

Somers Day Camp Parent Handbook 2022

Welcome to the Somers Day Camp proudly presented by the Somers Recreation Department. We are thrilled that you have chosen this program for your family. This parent handbook was written to help you better understand our camp's policies and procedures.

COVID-19 Notice of Risk

Notice of Risk: Please understand that there is no guarantee of safety from germs that may lead to COVID-19. Each individual family will need to consider the safety precautions that will be followed with fidelity, their personal levels of concern, and their knowledge of their children and personal family circumstances to determine whether or not it is appropriate and safe to consider this program. When you register for this program, you are stating that you understand the risk you are taking during the COVID-19 pandemic situation.

Essential Camp Information:

Phone Numbers

-Carley Bergamini, Camp Director:	860-986-3319 (c)
-Kim Halligan, Recreation Coordinator:	860-937-4744 (c); khalligan@somersct.gov
-Maureen Parsell, Director of Recreation:	860-817-2876 (c); mparsell@somersct.gov

Locations

-Field Road Park:	96 Field Road	Somers, CT	06071
-Recreation Office:	619 Main Street	Somers, CT	06071
-Mabelle B. Avery Middle School:	1 Vision Blvd.	Somers, CT	06071

Somers Recreation Department Mission

The Somers Recreation Department strives to help make Somers a great place to live and play by providing residents with high-quality recreation programs, activities, and special events. We aim to build a sense of community and enrich physical, social, and emotional health. Our goal is to help make recreation and fitness a priority in our community by providing quality, safe, affordable, and healthy opportunities for all.

Camp Mission

Our mission is to create a safe environment where campers can have fun and feel good about themselves while making new friends and discovering the world around them.

Goals that Make our Mission Happen:

- Encourage the development of physical skills through participation in active programs.
- Encourage and teach positive character development with a focus on honesty, caring, respect, and responsibility.
- Promote feelings of self-confidence and self-worth through participation in group activities where campers leave with a greater respect for others and respect for self.
- Develop leadership and skills in each of our campers by providing programs that nurture and explore each camper's personal growth.

Camp Communications

The Somers Recreation Department seeks to continually expand our digital presence and outreach. We believe that communication via text message (SMS), social media, mass email campaigns, and our RecDesk website (somers.recdesk.com) will be most efficient and effective when trying to reach parents, guardians, or any other contacts in regards to camp-wide updates.

*****We request that all parents/guardians follow our Somers Recreation Department Facebook Page at www.facebook.com/somersrecreation, as well as consistently monitor their email inboxes, text messages & check somers.recdesk.com for camp updates and communications.*****

SOMERS DAY CAMP INFORMATION

Camp Contact Information

Located at:

Field Road Park
96 Field Road
Somers, CT 06071

Contact Us:

Phone: 860-937-4744
Email: mparsell@somersct.gov
Email: khalligan@somersct.gov

Camp Director: Carley Bergamini

Assistant Director: Sophia Careno

Daily Camp Hours

8:30am-4:00pm

Don't Forget...

Required Forms:

- Pick Up Authorization
- Medication Authorization
- Special Accommodation Request (if needed)
- Medical Information Form

*****Required forms should be completed at the time of registration on Somers.RecDesk.com. Any parent/guardian who could not complete a form online will be expected to submit the completed paperwork at drop-off on the camper's first day.***

What to Bring to Camp Daily:

- A smile 😊
- Sneakers, shorts, t-shirt & hat
- Bag lunch & snack (labeled with name)
- Water bottle (labeled with name)
- Sunscreen (on body AND in bag, labeled with name)
- Change of clothes
- Bathing suit, water shoes, towel, & backpack

What Not to Bring to Camp:

- Cell Phones / Electronics
- Valuable items
- Precious or treasured items
- Large bills (field trips could be an exception)
- Playing or trading cards
- Fidget Spinners

GENERAL CAMP INFORMATION

Our policies and practices are created specifically to promote and ensure the safety and well-being of your camper. We look forward to your cooperation in helping us provide the best camp experience possible for your child.

