

Adventure Day Camp (ADC) Information Handbook

Subject to change please check regularly



Contacting Staff and Campers During Camp:

Adventure Day Camp now has two cell phones for camp!

Cell Phone 1- Adventure Day Camp Main Phone for Important Communication

The first cell phone number will be monitored by our Camp Coordinator and/or Assistant Camp Coordinator. Parents should only reach out to this phone number if there is an important message to relay to our camp coordinators, or a staff member contacts you from this number.

Cell Phone 2- After Camp's Phone Number for All After-Camp Needs (During 3:30-5:30pm)

The second cell phone number is for after camp support ONLY. This phone number should be contacted if your child is in after camp and need to reach a staff member.

Office Phone- Southbury Parks and Recreation's Office Number

If you have general questions about camp such as activities, field trips, lunches, pool time- we strongly encourage you to contact the Southbury Parks and Recreation Office for general information. Our Camp Coordinator and staff will be focused on the day-to-day functions of camp, and general questions can be answered by office staff.

If someone does not answer the phone, please leave a message. With the cell phones at camp (not the Southbury Parks and Recreation Office number) you can also send a text. When sending a text, make sure to include your full name and the full name of the camper, so our staff know who is contacting the camp phone.

Southbury Parks and Recreation Office Number: 203-262-0633

Adventure Day Camp Cell Phone: 475-305-5277

After Camp Cell Phone (accessible during 3:30-5:30pm): 475-305-5276

Please save these numbers into your phones!

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What to Bring and What to Wear to Camp

Items to Bring to Camp

Each day campers will bring a backpack with the items they need for camp.

Included in the backpack should be the following:

- Sunscreen
- Bagged lunch/snacks
- Water Bottle
- Bathing suit
- Towel
- Face mask(s)

It is very important for campers' personal belongings to be labeled so they do not get lost.

Campers will have a designated area to keep their belongings throughout the day, and along with their counselor, it will be their responsibility to maintain this area.

Lost and Found

Camp staff will display the items left behind on a table during check out (end of the day) so that the items may be easily identified and retrieved. Please be sure to check lost and found regularly.

Personal Electronic Devices and Toys

Personal electronic devices and toys are not permitted at camp. Southbury Parks & Recreation is not responsible for any personal items.

What to Wear to Camp

Camp is very active. All campers should be dressed to participate in the activities of the day. Comfortable shorts or pants and tee shirts are ideal for campers to wear each day.

- **Mondays - Wednesdays, Thursdays (that don't have field trips) and Fridays please send your camper wearing their bathing suit.**
- Campers must wear a closed toe shoe to camp each day. Sandals such as Keens or Crocs that have a closed front foot are acceptable.
- We encourage families to have their child come to camp dressed in their bathing suit, under their clothes, to utilize more play and pool time during camp.

Sunscreen

Campers should apply sunscreen before arriving at camp. Camp staff will remind campers to apply sunscreen several times throughout the day. Parents must provide sunscreen, preferably in a spray form, on a daily basis.

Topical Waiver Form

Southbury Parks and Recreation's camp will have a variety of topical ointments such as aloe, sunscreen, anti-itch cream, bug spray, and more to apply to campers in the event campers forget their sunscreen or need additional care. If parents **do not** want one or all of these products applied to their child, parents need to fill out the topical waiver form located on our website and e-mail it to the Assistant Director, Lexi Polasek, at lpolasek@southbury-ct.gov.

Daily Procedures

Location

Adventure Day Camp will be located at Ballantine Park - Pavilion (weather permitting) on 611 Old Field Road in Southbury, CT. On days where storms, heavy rain and/or a heat advisory may be in effect, Adventure Day Camp will be relocated to an alternate facility such as the Parks and Recreation Office (located on 561 Main Street South in Southbury, CT) or a Region 15 School. Parents will be notified of a change of location.

Drop-off Procedures

Adventure Day Camp drop-off will begin at 8:30am and end at 9:00am at the playground parking lot (Ballantine Park); **do not arrive before 8:30am to drop your child off, unless you are signed up for before camp.** All vehicles must line up (follow the camp staff's direction and/or traffic cones) for where to start the queue line.

Parks & Recreation staff will not be at the drop off location once camp activities begin. In the event campers arrive past 8:30am, parents will need to report to the pavilion at Ballantine Park (or at a location to be announced) with the camper, and locate the designated staff member to assist you in the late check-in process. Upon arrival, campers will be introduced to the group and camp counselors that they are assigned to.

