



southu**rburlington**
RECREATION & PARKS

Jr. Rec. Camp

PARENT HANDBOOK

Summer 2017

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We have prepared this parent handbook as a guide to the Jr. Rec. Camp policies and to give you some important information about the program that you may need or wish to know. Please feel free to call or e-mail the South Burlington Recreation and Parks department (SBRP) if you have any questions or concerns. Our phone number is 846-4108 and our email is recreation@sburl.com. This packet includes all the necessary information that you will need to prepare your child for their summer camp experience. We ask that you read through this entire packet. We also ask that you and your child, together, read over our ***Camp Policies and Procedures Section***. This will provide your child with an understanding of what is expected of him/her while at camp, and will help them arrive informed and prepared for their camp experience. We want to do everything possible to make your child's camp experience rewarding, fun and memorable.

The site Directors phone number is:

Jr. Rec. Camp Site Director- Jamie Olson 802-557-5759

CAMP MISSION

"To provide all young people with an opportunity for social, mental, and physical growth through participation in a camp that creates a climate of cooperation, respect, and concern for the individual."

CAMP VISION

"Memories that last a Lifetime." A commitment to the children and staff to provide a safe, fun, and educational place that creates Memory Making Experiences.

CAMP VALUES

- Safety-** To provide safe, healthy camp experiences for the children of South Burlington and surrounding towns.
- Respect-** To help campers appreciate themselves, their peers and their environment through play and teamwork.
- Fun-** To provide an opportunity for all children to participate in a variety of fun and recreational activities during their summer vacation.
- Development-** To give campers the opportunity to develop their individual skills in a variety of areas, and acquire an appreciation for the love of sports, nature, arts and recreation.

South Burlington Recreation & Parks

575 Dorset Street, South Burlington, VT 05403

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Camp Overview:

Our programs are developed methodically to promote the physical and mental health of the population that we serve. We believe strongly in the three pillars of health and wellness, conservation and social equity and work tirelessly to incorporate them in all we do. Through our camp mission, vision and values, we proudly provide a camp experience that promotes growth and development, cooperation and education and leisure activities that promote lifelong learning.

We value our community and are inclusive of expert opportunities to share in literacy with the Community Library, sustainable agriculture with Common Roots, nutrition and physical fitness with Body Resolutions and entertainment with various performers.

Through play and team work, our campers have opportunities to realize their potential: exploring their passions and celebrating their successes. Variety in themed activities provide each camper with a plethora of choices to empower their independence and boost their development.

While we celebrate the success of an all camp experience, we are touched by the individual growth that we are privileged to witness daily. Our staff is humbled and honored, knowing that in some small way, we sow the seed that allows our campers to bloom.

Forms:

The following forms provide us with the information that is essential as we prepare for your child's camp experience with us. Our child care license requires that you complete these forms for each child that you register for our Jr. Rec. Camp before we can admit them to camp.

CAMPER INFORMATION / HEALTH / IMMUNIZATIONS FORM

This form contains general camper information, parent and emergency contacts, permission to access immunization records / attend field trips /wade in the lake at Red Rocks Park under lifeguard-staff supervision etc.

Vermont's immunization law requires that all campers in Jr. Rec. Camp have a record on file indicating that the child has been immunized in accordance with the schedule of immunization determined by the Vermont Department of Health

OR

There will be a statement signed by the parent and/or physician which attests that:

1. The child has not been immunized because the immunization is medically contraindicated or
2. The child has not been immunized because to do so would interfere with the child's or the family's moral or religious beliefs or
3. The child has been immunized according to the schedule except for specifically named immunizations listed in the statement or
4. These immunizations will be given within a reasonable stated period of time (as indicated on the statement)

MEDICATION AUTHORIZATION FORM

This form is needed for those campers who will need to receive medication while at camp. Please see the Medication Policy listed in this packet.

