

GLASTONBURY PARKS AND RECREATION

Playground Junior

Parent Handbook

2024

INTRODUCTION

Welcome to the Glastonbury Parks and Recreation Department's Playground 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:

Buttonball Lane School
376 Buttonball Lane
Glastonbury, CT 06033

Hebron Avenue School
1363 Hebron Ave
Glastonbury, CT 06033

CAMP 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

Buttonball School Site

Head Counselor: Lauren Constant
School Phone: 860-652-7276
Classroom Ext: 33015
Classroom: Room 5
playgroundjrbbbl@glastonburyct.gov

Hebron Ave School Site

Head Counselor: TBD
School Phone: 860-652-7875
Classroom Ext: 34104
Classroom: Room 4
playgroundjrhas@glastonburyct.gov

Phone numbers listed are main office number at schools, if office staff answer ask to be transferred, if voicemail answer you can hit the extension. No voicemail is available. Please limit use to essential calls only. If you cannot reach the program please contact the Glastonbury Parks & Recreation Department 860-652-7679.

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

THE STAFF

Playground Junior staff will consist of a Head Counselor, Counselors, and Junior Counselor(s). Ratio of children to staff is minimum 8:1. Playground Junior Staff will be supported by the Playground Director. The Directors and Head Counselor are certified in First Aid/CPR and Medication Administration.

CAMP DATES

Session 1: June 24 - July 3
(No Camp 7/4 & 7/5)*

Session 2: July 8 - July 19

Session 3: July 22 - August 2

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:

Parents should park their car and walk their child(ren) to classroom.

Buttonball: Classroom 5 along the front of the school, enter through main entrance.

Hebron Avenue: Classroom 4 - Meet at Exterior Door of classroom which faces playground on right side of school.

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, 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 classroom phone.

PICK-UP PROCEDURE: Please park and greet the Head Counselor to sign your child out.

Dismissed locations:

Buttonball: Main Entrance of Buttonball School.

Hebron Ave: Exterior Classroom Door/Small Playground (right side of school)

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

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 playgroundjunior@glastonbury-ct.gov 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. "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 best work 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 campers and staff are encouraged to wash hands frequently during the camp 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 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.

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.**

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

Summer Playgrounds 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, 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 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. **PLEASE PUT CHILDS NAME ON SUNSCREEN BOTTLES!**

THE PROGRAM

Children will stay with the Playground Junior group each day. Occasionally they may participate in whole camp activities with Playgrounds. 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 and Eastbury Pond. 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 ACTIVITES

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

Children will visit Eastbury Pond once a week weather permitting. Playgrounds 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.