

# **Summer Camp Policies & Procedures**

Dear Parents & Guardians,

Hello and welcome to the Bethany Parks and Recreation Department Summer Camp program. We are excited to have your child(ren) join us, and we are looking forward to a fun filled summer with your child.

Our goal is to provide a balanced day of sports and activities geared towards fun, socialization, and learning. Our hope is that your child will make new friends in a fun, safe environment they look forward to returning to each day.

Please carefully review all the information in this packet and review our behavioral policies with your child. We will also review these each week of camp.

If you have any questions, please feel free to contact me. We are looking forward to a great summer.

Sincerely,

Nicolle D. Vigneron  
Director of Park and Recreation  
[nvigneron@bethany-ct.com](mailto:nvigneron@bethany-ct.com)

Michael Centoni  
Program Manger  
[mcentoni@bethany-ct.com](mailto:mcentoni@bethany-ct.com)

## Summer Camp Program Overview

*We ask that all parents and their children read through this Handbook together! By registering for this program, you are agreeing to the Bethany Summer camp policies and procedures.*

The Bethany Parks and Recreation Department's staff will ensure your child has a safe and well-cared-for summer with lots of fun activities to create lasting memories. Our Summer Camp staff are a mix of professional teachers, college students, high school students and returning counselors who all enjoy working with youth. Our team of staff members are certified in American Red Cross First Aid, CPR, Epi-Pen administration, and will be trained on how to handle emergencies. Our staff goes through extensive training including policies and procedures, customer service, and emergency preparation to name a few. Safety is our number one priority at our summer camps.

## Program Mission Statement

The Bethany Recreation Department will ensure a safe, engaging, and nurturing environment for families in need of camps that provide quality childcare. Our goal is to emphasize creating an environment that balances enrichment, physical activity, special events, arts & crafts, group games, and free time in a non-stressful & enjoyable safe setting. All our programs maintain consistent & clear policies, procedures, and guidelines. Staff welcomes and encourages open communication and parental input. We are committed to providing summer camp experiences that will:

- ❖ **Ensure a safe environment:** All camp staff are vigilant about where their campers are, what they are doing and the condition of the equipment and physical space.
- ❖ **Provide fun and engaging activities:** Camp Staff are well trained and able to provide a wide range of games, sports, arts and crafts, field trips, special guests, and opportunities to socialize among their peers.
- ❖ **Communicate:** Our staff is committed to keeping parents informed about all that happens at camp, both successes and challenges. Staff will remind parents about special days, activities, and field trips via on site communication or emails.
- ❖ **Take an interest in camper's success:** Staff provides encouragement to develop each camper and to make sure that camp offers well-planned and thoughtful activities that build self-esteem, character, sportsmanship, and social and emotional well-being.
- ❖ **Child-to-Staff Ratio:** Maintaining a ratio of 1 staff member for every 10 children, or 1 staff member to every 6 children as needed to ensure adequate supervision. No one staff member will be left alone with any child.
- ❖ **Visibility:** Ensuring all areas where children are present are always visible to staff members. Use of walkie-talkies or other communication devices for quick staff coordination if necessary.

## Check-In & Check-Out

Town of Bethany Park and Recreation Department will provide 8 weeks of summer camp beginning the week of June 22 and ending the week of August 14. **Please note, there will be NO Camp on July 3<sup>rd</sup>.**

Early Bird Camp	8:00 a.m.- 9:00 a.m.
Full Day Camp	9:00 a.m. - 3:00 p.m.
Morning Camp	9:00 a.m. - 12:00 p.m.
Lunch	12:00 p.m. - 1:00 p.m.
After Camp	3:00 p.m. - 6:00 p.m.

### Drop-off/Pick-up Times

- Full/Half Day Drop off 8:45 a.m.-9:00 a.m.
- Full Day Pick-up time 2:45 p.m.-3:00 p.m.
- Half Day Pick-up 11:50 a.m.-12:00 p.m.

