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2024 SUMMER CAMP  
PARENT & CAMPER HANDBOOK

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## Welcome to New Canaan 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:

**Zack Philippas, Assistant Director, [zack.philippas@newcanaanct.gov](mailto:zack.philippas@newcanaanct.gov) 203-594-3600**

## The Camp

Our Camp is for New Canaan youth who completed 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. Camp dates below are based on the last day of school completing.

### DATES, DAYS AND HOURS

Session I: June 17<sup>th</sup>-28<sup>th</sup>

Session II: July 1<sup>st</sup>- 12<sup>th</sup>

Session III: July 15<sup>th</sup>-26<sup>th</sup>

Monday – Friday 8:30 a.m. – 2:30 p.m.

\*For emergency calls only. The Recreation Camp Director (s) will have a mobile phone on from 8:30 a.m. – 2:30 p.m. If you are unable to reach someone at the number(s) listed on the bottom section of the car tags, call the Recreation Department at 203-594-3600.

### NO PRE-CARE AND EXTENDED DAY CARE

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

### RAINY DAYS

In the event of a rainy day, camp will still be held at the Waveny House

### DROP OFF/PICK-UP PROCEDURE

New Canaan Recreation requires that all children be dropped off and picked up from the designated curbside area at Waveny Park.

#### MORNING DROP OFF

- Drop Off begins at 8:30 am
- Cars will be directed to stay in line and 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 Camp Director station and sign them in.

#### AFTERNOON PICK UP

- Pick Up begins at 2:00 pm with all children picked up no later than 2:40 pm
- A \$30 late fee will apply for pick-ups after 2:40 pm. This fee will be added to your account and must be paid before purchasing any other programs.
- Cars will pull in to the designated curbside area and children will be called as parents/guardians arrive.
- Due to the volume of traffic we cannot accommodate early pick up after 1:30 pm.

***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.***

### 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 Camp Director Station

### DROP OFF/PICK UP CHANGES AND KIWANIS DAYS

- To **add or remove** an individual from your authorized pick up list, please provide the Camp Directors with a written note with the requested change
- **If restraining orders or custody decrees by the court are in place, please speak to Zack Philippos, Assistant Director immediately.**
- Drop off will take place at Waveny Park. We will go to Kiwanis for the afternoon portion of camp. **Pick up will be from Kiwanis on Kiwanis Days.**

## 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. All 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 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 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 1** and the child will be responsible for administering any treatment. Epi-pens and inhalers will be kept at the Camp Director 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 do not provide any foods that contain nuts and nut products and 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

**What Can Your Family Do To 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

On a daily basis your child should bring:

- Sneakers or other closed-toe footwear appropriate for running, jumping and playing
- Bathing Suit. Our swim day is Thursday but we will swim whenever our schedule allows.
- 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 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
- Spending money (parent's decision) under \$15.00 (trip days)/under \$5.00 (ice cream days)
- New Canaan Recreation T-shirt must be worn on all Field Trip days to attend trip
- A beach towel for lunch/snack time

**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!!**

## 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, In-line Skates/Rollerblades

## SCREEN FREE CAMP (TO BE REVIEWED WITH YOUR CHILD)

New Canaan Rec Camp is a screen free and cell phone free camp. Cell phones, iPods, video games can become disruptive to your child's summer experience. If a child brings a cell phone or electronic device to the camp 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 Camp Director 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 New Canaan Recreation Department staff to bypass number of offenses and suspend any child should the action be deemed serious enough by the Camp Director.

- 1<sup>st</sup> offense      Verbal warning issued to participant
- 2<sup>nd</sup> 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
- 3<sup>rd</sup> offense      Suspension for three (3) days issued to participant
- 4<sup>th</sup> 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 under the Camp Director's station. 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.

## Pizza Fridays

Pizza is included in the total camp price. Campers will receive 2 slices of pizza for lunch each Friday. A bagged lunch should be sent if your child will not be eating pizza.

## Field Trips

Bus transportation will be provided on field trip days. Parents/guests are not allowed to attend our field trips.

On trip days all campers must wear a New Canaan Recreation T-shirt. Participants not wearing the designated shirt will not be allowed to attend the field trip that day. All counselors will be attending the field trips; therefore there will not be supervised on-site Camp on field trip days.

## Swimming

Children will swim at Steve Benko Pool and Kiwanis Park. Our objective is to maximize swimming opportunities within the confines of our camp schedule. We kindly request campers to bring their bathing suits every day, in anticipation of potential swimming sessions. Bus transportation will be provided on swim days to Kiwanis Park. A Swimming Transportation Form must be completed on-line during the registration process for each child. Parents/guests are not allowed to attend our swim sessions. If your child is not comfortable entering the pool without an adult he/she should not be participating in our swim day.

For those campers participating in swim days the following will apply: All campers will be allowed to swim in a designated area of the pool. All campers will be permitted to the shallow end of the pool for the duration of the swim period. All children will be required to wear a wrist band while swimming.

### 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