Pick-up Procedures

Adventure Day Camp pick-up will be at the same location as morning drop off and will begin at 3:45pm and end at 4:00pm. Camp staff will be at the designated location for pick-up by 3:45 pm. Parents will park their vehicles and meet with the camp staff to sign campers out. **Photo identification is required to sign a child out.** If parents arrive for pickup prior to 3:15 pm, please know that campers will be participating in structured activities on the campus; it will take time for campers to collect their belongings. Please allow adequate time for this process.

Campers **MUST** be picked up by 4:00 pm. Southbury Parks and Recreation will allow for a 15-minute grace period for first time situations. Campers picked up beyond the 15 minute grace period will be charged an additional fee, regardless if it's the first time (review the Late Pick-up Policy for details). Please make every effort to pick-up on time.

Late Pick-up Policy

Parents/Guardians are expected to pick their child(ren) up by the end time of the camp program. Our policy is you will be charged an additional \$15 for every 15 minutes you are late, with the time rounded to the closest quarter minute. Southbury Parks and Recreation understand things happen. A 15-minute late arrival grace period will be granted for first time situations, and parents/guardians will not be charged for arriving 15 minutes late. If it is the parent/guardian's first time and arrives 30 minutes late (or later) the 15 minute grace period will apply, but the parent will still be charged \$15 (instead of \$30) in the situation of arriving 30 minutes late.

Unable to Contact a Parent Policy

In the event a Southbury Parks and Recreation employee attempts to contact the parent at pickup, without success, we follow the following policy: Every 15 minutes, an employee will call the parent/guardian and people from the authorized pick up list for 1 hour. After an hour has passed, we will notify the Southbury Police Department of the situation. It is important that the parent/guardian reviews and updates their MyRec account and camp forms on MyRec to ensure phone numbers and emergency contact numbers are up to date. Also, it is important the parent/guardian communicate with all parties responsible for picking up their child(ren), and are by their phone during the pick-up time.

In the event of a medical emergency, our Camp Staff will contact the parent/guardian as soon as possible. If our camp staff is unable to make contact with the parent/guardian right away, and Medical Emergency Services is on the premises, Southbury Parks and Recreation will follow the best medical advice given for the camper (i.e. which hospital to be transported too). Southbury Parks and Recreation staff will attempt to make contact with the parent/guardian a second time.

Communication

Southbury Parks and Recreation recommends that all parents create an account with Remind.com. This communication system can be accessed online or downloaded as an application to a smartphone. This will be the most accurate way to receive information such as location changes and reminders for Adventure Day Camp. The code to get into the class is @campspr22.

E-mail blasts will go out to parents from the MyRec website for important updates or location changes. Parents can also check out the MyRec website for any alerts posted on our website which may include pool closings and camp delays/location changes for example. This will pop up at the top of the page in a red bar.

Registration/Payment Procedures for Camp

Registration for each camp week closes 2 weeks before the start of camp on Mondays. Camp registrations are “first-come first-serve.”, with a priority to the residents of Southbury. Southbury residents will be able to register for Adventure Day Camp about 30 days before registration opens up to non-residents. If you are a non-resident of Southbury and you are placed on a waitlist, you will be contacted by Southbury Parks and Recreation around May 1, 2025, **only if** there is availability within the camp. Residents of Southbury will be contacted on a rolling basis (with the exception of registration end dates), if there is availability in within the camp.

Registrations/Payments may be made online, by mail or in person via check or credit card. Payment in full is required to complete the registration. **Failure to complete any payments with the Southbury Parks and Recreation Department may result in your child being removed from camp with no refund, or a suspended household account. In reference to summer camp, all payments need to be made before the start of the camp program week.** In reference to the “Late Pick-up” fees, all payments need to be completed within 7 business day, unless other arrangements are discussed with the Director of Parks and Recreation.

Medical Policies and Procedures

The safety of campers is a top priority for the Southbury Parks & Recreation's Adventure Day Camp program.

Medical Training of Staff

All Camp Staff (excluding Counselors-in-Training, C.I.T.s) are trained in CPR /AED (Automatic External Defibrillator) and First Aid. All Camp Supervisors are also trained in the administration of oral medications, inhalants and epi-pens.

Administration of Medications

Any child requiring the administration of medication (either daily or in emergency situations) must have an Authorization for the Administration of Medication form, on file with Southbury Parks and Recreation. This form must be turned in to the Southbury Parks and Recreation Offices at least 7 days prior to the child's first day of camp. Medications must be in the original container and labeled with the child's name, name of medication, directions for the medication's administration, and date of the prescription. Medications will only be administered by Camp Supervisors.

