



**southburlington**  
RECREATION & PARKS

# *SUMMER CAMPS*



# 2009 PARENT HANDBOOK



*South Burlington Recreation & Parks Department*

575 Dorset Street, South Burlington, VT 05403

846-4108

[recreation@sburl.com](mailto:recreation@sburl.com)

[www.sburlrecdept.com](http://www.sburlrecdept.com)



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Dear Parents;

Thank you for choosing a South Burlington Recreation & Parks Department's Summer Camp. We look forward to having your child in camp this summer and working with you to provide him/her a positive camp experience. Our camps offer a unique and enjoyable summer experience for all, but to make this experience possible for your child we need your help and support. This begins with this information packet.

This packet includes all the necessary information that you will need to prepare your child for their summer camp experience. We ask that you read through this entire packet. We would like to highlight the "Tips to Parents Sheet"; the information on this sheet will help you prepare your child for each camp day.

We also ask that you and your child, together, read over our *Camp Policies and Procedures Section*. This will provide your child with an understanding of what is expected of him/her while at camp, and this will help them arrive informed and prepared for their camp experience. We want to do everything possible to make your child's camp experience comfortable, rewarding and fun.

The following forms provide us with the information that is essential as we prepare for your child's camp experience with us. Please be sure that we have received these forms on each child that you register for our camps. You only need to fill out the forms once per child. We will make the necessary copies to send to the camps that your children will be attending. The forms include the following:

- **CAMPER INFORMATION FORM**- This form is part of the camp registration material, if you registered at the office or printed it off from our website. If you registered On-Line, you will need to fill out this form and return it to us. This form should have printed out along with your receipt.
- **CAMPER HEALTH AND MEDICAL FORM**- Same as above.
- **MEDICATION AUTHORIZATION FORM**- Can be found in this Parent Handbook and only needs to be filled out if we need to administer medication to your child while at camp.

If you registered On-Line, the *Camper Information Form* and the *Camper Health and Medical Form* must be returned to the Recreation Department prior to June 5, 2009. The originals of these forms remain at the department and copies are made and sent to each camp your child attends. The Camp Directors will use these forms as needed to provide your child with a positive camp experience. The *Medication Authorization Form*, if needed, must be brought with you on your child's first day. This form and your child's medication must be given to the camp director on 1<sup>st</sup> day of each camp or session your child attends. A new form must be filled out for each camp or session your child needs to take medication while attending.

As a reminder, the remaining balance of your camp fee must be paid in full prior to June 5, 2009. You can make weekly, monthly or one final payment prior to the June 5<sup>th</sup> date. However, if the final payment is not made before this date your child will be removed from the camp list and won't be allowed to attend until the balance is finalized.

Congratulations on planning a very special summer camp experience for your child. If you have any questions about our camps or your child's arrangements, please contact us. On behalf of the staff, we look forward to working with you and your child to make this an experience that will last a lifetime.

Sincerely,

The Recreation & Parks Staff

# **CAMP POLICIES AND PROCEDURE**

## **CAMP MISSION:**

*“To provide young people with an opportunity for social, mental, and physical growth through participation in a camp that creates a climate of cooperation, respect, and concern for the individual.”*

## **CAMP GOALS:**

- |                     |   |
|---------------------|---|
| <b>Respect-</b>     | To help youngsters appreciate themselves, their peers and their environment through play and teamwork.  |
| <b>Safety-</b>      | To provide safe, healthy camp experiences for the children of South Burlington and surrounding towns.   |
| <b>Fun-</b>         | To provide an opportunity for all children to participate in a variety of fun and recreational activities during their summer vacation.                                       |
| <b>Development-</b> | To give youngsters the opportunity to develop their individual skills in a variety of areas, and acquire an appreciation for the love of sports, nature, arts and recreation. |

## **CAMPER CONDUCT:**

The South Burlington Recreation & Parks Department reserves the right to send home any camper whose behavior is considered to be detrimental to the best interests, health, or safety of other campers, staff, themselves, or the camp. (For example, but not limited to, the use of any illegal substance, refusal to cooperate and/or follow rules and regulations, or endangering the health and safety of any person at camp). No refund will be given for disciplinary dismissal.

## **CAMPER BEHAVIOR GUIDELINE:**

In order to provide every participant with a safe, high quality experience, we strive for group unity and teamwork in our camps. One-way of meeting this is to have all participants share in the development of rules and guidelines. The Recreation Department has identified four non-negotiable guidelines that all campers must adhere to:

1. All campers will respect themselves and others.
2. All campers will respect the property of camp and others.
3. All campers will conduct themselves in a safe and responsible manner at all times.
4. All campers will follow all rules developed by themselves and the camp staff.

