



**Dear Parent/ Guardian,**

Welcome to Tiny Tots Pre-School Camp 2024! 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 7 weeks: Monday-Friday, 9am-12pm. Each week has its own theme and activities.

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:

- Tiny Tots Pre-School Camp Operations
- Rules of Conduct and Policies
- 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 Claire Boughton, the Recreation Coordinator, at [cboughton@townofcantonct.org](mailto:cboughton@townofcantonct.org).

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



## Tiny Tots Pre-School Camp Operations

### Communication

The best way to stay in contact with us and receive 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 to enter the class code [@ttpc2025](#) to join the Tiny Tots Pre-School Camp 2025 class.

This is our primary form of communication when announcing camp location changes or reminding families of special events or activities happening at camp. Locations changes and reminders will also be sent to the parent/guardian email listed on the participants General Form; however primary communication will go out via Remind.

You may also contact the Recreation Coordinator, Claire Boughton, throughout the program by emailing [cboughton@townofcantonct.org](mailto:cboughton@townofcantonct.org) or calling the Parks & recreation Office at (860)693-5808.

### Late Fees

If you are 15 minutes late or more (starting at 12:15pm) to pick your child up from camp you will be charged an additional \$15 for every 15 minutes you are late. All families will receive one warning prior to being charged.

### Potty Training

Campers must be potty trained by the start of camp. The restrooms are located right down the hall from our programming space and all campers are given plenty of opportunities to use the restroom throughout the camp day. We understand that this is still a learning time for kids and accidents may occur. Please pack your child with a change of clothes just in case.

### Snack & Food Policies

Please send your child with 2 snacks for the day. **We are a nut free room**, so please do not send your child in with peanuts/peanut butter or tree nuts. We do not have refrigerator or microwave snacks. Please pack snacks accordingly (use an icepack, thermos, etc.).

### What to Pack

Alongside 2 snacks and change of clothes for accidents, we ask that you also send your child to camp with spray sunscreen, a reusable water bottle and a hat. Camp staff will not apply lotion

sunscreen to campers, however can assist with applying spray sunscreen. We also recommend packing additional clothing layers on chilly days.

### **Publicity**

When completing your child's General Form at registration, you will be asked to indicate if you give permission for photos/videos to be taken of your child that may be used for promotional materials (see General Form). Whichever decision you indicate on the General Form will be respected by camp staff and administration.

## **Rules and Policies**

### **Rules of Conduct**

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

1. Children's and staff's safety is maintained at all times.
2. Only appropriate and respectful language is used at camp.
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.

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**

Camp 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.

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

Individual children will receive guidance to redirect behavior at the discretion of the camp staff. The handling of each situation depends on the developmental level of the child and the specifics of the incident. Camp staff will make every effort to redirect the child's behavior. If specific behaviors are exhibited repeatedly after multiple camp staff corrections, the camper will receive a camper behavioral form. These forms need to be signed by the staff, the parent/guardian, a camp supervisor and the Director of Canton Parks & Recreation.

### **Camp Suspensions & Expulsions**

When multiple camper behavioral forms have been filled out for a related behavior, it may result in a one or more-day suspension from Tiny Tots Pre-School Camp.

If a child's behavior results in threatening another child and/or physical contact with another child, staff member or person- parents will be contacted immediately, a behavioral form will be filled out and a suspension will be given, the length of which will be determined by the Parks and Recreation Department's Office Administration. If a child's behavior results in physical harm to themselves- parents/guardians will be contacted immediately and an incident form will be filled out. If threatening behavior and/or physical contact continues past a suspension, the child may be expelled from Tiny Tots Pre-School Camp.

In the case of a suspension or expulsion, parents will receive a written notice and be spoken with in-person/over the phone about the removal of their child from camp. No refunds are offered in the case of suspension or expulsion from the program.

Canton Parks & Recreation reserves the right to suspend or expel a child from camp at any point depending on the severity of the behavior.

### **Parent/Guardian Communication**

Our goal is for all our campers to have a fun, safe and successful time at Tiny Tots Pre-School Camp and we believe strongly in collaborating with parents/guardians to make sure that happens. Parents/guardians should feel free to consult the Tiny Tots Pre-School Camp Supervisor and the Recreation Coordinator about their child's behavior at any time. Any behavioral forms that have accumulated during the camp day will be presented to the designated parent/guardian at camper pick-up.

**Please Note: We encourage parent/guardian collaboration at any point during a child's time at camp, not only if behavioral problems arise. If your child struggles with behavior in certain settings, we recommend reaching out to the Recreation Coordinator prior to the start of**

**camp to discuss tips and tricks that can be shared with camp staff to ensure your child has a successful time.**

### **Arrival and Pick-Up**

#### **Arrival**

Please arrive at least 5 minutes before the program starts to sign your child in. Please enter the Canton Community Center and walk to Room D for drop off. On days when Tiny Tots Pre-School Camp is held at Mills Pond Park, camp will be set up under the second pavilion closest to the splash pad.

#### **Pick-Up**

You may pick up your child any time before camp ends by entering the Canton Community Center and coming to Room D. On days when camp is being held at Mills Pond Park, you may pick your child up at the second pavilion closest to the splash pad.