

# Parent Handbook Summer 2024

## Summerscape

Counselor In Training Program  
For Participants:

**Ages 14 - 15**  
(By June 24, 2024)



# Welcome to Summerscape CIT Program!

Dear Parent/ Guardian,

Welcome to the Summerscape CIT Program 2024! On behalf of the Summerscape staff and the Town of Rocky Hill, we would like to extend a warm welcome and thank you for choosing Summerscape for your child's summer vacation needs. We are very excited that your child is joining us for a fun filled summer!

The Summerscape CIT Program has been designed to provide participants direct experience learning about camp operations. Through this program, participants will have the opportunity to learn concepts such as but not limited to; resumes and job applications, job interviews, planning and implementing activities, working with different age groups and abilities, learning about day-to-day camp operations, basic camp medical training, job shadowing with various camp staff, receive weekly performance evaluations and more!

The Parent Information Packet has been created to provide you with more detailed information about this summer's camp experience. Included in this packet, you will find information on:

- **Summerscape Pre-Registration Checklist**
- **Frequently Asked Questions**
- **Camper Health Information**
- **Camper Drop-Off/ Pick-Up Information**
- **Camp Operations**

Should you have any questions, please don't hesitate to contact our experienced office staff at the Parks & Recreation office (860) 258-2772.

Thank you in advance,



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# Summerscape Pre-Registration Checklist

Below you will find the “2024 Pre-Registration Checklist” that outlines all the content that is **REQUIRED** to be reviewed and/or completed prior to your child(ren)’s camp registration for this summer.

## Checklist

### Information to Review

- Summerscape CIT Program Parent Handbook 2024
- Summerscape Online Registration (Below)

### Summerscape Online Registration

ALL REGISTRATIONS will take place online through Rocky Hill Parks & Recreation’s website (<https://rockyhillct.myrec.com/info/>). Please only call the office if you have any questions regarding your child(ren)’s registration. Here’s what you can expect:

#### **Step 1: Complete ONLINE Camper Forms**

The following forms will be required at the time of registration and can be found on our website. These forms are to be completed by the immediate Parent/ Guardian of the camper being enrolled. For families with multiple children these forms are required for EACH child:

- **Camper Health Assessment Questionnaire (Required)**
  - **Note:** *This is the document where you will share any/ all health information to better assist our staff in ensuring your child(ren)’s safety at camp.*
- **(NEW) Camper Behavioral Health Assessment Questionnaire (Required)**
  - **Note:** *This is the document where you will share any/ all behavioral health information to better assist our staff in ensuring your child(ren)’s safety at camp.*
- **Camper Pick-Up Authorization/ Emergency Contact Form (Required)**
  - **Note:** *This is the document where you will indicate who IS and IS NOT allowed to pick-up your child(ren) at camp this summer.*
- **Parent/ Guardian Acknowledgement Form (Required)**
  - **Note:** *This is the document where you will acknowledge that you have read and fully understand the Summerscape Parent Handbook 2024 along with other policies.*

#### **Step 2: Online Registration**

Summerscape enrollment is scheduled to open starting Monday, April 8. From here, you will be able to enroll your child(ren) based on availability. Full payment is due at the time of registration along with the completed camper forms.

- **Note:** *If you did not complete the forms ahead of time, you will be asked to complete them prior to being authorized to register online. It is HIGHLY advised these forms be completed ahead of time.*

#### **Step 3: Additional Medical Documentation**

Should your child(ren) require any medical accommodations such as having to carry/ utilize any medication(s) such as but not limited to; Diabetes Management, Epi-Pens, Inhalers, etc... you are asked to reach out to our front office (860-258-2772) after you have registered online for additional paperwork that will need to be completed by your child(ren)’s physician PRIOR to their arrival and to arrange a time to speak with our Camp Nurse for any other accommodations. Campers who fail to provide the appropriate documents PRIOR to their arrival will be turned away. Please reference “Camper Health Information” for more details.

# Frequently Asked Questions

## Who can participate in the Summerscape CIT Program?

- Participants who ages 14 or 15 as of June, 24 2024 (*Residents & Non-Residents*)

## Where is Summerscape Located?

- Camp is located at Rocky Hill High School (*50 Chapin Ave, Rocky Hill, CT 06067*)

## What are the hours of Summerscape?

- Early Program: 7:30am – 8:30am (*Additional Cost*)
- Regular Hours: 8:30am – 4:00pm
- Late Program: 4:00pm – 6:00pm (*Additional Cost*)

## Are CIT's considered staff members?

- No. **Technically, all CIT's are considered to be campers** of the Summerscape Camp program due to their age. As a participant paying a fee to participate (and non-employee of the Town of Rocky Hill), CIT's and their families are expected to adhere to this outlined parent handbook. It's important to note, the CIT program is **NOT** intended for those looking to accumulate volunteer service hours as this is intended to be a structured career development program for those interested in becoming Camp Counselors in the future.

