

GLASTONBURY MUSIC & ARTS

Sponsored by the
Glastonbury Parks & Recreation Department



CAMP HANDBOOK 2021

June 21, 2021 - July 15, 2021
SMITH MIDDLE SCHOOL

Mr. Keith Berry, Camp Director

Camp Phone Number: 860-652-7025
Email: MUSICARTDIRECTOR@GLASTONBURY-CT.GOV

WELCOME

On behalf of the Parks and Recreation Department and the Music & Arts Camp Staff, we would like to welcome both new and returning campers. We have designed this handbook to explain camp rules and policies and to help answer general questions about the camp.

Camp dates: June 21, 2021 - July 15, 2021 **Camp Hours:** 8:30 a.m. - 11:55 a.m.

There is no camp on Monday, July 5, 2021

EMAILS - Updated information is occasionally emailed to all parents. We use the Parks & Recreation Registration Software to send emails. Emails will come from noreply@myrecdepartment.com and sometimes end up blocked by SPAM filters, it is advised that you “whitelist” this email address to make sure you receive all emails.

If you would like to change/add email addresses, logon to your Parks & Recreation account, click “Notifications” and from that screen you can add, edit and delete email addresses.

Camper’s Schedules

Students have 6 classes, each one for 30 minutes (except art classes which run for 65 minutes). Students travel from one class to another with the general assistance of aides, volunteers and teachers who are there to help them

All necessary supplies and equipment for specific classes have been posted on the Music & Arts Webpage and will be announced by the teacher on the first day of camp.

Health

Please call, email, or send a note in, if your child is going to be absent, so we can notify their teachers. It is not necessary to talk directly to the Director.

We would appreciate knowing about any issues or situations that your child has had during the school year for the safety and well-being of the campers.

We ask that students do not bring snacks to camp. All campers should eat a healthy breakfast before coming to camp and will be dismissed before lunch time. Parents/Guardians of campers who have a medical need to have a snack during the three and a half hours of camp should speak with the Director prior to the start of camp and accommodations will be made.

COVID Safety

This year we have taken special care to make sure we can run camp safely. This includes limiting class sizes, cohorting campers when possible, encouraging frequent handwashing/sanitizing, not allowing outside visitors in the building and requiring masks for all students and staff while inside.

If your child is experiencing a fever, shortness of breath, and/or a cough please do not send them to camp and call the camp office to let us know they will be absent. Campers who report these symptoms during the camp day will be sent to the camp office and a parent/guardian will be called to pick them up.

In Music classes bell covers will be required for all wind instruments, except flutes. Campers playing wind instruments and singing will be separated 6 feet side to side and 9 feet front to back.

Travel - It is recommended that staff and campers follow CT Department of Public Health guidance regarding travel which can be found here: <https://portal.ct.gov/coronavirus/travel>. Camp will not be collecting paperwork or negative test results related to travel.

Diagnosis/Exposure of COVID-19: Staff or Campers who test positive for COVID-19 should notify the Parks & Recreation office 860-652-7679 immediately. If a positive case occurs at camp contact tracing will be conducted in conjunction with the Glastonbury Health Department and anyone who was considered in close contact, within 6 feet for 15 minutes or more, will be notified and given guidance on how to proceed.

This plan was developed in accordance with CT Office of Early Childhood "Guidance for Youth Camps During COVID-19". Changes may be made if updated recommendations by the State are released.

Drop Off/Pick Up

New for 2021 – To help ease the flow of traffic at Smith Middle School, drop off will be allowed beginning at 8:15 a.m. Students will head directly to their first period class. Supervision will be provided to help campers find their classes. A drop-off lane will be provided each morning for parents to pull up and drop their child off. Parents will not be allowed into the building.

Please designate a place for your camper to meet you outdoors at 11:55 upon dismissal, but please do not pull up to the exit in your car as this will be blocked off. Park and then meet your child. A \$15 late fee will be charged to parents picking children up after 12:10 p.m. If a parent/guardian has not arrived by 12:10 p.m. the student will be taken to the Director's office to call parents and/or people on the list of emergency contacts. If the child is not picked up by 12:25 p.m. the child will be taken to the Parks & Recreation Office, 2143 Main Street, telephone 860-652-7679. The staff will make every attempt to leave a message if this is done.

Students and Parents should only use the GYM ENTRANCE of Smith Middle School during Drop Off (8:15-8:30) and Pickup (11:55).

Please be extremely careful in the parking lot at drop-off/pickup times. Please follow the directions of the staff in traffic vests; the safety of the campers is our main concern.

Traffic Pattern – Traffic will go counter clockwise around the school. When dropping off and picking up please enter the school grounds going straight past the main entrance, then take a left to the gym entrance and proceed around the back of the school to exit.

Students leaving EARLY will be walked out of the main entrance after a parent has called the camp office.

Students attending the Extended Day Program should report directly to the assigned room at dismissal.

Medications

For Campers who require medication during the camp day or for emergencies, please complete a [Medication Authorization](#) form and **turn it into the Parks & Recreation office by Wednesday, June 16th.** Forms may be emailed to liz.gambacorta@glastonburyct.gov or dropped off at the Parks & Recreation office.

On the first day of a camp, a medication drop off station will be located at the gym entrance of Smith Middle School under a pop up tent. Please park your car in the parking lot and walk your medication over to the tent. An adult must be the one to turn in medication.

Schedules & Change Requests

Lost Schedules – If your child cannot find their schedule just direct them to ask one of our friendly staff in their camp shirts. The staff member will direct them or take them to the camp office to have a copy of their schedule printed.

Schedule Changes – Emails may be sent to musicartdirector@glastonburyct.gov to request changes made to schedules up until noon on Wednesday, June 16th. After that campers must follow their schedule for the first day of camp. We are working on a process to request schedule changes after the first day of camp and will email and post an update here as soon as we have finalized the process.

Suggestions

As always, please don't hesitate to bring to our attention any comment, concern, question, or idea for improving this program. A formal evaluation will be emailed to all parents at the conclusion of camp.

We look forward to a great summer of Music & Arts Camp!