



**Dear Parent/ Guardian,**

Welcome to Explorers Day Camp 2023! On behalf of our camp staff and the Town of Canton, we would like to extend a warm welcome and thank you for choosing Explorers Day Camp for your child's summer experience. We are very excited that your child is joining us for a fun filled season.

Explorers 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 trained staff members that are passionate about their jobs while ensuring a safe yet exciting atmosphere for children. Our camp runs for 9 weeks (June 19-August 18). Each week has its own theme, entertainers, and activities. For the summer of 2023, we will have weekly entertainers visiting the camp site.

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

- Acknowledgment Page (Back Page)
- 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 Claire Boughton, our Recreation Coordinator, at: [cboughton@townofcantonct.org](mailto:cboughton@townofcantonct.org).

**Thank you in advance,**  
Canton Parks and Recreation  
40 Dyer Ave  
Canton, CT 06019



# 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](http://www.remind.com)). Once you have created an account, you will need Explorer Day Camp's class code ([@expcamp2023](#)) to join the class and receive updates.

This form of communication will have you in touch with the camp supervisor and the Recreation Coordinator and allow you to be informed of any updates such as pick-up and drop-off location changes and weather related location changes.

You may also contact the Recreation Coordinator, Claire Boughton, with any questions or comments by calling the Parks and Recreation Office at 860-693-5808, or e-mail at: [cboughton@townofcantonct.org](mailto:cboughton@townofcantonct.org).

## Enrollment

Enrollment is open to any child age 6-12. Please view Canton Parks and Recreation's refund policy for more information: [www.cantonrec.org](http://www.cantonrec.org).

All payments can be made online at [cantonrec.org](http://cantonrec.org) or by Canton Parks and Recreation Office staff in person at our office (40 Dyer Ave, Canton CT 06019) or over the phone (860-693-5808). Payment plans are available, however the balance must be paid in full by the first day of camp (June 19, 2023).

**We will NOT be making any exceptions for overbooking camp this summer. Once we reach 60 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.**

The registration deadline for each week will be the Wednesday before the start of the week you are signing up for, however once a week is full, its registration will be closed.

## Pro-Rates/Late Pick-Up Fees

We are not able to accommodate discounted or pro-rate fees. If you need assistance with a program fee, you can complete a scholarship application (available at [cantonrec.org](http://cantonrec.org)).

**If you are 15 minutes late or more (starting at 4:15pm) to pick your child up to Explorers Day Camp more than one time you will be charged an additional \$15 fee for every 15 minutes you are late. Regular camp hours end at 4:00pm and after care ends at 5:30pm.**

## **Schedule**

Explorers 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).

Explorers Day Camp's daily schedule varies day to day. Plans and activities are based on the themed week.

## **Snack/Lunch**

Please send your child in a bagged lunch, reusable water bottle, ice pack (if needed for packed lunch) and snack. **We will not refrigerate or microwave children's lunches or snacks.** Lunches will remain in your child's backpack until designated meal times throughout the day.

This summer, we will **only** be allowing children to use "Snack Dollars" to buy food from the concessions at the Mills Pond Pool Front Desk. "Snack Dollars" is a credit put on your child's Canton Parks & Recreation account. To load "Snack Dollars", please visit the link below.

Website: <https://cantonct.myrec.com/info/products/default.aspx>

**Please Note: Concessions only consist of snacks and beverages. We do not sell lunch/meals at the front desk.**

## **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 email, be posted on our website: [www.cantonrec.org](http://www.cantonrec.org) (it will be at the very top in the red header), on our social media and you will be alerted via the Remind Education Application.

Please provide your child with sunscreen (a spray form is preferred, camp counselors 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 in camp activities. If you do not wish to have them photographed, please email the Recreation Coordinator, [cboughton@townofcantonct.org](mailto:cboughton@townofcantonct.org), so it can be marked on your child's General Form.

## **Lost and Found**

Please check your child's belongings at the end of the day when you arrive to pick up. **Camp staff will keep lost and found items for up to one week. If lost and found items are not claimed by the end of this one week period, they will be thrown out.**

## **Rules and Policies**

### **Rules of Conduct**

The Rules of Conduct are our guidelines that are set and followed to ensure the safety of each child, staff member, and the safety of the group. These are put in place to protect the rights of both the individual and the group and to provide a positive atmosphere for growth in personal control and responsibility. These rules are to make sure:

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 follow safety rules and/or directions from the staff.
5. A peaceful atmosphere is maintained.

