

Tiny Tots Pre-School Camp Parent Handbook 2020

PLEASE READ BEFORE SIGNING: Below you will find a list of acknowledgements. Prior to signing this document, please spend time reviewing this Parent Information Packet cover to cover. This packet contains critical information pertaining to your child's after school experience.

By signing this page, you acknowledge the listed policies, procedures and permissions, along with full understanding of the Tiny Tots Pre-School program and operations.

On behalf of my child (Child's Full Name): _____

I (Parent/ Guardian Full Name): _____

have read and fully understand the Tiny Tots Pre-School Camp Parent Handbook 2019. In addition I agree/ consent to the following (please check each circle):

I have completed all sections on the Tiny Tots Pre-School Camp General Form.

I will follow the rules and procedures listed within the Parent Handbook and have discussed expectations of the program with my child.

I understand that if my child is ill with COVID19 related symptoms listed on the CDC website that Canton Parks and Recreation is required to call the Farming Valley Health District with this information and contact information to reach my child and the parent(s)/guardian(s).

(Sign In/Out Procedures) I understand that a form of identification is required every time myself, or an authorized person, will pick up my child. In the event myself, or the authorized persons to pick up my child, forget to provide a form of ID, we understand we can answer one of the security questions filled out. I also understand that my child will not be released to any person who cannot provide a form of ID (even if they are on the pick-up authorized list), or answer the security questions. The parent/guardian who registered the child up for the Explorer's Day Camp will be notified and Camp Staff will then follow the parent/guardian's instructions.

(Permission to Treat) I consent that in the event of an emergency during which a parent/ guardian cannot be reached we hereby give permission to the bearer of this form to allow any doctor, medical facility, volunteer or employee of the Town of Canton to administer first aid or CPR until emergency medical treatment can be obtained. We also give permission to the bearer of this form to allow any doctor or medical facility to administer an anesthetic and perform emergency procedures as may be necessary for our child listed above. I will not hold the officials or agents thereof, financially responsible for whatever emergency care may be provided.

(Sunscreen Policy) I allow my child (listed above) to bring sunscreen/sunblock in a spray/pump container labeled for his/her own individual use. I give permission for the Tiny Tots Pre-School Camp Staff to spray the sunscreen on my child. Canton Parks and Recreation is not responsible if it is lost or stolen.

I understand that Canton Parks and Recreation employees are not responsible for my child(ren)'s belongings, or money. Camp staff will not hold money or items belonging to campers.

(Liability Release) I am aware of the nature of this activity and I hereby assume responsibility for myself and/or my child (above),and/or his or her representatives to participate. I will not hold the Town of Canton and/or its employees or agents responsible in case, of any accident or injury as a result of this participation. I hereby further agree to indemnify and save harmless the Town of Canton, a municipal corporation of the State of Connecticut, from and against any and all loss, damage, claim, demand, liability or expense by reason of any damage or injury to property or person which may be claimed to have arisen as a result of or in connection with participation in this Town of Canton activity.

By signing below, you agree/ consent to comply with the outlined acknowledgements:

Parent/Guardian Signature: _____ Date: __/__/__

Dear Parent/ Guardian,

Welcome to Tiny Tots Pre-School Camp 2019! On behalf of our camp staff and the Town of Canton, we would like to extend a warm welcome and thank you for choosing Tiny Tots Pre-School Camp for your child's summer experience. We are very excited that your child is joining us for a fun filled season.

Tiny Tots Pre-School Camp has been designed to provide children ages 3-5 the opportunity to participate in a variety of activities while developing social skills with peers. We have highly trained staffs that are passionate about their jobs while ensuring a safe yet exciting atmosphere for children. Our camp runs for 9 weeks: Monday-Friday, 9am-12pm. We provide weekly entertainers and story time for Tiny Tots! Each week has its own theme and activities. You may view our calendar on our website: CantonRec.org.

The Parent Handbook has been created to provide you with more detailed information about our Tiny Tots Pre-School Camp and have the rules and guidelines understood by our staff and parents/guardians. Included in this packet, you will find information on:

- Acknowledgment Page (Front Page)
- COVID19 Changes, Polices, Procedures and Expectations
- Tiny Tots Pre-School Camp Operations
- Rules of Conduct and Policies/Procedures
- Drop Off and Pick-Up

Should you have any questions, please don't hesitate to contact office staff at the Parks & Recreation Office (860) 693-5808, or e-mail Lexi Polasek our Recreation Coordinator at: lpolasek@townofcantonct.org.

Thank you in advance,

Canton Parks and Recreation
40 Dyer Ave
Canton, CT 06019



COVID19 Camp Changes, Policies and Procedures

Canton Parks and Recreation's main priority is to ensure the safety of all participants/campers and staff.

