

# Parent Handbook Summer 2024



Campers Entering:

## Grades 6 through 8

(2024-25 School Year)



# Welcome to STAC!

Dear Parent/ Guardian,

Welcome to the Summerscape Teen Adventure Camp (STAC) 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!

STAC has been designed to provide campers not only the opportunity to participate in a wide variety of age appropriate activities, but offer a combination of on-site experiences and travel across the state participating in unique, adventurous and thrill-seeking experiences each week with safety as our top priority. We have a highly trained staff composed of Camp Counselors, Activity Specialists, Director of First Aid and Camp Directors.

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:

- **STAC 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 Teen Adventure Camp 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 form 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.*
- **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 attend Summerscape Teen Adventure Camp?

- Participants who are entering Grades 6 Through 8 (*Residents & Non-Residents*)

## Where is Summerscape Teen Adventure Camp 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*)

## 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 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 are the planned field trips this summer?

Week	Monday	Tuesday	Wednesday	Thursday	Friday
1	On-Site	Empower Leadership (On-Site Experience)	On-Site	Jordan's IT (New Haven)	On-Site
2	On-Site	Dave and Busters (\$F) (Manchester)	On-Site	<b>CLOSED</b>	<b>CLOSED</b>
3	On-Site	New Britain Bees Game (\$F) (New Britain @ New Britain Stadium)	On-Site	Lake Compounce (\$F) (Bristol)	On-Site
4	On-Site	Spare Time Bowling (\$F) (Vernon)	On-Site	Sonny's Place (\$F) (Somers)	On-Site
5	On-Site	Dave and Busters (\$F) (Manchester)	On-Site	Jordan's IT (New Haven)	On-Site
6	On-Site	Spare Time Bowling (\$F) (Vernon)	On-Site	Lake Compounce (\$F) (Bristol)	On-Site
7	On-Site	Empower Leadership (On-Site Experience)	On-Site	Sonny's Place (\$F) (Somers)	On-Site

F = Food Provided, \$ = Indicates Trips where Campers May Spend Own Money

## What does "On-Site" mean?

- For On-Site days, STAC will remain on the camp grounds and follow a traditional Summerscape schedule. In the event a trip is cancelled earlier in the week, an effort will be made to reschedule it to a different "on-site" day, but is not guaranteed.

## Are these field trips final?

- As of right now, these are the planned experiences and trips for STAC this summer. However, this schedule is subject to change as inclement weather and unforeseen circumstances can impact both travel and experiences. Please understand, in the event a trip is cancelled, we will make all efforts possible to re-schedule the experience for that week. In the event we are unable to re-schedule a trip, **No refunds will be issued.**

## Can my child stay behind at Summerscape Day Camp if they do not want to attend a specific trip?

- No, all campers are required to attend the scheduled trips. If you do not wish to have your child participate in a specific trip, you will have to make other arrangements for them outside of camp.

## Will my child receive any camper shirts for days they are participating on field trips?

- Yes, STAC campers will receive 2 shirts (1 for each experience). These shirts are to be worn strictly only for experience days to help make our campers even more identifiable when on these trips as many of these venues may have other camps/ participants in attendance. All efforts will be made to accommodate requested t-shirts sizes, but not guaranteed. Campers who fail to wear their provided shirts on designated trip dates may be withheld from participating as this requirement is for camper and staff safety.

## 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)

### Can my child bring money with them on field trips?

- Campers may bring their own money with them on field trips at the discretion of the parent/ guardians. However, should you allow your child to bring money with them on a field trip, please note the STAC Staff and Parks and Recreation Department will not be held responsible if your child's money is lost/ stolen.

### Is food provided at camp?

- For select field trips, food may be provided. Camp will send out a reminder at the beginning of each week where food may be provided on trips to the STAC campers.
- For all other days, 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.

### Will there be waivers for any trips?

- Yes, select trips may require waivers. These waivers may be electronic or paper based waivers. Waivers will be distributed at the beginning of each week and are required for each camper to participate in those select trips. In the event a camper fails to provide the applicable waiver completed, they will not be able to participate in that trip and need to be picked-up.