### Sign-In & Sign-Out Procedures

- Every child must be signed in AND out of camp every day.
- Only authorized persons may sign a child(ren) out of camp/program.
- **Photo ID may be required for the release of your child/children.**
- Note: You can drop off your child anytime during the operating hours of the camp you are registered for. Please pay close attention to the calendars so that your child is not disappointed if they miss a scheduled activity. You may pick your child up prior to the scheduled pick-up times.

### Check-In Procedures

Staff will greet your child each day when they arrive at camp. They will be checked in daily.

### Pick up Procedures

Your cooperation during pick-up time is needed to ensure that you and your child are safe. Parents/Caregivers/Authorized Adults will pick up their child at the entrance or designated area at each camp location.

- A staff member will ask you the name of your child.
- Children will not be able to leave their assigned area unattended.

To avoid any late fees, your child **must be picked up within your child(rens) pick up time.** We understand there are times when emergencies arise, if you know that you will be late for dismissal, you must call the office at (203) 314-0820.

## Registration

To register for camp simply go to

<https://bethanyct.myrec.com/info/default.aspx> and create an account if do not already have one. You will then be able to register and pay for any recreation program.

Payment can also be made at our office. Please call the office to make arrangements to make payments.

We accept cash, check, Visa, Master Card, AMX, or Discover. The Town of Bethany charges \$20.00 for all returned checks and payment will need to be made immediately after notification.

**All camp program fees must be paid in full prior to the start of camp. If you have a balance, your child will not be able to attend camp, and your spot may be given up.**

## Financial Information

### Payments

Full payment is due by **June 15<sup>th</sup>** for all the summer camp programs.

On Monday morning of camp, if you have not paid for that week you will need to make payment at the finance office that morning. Any camper with an outstanding balance on Tuesday will not be permitted to attend camp.

If you have special circumstances, you must discuss these with the Park and Recreation Director, Nicolle, prior to that week of camp.

### Refund Policy

No refunds will be issued once camp begins. A full refund will be issued if participant withdraws a week before the first session, minus any related administrative fees and paid deposit.

### Late Pick Up Fee

There will be a \$10.00 late fee for every 15 minutes. Repeated late pick-ups could result in dismissal from the program.

### Receipts/Tax Forms

Please contact the office for a copy of your receipt. It will have all the information needed for filing your taxes. All receipts are also available online by logging into your account. If you need assistance, please contact our office.

**Camp payments are for the week. We do not prorate or offer one day or two-day options. The full week amount is due, regardless of how many days you plan on attending that week.  
No exceptions.**

### What to Bring to Camp

- **Comfortable clothes**
- **Close-toed shoes**
- **Snacks/Drinks**
- **Reusable water bottle**
- **Lunch with ice pack- full day campers**
- **Sunscreen**
- **Medicine (if applicable)**

### What to Leave at Home

- **Valuable items**
- **Money**
- **Electronic devices**
- **Toys**
- **Trading Cards**
- **Cell Phones**

### Dress Code Policy

We ask that children be prepared and dressed in practical attire for a camp program. Please send your child to camp in comfortable and appropriate clothing: shorts, t-shirt, sneakers, hat, etc. Sneakers/tennis shoes are required daily for program safety purposes.

Open-toed shoes, sandals or flip flops are not allowed. Please pack appropriate clothes for the weather and an extra set of clothing just in case. We ask that you label your belongings. Children will need to take home all their belongings each day.

### Water Bottles/Lunch

Please bring a healthy lunch you're your child with an ice pack to keep it cold. Staff will permit campers to bring their own water bottles with them when at camp. There are plenty of fill stations throughout the campgrounds.

### Sunscreen

Campers are encouraged to bring sunscreen to camp; we do not supply sunscreen to any camper. Activities will be taking place both inside and outside. Please ensure that the sunscreen authorization form is filled out and handed in before camp starts.