All medications should be turned into the Camp Coordinator on duty upon arrival each day at camp and must be picked up at the end of the day before departure. **NO MEDICATION WILL BE STORED AT CAMP OVERNIGHT.**

Injuries Requiring Medical Attention

Supervision is provided at all times at the camp, however, accidents can still occur. In the event that an injury occurs during camp, camp staff will attend to the child. If the injury is significant and warrants emergency medical attention, 911 will be called. Every effort will be made to contact a parent or guardian. **Please be sure to provide complete contact information when registering a child for camp. Parents should review the contact information on file through Southbury Parks & Recreation's website and verify that it is accurate and complete. Please be sure to include appropriate daytime phone numbers.**

Injuries that require minor treatment will be reported to a parent/guardian at the end of the camp day. All reports will be documented electronically and e-mailed to the parent/guardian from a Parks & Recreation Office Administration.

Guidelines for when your child should not attend camp:

- Fever 100° or Above - keep your child home until their fever has been gone for 24 hours without the use of fever-reducing medications
- Vomiting and/or Diarrhea - keep them home for 24 hours after the last incident
- Strep Throat: 24 hours after the first dose of antibiotics; fever-free for 24 hours
- Conjunctivitis (aka Pink Eye): Antibiotic treatment for 24 hours or three doses and no drainage from the eye.
- Lice: Appropriate treatment must be **completed**. A no-nit policy is enforced

Behavior Management Policy

Behavior Skill Building

Camp provides a great opportunity for all children to develop skills and self-confidence. Adventure Day Camp's behavior policy is intended to help all campers be their best while treating fellow campers, staff and other working personnel with respect.

Each day campers will meet with their camp group and will attend a morning meeting to review their schedule and their responsibilities. Campers must remain with their group or in areas designated for their group while at camp and follow the direction of their counselors.

Zero Tolerance

Southbury Parks and Recreation does not tolerate stealing, bullying, foul language, wandering from camper's assigned group, or causing physical harm to others. Southbury Parks and Recreation reserves the right to remove campers from Adventure Day Camp, without refund, if these behaviors are identified and not corrected.

Sit-out and Redirection

Techniques for handling disciplinary problems will be addressed by the Camp Staff and the Camp Coordinator. A camper will sit out of an activity and could have a loss of privileges as the first steps to manage behavior. The camper will then be redirected to an activity that will positively channel the child's energy. An apology by the camper is expected immediately when problem behaviors occur.

Contacting Parents

The decision to contact a parent will be made once a determination has been made whether or not the camper exhibited an effort to correct the camper's behavior. Parents will be notified when a camper has been warned about repeated offenses, and will be given a final opportunity to remain in camp. Continued inappropriate behavior will result in the dismissal from camp without a refund. All reports will be documented electronically and e-mailed to the parent/guardian from a Parks & Recreation Office Administration.

Camp Schedule and Hours

Daily Activities

The standard camp day begins at 8:30 am and runs through 4:00 pm, Monday – Friday starting June 16 – August 8. Throughout the day, campers will participate in a variety of activities.

Please note- camp will NOT be in session on July 4.

Summer Camp **Sample** Schedule (schedules will change daily)

Morning Routine

- 8:30-9:00am – Check-in procedures
- 9:00-9:15am – Structured activities
- 9:15am- 9:30am – Group meeting

Morning Group Rotation

Times below are when each group will rotate to a different station/activity. Stations and activities may be from the list of camp activities on our MyRec website or a new planned activity. During morning meeting, all groups will discuss their daily schedule and the rules of the day. This schedule will differ daily, especially with field trip days. Within these activities is when snack breaks, bathroom breaks & applying additional sunscreen will take place.

- 9:30am-10:00am – Arts & crafts project and snack
- 9:45-10:45am – STEM activity
- 10:45am-12:00pm – Water Balloon & Field Games
- 12:00-12:30pm – Groups 1, 2 & 3 swim lessons
- 12:30-1:00pm – Open Swim
- 1:00-1:30pm – Groups 4 & 5 swim lessons

Lunch

- 12:00-1:00pm rotation for groups not swimming

Afternoon Group Rotation

- 1:30-2:30pm – Camp wide game
- 2:30-3:30pm – Field game/activity within group

Afternoon Routine

- 3:30-3:45pm – End of day meeting and pack up belongings
- 3:45-4:00pm – Low structured activities and sign out procedures

Camp Groups, Activities & Program Areas

The Southbury Parks & Recreation Summer Camp program is a fun-filled extension of our year-round programming. Campers will participate in a wide range of activities and will have the opportunity to participate in arts & crafts, sports and recreation activities all summer. Campers are encouraged to meet new friends, have fun while acquiring skills in physical, personal and social development.

