

Glastonbury Parks and Recreation Awesome Adventures Teen Camp

LEADER IN TRAINING PROGRAM

SESSION 1: JULY 6-17

SESSION 2: July 20-31

THE STAFF

The L.I.T. program will be staffed by an L.I.T. Director. The teen to staff ratio is 12:1. The Director is certified in first aid and CPR. L.I.T.'s will also be responsible to staff at each of the Playground sites.

Each Awesome Adventures Camp group will be staffed by a Coordinator and two supervisors. A Director also oversees both groups. The teen to staff ratio is 15:1. Our staff consists of college age or older individuals who have had some experience working with this age group. The Director and Site Coordinators are certified in first aid and CPR.

THE PROGRAM

On Mondays and Fridays, L.I.T.'s will be assigned to **the Buttonball Playground site**. On site, L.I.T.'s will participate in training workshops including workshops on communication, program planning, interviewing skills and more. All L.I.T.'s will receive a training manual and will be required to turn in journals on a weekly basis. The L.I.T. Director will be with L.I.T.'s at all times. L.I.T.'s will also assist staff and help run programs/work with campers in grades K-5.

At times, depending on what the Playground site is doing, L.I.T.'s may attend field trips. Make sure your teen is ready for anything by reminding them to pack their bathing suit, towel, extra money, lunch and sunscreen. We strongly suggest that campers bring sunblock (minimum SPF 15) with them to camp at all times. Campers are outside on a regular basis.

On Awesome Adventures Days, L.I.T.'s will participate in Awesome Adventures camp with the Grades 7-8 Green group. The goals of the program are twofold. First, participants will develop some leadership and decision-making skills through a host of activities such as rock climbing and ropes course elements. These activities are designed to challenge the teens. Second, the program is intended to provide a fun, social, independent environment through trips to theme parks, bowling, swimming and other on and off-site activities. Transportation by school bus is provided for all off-site activities and trips. Trips and off-site activity costs are included in the fee. Spending money for trips is not included. L.I.T.'s will be given some special responsibilities during the Awesome Adventures camp such as being responsible for check-ins and /or planning special activities.

AWESOME ADVENTURES TWO CAMPS

- ONE SITE

Although both camps will be held on the Riverfront Boathouse Pavilion grounds some camp activities will be conducted in different areas. Each camp will have their own staff and will go on some trips separately. The reason for the separate groups is that some of the field trip locations can only accommodate small groups. In order to be able to participate in some of the more unique activities, it is necessary to bring smaller groups.

OFF-SITE TRIPS

While many smaller field trip locations offer an opportunity for campers to participate in activities as a group, several locations also afford an opportunity for more independence. **Please be aware that on certain field trips (Lake Compounce, Six Flags, Brownstone Ocean Beach and others)** campers will be on his/her own with a buddy. Check-ins will occur periodically to an assigned staff member at a designated location/time. Additionally, Camp Staff will be around the facility and one will be posted at a designated location at all times in the event campers need them. Please make sure you and your child are comfortable and prepared for this type of independence.

PROGRAM CALENDAR

During on-site time, campers will utilize the Riverfront Park Pavilion grounds for basketball, use of the playground area and field games. Off-site activities include trips to various places throughout the state. **L.I.T.'s will receive a complete program calendar which will detail their activities upon turning in their Teen Information/ Emergency Consent Form and L.I.T. application to the Parks and Recreation office.** Note that parents are responsible for transportation to the playground site. The program calendar contains important information regarding field trips, special events, etc. It is essential that you read through the information thoroughly, as specific requirements differ for each trip. The calendar you receive when you turn in the Teen Information/ Emergency form should correspond with the camp group your child is registered for. Please read through your program calendar noting days when teens need a lunch, when they will need to pack their bathing suit, towel, and sunscreen, and late pick-up days. We strongly suggest that campers bring sunblock (minimum SPF 15) with them to camp at all times. Campers are outside daily.

SWIMMING

L.I.T.'s will visit a town pool for swimming and other activities as part of the Awesome Adventures camp, along with many water-related field trips. Certified lifeguards ensure safety at the pool with support from our staff. Certified Lifeguards also attend water-related field trips with camp staff.

LUNCH

Camp include several water-related field trips. Certified lifeguards ensure safety at the Town pools with support from our staff. Certified Lifeguards also attend water-related field trips with camp staff as needed.

BEHAVIOR

Safety, respect for others, and a positive experience are our most important priorities. As an L.I.T. it is imperative that you set a good example! At camp, staff will discuss their expectations for appropriate behavior and the consequences if they are not followed. We will attempt to curb any inappropriate behavior, however, situations may still occur. If a problem continues, the coordinator of the camp will discuss the situation with you and attempt to come to some solution. While it is not our policy to discourage participation due to behavior problems, we are limited as to what we may be able to do to work with you to improve the situation. **In cases where there is no marked improvement, the teen may be asked to stay home a day and/or be removed from the program.**

Talk with your teen on the days camp has met to be sure he/she is having a positive experience. Please inform the Director of any problems your teen may be experiencing.

