



# south **Burlington**

RECREATION & PARKS

## ***SUMMER CAMPS***



**2017**

## **Parent Handbook**



***South Burlington Recreation & Parks***

**575 Dorset Street, South Burlington, VT 05403**

**846-4108**

**recreation@sburl.com**

**www.sburlrecdept.com**

Dear Parents;

Thank you for choosing a South Burlington Recreation & Parks Summer Camp. We look forward to having your child in camp this summer and working with you to provide him/her a positive camp experience. Our camps offer a unique and enjoyable summer experience for all, but to make this experience possible for your child we need your help and support. This begins with this information packet.

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 following forms provide us with the information that is essential as we prepare for your child's camp experience with us. Please be sure to complete these forms on each child that you register for our camps. You only need to fill out the forms once per child. We will make the necessary copies to send to the camps that your children will be attending. The forms include the following:

- **CAMPER INFORMATION/HEALTH FORM**- This form is part of the camp registration material. You will need to fill it out during registration at the office or you can print one off and bring it with you. If you register On-Line, you will need to print off this form to fill out and return to us. This form will print out along with your receipt.
- **MEDICATION AUTHORIZATION FORM**- Is needed for those children who will need medication while at camp. We encourage parents to administer medication before and after camp hours, but if needed during camp hours, the completed form must accompany the medication. Please read it carefully. The form can be found on our website on our camp page.

The ***Summer Camp Parent Packet*** must be returned to the Recreation Department one-month prior to the start of camp. The originals of these forms remain at the Rec. Department and copies are made and sent to each camp your child attends. The Camp Directors will use these forms as needed to provide your child with a positive camp experience. The more information that you provide us about your child the better we can help to support them and provide them a wonderful camp experience. The ***Medication Authorization Form***, if needed, must be brought on your child's first day. This form and your child's medication must be given to the camp director on the 1<sup>st</sup> day of each camp or session your child attends. A new Medication Log (bottom portion) must be filled out for each camp or session your child attends, which they will need to take medication at.

As a reminder, the remaining balance of your camp fee must be paid in full prior to June 1, 2017. You can make weekly, monthly or one final payment prior to the June 1<sup>st</sup> date. However, if the final payment is not made before this date your child will be removed from the camp list and won't be allowed to attend until the balance is finalized.

Congratulations on planning a very special summer camp experience for your child. If you have any questions about our camps or your child's arrangements, please contact us. On behalf of the staff, we look forward to working with you and your child to make this an experience that will last a lifetime.

Sincerely,

The Recreation & Parks Staff

# CAMP PROCEDURE AND GUIDELINES

## CAMP MISSION:

*“To provide 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 youngsters 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 youngsters 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.

## CAMPER CONDUCT:

The South Burlington Recreation & Parks Department reserves the right to send home any camper whose behavior is considered to be detrimental to the best interests, health, or safety of other campers, staff, themselves, or the camp. (For example, but not limited to, the use of any illegal substance, refusal to cooperate and/or follow rules and regulations, or endangering the health and safety of any person at camp). No refund is given for disciplinary dismissal.

## CAMPER BEHAVIOR GUIDELINE:

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

1. All campers will respect themselves and others.
2. All campers will respect the property of camp and others.
3. All campers will conduct themselves in a safe and responsible manner at all times.
4. All campers will follow all rules developed by themselves and the camp staff.

## 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.

### SOUTH BURLINGTON RECREATION & PARKS DEPARTMENT CAMPER AGREEMENT

#### **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*

## **FINANCIAL RESPONSIBILITIES: Camp balance must be paid by THURSDAY, JUNE 1, 2017**

**FINAL BALANCE-** The balance of your payment for the camps and all sessions, that your child will be attending, must be paid by Thursday, June 1, 2017. If the final payment is not made before this date your child will be removed from the camp list and will not be allowed to attend until the balance is finalized.

