



Parent Manual

Summer 2017

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@camp565's Mission Statement

It is our mission to embrace, encourage, and expand Chase Collegiate School's core values of **Courage, Confidence, & Compassion**. We aim to do this by allowing campers and staff alike to try new activities, make friends, take on leadership roles, claim responsibility for their actions, and create a judgment-free inclusive community – all within a safe and supportive environment.

What To Wear To Camp

We are focused on CAMP FUN not fashion. The BEST camp attire includes...

- Shorts or pants
- T-Shirts or Tank Tops
- Sneakers and Socks. **FLIP FLOPS or BACKLESS SHOES are NOT allowed!**
- Sunscreen applied

We are very active at camp. All campers and staff are expected to follow the camp attire guidelines to ensure a healthy and safe environment at all times.

What To Bring To Camp

Please label everything!

- Large Towel
- Refillable Water Bottle
- Sunscreen
- Hat
- Lunch w/separate afternoon snack
- Rain Coat, weather dependent
- Bathing Suit & Aqua Socks or Waterproof Sandal w/Back for Water Play Activity

All Items should be transported to/from camp in a bag that is easy for your child to carry. Lunches are refrigerated, so no need for coolers and/or ice packs. To safeguard campers' allergies and dietary restrictions, food & beverages brought to camp cannot be shared.

Leave These At Home

- Cell Phones
- Electronic devices
- Toys, dolls, stuffed animals, decks of playing cards or card collections
- Items which in any way resemble or be mistaken for a weapon including squirt guns
- Cameras
- Money unless required for a camp field trip
- Pets
- Pocket knives

The camp assumes no responsibility for the loss or damage of a camper or staff members' personal property. **Please do not bring anything of personal value to camp!**

Visitors

Once camp is in session, all visitors must check into the summer office. No one is allowed to be unaccompanied in camp. The camp director must approve all visitors.

Camper Arrival & Departure

Arrival:

Campers arriving for Before-Camp Care (8:00 AM-8:45 AM) must be walked into Fulkerson Arts Center and signed in with the counselor on duty. Starting at 8:45 AM, parents will be greeted in the driveway in front of Fulkerson Arts Center by counselors holding clipboards. The counselors will help campers out of their cars and take them inside Fulkerson to join their group.

Departure:

Campers should be picked up in the same area at 4:00 PM. Please do not get out of your car as we wish to keep the dismissal process safe and the flow of traffic moving. Counselors with clipboards will assist in signing your child out, bringing him/her out of Fulkerson, and helping them into the car. If your child is staying for After-Camp Care (4:15 PM-5:00 PM), you may park your car, walk into Fulkerson and sign out your child with the counselor on duty.

If a parent needs to speak to the Camp Director or other staff member, please park your car in the nearest lot and walk into Fulkerson. Please do not park in the driveway of Fulkerson.

Attendance Policy

- Counselors take attendance at the beginning of every day
- If your child is going to be absent, please call the camp office by telephone by 9:15 AM
- Camp will verify any absences that are not called in by calling the parent by 11:00 AM
- If a camper is to go home with someone other than the usual pick-up person, the camp must receive a note or email no later than **1:00 PM** that day.
- If there are any special custodial arrangements in effect, please be sure to inform the camp in writing at least two weeks before the camper is attending camp
- If a child who is not registered for the session arrives at camp, a staff member will accompany him/her to the Day Camp Office and their parent will be contacted. The child will remain in the office until they are picked up by a parent or authorized adult.

Delayed Arrival & Early Departure

When a camper arrives late to camp (9:15 AM or later), the parent should walk him/her to the Camp's Office in Fulkerson Arts Center and check them in. We will escort the child to their group. **DO NOT** go directly to the camper's group even if you know where they are located.

When a camper must leave early, a note from the parent is required and must detail the time of pick-up and who will be picking up the camper. If a camper does not come with a note or if you have an unexpected early departure, you must call the office directly. Our staff will be sure your camper is waiting in the Camp's office at the appropriate time. Campers must be picked up and

signed out at the office and the pick-up person must show proper identification. **No camper will be allowed to leave without following this procedure.**

Food

Campers must bring their own lunches and an afternoon snack. Campers attending Before-Camp Care and After-Camp Care may wish to pack an additional snack accordingly. Lunch bags/boxes must be clearly labeled with the child's name. Due to allergies and dietary restrictions, food and snacks may not be shared.

Occasionally, camp will provide special snacks such as popsicles, ice cream, cotton candy, snow cones, popcorn, etc. Also, children may be able to purchase snack items on certain field trips. It is crucial that all allergies and dietary restrictions are disclosed in the application and medical form.