## How are CIT's identified at camp?

- All CIT's will receive 3 shirts to be worn Monday through Thursday at camp to help identify them during the camp day. On Fridays, it's expected that CIT's participate in the announced spirit day/ special themed activity which is generally announced at the beginning of each week.

## Are CIT's evaluated on their performance?

- Yes. All CIT's will be evaluated on a weekly basis. These evaluations will be sent home with each CIT on Fridays at the end of the day. In special circumstances, a meeting may be requested with the Camp Directors to discuss your child's performance. **For those CIT's who appear to lack interest, motivation and/or proper judgement to excel in the CIT program, a decision from the Parks & Recreation Department may be made to remove the CIT from the program.** At which time, a pro-rated refund may be issued.

## What are the session options for the CIT Program?

- We currently offer 2 options to participate in the CIT program. You may enroll in a 3 week session (offered-twice), or a 6 week session. For those who enroll in the 6 week session, those CIT's will receive a more advanced curriculum for weeks 4 through 6.
  - **Session Offerings: 3 Week Option**
    - **Session 1:** Monday, July 1 - Friday, July 19 (**no camp July 4- 5**)
    - **Session 2:** Monday, July 22 - Friday, August 9
  - **Session Offering: 6 Week Option**
    - **Session 1:** Monday, July 1 - Friday, August 9

### What will my child learn as a CIT this summer?

- Each week, CIT's will be assigned to a specific group. Depending on camp enrollment, it is our goal to have our CIT's interact with different grades each week, but cannot be guaranteed.
- CIT's will NOT be allowed to interact with campers in the older groups where age similarity interactions have proven to be a distraction to the CIT program.
- Our anticipated curriculum will be as follows (please note this curriculum is subject to change):

Week	CIT 3 Week Session	CIT 6 Week Session
2	Camp Orientation	Camp Orientation
3	Activity Development	Activity Development
4	Applying for a Job	Applying for a Job
5	Camp Orientation	Activity Specialists
6	Activity Development	Camp Safety
7	Applying for a Job	Special Events at Camp

### Can CIT's use their cell phones at camp?

- No. Please reference the "Personal belongings at camp" section.

### Are CIT's allowed to take time off?

- Yes, CIT's will be held to the same standards as a Summerscape camper would be held to. Should you choose to take any time away from camp, that is strictly your decision. However, you should note that refunds and/or pro-rated discounts will not be offered.
- Should your child be absent from the program, we do ask for advanced notice. Please note, the program is operating on a scheduled curriculum. In the event your child misses any content, efforts will be made to catch them-up but not always guaranteed.

### What has been planned for this summer?

- The Summerscape team has been working very hard in the off-season planning your child's fun filled activities. Weekly newsletters will be distributed via email on Fridays the week before camp, and hardcopies on Mondays at camp to inform you of special activities occurring that week, along with any news to share.

### What are the theme weeks this year?

Week	Dates	Theme	Special Activities/ Spirit Days
1	June 24 – June 28	Tropical Twister	Tropical Attire Day
2	July 1 – July 3 <b>(No Camp July 4- 5)</b>	Stars & Stripes Spectacular	Red, White and Blue Day
3	July 8 – July 12	Holiday Hootenanny	Dress as Favorite Holiday Day
4	July 15 – July 19	Totally Tubular Throwback	Throwback Dress-up Day
5	July 22 – July 26	Camp Carnival Chaos	Mismatch Day/ Silly Attire Day
6	July 29 – August 2	Backyard Bonanza	Dress in Team Colors Day/ Week-Long Challenges
7	August 5 – August 9	Shining Stars of Summerscape	Daytime- Camper Talent Show

### What should my child bring to camp?

- Bathing Suit & Towel *(For water based activities, including swimming)*
- Sunscreen *(See Sunscreen Policy- found on the online Parent/ Guardian Acknowledgement Form)*

- Bagged Snack & Lunch (*Food is not provided*)
- Bottled Water or Refillable Water Bottle
- Sneakers (*No Flip Flops, Crocs, etc.*)
- Any necessary medication and appropriate paperwork (*See Camper Health Information*)

#### Is food provided at camp?

- No, all campers are required to provide their own snack and lunch each day at camp. During designated times, campers will have the opportunity to eat their snack and lunch.