Jr. Rec. Camp Policies and Procedures

Mandatory Reporting & Confidentiality:

Any Camp Staff who has reasonable cause to believe that a child's physical or emotional health or welfare has been or is being harmed or abused, or that the child is threatened with harm, or that the child is a victim of neglect is required to report such beliefs directly to the Department of Children and Families by calling 1-800-649-5285. All Camp staff members must maintain confidentiality of the campers attending the program. Discussions about campers, specific concerns about behavior and other personal issues may occur with the staff member and the Site Director/Head Teacher and the camper's family/guardian, as appropriate. The Site Director will share information with staff on a need-to-know basis. All child/family records will be kept confidential unless otherwise required by law or emergency. We will notify parents promptly of any action of the Licensing Division which results in a change of terms of the license of the Jr. Rec. Camp Program.

You may access the State of VT Child Care Licensing Regulations by visiting www.dcf.vermont.gov/cdd

You may contact the DCF Child Care Consumer Line at 1-800-649-2642 to receive information about child care providers, voice a concern about a provider or to make a formal complaint about a child care provider.

Daily attendance:

Jr. Rec. Camp *must* be called if for any reason your child will be absent. This is a state requirement that demands your cooperation. Please call the site director at 802-557-5759 by 8:00am and let them know that your child will be absent for the day. In the event that your child is absent from the program that he/she is scheduled to be in, and we have not heard from you by 8:30am, we will begin calling all of your contact numbers to verify their absence. Please help us to avoid this time consuming process by cooperating with this requirement.

Drop-off / Pick-up:

Our camp runs from 7:30am – 5:30pm.

Parents or guardians should park in a lined parking space. You *must* accompany your child inside for check-in each day. Please use the main entrance, place your child's belongings in their appropriate location then see our Site Director (or designee) located at a desk near the library to check in.

Camp staff is not authorized to release your child to anyone who is not on your authorized pick-up list. For safety purposes, and in order to keep accurate records, you *must* complete the sign-in and sign-out form (time/initials) with our Site Director (or designee) before leaving camp. We will release your child to either parent unless there have been restrictions imposed by a court. In such case we would require a copy of the custody order for our files.

Be prepared to show a photo ID at pick-up until we become familiar with all of the families in our program.

- When an emergency request is called in by a parent for their camper to be picked up by someone not listed in their child's file we will verify the identity of the caller (based on information in the child's file) record the identity of the emergency pick up and verify their identity via photo ID.

If you know that you are going to arrive late to pick up your child, Jr. Rec. Camp *must* be called. If your child is still in our care at 6:00pm without receiving notice and we have been unable to make contact with a parent, guardian or emergency contact, we will then notify the South Burlington Police Department and the Child Development Division to place your child in their care.

A late fee of \$5.00 is charged for every 10 minutes after 5:30pm payable directly to the staff member who is caring for your child during this time.

Parent Relations:

Jr. Rec. Camp welcomes parent visitation and participation anytime. If you have a concern, complaint, suggestion or compliment please share it with our site director. A parent, at any time, may request the opportunity to discuss the progress of their child and/or be provided the information about the facility or the program. We will provide parents access to their child's information file upon request.

We will notify parents promptly of any action of the Licensing Division which results in a change in terms of the license of Jr. Rec. Camp.

Inclusion:

Our Jr. Rec. Camp mission is ***"To provide all young people with an opportunity for social, mental, and physical growth through participation in a camp that creates a climate of cooperation, respect, and concern for the individual."***

The ADA requires that summer camps must provide reasonable modifications of their policies, practices and procedures when necessary to enable campers with disabilities to participate fully in camp programs, unless the camp can demonstrate that the necessary modifications would fundamentally alter the nature of the services and activities offered by the camp.

