illness or medical need, we will work with you to determine the best plan of action for camp. We will start from this shared understanding:

- If the camper is registered for a full week of camp, and you let us know 24 hours before the registered week begins, we can issue a 50% refund (a change from our customary cancellation policy). This will require documentation of illness/medical need.
- If your camper is registered for the full 7-week session, you let us know 24 hours before the week begins, and they will miss two or more weeks of camp, we can issue a 50% prorated refund (a change from our customary cancellation policy). This will require documentation of illness/medical need.

Disciplinary Absences:

If your camper is suspended or expelled from the program due to disciplinary measures (2 incident reports in 1 week, or 3 in the program), refunds will be provided for the expelled weeks as follows:

7-Week Session Campers

- 50% refund will be provided for the first full week (starts Monday) of a full session expulsion, and 100% prorated refund minus the \$50 registration fee and a \$50 administrative fee (\$100 total) for the following weeks of the expulsion.

Single-Week Campers Registered for Multiple Weeks

- 50% refund will be provided for the first full week (starts Monday) of the expulsion, and 100% refund minus the \$50 registration fee and a \$50 administrative fee (\$100 total) will be provided for the following weeks of the expulsion.

Single-Week Campers Registered for One Week

- No refunds will be provided if your camper is expelled the one week they attend.

Discipline Policy

C.A.M.P.E.R. Motto

We expect program participants to follow our camp motto:

Community-Minded, Adventurous, Mindful, Positive, Engaged, Respectful

Good Behavior Meters

The Waterbury Recreation Summer Camp 2026 will continue to implement Good Behavior Meters to promote good behavior in the program. Campers can fill up the meter when they follow the program rules, help clean up, and are kind to each other, and can also lose progress for bad and inappropriate behavior. Each of the individual camps will have a “good behavior meter” and at the end of each week, the camp with the highest meter will be recognized.

The Good Behavior Meters have taken the place of previous program’s reminders ahead of Missed Opportunities (MOs). Incident Reports are now exclusively used for unsafe behavior.

Incident Reports

If a child is having a hard time following expectations or is becoming unsafe with their behavior, language, or in general, staff will prompt the camper with a reminder to adjust their actions and explain why the adjustment is needed. If the actions continue, they will be issued an Incident Report.

If a camper is violent, has hands-on behavior, or is bullying, they will be issued an Incident Report and be sent home automatically. These behaviors are not allowed in our programs.

Once an Incident Report is issued, the emergency contact for the child will be called and they will be expected to pick their child up from camp within 30 minutes. Depending on the severity of the behavior and/or the time the incident occurred, the camper may be asked to stay home from camp for an additional day.

This policy ensures that the program can be an enjoyable and safe experience for all involved, and it gives a child a chance to reflect and regulate so they can return the following day in a better space.

If a child has 2 Incident Reports within a one-week period (7 days), they will need to take one full week break from the program before they come back. If a camper is registered for single weeks, they will be suspended for the next week for which they are registered. A week suspension can only be reduced if there is a meeting between Recreation leadership, the camper, and caregivers.

For example: if your camper is suspended on Tuesday of their first week of registration, they can then return on Tuesday of their next week of registration.

If a child receives 3 or more Incident Reports in the program, they will not be allowed back at camp. See above for disciplinary absence refunds.

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

Lunch, Snack, & Water

We request that families send children to camp with a hearty lunch and plenty of snacks for the day. We are working to partner with vendors for Summer Camp 2026 to provide free meals to campers and will notify interested families as we confirm these details. It is required that families sign up for free meals before the start of camp; we cannot guarantee meals for campers who have not pre-registered.

Additionally, please be sure to send your child with a water bottle. We will have refills available throughout the day, but campers will need to have a water bottle when moving between locations or spending time outdoors.

Personal Property

Please make sure to **label all items clearly with your child's name**. Students 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.

Lost and Found will be available throughout the summer; items left beyond the end of September, 2026, will be donated.

Weapons, drugs, tobacco products and alcohol are not permitted at Waterbury Recreation programs or properties.

Weather Appropriate Clothing

Watch the weather forecast to make sure that your child is dressed appropriately for camp, whether it be for rain or particularly hot days. Students will be running/moving around a lot and will be outside for a large part of the day, every day. Appropriate footwear for the program includes gym shoes/closed toe shoes with socks or sandals with a heel strap. We are not permitted to administer or provide sunscreen or bug spray, but we will give reminders throughout the day: **please send your child with sunscreen!**

Field Trips & Excursions

In-Town Excursions

From time to time, we will travel throughout town to different parks, rivers, and other areas to get out and explore, often on foot. Our location will be posted at the program site, and every group off site has a cell phone that will be shared with Caregivers.

Mini Field Trips

Caregivers will be given advance notification of field trips that require transport in the recreation vans. Booster seats will be utilized for any children listed as needing one on their registration form, and staff (additional to the driver) will be present in the vans to supervise campers during transportation. Our location will be posted at the program site, and every group off site has a cell phone that will be shared with Caregivers.

