

GLASTONBURY PARKS AND RECREATION

# Discovery Junior

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Parent Handbook

2023

## **INTRODUCTION**

Welcome to the Glastonbury Parks and Recreation Department's Camp Discovery Junior 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:

Glastonbury High School  
330 Hubbard Street  
Glastonbury, CT 06033

## **CAMP CONTACTS**

Liz G, Recreation Supervisor	860-657-7697	Liz.gambacorta@glastonbury-ct.gov
Camp Directors	860-993-0530	campdiscovery@glastonbury-ct.gov

The Camp Discovery email address is checked daily while camp is in session. We will do our best to respond promptly to calls and emails. Prior to the start of camp please contact Liz Gambacorta.

## **THE STAFF**

Discovery Junior staff will consist of a Group Leader, Counselor and 1-2 Junior Counselors. Ratio of children to staff is minimum 8:1. Discovery Junior Staff will be supported by the Camp Discovery Director and Assistant Directors. The Directors and Assistant Directors are certified in First Aid/CPR and Medication Administration.

## **CAMP DATES**

Preview Week: June 20 – June 23

Session 2: July 10 – July 21

Session 1: June 26 – July 7 (No Camp 7/3 & 7/4)\*

Session 3: July 25 – August 5

## **CAMP HOURS**

Program meets Monday-Friday 8:30 AM – 1:00 PM.

## **DROP-OFF/PICK-UP PROCEDURE**

**DROP-OFF TIME:** Drop-off is at 8:30 AM. If you need to drop-off late please call the camp phone. You will then need to wait for a staff member to become available to come out to sign your child in and connect them with their group.

### **DROP-OFF PROCEDURE:**

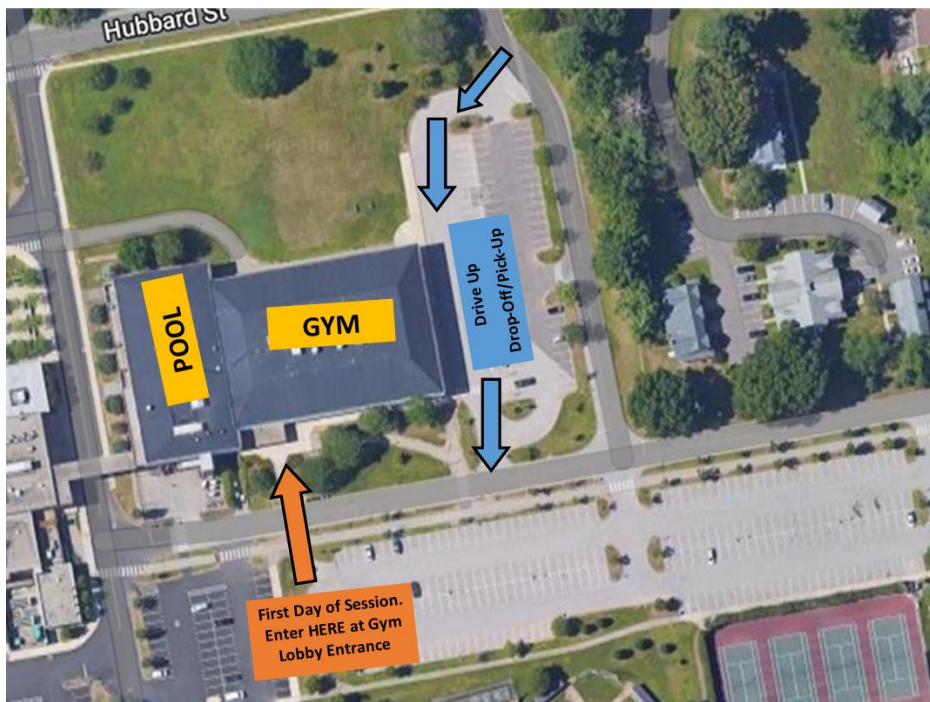
**First Day of each Session:** Parents should park their car and walk their child(ren) into the Gym lobby. Staff will have stations setup for parents and campers to visit together. Campers will then be introduced to their counselors and join their group.

**Drive Up Drop-Off:** After the first day of the session parents are encouraged to utilize our drop off lane (see map on next page) when dropping their children off. Camp staff will greet the cars and escort campers into the gym.

**PICK-UP TIME:** Pick-up is at 1:00 PM. If you need to pick-up early, please inform staff in advance in writing by email, text, or note and they will do their best to have your camper ready. If something comes up and you need to pick-up without notice please call the camp phone when you arrive.

**Drive Up Pick Up:** Parents should utilize our pick-up lane (see map) to pick up at the end of the camp day. Camp staff will greet the cars and call the children out of the gym.

## **DRIVE UP MAP**



## **LATE PICKUP**

A **\$15 late fee** will be charged to a Parent/Guardian picking their child up **after 1:10 p.m.** The Staff member left to wait with your child will be responsible for collecting the fee. Children who have not been picked up by the time the school building closes may need to be brought to the Parks & Recreation office and/or Glastonbury Police Department.

