

# **TRUMBULL PARKS & RECREATION**



## **JUNIOR CAMP PARENT HANDBOOK 2025**

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# Welcome!

The purpose of this manual is to introduce parents to the Trumbull Parks & Recreation Junior Camp, our staff, and information that will help make summer a fun and enjoyable experience for all.

The Junior Camp offers parents a convenient and inexpensive way to keep their child engaged throughout the summer. Camp is held at a local school and vary in location from year to year. Campers will be put into a group and paired with a counselor. Groups will participate in smaller games, as well as join with other groups for larger group activities. Campers will also have free play time to climb the jungle gym or play kickball with others. Lunch will be eaten every day at noon followed by more large and small group activities such as arts & crafts, sports related games, tag, and adventure games.

By creating counselor groups and allowing time for smaller group activities, we hope campers will be able to meet new people and start developing relationships that will help make camp an enriching experience.

Please read this manual in its entirety to help answer questions you may have and to make your child's transition to camp a smooth one.

## Important Phone Numbers

Junior Camp Supervisor: 203-231-8450

Trumbull Parks & Recreation Main Office: 203-452-5060

## Camp Dates and Times

Junior Camp runs Monday-Thursday at Trumbull Early Childhood Education Center 8:00am-3:30pm. On Fridays, Junior Camp meets at the sprinkler park at Beach Memorial Pool. PICK UP AND DROP OFF FOR PARK DAYS WILL BE AT BEACH MEMORIAL SPRINKLER PARK\*\*

Camp sessions run weekly. Each session of camp requires a separate registration.

\*\*Park Days may be transferred to another facility depending on weather/facility availability/etc.

## Registration Policy

The deadline to register for each session of camp is **Friday of the prior week**. A limited number of enrollments is allowed for each camp based on available staffing and site limitations. Children signed up after the maximum is reached will be put on the waiting list. Once the wait list is full, no additional children will be allowed on the list.

<u>Drop-Off and Pick-Up Times</u>	<u>Earliest Drop-Off</u>	<u>Latest Pick-Up</u>
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Trumbull Early Childhood Education Center	8:00 am	3:30 pm
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Parents must sign in/out their child accurately using the time from the smart phone located at each camp site.

### Drop-Off Information

Campers may be checked-in for the day beginning at 8:00am for Junior Campers - WE WILL NOT ALLOW CHECK IN BEFORE 8am. Dropoff is 8am-8:30am OR any time after 8:45am. *Due to summer school at TECEC there will be heavy bus traffic from 8:30am-8:45am and again at/around 11:30am.* To be respectful of their population with disabilities, and for the safety of our campers, we CANNOT have parent drop-off/pickup during their bus route!

For safety reasons, children are not allowed to walk to or from camp on their own. Park your vehicle in a designated parking space and **escort** your child to the check in table, which will be available daily. Campers must be signed in daily by a parent or authorized adult. After 8:45am you will need to call the Junior Camp Site Supervisor so a staff member can meet your camper at the TECEC entrance. *Campers may be given a wristband when they sign in for the day on park days and/or trip days.*

### Pick-Up Information

Campers must be signed-out of camp by a parent or authorized adult - a photo ID is required. Park your vehicle in a designated parking space and walk to the front entrance to sign out. Vehicles not in a designated parking spot may be ticketed and/or towed.

Parents/guardians will have to submit a list of people who will be picking up the camper. Any changes must be made in writing, phone calls will not be accepted as a form of communication for changing the pickup list. It is recommended that any changes be made 24 hours BEFORE the new person will pick up the child.

In an emergency we will accept a handwritten note, from the legal parent/guardian, giving another adult temporary permission to pick up the child. It must be in writing in order for us to comply.

**\*\*Please bring a photo ID when checking your child in or out. Our camp staff may rotate between locations, so they may not recognize you even if you have been coming to camp all summer\*\***

### Late Pick-Up Policy

Regular Camp:

All children must be picked-up by a parent or authorized person by the time camp ends at 3:30pm.

If you know you are running late, please contact the Site Supervisor at the camp to inform them of the anticipated time of pick-up. **It is helpful us to know in advance so they can help your child adjust to the late arrival.** This helps the Site Supervisor arrange for staff coverage during the time the child is remaining in the program.

If a parent has not contacted the camp phone by closing time, the Site Supervisor will attempt to contact the parents using the primary and alternate phone numbers provided. If no one can be reached, the local authorities will be contacted.

*Repeat late pick-ups of your child will result in your camp privileges being suspended a minimum of 2 camp days (refunds or pro-rated rates for missed camp days will not be given).*

## **Camp Staffing**

Each camp site has a Site Supervisor and several camp counselors. There is always someone present who is trained in First Aid and CPR. A majority of our staff members are between 18 and 22 years old. All staff will wear a name badge at all times.

## **Staff Ratios**

We strive to adhere to the ratios recommended by the Connecticut Office of Early Childhood.

