

# Camp Sunrise Parent Handbook

## CAMP LOCATION

Smith Middle School  
216 Addison Rd.  
Glastonbury, CT 06033

## CAMP CONTACTS

Name	Position	Phone	Email
Anna Park	Recreation Supervisor	(860)652-7683	anna.park@glastonbury-ct.gov
Caitlin Glynn	Camp Director	(860)652-7025	Phone Not Active Until Camp Start
Nicole Thurz	Assistant Camp Director	(860)652-7025	
Donna Glynn	Assistant Camp Director	(860)652-7025	
Kaleigh Hart	Program Instructor	(860)652-7025	

## DROP-OFF PROCEDURE

Drop off time is 9:00 a.m. outside on the lawn in front of the cafeteria. Please look for your child's group color area and bring your child to their assigned staff. Those that arrive on transportation will be taken off buses and vans by Camp Sunrise staff.

## PICK-UP PROCEDURE

Pickup is 3:00 p.m. Campers must be picked up by 3:00 p.m. Pickup will be held at the same spot as Drop-Off and parents get their child from their Group Leader. Those taking transportation home will be put on buses and vans by Camp Sunrise staff.

## LATE PICKUP

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 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.

## TRANSPORTATION

Transportation arrangements are handled by EACH INDIVIDUAL TOWN. A list of your child's pertinent information and weeks they are attending Camp Sunrise has been sent to the contact in your Town. If you have elected and paid to receive transportation and have questions about how transportation arrangements are handled, when your child will be picked up, etc... please contact the appropriate person as listed below:

- Cromwell-Rosanne Krajewski (860)632-3467 or [recreation@cromwellct.com](mailto:recreation@cromwellct.com)
- Glastonbury-Glastonbury Bus Yard (860)652-7295
- Newington- Hadeel Majdoub (860)665-8747 or [hmajdoub@newingtonct.gov](mailto:hmajdoub@newingtonct.gov)
- Rocky Hill- Nick Pizzoferrato (860)258-2784 or [npizzoferrato@rockyhillct.gov](mailto:npizzoferrato@rockyhillct.gov)
- Wethersfield- Jahlim Cuttino (860)721-2952 or [jahlim.cuttino@wethersfieldct.gov](mailto:jahlim.cuttino@wethersfieldct.gov)

If your child is attending ESY and it conflicts with any off-site camp activities (swimming, field trips) you must decide if your child will attend ESY or participate in camp that day. Campers cannot be dropped off at camp after ESY if the camp is off-site. **Note that Glastonbury campers attending ESY MUST SIGN UP FOR TRANSPORTATION through Camp Sunrise if you wish to be transported to camp from ESY.**

Transportation is provided to and from all field trip destinations. Campers in wheelchairs that must travel in their chairs will travel by van. All other campers will travel by school bus. Please note that buses are not air conditioned. Please send your child with plenty to drink on field trip days.

### **ATTENDANCE**

Please communicate with us via phone if your child is going to be absent from camp.

### **ALLERGIES & MEDICATIONS**

If your child requires medication and you have completed an “[Authorization for Administration of Medication](#)” form and/or a written Treatment Plan from your Physician/Allergist with specific instructions of how and when medication is to be given – you may give the medication to the staff member doing the temperature check at drop off. **If you have not completed a form, we are not able to accept any medication without it.**

### **MONDAY LUNCH BUNCH**

Each Monday, we offer an opportunity for campers to purchase lunch (alternating between Pizza and Subway each session). Lunches must be purchased in advance at a cost of \$6/person. If you have not added Monday Lunch Bunch and would like to, please use the link below, then login to your account to add Monday Lunch Bunch.

<https://glastonburyct.myrec.com/info/products/default.aspx?CategoryID=109>

### **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!

### **APPROPRIATE BEHAVIOR**

One of the criteria for attendance at Camp Sunrise is that behavior must be manageable by recreational staff and should not hinder or interfere with other participants’ recreational opportunities and/or experiences. Examples include (but are not limited to) inability to transition from one activity to another in a timely manner over a length of several days/weeks; inability to consistently comply with direction without dedicated assistance from staff; physical aggression to self or others; lengthy amount of time spent in the restroom/excessive assistance required in the restroom on a daily basis; inability to adhere to camp rules (even with the assistance of a high school age volunteer).