Camp Groupings

Campers are placed in groups prior to the start of camp based by grade. There will be 5 groups this year, each group will represent the camper's grade. Group 1- Grade 1, Group 2- Grade 2, Group 3- Grade 3, Group 4- Grade 4, and Group 5- Grade 5.

Program Areas

The facilities utilized for camp include: basketball courts, outdoor swimming pool, athletic fields, pickleball courts, playground and more.

Field Trips

Adventure Day Camp will be going on weekly field trips scheduled for Thursdays every week (with the exception of Pre-Camp and Week 2 of camp). Field Trips may include the Beardsley Zoo, Urban Air, CT Science Center and more.

If any field trips require a waiver form, you may send a scanned copy to Lexi Polasek at lpolasek@southbury-ct.gov. The online waiver form (when it becomes available) will be listed on our website and the paper copy can be found on the Adventure Day Camp Program, under the [“Links & Forms” section](#).

Swim Lessons/Pool Time

Enrollment in Adventure Day Camp includes a weekly swim lesson and pool time designated specifically for campers only (not open to the public) all weather permitting, and will not take place on field trip dates. Swim lessons and open swim are predicted to be in the mornings, on non-field trip and entertainer days.

Camp Activities

Weekly themes will make every week at camp different and exciting. Core activities like swimming, sports and art are always part of the camp schedule, and additional activities will be added to match the theme of the week.

Daily Activities include: Art, Basketball, Board Games, Capture the Flag, Card Games, Dominoes, Flag Football, Four Square, Gaga, Kickball, Soccer, Obstacle Courses, Wiffle Ball, Relay Races, Tag, Painting, Swimming, Knockout, Pickleball, Playground Fun, Ultimate Frisbee, Volleyball and many more.

Before & After Camp

Adventure Day Camp offers an extended camp time (Before Camp & After Camp) for an additional fee. Campers must be registered and attend that week of camp to qualify. Before & After-Camp will be held at the location that camp is taking place for the day, which may include Ballantine Park, the Southbury Parks and Recreation Building, and/or Region 15 schools, depending on the weather. If camp is held elsewhere, parents will be notified of the pickup location. all campers MUST be signed out at the Ballantine Pavilion with Camp Staff (not at the pool front desk). Southbury Parks and Recreation will provide a light snack to all campers during after camp only. Campers will play games and do art projects during their extra camp time.

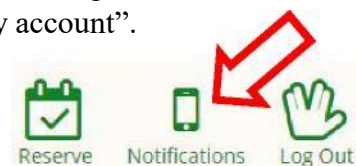
Before Camp runs 7:30 – 8:30am and does not include a snack/food. After-Camp runs from 3:30pm - 5:30pm. After-Camp pickup is by 5:30pm. Parents who are late picking up from After-Camp will be charged \$15 for every 15 minutes they are late past 5:30pm (**review our late pick-up policy on page 5**).

Text Blasts!

Text blasts are a new feature that the MyRec software offers, we ask everyone be patient with the new feature if errors occur. Adventure Day Camp plans to utilize this new feature this summer, which will be a great tool to send reminders, or last minute changes, to parents/guardians directly to their phone. This will be useful when we change locations due to weather, or the bus is running late from a field trip. Adventure Day Camp will still use the Remind app to send these notifications out as well, and of course photos! Text blasts will not be used to send photos, it will strictly be used for location changes, delays and emergencies.

To sign up for text blasts follow these steps:

1. Sign into your MyRec Account: <https://southburyct.myrec.com/>
2. Click the person in the circle symbol at the top of the website in the green header and right hand corner, next to the shopping cart, and click on “My account”.
3. Once you are in your account, click on the smartphone shape icon which is labeled “notifications” in between the “reserve” and “log out” icons.
4. You will see a dark blue and bold header labeled “mobile notifications” and next to that you will see “+ add number” in green. Click on “+add number”.



Email Notifications (Add Email)				
Member	Email	Active	General Notices	Cancellations
Polasek, Lexi	parkrec5@southbury-ct.gov	Yes	Yes	Yes
Member must be at least 12 years old.				
Mobile Notifications (Add Number)				

5. A screen will pop up for you to type your phone number in.
6. Hit “submit” and you are ready to receive text blast.