### Medication

Campers that need to take **prescription** medication during the day should notify the Program Manager before the first day of camp. The Parent/Legal Guardian must supply a note indicating when the medication should be taken and how much. **Medication Authorization is required and will need to be submitted before camp starts. Camp nurse will administer medications as needed.** All prescription medication **MUST** be in the original packaging from the pharmacist.

### Personal Belongings

Upon arrival to camp each day, your child is required to put his/her own belongings, such as jackets, backpacks, and lunch boxes in the area designated by the staff.

We ask that children do not bring toys, electronic devices, or games from home. The staff will not be responsible for holding or keeping children's valuables during the program.

Cell Phones and all electronic devices are prohibited from being used during the Summer Camp program.

**If a cell phone or device is brought out by a child, it will be removed from their possession and placed in the nurse's office. It will be returned to the parents at the end of the day when they are picked up.**

### Lost and Found

Camp will maintain a lost and found. Please adhere to the following guidelines:

- **Label everything your child brings to camp with their full name.**
- **We are not responsible for loss or damage of items that your child brings to camp.**
- **Lost & found items not claimed within a reasonable amount of time will be donated to charity.**

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## Camp Contact Information

Please feel free to contact us at any time. We look forward to getting to know you and making the **Summer Camp Programs** a positive experience for you and your child.

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| ➤ Nicolle D. Vigneron | Director of Park & Recreation | <a href="mailto:nvigneron@bethany-ct.com">nvigneron@bethany-ct.com</a> |
| ➤ Michael Centoni     | Youth Program Manager         | <a href="mailto:mcentoni@bethany-ct.com">mcentoni@bethany-ct.com</a>   |

## Communication

Please communicate any questions, comments or concerns you have to the park staff or the Director. Keeping open communication between parents/guardians and staff is the key to the success of our Camps. This information includes address, phone numbers, emails, and names of individuals authorized to pick up your child(ren). It is extremely important to your child(ren)'s safety and well-being that we be informed of changes. It is the responsibility of the parent/guardian to make any necessary updates if changes occur. These changes can be made by calling the office **at 203-393-2100 x1127**.

### Parents/Guardians must inform staff when:

- Household contact information should be updated (change in phone numbers, e-mail, address, emergency contacts).
- Someone other than those listed on your Child's Information Form will be picking up your child. This information must be in writing and the designee will be asked to show valid identification.
- Your child cannot be picked up on time.
- **If your child will not be attending camp due to illness.**

### Parents/Guardians will be notified when:

- Your child is injured or ill.
- Your child is having disciplinary issues.

## Weather Policy

**Camp is held rain or shine.** We try to hold camp outdoors as much as possible, even in marginal weather. **Please have campers dress appropriately to the weather.** On severe weather days, field trips and camp locations may change. On these days of inclement weather, rain sites will be used for certain camps. If you are unsure if the rain sites will be utilized, please check your email as we will send updates via email, or you can call the office at **203-393-2100 x1127**. Any scheduled trip or activity can be closed/cancelled at the discretion of the Parks and Recreation Department after the children have arrived at camp if the weather becomes dangerous or any other emergency occurs. Parents will be contacted if such situation arises.

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## Illness

Our department will follow processes and protocols in accordance with the most recent guidance from the State and local Health Officials and the Town of Branford. We encourage campers to practice personal space with staff and their peers. We will follow best practices to keep your child and the staff safe. The Bethany Parks and Recreation staff is commitment to the health and safety of your children.

- ❖ Campers and staff will wash / sanitize their hands frequently.
- ❖ All participants and staff will practice hand hygiene, for example when:
  - ❖ Before and after eating breakfast, lunch, and snacks
  - ❖ Before and after administering first aid
  - ❖ After helping participants with handwashing
  - ❖ After using the bathroom
  - ❖ After coughing or sneezing
  - ❖ After playing and using equipment

Participants will wash their hands for at least 20 seconds with soap and water. If soap and water are not immediately available, an alcohol-based hand sanitizer will be used with staff supervision. If necessary, staff will assist children with handwashing. Staff will remind participants to cough or sneeze into a tissue or their elbow, then throw out the tissues in the trash and wash their hands.

