

Waterbury Recreation

SUMMER

CAMP

A stylized illustration of a mountain range with three peaks. The peaks are white with dark outlines. A large orange sun is positioned behind the leftmost peak, partially obscured by it.

Family Handbook

802-244-7174

www.WaterburyRec.com

@waterburyvtrecreation

This handbook is intended to be a guide in answering questions regarding program practices and policies. Within this handbook, 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 as needed. Changes to policies will be communicated to Caregivers.

Program Details

Program Dates and Hours

The 2026 Summer Camp operates Monday through Friday from 8 AM to 5 PM. The 2026 Waterbury Recreation Summer Camp begins on Monday, June 29th at 8 AM and ends on Friday, August 14th at 5 PM. The only planned days without camp are Friday, July 3rd and Friday, July 31st.

Drop Off and Pick Up times:

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

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

In the event that a Caregiver needs to pick up or drop off a camper outside of our typical windows, we require 24-hour notice via text to Camp Directors at 802-999-7237 (KT) or 802-505-1727 (Alexa).

In the event of an emergency and there is need for a Caregiver to adjust pick-up or drop-off times after the 24-hour notice period has expired, Caregivers need to call 802-999-7237 (KT) or 802-505-1727 (Alexa) to speak with a Camp Director to get in touch with Rec Staff.

Accommodations for drop-off and pick-up will only be made within camp hours. We are unable to accommodate any drop-offs or pick-ups outside of 8:00 AM-5:00 PM.

This policy is in place to ensure safety. Staff and campers travel through the town and parks every day. We will do our best to accommodate any and all changes to schedules, however, we prefer to have pick ups 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 waitlist will fill the open spot.

Cancellation Policy

Cancellations with less than a week's notice will not be 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 account credit. No refunds will be issued for partial day cancellations due to weather.

Pick-up/Check-out

Drop-off time is from 8-9 AM and pick-up time is 4-5 PM. If you would like to drop off/pick up your child outside of these hours, please notify Recreation staff at least 24 hours in advance. We cannot guarantee that groups will be on site at their base locations or Anderson Park outside of designated drop-off and pick-up hours, so giving us ample notice will allow for a much smoother process, and allow our staff to run their normal programming. Please be aware that from 9 AM-4 PM 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.** Recreation Staff may ask for an ID at any time, so please be prepared to provide a valid ID if/when asked. 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 that only authorized caregivers or adults are picking campers up.

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

Caregivers that are late picking up their children will be charged **\$2 per minute for each minute after 5 PM. 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 fully-recharged and ready for the next day.

For the safety and well-being of all campers and staff, any unapproved adults, unregistered children, or campers who have already been signed out for the day will not be permitted to join Rec. program activities or interact with campers who remain under the supervision of Rec. staff. Individuals who come to program locations for these purposes will be respectfully asked to leave. Thank you for helping us maintain a safe environment for all children in our care.

Absentee Policy

Caregivers are responsible for notifying the Camp Directors or Group Leaders 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 and you let us know 24 hours before the week begins that 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 (starting Monday) of a full session expulsion, caregivers will receive a 100% prorated refund minus the \$50 registration fee and \$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 (starting Monday) of the expulsion, caregivers will receive a 100% refund minus the \$50 registration fee and \$50 administrative fee (\$100 total) 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

Positive Behavior System

The Waterbury Recreation Summer Camp 2026 will continue to implement age-appropriate Positive Behavior systems within each program. Campers can earn tokens of recognition when they go above and beyond to follow the program rules and expectations, help clean up, are especially kind to each other, etc. Campers can also lose tokens for unexpected or inappropriate behavior. Incident Reports are exclusively used for unsafe behavior and will be taken seriously.

Incident Reports

If a camper is having a hard time following expectations, the daily camp schedule, 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 and potentially experience loss of privileges and/or other necessary consequences.

If a camper is violent, has hands-on behavior, or is bullying, they will be issued an Incident Report and be sent home automatically. Recreation Staff are not trained to physically restrain campers. A camper requiring physical restraint by staff will be sent home until the unsafe behaviors are under control and no longer occurring. These behaviors are not allowed in our programs and unfairly affect the camp experience for others. Depending on the severity of the incident, whether the camper is able to return the following day, week, or for the rest of the summer camp weeks will be at the discretion of Camp Directors and/or Group Leaders.

Once an Incident Report is issued, a Caregiver and/or 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 potentially return 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 throughout the 7 week 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 or support plan put in place **prior to the child starting the program.**

Lunch, Snack, & Water

We request that families send children to camp with plenty of snacks for the camp day. All campers will be offered morning snack and lunch daily, which is provided by the Essex Westford Food Service. Please contact Rec. Staff with any camper allergies and we will do our best to accommodate them.

Additionally, please be sure to send your camper with a water bottle each day. We will have water 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**. 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, toys, personal items, and electronics. A Lost and Found will be available throughout the summer; items left beyond 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 or chilly days. Campers 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 closed-toed 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 every day!**

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 sites, and every group off-site has a cell phone. The cell phone number to the Rec. Staff that your child is attending will be on the sign on the door of the camper's base location. If you are unable to reach Rec. Staff, contact Camp Directors KT (802-999-7237) or Alexa (802-505-1727).

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 sites, and every group off-site has a cell phone.

Swimming

Swim lessons will be offered to all campers as part of the camp fees for Summer 2026. In order to ease the transition from base locations, please send your child to camp with their bathing suit under their clothes on their swim lesson day. 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**.

Electronics in Program

Cell phones and Electronics

Waterbury Recreation does not allow campers to use their personal cell phones or other electronics when participating in our summer day camp program. Campers carrying cell phones or other electronics will be asked to place them in their backpack during program time. More than one reminder will result in appropriate disciplinary action and/or consequence.

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

Waterbury Recreation 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 camper that come from outside agencies, organizations, or persons (including from schools) will require authorization from the camper's parent/guardian. Requests without 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 camper. We encourage families to take an active role in their camper'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 Camp Directors. If the resolution presented by the Camp Directors is unsatisfactory, please direct any concerns to the Recreation Director.

If you have significant 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 campers, we stay vigilant for any signs of illness. 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 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
- 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 that many Caregivers are at work. Please also understand that bringing a sick camper 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 campers. 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 that was administered during pick-up.

- In the event of an injury to the head or any injury that may require additional medical attention, a Caregiver and/or 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 camper's injury requires medical attention, the Camp Directors will be informed, and an accident report will be completed by staff.
- The Camp Directors will review reported 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 Directors 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 Rec. Directors to see that evacuation plans are complete and in place. Emergency plans are posted at each program location in a visible area for all staff, campers, and Caregivers. 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 campers 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 camper 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 campers. 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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