

Adventure Day Camp (ADC) Parent & Camper Handbook



Thank-you for enrolling your kids in our Adventure Day Camp! We look forward to getting to know them better and making Summer memories with them!

Contacting Staff & Campers during Camp Hours

Adventure Day Camp has one cell phone for calling and texting camp staff. When sending a text: include your full name and the full name of the camper to inform staff who is contacting the camp phone. **Please save these numbers and the Camp Directors E-mail into your phones!**

Adventure Day Camp Cell Phone (7:30am-4:00pm): 475-305-5277

This cell phone number will be monitored during camp hours. Parents should only reach out to this phone number if there is an important message to relay during camp hours, or a staff member contacts you from this number. You can send a text message to this number.

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

Adventure Day Camp Director's Email: adcdirector@southbury-ct.gov

If you have general questions about camp regarding activities, field trips, lunches, or pool time- we strongly encourage you to contact the Southbury Parks and Recreation Office for general information. Our camp staff will be focused on the day-to-day functions of camp, and general questions can be answered by office staff. Office hours are 8:00am-4:30pm Monday-Thursday and 8:00am-1:00pm Friday.

If someone does not answer the phone, please leave a message and someone will get back to you as soon as possible.

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What to Bring & What to Wear to Camp

Items to Bring to Camp

Each day campers will bring a backpack with the following labeled items:

- Sunscreen
- Bathing suit
- Bagged lunch/snacks
- Towel
- Water Bottle

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, along with their counselor, it will be their responsibility to maintain these items.

Lost and Found

Camp staff will display the items left behind on a table during at the 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 in comfortable shorts or pants and tee shirts to participate in the activities of the day.

- Campers must wear a closed toe shoe to camp each day. Sandals such as Crocs that have a closed front are acceptable.
- On Thursdays Campers must wear their ADC t-shirt in order to attend the scheduled field trip.
- 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 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, and bug spray 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, you need to fill out the topical waiver form located on our website and e-mail it to Tara McCauley at tmccauley@southbury-ct.gov.

Daily Procedures

Location

Adventure Day Camp will be located in the Ballantine Park Pavilion at 611 Old Field Road in Southbury, CT. On days where there is light rain, camp activities will still take place outdoors. In the event of storms, heavy rain, and/or a heat advisory: Adventure Day Camp will be relocated to the Parks and Recreation Office located at 561 Main Street South in Southbury. 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 Pavilion. Parents will have to sign their camper in. **Please do not arrive before 8:30am to drop your child off, unless you are signed up for Before Camp.** All vehicles must line up in the pool parking lot to start the queue. Camp staff will be directing the flow of traffic.

Parks & Recreation Staff will not be at the drop off location once camp activities begin. In the event campers arrive past 9:00am, parents will need to walk campers in 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 3:30pm. Parents will drive up the dirt path and sign campers out. **Photo identification is required to sign a child out.** If parents arrive for pickup prior to 3:30pm, please know that campers will be participating in structured activities and it will take time for campers to collect their belongings. Please allow adequate time for this process and notify camp staff of early pick up needs.

Campers **MUST** be picked up by 4:00pm. Campers picked up late will be charged an additional fee per the Late Pick-up Policy. Please make every effort to pick-up on time.

Late Pick-up Policy

Parents/Guardians are expected to pick their children up by the advertised end time of the camp program. Our policy is as follows: household accounts will be charged an additional \$15 every 15 minutes after the program end time, with the minute rounded to the closest quarter hour. Southbury Parks and Recreation understands things happen; a 15-minute late arrival grace period will be granted for first-time situations and households will not be charged for arriving 15 minutes late once. If it is the household's first time late and they arrive 30 minutes late (or later) the 15 minute grace period will apply, but the household will still be charged \$15 (instead of \$30) in the situation of arriving 30 minutes late and so on. All debts must be settled in a timely fashion to ensure a camper's ability to return to camp.

Communication Methods

Southbury Parks and Recreation Staff will contact families by the ADC cell phone, the Remind app or through e-mail. Southbury Parks and Recreation recommends that all parents create an account with [Remind.com](https://southburyct.myrec.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 for our camp 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 which may include pool closings, camp delays, and location changes. These alerts will be located at the top of the page in a red bar.

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	Edit Delete

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 blasts!

Unable to Contact a Parent Policy

In the event Southbury Parks and Recreation employee's attempts to contact a child's emergency contacts after the designated pickup time are not successful, we enact the following policy: Every 15 minutes, an employee will call numbers from the emergency call 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 household 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 children, and are available by phone during the pick-up time.

In the event of a medical emergency, our camp staff will contact the parent/guardian right away. If our camp staff is unable to make contact with the parent/guardian right away, and Emergency Medical 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 continue to attempt contact with the emergency call list.

Summer Camp Cancellation Policy

Registration closes on the Friday 2 weeks before the start of each camp week. **Due to the large number of children on our Waiting list, we will be using the Refund Request Form Policy:**

[Click Here](#)

Cancellations properly submitted before the registration close date of your child's scheduled week will receive a **full refund**. This time allows adequate opportunity to get another camper enrolled.

Cancellations made **after registration close** for your child's scheduled week will be charged a **25% cancellation fee**. At this time your camper has already been placed into an age appropriate group, we have staffed accordingly, and any changes affect the entire camp.

Cancellations made **within 7 calendar days** of the start of your child's scheduled week will be charged a **50% cancellation fee**. One week before camp starts, field trip tickets have been paid for and it is often too short notice to get someone enrolled from the Waiting list.