Registration and Required Forms

All registrations must be made online at somers.recdesk.com. We do maintain a wait list for programs that are full. As openings occur, parents will be notified in the order in which their children were placed on the wait list and given the option to enroll at that time. All campers must be the specified age before or during the camp session for which they are registered.

All forms including Pick-Up Authorization, Medication Authorization, Medical Information, Accommodation Request and Photo Form **must be completed every year in order for each child to attend camp**. Forms should be completed online at the time of registration. Field Trip Permission Forms will be handed out at camp by Wednesday of each week for signature.

Somers Recreation Department welcomes campers of all abilities. Please contact us directly at (860) 265-3840 or mparsell@somersct.gov or khalligan@somersct.gov to discuss any special accommodations to ensure your camper has a successful and safe summer.

Staffing

Paid staff is to be certified in Standard First Aid and Community CPR. The Somers Day Camp will have the following staffing structure for the 2022 summer:

- Camp Director (1)
- Camp Assistant Director (1)
- Camp Counselors (10:1 camper to counselor ratio)

Schedule

The camp will run Monday through Friday from 8:30am to 4pm. Camp will begin the week of June 27 and conclude the week of August 15. Camp will not be held on Monday, July 4th.

Field Trips

Somers Day Camp registrations will include one field trip per week (excluding week 8). Campers are required to wear red or tie dye t-shirts that identifies them as camp participants on every Field Trip. Campers are expected to be on their best behavior on field trips as they are acting as representatives of the Town of Somers.

Camper belongings may be left on the bus during field trips for safekeeping and campers are responsible for any misplaced items while on trips. You may decide to give your child money to bring for field trips in order to purchase souvenirs as you deem appropriate and as time allows. Please enclose spending money in an envelope or bag with your child's name on it. On the morning of field trips, please notify the Camp Director if you would like your child's counselor to hold their money for safe keeping. Money will be returned to campers at the end of the trip when campers have access to their own backpacks. We are not responsible for lost or misspent money on any field trip.

Field Trip Tardiness: In the case that a parent is late for departure for a field trip, it is the responsibility of the PARENT/GUARDIAN to take the camper to the designated field trip location.

Fees and Payments

The fee for each week of camp is \$200.00. We are offering sibling discounts as well. In order to be eligible for a multi-child discount, a family must have at least one other child registered for the **same week** as the child receiving the discount. The sibling discount price is \$10.00 less than the single camper price. Parents will be able to choose this payment option during the online checkout process.

Extended Care Services

There will be no extended care sessions (Before & After care) for the 2022 Somers Day Camp.

Text Message (SMS) Alerts

Any parent/guardian wishing to receive text messages (SMS) with updates relating to Somers Day Camp operations should either update his/her RecDesk account to be sure they have checked the “opt-in” option for receiving text alerts OR contact the Somers Recreation Department (mparsell@somersct.gov or khalligan@somersct.gov) to express a desire to receive text alerts relating to Somers Day Camp.

SUMMER CAMP TOILETING POLICY

It is expected that all campers will demonstrate independence in all aspects of using the bathroom. **All campers must be toilet-trained. Pull-ups are not permitted.** Somers Recreation's summer camp facility is not set up to accommodate campers who have regular toileting accidents (beyond occasional and somewhat inevitable accidents). For this reason, we require that all children enrolled in our summer camp to be proficient in bathroom related self-help skills and able to independently use the toilet. Somers Recreation defines independent toileting skills as follows...

- Every camper should be able to recognize and verbalize their body needs and respond to staff reminders asking the camper to use the toilet.
- Every camper should be free from regular bathroom accidents.
 - Regular bathroom accidents are considered to be a camper soiling their clothing with either urine or feces two or more times during a one-week period.
- Every camper should be able to independently navigate their clothing.
- Every camper should be able to wipe their bottom with toilet paper.

