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2025 PRE-K SUMMER CAMP  
PARENT HANDBOOK

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## Welcome to Seymour Recreation Pre-K Summer Camp

The staff hopes that your child has a fun and enjoyable experience. A wide variety of activities are planned for your child this summer. Pre-K Camp will take place at Chatfield LoPresti School. Please take time to read this handbook in its entirety and familiarize yourself with the information in it. Should you have any questions or concerns, you may contact:

**John Fracker, Parks & Recreation Manager, [jfracker@seymourct.org](mailto:jfracker@seymourct.org), 203-888-0406 ext. 2**

**Mary McNelis, Director of Community Services, [mmcnelis@seymourct.org](mailto:mmcnelis@seymourct.org), 203-888-0406 ext. 5**

## The Camp

Our Camp is for Seymour youth 3-5 years old who are **FULLY Potty Trained**. We offer structured and unstructured activities intended to enhance a child's summer. All activities are done in groups with staff sharing responsibilities of supervising participants in a fun and safe environment. Please refer to the calendar of events for additional information.

### POTTY TRAINING REQUIREMENT

Children **MUST BE FULLY** potty trained to attend Seymour Recreation Camps. While we understand accidents do happen on occasion, continued recurrence will result in your child being asked to leave camp. No refunds will be given.

### DATES, DAYS AND HOURS

- June 23 – August 1 (no camp July 4th)
- Monday – Friday 9:00 a.m. – 1:00 p.m.
- Pre-Care and extended-day *are not* offered.

### DROP OFF/PICK-UP PROCEDURE

Seymour Recreation requires that all children be dropped off and picked up from the side parking lot to the right of the gymnasium at Chatfield School. We are unable to accept early drop offs or late pickups.

#### Morning Drop Off

- Drop Off is at 9:00 am
- Cars will be directed to stay in line and a counselor will open the car door, greet the children, and guide them to the gym for open play.

#### Afternoon Pick Up

- Pick up is at 1:00 pm
- **A \$30 late fee will apply for pick-ups after 1:15 pm.** This fee will be added to your account and must be paid before starting the following week of camp.

#### Early Pick Up

- If your child(ren) will be leaving early, please provide a note to the Counselor greeting your child(ren) on the morning of the requested day. Counselors will have your child ready to depart at your requested times

#### Special Circumstances

- **If restraining orders or custody decrees by the court are in place, please speak to Mary McNelis Director, or John Fracker, Parks & Recreation Manager immediately.**

## A Typical Day

### SAMPLE SCHEDULE

9:00 am	Drop off at curbside
9:15 am – 1:00 pm	Camp Activities (group games, arts & crafts, snack, lunch, special events, and free play)
1:00 pm	Pick up from outside the classroom

## Medical Alert Issues

**We do not have a nurse or medical professional at the Camp.** All Camp staff members are certified in CPR, Bloodborne Pathogens, and First-Aid by the American Red Cross or American Heart Saver as well as “Heads Up” Concussion Trained. If your child has a severe medical issue and/or condition and requires treatments other than basic first-aid, the Camp staff is not authorized or certified to perform such tasks. If your child requires any medical assistance, parents must administer treatment prior to or during Camp hours.

**If your child is exhibiting any signs of illness a parent/guardian will be asked to pick their child up from the program.**

Please know that your child’s safety is our first priority. Therefore, if your child experiences life threatening or serious symptoms 911 will be the first call. A follow up call will be made to the parent or guardian as soon as possible.

## What to Bring

On a daily basis your child should bring:

- Sneakers or other closed-toe footwear appropriate for running, jumping and playing
- Lunch (no glass containers please) – labeled with his/her name with a cooler pack in it
- Water bottles – labeled with his/her name filled with **plenty of beverages to last the entire day**
- **Snack (Please refrain from sending peanut and tree nut snacks, we are a NUT Aware Camp)**
- Sun tan lotion/bug spray – parents should apply to children before arriving at Camp. Our staff is not authorized to apply sunscreen lotion or bug spray
- Backpack (if they have one) this is very convenient for children to put all of their “stuff” into
- A spare set of clothing. (shorts, underwear, t-shirt and socks recommended)
- A Ziplock/plastic bag in the event your child needs to change his/her clothes

**Please label all of your child’s belongings with their name. The Recreation Department is NOT responsible for any lost or stolen belongings, including money!!**

## Rules and Regulations (To be reviewed with your child)

For all children to have a wonderful experience at the Summer Camp it is expected that they display appropriate behavior. We expect that the same behavior your child would have at school will be applied at the camp. This includes but is not limited to:

- Hands to yourself
- Be respectful of yourself and to others
- Use kind language
- Demonstrate kindness, sharing, and other safe, responsible and appropriate behavior at all times
- Follow the rules as presented by the staff
- Clean up after yourself and be respectful of property

## Discipline Policy and Procedures

When children are not following appropriate behavior, a fun, safe environment cannot be maintained, and for this reason we maintain the following discipline guidelines. We ask that each child adhere to the rules and regulations as outlined in this handbook. Disciplinary Action will be taken on a case by case basis and discussed with parents; however, final action will be determined at the Director's discretion up to and including expulsion from the program without a refund.

## Lost and Found

The lost and found box will be located in the Classroom. Please check with your child's Counselor if they are missing an item. The box will be emptied at the end of Camp.