

GLASTONBURY PARKS AND RECREATION

Summer Playgrounds

Parent Handbook

2024

Updated: 5/22/2024

INTRODUCTION

Welcome to the Glastonbury Parks and Recreation Department's Summer Playgrounds program. We are pleased that you have chosen this program for your family. This parent handbook was written to help you better understand our programs and policies. We ask that you read thoroughly and understand this handbook. If you have any questions please call or ask a member of the staff because the safety and well-being of your child is just as important to us as it is to you.

CAMP LOCATION

Location:

Buttonball Lane School	or	Hebron Avenue School	or	GEHMS
376 Buttonball Lane		1363 Hebron Ave		95 Oak Street
Glastonbury, CT 06033		Glastonbury, CT 06033		Glastonbury, CT 06033

***Please refer to your receipt for which location you registered for.**

PROGRAM CONTACTS

Name	Position	Phone	Email
Liz Gambacorta	Recreation Supervisor	860-652-7697	Liz.gambacorta@glastonbury-ct.gov
Jen Dutton	Playground Director	860-234-4452	Jen.dutton@glastonbury-ct.gov
Cameron Neal	Head Counselor - Buttonball	860-234-4452	Text Phone
Sage Dutton	Head Counselor - Hebron Ave School	860-338-1171	Text Phone
TBD	Head Counselor - GEHMS	860-488-3972	Text Phone

We will do our best to respond promptly to parents. Each site has a camp phone, numbers listed above, which is carried throughout the camp day by the Director or Head Counselor, but limited service may be available at the program site. If you cannot reach the program please contact the Glastonbury Parks & Recreation Department 860-652-7679.

THE STAFF

Staff includes Camp Directors, Head Counselors, Counselors and a Junior Counselor. There are 1 Head Counselor, 4 counselors and 1 Junior Counselor assigned to each site. Ratio of children to staff will usually be 8:1. Camp Directors and Head Counselors are certified in First Aid/CPR and Camp Directors are certified in Medication Administration.

CAMP DATES

Session 1: June 24 - July 3

Session 2: July 8 - July 19

Session 3: July 22 - August 2

CAMP HOURS

Program meets Monday-Friday 8:30 AM - 3:00 PM.

DROP-OFF/PICK-UP PROCEDURE

DROP-OFF TIME: Drop-off is at 8:30 AM. Children may not be dropped off before 8:30 AM. Playground Staff is not available to supervise children before the program opens! We can only guarantee that supervision will be provided beginning at 8:30 AM.

PICK-UP TIME: Pick-up is at 3:00 PM. Campers must be picked up by 3:00 PM. Please be advised written permission is required when someone other than the Parent/Guardian is to pick up your child. It is important children be picked up promptly at 3:00 PM. Staff does not have access to a shelter after the school building closes! Also, many staff have other jobs they need to get to.

DROP OFF PROCEDURE:

First Day of each Session: Parents should park their car and walk their child(ren) into the school cafeteria. Staff will have stations setup for parents and campers to visit together. Campers will then be introduced to their counselors and join their groups.

Drive Up Drop-Off: After the first day of the session parents are encouraged to utilize our drop off lane. Camp staff will greet the cars and escort campers into the cafe.

Buttonball: Drop off lane will be along the left side of the school at the cafeteria door.

Hebron Ave: Drop off lane will be on the left side of the school by the cafeteria doors.

GEHMS: Drop off lane will be on the left side of the school by the cafeteria doors.

PICK UP PROCEDURE:

Pick-Up: Parents should park their car and enter the building through the cafeteria doors to sign their child out.

LATE PICKUP

A late fee will be charged to Parent/Guardians picking their child up after 3:00 PM. A 10 minute grace period will be given and then a fee of \$15 will be charged for every 15 minutes late that a child is picked up. This fee may be paid in cash to the staff members waiting with your child or you may choose to be billed in MyRec. Children who have not been picked in a timely manner may need to be brought to the Parks & Recreation office and/or Glastonbury Police Department, every effort will be made to notify Parents/Guardians or Emergency Contacts.

ATTENDANCE

The schedule varies daily with quite a bit of off-site activity. It is essential you familiarize yourself with the day to day schedule as outlined in the Session Calendar. Always read the Session Calendar carefully!

If you plan to drop-off or pick-up your child at times other than 8:30 AM or 3:00 PM respectively, advise the Staff in writing in advance to avoid any problems. We may be unable to accommodate these requests on days of off-site/field trips activities.

Please communicate with us via email if your child is going to be absent from camp and the reason for their absence. Send an email to the email to your child's head counselor listed on the first page of the handbook as soon as you know your child will be absent for a day.