Some campers may be more comfortable in their own home with independent toileting skills but not in other environments. If we determine that a camper's independent toileting skills are not present, our summer camp staff will follow the guidelines as outlined below:

- We commit to supporting each camper in a positive manner without belittling, embarrassment or punishment.
- We will work with parents to support the camper with their independent toileting skills.
- Any camper that has had an accident where feces are present, parents will be called so they can assist the camper in cleaning themselves.
- Parents will be called to pick up their camper if the camper has regular toileting accidents.
- We may require that the camper be disenrolled from camp until their independent toileting skills are strong enough to be consistent and present while at camp.
 - In the event that a camper is disenrolled due to toileting issues, Somers Recreation will refund 50% of the summer camp fee.

CAMP POLICIES

Rules, behavior, and discipline policy

Campers will be responsible for following ALL camp rules as listed below:

- Campers must be respectful to other campers, staff, and facilities at all times
- Campers must remain in designated camp areas and/or groups at all times
- Campers must stay with their specified counselors at all times, unless specifically instructed otherwise
- Campers must walk in the hallways when we are inside the school or at another recreational building
- Campers must be accompanied by a staff member any time they leave the gymnasium (hallway, bathroom, etc.) when we are inside the Middle School or at another recreational building
- Campers must use appropriate language with other campers and staff at all times
- Campers must refrain from any horseplay and or engaging in any dangerous activities
- Campers must keep hands-to-themselves at all times, unless it is expressly stated by a camp staff member that contact is permitted due to the nature of the organized activity at the time
- Campers must abide by all rules and procedures added to the program
- Campers are only permitted to leave camp when they are signed out by a parent/guardian or other authorized person
- No weapons, projectiles, alcohol, drugs, or illegal substances will be allowed. Possession will result in immediate expulsion from all camp programs
- Be aware of daily schedule and wear clothing appropriate according to each camp day's agenda

Camp staff will focus on the prevention of negative behavior. We will praise the positive and attempt to downplay the negative in an effort to bring out the best in every child. When needed, we believe discipline should take many forms and should vary according to age, individuality, and the developmental level of the child. Concern is focused on the action/behavior rather than the child. Our staff will use positive guidance, redirection, continuous supervision, and set clear limits during disciplinary action. Staff should report any negative behaviors to the parents on the day of the incident, whenever possible.

All children are expected to behave in a proper and respectful manner. We will not tolerate any physical violence, name calling, foul language, destruction of property, or any other behavior deemed inappropriate by the staff. In accordance with the severity and frequency of the behavior, a behavior tracking form may be completed and kept on file. Parents will be notified and receive a copy of any such form. If warranted, the Somers Recreation Department reserves the right to dismiss or suspend any child from the program. ***No refunds will be given.***

Attire

Children should dress in a comfortable manner for camp. We suggest shorts, a t-shirt, sneakers, and a hat be worn. Sandals and dress clothes are not appropriate for camp as children will be involved in various sports, active games, and arts and crafts projects that may be unsafe and/or messy based on apparel. We also recommend your child bring a backpack with a towel, bathing suit, water shoes, extra clothes, and sunscreen. ***Please label all personal belongings!***

Sun Protection

We strongly suggest that a parent or guardian apply sun block (minimum SPF30) prior to camp. Somers Day Camp staff can not apply sunscreen through direct contact with campers. Parents are encouraged to apply before drop off. Camp staff may help reapply with a spray bottle.

We will have scheduled camp-wide breaks to apply sunscreen.

Camp staff will closely monitor the campers each day in an effort to prevent sunburn. If your camper(s) requires special accommodations- with relation to the application of sunscreen- beyond the processes outlined above, or would benefit from additional pre-planned sunscreen applications, please communicate the need to the Camp Director, Recreation Coordinator, or Director of Recreation.