Below are a list of expectations, policies, and procedures for Summer 2020:

1. Tiny Tots Pre-School Camp will run 9am-12:30pm
2. 14 campers maximum will be allowed at Tiny Tots Pre-School Camp
3. Tiny Tots Pre-School Camp will not be at Mills Pond Park or have pool time
4. There will be no entertainers for Tiny Tots this Summer
5. All camp staff will be wearing face masks throughout the day
6. Campers are not required to wear face masks
7. Tiny Tots Pre-School Camp will be paperless for Summer 2020. All forms must be e-mailed to Lexi Polasek (lpolasek@townofcantonct.org) or mailed to Canton Parks and Recreation (40 Dyer Ave., Canton, CT 06019). The only exception is in the event an incident report or behavioral report needs to be signed by a parent/guardian at the end of the day.
8. Canton Parks and Recreation has a staff member that will be cleaning and disinfecting throughout the day, especially high touch surface areas.
9. Pre-Screening (taking temperatures of campers) will happen every morning at drop off and record your child's temperature. If your child has a temperature of 100.4 degrees Fahrenheit or higher, they will not be allowed to attend camp for the day. They cannot return to camp until the fever is gone and a doctor's note is provided.
10. Canton Parks and Recreation is required to report cases of COVID19 to the Farmington Valley Health District. Your information will be released to the Farmington Valley Health District if your child gets sick during camp.
11. Drop off and pick up will be done from your car. No one should get out of the vehicle, besides the camper once sign in/sign out is complete.
12. During drop off and pick up please wear a mask in your vehicle. Your child does not have to wear a mask. You must park behind the library where the side entrance is for the Community Center. Please see Sign In/Out section for more information. If you arrive earlier than the end of camp, please remain in your vehicle and call the Parks and Recreation Office (860-693-5808) or contact a staff member through our Remind App.
13. For signing your child in and signing your child out, no signature will be required. The authorized person on the General Form must have a form of identification for both drop off and pick up. A staff member will verify the ID and authorized pick up list, then check your child in or out.
14. Canton Parks and Recreation asks that one designated parent/guardian from your household drop off and pick up your child. Please do not bring additional people (adults or children) than necessary during the drop off and pick up process as well.
15. 14. In the event a camper becomes sick during camp we have a designated quarantine location per facility site. A parent/guardian will receive a phone call from Canton Parks and Recreation and must immediately come pick up their child. A staff member will stay with the camper (at a distance) until your child is picked up.

- a. In the event your child has COVID19 related symptoms Canton Parks and Recreation is required to contact the Farmington Valley Health District immediately with the camper's information and the parent/guardian contact information. Your child cannot return to camp until he/she is seen by a doctor, provide a doctor's note and the test results come back negative.
- b. If your child is ill with non-related COVID19 symptoms they may come back to camp when they feel better.
- c. NOTE: Please do not send your child to camp if they do not feel well, have a fever of 100.4 degrees Fahrenheit, or have any COVID19 symptoms. For the lists of CDC symptoms visit this website: https://www.cdc.gov/coronavirus/2019-ncov/symptomstesting/symptoms.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fabout%2Fsymptoms.html

Tiny Tots Pre-School Camp Operations

Communication

The best way to stay in contact with our staff and updates on the program is through the Remind Education Application! You can download this on your smartphone, or access it on a computer. Once you have created an account, you will need Tiny Tots Pre-School Camp's class code which is: [@tinytotspr](https://www.remind.com/join/@tinytotspr).

This form of communication will have you in touch with all our staff, any updates such as last minute room location changes (that are not in our normal schedule), access to plans for the week, photos we have taken, and more!

You may also contact the Recreation Coordinator, Lexi Polasek, with any questions or comments by calling the Parks and Recreation Office at 860-693-5808, or e-mail at: lpolasek@townofcantonct.org.

Enrollment

Enrollment is open to any child ages 3-5 and the child can interact appropriately in a group setting. All children attending Tiny Tots Pre-School Camp must be able to use the restrooms on his/her own. Enrollment shall be granted without discrimination with regard to gender, race, ethnicity, and religion. There is no probationary enrollment. Please view Canton Parks and Recreation's refund policy for more information on our website: www.CantonRec.org.

All payments will be done by Canton Parks and Recreation Office staff in person at our office (40 Dyer Ave, Canton CT 06019), over the phone (860-693-5808), or online (CantonRec.org).

Pro-Rates/Late Fees

We do not accommodate discounted or pro-rate fees.

If you are 15 minutes late or more (starting at 12:45pm) to pick your child up to Beyond the Bell more than one time you will be charged an additional \$15 fee for every 15 minutes you are late.

Schedule

Tiny Tots Pre-School Camp is held Monday-Friday, 9:00am-12:30pm. Monday-Friday camp will be held at the Canton Community Center in Room D.

Snack and Lunch

Please send your child in a snack, lunch and reusable water bottle.

Rainy/Hot Days and Sunscreen

If there is a heat advisory, thunderstorm, or it is raining- camp will be held inside at the Canton Community Center. Notifications will go out via e-mail blasts (you will not receive these e-mails if you are not checked off to receive cancellations with us), be posted on our website: www.cantonrec.org (it will be at the very top in the red header), on our social media and you will be alerts via the Remind Education Application.

Please provide your child with sunscreen (in a spray form, we will not apply lotion sunscreen on your child) with his/her name on it. Extra bottled water is encouraged too!