Lost Articles

Items left at camp are collected daily and taken to the Fulkerson Arts Center. At the end of each week, counselors will go through the lost and found and return labeled items to their owners. All unlabeled items that are left unclaimed at the end of each week will be donated to charity. Parents may check the lost and found area at any time. We strongly recommend all items brought to camp be clearly labeled with the camper's name.

Rainy Days

Proper rain gear is essential! The camp schedule will remain the same although activities will be moved indoors. Campers will travel in their rain gear between facilities.

Health Services

A First Aider is on site at all times during the camp day. This person will attend to all injuries and illnesses. We will call you if your camper is seen by the First Aider with a headache, nausea, significant injury or concern. All injuries are logged and monitored.

In the event of an emergency we will make every attempt to notify you immediately. When a camper has a fever or vomits they must be picked up from camp. Please do not send your child to camp if they are not feeling well. Thank you for your support in helping us maintain a healthy camp environment.

Medication Administration

State law requires written authorization on file in order to administer any medication to your child. If your child needs to receive any medication during the camp day, either prescribed or over-the-counter, **a Medication Administration Consent Form** must be completed by the parent. This form can be downloaded from our website or please contact the camp office.

Please do not send medication in with your child. On the Monday of camp, kindly bring in the medication to be administered along with the Medication Administration Consent Form to the

camp office where it will be logged in and locked up. Our First Aider will administer the medication per the instructions on the Medication Administration Consent Form and return any unused medication directly to the parent at Friday pick-up.

Please note that camp does not stock or supply any medications (i.e. pain medication, allergy medication, asthma inhalers). All medication given at camp must come from home and be accompanied by a fully completed Medication Administration Consent Form.

Sunscreen

Campers will have prolonged exposure to the sun during the day. Because of this we urge all parents to apply sunscreen to their campers in the morning before they come to camp. Campers should bring sunscreen for reapplication during the day. Counselors will encourage campers to reapply and assist smaller children in reapplication as needed. A hat is also very helpful in protection from the sun.

Staff Selection & Training

Staff is selected through an extensive applicant process including application, references, criminal background checks, and in-person interviews. All staff must attend a comprehensive multi-day orientation before camp begins and they receive continuing education throughout the summer. The Staff Handbook and policies are on file and you may request a copy by emailing the Camp Director.

Extended Day

Extended Day service is available for all campers for an additional fee of \$35/week for Before-Camp care and \$35/week for After-Camp care (\$70 for both). The fee is charged regardless of how many days and/or hours your child participates in the program. Advanced arrangements must be made. This is important to ensure we are appropriately staffed.

In case of an emergency, we will be able to accommodate your camper in the Extended Day program at last minute. Please call the camp office to make the necessary arrangements.

Before-Camp Care begins at 8:00 AM. Campers should be dropped off inside Fulkerson Arts Center. Parents must sign their campers in with the staff member on duty. Staff will supervise and provide activities for your children.

After-Camp Care begins at 4:15 PM and ends at 5:00 PM. Campers enrolled in the extended program will enjoy casual activities planned by the staff. Campers must be signed out by 5:00 PM. A late fee of \$15 per 15 minutes will be charged in the case of late pick-ups.

Requests for changes in the Extended Day Program, or additional services, must be made in writing to the Day Camp office. Please note that changes in a camper's daily schedule should be made as far in advance as possible.

Changes in Enrollment

Any request for change in enrollment (including cancellation) must be made in writing at least one week prior to the date of requested change. Parents will be responsible for the payment of

all fees whether or not their child(ren) attend the program if notification is not received in writing one week prior to the date of requested change. Email is acceptable and may be sent to summercamp@chasemail.org.

Travel Plan & Transportation

It is camp policy to have a Travel Plan on file for each camper. This is to support the safety of your children. We will only release your child to individuals whose names we have on file and IDs will be checked.

All campers must be dropped off/picked up, signed in/out at Fulkerson Arts Center. More details may be found under the “Arrival & Departure” section of this manual.

Last Day Of Camp

The last day of camp is Friday, August 4th and it is a full day. There is no After Camp Care on this day.