PAPERWORK & FORMS

Digital Forms are required to be completed before you are able to register for this program. You may edit or double check them at any time. To double check or edit:

1. Site: [Glastonbury Parks, Recreation & Senior Services: Log In \(myrec.com\)](#)
2. Once you've entered your username and password you should be on your household page, if not click "Account" in the blue bar and then "My Account".
3. On your household page click the name of the child you are checking on, this will bring you to their page. It is here where you double check and edit their information.
 - a. Please be sure there are two emergency contacts listed with phone numbers.
 - b. Scroll further down the page to see the "Custom Forms" sections.
 - i. Verify their "Camp Information Form"- Information in this form provides us with their t-shirt size and lets us know of any needs, allergies, or medications your child has. This information allows us work best with your child during the summer as well as keep them safe.
 - ii. Verify their "Camp Permission" - Information in this form provides us with permissions for emergencies and field trips as well as a list of people you give permission to pick-up your child.
 - iii. Verify their "Camp Swimming Information" - Information in this form provides us with where they are allowed to swim.
4. Please be sure to verify the information for each child you have that is registered for camp.

CAMP GROUPS:

- Campers will be assigned to groups based on their age/grades. Groups are primarily used for pickup time and on some field trips.
- All groups will go on the same field trips together.
- If your child has a friend attending Summer Playgrounds and you want to be sure they are grouped together please fill out the [Friend Request Form](#). Children must be at the same site to be grouped together.

HEALTH GENERAL HYGIENE & CLEANING:

- All children and staff are encouraged to frequently wash their hands throughout the day.
- Staff will remind children to cough or sneeze into a tissue or their elbow, then throw the tissue into the trash.
- Staff will report any child feeling sick to the Director ASAP
- Any camper not feeling well will be sent home and will be taken to the camp office to be picked up by their parent.

FOOD ALLERGIES

Because of food allergies, Camp Staff will enforce strict “No food trading/sharing” rules. Please instruct your child not to trade or share food with anyone else!

ALLERGIES & MEDICATIONS

When registering your child, you will be asked if your child has allergies, is on medication or requires medication in the event of an emergency, or has any special needs. This allows us to plan appropriately for camp. A camp staff member will contact you prior to the start of camp in June if we have any questions or need further information. You may also contact Liz Gambacorta at liz.gambacorta@glastonbury-ct.gov with any questions.

If your child requires medication you must complete and submit an “[Authorization for Administration of Medication](#)” form to the Parks & Recreation Office prior to the start of Camp. You may also be required to provide a written Treatment Plan from your Physician/Allergist with specific instructions of how and when medication is to be given. Forms are available online at www.glastonbury-ct.gov/prforms.

Please email forms as PDF attachments to liz.gambacorta@glastonbury-ct.gov OR you may log into your MyRec account and upload the documents (once logged in select “members” then click on your child’s name, then scroll to the bottom and upload the appropriate “Medication Authorization Form”). **Forms should be turned in the Wednesday before their first session begins. Medication should be brought to camp on the first day.**

CHILDREN WITH SPECIAL NEEDS

Summer Playgrounds welcomes children of all abilities. Please make us aware of any special needs your child may have prior to the start of the program. We encourage parents to notify the Program Coordinator, Liz Gambacorta at liz.gambacorta@glastonbury-ct.gov, as soon as possible of any special needs your child has so we can work together to build a successful camp experience for your child.

HANDLING CONCERNS

If there is a concern regarding your child at camp, we encourage open discussion between parents and the camp staff. Gathering all information directly from both the child and staff will help us resolve any concerns as soon as possible. We are open to any questions in order to ensure that Playgrounds is safe and enjoyable for all campers and families.

1. Address any concerns immediately with the Program Directors by email or call the Camp cell phone.
2. If not satisfied, contact the program coordinator, Liz Gambacorta at Glastonbury Parks and Recreation.

APPROPRIATE BEHAVIOR

Safety, respect for others, and a positive experience are our most important priorities. Our first step in preventing inappropriate behavior is to set clear limits as to what is expected at Camp. At the beginning of Camp, Staff will discuss the Camp Rules, the reasons for them and the consequences if they are not adhered to. We will attempt to redirect inappropriate behavior; however, situations may still occur. If a problem continues, the Camp Directors, Group Leader and/or the Recreation Program Supervisor will discuss the situation with you and attempt to come to a solution.

Written Behavior Forms may also be sent home with the child. These will need to be signed and returned by the Parent/Guardian so that we know the behavior has been discussed with the child. It is not our intent to discourage participation because of behavior problems. However, in cases where there is no marked improvement, the child may be asked to stay home for a day, miss a field trip and/or be removed from the program.

BEHAVIOR THAT IS HARMFUL TO THE SAFETY OF OTHER CHILDREN AND/OR STAFF WILL NOT BE TOLERATED.

