

GLASTONBURY PARKS AND RECREATION

Camp Discovery

Parent Handbook

2024

INTRODUCTION

Welcome to the Glastonbury Parks and Recreation Department's Camp Discovery 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:

Glastonbury High School
330 Hubbard Street
Glastonbury, CT 06033

CAMP CONTACTS

Name	Position	Phone	Email
Liz Gambacorta	Recreation Supervisor	860-652-7697	Liz.gambacorta@glastonbury-ct.gov
Deborah Mobley	Camp Director	860-993-0530	campdiscovery@glastonbury-ct.gov
Tori, Nick, Sydney & Patrick	Assistant Directors	860-993-0530	campdiscovery@glastonbury-ct.gov

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

THE STAFF

Staff includes a Camp Director, Assistant Directors, Program Instructors, Counselors, and Junior Counselors. Ratio of children to staff is minimum 10:1. Camp Director and Assistant Directors are certified in First Aid/CPR and Medication Administration.

REGISTRATION

Summer camp registration begins in mid-March either online or through the mail. This program is extremely popular so online registration is recommended as it is in real time. This program is for Glastonbury residents only. We maintain a waitlist for the program and parents will be notified if a spot becomes available.

CAMP DATES

Preview Week: June 13 - June 21 No Camp 6/19

Session 1: June 24 - July 3

Session 2: July 8 - July 19

Session 3: July 22 - August 2

Adventure Week: August 5-9

***Register Separately for June 19th and July 5th Day Tripping with Parks & Rec** - This program will be offered on June 19th and July 5th for parents that need childcare or are just looking for a fun day for the kids. Join Camp staff for a trip day including transportation, admission, and supervision.

CAMP HOURS

Program meets Monday-Friday 8:30 AM - 4:30 PM.

EXTENDED CARE

Extended Care will be offered 7:30-8:30 AM and 4:30-5:30 PM. Information on how to register for before and after care will be sent out in May. All campers who are registered for Camp Discovery and wish to register for Before/After care will be accommodated.

*Extended Care is not available for Adventure Week.

DROP-OFF/PICK-UP PROCEDURE

PLEASE CHECK BACK FOR DROP OFF/PICK UP PROCEDURES

EARLY PICKUP

Camp Discovery is designed to be a full day program. If you will need to pick your child up early please notify staff ahead of time whenever possible. Pickup from swim or field trips can not be accommodated. Staff will check your child's schedule when they are notified of an early pickup request and work with parents on a pickup time that works.

No Pickup/Drop off is allowed from Field Trip locations including in town trips.

LATE PICKUP

A late fee will be charged to Parent/Guardians picking their child up after 4:30 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 designated drop-off and pick-up times listed above, advise the staff in writing in advance to avoid any problems. We may be unable to accommodate these requests on days of off-site/field trip 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 campdiscovery@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 work best 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.

- iii. "Swim Level" - Information in this form provides us with their swim level.
 - iv. "Payment Plan Form" - This form tell office staff if we need to setup a payment plan for camp fees.
4. Please be sure to verify the information for each child you have that is registered for camp.

CAMP GROUPS:

- Campers will register for groups based on their grades:
 - Explorers: Children who have completed grades K & 1
 - Pathfinders: Children who have completed grades 2 & 3.
 - Trailblazers: Children who have completed grades 4, 5 & 6.
- These groups will go on separate age appropriate field trips. Each group will be broken into 2-3 smaller groups.
 - If your child has a friend attending Camp Discovery and you want to be sure they are grouped together please fill out the [Friend Request Form](#). Children must be in the same age groups as defined above for friend requests to be considered.

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 promptly by parents.

DIAGNOSIS/EXPOSURE OF COVID-19:

If your child tests positive for COVID 19 please let us know so that we may consult with the Glastonbury Health Department on an appropriate protocol. In the event of a positive case of COVID-19 at camp, we will consult with the Glastonbury Health Department for current quarantine recommendations.

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 to campdiscovery@glastonbury-ct.gov or you may put them in the Parks & Recreation secure drop box to the right of the Parks & Recreation entrance to the Academy Building. **Forms should be turned in the Wednesday before their first session begins.**

Medication should be brought to camp on the first day. Children are not allowed to carry their own medication. All medication at camp must be checked in with the camp staff.

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

Camp Discovery 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 Discovery 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, Group Leader 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.

WHAT TO BRING TO CAMP

- Refillable Water Bottle
- Sunscreen
- Healthy Lunch
- 2 Snacks
- Swimsuit & Towel
- Plastic Bag for Wet Items
- Backpack/Bag for Belongings

WHAT TO LEAVE HOME

- Electronics (including cell phones, tablets and games)
- Valuable items
- Precious or treasured items
- Money (with the exception when specified on session calendar)

PERSONAL BELONGINGS

All belongings should be permanently labeled with the camper's name. Lunches are necessary every day, unless indicated otherwise on the session calendar. At camp, lunches are stored in an air conditioned room. **Brown Bag** or **Ziploc Bag** lunches are required for certain field trips as storage is tight and the lunch needs to be disposable. Please do not send cooler bags on these days as they may not come home. Whether at camp or on a field trip campers should bring all utensils they need for lunch. We have no access to cook or heat food.

