



*2025 SUMMER CAMP
PARENT & CAMPER HANDBOOK*

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WELCOME TO SEYMOUR RECREATION SUMMER CAMP

The staff hopes that your child has a fun and enjoyable experience. A wide variety of activities and field trips are planned for your child this summer. 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, 203-888-0406 ext. 2

Mary McNelis, Director of Community Services, mmcnelis@seymourct.org, 203-888-0406 ext. 5

THE CAMP

Our Camp is for Seymour youth who, for the current academic year (2024/25), are in grades K – 5. We offer structured and non-structured 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 and the planned field trips for additional information.

DATES, DAYS AND HOURS

June 23 – August 1 (no camp July 4)

Monday – Friday 8:30 a.m. – 2:30 p.m.

*For emergency calls only from 8:30 a.m. – 2:30 pm the Parks & Recreation Manager and Head Counselor(s) can be reached at 203-815-4566 **DO NOT CALL THE SCHOOL**. If you are unable to reach someone (the number(s) are also listed on the bottom section of the car tags), call the Community Center at 203-888-0406

NO BEFORE-CARE AND EXTENDED DAY CARE

Before-Care and extended-day *are not* offered.

RAINY DAYS

In the event of a rainy day, camp will still be held at the school. Indoor activities will take place in the cafeteria, gymnasium and select classrooms.

DROP OFF/PICK-UP PROCEDURE

Seymour Recreation requires that all children be dropped off and picked up from the designated curbside area at the school. During morning and afternoon pickups, lines at the curbside can be long, so please plan accordingly. ***You will receive a personalized "Pick-up Pass" prior to the start of Camp. Please keep one in your car at all times and hang the car tag from your mirror upon arrival. No child will be placed in a car without a pick-up pass.***

- Morning Drop Off begins at 8:30 am. **Please do not arrive prior to 8:20 am.**
- Cars will be directed to stay in line and head counselors will be present to open the car door, greet the children and guide them to their designated group.
- If you arrive after 9:00 am you will need to park and escort your child to the Head Counselors Station and sign them in

AFTERNOON PICK UP

- Pick Up begins at 2:00 pm with all children picked up no later than 2:30 pm. **Cars should not enter the school grounds before 1:50 pm.**
- A \$30 late fee will apply for pick-ups after 2:30 pm. This fee will be added to your account and must be paid before your child will be allowed to participate in future sessions or programs.
- Cars will pull into the designated curbside area and children will be called as parents/guardians arrive
- If there is a wait, please turn your car off
- Due to the volume of traffic, we cannot accommodate early pick up after 1:30 pm.

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. The Counselors will have your child prepared to depart at your requested times
- All Early Pickups will need to take place before 1:30 pm
- Parent/Guardian will pick up and sign out their child from the Head Counselor Station

DROP OFF/PICK UP CHANGES AND SPECIAL CIRCUMSTANCES

- To **add or remove** an individual from your authorized pick up list, please provide the Head Counselors with a written note with the requested change
- **If restraining orders or custody decrees by the court are in place, please speak to Mary McNelis, Director Community Services or John Fracker, Parks & Recreation Manager prior to the start of camp or as soon as they are issued.**

A TYPICAL DAY

SAMPLE SCHEDULE

8:30 am – 9:00 am	Drop off at curbside
9:00 am – 2:00 pm	Camp Activities (group games, arts & crafts, snack, lunch, field trips, swimming, special events, and free play)
2:00 pm – 2:30 pm	Pickup from curbside

MEDICAL ALERT ISSUES

We *DO NOT* have a nurse or medical professional at the Camp. Camp staff members are certified in CPR, Bloodborne Pathogens, First-Aid and Epi Pen Administration by the American Red Cross or American Heart Saver as well as “Heads Up” Concussion Trained. If your child has a severe medical issue 911 will be called. If your child 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 the child must have an inhaler, epi-pen, diabetes testing kit or any other medical device while at the Summer Camp, a **“Doctor’s Signed Authorization Form” must be completed and returned prior to June 3** and the child will be responsible for administering any treatment. Epi-pens and inhalers will be kept at the Head Counselor Station.

If your child is exhibiting any signs of illness including fever 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 and if a child cannot administer an epi pen our staff has been trained to assist them with it. A follow up call will be made to the parent or guardian as soon as possible.

NUT AWARE POLICY

The Recreation Summer Camp is a **NUT AWARE** environment. We strongly encourage staff and families to refrain from sending foods with nut products to Camp. In addition to being NUT AWARE we have also adopted a NO SHARING FOOD policy as there are many other foods to which campers are allergic.

We ask that Parents check all food labels before sending snacks or lunch to ensure they do not say:

- Contains peanuts or tree nuts
- May contain peanuts or tree nuts (Sunflower butter and soy butter are great substitutions for a PB & J)
- Campers are not permitted to share or exchange food
- All staff members are epi-pen trained

How Your Family Can Help

- We ask all families to be mindful of allergies and kindly respect our NUT AWARE environment
- Please read ingredient labels before packing your child's lunch or snack
- Please **DO NOT** send food to Camp **that "contains or may contain"** Peanuts or Tree Nut Products
- Ensure face and hands are thoroughly washed with soap and water before leaving home in the morning, especially if food containing peanuts or nut products was consumed
- Remind your child about our Camp's "no sharing food" policy

Please keep in mind that the emergency treatment of anaphylactic allergies involves the immediate injection of medication with an epinephrine auto injector (Epipen®) and a trip to the hospital. Your help in following the simple steps listed above will ensure that we are all working together to provide a safe environment for everyone.