## Can my child use their cell phone at STAC?

Summerscape camps take great pride in the offering a high quality camp experience to each of our participants. While understanding the roles cell phones and other electronics play in today's society, their usage in the camp environment has proven to be distractive and disruptive to the camp day. As such the following rules will be in place and strictly enforced by the camp staff for STAC:

- **Campers of the STAC program MAY use their cell phones during the following times:**
  - Field Trip Bus Transportation (At the discretion of the Camp Directors)
  - While on Field Trips (At the discretion of the Camp Directors)
- **Campers of the STAC program MAY NOT use their cell phones during the following times:**
  - On-Site Days
  - Any other times campers are On-Site when NOT on a scheduled field trip.
- **Other Restrictions:**
  - Under no circumstances are campers allowed to photograph or film camp staff without prior consent of the camp staff.
  - During non-approved cell phone usage times, campers must leave their cell phones within their bags/ backpacks. They should not be out or visible during these periods.
  - Additionally, phones should not be in their pockets as it may compromise their ability to participate in select activities.
- **Disciplinary Action:**
  - **First Offense:** Camper will be issued a verbal warning and informed to put their cell phone away. Parent/ Guardian will be notified by Camp Director accordingly.
  - **Second Offense:** Camper will be instructed to turn-in cell phone to the Camp Director where it will be stored in a secure location. Parent/ Guardian will be notified by the Camp Director that the cell phone has been confiscated for the day and returned to the camper at the conclusion of the camp day.
  - **Third Offense:** In addition to repeating second offense steps, Parent/ Guardian will be asked to meet with the Camp Director and Recreation Supervisor to discuss further disciplinary action which may include removal of camper from the camp program.

## 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 Teen Adventure Camp 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 Teen Adventure Camp 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 Camp Security.

### Does Summerscape Teen Adventure Camp go on any field trips?

- Yes, only the Summerscape Teen Adventure Camp (STAC) will be participating in off-site field trips. Summerscape Day Camp will remain on-site for the summer.

### Will my child swim at Summerscape?

- Yes, at Summerscape Teen Adventure Camp Grades 6 - 8, campers have the opportunity to participate in swimming at the Rocky Hill High School indoor pool for “on-site” days and on field trip days ONLY when their assigned field trip does not conflict with the swim schedule.
- 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 flotation 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 Questionnaire

All campers are required to have a completed Camper 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.

## Sids Slow Down

Rocky Hill Parks and Recreation and Rocky Hill Human, Youth, and Senior Services has collaborated to provide an enhancement to the Summerscape program – Sid's Slow Down. Sid's Slow Down is a space designed to provide an environment conducive to relaxation and is a calming space to all campers, if needed.

If your child requests or is determined to be in need of utilizing this space, a parent will be contacted for verbal permission and will be asked to sign a written consent form upon parent pick-up the same day. Please Note: Sid's Slow Down will be staffed by licensed professionals from Human, Youth, and Senior Services.

## 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 and/or footwear deemed unsafe 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.

In addition, attire and grooming of individual campers in this camp environment are the responsibility of the campers and their parents. Clothing should be clean, free from promotion or reference to drugs, alcohol and tobacco and of slogans, names, titles or the like which are defamatory toward person(s), group(s), the school or other organizations of which they are likely to incite or inflame. Campers whose dress or grooming is judged by the staff to be distracting, disruptive, or dangerous to personal safety will be subject to disciplinary action. The intent of this policy is to encourage all concerned to dress, groom, and conduct themselves in keeping with the atmosphere which reflects a sensitivity to and respect for self and others and the overall functions of camp. Furthermore, the following are specifically prohibited:

1. Black soled, lug-type shoes and/or boots which can leave black marks on the floors or walls or any type of footwear which can damage school property.
2. Garments that expose the chest, midriff, and/or buttocks.
3. All clothing, jewelry and tattoos shall be free of the following: profanity, violent images or weapons, sexually suggestive phrases or images, gang related symbols or colors, alcohol, drugs or advertisements of such products.

### 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.