Please talk with your child daily to be sure he/she is having a positive experience. Encourage them to bring problems to the attention of a Staff member as soon as they occur. Inform the Camp Directors of any problem your child may be experiencing at Camp.

CAMPER ATTIRE

Campers should dress comfortably for camp. We suggest that shorts, t-shirts and sneakers be worn. The classrooms will be air-conditioned so a long sleeve shirt or sweatshirt may be necessary. Sandals, flip flops, open-toed shoes, and dress clothes are not appropriate for camp as children will be engaged in various sports, active games, and arts and crafts projects that may be messy and/or unsafe based on apparel.

PLAYGROUND T-SHIRT

Children will be given a Playground T-Shirt to wear on field trip days.

WHAT TO BRING TO CAMP

- Refillable Water Bottle
- Sunscreen
- Healthy Lunch
- A Snack
- Swimsuit & Towel
- Plastic Bag for Wet Items
- Backpack/Bag for Belongings

WHAT TO LEAVE HOME

- Electronics (including cell phones, tablets and games)
- Valuable items
- Precious or treasured items
- Money (with the exception when specified on session calendar)

PERSONAL BELONGINGS

All belongings should be permanently labeled with the camper's name. Lunches are necessary every day, unless indicated otherwise on the session calendar. Lunches are stored in an air conditioned room. Brown Bag or Ziploc Bag lunches are required for certain field trips as storage is tight and the lunch needs to be disposable. Please do not send cooler bags on these days as they may not come home.

All campers are personally responsible for their own items. There will be a designated lost and found area at camp; we will do our best to pair lost items back to their owners. If you are missing an item(s) please send an email and we will do our best to locate the item. Items that remain in the lost and found at the end of camp will be disposed of at the end of each session.

If Campers bring items to camp that are on the "Leave Home" list they must be stored in backpacks until the end of the day and are the responsibility of the camper.

CAMP LUNCH

Program to purchase lunch for your camper. Cost is \$6/pizza and \$7/sandwich. Lunch includes a main meal, a snack, dessert, and a drink. Lunches must be ordered by noon the day before.

Registration for lunches can be done on [MyRec](#).

ADDITIONAL FEES

There may be times when Playground Staff ask for additional fees to cover the cost of items for a special activity (pizza, ice cream, picnics etc) These are always optional and for those who choose to participate.

SUNSCREEN

Please apply sunscreen to your child prior to coming to camp and remember to send them with waterproof sunscreen, SPF 30 or higher. Staff may only assist campers with spray sunscreen so sending them with a spray bottle of sunscreen works best. There are sunscreen breaks throughout the day that will give children ample opportunity to reapply. **PLEASE LABEL SUNSCREEN BOTTLES!**

SWIMMING

Children will swim at Eastbury Pond and Grange Pool each session. All swimming is weather permitting! Certified Lifeguards help to ensure safety with the support of the Playgrounds Staff. As an extra precaution a “Buddy System” is used to conduct safety checks.

Wristbands are used to identify Playground children and their swimming ability. Please be sure your children’s swimming ability is correct in MyRec. See “Paperwork & Forms” section on page 4 for directions on how to double check their swimming level.

All non-swimmers swim in a designated non-swimmer area at Eastbury Pond that is 3=3.5 feet in depth. At Grange Pool they will be allowed in the Kiddie Pool only which is less than 1 foot in depth.

OFF-SITE ACTIVITIES/FIELD TRIPS

Off-site and field trip activities will vary week to week. Admission fees are included as part of your registration fee; however, any additional “spending money” is optional and the responsibility of the Parent/Child. If you choose to send spending money with your camper on specified field trips please put the money in a labeled Ziploc baggie. The Head Counselors will collect spending money at check-in and place these baggies in a larger bag for the entire group. Camp staff will carry all camper money on field trips, and will assist campers in making purchases. Unspent money will be held by camp staff and returned to parents at pick-up time.

Detailed Session Calendar will be sent out at least one week prior to the start of the session. Refer to Session Calendars daily as there will often be special instructions regarding events and trips. Please remember to always send your child to camp in their Camp T-shirt on field trip days. We also request that you provide your child with a Ziploc bag lunch to bring on field trips so that the bag and its contents can be thrown away after lunch.

Some field trips require parents to sign a waiver in order for children to participate. Waivers or links to waivers will be sent out at least a week prior to the start of the session and we ask that parents make sure they fill them out by the start of the session.

DURING OFF-SITE FIELD TRIP ACTIVITIES, ALL STAFF ATTEND WITH THE CHILDREN. IF YOU DO NOT WANT YOUR CHILD TO PARTICIPATE IN A SPECIFIC FIELD TRIP, PLEASE DO NOT SEND THEM TO CAMP AS THERE WILL BE NO SUPERVISION AVAILABLE.