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.

LUNCH PROGRAM

Once a week there will be the opportunity to purchase lunch for your camper. We alternate weeks between Pizza and Sandwiches lunches.

Pizza Lunch - Includes cheese pizza, bag of chips, drink and dessert.

Sandwich Lunch - Choice of ham, turkey or veggie 6" grinder, bag of chips, drink and dessert.

Information on ordering lunches will be emailed out when available. Lunches must be ordered by noon two days before date. Non-refundable after this time.

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.

THE PROGRAM

Children will often be broken into smaller, age-appropriate groups; however, some activities are done as an entire group. Each week consists of on-site and off-site activities. On-site activities include activities in five program areas: Arts & Crafts; Sports, Camp Games; Music, Movement & Drama; and Team Building & Nature. In addition to daily activities in each of the five program areas, children will participate in swimming and various other activities each day. Off-site activities include special events and field trips. 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:

8:30-8:45 AM - Drop Off
8:45-9:00 AM - Morning Announcements
9:00-9:30 AM - Swim Lesson
9:30-10:15 AM - Snack
10:15-11:00 AM - Program Area: Arts & Crafts
11:00-11:30 AM - Lunch
11:30-12:15 AM - Program Area: Music, Movement & Drama
12:15-1:00 PM - Program Area: Camp Games
1:00-1:45 PM - Camper Choice Activity Block
1:45-2:30 PM - Program Area: Nature & Team Building
2:45-3:45 PM - Free Swim
4:00-4:15 PM - Pack-up
4:15-4:30 PM - Pick-Up/Sign Out

SWIMMING

Swimming will be done at the Glastonbury High School pool. Certified Lifeguards help to ensure safety at the pool with the support of the Camp Discovery staff. American Red Cross Swim lessons are included at no additional cost in the mornings and all participants must take swim lessons. When registering your child you will be asked for their swim lesson level. A swim assessment will be conducted on the first day of each session to assure all children are leveled appropriately. Swim lessons will not be offered during Preview Week.

Trailblazer and Pathfinder Campers will have free swim in the afternoon 1-2 days a week for an hour. During free swim, the pool will be divided into a shallow-end section and deep-end section. Campers in swim levels 1-2 will be given purple wristbands and required to swim in the shallow-end. Green wristbands will be worn by Campers in swim levels 3 and up, and who can swim 25M without touching the wall, these campers will be allowed to swim in either section of the pool during free swim.

Explorer Campers will have free swim in the afternoon 1-2 days a week for a half hour. During free swim, the pool will be divided into a shallow-end section and deep-end section. Explorer Campers in swim levels 1-2 are required to wear lifejackets (provided by camp) and swim in the shallow-end only with counselors in the water. Green wristbands will be worn by Explorer campers in swim levels 3 and up, and who can swim 25M without touching the wall, these campers will be allowed to swim in either section of the pool during free swim.

All campers will attend swim lessons and free swim with their groups regardless of whether or not they are swimming that day. All campers are expected to participate in swim lessons and free swim sessions unless a medical reason is communicated to camp staff by the parent/guardian. Please let a member of staff know at drop-off if your child will not be swimming that day. Children who are unable to swim for whatever reason will be seated on benches in the spectator area of the pool. Feel free to send your child with a book in order to occupy their time during swim sessions in which they are unable to participate.

Occasionally, there may be swimming on field trips, camp staff will be accompanied by certified life guards in order to keep extra eyes on the campers in new locations.

OFF-SITE ACTIVITIES/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 optional and the responsibility of the Parent/Child. If you choose to send spending money with your camper on specified field trips please put the money in a labeled Ziploc baggie. The Assistant Directors will collect spending money at check-in and place these baggies in larger bag for the entire group. Camp staff will carry all camper money on field trips, and will assist campers in making purchases. Unspent money will be held by camp staff and returned to parents at pick-up time. Trailblazer Campers may carry their own spending money.

Detailed Session Calendar will be sent out at least one week prior to the start of the session. Refer to Session Calendars daily as there will often be special instructions regarding events and trips. Please remember to always send your child to camp in their Camp T-shirt on field trip days. We also request that you provide your child with a Ziploc bag lunch to bring on field trips so that the bag and its contents can be thrown away after lunch.

Some field trips require parents to sign a waiver in order for children to participate. Waivers or links to waivers will be sent out at least a week prior to the start of the session and we ask that parents make sure they fill them out by the start of the session. Failure to fill out waivers prior to the field trip may result in your child being unable to participate in the field trip.

DURING OFF-SITE FIELD TRIP ACTIVITIES, ALL STAFF ATTEND WITH THE CHILDREN. IF YOU DO NOT WANT YOUR CHILD TO PARTICIPATE IN A SPECIFIC FIELD TRIP, PLEASE DO NOT SEND THEM TO CAMP AS THERE WILL BE NO SUPERVISION AVAILABLE.