## **ATTENDANCE**

It is essential you familiarize yourself with the day to day schedule as outlined on the Camp Calendar. Always read the Camp Calendar carefully! If a special circumstance requires that you drop off or pick up your child at times other than the start/end of the camp day, advise the staff in writing in advance to avoid any problems. We may be unable to accommodate these requests on days of off-site activities. We cannot accommodate drop-off and pick-up at times other than those stated on a regular basis.

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 [campdiscovery@glastonbury-ct.gov](mailto:campdiscovery@glastonbury-ct.gov) as soon as you know your child will be absent for a day.

## **REGISTRATION**

Summer camp registration begins in mid-March either online or through the mail. This program is extremely popular so online registration is recommended as it is in real time. This program is for Glastonbury residents only. We maintain a waitlist for the program and parents will be notified if a spot becomes available.

## **PAPERWORK & FORMS**

Digital Forms are required to be completed before you are able to register for this program. You may complete these forms ahead of time by following the links on [www.glastonburyct.gov/campdiscovery](http://www.glastonburyct.gov/campdiscovery). Filling out forms early does not guarantee you a spot in the program and forms may be filled out at the time of registration if you prefer.

The forms are required to be completed before you can register but you may edit or double check them at any time. To double check or edit:

1. Site: [Glastonbury Parks, Recreation & Senior Services: Log In \(myrec.com\)](http://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. “Camp Information Form”- Information in this form provides us with their t-shirt size and let us know of any needs, allergies or medications your child has as well as Parent and Emergency Contact Info. This information allows us to work best with your child during the summer as well as keep them safe.
  - ii. “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.
4. Please be sure to verify the information for each child you have that is registered for camp.

#### **HEALTH GENERAL HYGIENE & CLEANING:**

- All children, staff, and volunteers should engage in hand washing at the following times:
  - Before and after eating or handling food, or feeding children
  - Before and after administering medication or medical ointment
  - After using the toilet or helping a child use the bathroom
  - After coming in contact with bodily fluid
  - After playing outdoors or in sand
  - After handling garbage
- 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 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.

#### **DIAGNOSIS/EXPOSURE OF COVID-19:**

If your child tests positive for COVID 19 please let us know so that we may consult with the Glastonbury Health Department on an appropriate protocol. In the event of a positive case of COVID-19 at camp, we will consult with the Glastonbury Health Department for current quarantine recommendations.

## **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](mailto: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](http://www.glastonbury-ct.gov/prforms).

Please email forms to [campdiscovery@glastonbury-ct.gov](mailto:campdiscovery@glastonbury-ct.gov) or you may put them in the Parks & Recreation secure drop box to the right of the Parks & Recreation entrance to the Academy Building. **Forms should be turned in the Wednesday before their first session begins. Medication should be brought to camp on the first day.**

## **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!

## **CHILDREN WITH SPECIAL NEEDS**

Camp Discovery warmly welcomes children with special needs. 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](mailto: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 Discovery 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 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.

### **WATER DAYS**

On days when we are going to the Splashpad or Pond please send your child in their swim suit with shorts and t-shirt over them.

## **WHAT TO BRING TO CAMP**

- Refillable Water Bottle
- Sunscreen
- Healthy Lunch
- Snacks
- Swimsuit & Towel (only on swim days)
- Plastic Bag for Wet Items
- A Change of Clothing
- Backpack/Bag for Belongings

## **WHAT TO LEAVE HOME**

- Electronics (including cell phones, tablets and games)
- Valuable items
- Precious or treasured items
- Money

## **PERSONAL BELONGINGS**

All belongings should be permanently labeled with the camper's name. 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.

## **LUNCHES**

Lunch and snack are necessary every day, unless indicated otherwise on the session calendar. Lunches are stored in an air conditioned room. We have no access to heat up lunches. Please provide necessary utensils for what you pack!

## **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.

## **THE PROGRAM**

Children will stay with the Discovery Junior group each day. Occasionally they may participate in whole camp activities with Camp Discovery. Each week consists of on-site and off-site activities. On-site activities include books, crafts, games, outdoor play, sensory stations, and occasional special events. Off-site activities may include Addison Park Splashpad, Eastbury Pond, and JB Williams Park. Transportation is provided by school bus to all off-site activities.



## **DAILY SCHEDULE**

The program offers varied activities in arts and crafts, music, sports, games, swimming, and special events. A typical camp day is as follows:

8:30 AM - Drop off/Free Play  
9:00 AM - Circle Time & Book  
9:30 AM - Craft  
10:15 AM - Snack  
10:30 AM - Outdoor Play

11:15 AM - Stations  
12:00 AM - Lunch  
12:30 PM - Group Game  
1:00 PM - Pickup

## **WATER PLAY/OFF SITE ACTIVITIES**

Children will visit the Addison Splashpad once a week weather permitting. Camp Discovery staff will supervise this trip with a minimum 6:1 camper to staff ratio.

Children will visit Eastbury Pond once a week weather permitting. Camp Discovery staff will supervise this trip with a minimum 6:1 camper to staff ratio. Certified Lifeguards will also be on duty. All campers will be kept in a shallow area where they can touch and water is belly button deep. Campers will have the option to play in the water or play in the sand.

Parents should send campers in swim suits on both splashpad and pond days.

A calendar will be sent to all parents prior to the start of the session with details on all off site activities.

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