#### Can my child bring medication to camp?

- Campers need to have a current Authorization for Medication Form filled out, signed and dated by the licensed health care provider (*See Camper Health Information*).
- All medication must be in its original packaging along with the pharmacy label.
- If it's in pill form, only that day's dosage should be within the bottle.
- Failure to comply will result in campers not being able to attend camp until the issue is resolved.
- Any child taking medication should present it at the time of sign-in.
- All medication must be picked up by the end of the day or it will be destroyed.

#### Does Summerscape CIT program run any safety drills?

- Yes, Summerscape will be conducting various safety drills at random during the summer. Please discuss this with your child(ren) to help prepare them. They should already be accustomed to them through their schools.

#### Does Summerscape CIT program send out any notices?

- Yes, Summerscape will have a weekly newsletter that goes out at the beginning of each camp week. Newsletters will NOT be distributed via paper copy at camp this summer, ONLY emailed and posted online. Please make sure you have an up-to-date email on file at the Parks & Recreation office. To sign-up for email notifications, log into your account at: <https://rockyhillct.myrec.com/info/>.

#### Do I need identification when I pick-up my child?

- Yes, per our policy, anyone listed who is authorized to pick-up my child(ren), including yourself, are required to present a physical state issued photo ID to Summerscape staff at the time of camper pick-up.
- Those who fail to present ID will be requested to retrieve their ID for verification purposes prior to the campers release for the safety of our campers and staff.
- If you or anyone are not on the list, you will not be permitted to pick-up your child.
- Please make sure you properly filled out the camper pick-up form giving us permission to those who you want to have the ability to pick-up your child, including yourself.
- At the time of pick-up where we require a photo ID, the name on the pick-up form **MUST MATCH** with the ID. Pick-up is between 3:30pm- 4:00pm each day.
- Any child picked-up after 4:00pm and not registered for late program will be charged at \$50 late fee per day. In addition, this fee applies to any child picked-up after 6:00pm who is enrolled in Late Program. This fee must be paid in person at the Parks and Recreation Office before your child can return to camp during office hours (8:30am – 4:30pm).



- If you are running late to pick up your child, please call the Parks & Recreation office (860-258-2772) to let us know and we will relay the information to your child.

### Am I allowed to venture into the camp grounds?

- Unfortunately no. We typically do not allow parent/ guardians beyond the sign-in/ out stations as we take security measures very seriously at camp. In the event a parent/guardian is granted permission to go onto the camp grounds, they will either be escorted by a Camp Director and/or other designated Camp Staff.

### Does Summerscape go on any field trips?

- No, Summerscape Day Camp will remain on-site for the summer. Only the Summerscape Teen Adventure Camp (STAC) will be participating in off-site field trips.

### Will my child swim at Summerscape?

- Campers in the Pre-K through K grade range **WILL NOT** participate in swimming. However, water based activities will be facilitated instead (weather pending.)
- Summerscape Day Camp Grades 1- 5, campers **WILL** have the opportunity to participate in swimming at the Rocky Hill High School indoor pool.
- It's important to note that when campers participate in swimming at camp, the pool is staffed with certified Lifeguard staff to ensure the safety of our campers and staff alike at all times.

### Do you allow campers to provide their own and wear life jackets for swim times?

- While we discourage the use of PFD's (Personal Flotation Devices) also known as "Lifejackets", we will allow them on a case-by-case basis with specific guidelines:
  - The PFD must be Coast Guard approved. Many lifejackets sold in stores are Coast Guard approved. The label is typically on the inside of the PFD and looks like the one below as an example. Stores like Dick's Sporting Goods, Target, etc. usually have these in stock.
  - **Example Coast Guard Approved Label (Reference Only):**





- Parent/ Guardians must supply their own PFD with the child's name labeled on it. PFD's should be given directly to a Camp Director at Check-In to ensure proper handling throughout the day.
- As stated previously, PFDs should only be used by campers who need the floatation assistance. If the child is unable to touch in the sectioned area for their swim time and cannot keep him/herself afloat independently, then they can use an approved PFD.
- Lifeguards are all being briefed on Coast Guard approved PFDs, what the label looks like, and how to properly fit them on the child or check that it is fitted properly.
- At the discretion of the Lifeguards, any camper whose PFD does not meet the above criteria and/or arrives with a PFD that is deemed unsafe will not be allowed to utilize that PFD for the safety of the camper.