Typical Daily Schedule:

7:30am - 8:30am	Check-in and free play (active and passive choices)
8:30am - 9:00am	Opening ceremonies / Announcements
9:00am – 10:00am	Group Time Activities (small group/age specific)
10:00am – 10:30am	Snack
10:30am – 12:00pm	Village Time Activities (several small groups/ age specific)
12:00pm – 1:00pm	Rotation- Lunch (provided) / Active Activities / Passive Activities
1:00pm – 3:00pm	Ultimate's (2 choice activities)
3:00pm – 3:30pm	Snack
3:30pm – 4:30pm	Ultimate (3 rd choice activity)
4:30pm – 5:30pm	Check out and free play (active and passive choices)

Communicable Disease & Condition:

As per our mission of providing a safe, healthy and fun environment for children and staff, we will follow this policy when it relates to any communicable disease or condition.

If a child appears to be very ill (flu symptoms, breathing difficulties, etc.) we will immediately contact the parents/guardians and isolate the child. If the condition involves suspicion of or knowledge of head lice, we will use

discretion and either phone parents/guardians, or speak with them at the day's end. We will also post a sign in full view of parents that a case of head lice has been reported to us.

We suggest the following to adults when there is a report of head lice at school or in our program:

- *adult check the child for eggs ("nits") and live lice
- *if either is found, adult treat the child and the child's environment with products suggested by the child's physician.

We will expect that children-and their home environment-be treated if they are infested, as spreading does occur in close quarters such as schools and homes.

Medication Policy:

The Recreation Program will administer medication to children for whom a plan has been made and approved by SBRP Administrators of children's programs. SBRP request that family's check with the child's health care provider to see if a dose schedule can be arranged that does not involve hours the child is in care. If a medication needs to be given during program time it is recommended that parents request permission for two bottles of the same medication, one to be kept at the program and the other kept at home. This will help reduce the likelihood of a child missing doses of their medication.

Administering of medication to a child will occur as follows:

Prescription Medication:

Prescription medications such as antibiotics, seizure medications or others.

1. Must be administered only to the child for whom they are prescribed.
2. Must be in its original child resistant container labeled by a pharmacist to include:
 - Child's first and last name
 - Name of the medication
 - Date prescription was filled
 - Medication expiration date, storage information
 - Instructions on administration: dosage amount, frequency and specific indications for "as needed".
3. Pharmaceutical samples must be stored in the manufacturer's original packaging, must be labeled with the child's name, and shall be accompanied by written instructions as for all prescriptions.

Over the Counter Medications:

Over the counter medications such as cough syrup, decongestant, acetaminophen, and ibuprofen, topical antibiotic cream for abrasions or medication for intestinal disorders:

1. Must be in the original container labeled by the parent or legal guardian with the child's first and last name.
2. Must be accompanied by written instructions signed and dated by the parent or guardian specifying:
 - Childs first and last name
 - Name of medication
 - Conditions for use
 - Dose of medication
 - How often the medication can be given
 - Manner in which the ointments, repellents, lotions, creams, and powders should be applied.
 - Any precautions to follow
 - Length of time the authorization is valid

- Administered as authorized with specific, legible written instruction by the parent or legal guardian not to exceed amount and frequency of dosage specified by the manufacturer.

First Dose:

Whenever possible, the first dose of medication should be given at home to see if the child has any type of reaction. Parents or legal guardians may administer medication to their own child during the program time.

Special Health Conditions:

Some children may need medicine that requires special administration for severe allergic reaction that would require epinephrine through injection, or a child with asthma whom may need help with a bronchodilator. In these circumstances SBRP will work with the parents and child's health care provider as a team to provide a health plan and obtain any necessary specialized instruction and support for medication to be given.

Use of Tobacco, Alcohol and Illegal Drugs:

All South Burlington School District properties are designated as smoke free. All Jr. Rec. Camp staff, parents and guests will comply with this designation. The use of tobacco, tobacco substitutes (including e-cigarettes), alcohol and illegal drugs is prohibited on the premises.