Swimming

Swim lessons will be offered to all campers as part of the camp fees for Summer 2026. Additionally, we will spend free time at the pool regularly (weather permitting). Please be sure to pack a swimsuit, towel(s), and goggles for your child **each day**. Swimmers will receive a wristband, denoting if they have or have not passed the Deep-Water Test.

Electronics in Program

Cell phones

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

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 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 summer 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 for 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.

Information Requests

Any requests for information about a student that come from outside agencies, organizations, or persons (including from schools) will require authorization from the camper's parent/guardian. Requests without the parent or guardian permission will be denied unless court ordered. Please contact the recreation office for more information and the necessary permission form.

Family Involvement

Waterbury Recreation believes that it is best to work as a team in partnership with families to meet the needs of each student. We encourage families to take an active role in their student's experience. During registration, Caregivers are asked to review all program policies and procedures, and to contact the Recreation Director (elinskey@waterburyvt.com) or the Assistant Recreation Director (sgrandfield@waterburyvt.com) for clarification or with any questions. Contact information is posted on the last page of this handbook and on our website.

We also recognize that there are many definitions of family, including blended, separated, etc. MyRec software does allow separated families to login to, and make a payment on, the same accounts. Please reach out to the Recreation Department to learn more.

Concerns

If there are any concerns about the program, Caregivers are encouraged to communicate their concerns to the Program Coordinator. If the resolution presented by the Program Coordinator is unsatisfactory, please direct any concerns to the Recreation Director.

If you have serious concerns, you can always contact the Interim Town Manager. Interim Town Manager Bill Woodruff can be contacted at bwoodruff@waterburyvt.com.

Illness – General

While we are working with students, we stay vigilant for any signs of illness. Students with any of the following conditions may **NOT** attend or remain at camp. Students should be symptom-free for 24 hours before returning to program and may require a physician's note stating that the condition is not contagious and/or a risk to others and that the child may return to camp:

- Fever: having a temperature of 100°F/38°C or greater
- Frequent diarrhea
- Vomiting
- Sore throat/difficulty swallowing
- Headache/stiff neck
- Lice or nits (during Summer Camp we will administer at least 2 lice checks)
- 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 is difficult when your child becomes ill, and Caregivers are at work. Please also understand that bringing a sick student to the program can jeopardize the health of other children and staff. We encourage Caregivers 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, so please provide a note from the child'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 students. Waterbury Recreation staff are trained in CPR, AED, and first aid prior to the start of programs.

Staff will administer basic first aid to campers. Superficial wounds (scrapes, minor cuts, etc.) will be cleaned with soap and water, and covered with a bandage. Staff will notify the Caregivers of the injury, and first aid administered at pick-up.

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

- Caregivers will be informed of minor injuries beyond minor scrapes and bruises by receiving an update at pick-up and offered a copy of the completed accident report.
- When a student's injury requires medical attention, the Recreation Director will be informed, and an accident report will be completed by staff.
- The Program Coordinator will review report 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 Recreation Director will directly review all medical log entries at the end of each program month

Planning for Evacuation

Program staff will create plans for evacuation in case of fire, flood, or other emergency situations. It is the responsibility of the Program Coordinator to see that evacuation plans are complete and in place. Emergency plans are posted at each program location in a visible area to all staff, students, and Caregivers.

The Program Coordinators and/or Camp Directors will ensure that fire evacuation plans are practiced throughout the program and that these practices include exits from all the various rooms and locations that the program may use during program hours.

- These plans will designate a primary and an alternate escape route as well as the location. The location of fire extinguishers will also be shown.
- During orientation, staff will be trained in how to evacuate students in case of an emergency.

Stranger on Site

Our programs 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 our program (ie: tennis courts, basketball court, buildings, etc.). That being said, in the event an unidentified adult has entered or approached an area that has been previously reserved for the program, a staff member will inform a Camp Director and ask the individual(s) to leave. If they refuse to leave, the Recreation Director will be contacted, and all campers will go into a 'Stranger on Site' protocol which involves the program moving to one of the pre-determined areas to ensure student and staff safety. The police will be called, and Caregivers will be updated if the incident turns out to be valid.

Weather Policy, Closings and Cancellations

Weather Closing

The summer camp program will only cancel if weather forecasted is deemed too unsafe for travel conditions. The decision to cancel will be sent out via MyRec email. Additionally, the program may close early due to poor-weather conditions as the day continues. In the event of this type of closure, Caregivers will be notified ASAP.

Medical Closing

Camp may close due to a major outbreak of a serious illness or infection that has impacted many of the students. Caregivers will be notified of such closures through MyRec emails.

The Recreation Department cleans and sanitizes common areas, surfaces, and bathrooms daily. The Department asks staff and families to follow CDC guidance when addressing serious illness including but not limited to COVID.

Important Contacts

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