# Camper Health Information

## \*Camper Health Assessment & Behavioral Health Assessment Questionnaires

All campers are required to have a completed Camper Health Assessment and Behavioral Health Assessment Questionnaires on file with Parks & Recreation while attending camp. It is the parent/ guardian's responsibility to make sure the camper's current health assessment questionnaire is completed as accurately as possible prior to registration. In the event of any changes related to the camper's health after submitting this form, you will be required to provide an updated form. **Campers without a current information on file will not be permitted at camp.**

## \*Medication

If your child will need medication while at Summerscape, the **Authorization for Administration of Medicine by Camp Personnel** form must be filled out and on file, **including the signature of a licensed health care provider**. Regardless of whether your child will self-administer or the medication will be administered by the camp nurse, this form must be completed in its entirety; this applies to both prescription and over-the-counter medications. **Please use a separate form for each medication.** Our camp nurse may follow-up with you to develop an individualized care plan and assist with special accommodations which may result in additional paperwork as needed.

Medicine may not be stored at camp overnight, or it will be destroyed at the end of the day. Each day's **single dose** must be sent to camp **in its original container**, with the pharmacy label with the camper's name, the medication type, dose, and time that it needs to be taken. This container should be given to the camp nurse, via a Counselor at check-in, and will be accessible as needed throughout the day. **Failure to comply will result in your child not being able to stay at camp until the issue is resolved.**

***\*Should anything change on your child's Health Assessment Questionnaire AND/ OR Authorization for Administration of Medicine by Camp Personnel, a NEW form must be completed and signed-off by your child's licensed healthcare provider (Administration of Medicine by Camp Personnel Only.) This includes but is not limited to; adding and/or removing medications or conditions.***

## Permission to treat

By checking you acknowledge the "Permission to Treat" section on the acknowledgment page, you agree to permit any trained professional, doctor or medical facility to administer an anesthetic and perform emergency procedures. **If you opt not to sign this form you must state in writing to Director of First Aid that you do not wish to have this kind of care for your child prior to registration.**

# Camper Drop-Off/ Pick-Up Information

## Arrival/Pick-Up

Your child should arrive at camp daily between 8:30am and 9:00am (**Doors WILL NOT open and camp staff are not responsible for children prior to 8:30am – except for those campers enrolled in Early Program**). Please do not drop your child off early if they are not signed up for the early program. Afternoon pick up is from 3:30pm to 4:00pm. While we realize your schedule may vary, please make every attempt to keep to this schedule.

Camper drop-off/ pick-up will take place in the gymnasium, unless otherwise specified. Parent/ Guardians must enter the gym from the softball field side entrance to the building. Entry through the front and rear doors will be strictly prohibited. Upon entering the gymnasium, you will follow directions to the sign-out stations set-up. A staff member will be able to assist you with the sign-in/ sign-out process. For sign-in, once your child(ren) have been confirmed enrolled for that current week of camp, camp staff will escort your child(ren) into the camp grounds to their assigned group(s). For pick-up, once you've been identified as someone authorized for pick-up, your child(ren) will be called to the gym where they will be able to meet you and you may depart.

**Please also note in regards to Arrival/ Pick Up:** Please enter the school grounds slowly and carefully as it's going to be very busy. You will be instructed where to go by a staff member. A camp staff member will be in the school to greet incoming campers, parents/ guardians.

**Parent/ guardians of campers are required to be present to check-in their child(ren) every morning.** At the end of the day, **ALL campers must be signed out from the camp.** Your child will only be released to someone you have listed with us on the camper pick-up form unless you send in a written note signed and dated by you in advance.

- **Please make sure to have a photo identification available** when picking up your child(ren) as you will be asked to present it. Please respect this policy as it has been designed to safeguard our campers and their families.

## Camper Pick-Up/ Pick-Up Form

This mandatory form authorizes the camp staff to release children to selected individuals such as parents, caretakers, neighbors, etc. One form should be submitted for each camper. **If you are not on the list, you will not be permitted to pick up your child so be sure to include yourself when filling out the paperwork.** Please note, if your child is picked-up after 4:00pm there will be a \$50.00 late fee. In addition, this fee applies to any child picked-up after 6:00pm who is enrolled in Late Program. **This fee must be paid to the Parks and Recreation Office before your child can return to camp.** If you are running late to pick up your child, please call the Parks & Recreation office to let us know and we will relay the information to your child.

