

GLASTONBURY MUSIC & ARTS EXTENDED DAY

***Sponsored by the
Glastonbury Parks & Recreation Department***



CAMP HANDBOOK 2024

***June 24, 2024 – July 18, 2024
SMITH MIDDLE SCHOOL***

Mindy Brown, Camp Director

***Camp Phone Number: 860-338-4306 (Only During Camp Hours)
Email: MINDY.BROWN@GLASTONBURY-CT.GOV (Camp Director)***

GENERAL INFORMATION

On behalf of the Glastonbury Parks and Recreation Department, and the Music and Arts Camp Extended Day 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 Administration:

Geordie Emmanuel, Program Coordinator	george.emmanuel@glastonbury-ct.gov
Mindy Brown, Camp Director	mindy.brown@glastonbury-ct.gov
Kelly Borsotti, Head Counselor	Yellow Group (Grades 3-4)
Julie Borsotti, Head Counselor	Blue Group (Grades 5-6)
Colin Wechsler, Head Counselor	Red Group (Grades 7-9)

Dates: June 24, 2024 – July 18, 2024 (No Camp on July 4)

*Please note that camp **will be open** on Friday, July 5, 2024*

Location: Camp will be held at Smith Middle School (216 Addison Rd, Glastonbury, CT 06033)

Camp Hours: Monday – Friday from 11:55 a.m. – 4:00 p.m.

Information regarding camp programming is occasionally emailed to all parents. We use the Parks and Recreation Software to send emails. If you would like to change/add your email address, log on to your Parks and Recreation account, click on “My Account” and then “Change Household Data”. You may then change your primary email address or add additional email addresses.

Questions? For any questions about Music and Arts Camp Extended Day please direct them to:

Geordie Emmanuel, Program Coordinator george.emmanuel@glastonburyct.gov; 860-652-7681

THE PROGRAM AND STAFF

Staff consist of a Camp Director 3-4 counselors/program aides and 3 Head Counselors. Ratio of children to staff is 10:1. The Camp Director and Head Counselors are certified in First Aid/CPR. To accommodate the large range of ages, children will be broken into one of our three age groups. **Your child’s group will be emailed to you the week prior to camp starting.** There are some activities that are done as an entire group. Each week consists of on-site and off-site activities. On-site activities include arts and crafts, sports and games, special events, and more. Off-site activities include swimming and fun field trips! Transportation is provided via school bus to all off-site activities.

INCLEMENT WEATHER

Program has access to shelter in the event of rain. While the Extended Day program is held rain or shine, there may be times when we need to cancel an off-site field trip or swimming activity because of inclement weather. Due to the many activities planned during the week and the limited availability of places we visit, it is usually not possible to reschedule the trip. No refunds will be issued for activities that are cancelled.

During periods of excessive heat and humidity, send your child with a water bottle and dressed in appropriate, light color, loose fitting clothing. Please be sure they wear sunscreen. We will limit strenuous activity, take frequent breaks, and do our best to stay indoors or in shaded areas during the hottest periods of the day. Classrooms are air conditioned, with the exception of the gymnasium. Please pay attention to the schedule of activities, and if you have any concerns, please consider keeping them home when the high heat/humidity advisories are in effect.

LUNCH AND FRIDAY LUNCH BUNCH

Children and staff eat lunch together in their groups as soon as they are dismissed from the Music and Arts program. Some trips will provide lunch, which will be noted on the session calendar. Please make sure that your child's lunch is insulated and with ice packs if needed. **There are no refrigerators available for lunch bag storage.**

We are excited to be bringing back the option to purchase a low-cost lunch on Fridays for campers! Weeks 1 and 3 will be Subway sandwiches, and Weeks 2 and 4 will be Pizza. Lunch will include a snack and drink. To pay for the lunch bunch, please log in to your MyRec account and head over to the Music and Arts program to register. Due to food allergies, staff will enforce a strict "no food sharing/trading rules".