At 9:15am every morning, Explorers Day Camp has a morning meetings to go over rules, safety policies and the scheduled 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).

### **Redirecting Behavior & Camper Behavioral Forms**

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. Staff will make every effort to redirect the child's behavior. In order to achieve this, Explorers Day Camp has a three point system that will be in place. At point one; the child will be spoken to about 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. Removal of a child from the group for disciplinary or health reasons shall be to a location where visual staff supervision will be maintained. Then the child will have an opportunity to regain control and discuss the problem with a staff member. 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 the Director of Canton Parks and Recreation.

When multiple behavior forms have been filled out for related behaviors (not relating in harassment, violence or threatening behavior), it may result in a one or more day suspension from Explorers Day Camp for that child.

If a child's behavior results in threatening another child and/or physical contact with another child, staff member or person- an automatic behavior form will be filled out and a suspension will be given, the length of which will be determined by the Parks and Recreation's Office Administration.

If a child's behavior results in physical harm to themselves, parents will be contacted immediately and an incident form will be filled out.

### **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. 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).
3. Parents will receive a written notice and be spoken with in person about the removal of their child from camp due to unchanged/inappropriate behavior with no refund.
4. Parents should feel free to consult with the Explorers 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.
5. 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.

### **Camp Group Assortment & Group Request Policy**

Explorers Day Camp is split into 3 groups with a maximum of 20 campers per group for the entire week. There will be no more than 60 campers for Explorers Day Camp this summer. Because of the sizes of the groups, **group requests will not be guaranteed this summer.** Groups will be divided up by age/grade for the majority of the summer with the exception of the Color Wars and Olympic Games weeks. If you would like to make a group request for your child(ren), please email [cboughton@townofcantonct.org](mailto:cboughton@townofcantonct.org) no later than 4:00pm on the Wednesday prior to the week your child is attending.

## **Cell Phone Policy**

**Explorers Day Camp is a cell phone free camp.** Campers are welcome to keep cell phones in their backpacks throughout the day, however cell phones will not be allowed out during camp hours unless it needs to be used for an emergency. Counselors are not responsible for campers personal items, including cell phones and other electronics.

## **Arrival, Pick-Up and Other Program Information**

### **Arrival**

A supervisor will be present in front of the pavilion closest to the pool house to sign your child(ren) in. **You cannot drop your child off any time before 9:00am, even if you see staff in the area.** Staff use the time before camp starts to finalize plans for the day and gather materials needed for crafts and activities.

### **Pick-Up**

Explorers Day Camp will only allow the people on the Authorized Pick up List, provided by the parent who registered for the program, to pick up/sign out campers. A supervisor will check for ID and sign your child out. The supervisor will then radio for your child to come to the designated location to go home.

### **Attendance for Other Programs**

If your child is enrolled in another program such as a specialty camp, you are responsible for notifying the Canton Parks and Recreation Office. We do not provide transportation if the program is not located where camp is held for that day. **The only program staff will bring your child to and from is swim lessons located at Mills Pond Park (excluding days where camp is at the Canton Community Center due to weather).** Please note, swim lessons are not included in camp. Swim lesson registration is separate from camp pricing and lessons must be signed up for separately. If you are interested in enrolling your child in swim lessons, please visit [cantonrec.org](http://cantonrec.org).

## Explorers Day Camp Parent Handbook 2023

**PLEASE READ BEFORE SIGNING:** Below you will find a list of acknowledgements. Prior to signing this document, please spend time reviewing this Parent Handbook 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 Explorers 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 Explorers Day Camp Parent Handbook 2023. In addition, I agree/ consent to the following (please check each circle):**

**I have completed** all sections on the Explorers Day Camp General Form and e-mailed the form to [cboughton@townofcantonct.org](mailto:cboughton@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 Canton Parks and Recreation employees are not responsible for my child(ren)'s belongings. Camp staff will not hold 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:** \_\_\_/\_\_\_/\_\_\_