## **CAMPER AGREEMENT:**

In order for all to have an enjoyable and healthy camp experience, it is important for all campers to know, understand, and follow these guidelines. We have created this Camper Agreement and parents are required to read over this with their children and be sure they understand them before coming to camp.

### **SOUTH BURLINGTON RECREATION & PARKS DEPARTMENT CAMPER AGREEMENT**

#### **I understand that:**

- I must respect myself and others at all times.
- I must respect the property and equipment of camp and others at all times.
- I must act in a safe and appropriate manner and be on my best behavior at all times.
- I must seek out the help of the counselors if I have a problem or am upset about something.
- If I have difficulty following any of the rules or guidelines of camp the following steps will be taken:
  - *A warning will be issued.*
  - *If the difficulties continue, my parents will be notified and I may have to take a day off.*
  - *If the problem continues, I will be asked not to return to camp.*

And finally, to ensure the safety of everyone in our camps, the following list of behaviors and actions have been determined to be grounds for immediate dismissal from any and all of our camps.

- *Possession or use of any drugs, alcohol or tobacco*
- *Possession or use of any weapons, firearms or fireworks*
- *Physical or verbal abuse of others*
- *Stealing, vandalism or damage to any property*
- *Unauthorized leave or absence from the group*
- *Unauthorized participation in an unsupervised activity*
- *Uncooperative attitude or behavior*

**FINANCIAL RESPONSIBILITIES:      **Camp balance must be paid by FRIDAY, JUNE 5, 2009****

**FINAL BALANCE-** The balance of your payment for the camps and sessions that your child will be attending must be paid by Friday, June 5, 2009. If the final payment is not made before this date your child will be removed from the camp list and will not be allowed to attend until the balance is finalized.

**CANCELLATION POLICY- *The following refund policy is specific for all Camps***

We reserve the right to cancel or consolidate any camps which do not meet the minimum participation required. The deposit and a full refund will be issued if we cancel any camp.

In the event that a participant cancels out of a camp, prior to June 5, 2009, a \$10.00 processing fee is deducted and the remaining will be refunded.

If a participant cancels out of a camp, after June 5, 2009, the \$25.00 deposit per child, per session, per camp is Non-Refundable, and is deducted from the amount of the refund. The remainder is refunded according to the schedule below. If there is an outstanding balance, the refund will be automatically applied to that balance and any remainder will become a household credit, which may be used towards future programs. Refund checks take approximately two weeks to process.

<i>Processing Fee</i>	<i>\$25 deposits per child, per camp, per session is deducted off all refunds.</i>
<i>Full Remainder</i>	<i>Dept. is notified 5 business days prior to the start of a camp or session.</i>
<i>50% of Remainder</i>	<i>Dept. is notified 3 business days prior, up thru to the 1st day of a camp or session.</i>
<i>No Refund</i>	<i>Dept. is notified after the first day of a camp or session.</i>

**TRANSPORTATION:**

Parents or guardians must transport their child to and from camps each day. Any transportation for field trips will be done by school bus or department van to and from the camp.

**Walker's or Biker's:** Any child, allowed by parents or guardians, to walk or bike to and from our camps must provide the director of the camp with a written note, on the first day of camp, giving the child the permission to do so. The time of arrival and departure of the camper from our camp must be written on the note.

**CHECK-IN/CHECK-OUT PROCEDURES:**

1. Parents or guardians must accompany their child inside or to the location of the director of the camp for check-in each day.
2. Parents or guardians must come inside or go to the location of the director of the camp to pick-up their child each day. **(Both of these times provide the opportunity to obtain weekly notices and/or talk with the staff about your child.)**
3. No child is to leave the camp or property with any adult, without first saying goodbye and checking out with the camp director or designee. All children are told to do this for their safety.
4. Children must inform the camp staff if they are not to leave with a certain adult or are uncomfortable going with any adult.

**APPOINTMENTS/EARLY PICK -UP:**

Parents should avoid making appointments when your child is attending camp. If you do so, you will need to plan around the camp schedule.

In unforeseen situations, you must inform the camp director of the appointment at check in time in the morning. Also, plan for extra time when picking up your child, we will locate them upon your arrival for their appointment. We do not have children waiting, as there is not the staff to supervise.

Early Pick-up is highly discouraged during the camp day. It interrupts your child's experience and is distracting to the camp community. If an early pick up is unavoidable you must notify the camp director in the morning and the same procedures from above will be followed.

**Adventure Camps or camps on the "Go"**

Due to the "on-the-go" format of these camps and the fact that the campers could be on top of a mountain or traveling by bike, makes it difficult and distracting to try and coordinate a child being picked up early. So, all appointments and early pick ups are impossible. If such situations are unavoidable, the camper needs to remain at home for the day.