DROP-OFF AND PICK-UP

Drop-Off Procedure

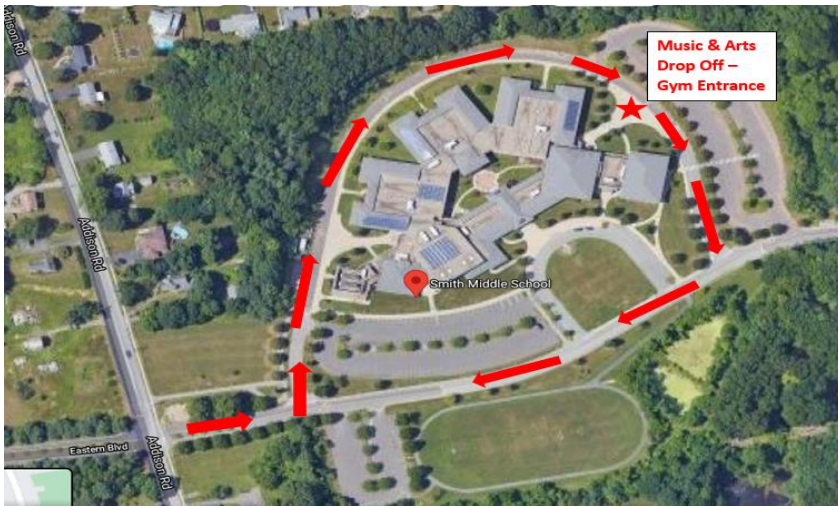
Direct your child to report immediately to the Extended Day location when dismissed from their last class at Music and Arts Camp. **If you pick up your child at Music and Arts Camp, and they will not be attending Extended Day, please notify the camp staff.** Attendance is used from Music and Arts Camp to mark children who are out for the day and the staff will be looking for a child who attending Music and Arts and does not show up for Extended Day.

Yellow Group (Grades 3-4): Campers will report to Room 1309 upon dismissal

Blue Group (Grades 5-6): Campers will report to Room 1302 upon dismissal

Red Group (Grades 7-9): Campers will report to Room 2309 upon dismissal

****If you are picking your child up early, please use the gym entrance to Smith Middle School (in the back of the school). You will then be met by camp staff and escorted to the camp office to sign your child out****



Pick-Up Procedure

You must park and meet your child. There will be no option to pull up and pick your child up. Pick-up will be done inside at the gym entrance in the back of the school. Plenty of parking will be available in the parking lot closest to the gym entrance. Please note that the drop-off lane will be blocked off during pick-up.

Parents/guardians will **need to sign your child out.** If your child will walk/bike from the program, you will need to give the Staff a permission note, and notate on the "Camp Permissions Form" upon registration. Please be advised written permission is required when someone other than the Parent/Guardian is to pick up your child. It is important for children be picked up **promptly at 4:00 p.m.**

PLEASE BE EXTREMELY CAREFUL IN ANY PARKING LOTS AND DRIVING LANES, AND BE SURE TO FOLLOW INSTRUCTIONS GIVEN BY CAMP STAFF.

Late Fees

A late fee will be charged to Parent/Guardians picking their child up after the set pickup time for camp. A 10-minute grace period will be given and then a fee of \$15 will be charged. Another \$15 charge will occur after every 15 minutes late that a child is not 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 up 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 and 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 on the camp calendar. Always read the camp calendar carefully! If you plan to drop-off or pick-up your child at times other than 11:55 a.m. or 4:00 p.m., respectively, please advise the staff in writing in advance to avoid any confusion. We may be unable to accommodate these requests on days of off-site/field trip activities!

REQUIRED PAPERWORK

While registering your child for Music and Arts Camp Extended Day programs, you will be prompted to fill out required forms in order to successfully complete your registration.

Camper Information Form: This form is utilized to let camp staff know of any allergies, medications, or special needs your child may have. It will also prompt parents to fill out parental information and emergency contact information. Please be sure to list as many people as possible for emergency contacts, other than parents.

Camp Swimming Information: Please note on this form what swimming ability your child is. Wristbands will be issued for campers dependent on their swimming abilities.

Camp Permissions Form: This form will be used to determine permissions set by parents/guardians for each child. It will also give staff members approved contacts for pickup.

Medication Authorization Form: If your child will require any sort of medication while at camp (including epipen and inhalers), a medication authorization form is required. This form is due the Tuesday prior to camp beginning. This authorization form is required for BOTH Music and Arts and Extended Day. If your child is attending both programs one form is required.