## **CANCELLATION POLICY- The following refund policy is specific for all Camps**

We reserve the right to cancel or consolidate any camps which do not meet the minimum participation required. The deposit and a full refund will be issued if we cancel any camp.

Refunds are granted up to 1 month prior to the start of a camp or session of camp. The Non-Refundable \$25 deposit is deducted from all camps and/or sessions of camp that is cancelled out of. If there is an outstanding balance, the refund will be automatically applied and any remainder will be refunded. Any household credit must be used prior to June 30<sup>th</sup> of each year or they expire. Refund checks take approximately three weeks to process.

## **TRANSPORTATION:**

Parents or guardians must transport their child to and from camps each day. Any transportation for field trips will be done by school bus or department van to and from the camp. Adventure camps sometimes use bikes for transportation.

**Walkers or Bikers:** Any child, allowed by parents or guardians, to walk or bike to and from our camps must provide the director of the camp with a written note, on the first day of camp, giving the child the permission to do so. The time of arrival and departure of the camper from our camp must be written on the note.

## **CHECK-IN/CHECK-OUT PROCEDURES:**

1. Parents or guardians must accompany their child inside for check-in each day. As well, parents or guardians must come inside to pick-up their child at the end of the day for check-out. *(Both of these times provide the opportunity to obtain weekly notices and/or talk with the staff about your child.)*
2. No child is to leave the camp or property with any adult, without first saying goodbye and checking out with the camp director or designee. All children are told to do this for their safety.
3. Children must inform the camp staff if they are not to leave with a certain adult or are uncomfortable going with any adult.

## **APPOINTMENTS/EARLY PICK -UP:**

Parents should avoid making appointments when your child is attending camp. If you do so, you will need to plan around the camp schedule.

In unforeseen situations, you must inform the camp director of the appointment at check in time in the morning. Also, plan for extra time when picking up your child. We will locate them upon your arrival for their appointment. We do not have children waiting, as there is not the staff to supervise.

Late Arrivals & Early Pick-ups are highly discouraged during the camp day. It interrupts your child's experience and is distracting to the camp community. If an early pick up is unavoidable you must notify the camp director in the morning and the same procedures from above will be followed. Drop-off is from 7:30-8:30am and pick up is from 4:30-5:30pm in the REC Camps.

### **Adventure Camps or camps on the "Go"**

Due to the "on-the-go" format of these camps, and the fact that the campers could be on top of a mountain or traveling by bike, it is difficult and distracting to try and coordinate a child being picked up early. So, all appointments and early pick ups are impossible. If such situations are unavoidable, the camper needs to remain at home for the day.

## **DESIGNATED PEOPLE FOR PICK-UP:**

You are asked to list people who have your permission to pick up your child on the Camper Information Form. This form will be kept at the check-in/check-out area. The staff is not authorized to release your child to anyone who is not on the list. If you need to update the list, you can do so at check-in or check-out. In an unforeseen situation, and you have to have a person pick-up your child that is not on the list, you must call the Recreation Office and give the name of this person. No child will be released to anyone who isn't on the list or that we haven't been notified of.

## **CAMP PROPERTY AND OUT OF CAMP ACTIVITIES:**

No camper is to leave camp property at any time. The boundaries for camps will be explained to all campers on the first day. Any camper that runs away or is found off camp property will be sent home for the remainder of that day. The only time campers will be off of camp property is during a scheduled field trip or activity. The rule of leaving extends to off camp field trips and activities. Campers leaving the group or found in areas that have been explained off limits will be sent home for the remainder of that day.

## **CAMPER FORMS:**

Forms must be turned in at the Recreation Office by June 1, 2017, **PRIOR** to your child's first day at camp, with the exception of the Medication Authorization Form and/or any waivers. If we do not have the forms prior to your child's arrival at camp, you will be required to fill them out prior to leaving your child with us. Extra copies of all forms may be obtained at the Recreation Office or on our website- [www.sburlrecdept.com](http://www.sburlrecdept.com).