Thank-you for your understanding of these new refund policies.

General Payment Policy

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 or household account suspension. 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 days, unless other arrangements are discussed with the Director of Parks and Recreation.

Medical Policies and Procedures

The safety of campers is the 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 prescription or over the counter) 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 office 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 Director upon arrival each day at camp and must be picked up at the end of the day before departure. A Parent/Guardian will need to initial the Medication Form at the beginning and end of Camp each day. **No medication will be stored at Camp overnight.**

Created- January 2022 | *Revised 6/10/26*

Injuries Requiring Medical Attention

Supervision is provided at all times at 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 immediately. **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 first aid treatment will be recorded electronically. If your camper comes home with a Band-Aid and cannot answer your questions about the injury, please feel free to call our office and we will provide you with more information. You will be notified if there is a serious injury at camp.

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**. We enforce a no-nit policy.

Behavior Management Policy

Behavior Skill Building

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. All campers' physical and emotional safety is our #1 priority.

Southbury Parks and Recreation does not tolerate stealing, bullying, foul language, wandering from a camper's assigned group, causing physical harm to others, or damaging property.

Each morning campers will meet with their group (8-10 campers per group) and will attend a meeting to review their schedule and expectations. Campers must remain with their group or in areas designated for their group while at camp and follow the direction of their counselors.

Sit-out and Redirection

Techniques for handling disciplinary problems will be addressed by the camp staff and the Camp Director. 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 & Consequences

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 their behavior. Parents will be notified when a camper has been warned about repeated offenses. All behavior reports will be documented electronically. Parent notification will be considered the first offense. If the behavior continues, the camper will be suspended from camp for one day (2nd offense). A third offense will result in a three day suspension. After the three day suspension, if any of the above behaviors happen again, the camper will be removed permanently from camp for the remainder of the summer. Suspensions or expulsions do not result in refunds.

Camp Schedule & Hours

The standard camp day begins at 8:30am and runs through 4:00pm, Monday – Friday starting July 6 – August 14th. Throughout the day, campers will participate in a variety of activities.

Summer Camp Sample Schedule (schedules will change daily)

Morning Routine

- 8:30am-9:15am – Check-in procedures such as hanging belongings on the fence and collecting medication etc.
- 9:15am- 9:30am – Group meeting

Morning Group Rotation – Subject to change

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 will be snack breaks, bathroom breaks, and opportunities to apply additional sunscreen.

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

Lunch

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

Afternoon Group Rotation

- 1:30pm-2:30pm – Camp wide game
- 2:30pm-3:00pm – Field game/activity within group

Afternoon Routine

- 3:00pm-3:15pm – End of day meeting and pack up belongings
- 3:15pm-3:30pm –Sign out procedures
- 4:00pm-5:30pm – after camp activities, late fees applied to campers remaining but not enrolled in after camp.

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 such as arts & crafts, sports and recreation, swimming and games. Campers are encouraged to meet new friends and have fun while acquiring skills in physical, personal and social development.

Tuesday Treats

On Tuesdays we will host different entertainers such as laser tag, mini golf, and food trucks.

Camp Groupings

Campers are placed in groups prior to the start of camp based by grade. Groups will be based on camper's grade for their fall 2026 enrollment.

Program Areas

The facilities utilized for camp include: basketball courts, outdoor swimming pool, athletic fields, pickle ball courts, and the playground.

Field Trips

Adventure Day Camp will be going on weekly field trips on Thursdays. Field Trips will include Quassy Amusement Park, Urban Air, CT Science Center, and more. *Field trips are subject to change.*

If any field trips require a waiver form, you may send a scanned copy to ADC Camp Director at adcdirector@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 swim times are weather permitting, and will not take place on field trip dates.

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 may include and are not limited to: Art, Basketball, Board Games, Capture the Flag, Card Games, Dominoes, Flag Football, Four Square, Gaga ball, Kickball, Soccer, Obstacle Courses, Wiffle Ball, Relay Races, Tag, Painting, Swimming, Knockout, Pickle ball, Playground Fun, Ultimate Frisbee, Volleyball, and many more.

Before & After Camp

Adventure Day Camp offers options for 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 will either be Ballantine Park or the Southbury Parks and Recreation Building, depending on the weather. If camp location changes, parents will be notified of the pickup location. All campers must be signed out with Camp Staff. Southbury Parks and Recreation will provide a light snack to all campers during after camp only. Campers will play games, do art projects, or go back to the pool (depending on after camp group size) during their extra camp time.

Before Camp runs 7:30am-8:30am and does not include a snack/food. After-Camp runs from 4:00pm-5:30pm. After-Camp pickup must be 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

ADC 2026 Weekly Field Trips

Occurs Every Thursday | Campers **MUST** wear their ADC Camper t-shirt to attend

Thursday, 7/9	Thursday, 7/16	Thursday, 7/23	Thursday, 7/30	Thursday, 7/6	Thursday, 8/13
 <p>Camp Mattatuck Plymouth, CT</p>	 <p>Science Center & Planetarium Bridgeport, CT</p>	 <p>Quassy Amusement Park Middlebury, CT</p>	 <p>LESSARD LANES Family Entertainment Center Lessard Lanes Plainville, CT</p>	 <p>Beardsley Zoo Bridgeport, CT</p>	 <p>Trampoline Park Waterbury, CT</p>