**DESIGNATED PEOPLE FOR PICK-UP:**

You are asked to list people who have your permission to pick up your child on the Camper Information Form. This form will be kept at the check-in/check-out area. The staff is not authorized to release your child to anyone who is not on the list. If you need to update the list, you can do so at check-in or check-out. In an unforeseen situation, you have to have a person pick-up your child that is not on the list, you must call the Recreation Office and give the name of this person. No child will be released to anyone who isn't on the list or that we haven't been notified of.

## **CAMPER FORMS:**

Forms must be turned in at the Recreation Office, **PRIOR** to your child's first day at camp, with the exception of the Medication Authorization Form. If we do not have the forms prior to your child's arrival at camp, you will be required to fill them out prior to leaving your child with us. Extra copies of all forms may be obtained at the Recreation Office.

**Camper Information Form-** This form is part of the camp registration material, if you registered at the office or printed it off from our website. If you registered On-Line, you will need to fill out this form and return it to us. This form should have printed out along with your receipt.

**Camper Health and Medical Form-** Same as above. A new form has to be filled out each year on each child attending any of our Summer Camps.

**Medication Authorization Form-** If your child needs to take medication while at camp; this form needs to be completed and brought with you on the first day of camp with your child's medication. A new form will need to be filled out for each camp or session that they attend. The form is good for only one week and must be given to the director or his/her designee. It would be preferred if your child can take his/her required medication before and/or after the camp day. If any medication needs to be administered during the day, the camp director will be responsible for it. ***We will only be able to administer medication that is provided to us in the manner that is stated below and on the Medication Authorization form.***

**MEDICATION AUTHORIZATION:** Camp directors cannot give any medication until a ***Medication Authorization Form*** is completed and returned to them. If the below procedures are not followed we will not be able to administer any medication to your child. The form and medication must be brought with you on your child's first day at camp and parents must present both to the camp director or designee. A new form needs to be filled out each week for the camp or sessions that your child attends.

### **PRESCRIBED MEDICATION:**

1. We must receive any prescribed medication in its original packaging and/or bottle.
2. It must identify the prescribing physician, the name of the medication, the dosage, and the frequency of administration.
3. All information on the bottle must also match the information that you fill out on the Medication Authorization Form.

### **NON-PRESCRIPTION MEDICATION:**

1. Must be received in original packaging and/or bottle.
2. Parents must write out dosage and frequency of administration on a separate piece of paper and attach or place it in the original packaging.
3. All information on the bottle must also match the information that you fill out on the Medication Authorization Form.

**ADDITIONAL WAIVERS:** Due to the inherent risk of some activities in our camps, there may be additional waivers sent home to be signed. For some particular activities we hire outside companies, as they have the equipment and expertise to instruct and lead our campers. Often their company requires extra waivers to be signed and without those signed waivers your child will not be allowed to participate.

## **HEALTH AND SAFETY INFORMATION:**

The health and safety of each camper is our primary concern at all times. Please read through the following information.

**ILLNESS:** Do not send your child to camp if they are not feeling well. We do not have a nurse on staff or the accommodations for ill children. Parents will be contacted to pick up their child from camp if their child is ill.

**EMERGENCIES:** In the event of an accident or sudden illness, the camp staff is equipped with the supplies and certified staff to administer first aid. If the situation warrants further attention, the proper emergency services will be contacted. Parents will be notified, by phone, if any injury or illness requires medical attention. If a minor injury or illness occurs, parents will be notified at the time of pick-up. If parents cannot be reached the emergency contact person, that you have indicated, will be notified

## **PHONE CALLS:**

Only the camp staff has use of the phones. We do not allow campers to call parents. We feel that calls to parents can make a homesick camper even more homesick. If the director feels a call to the parents is warranted, he/she will make the first contact with the parents. If not, the parents will be informed of the daily situation at pick-up time. A parent will be contacted in the case of an emergency or if disciplinary actions warrant the removal of their child from camp.

**CELL PHONES:** MUST remain home or in a child's backpack and be used only after camp. Parents please do not encourage your child to call you and check in. This is disruptive to the camp and can cause homesickness and safety concerns. As well, we do not know who your child is speaking with.

## **HOW TO REACH US:**

In the event that you must get a message to the camp staff you will need to call the Recreation Department at 846-4108. The message will be conveyed to the camp director immediately. There are no phones available to call into a camp location. The camp staff is not monitoring any of the school phones. The school secretaries are not there to take messages for us and don't have regular hours in the summer.