Pesticides:

South Burlington Recreation and Parks uses Rick Marcotte Central School for our Jr. Rec. Camp location. The South Burlington School District maintains the school during the summer months in accordance to the standards used during the school year, which may or may not include the use of pesticides as part of their least toxic pest management policy. Parents and Staff will be notified in writing prior to any planned application of pesticides and will include the site of the planned application, pest to be treated for and pesticide to be used.

Field Trips – Swimming Policy:

Occasionally Jr. Rec. Camp will have the opportunity to take field trips. These outings will be an opportunity for our camp to join other area recreation departments for a performance and related activities. On several occasions Jr. Rec. Camp may take a field trip to participate in a public event. (Lake Monsters baseball game/ Burl. Cardboard Box Parade) All out-of-camp trips will be posted in advance and require parental permission. (see registration form) All campers will be transported by SBSB school bus.

Jr. Rec Camp will also take advantage of trips to Growing Gardens site at The Farm at South Village (off Spear Street) and swimming/wading in the lake at Red Rocks Park.

SWIMMING

- Each camper will have signed parent permission prior to participating in a wading/swimming activity.
- The swim location will be staffed with certified lifeguards in accordance to the DCF mandated 1:26 ratio.
- The staff to camper ratio will be-
 - 1:10 for children 8 years old and older
 - 1: 8 for children age 6 and 7 years old
 - 1:6 for children age 5 years old
- All Jr. Rec. Camp participants will fall under designation of *non-swimmer* and be restricted to areas where the water is less than waist deep.
- Swimmers will be organized by Village/Group and be accounted for every 10 minutes.
- The water will be cleared every 45 minutes and guards will be given a 15 minute break.

Signals:	Water will be cleared if...	EMS to be called if swimmer...
<p>1 short whistle blast: Get camper/counselors attention</p> <p>2 short whistle blasts: Get another guards attention</p> <p>1 long whistle blast: Rescue in progress, Activate EAP</p> <p>3 long whistle blasts: Clear Water</p> <p>3 long air horn blasts: Clear Water (lost bather)</p>	<p>Lifeguard suspects a spinal injury.</p> <p>More than two guards are involved in any rescue or incident.</p> <p>Any time a lifeguard feels that he/she can not maintain water safety.</p> <p>Lifeguard sees lightning or hear thunder.</p>	<p>Is unconscious.</p> <p>Has a head injury.</p> <p>Has severe external bleeding or suspected internal bleeding.</p> <p>Has an obstructed airway (even if the victim recovers)</p> <p>Has a seizure in the water.</p> <p>Has critical burns.</p> <p>Has a suspected fracture.</p> <p>Has a suspected spinal injury.</p> <p>Has certain or suspected sudden illness.</p>
<p>Emergency Action Plan for lost bather:</p> <ol style="list-style-type: none"> 1. AIR HORN is sounded with 3 blasts. 2. Guards give announcement to clear water 3. Camp Staff to assist with getting swimmers out of the water, and keeping them out. Organize by Village/Group. 4. One guard remains centrally located. 5. Camp Administrators to assist with land search. 6. Guards to determine area where bather was last seen in the water, and focus a search pattern in this specific area. The beach can be divided into 3 distinct "areas." 7. All remaining guards to immediately search water with mask, fin, snorkel. Search pattern to be perpendicular to beach line, and conducted swiftly. 8. If bather is not found in the initial area selected, the search must continue into adjacent areas until all areas are canvassed. 		

BEHAVIOR MANAGEMENT & DISCIPLINE GUIDELINES:

Philosophy: *Our philosophy on behavior management and discipline is to be Firm, Fair and Consistent.*

Firm- to let campers know what is right and wrong. To enforce rules and guidelines at all times for the safety of all. To help campers to understand that the counselors are responsible for each of them and must enforce rules and guidelines for the safety of all.

Fair- to treat and respect all campers equally. Give campers a chance to explain themselves and their side of the story.