Ages 4-5                      Ratio 8:1

## **Visiting Performers**

Junior Camp participants will eat lunch early every Tuesday as the weekly Children's Concerts will take place at noon. Each week a different local artist will perform a one-hour concert exclusively for our junior camp participants. Additional guests, such as jugglers and hula-hoop artists, may visit on either Monday or Thursday's.

## **Sprinkler Park Day**

On Fridays the Junior Camp meets at the Sprinkler Park at Beach Memorial Pool. There is no camp at TECEC on Fridays. Please note, campers will NOT have access to the Pool or Snack Shack; they will be limited to the Sprinkler Park and Playground area(s). Trumbull Parks & Recreation will have a tent to provide shade and to act as the "home base" sign in/out area.

## **What To Bring To Camp**

All items should be labeled with the child's first and last name.

- Filled water bottle
- Snacks and lunch (no peanuts or peanut products allowed)
- Backpack with name on it
- Swim suit and towel & dry clothes on water days
- *Spray sunscreen (labeled with child's name)*
- *Bug Spray (labeled with child's name)*

## **What Not To Bring To Camp**

Anything you do not want shared, broken or lost. *We are not responsible for personal items.* **Cell phones and electronic devices are not permitted at camp. If your child brings an electronic device to camp they will need to keep it in their backpack.**

## **Lunch & Snacks**

**LUNCH AND SNACKS ARE PEANUT FREE!**

Please check the lunches you pack for you child. Just like the schools, we are asking parents to pack peanut free products to help ease worries about allergies. We have numerous peanut allergies in the camp and your cooperation on this matter is greatly appreciated!

Campers will have an opportunity to eat a snack both before and after lunch. Lunch will be held for all camps at approximately 12pm (noon) each day. Parents should pack a lunch, snacks and water bottle. Campers with severe food allergies will have a separate table to eat lunch. All campers, regardless of allergy or not, will be required to wash their hands with anti-bacterial hand wash after lunch.

Parents will need to let the Trumbull Parks & Recreation Office know about any food allergies and it is recommended to inform of the severity of the allergy.

## **Activities**

While our camps are primarily free play on the playground with their peers, campers will have the opportunity to participate in structured, group activities. Some of the types of structured activities will include:

**Sports Related Games:** Soccer, kickball, basketball and football are a few of the playground favorites. Other sports-related games will modify sports to allow campers to have fun while developing certain skills and improving hand-eye coordination.

**Tag Games:** An old school yard favorite. There are hundreds of variations on the classic game of tag and we will explore many of these over the course of the summer. A fun game that is also a great cardio exercise!

**Adventure Games:** Adventure based games focus on challenging individuals and teams to overcome obstacles and work together.

**Arts, Crafts & S.T.E.M.:** A variety of arts and crafts will be available during free play each day. Each week campers will also have the opportunity to participate in a larger activity, such as a S.T.E.M. focused project or a craft such as tie-dye.

## **Bullying Policy**

*Trumbull Parks and Recreation addresses all bullying incidents seriously.* We encourage our staff to promote open communication within their groups, so that campers feel comfortable letting us know if there are any problems at any point during their camp experience.

At camp, every child has the right to the best possible camp experience and we will act proactively to ensure that none of our campers is denied this opportunity. As a camp, we believe positive behavior comes from a cooperative effort between campers, parents and staff. While we make every effort to establish communication with parents before taking any major disciplinary steps, it is important to note that fighting, demonstration of disrespectful behavior, hitting, biting, bullying, harassing and displaying destructive behavior are grounds for immediate suspension and possible dismissal from current session of camp or all future sessions.

## **Code of Conduct**

Trumbull Parks and Recreation (TP&R) encourages fun, friendship, and safety in a positive atmosphere. To accomplish this, we have established behavior guidelines that revolve around four basic principles: respect responsible, safety and kindness. If a child has difficulty with any of these expectations, the camp staff will work closely with them in an effort to get compliance.

Below are behaviors that will not be tolerated and will cause disciplinary action to be taken.

- Bullying
- Hitting/Fighting/Causing Physical Harm
- Profanity, Disrespect To Others
- Verbal Assault
- Refusal to Cooperate
- Theft/Destruction of Property
- Temper Tantrums
- Possessing Drugs/Alcohol/Weapons
- Biting/Spitting
- Sexual Misconduct
- Leaving Facility Grounds or Assigned Group

## **Behavior Management**

Behavioral issues will be handled on an individual basis and the circumstances thoughtfully considered. Our goal is to provide each child with the skills necessary to solve conflicts in a manner that is appropriate and with regard to others' feelings. We seek cooperative and effective solutions by using the techniques listed below. Physical force or abusive language is never used.

- Teach ground rules
- Offer realistic choices
- Clarify expectations
- Offer a positive role model
- Encourage problem solving
- Redirect child's attention
- Offer assistance
- Use time out effectively
- Provide encouragement
- Be willing to start over

Disciplinary action, when required, will be documented. Depending on the severity of the offense, staff will take the following steps:

- Counselor will talk with the child
- Counselor or Site Supervisor will speak with the parents. An incident report will be completed.
- Repeat incidents similar in nature will result in another incident report and parent/guardians will be notified. The Site Supervisor and/or Recreation Program Manager will meet with the camper and speak with the parents. Depending on the severity of the incident, campers may be sent home for the day or suspended from camp. Dismissal may be considered.