WHAT TO BRING

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!!

On a daily basis your child should bring:

- Sneakers or other closed-toe footwear appropriate for running, jumping and playing
- Lunch (except on Wednesday and Friday's (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 and children should reapply themselves during Summer Camp hours. 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
- Seymour Recreation T-shirt must be worn on all Field Trip days to attend trip

WHAT NOT TO BRING

Your child may NOT bring any of the following items:

- Illegal substances, Explosives, Knives, Firearms (toy or real), Lighters, Matches, Cigarettes, Vape Pens; If a child brings any of these items it will result in ***immediate expulsion from the Summer Camp for the remainder of the summer***
- iPhones/IPADS/ Electronic Games/Kindles/ Personal Toys/Trading Cards, etc.
- Hover boards, Healy's, skateboards, In-line Skates/Rollerblades (except on Roller Magic Trip)

SCREEN FREE CAMP (TO BE REVIEWED WITH YOUR CHILD)

Seymour's Rec Camp is a screen free and cell phone free camp. Cell phones, iPads, video games can become disruptive to your child's summer experience. If a child is found to have a cell phone or electronic device it must be kept in a backpack or pockets at all times. If a child is caught using his/her cell phone or any electronic device without permission from a Head Counselor, the phone will be taken from the child and held for the remainder of the day. The device will be returned to the parent at pick up time. The Camp staff is NOT responsible for the care of any items brought from home. We have an emergency cell phone on site that can be used by parents and children.

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 - **No Bullying!**
- Use clean 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
- No taking photos or videos of other participants with your cell phones. Cell phones must stay in backpacks at all times and will be taken from a participant without warning and returned to a parent at the end of the camp day.

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. Participation at Summer Camp is a privilege. Should a child not adhere to the rules and regulations as outlined in this handbook, there will be consequences. It is at the discretion of the Seymour Recreation Department staff to bypass number of offenses and suspend any child should the action be deemed serious enough by the Camp Director.

- 1st offense Verbal warning issued to participant
- 2nd offense Written warning issued to participant, removal from the activity and notification for the child to be picked up – if the child's parent is unable to be reached an emergency contact will be called and arrangements will be made to have the child picked up
- 3rd offense Suspension for three (3) days issued to participant
- 4th offense Expulsion from the camp for the remainder of the summer

Examples of serious offenses which could result in bypassing any step above and which could lead to immediate expulsion include, but are not limited to: endangering any person's well-being, verbal abuse harassment of any kind, stealing or destruction of property, and threats of violence to anyone.

*Possession of cigarettes, vape pens, lighters, matches, knives, illegal substances, firearms (toy or real) as well as fighting of any kind will result in immediate expulsion from the camp for the remainder of the summer.

LOST AND FOUND

The lost and found box will be located in the Cafeteria. Please ask your child to check it if they are missing an item. The box will be emptied periodically with its contents given to charity. All items brought to camp from home must be labeled with camper's full name.

LUNCH DAYS

Lunch is included on two days, Wednesdays & Fridays.

- **Wednesdays:** Hot Dog or Hamburger/cheeseburger served with fries
- **Fridays:** Cheese Pizza & Ice Cream

On all other days a bagged lunch should be sent to camp with your child. You may also send a bagged lunch if your child will not be eating the provided lunch on Wednesdays or Fridays.

FIELD TRIPS

All counselors will be attending the field trips. As a result, there will be no supervised on-site camp on field trip days.

Bus transportation will be provided on field trip days. Parents/guests are not allowed to attend our field trips. Campers must wear a Seymour Recreation T-shirt to all field trips. Participants not wearing the designated shirt will not be allowed to attend the field trip that day. The field trips are included in the price of camp.

SWIMMING

For those campers participating in swim days the following will apply:

- **Permission to Swim:** Parents must grant swim permission online during the registration process for each child.
- **Swimming Independence:** Children must be able to swim independently and without a flotation device to participate in swim days.
- **Non-Swimming Option:** Children who choose not to swim will remain at camp, where regular activities will continue as usual.
- **Swim Guidelines:**
 - All campers will swim in designated areas of the pool.
 - **3rd–5th Grade Campers:**
 - To swim in the deep end, campers must pass a swim test on the first swim day.
 - Campers who pass will receive a bracelet, which must be worn in the pool.
 - Those who do not pass will be restricted to designated shallow areas.
- **Parent/Guest Attendance:** Parents and guests are not permitted to attend swim sessions.

WATER SAFETY RULES (TO BE REVIEWED WITH YOUR CHILD)

- Stay in assigned area of pool
- No roughhousing in the water
- Do not dunk other swimmers
- Do not hold anyone underwater
- Do not accept a dare
- Walk! Always walk, do not run, around the pool and in the locker room
- Get dressed quickly. Show courtesy to others in the changing room
- No diving from the sides of the pool