Sign-In and Sign-Out Procedures

Morning Sign In:

Parents/Guardians should enter Field Rd. Park and use the second entrance to the top parking lot. Pull around until you are parallel with the pavilion as directed by the Camp Director. ***Do not exit the vehicle.*** Open your passenger side window, the Camp Director will check in each camper and will record on the daily attendance sheet. Campers will then exit their vehicles and walk to the pavilion and playground to meet their counselor. Parents/guardians will be directed to follow the established exit route without exiting the vehicle.

Please do not send your child to camp if they have a temperature, signs of a runny nose, coughing or chills, etc. If your child exhibits any of these symptoms, they will not be admitted to camp.

Afternoon Sign Out:

Parents/Guardians should enter Field Rd. Park and use the second entrance to the top parking lot. Pull around until you are parallel with the pavilion as directed by the Camp Director. Open your passenger side window. Do not exit the vehicle. Counselors will send campers to the Director for dismissal and will be signed out

Late or Absent Campers

Please notify the camp (860)-937-4744 or mparsell@somersct.gov or khalligan@somersct.gov if your child will be late or absent from camp. Each morning we will take attendance. If your child is not present, whether they are late or absent, the Somers Recreation Department will make every effort to contact you and confirm the absence.

Late Camp Pick-Up

The Somers Recreation Department incurs additional expenses after the close of camp, and as a result, it is very important that all campers be picked up by the specified close of camp at 4pm. If a parent is unable to pick up a child at the established close of the program, the parent should arrange for pick-up by another person **authorized to do so**. If you will be late picking up your child, we request that you inform the camp as soon as possible.

Any person arriving late to pick up a child from camp will be charged a late fee. There is a five-minute grace period. A late fee of \$5.00 for each minute after 4:05pm will be issued for each participant picked up after their scheduled ending time. Excessive late pickups will result in termination of the participant or camper.

Children will not be allowed to enter camp for additional sessions or for any other Recreation Department programs until late charges are paid to the Town of Somers. Late fees will be accepted at the camp sites only by the Camp Directors.

Injury, First Aid, Illness, and Medical Administration

Somers Recreation Department staff members are the designated first responders to any injury. These staff members (with the possible exception of late hires) are certified in First Aid and CPR and can provide emergency care if needed. If the injury or illness is beyond common occurrence injuries (scrapes, bumps, bruises, overheating) and proves to be a more serious condition, we will treat to the best of our ability on site and contact parent/guardians as well as any necessary medical services and/or 911 immediately. In the event of a medical emergency, 911 will be contacted first and then the camp staff will attempt to contact the child's parents/guardians. If unsuccessful we will continue to try emergency contacts until we are able to reach someone. Please inform your Emergency Contacts of their responsibilities and be sure that they are readily available to receive and respond to such a call.

If your child is sick, please keep him/her home. Please report any communicable diseases promptly, i.e. COVID-19, Chicken Pox, Head Lice, Pink Eye, etc. to the Camp Director. Refunds or credits are not given for missed camp days. If your child becomes sick during the camp day, a parent/guardian will be contacted immediately and asked to come up pick up the camper as soon as possible.

Any camper not feeling well needs to be sent home and will be taken to the camp office and given a mask to wear while waiting to be picked up by their parent.

If a child has a temperature or any signs of a runny nose, coughing or chills they will not be admitted to camp.

Somers Recreation Department staff WILL NOT administer medications, prescribed or otherwise, to any participant registered in our program.

All participants are responsible for taking their own medications. If a child cannot self-administer medicine, a guardian will need to come in to administer the medication. This includes sunscreen. Staff can keep all medications in safekeeping, remind children to take medication, and supervise self-

administration. **Parents must fill out the Camper Medication Authorization Form in order for campers to take any medication at camp.** This includes all inhalers. All medications must be presented in their original prescription containers and given directly to the Camp Director. Medications should NOT be kept in camper backpacks or other belongings. Please remember to retrieve the medication at the end of the day or session depending on your home needs.