Publicity

By registering for our program you give us permission to take and publish photos of your child participating. If you do not wish to have him/her photographed you must put this in writing (located on the General Form).

Lost and Found

Our staff will not be holding on to camper's belongings this summer to limit the risk of spreading germs. Please make sure your child has his/her belongings before leaving camp every day.

Rules and Policies

Rules of Conduct

Guidelines are set and followed to ensure the safety of each child and the safety of the group; to protect the rights of both the individual and the group; and to provide a positive atmosphere for growth in personal control and responsibility; therefore:

1. Children's and staff's safety is maintained at all times.
2. Only appropriate and respectful language is used.
3. Town Property and camp equipment is treated with respect.
4. All persons shall follow safety rules and/or directions from the staff.
5. A peaceful atmosphere will be maintained.

The rules that children follow in the Canton school systems will be established at Tiny Tots Pre-School Camp, "Be Safe, Be Kind, Be Responsible", along with respect in terms of one another's space, belongings, each other and staff.

Rules will be discussed with the children, allowing them to have a voice in the implementation of the rules that will then be posted. Children will be consulted for daily planning in order to afford them opportunities to be creatively involved in areas of interest. Individual children will receive guidance to redirect behavior. The handling of each situation depends on the developmental level of the child and the specifics of the incident.

Tiny Tots Pre-School Camp prides itself on being a smaller camp with excellent ratios of camper to counselor to ensure your tiny tot receives personalized attention at every point of the day!

Discipline Policy

Staff shall not use abusive, neglectful, corporal, humiliating or frightening punishment under any circumstances. No child shall be physically restrained unless it is necessary to protect the safety and health of the child, or others.

1. Individuals will be asked to change inappropriate, disruptive or unsafe behavior.
2. Staff will make every effort to redirect the child's behavior. In order to achieve this Tiny Tots Pre-School Camp has a three point system will be in place. At point one; the child will be spoken with about how his/her behavior and ways they can correct it. At point two, the child will be pulled aside again and asked what they think they did wrong and a camp staff will help them come up with a solution to correct it. At point three, the child will be asked to sit out for five minutes from the activity they are doing. Then child will have an opportunity to regain control and discuss the problem with a staff member.
3. Removal of a child from the group for disciplinary or health reasons shall be to a location where visual staff supervision will be maintained.
4. Parents will be asked for their support in changing their child's behavior. Continued inappropriate, unchanged behavior may result in suspension or dismissal from the program. (Refer back to Rules of Conduct).

5. Parents will receive a written notice and spoken with in person about the immediate removal of their child from camp due to unchanged/inappropriate behavior with no refund.
6. Parents should feel free to consult with the Tiny Tots Pre-School Supervisor or the Recreation Coordinator regarding their child's conduct. If necessary, they may also bring the matter to the attention of Director of Parks and Recreation for consultation.
7. All violations will be properly documented in the form of a written behavior report. The written behavior report will be reviewed with the parent/guardian and documented in Canton Parks and Recreation files and confidentiality will be maintained at all times.

In order to protect the well-being of the children in the program, the Recreation Coordinator and Director of Canton Parks and Recreation are authorized to suspend anyone who fails to follow the Rules of Conduct or endangers any of the children in any way.

Tiny Tots Pre-School Camp will follow a three point system to correct any inappropriate behavior/not following rules, the third point will result in the child sitting out from the activity for five minutes.

Any continued behavior after the third correctional point will result in a behavior form being filled out, which needs to be signed by the staff and parent/guardian.

When continued behavior forms are being filled out for the same behavior, the child may result in a one day suspension from Tiny Tots Pre-School Camp. If any child or family member is unable to function cooperatively within the framework of the program. Tiny Tots Pre-School Camp reserves the right to terminate the child's registration.

Stickers Program for Positive Reinforcement

We offer a sticker program to enforce positive actions for children who continue have inappropriate behaviors. Our staff will talk with the parent/guardian as well as the Recreation Coordinator to see if this is an option for your child. Then the parent/guardian along with the Recreation Coordinator will come up with positive achievements and goals for the child to accomplish while at Tiny Tots Pre-School Camp. Once the child has earned 5 stickers for positive behavior, they can pick out a prize at the end of the day.

Child Custody Policy

In the event of a divorce or parental separation, Tiny Tots Pre-School Camp will abide by the Authorized Pick Up List provided by the parent who registered for the program. Parents unable to abide by this regulation will be requested, in writing, to withdraw their child immediately.

Arrival and Pick-Up

Arrival

Please park behind the library for check in and remain in your vehicle. Our staff will be outside approximately around 8:50am for the sign in procedure. If you cannot locate a staff member please contact one via the Remind app or call the Parks and Recreation Office at (860) 693-5808.

Pick-Up

You may pick up your child any time before camp ends, but please note a staff member will be outside at 12:25pm to check for arriving parents. If you arrive earlier than expected, then please call the Parks & Recreation Office at (860) 693-5808 or a staff member via the Remind App.