Consistent- Counselors will follow and enforce the rules at all times. Counselors will set rules and guidelines that are age appropriate and explain these to all participants prior to or on the first day. This will help the campers to understand what is expected of them. Consistency of rules, guidelines, expected behavior and discipline throughout all of our recreation camps will also help participants understand and retain how they are to act and behave as a camper. Counselors will always be proactive rather than reactive about rules, guidelines, behavior management and discipline.

Behavior Guidelines:

In order to provide every participant with a safe, high quality experience, we strive for group unity. One-way of meeting this is to have all participants share in the development of group guidelines. The Recreation Department has identified three non- negotiable guidelines that all participants must adhere to:

Respect for themselves and others-

Participants will respect themselves and others at all times.

Respect for Property-

Participants will respect the property they use and that of others.

Respectable Behavior-

Participants will conduct themselves in a safe and responsible manner at all times.

CAMPER AGREEMENT:

In order for all to have an enjoyable and healthy camp experience, it is important for all campers to know, understand, and follow these guidelines. We have created this Camper Agreement and parents are required to read over this with their children and be sure they understand them before coming to camp.

I understand that:

- I must respect myself and others at all times.
- I must respect the property and equipment of the recreation department, the school district and others at all times.
- I must act appropriately, safely and be on my best behavior at all times.
- I must follow the rules and guidelines of the recreation department and those developed by the group at all times.
- I must seek out help from the leaders and my parents if I have a problem or am upset about something.

I further understand that:

- If I do not follow the above agreement, there will be consequences for my actions or behavior.
- I will have to work on my behavior and will accept the help of the leaders and my parents to do so.
- I will be asked not to return to a program if my behavior does not improve or if I commit any of the following:
 - Possession or use of any drugs, alcohol or tobacco
 - Possession or use of any weapons, firearms or fireworks
 - Bullying- Physical or verbal abuse of others
 - Stealing, vandalism or damage to any property
 - Unauthorized leave or absence from the group or program
 - Unauthorized participation in an unsupervised activity
 - Uncooperative attitude or behavior

Discipline Guidelines:

The Recreation & Parks Department uses a Three Step Discipline Guideline on two different levels. Level One is on the Activity Level and interaction is between the camper and the counselor running the activity. Level Two is on the Whole Camp Level and interaction is between camper, counselor involved and director, or camper, director and parent.

- **Level 1 – Counselor / Camper Interaction**

Step One-Re-Involvement The camper learns to make appropriate behavior choices. The counselor will give the camper a warning for the behavior that is unwanted and explain the inappropriate behavior. Then gives choices for appropriate behavior and waits to hear the child's choice. Reinforce appropriate behavior. This warning should be one on one in a manner that is not embarrassing to the camper. If the behavior is threatening the camper needs to be spoken to right away to stop the behavior immediately. Counselor will not give choices that are unrealistic and will not allow the inappropriate behavior to continue.

Step Two- Calm Down Period Stops the inappropriate behavior and teaches appropriate behavior. Explain the technique: "You need to leave the group or activity until you are in control of your behavior. Please join us when you are ready." Reinforce the appropriate behavior. "Thanks for joining us, I like the way you..."

Step Three- Spectator The inappropriate behaviors have not stopped and/or are unsafe. If the inappropriate behavior continues, the camper is removed from the activity and not allowed to return to it that day. It is explained to the participant that they have shown they are not able to participate appropriately or safely in this activity.

The idea of Level One is to empower the counselor to work with the camper and show the Firm, Fair and Consistent philosophy that we have. It also allows the camper to leave that activity and start over again with a clean slate in a new activity with a different counselor. If the behavior continues from activity to activity and from counselor to counselor, then need to move onto Level 2.