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 problem continues, camp staff will discuss the situation with you and attempt to come to a solution. Generally, Camp Sunrise will utilize the following steps if behavior issues persist during the summer.

**STEP 1:** Phone call home to discuss behavior followed up with a behavior form sent home with the child to be signed and returned by the parent/guardian. If behavior continues, proceed to **STEP 2**.

**STEP 2:** Suspension from Camp Sunrise for a minimum of 1 day. If behavior continues, proceed to **STEP 3**.

**STEP 3:** Conference/Meeting with Staff and Parents to create a behavior plan to include daily behavior updates. If behavior continues, proceed to **STEP 4**.

**STEP 4:** Camper will be required to have more rigorous 1:1 support at camp provided by the parent/guardian. If behavior continues, proceed to **STEP 5**.

**STEP 5:** Removal from the Camp Sunrise program.

It is not our intent to discourage participation because of behavior problems. However, in cases where all steps have been followed and no sustained improvement has been reached, it will be necessary to remove the child 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 staff 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 group's classroom 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 unsafe and/or messy based on apparel.

### **WHAT TO BRING TO CAMP**

- ☐ Refillable Water Bottle
- ☐ Sunscreen
- ☐ Healthy Lunch
- ☐ 2 Snacks
- ☐ Labeled Swimsuit & Towel
- ☐ Plastic Bag for Wet Items
- ☐ Labeled Backpack/Bag for Belongings
- ☐ Labeled Change of Clothes if not Toilet Trained
- ☐ Assistive Technology

### **WHAT TO LEAVE HOME**

- ☐ Electronics (cell phones\*, tablets and games)
- ☐ Valuables
- ☐ Precious or treasured items
- ☐ Money (Except field trip spending \$)  
\*Campers in older groups are permitted to have cell phones as needed

## **PERSONAL BELONGINGS**

**All belongings should be permanently labeled with the camper's name.** Lunches are necessary every day, except when staff communicate with you otherwise. Lunches are not refrigerated. All campers are personally responsible for their own items. There will be a designated lost and found area in each classroom; we will do our best to pair lost items back to their owners. If you are missing an item(s) please call the camp phone and we will do our best to locate the item.

## **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.**

## **SWIMMING**

Campers will utilize Addison Pool, an L shaped, 25 yard, 6 lane outdoor pool with a shallow alcove located at the back side of Addison Park on Addison Road 3 days/week. In addition to the regular size swimming pool, a wading pool with a spray mushroom approximately 6" in depth and a splash pad is also available during swimming. If you have designated your child as a non-swimmer, they will utilize the wading pool with spray mushroom and splash pad. The pool/splashpad will also be open to the public during the designated Camp Sunrise swim. Certified Lifeguards help to ensure safety at the pool with the support of the Camp Sunrise staff and volunteers.

Children who are not proficient swimmers or who require a life jacket in the pool will be assigned a volunteer or staff member to swim with. Lifejackets will be provided. Campers in wheelchairs will be transferred into a water wheelchair (Camp Sunrise has 2 specialized chairs intended for water use) and then wheeled into the pool and transferred out of the wheelchair. They will have an assigned volunteer or staff member/para to swim with and will be required to wear a life jacket (which will be provided).

Campers will change for swimming at Smith Middle School and change back after swimming at Smith Middle School. Campers, staff and volunteers will walk to Addison Pool. Transportation back from the pool will be provided.

Campers will need to bring their towels, swimsuits, and a change of clothes or coverall with them to camp each day they have swimming. They will bring those items with them to the pool. Please **LABEL** all items clearly. If your child is not toilet trained, they **MUST** wear a swim diaper in the pool. Please plan accordingly and send your child in with the appropriate attire.

In the event of inclement weather (excessive heat/cold and/or rain), staff will make a determination on the feasibility of swimming for that day. Please make sure to send your child with everything they will need to swim even if the weather looks questionable!

## **CAMP GROUPS & LAYOUT**

- Campers will be assigned to groups with 1-2 dedicated staff members and between 5-10 high school age volunteers.
- Each group will be assigned an area in the cafeteria.
- Lunch will be eaten in their dedicated group or outside on nice days. Staff and volunteers assigned to that group will eat lunch with their campers.
- Campers will stay with their groups for all activities. All rooms are air conditioned.