**Camper Information/Health Form-** This form is part of the camp registration material, you will need to fill it out and return it to us prior to the start of camps. If you registered at the Recreation Office you were given this form. If you registered On-Line, this form will be part of your receipt, please be sure to print these off. A new form has to be filled out each year on each child attending any of our Summer Camps. Only one form needs to be filled out on each child.

**Medication Authorization Form-** If your child needs to take medication while at camp; this form needs to be completed and brought with your child on their first day of camp with the medication. A new Medication Log, bottom portion, must be filled out for each camp or session that they attend. The form is good for only one week and must be given to the director or his/her designee. It would be preferred if your child can take his/her required medication before and/or after the camp day. If any medication needs to be administered during the day, the camp director will be responsible for it. ***We will only be able to administer medication that is provided to us in the manner that is stated on the Medication Authorization form.***

**Program Waivers:** Due to the inherent risk of some activities in our camps, there may be additional waivers sent home to be signed. For some particular activities we hire outside companies, as they have the equipment and expertise to instruct and lead our campers. Often their company requires extra waivers to be signed and without those signed waivers your child will not be allowed to participate.

## **PHONE CALLS:**

Only the camp staff has use of the phones. We do not allow campers to call parents. We feel that calls to parents can make a homesick camper even more homesick. If the director feels a call to the parents is warranted, he/she will make the first contact with the parents. If not, the parents will be informed of the situation at pick-up time. A parent will be contacted in the case of an emergency or if disciplinary actions warrant the removal of their child from camp.

**CELL PHONES:** All cell phones **MUST** remain home or in a child's backpack and be used only after camp. Parents please do not encourage your child to call you and check in. This is disruptive to the camp and can cause homesickness and safety concerns. As well, we do not know who your child is speaking with. Also, picture taking and posting is a concern and problem.

## **HOW TO REACH US:**

In the event that you must get a message to the camp staff you will need to call the Recreation Department at 846-4108. The message will be conveyed to the camp director immediately. There are no phones available to call into a camp location. The camp staff is not monitoring any of the school phones. The school secretaries are not there to take messages for us and don't have regular hours in the summer.

## **VISITS:**

Personal visits by relatives and/or friends during the camp day are not allowed. The staff is hired to oversee and provide activities for the children who are enrolled in our camps. We also have a ratio of camper to staff that we have to maintain and visitors put us over these numbers. As well, all people at camp must be a registered participant.

## **WHAT TO WEAR:**

**DAILY DRESS-** All campers must dress appropriately to be active throughout the day and for the weather conditions. Proper clothing needs to be worn and packed each day for the camp that your child is attending. Please pack a set of extra clothing!

**PROPER FOOTWEAR-** Shoes that stay securely on the feet and protect the toes (i.e. sneakers). Children are not allowed to wear sandals, crocs, clogs, jelly shoes or any other type that doesn't protect or stay securely on. These are not safe for the activities that are conducted at our camps. Campers are required to wear a water type shoe for any water type activities. (i.e. Water specific shoe or sandals). Cleats are allowed for outdoor camps, but will not be allowed indoors.

## **WHAT TO PACK:**

**PACKING-** Send only what is absolutely necessary for the camp that your child is enrolled in and their needs of the day. Please refer to the "***Daily Items to Pack***" section below for the items that will be essential to your child's experience.

**DAILY ITEMS TO PACK- (For all Camps)** All items must be packed into a Backpack, so that your child may carry it to and from camp and when needed during camp.

*Morning and/or afternoon Snacks*

*Water Bottle*

*Hat & Sunglasses*

*Sunscreen*

*Extra set of complete clothing*

*Rain Jacket*

*Swimsuit & Towel*

*Water Shoes or Sandals*

*Lunch and drinks (If your child is attending back-to-back specialty camps)*

## **LUNCH AND SNACKS:**

Lunch and Snack items must be non-perishable, no refrigeration is available. They should be packed into small coolers or lunch bags that contain ice packs. All Lunch bags or coolers must be labeled with your child's name.

