

Explorer's Day 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 camp experience.

By signing this page, you acknowledge the listed policies, procedures, and permissions, along with full understanding of the Explorer's Day Camp program and operations.

On behalf of my child (Child's Full Name): _____ I (Parent/ Guardian Full Name): _____ have read and fully understand the Explorer's Day Camp Parent Handbook 2020. In addition, I agree/ consent to the following (please check each circle):

I have completed all sections on the Explorer's Day Camp General Form and e-mailed the form to lpolasek@townofcantonct.org or mailed the form into the Canton Parks and Recreation Department, 40 Dyer Ave., Canton, CT 06019.

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

(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 carry sunscreen/sunblock in a spray/pump container labeled for his/her own individual use and have instructed my child(ren) on how to use it properly. Canton Parks and Recreation is not responsible if it is lost or stolen.

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).

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.

Failure to comply with the policies listed in the handbook may result in expulsion from Camp.

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

Parent/Guardian Signature: _____ Date: ___/___/___

Dear Parent/ Guardian,

Welcome to Explorer's Day Camp 2020! On behalf of our camp staff and the Town of Canton, we would like to extend a warm welcome and thank you for choosing Explorer's Day Camp for your child's summer experience. We are very excited that your child is joining us for a fun filled season.

Explorer's Day Camp has been designed to provide children ages 6-12 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 especially during these difficult times. Our camp runs for 9 weeks (June 22-August 21). Each week has its own theme, entertainers, and activities. For the Summer of 2020, field trips will be cancelled. 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 Explorer's Day Camp, changes for camp during COVID19 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, Expectations, Policies and Procedures
- Explorer's Day Camp Operations
- Rules of Conduct and Policies/Procedures
- Pick-Up and Attendance in other programs

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
Dyer Ave
Canton, CT 06019



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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. Field Trips are cancelled.
2. Before Care and After Care will not take place. Explorer's Day Camp will run 9am-4pm only for Summer 2020.
3. 10 campers maximum per group, with 3 groups for Explorer's Day Camp (totaling a maximum of 30 campers each week).
4. Camp Groups will be assigned different locations at Mills Pond Park and the Canton Community Center (on rain/bad weather dates).
5. Camp Groups will not intermingle with each other. Each Camp Group will have different time schedules for all activities including crafts, games, bathroom breaks, lunch/snack time and pool time.
6. All camp staff will be wearing face masks throughout the day. Campers are not required to wear face masks.
7. Explorer's Day 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. Campers will have their own individual folder at camp to place forms in after being signed. Hand sanitizer will be provided to use after the exchange of form between a parent/guardian and supervisor.
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. 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.
11. You must park in a parking spot that has your child's group color cone in front of it.
 - a. During sign in if a staff member is not present please contact one via the Remind App (see the communication section for details).
 - b. During sign out, if you are unable to park in a spot that has your child's group color cone in front, please park your vehicle in a parking spot and reach out to a staff member via the Remind App or call the Front Desk Staff at Mills Pond Park (860-693-7844).

- c. In the event of rain dates for sign in/sign out participants must remain in their vehicles and park at their assigned group color cone. Parking will be on the back side of the Canton Library at the Canton Community Center. If you arrive earlier than the end of camp, please remain in your vehicle and call the Parks and Recreation Office only on rain dates (860-693-5808).
12. 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.
13. 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.
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 Canto 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/symptoms-testing/symptoms.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fabout%2Fsymptoms.html

Explorer's Day 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 (www.remind.com). Once you have created an account, you will need Explorer Day Camp's class code which is: [@expdaycamp](#).

This form of communication will have you in touch with all our staff, any updates such as 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 age 6-12 and the child can interact appropriately in a group setting. 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: 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).

We will NOT be making any exceptions for overbooking camp this Summer. Once we reach 30 campers (maximum capacity) then you may go on a waitlist in case something changes, although it is not guaranteed your child will be able to attend.

Pro-Rates/Late Fees

We do not accommodate discounted or pro-rate fees.

If you are 15 minutes late or more (starting at 4:15pm) to pick your child up to Explorer's Day Camp more than one time you will be charged an additional \$15 fee for every 15 minutes you are late.

Schedule

Explorer's Day Camp will be held Monday-Friday, 9:00am-4:00pm at Mills Pond Park (14 East Hill Road, Canton CT 06019). The rain location is at the Canton Community Center (40 Dyer Ave, Canton CT 06019).

Explorer's Day Camp will not be having Before or After Care this Summer. Explorer's Day Camp's daily schedule varies day to day. Plans and activities are based on the themed week.