REFUNDS

To avoid trips being canceled at the last minute due to insufficient enrollment and in order to accommodate waiting lists in a timely fashion, refund requests must be made no later than five (5) business days before the program begins. Refund requests will not be considered after this time unless accompanied by a doctor's note. **All refund requests must be received by Monday, June 17, 2024.**

CHILDREN WITH SPECIAL NEEDS

Music and Arts Camp Extended Day welcomes all children to camp! During the checkout process on the camper information form, please notate any special needs your child may have ahead of the start of the program. **In order to make camp the most successful experience for your child, please notify Geordie Emmanuel, Program Coordinator, of any special needs/behavior concerns at george.emmanuel@glastonburyct.gov or 860-652-7681.**

HANDLING CONCERNS

If there is a concern regarding your child at camp, we encourage an open dialogue between parents and the camp staff. We are open to any questions in order to ensure that camp is a safe and enjoyable environment for all campers and families! Please address any concerns immediately to the Head Counselors or Camp Director in-person, via email, or by calling the camp phone.

APPROPRIATE BEHAVIOR

Safety, respect of 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 situation continues, the Camp Director, Head Counselor and/or the Program Coordinator will discuss the situation with you and attempt to come to some 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 that the behavior has been discussed with the child. While it is not our intent to discourage participation because of 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 child may be asked to stay home for the day, miss a field trip and/or be removed from the program.

BULLYING 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 at camp. Encourage them to bring any problems to the attention of a staff member as soon as they occur. Inform the Camp Director or Head Counselor of any problem your child may be experiencing at camp.

CAMP ATTIRE

Campers should dress comfortably for camp! Classrooms are air conditioned with the exception of the gymnasium.

WHAT TO BRING TO CAMP

- Refillable water bottle
- Sunscreen
- Healthy Lunch
- Two Snacks
- Backpack for belongings
- A smile every day!

PLEASE NOTE—Staff will not be responsible for applying sunscreen. Please be sure your child comes with a long-lasting sunscreen already on and/or is able to apply it themselves.

We STRONGLY ENCOURAGE all campers to leave electronics and valuable items at home. The Parks and Recreation Department and Camp Staff will NOT be responsible for damage/theft of such items.

OFF-SITE ACTIVITIES AND 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 on the responsibility of the Parent/Child. Detailed field trip information can be viewed on the extended day portion of the website, and will be communicated via email prior to camp beginning. Refer to the experience guide distributed for additional spending money opportunities, what to bring, etc. **Please remember to always send your child in their camp t-shirt on field trip days if noted. These will be handed out on the first day of camp.**

Extra Camper Shirts

Beginning this year, parents will have the option to purchase additional camp shirts as needed. Each child will receive one camp shirt color coordinated to their group. Parents will have the option to purchase additional cotton shirts or dri-fit shirts. Additional t-shirts can be purchased online.

Swimming

Children will swim at Grange and Addison pools, and Eastbury Pond (weather permitting). Certified Lifeguards help ensure the safety at the pool with the support of the Extended Day staff. As an extra precaution, a “Buddy System” is used to conduct safety checks. Wristbands are used to identify camp children and their swimming ability. If the information is left blank, the child will be considered a non-swimmer and restricted to non-swimmer area only. This will be at the shallow end of the pool.

Camp Experience Guides

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 experience guide. If you plan to drop-off or pick-up your child at times other than 11:55 a.m. and 4:00 p.m. respectively, we ask that you advise the staff in writing in advance to avoid any confusion. We may be unable to accommodate these requests due to off-site field trip locations. Please scan the QR code below, or click [HERE](#) to visit the groups experience guides.

Music and Arts Extended Day BASH!

The Music and Arts Extended Day BASH is back! This program is only available for campers who participate in the Extended Day program. The Bash will take place on Friday, July 19th from 8:30 a.m. – 4:00 p.m. after the conclusion of Music and Arts Camp. This includes a day trip to the SportsCenter of CT with lunch included! Registration must be done separately.

**SCAN THE QR CODE BELOW TO VIEW THE
EXPERIENCE GUIDES!**

