



**TRAVEL CAMP  
PARENT HANDBOOK  
2026**

## **Welcome!**

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

The Travel Camp offers parents a convenient and inexpensive way to keep their child engaged throughout the summer. Travel Camp is held at Indian Ledge Park with bus trips departing from the Barn. Campers will be put into a group and paired with a counselor. Depending on the trip, campers may be split by age and/or interest. For example, the 10/11 year old girls may be placed together for one trip, but anyone who wants to ride roller coasters and other extreme rides may be placed together for another trip. 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**

Travel Camp Supervisor: 203-231-9316

Parks and Rec Main Office: 203-452-5060

### **Camp Dates and Times**

Travel Camp meets Mon/Wed/Fri at the Barn at Indian Ledge Park and Tue/Thur at Tashua Knolls Pool. Drop off is 8am and pickup is 4pm most days- campers will be encouraged to alert parents when we are approximately 30 minutes from the Indian Ledge Barn on late-night trip days. Each session of camp requires a separate registration.

### **Weather**

*Travel Camp will meet rain or shine on trip days.* The weather will be monitored by the camp staff. Decisions will be made by 7:30am on the day of camp. Parents will be notified **ONLY IN THE CASE OF LOCATION CHANGE** via email. Notice will also be posted to our Facebook page and on our MyRec site. The Recreation Office does not open for calls until 9am so please check your email or social media after 7:30am if there is a concern about weather.

### **Drop-Off and Pick-Up Times**

Trip departure times will vary by the day. *Anyone NOT onsite when the bus is scheduled to leave will not be able to participate in camp that day.*

### **Drop-Off Information**

Campers may be checked-in for the day beginning at 8:00am- **WE WILL NOT ALLOW CHECK IN BEFORE 8:00AM.** 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 from 8:00- bus departure daily. Campers must be signed in daily by a parent or authorized adult.

### **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 into the Indian Ledge Barn/Tashua Knolls table 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. You were able to place people on this list when you registered for the program. If someone needs to be added to the list, or removed from it, you should speak with the Site Supervisor to make the change. 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\*\***

### **Late Pick-Up Policy**

All children must be picked-up by a parent or authorized person by the time camp ends at 4:00pm (or at the return time of the scheduled trip).

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**

Travel Camp 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 college students. All staff will wear a name badge and Trumbull Parks & Recreation attire at all times.

### **Staff Ratios**

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

Ages 4-5	Ages 6-8	Ages 9-10	Ages 11-13
Ratio 8:1	Ratio 10:1	Ratio 12:1	Ratio 12:1

## Travel Camp Trips

The following is the list of trips and the time the bus is expected to pick up/drop off campers. If a camper is not at the Barn at Indian Ledge Park by the time the bus is ready to depart, the camper will not be able to attend camp that day. For late night returns, campers will be encouraged to contact parents approximately 30 minutes prior to arriving at the Indian Ledge Barn. **CAMP SHIRTS MUST BE WORN ON TRIP DAYS**. Any camper who plans on attending a trip but is not wearing their shirt will not be permitted to go. This is a safety protocol- the custom shirts help our counselors locate the children in large crowds and over greater distances.

Specific details will be emailed, with items such as waiver links, for your camper's specific session. These emails will also include details, such as if lunch will be provided or if campers will need to bring a bagged lunch and/or have concession stand options. Counselors are not responsible for camper's pocket money and/or how they spend it! Please note, Wednesdays are often the same trip location as Playground Camp.

June 24: Roller Skating

Notes: Socks required; lunch included

Bus leaves IL @ 9:00am. Bus is expected to return @ 2:00pm.

June 26: Lake Compounce

Notes: Bathing suit, dry clothes, and lunch included

Bus leaves IL @ 9:30am. Bus is expected to return @ 4:00pm.

June 29: Lazer Tag

Notes: Closed toe shoes required; lunch included

Bus leaves IL @ 10:00am. Bus is expected to return @ 2:00pm.

July 1: Quassy

Notes: Bathing suit, dry clothes, and lunch included

Bus leaves IL @ 9:30am. Bus is expected to return @ 4:00pm

July 8: Bowling

Notes: Socks and closed toe shoes require, lunch included

Bus leaves IL @ 10:00am. Bus is expected to return @ 2:00pm.

July 10: Powder Ridge

Notes: Closed toe shoes, BRING LUNCH

Bus leaves IL @ 10:00am. Bus is expected to return @ 4:00pm.

July 13: Brownstone

Notes: Bathing suit, BRING LUNCH

Bus leaves IL @ 9:00am. Bus is expected to return @ 4:00pm.