## Diagnosis

If your child is exhibiting symptoms or diagnosed with an illness or COVID-19, please do not attend camp. ***If you child is sick and has a fever, they must be fever free for 24 hours before returning to camp. Please do not send your child sick to camp. In certain situations, a doctor's note may be required.***

### Communicable Illness

No child will be allowed to attend camp if they have a communicable (contagious) illness. This is for the safety and well-being of each camper and staff. Parents are required to notify the staff in the event that your child is sick and will not be attending camp. Your child cannot attend camp if:

- ❖ Your child is sick
- ❖ Your child is symptomatic for COVID-19
- ❖ Your child has a temperature and not fever free for 24 hours

Symptoms include but are not limited to:

- ❖ Diarrhea
- ❖ Vomiting
- ❖ Fever
- ❖ Sore throat
- ❖ Stomach ache
- ❖ Head ache

### Sickness:

When a child becomes sick at camp, staff will immediately notify the sick child's parent or legal guardian and arrange for pick up.

## First Aid and Injuries



Members of the staff are trained in first aid procedures and CPR/AED procedures. Routine or minor injuries, such as scrapes, small cuts, scratches, or bruises, will be handled by staff at the site. In the case of a more serious injury, Emergency Services will be called and the parents/guardians will be contacted. An accident report will be completed by the staff whenever a child is injured.

In the event of an emergency, our staff will take the necessary steps to keep children safe & calm. Staff will seek emergency medical care as warranted. The following actions may include but are not limited to:

- Provide immediate first aid.
- Attempt to contact a parent or guardian.
- If a parent or guardian cannot be reached, we will attempt to contact others listed on your child's information form.
- In the case of a serious injury, appropriate emergency medical assistance will be contacted (911 will be called).
- If we are unable to reach you or the authorized person on your child's information form, the emergency staff will transport your child to the nearest hospital

## Emergency Preparedness

At the first day of each new week, staff will review emergency procedures with campers.

### Fire Emergency, Evacuation or Lockdown:

- In the event that the fire alarm goes off or the building needs to be evacuated, all program participants will exit the building from the nearest exit point, will be taken to the field, and they will await further instructions.
- Parents/guardians must sign camper out before leaving the premises.
- In case of a lockdown, staff will secure the premises and keep players safe until the situation is resolved. Parents will be notified as soon as it is safe.

### Nurse's Contact Information

203-393-2100 ext. 2000



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## Participant Code of Conduct

We have developed a code of conduct to make sure that everyone, campers, staff, & parents/guardians included, has a positive experience. This means that all participants shall respect the individual rights, safety, and property of others.

**Parents:** Please review these rules with your child:

### **I will:**

- Respect the differences of others and make an effort to include everyone.
- Refrain from behaviors that may hurt another participant or staff member's feelings.
- Be mindful of the staff and respect their requests and follow their directions.
- Pick up after myself and throw away all trash.
- Respect other people's property.
- Let staff know if I am having or not having a good time.
- Respect the staff, and the property of Bethany Parks and Recreation.
- Have fun in ways that are safe to others and myself.
- Have a positive attitude.

### **I will not:**

- Fight with other participants with my hands or my words.
- Share food or supplies with another camper/staff.
- Go anywhere without permission and accompaniment by camp staff.
- Use derogatory terms, swearing or offensive language when talking to or about others.
- Tease or bully others.
- Bring inappropriate items (weapons, drugs, etc.) to camp.
- Use my cell phone during camp.
- Have inappropriate contact with any other campers or staff. (Hitting, spitting, pushing, etc.)