Lunch and Snack

Campers MUST bring a bag lunch, snacks, and a drink to camp daily. Please label all lunch bags, boxes, juice, and water containers.

All campers' food must be brought from home, stored individually, and labeled clearly. Refrigeration will not be available for any lunches or snacks.

Electronics & Fidget Spinners & Trading/Playing Cards

Please do not send your child with electronics (i.e. DS, cell phones, iPods, MP3, electronic games or radios) as these are all **banned** from camp. **Please note that fidget spinners and trading/playing cards are also banned from camp.** We want kids to have a break from electronics and experience true outdoor camp! The Somers Recreation Department is not responsible for any lost, stolen, or damaged property. This includes cell phones. If you need to be in contact with your child during the day, please call the camp administrative staff or Recreation Department staff members at the numbers provided on the first page of this handbook. These phones will be available to campers throughout the day for reasons approved by the staff. ***Any item brought to camp that is deemed inappropriate, or is used in an inappropriate manner, will be held by the camp director and returned to the parent/guardian at the close of the camp day.***

Personal Items

We encourage parents/guardians to mark all personal items with your child's name in case it becomes lost. We are NOT responsible for lost items, so please encourage campers to leave valuables (like electronics and jewelry) at home. We reserve the right to take away any personal item we feel will be unsafe or harmful to another camper, the group, or to the public. The item will be returned to the camper at the end of the day.

Lost and Found

A lost and found area will be designated on camp grounds and announced to all campers. Please visit the Lost and Found with your child toward the end of each session as unmarked water bottles, lunch bags, sweatshirts, and theme day costume apparel are often left behind, forgotten, and unclaimed each week. At the end of the camp season, all lost and found items will be donated or disposed of.

Cancellation, Delay, or Early Dismissal

If camp is delayed or cancelled due to severe weather, power supply damage, or other unforeseen circumstances, you will be notified via email or text message and it will be posted on the Somers Recreation Department website (somers.recdesk.com) & Somers Recreation Department Facebook Page. If camp must be dismissed early for any reason, all families will be notified.

Please note that **changes in the daily plans within the camp hours will NOT be cause for immediate parent notification.** If you have questions regarding our location or other specifics in regards to late sign-in or early sign-out on an individual basis, please contact the Somers Recreation Department. For example, during the presence or possibility of inclement weather, we may stay at the camp site or return early from a field trip. If you are unsure of our location, please contact us before traveling.

Inclement weather

The Camp Director and Assistant Director will constantly be monitoring the weather in conjunction with the Recreation and Parks staff to ensure your camper's comfort and safety. In the event of lightning, excessive heat, and etc. staff is instructed to end any outdoor activity immediately and move participants to a safe place inside a facility.

Rainy days

In the event of a particularly rainy day, the camp may relocate to Mabelle B. Avery Middle School for the entire day, and pick-up/drop-off could also occur at that respective school. In the event of pick-up/drop-off being moved to one of the Somers Public Schools, we will attempt to contact all parents/guardians via email or SMS message. In addition, we will post any update to the Somers Recreation Department Facebook Page & RecDesk website. **Please monitor both websites for updates.** Signs will be posted at the drop off/pick up location at the park if we have moved indoors due to inclement weather.

Ticks

Please note that the Somers Day Camp is held outside at Field Road Park. Our Camp staff will be diligent in monitoring and checking Campers for ticks. However, we recommend that each afternoon or evening after camp, families conduct an at home "tick-check" to be sure that all campers are tick free. If a camper is discovered to have a tick throughout the course of the day, our camp staff will remove the tick and parents will be notified.

Somers Day Camp 2022 Parent Handbook

I, _____ have read
and understand all of the information provided to me in
this 2022 Summer Day Camp Parent Handbook.

Sign: _____

Print: _____

Date: _____