## **THE PROGRAM**

We are working to plan a fun filled day for campers and plan on including activities from our traditional six program areas: Arts & Crafts; Sports; Music, Movement & Drama; Team Building; Camp Games and Outdoors/Nature. Special Events/Activities and Virtual Programs are also being planned. Age appropriate movies may be shown depending on weather.

## **FIELD TRIPS/THEME WEEKS**

Field trips are scheduled as detailed in the program calendar. Transportation to field trips will be provided. Weekly newsletters will detail what is included in each field trip and if spending money is recommended.

# Camp Sunrise Trip Calendar June, July, August 2025

**Times listed are departure from camp and arrival back to camp.**

THEME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Adventure Week 16+	16 NO CAMP	17 NO CAMP	18 Ocean Beach (Whole Camp) 9:00 a.m.-3:00 p.m.	19 Sonny's Place (Whole Camp) 9:00 a.m.-3:00 p.m.	20 Essex Steam Train & Riverboat (Whole Camp) 9:00 a.m.-3:00 p.m.
Birthday	23 Monday Lunch Bunch & Special On-Site Activity PD & Fire 10:00 a.m.-12:00 p.m.	24 Addison Pool & Splash Pad (Whole Camp) 12:00-2:00 p.m.	25 Addison Pool & Splash Pad (Whole Camp) 12:00-2:00 p.m.	26 Addison Pool & Splash Pad (Whole Camp) 12:00-2:00 p.m.	27 Camp Harkness Beach (Whole Camp) 9:00 a.m.-3:00 p.m.
Red, White & Blue	30 Lessard Lanes Bowling (Whole Camp) 10:00 a.m.-2:00 p.m.	1 Addison Pool & Splash Pad (Whole Camp) 12:00-2:00 p.m.	2 Addison Pool & Splash Pad (Whole Camp) 12:00-2:00 p.m.	3 Addison Pool & Splash Pad (Whole Camp) 12:00-2:00 p.m.	NO CAMP (4 <sup>th</sup> of July)
Under the Sea	7 Monday Lunch Bunch & Special On-Site Reptile Visit 10:00 a.m.-2:00 p.m.	8 Addison Pool & Splash Pad (Whole Camp) 12:00-2:00 p.m.	9 Addison Pool & Splash Pad (Whole Camp) 12:00-2:00 p.m.	10 Addison Pool & Splash Pad (Whole Camp) 12:00-2:00 p.m.	11 Mystic Aquarium (Whole Camp) 9:00 a.m.-3:00 p.m.
Sports Fanatics	14 Monday Lunch Bunch & Special On-Site Activity Race Cars & Games 11:45 a.m.-2:45 p.m.	15 Addison Pool & Splash Pad (Whole Camp) 12:00-2:00 p.m.	16 Addison Pool & Splash Pad (Whole Camp) 12:00-2:00 p.m.	17 Addison Pool & Splash Pad (Whole Camp) 12:00-2:00 p.m.	18 Bowl-O-Rama (Whole Camp) 10:30 a.m.-2:00 p.m.
Food & Games	21 Monday Lunch Bunch & Special On-Site Activity Shop Rite Cooking 10:00 a.m.-12:00 p.m.	22 Addison Pool & Splash Pad (Whole Camp) 12:00-2:00 p.m.	23 Addison Pool & Splash Pad (Whole Camp) 12:00-2:00 p.m.	24 Addison Pool & Splash Pad (Whole Camp) 12:00-2:00 p.m.	25 Dave & Busters (Whole Camp) 10:30 a.m.-2:30 p.m.
Red Carpet Olympics	28 Monday Lunch Bunch & Special On-Site Activity Inflatables & Kona 10:00 a.m.-12:00 p.m.	29 Addison Pool & Splash Pad (Whole Camp) 12:00-2:00 p.m.	30 Addison Pool & Splash Pad (Whole Camp) 12:00-2:00 p.m.	31 Addison Pool & Splash Pad (Whole Camp) 12:00-2:00 p.m.  Camp Sunrise Evening Banquet	1 Cinemark Buckland Hills (Whole Camp) 9:00 a.m.-2:00 p.m.