**Please note:** The Recreation Program Manager reserves the right to forgo the Disciplinary Action Process and commence with immediate suspension/dismissal of a camper based on the severity of the behavior. Children who have been dismissed from Camp for disciplinary reasons will not be permitted to continue in any Trumbull Parks & Recreation Camp for one (1) year.

## **Medication at Camp**

Our Camp Counselors are not trained to administer medication. If a child requires a medication in the event of an emergency (i.e. Epi pen), the child's physician **MUST** submit a note to the office before the camper brings the medication to camp.

## **Sunscreen & Bug Spray**

Your child will be spending most of their day outdoors. Due to increasing tick populations in Connecticut WE STRONGLY ENCOURAGE insect repellent in addition to sunscreen. Please make sure you have put sunscreen and bug spray on your child before camp. Any use of sunscreen or insect repellent at camp requires written parent authorization. Please take the time to teach your child to apply sunscreen and bug spray prior to camp. If it is a prescription sunscreen, it will be treated as a medication and will also require a medication form. A copy of the screen & bug spray authorization form can be found online or at the end of this document.

## **Illness**

For the well-being of our campers and staff, any children with an illness that is contagious and can be passed on to others should refrain from attending camp. Also, we request to be notified if your child has been exposed to any communicable diseases. Children must be symptom free for at least 24 hours before attending camp. If we observe that your child is not feeling well, we will call the parent, guardian and/or emergency contact listed on the registration form. Arrangements must be made as soon as possible for your child to be picked up from camp. In the event of a serious illness or accident, we will call EMS and your child will be transported to the nearest hospital.

## **Emergency Procedures**

All staff will be trained in emergency procedures from severe weather and injuries to any shelter in place scenarios. Camps will utilize the school facilities to deal with emergency situations.

Injuries: Severe injuries will be dealt with immediately. 911 and parents/guardians will be contacted right away. Our staff is trained in CPR/First Aid/AED scenarios and will initiate care as needed. The rest of the campers will be ushered away from the situation and activities modified for that location while emergency personnel handle the situation.

Weather: On days when camp is held but the threat of thunder and lightning persist. The Recreation Program Manager and Site Supervisors will monitor the weather and incoming storms. When thunder and lightning are present, or there is an imminent threat, all counselors and campers will move inside while the weather takes place. The weather will continue to be monitored and camp will return outside once the threat has passed.

Threats: The camps will work in connection with school personnel and local emergency responders in case of imminent threats to the proximity of the camp. Camp staff will lead groups inside to designated rooms and shelter in place. Site Supervisors will be in communication with the Recreation Program Manager and emergency personnel. Once the threat has been alleviated, the camp will return to normal activities.

## **Addressing Concerns**

We encourage you to directly communicate with the staff member who is responsible for your child. Feel free to ask specific questions or offer suggestions to the staff member in order to remedy a situation your child may be having at camp.

- A. Start with group leader in your child's group.
- B. If not satisfied, discuss with Site Supervisor.
- C. If not satisfied, contact the Trumbull Parks & Recreation office at 203-452-5060.



# Trumbull Parks & Recreation Camp

## Sunscreen and Bug Spray Form Authorization Form



The Trumbull Parks and Recreation Department does not allow sunscreen or bug spray at camp unless authorized in advance by the parent/guardian. Prescription sunscreen is considered a medication and will require a medical authorization to be completed.

My child(ren), \_\_\_\_\_, is/are permitted to have sunscreen/bug spray applied throughout the camp day as follows:

\_\_\_\_\_ **WITH** assistance from Trumbull Parks and Rec staff members.

\_\_\_\_\_ **WITHOUT** assistance from Trumbull Parks and Rec staff members (please note: by checking this you acknowledge that at any point throughout the summer, no staff member will assist/apply sunscreen to your child).

**I AM** providing the following sunscreen/bug spray \_\_\_\_\_ that shall be labeled with his or her first and last name. Only siblings may share.

Parent or Guardian's Name (please print): \_\_\_\_\_

Parent or Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

-Parents are strongly encouraged to apply sunscreen/bug spray to their campers before they attend camp for the day.

-Campers should re-apply sunscreen/bug spray according to the directions written on the label of the provided sunscreen.

-Please mark the sunscreen bottles with the camper's name.

# TRUMBULL PARKS AND RECREATION JUNIOR CAMP QUESTION FORM



Camper's Name: \_\_\_\_\_

Does your child have any allergies? \_\_\_\_\_

If yes, does your child have an and inhaler or epi-pen? \_\_\_\_\_

Does your child have any special needs? \_\_\_\_\_

## Pickup:

In order to ensure the safety of your child, we ask that you please provide us a list of people who might pick up your child from camp this summer.

**Name: Phone Number: Relationship:**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_

If you would like to add someone to your list during the camp session, please notify the recreation department at least 24 hours before the pickup.

\*A photo ID may be asked of the person picking up your child.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_