



TOWN OF VERNON

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PARKS & RECREATION
DEPARTMENT

To: All Parents of the Day Camp Programs
From: Amy Locandro Watt – Recreation Supervisor
Re: Program Guidelines

Thank you for being a part of the 2014 Vernon Parks & Recreation Summer Camp program. We look forward to making your child's summer a fun, enjoyable and memorable one.

Enclosed are the program guidelines and the bus information. **Also enclosed is the summer camp contract, this must be returned by the first day of camp.** Our staff is very excited and ready for a fun-filled summer.

Reminder that the balance of your summer camp payment is due by 4:00pm, June 13, 2014.

Below are some suggestions that will help you and your child prepare for the program, please pay close attention to the general suggestions.

1. Make sure that your child wears comfortable and protective footwear such as sneakers. **Please no flip flops or sandals.**
2. If your child uses the **bus transportation** provided for by the Summer Camp, he/she must abide by the same rules used at Camp. **NOTE: Bus transportation is ONLY available for Newhoca campers.** If rules are broken, campers might not be able to use the bus.
 - Please drop your child off at Valley Falls and plan on staying with your child until the bus arrives. If your child is walking or riding his/her bike to the bus stop please plan on being there with your child for the first day and meet the bus counselor to explain your child's situation. Also, have a note allowing your child to walk/ride to the bus stop.
 - When your child is dropped off at his/her bus stop at the end of the camp day please be there to meet your child, **you must ALWAYS sign him/her out with proper identification.** If your child is walking or riding a bike home please mention it when registering your child as well as send a note with your child on the first day of camp giving permission to do so. If your child rides a bike to camp, be sure to send a lock along with him/her – we are not responsible for theft or damage caused to the bike.
 - If your child is not authorized to walk home and a parent is not at the bus stop the child will remain at Valley Falls extended day and remain with the extended day program at an extra charge to the parents.
 - If your registration form did not indicate a bus stop needed no bus service will be provided. If this is a mistake and your child requires bus transportation please let the Parks & Recreation Department know **BEFORE** the first day of camp.

3. Provide your child with a lunch, snack and a drink **everyday**. Please make sure containers of liquid are leak-proof even when they are placed upside down. Water jugs are provided at the site to allow campers to refill their water bottles. Lunches are NOT refrigerated. **THE CAMP DOES NOT PROVIDE CUPS.**
4. **Make sure you make the counselors aware of any medication your child is taking or has taken in the past, which may affect energy level, moods, or physical ability (i.e. Ritalin).** Counselors will be able to handle disruptive behavior more efficiently if they are aware that these situations may occur. **Counselors are not permitted to give children medication, but can remind child to take it and welcome parents to come to camp to administer.**
In the event of disruptive behavior, the Vernon Parks and Recreation Department will also seek assistance from the Vernon Youth Services Department and Board of Education if the case seems necessary. The Vernon Youth Services and/or Board of Education full-time staff will become involved and assist in handling behavior issues.
5. If your child has been sick or is feeling sick, notify the counselor or director so they can keep an eye on your child's progress throughout the day. If your child shows common signs of being sick during the day, counselors will notify you to pick up your child. Please note a nurse is not stationed at camp sites.
6. Please send your child with bathing suit and towel each day.
7. We ask that the children leave their toys at home, as they are often broken or misplaced. We are not responsible for your child's belongings.
8. Please label all belongings with your child's first and last name.
9. The camp discipline plan is followed by all staff at our summer camps.
10. All camps will be held on rainy days. Please provide your child with warm clothing on these days.

NOTE FOR VALLEY FALLS SITE: In the event of inclement weather, Valley Falls Extended AM/PM and Camp is held at the Valley Falls Barn. Please check the pavilion first, if campers are not there, please go to the Valley Falls Barn, which is located just up the street from the Valley Falls Park entrance. The barn is red.

NOTE FOR HENRY PARK: In the event of inclement weather, please come to Henry Park at 8:30am for drop off and 4:00pm for pick up. The campers will be bussed to and from an available elementary school.

11. **Drop Off:** Children can NOT be dropped off any earlier than the scheduled camp start time.

Pick Up: If picking your child up early, you must send a note to the counselor. A child must have a note from a parent/guardian to be allowed to walk home or ride their bike home. All children must be signed out. Please be sure to always have proper identification when picking up your child. There is a late charge at camp sites and extended day of \$5 for the first fifteen minutes and \$1 for each additional minute.

SUMMER CAMP DISCIPLINE PROCEDURES

A. NON-PHYSICAL BEHAVIOR

Includes, but not limited to: not following directions, disrespectfulness, bathroom accidents in clothing or any other infraction deemed inappropriate for this category.

Action 1: The counselor issues a verbal warning explaining the inappropriate behavior to the camper. The camper is advised that the next warning will be a written discipline. **Record behavior in discipline log.**

Action 2: The counselor issues the first written warning to the camper. A call is also made home by the supervisor after talking with the camper. **Record behavior in discipline log.**

Action 3: The counselor issues a second written warning to the camper and a one-day suspension is given. A second call is also made home by the supervisor. **Record behavior in discipline log book.**

Action 4: The counselor issues a third written warning to the camper, a 2-3 day suspension is issued, and a third call is made home by the supervisor. **Record behavior in discipline log book.**

Action 5: Expulsion. **Record behavior in log book.**

B. PHYSICAL BEHAVIOR (mild) & BULLYING

Includes, but not limited to: pushing, shoving, spitting, tripping, throwing any item, actions of no severe danger or any other infraction deemed inappropriate for this category.