CAMPER SHIRTS

L.I.T.'s will be given a shirt that they MUST wear on the Mondays and Fridays that they are assigned to Playground sites. Shirts will help to identify them as leaders in training and stand out from the other campers. L.I.T.'s will also receive an Awesome Adventures Camp shirt which they should wear on those field trips specified in your calendar.

EXCESSIVE HEAT/HUMIDITY

During periods of excessive heat/humidity, send your child with plenty of liquids (Water & Juice), dressed in appropriate light weight, light color, loose fitting clothing. Be sure they wear sunscreen. We will limit strenuous activity, take frequent breaks, and do our best to stay in shaded areas or indoors during the hottest part of the day. Some Facilities and buses are not air conditioned. Please pay

attention to the schedule of activities. If you have concerns about your child, please consider keeping them home when high heat/humidity advisories are in effect.

ADDITIONAL FEES

Additional spending money for off-site activities is not required, but is recommended. Those trips that require money for lunch are detailed in your program calendar. Examples of things that may cost additional money are lockers, video games, snacks and/or souvenirs at field trip locations.

SIGN IN/OUT PROCEDURE

The schedule at the camp varies including quite a bit of activity off of camp grounds. Thus, it is essential that staff have a complete list of campers at camp each day. Upon arrival at the camp site, campers must sign in with their designated group and indicate how they are getting home. At the day's end, campers must sign themselves out of camp and verify how they are getting home.

For your child's protection, we ask that you provide us with a written notice for the following reasons:

- If you plan to pick your child up early.
- If you are authorizing someone, other than yourself or anyone listed on the Teen Information/Medical Emergency form, to pick-up or drop-off your child.
- If your child walks or bikes to camp. Walkers/bikers must remain at camp until closing unless you inform us otherwise.
- If your child is staying at the Teen Center once Teen Camp is over.

DROP-OFF/PICK-UP

Camp drop-off and pick-up will be at the Riverfront Park Boathouse Pavilion (252 Welles Street) on Awesome Adventures days and at Buttonball on L.I.T. days. We can only guarantee that supervision, on regular camp days, will be provided beginning at 9:00 a.m. and ending at 3:00 p.m. The first Thursday of each session is a 4:00 p.m. end time. The second Thursday of each session is a 5:00 p.m. end time. Staff is not available to supervise your teen before 9:00 a.m. Time is needed in the morning before 9:00 a.m. for preparation and set up. Staff have other commitments after the camp day is over. Many work other jobs or have staff meetings that they are required to attend. It is important that teens are picked-up promptly. It is essential that you read through the program calendar thoroughly to familiarize yourself with daily camp activities and pick up times.

Please be advised that the Parks and Recreation Department reserves the right to charge a \$15 late fee to parents picking teens up 10 minutes later than the scheduled pick-up time. The staff member left to wait with your teen will be responsible for collecting the fee. Teens who have not been picked up on time may be brought to the Teen Center for pick-up and parents will be responsible for paying the late fee in addition to the daily Teen Center fee.

Please note that we do not permit drop off or pick up at field trip locations. Campers must travel to and from ALL field trips with camp staff on transportation provided by the camp.

TEEN CENTER

No need to pay \$15 late fees! As an option for parents who may not be able to pick their children up at 3:00 p.m., for an additional fee of \$5/day or \$39 for the whole summer, camp participants can attend the Teen Center after camp. The Teen Center is open during the summer Tuesday-Thursday until 6:00 p.m. **Parents wishing to utilize the Teen Center must provide a note allowing their child to go to the Teen Center once Teen Camp is over.** Campers will be bussed from the Riverfront Park Boathouse Pavilion to the Teen Center.

TEEN INFORMATION FORMS

The Teen Information/ Emergency form must be completed and turned in to the Parks and Recreation Department prior to the start of camp.

This form provides us with essential information about your child that the staff need to know before the start of camp.

Please make us aware, in writing, prior to the start of the program of any other special needs your teen might have.

If your child becomes ill or injured while at camp, the parent/guardian listed on the form will be contacted immediately. If we are unable to reach a parent or guardian, the emergency contact will be called next, and so on down the list until we are able to reach someone. Please inform your emergency contact people of their responsibilities and be sure they are readily available.

MEDICATION ADMINISTRATION

If your teen is on medication, or requires medication

in the event of an emergency (i.e., food allergy, asthma, etc.), you must request and complete an Authorization of Administration of Medication Form (even if your child will self-administer) and return it to the Parks and Recreation Office **prior to the start of camp**. Please note that this form requires both a Parent AND physician signature. You may use a school form provided it is not expired.