## **NUT FREE- Nut Allergies:**

Due to the high numbers and high risk of nut allergies, our camps are nut free. Do not send any nut food products for snacks or lunch with your child. Help us provide everyone with a positive, safe camp experience.

## **LABELING:**

It is very important that all personal items and clothing be marked with your child's name with permanent ink or labels. The South Burlington Recreation & Parks Department is not responsible for lost, misplaced, or stolen items.

## **LOST & FOUND:**

All lost and found items will be displayed at the end of each day and at the end of a camp session. Please be sure to check for lost and found items daily. At the end of the summer all lost and found items will be kept at the Recreation Office until the end of the Fall season, at that time all items are donated to a local charity.

## **WHAT NOT TO BRING:**

The South Burlington Recreation & Parks Department is not responsible for any items lost or stolen that have been brought to camp. Parents must be aware of what their children are packing and bringing to our camps.

**ELECTRONICS-** Cell Phones, Games, Radios, MP3 Players, Computers, etc. Any and all types of electronic items are **NOT** allowed at our camps. We seek to provide a special experience, free from distractions. The day will be busy enough that they will not have time to use them. These items also are a temptation to others to use or to have.

**TOYS-** All other types of toys, games and personal equipment also must remain at home for the same reason as above. We are trying to provide a fun distraction free environment.

**PETS-** No pets are allowed at camp at any time.

**MONEY-** Money is not allowed at camp. It is not necessary for activities as well as there is nothing to purchase when at camp. Be aware that if money is brought to camp, campers are responsible for it. The camp staff will not hold money for campers.

## **HEALTH AND SAFETY INFORMATION:**

The health and safety of each camper is our primary concern at all times. Please read through the following information.

**ILLNESS:** Do not send your child to camp if they are not feeling well. We do not have a nurse on staff or the accommodations for ill children. Parents will be contacted to pick up their child from camp if their child is ill. If ill please call the Rec. Office.

**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. Parents will be notified, by phone, if any injury or illness requires medical attention. If a minor injury or illness occurs, parents will be notified at the time of pick-up. If parents cannot be reached the emergency contact person, that is indicated, will be notified.

## **MEDICATION AUTHORIZATION FORM**

Camp directors cannot give any medication until a *Medication Authorization Form* is completed and returned to them. If the below procedures are not followed we will not be able to administer any medication to your child. The form and medication must be brought with you on your child's first day at camp and parents must present both to the camp director or designee. A new form needs to be filled out each week for the camp or sessions that your child attends.

### **PRESCRIBED MEDICATION:**

1. We must receive any prescribed medication in its original packaging and/or bottle.
2. It must identify the prescribing physician, the name of the medication, the dosage, and the frequency of administration.
3. All information on the bottle must also match the information that you fill out on the Medication Authorization Form.

### **NON-PRESCRIPTION MEDICATION:**

1. Must be received in original packaging and/or bottle.
2. Parents must write out dosage and frequency of administration on a separate piece of paper and attach or place it in the original packaging.
3. All information on the bottle must also match the information that you fill out on the Medication Authorization Form.