Action 1: The counselor issues the first written warning to the camper. A call is also made home by the supervisor after a talk with the camper. **Record behavior in discipline log.**

Action 2: The counselor issues a second written warning to the camper and a 1-3 day suspension is issued. A second call is made home by the supervisor. **Record behavior in discipline log book.**

Action 3: The counselor issues a third written warning to the camper, a 2-3 day suspension is issued and a third call is made home by the supervisor. **Record behavior in the discipline log book.**

Action 4: Expulsion. **Record the behavior in the discipline log book.**

C. PHYSICAL BEHAVIOR (severe)

Includes, but not limited to: pinching, pulling, biting, rock throwing, punching, revealing inappropriate areas of the body (panting, flashing) or any other infraction deemed inappropriate for this category.

Action 1: The camper is given a one week suspension and a call is made home by the supervisor. **Record behavior in the discipline log book.**

Action 2: Expulsion. **Record the behavior in the discipline log book.**

Each case will be reviewed by our full time administrative staff. If your child is expelled from the program, they will not be allowed back for the summer as well as put on probation for the following year. Parks and Recreation reserves the right to determine the seriousness of the discipline issued and categorize it accordingly. Parks and Recreation also reserves the right to make decisions in the best interest of the program and in the best interest to ALL participants.

The Vernon Parks and Recreation Department will also seek assistance from the Vernon Youth Services Department and Board of Education if the case seems necessary. The Vernon Youth Services and/or Board of Education full-time staff will become involved and assist in handling behavior issues.

SUMMER CAMP RULES

1. Children must check in with his/her counselor EVERY morning as soon as they arrive so that attendance can be taken and proper supervision can take place.
2. Shoes must be worn at all times (No Sandals or Flip flops)
3. Throwing stones, sticks, or other objects is not permitted; this will lead to disciplinary action taking place.
4. Behavior such as pushing, hitting, or other aggressive acts will not be tolerated. (Please see discipline procedures for actions to be taken when this kind of behavior occurs).
5. Swearing, bullying and foul language is not permitted. NO EXCEPTIONS!
6. Bikes, scooters, roller blades, and skateboards are not to be used during camp. Any of the above must be locked or put away until the completion of camp.
7. Please do not allow your child to bring in toys, Game Boys, Ipods, cell phones or any other valuables to camp. We don't want any accidents to happen to your child's prized possessions and are not responsible for replacing or looking after them.
8. Proper behavior is expected by all campers at all times, this includes, respect to the counselors, campers, other parents, personal property and town property.
9. All camp rules apply for bus transportation and bus stops.

Any violation or lack of cooperation will result in disciplinary action. All disciplinary cases and actions, as minor as they may be, will be documented in discipline log books located at each site and at the extended day program. Camp disciplinary procedures have been provided to parents in case of any violation of the rules. NO EXCEPTIONS.

SUMMER BUS SCHEDULE

BUS SCHEDULE: For Newhoca Camp ONLY:

MORNING SCHEDULE

8:45a.m. Pick up at Valley Falls
9:00a.m. Drop off at Camp Newhoca

AFTERNOON SCHEDULE

3:30 p.m. Leave Camp Newhoca
3:45 p.m. Drop off at Valley Falls

SUMMER CAMP PARENT & CAMPER CAMP CONTRACT

This is a contract for both parents and campers to sign saying that they have read the packet provided on camp rules and procedures and understand that these rules and procedures need to be followed at all times. PLEASE READ THE CONTRACT, SIGN IT, AND HAND IT IN ON THE FIRST DAY OF CAMP TO YOUR CHILD'S COUNSELOR / SITE DIRECTOR.

I _____ (CAMPER'S NAME) AND

WE _____ (PARENT/GUARDIAN'S NAMES)

HAVE READ AND UNDERSTAND THE CAMP RULES, DISCIPLINARY PROCEDURES AND SIGN OUT PROCEDURES OF THE SUMMER CAMP PROGRAM. I UNDERSTAND THAT IF MY CHILD DISREGARDS ANY RULE OF CAMP, SUSPENSION OR EXPLUSION FROM CAMP MAY BE PART OF THE DISCIPLINARY PROCEDURES. I UNDERSTAND THAT MY CHILD WILL NOT BE PERMITTED TO ATTEND CAMP IN THE CASE OF SUSPENSION / EXPULSION. I UNDERSTAND THAT ONLY PEOPLE WHO ARE ON THE AUTHORIZED PICK UP LIST I TURNED IN ARE ALLOWED TO PICK UP MY CHILD FROM CAMP. **REFUNDS WILL NOT BE GRANTED ON THE BASIS OF A SUSPENSION OR EXPUSLION.** I ALSO UNDERSTAND THAT THE TOWN OF VERNON PARKS AND RECREATION DEPARTMENT PROGRAM IS NOT RESOPNSIBLE FOR FINDING ALTERNATIVE CARE FOR MY CHILD IN THE CASE OF A SUSPENSION OR EXPULSION.

(CAMPER'S SIGNATURE)

(PARENT/GUARDIAN'S SIGNATURE/S)

(DATE)

(DATE)