## Camper Early Dismissal

If you will be picking up your child early you must send a note in writing signed and dated. If you will not be able to pick up your child please send a note in the morning as to who is authorized to pick up your child. Please do not walk school grounds looking for your child, please check-in with the camp office. Only the Camp Directors may release a child early.

### Early and Late Program

You must be pre-registered for these weekly programs. The early program hours are from 7:30am-8:30am. The late program hours are from 4:00pm-6:00pm. For these programs, you must drop off and sign out your child. Please review arrival/pick-up policy above. A \$50 per day late fee will apply to any child picked up after 6:00pm in the late program. Also please note; if your child is not registered for the Late Program and is picked up after 4:00 pm, there will be a \$50.00 fee. Space is limited on a first-come, first-serve basis so we recommend you sign up well in advance.

### Camper Self-Release (Discontinued)

In prior years, Summerscape has offered a camper self-release option for select ages. However, this service has posed many challenges to our staff and a decision has been made to discontinue this service which went into effect summer of 2021.

# General Camp Operations

## Communication/Visits

If at any point you have any questions, comments or concerns, please feel free to contact camp via the Parks & Recreation Office at (860) 258-2772. If for any reason you need to see your child during the camp day, you must check in at the camp office and with the Camp Directors first.

## Discipline Policy

At Summerscape, inappropriate behaviors, even of a minor nature, will be addressed as soon as the behavior is observed and/ or reported to prevent escalation. Staff members will implement consequences on a case-by-case basis. More serious violations will be addressed by the Directors. The Directors will work with the staff and the parent/ guardian to support appropriate camper conduct for campers who repeatedly displays inappropriate conduct. Campers who exhibit repeated behavioral problems or do something of a more grievous nature may be suspended or expelled from camp. All disciplinary actions are at the discretion of the Camp Directors and/or Recreation Supervisor. Corporal punishment will NEVER be used in any circumstances. If you know ahead of time that your child may need behavioral assistance at camp, please ask to speak with one of our Camp Directors.

## Clothing

Please make sure your child is dressed for active, outdoor play each day, including sneakers every day – **we discourage open-toed sandals**. Campers who arrive wearing open-toe footwear will not be able to participate in activities that require foot use such as but not limited to; kickball, soccer, etc.... All clothes should be labeled with your child's name. There will be a lost and found facility at the front of the office every day. Your child should bring a bathing suit and towel every day, both for use in the pool and/or water games. Please dress your child appropriately based on the weather.

## Snack/ Lunch

Please send your child with a snack and lunch with his/her name on it, every day. Lunches will be refrigerated. **There are no facilities available for heating food.** Lunch should include a drink. Also, if your child has a specific food allergy (even if already reported to the camp nurse), please communicate this with your child's counselor on the first day of camp for that week.

## Rainy Days/Hot Days

Camp is held regardless of weather. On rainy days, please send your child with rain gear or an extra set of clothing, as we will be in and out of the building. On extremely hot days we make every effort to keep our campers cool and hydrated – it is your prerogative to keep your child(ren) home if you so choose.

## Personal Belongings at Camp

Camp is an active fun place where we plan many activities. We ask that ALL personal belongings stay at home as they are considered a distraction to the camp environment. Items such as but not limited to that should stay home include:

- Sporting equipment (baseball bats, bicycles, gloves, cleats, etc...)
- Trading cards (Such as Pokémon...)

- Electronics (Video Games, Cell Phones, Computers, etc...)
- Toys (Beyblades, action figures, dolls, etc...)
- Valuables (Jewelry, Money, etc...)

In the event any of these items are found at camp, camp staff will ask campers to immediately place them in their backpack and ask to not take them out or have them return to camp. Should this request be violated, items will be confiscated by the Camp Directors and returned at pick-up time. We will not be held responsible for lost, stolen and/or damaged items.

### Lost and Found

Children often misplace/lose their items at camp. We do have a Lost and Found at camp, so please be sure to check it often for items that may belong to you. Also, make sure to write your child's name on their belongings so they can be returned if found at camp. If items are not claimed by the end of the camp season, they will be disposed of.

### Publicity

By registering for our program you give us permission to take and publish photos of your child participating. If you do not wish to have him/her photographed you must put this in writing prior to the start of camp.

## Disclaimer

As we continue to monitor guidance set-forth by the state and other officials, it is important to note that the content in this document is subject to change at any given time. In the event of any changes, our department will make all reasonable efforts to share these updates in a timely manner.