July 15: Hartford Athletics

Notes: No backpacks allowed. BRING LUNCH

Bus leaves IL @ 10:00am. Bus is expected to return @ 2:00pm

July 20: Great Wolf Lodge

Notes: LATE NIGHT RETURN, bathing suit, dry clothes, and lunch included

Bus leaves IL @ 8:15am. Bus is expected to return @ 6:00pm.

July 24: Bike Tour @ Lake Waramaug State Park

***DROPOFF/PICKUP 5892 Main Street TENT. IL Park closed for BMX Nationals***

Notes: Closed toe shoes, BRING LUNCH (no concession stand)

Bus leaves IL @ 8:45am. Bus is expected to return @ 3:00pm

July 29: Lake Compounce

Notes: Bathing suit, dry clothes, and lunch included

Bus leaves IL @ 9:30am. Bus is expected to return @ 4:00pm.

July 31: Splashdown Beach

Notes: LATE NIGHT RETURN. Bathing suit, dry clothes, and lunch included

Bus leaves IL @ 9:00am. Bus is expected to return @ 6:00pm.

August 3: Ice Skating

Notes: Socks required; lunch included

Bus leaves IL @ 10:00am. Bus is expected to return @ 2:00pm.

August 5: Club Getaway

Notes: LATE NIGHT RETURN, bathing suit, dry clothes, and lunch included

Bus leaves IL @ 8:00am. Bus is expected to return @ 6:00pm.

August 7: Urban Air

Bus leaves IL @ 9:00am. Bus is expected to return @ 1:30pm.

August 10: Sports Center

Notes: Socks & sneakers required; lunch included

Bus leaves IL @ 10:00am. Bus is expected to return @ 2:00pm.

August 10: IT Adventure Ropes Course

Notes: Socks & sneakers required; lunch included

Bus leaves IL @ 9:00am. Bus is expected to return @ 2:00pm

August 14: Quassy

Notes: Bathing suit, dry clothes, and lunch included

Bus leaves IL @ 9:30am. Bus is expected to return @ 4:00pm

**Please note, trips are subject to change depending on weather and availability.**

### **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 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 Phone Usage Policy**

Trumbull Parks & Recreation is not responsible for personal items including but not limited to electronics. We acknowledge that travel campers may have them as counselors will encourage campers to let parents know when the busses are about 30 minutes away from the Indian Ledge Barn on late night returns. There will also be the supervisor's camp phone available for any campers who does not have a cell phone. We ask that travel campers only use phones during breaks then put them back into their bags. **Counselors may request that campers put away their phones at any given time to get everyone's attention for important information such as check-in's and safety instructions.** Campers are permitted to take pictures, with permission, but we ask that they refrain from posting to social media during camp. This includes but is not limited to TikTok, Instagram, etc. We want the campers to experience these memories versus living behind their screens! Any camper found to be abusing cell phone privileges will be handled according to our Behavior Management plan outlined below. Additionally, some amusement parks may prohibit things like portable battery chargers so we encourage you to take a look at the bag policy and list of prohibited items to avoid anything being confiscated at security!

## **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.

## **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 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 and 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 TRAVEL 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: \_\_\_\_\_



## Trumbull Parks & Recreation Camp

### Field Trip and Water Play Authorization Form

The Trumbull Parks and Recreation Department offers water play activities and occasional off-site trips as part of its camp programming. Participation in these activities requires advance authorization from a parent or legal guardian.

My child(ren), \_\_\_\_\_, is/are allowed to participate in water play activities and scheduled off-site trips organized by the Trumbull Parks and Recreation Department.

I understand that water play activities may include, but are not limited to sprinklers, splash pads, pools, water games, and other supervised recreational water activities. Please note by signing this form you acknowledge that staff members may supervise from a distance and your child may participate independently when appropriate.

I also understand that field trips may involve transportation to and participation at off-site locations approved by the department.

I acknowledge that participation in these activities involves certain inherent risks, including but not limited to slips, falls, transportation risks, and other unforeseen hazards associated with recreational activities. I voluntarily assume these risks on behalf of my child(ren).

I understand that my child must follow all rules and instructions provided by staff, including lifeguards and vendors. Failure to do so may result in removal from the activity for safety reasons.

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

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

I understand that Trumbull Parks and Recreation staff will provide supervision; however, accidents may still occur. I agree to release, indemnify, and hold harmless the Town of Trumbull, the Trumbull Parks and Recreation Department, its employees, volunteers, and agents from any claims, liabilities, damages, or expenses arising out of or related to my child's participation in these activities, except in cases of gross negligence.