- **Level 2 – Camp Community / Camper / Parent Interaction**

Step One- Step 3- Spectator, from Level 1 is reported to the Site Director. If there are consistent Spectator Steps being reported, the director will meet with the child and try to discover what the problem or issues are that are causing the behavior. A verbal report is made to the parents and a Behavioral Report is filled out and placed in the child's file. SBRP administration is notified at this time and kept informed throughout the remaining process.

Step Two- If the behavior continues and the Spectators Steps are continued to be reported, the Site Director will call for a face-to-face meeting with the parents and camper. The purpose of this meeting will be to identify the behavior(s) that require modification. It will be an opportunity to learn more about the camper and work as a team with the parents to keep the camper to remain in camp. Parents will be informed that if the behavior continues then dismissal from the camp will be necessary.

Step Three- If the behavior continues, beyond trying all avenues to help the camper change his or her behavior, they will be dismissed from the camp. This may be an immediate dismissal or it may occur at the end of the camp day. A call will be placed to the parents, when this decision has been made and prior to them picking up their child.

A camper can be suspended or dismissed immediately by the director of the program or administrative staff if any behavior is considered to be one of an unsafe or harmful manner, as described in the Participant's Agreement. Parents will be notified immediately and camper will be removed from the group or activity and under supervision until parent arrives to pick him or her up.

SBRP does not allow anyone on-site at Jr. Rec. Camp who is presence is prohibited by the VT Child Care Licensing Regulations from being there. The South Burlington Police Department and the SBRP Department will immediately be notified if there is suspicion and/or knowledge of this taking place. The appropriate level Crisis Command (see below) will be communicated.

Emergencies:

In the event of an accident or sudden illness, the camp staff is equipped with the supplies and certified staff to administer first aid. If the situation warrants further attention, the proper emergency services will be contacted along with SBRP and DCF-CDD. Parents will be notified, by phone, if any injury or illness requires medical attention. If parents cannot be reached the emergency contacts, that have been indicated, will be notified. If a minor injury or illness occurs, parents will be notified at the time of pick-up.

Missing/Lost Camper:

If a camper is thought to be missing by a staff member, that staff member will immediately notify the Site Director of the camper's absence. The Site Director will communicate with each counselor (via portable radio) to determine if the camper is inadvertently with the another counselors group and, at the same time, send a designee to do a quick sweep of the bathrooms and that campers last activity location.

If the camper is still missing the Site Director will -

1. Have a designee communicate with each group to gather in the school gymnasium if on-site or a predetermined location if off-site (school bus/ site entrance...)
2. Immediately notify the Police, SBRP, Parents and DCF-CDD

Crisis Commands:

These commands will be communicated by SBSB staff over the intercom system or by Jr. Rec. Camp staff using our portable radios.

- ***Clear the Halls*** – Campers and staff go (with their group) to the nearest room that we use. Close the doors and wait for further notice. Camp continues with modifications to scheduled programming.
- ***Secure the School*** – Campers and staff will follow the directions for “Clear the Halls” then lock doors, close shades and turn off lights and remain quiet. Designated staff will swipe their ID badge three times on the special electronic card reader to lock all external doors.
- ***All Clear*** – This command will be communicated by SBSB and/or SBRP administration when it is safe to return to the normal routine.

Evacuation / Relocation:

If Jr. Rec.Camp needs to relocate due to an emergency that causes the So. Burlington School District to close the school our procedure is the following:

1. SBRP administrative staff will be notified as soon as it is safe to do so, and will arrive on-site if possible to help facilitate the transition. South Burlington Police will also be called to provide support as necessary.
2. Campers will either be transported by bus or will walk as a group to the relocation site; F.H.Tuttle Middle School (or City Hall) Parents will be notified by email (SBRP RecConnect) and signage will be posted.
→ Camp will resume its scheduled activities with end of the day parent pick-up at FHTMS.

OR

Campers will be walked to the transition location site; St. John Vianney Parish 160 Hinesburg Road. Parents will be notified by email and telephone to come pick up their child.