## **VISITS:**

Personal visits by relatives and/or friends during the camp day are not allowed. The staff is hired to oversee and provide activities for the children who are enrolled in our camps. We also have a ratio of camper to staff that we have to maintain and visitors put us over these numbers.

## **CAMP PROPERTY AND OUT OF CAMP ACTIVITIES:**

No camper is to leave camp property at any time. The boundaries for camps will be explained to all campers on the first day. Any camper that runs away or is found off camp property will be sent home for the remainder of that day. The only time campers will be off of camp property is during a scheduled field trip or activity. The rule of leaving extends to off camp field trips and activities. Campers leaving the group or found in areas that have been explained off limits will be sent home for the remainder of that day.

## **WHAT NOT TO BRING:**

### **ELECTRONICS- (Example; Cell Phones, Games, Radios, MP3 Players, Computers, etc.)**

Any and all types of electronic items **are not** allowed at our camps. We seek to provide a special experience, as free as possible from distractions; these items at times can be individual or exclusive. We want our campers to feel comfortable and included. The day will be busy enough that they will not have time to use them. These items also are a temptation to others to use or to have.

**TOYS-** All other types of toys, games and personal equipment also must remain at home for the same reason as above. We are trying to provide a fun distraction free environment.

**PETS-** No pets are allowed at camp at any time.

**MONEY-** No money is allowed to be brought to camp. It is not necessary for activities or the functions of our camps. There is nothing to be purchased when at camp. Be aware that if money is brought to camp, campers are responsible for it. The camp staff will not hold money for campers.

The South Burlington Recreation & Parks Department is not responsible for any items lost or stolen that have been brought to camp. Parents must be aware of what their children are packing and bringing to our camps.

# **TIPS TO PARENTS**

## **PACKING:**

Send only what is absolutely necessary for camp that your child is enrolled in and the needs of the day. Please refer to the “*Daily Items to Pack*” section below for the items that will be essential to your child’s experience.

## **LABELING:**

It is very important that all personal items and clothing be marked with your child’s name with permanent ink or labels. The South Burlington Recreation & Parks Department is not responsible for lost, misplaced, or stolen items.

## **LOST & FOUND:**

All lost and found items will be displayed at the end of each day and at the end of a camp session. Please be sure to check for lost and found items daily.

At the end of the summer all lost and found items will be kept at the Recreation Department until the end of the Fall season, at that time all items are donated to a local charity.

## **DAILY DRESS:**

All campers must dress appropriately to be active throughout the day and for the weather conditions. Proper clothing needs to be worn and packed each day for the camp that your child is attending.

**Proper Footwear:** are shoes that stay securely on the feet and protect the toes (i.e. sneakers). Children are not allowed to wear sandals, crocs, clogs, jelly shoes or any other type that doesn’t protect or stay securely on. These are not safe for the activities that are conducted at our camps.

Campers are required to wear a water type shoe for any water type activities. (i.e. Water specific shoe or sandals).

## **DAILY ITEMS TO PACK:**     **(For all Camps)**

All items must be packed into a Backpack, so that your child may carry it to and from camp and when needed during camp.

Sunscreen & Hat	Water Bottle	Morning and/or afternoon Snacks	
Extra set of complete clothing	Rain jacket or poncho	Swimsuit & Towel	Water Shoes or Sandals
Lunch and drinks, if your child is attending an all day camp or one that is through the lunch hour.			

## **LUNCH AND SNACKS:**

Lunch and Snack items must be non-perishable, no refrigeration is available. They should be packed into small coolers or lunch bags that contain ice packs. All Lunch bags or coolers must be labeled with your child’s name.

## **DON’T PACK:**

**Valuables, Electronics, Games or Toys-** Please do not send or allow your child to bring any of these to camp. The camp environment and program is not the place for such items. See the list of “What not to bring” to camp in this handbook.

## **SUNSCREEN:**

Parents should apply sunscreen to their children prior to coming to camp. This will help us to insure that everyone has it on and we will encourage children to reapply throughout the day. Remember, cloudy days can be just as bad if not worse than sunny days. Sunscreen should be applied and packed everyday.

## **ILL CHILD:**

Remember we do not have the facilities to care for ill children. If your child seems ill in the morning, prior to coming to camp, you should consider alternative care for your child. If they become sick at camp, parents will be notified and arrangements will need to be made to pick them up.

## **UPDATING YOUR CONTACT INFORMATION & KEEPING US INFORMED:**

We need to be able to reach you whenever necessary. If at any time you will be at a different location or number for the day, inform the camp director in the morning at check-in. If things change during the day, contact the Recreation Department and we will relay the message to the camp. We also need to be kept updated and informed on anything that could affect your child’s behavior or attitude in camp. For example, if there are things upsetting your child about camp or if there are things outside of camp causing stress.