## **SUNSCREEN/INSECT REPELLANT POLICY**

1. We do not provide sunscreen or insect repellent for participants, as they may contain some ingredients that children could be allergic to. Each Camper is required to bring his or her own sunscreen and insect repellent. If a camper does not have their own they will not be allowed to participate in outside activities.
2. Campers must arrive in the morning with a thick base coat of sunscreen already applied by parents, especially in hard to reach areas, such as their neck and back. Insect repellent will be used by the adventure camps and any groups going into the woods. Counselors of younger campers will apply insect repellent when needed.
3. All sunscreen and insect repellent bottles must be labeled with your child's name. If there is more than one child in the same family at camp, all names must be on the label of the bottle for it to be used on your children.
4. All sunscreen and insect repellent bottles will remain in the possession of the staff for the week that your child is at camp. Parents should plan to have a bottle for home and one for camp. The camp bottle must be brought on the first day and given to the morning check in person. No camper will be allowed to hold onto or have their sunscreen or repellent in their backpacks. This will discourage any sharing and prevent any accidental sprayings.
5. Staff will remind campers regularly to reapply sunscreen throughout the day. Scheduled times for it will be during snack breaks at 10:30am and 3:30pm, and at Free Time at 12:30pm. Staff will remind children more often when at the beach, coming in and out of the water.
6. Campers will be encouraged to apply their own sunscreen and repellent and will do so only in the supervision of a counselor. No campers will spray or apply each other. Campers needing assistance will receive help from a counselor of the same gender.
7. We encourage parents to send children with a hat and sunglasses to protect their head and eyes. This is especially important if your child has sun sensitivities. Children will be encouraged to wear shirts to protect their chest and backs.
8. Parents will be required to initial one of the two follow statements on the Camper Information Form:  
**YES-** I give permission for the South Burlington Recreation & Parks staff/employees to apply sunscreen and/or insect repellent to my child, for the 2017 summer season. I know this will be done by a counselor of the same gender as my child and will only be done if my child needs help and asks for it. Please list any adverse reactions that your child might have.

**NO-** I do not give permission for sunscreen or insect repellent to be applied to my child. We will do it at home and I understand that if he/she does not have it applied before camp that they will not be allowed to participate in outdoor activities, during high peak times of the day when the sun index is high.

## **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 them 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. What you do for one child you must do for all; show no favoritism, bad behavior is bad behavior for every child. Give them a chance to explain themselves and their side of the story.

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

### **Recreation Department Rules:**

In order to provide consistency the Recreation & Parks Department has identified three rules that will be explained and used in all recreation department programs.

**Listen-** Be a good listener. Good listeners use their eyes and ears, think about what is being said, and ask questions if they don't understand.

**Follow Directions-** Follow the directions that you have listened to and heard. Do what is asked of you.

**Have Fun-** Good listeners understand, follow directions and have fun through participation. Not so good listeners don't have fun, because they didn't hear what to do, so they don't understand and feel lost when asked to follow directions.

### **Behavior Guideline:**

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 four 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.

**Follow Rules & Guidelines-** Participants will follow the department's 3 rules and guidelines, as well as those developed by them and their counselor for their group.

## **Behavior Conduct:**

All participants will behave and act in a manner that is safe to themselves and all others around them. They will demonstrate the ability to follow the rules and behavior guidelines of the recreation department and those that the group develops.

If not, the Behavior Management Policy will take effect and all steps will be utilized to help the participant change their behavior. An effort will be made to work with the participant and the parents to help the child to learn, grow and manage their behavior in our programs.

The first step is for everyone to understand and agree with our "Participant's Agreement". This is our first step to the proactive means to positive behavior. If everyone knows, understands, agrees with and uses the agreement, campers will learn to use it as their means to positive 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 One- 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. Don'ts: Do not give choices that are not real. Do not allow the inappropriate behavior to reoccur
- 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 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 with a clean slate and start over again in a new activity with a different counselor. If the behavior continues from activity to activity and from counselor to counselor, then we have a bigger problem and need to move onto Level 2. If not we may have a conflict between counselor and camper and we need to work on that with those two and if not successful, make other arrangements.

### **Level Two- Camp Community/Camper/Parent Interaction**

- Step One-** Step 3- Spectator, from Level 1 is reported to the 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. Administrative Staff 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 director will call for a meeting with the parents and camper. The purpose of this meeting will be to identify behavior modifications that are already in place and have been successful. It will be an opportunity to learn more about the camper and work with the parents to allow the camper to remain in camp. Parents will be informed that if behavior continues dismissal from the camp will occur.
- 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.