Parent Communication

Having consistent and frequent communication with our parents is the best way to ensure a positive experience for all of our campers. We encourage parents to communicate with us in the following ways:

- Complete and return all forms in a timely fashion
- Watch for emails and our weekly e-newsletter
- Email us with any changes or requests at summercamp@chasemail.org
- Call us with any questions, suggestions, or concerns at (203) 236-9532
- Enjoy @camp565 through our Facebook page

Program Schedule & Philosophy

The day camp program has been designed to offer campers an opportunity to be creative, explore, improve skills, make new friends, and be safe. Each week, campers should have the opportunity to experience age appropriate activities led by experienced staff with their group. Campers are encouraged to participate in all activities and gain an appreciation and respect for each activity. Our program philosophy is designed to be one of skill development, exploration, and fun. Group schedules and session calendars will be posted on our website.

Special Events & Field Trips

Each week we have opportunities for campers to enjoy special events, theme days and field trips.

Field trip descriptions and permission forms will be sent home a few days in advance. We will also post this information on our website. Each camper is given one trip shirt at the start of their

time at camp. Trip shirts must be worn on Field Trip days to ensure the safety of our campers. Extra shirts are available for purchase at the Camp Office if you are in need a replacement.

Birthdays

We love birthdays at camp! All campers' birthdays will be celebrated with a special surprise made for them by the staff. Please do not send in cupcakes, candy, toys, or similar foods/favors.

Tip Policy

It is our policy @camp565 that tips for counselors are by no means mandatory. Many families wish to express their gratitude to counselors for providing their child(ren) with a spectacularly fun summer.

@camp565 is a wonderful place because staff work together as a team. To that end, it is our policy that all tips are pooled and gifts are shared equally at the end of the summer. Please send all tips to the Camp Director who will pool and distribute the gifts to the counselor staff at the end of camp. All contributors to this tip pool will be listed in a beautiful card to the counselors. Individual gift amounts will be kept strictly confidential.

Conduct/Bullying

The primary goal of @camp565 is to provide a safe environment in which campers and staff alike can experience individual growth and development. In order to accomplish this, members of the @camp565 community must adhere to some basic principles of conduct. These principles include, but are not limited to: respecting the rights, needs, and privileges of others, using appropriate language at all times, being courteous to campers and staff alike, being cooperative in all group activities, and following the camp's safety rules and guidelines.

At camp we work together as a team to ensure that campers gain self-confidence, make new friends, and go home with great memories. RESPECT is a core value of our program.

Our leadership team addresses all incidents of perceived bullying seriously. Our staff have been trained to promote and model healthy relationships so that campers will be comfortable alerting us to any problems concerning their camp experience. Every member of the @camp565 community has the right to expect to have the best possible experience at camp, and by working together as a team to identify and manage bullying, we can help ensure that all campers and staff have a great summer.

The Director reserves the right to dismiss a camper when, in her opinion, this action is in the best interest of camp. The camp also reserves the right to dismiss a camper if the camper's parent/guardians are not cooperative and/or compliant with the camp's policies and procedures.

Media, Internet, & Social Networking Guidelines

These policies are in place to maintain a safe, healthy, and positive summer experience for us all.

Cell phones and electronics are prohibited!

All cell phone use is prohibited within the camp program. Please discuss this with your camper. This policy is to support the social media safety of the entire camp community in addition to reducing distractions from the full participation in the intentionally designated day camp program. The phones in the camp office are available and procedures are in place to pass on messages to campers, CITs, and staff as needed. We are committed to the safety of your children and will support you and your camper with communication at any time.

We believe that camp is the best place to develop healthy personal relationships away from electronics.

Please note exceptions will only be given to designated staff whom must have it to perform their duties (i.e. First Aider, bus monitors, and other designated leadership/activity staff).

Social Networking Internet

@camp565 asks staff members not to friend, follow, or participate in social media with campers. Individuals that choose to have social networking sites need to be aware that these forms of networking are public and globally visible. The content displayed can impact a camper, family, or camp well into the future. Inappropriate behavior while networking will be subject to disciplinary action and includes:

- Any behavior or content that is used to demean, harass, bully, intimidate, or discriminate against another individual
- Offensive, vulgar language
- Sexually explicit photos or language
- Photos or content that could violate the reputation of @camp565 and/or Chase Collegiate School
- Using any @camp565 logos

Photographs & Camera Use

Staff may not take pictures without Camp Director approval. Camp will be responsible for taking pictures of campers and staff for their marketing efforts as directed by the photo permissions in the application.

Camp is not responsible for any cameras brought to camp. Pictures may only be taken under the supervision of the staff and be used with Camp Director approval.

Sharing Contact Information

We recognize that campers and staff develop close trusting relationships with one another at camp. Staff should not exchange contact information with campers without parent/guardian **written** permission.

Final Thoughts

We are so excited for this summer and thank you for trusting @camp565 to provide a quality camp experience for your child. Please do not hesitate to contact us at any time!