Group 1 Information:

- Sign in/out cone color: Red
- Mills Pond Park home base location: Pavilion
- Canton Community Center room: B

Group 2 Information:

- Sign in/out cone color: Yellow
- Mills Pond Park home base location: Upper Field (close to Playground)
- Canton Community Center room: C

Group 3 Information:

- Sign in/out cone color: Blue
- Mills Pond Park home base location: Lower Field (Concert area)
- Canton Community Center room: E

Snack/Lunch

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

We offer a program at Explorer's Day Camp for an additional cost called "Summer Camp Snack Pack" and your child will not need to bring money to camp for snacks. You will need to purchase the package by calling our Parks and Recreation Office to sign up (860-693-5808) or visit our website: CantonRec.org. This amount will be credited to your account, and your child can visit the Front Desk at Mills Pond Pool to purchase snacks/beverages from our concessions. Your child just has to tell the front desk their last name to purchase.

Weather Related Polices 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: 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 see the schedule section above to see which room your child's group will be in when we are at the Canton Community Center.

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.

Pack a refillable water bottle or lots of water with your child every day!

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

Please check your child's belongings at the end of the day when they arrive to your vehicle. We will not be doing a Lost and Found this Summer.

Pool Time

Please send your child to camp with their swimsuit on underneath their clothes. Swim times will only be in 30 minute blocks and we want to make sure your camper gets the full experience of pool time this summer without changing delays!

Rules and Policies

Rules of Conduct

Guidelines are set and followed to ensure the safety of each child, staff member, 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 are always maintained.
2. Only appropriate and respectful language is used.
3. Mills Pond Park/Pool property, Canton Community Center 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.
6. Staff, Campers and Parent(s)/Guardians are to follow policies and procedures under

the COVID19 changes section to ensure the safety of all persons.

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

At 9:30am every morning, Explorer's Day Camp has morning meetings to go over rules, safety policies and the activities for the day with campers (it is important to have your child arrive on time to camp for morning meeting and the activities that come after).

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.

Camp Group Assortment

Explorer's Day Camp is split into 3 groups with a maximum of 10 campers per group for the entire week. Siblings will be in the same group this Summer despite their ages. There will be no more than 30 campers for Explorer's Day Camp this Summer.

Field Trip and Parent(s) at Camp Policy

In the event field trips are scheduled to take place for Summer 2020: Parents are not allowed to attend Explorer's Day Camp field trips or stay at camp locations for an extended period of time, this is due to the safety hazards it may present and distractions to campers and staff. All town employees and volunteers are required to pass a background check and are trained to supervise all field trips.

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 Explorer's Day 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 how 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 Explorer's Day Camp 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.

Explorer's Day 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, parent/guardian, a supervisor and Director of Canton Parks and Recreation. If a child's behavior results in physical contact with another child, staff member or person an automatic behavior form will be filled out.

When continued behavior forms are being filled out for the same behavior, the child may result in a one day suspension from Explorer's Day Camp. If any child or family member is unable to function cooperatively within the framework of the program, Explorer's Day 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 Explorer's Day 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, Explorer's Day 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, Pick-Up and Other Program Information

Arrival

Park in a parking spot that has your child(ren)'s group color cone in front of the parking space. (If we are at the Canton Community Center the parking area will be in the back of the library). Please be patient and remain in your vehicle with your child(ren) when you arrive on site until a staff member approaches your vehicle. We ask that you have one designated person to drop your child (and pick up in the afternoon) and try to not bring additional people in the car that are not attending camp.

If you need to reach a staff member please do so via the Remind App. If you have to park in a different parking area, please let the camp staff know via Remind App and let the staff know what kind of vehicle you are in and the color.

During the Sign In process your child's temperature will be taken and recorded. If your child has a temperature of 100.4 degrees Fahrenheit, they will not be allowed to attend camp for the day. A Photo ID must be provided, and a staff member will check your camper in. No signature is required to limit the exchange of papers.

Pick-Up

Camp staff will be on the lookout for parents picking up their children starting at 3:40pm. Park in a parking spot that has your child(ren)'s group color cone in front of the parking space. (If we are at the Canton Community Center the parking area will be in the back of the library). Please be patient and remain in your vehicle with your child(ren) when you arrive on site until a staff member approaches your vehicle. We ask that you have one designated person to drop your child (and pick up in the afternoon) and try to not bring additional people in the car that are not attending camp.

If you need to reach a staff member please do so via the Remind App or call the Front Desk Staff at Mills Pond Park (860-693-7844). If you must park in a different parking area, let the camp staff know via Remind App or calling the MPP front desk number. Please let the staff know what kind of vehicle you are in and the color. A Photo ID must be provided, and a staff member will check your camper in. No signature is required to limit the exchange of papers.

Attendance for Other Programs

If your child is enrolled in another program such as swim lessons, or a specialty camp, you are responsible to notify the Canton Parks and Recreation Office as well as the Explorer's Day Camp Staff. We do not provide transportation if the program is not located where camp is held for that day. If camp is at the Mills Pond Park and your program is also taking place up there, our staff will drop off/pick up your child by walking them to that program.