You may also be required to provide a written treatment form from your physician with specific instructions detailing how and when medication is to be given.

CHECKLIST

- Submit a completed registration form from the summer brochure with complete payment.
- Return Teen Information/Emergency Information form to the Parks and Recreation Department to receive your camp calendar of activities. While there is no deadline, you will not know the camp activities if you do not turn in the form prior to the start of camp.
- Complete the Authorization for the Administration of Medication form for any camper that will take medication during camp, including an inhaler for asthma.
- Read thoroughly through the program calendar noting specific requirements for each trip and special pick-up times.

CONTACT INFORMATION

Glastonbury Parks & Recreation Department (860)652-7679

Specific Camp Questions Anna Park
anna.park@glastonbury-ct.gov

GLASTONBURY PARKS AND RECREATION DEPARTMENT
AWESOME ADVENTURES TEEN CAMP/LIT
 TEEN INFORMATION/EMERGENCY CONSENT FORM

This form will provide Parks & Recreation staff with the information needed to care for your child in the event of an emergency. For your child's safety and protection, it **MUST** be completed and returned prior to the start of camp. **You will receive a program calendar once you complete and return this form.**

Program	Session 1	Session 2	Session 3
Gr 5-6B (Grades 5-6 Blue)	○	○	○
Gr 7-8G (Grades 7-8 Green)	○	○	○
L.I.T.	N/A	○ Session 1	○ Session 2

ANY CHILD THAT ARRIVES WITHOUT A COMPLETED FORM WILL BE SENT HOME. THEY MAY RETURN WHEN THE FORM IS COMPLETED AND ON FILE.

CHILD INFORMATION

Child's Name _____

Date of Birth _____

Address _____

Child's Cell Phone _____

PARENT/GUARDIAN INFORMATION

Please provide us the name of the Parent/Guardian and where they may be **REACHED** during the program hours in case of a problem and/or emergency.

Mother/Guardian _____ Home Phone _____ Cell Phone _____

Employer _____ Day Phone _____ E-Mail _____

Father/Guardian _____ Home Phone _____ Cell Phone _____

Employer _____ Day Phone _____ E-Mail _____

SPECIAL NEEDS

In order to better accommodate your child, please make us aware of any special needs he/she may have. (Note: The Parks & Recreation Department should be notified **IN ADVANCE** if your child will require any special accommodations)

OTHER INFORMATION

Use this space for any additional information that you feel might be helpful to the staff working with your child.

CHILD'S NAME _____

EMERGENCY STATEMENT

If in the opinion of program staff, emergency medical services are required, 911 will be called. Should emergency transportation to a hospital be required, it will be coordinated by Emergency Medical Services (EMS). Parents/Guardians will be notified by the numbers provided under the "Parent/Guardian Information" on the front of this form, as soon as possible. If a child is transported by ambulance, a staff member will accompany them until a Parent/Guardian arrives at the hospital.

MEDICATION AT CAMP

If your teen is on medication, or requires medication in the event of an emergency (i.e., food allergy, asthma, etc.), you must request and complete an **Authorization of Administration of Medication Form** (even if your child will self-administer) and return it to the Parks and Recreation Office **prior to the start of camp**. Please note that this form requires both a Parent AND physician signature. You may use a school form provided it is not expired. Forms are available at Parks & Recreation Office or from our website (www.glastonbury-ct.gov). Click parks & recreation website, forms for download, medication).

Does your child require medication at camp? Yes No

MEDICAL INFORMATION

This information is needed to care for your child in the event of an emergency. If an allergy is listed that requires medication at camp, an **Authorization of Administration of Medication Form** is required.

Medical History _____

Known Allergies _____

All Medications Currently Taking _____
(Included Medications taken at home)

SWIMMING ABILITY

Awesome Adventures Camp incorporates many water activities in the camp schedule. For safety reasons, please advise us of your child's swimming ability.

Non-Swimmer (1-3 1/2 feet deep) Shallow Water (up to 5 feet deep) Deep Water (4-9 feet deep)

OFF-SITE FIELD TRIPS (PLEASE INITIAL)

I give my child permission to attend any and all scheduled field trips for the Awesome Adventures Camp Program.

EMERGENCY/OTHER CONTACTS

Please provide us the name of the person(s) you want us to contact in the event the Parent/Guardian cannot be reached. **Every effort will be made to contact Parent/Guardians first.**

Name _____ Home Phone _____ Cell Phone _____

Relationship to Child _____ Day Phone _____

Name _____ Home Phone _____ Cell Phone _____

Relationship to Child _____ Day Phone _____

In an emergency, I give permission for the above person(s) to assume temporary care and to provide transportation for my child if we, the Parent/Guardian(s) cannot be notified. Yes No

Parent/Guardian Name _____ Signature _____