### **If I choose not to follow the code of conduct the discipline policy is as follows:**

- The code of conduct is designed to set necessary limits that ensure the safe management of the program and protect the rights and safety of each child.
  - When conflicts occur, it is our goal to work collaboratively with the individual child(ren) to help resolve the conflict through effective communication with both the child and their parents.
  - If students do not meet behavioral expectations or if a student's behavior adversely impacts the safety of themselves, other children, or staff, consequences will be implemented.
  - We reserve the right to suspend any child from the program based on the premise that our policies must be followed to create a positive and effective environment. The duration of the suspension will be determined by Administration, taking into account the circumstances surrounding the incident(s). Our priority is to foster a safe and supportive environment for all participants while addressing any behavioral issues that may arise.
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## Parent Conduct Expectations

We have expectations of the behavior and conduct of parents/guardians when entering the camp site which are but not limited to:

- Address the staff and participants respectfully and courteously.
- Not use profanity or obscene gestures.
- No bullying of other participants or staff.
- Parents are not permitted to address or reprimand another participant while in our camp.
- Smoking vaping, drugs and use of alcoholic beverages are not permitted on school grounds or the Bethany Parks and Recreation Department locations and all town properties.
- Dangerous weapons, such as guns and knives, are not permitted on school grounds or the Bethany Parks and Recreation Department locations and all town properties.

## Bullying

Bullying is when one or more people exclude, tease, taunt, gossip, hit, kick, or put down another person with the intent to hurt another physically or emotionally. The Bethany Parks and Recreation Department does not tolerate bullying. It is inexcusable. Our philosophy is to ensure that every camper has the opportunity to have a positive experience. We work together as a team to ensure that camp participants gain self-confidence, make new friends, and go home with lasting positive memories.

Our department is committed to addressing concerns. We will immediately and fairly inform parents about concerns and disciplinary policies and stress to all campers the importance of choosing respect when interacting with one another.

## Mandated Reporting



The Bethany Parks and Recreation Department is legally required or mandated to report if they know or have reason to believe that a child has been neglected, or physically/sexually abused.

## Custody Matters

The Bethany Parks and Recreation Department's intent is to meet the needs of the children, especially when their parents/guardians are experiencing a difficult situation such as divorce, separation, or remarriage. However, our department cannot restrict the non-custodial parent from visiting the child, reviewing the child's records, or picking the child up unless our department has been provided with current legal documents restricting the parent from having access to the child(ren). Copies of a court order/documentation will be kept in the child's file.

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## Photo/Video Release



Occasionally, photos or videos are taken of the children to be used for promotional material or to commemorate their time at our programs. Please check **no** if you wish not to have your child photographed as this release is located on myrec.

For registration of all camps, parents must have completed the online Child Information Form. **It is imperative that all forms be submitted with complete and accurate information with payments prior to the start of camp.**

Before a child may attend, parents/guardians **must** provide the following information:

### **Camp Registration Check-List:**

- Child, Parent, & Emergency Contact Information
- Child Medical Information
- Child T-Shirt Size
- Permission Notices (Field Trips, Signing in/out of camp, First Aid & Sunscreen Administration)
- Photo/Video Release
- All signed field trip waivers (if applicable)
- ❖ Signed Page 11 of the Camp Policies & Procedures Handbook
- ❖ If applicable, an Epi-Pen medication form
- ❖ If applicable, a copy of a signed court documents if a birth parent is restricted from picking up your child from the program

The Policies and Procedures in this handbook are subject to change depending on the State of Connecticut, Department of Health, QVHD District Health Department, Town of Bethany, and the Parks and Recreation Department guidelines.

I have received the Summer Camp Policies & Procedures Handbook for the Bethany Parks and Recreation Department Summer Camp Programs. I will abide by all the policies and procedures set forth by the staff of the Bethany Parks and Recreation Department. I acknowledge that I have read and agree to all information in this handbook and understand the code of conduct of me and my child who will be attending the camp. I understand that these policies and procedures can change at any time.

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