

Salmon Brook Park Day Camp



Parent Handbook

Camper's Name: _____

**Town of Granby
15C North Granby Road
Granby, CT 06035
844-5356
653-0173 (SBP Office)
www.granby-ct.gov**



SALMON BROOK PARK DAY CAMP



Town of Granby
150 North Granby Road
Granby, CT 06035

Office: 844-5356

SBP Office: 653-0173



Welcome to **Salmon Brook Park Day Camp**. You have chosen a day camp that prides itself on providing a quality, multi-faceted summer activity for children in kindergarten through the age of 15. This is an opportunity for children to build relationships, strengthen friendships and just enjoy good old-fashioned play.

PURPOSE

The Town of Granby **Salmon Brook Park Day Camp** strives to create a unique and varied daily experience in an alcohol, tobacco and drug-free environment. We aim to foster self-esteem and good values, to provide a positive atmosphere, to create a supportive partnership with parents and families, to promote respect for each other, their individual abilities and their belongings, and to assist each other in personal growth.

Leadership:

The Town of Granby is very proud of its Day Camp staff. Our staff ranges from high school students to college and beyond. Each staff person is First Aid and CPR/BLS certified to be a first responder in case of emergency. The staff receives 25-30 hours of pre-season training before camp opens and we meet on an at-least weekly basis to plan, evaluate and modify our program as needed.

The Program:

Parents go off to work and children go off to play. Play is a child's work and as such we aim to provide a fun-experienced day. Our staff leads games and sports that can be new or old, but age-appropriateness and variety is the key. We strive to maintain an environment in which each child is successful emotionally, intellectually, socially and physically.



Our primary concern is for your child's well being. We want you to feel comfortable and confident about leaving your child with us for the day. If you have any concerns, feel free to speak with your child's counselor or the Director at the end of the day. Be assured that all information and/or issues are strictly confidential.

Daily Procedures:

Camp begins at 9:00AM when counselors greet their campers at Pavilion #4. The campers then proceed to the flagpole for opening pledge and morning announcements. Following this, the camp breaks into groups and goes various ways. Activities throughout the day include arts & crafts, sports and games; other activities may include a hike to McLeans, streamwalks, and off-site trips for the older campers, i.e., 'Tweens and Super Gang. Snack time is mid-morning and lunch is approximately 11:30-12:00 followed by playground time. After playground time, campers have a swim period early afternoon followed by an activity period and another swim time.

KinderCamp has a similar schedule but activities are more age-appropriate. They have a water exploration time late morning followed by a lunch. KinderCamp parents pick-up their campers at 1:00.

'Tweens, for campers entering 6th grade, have one (1) off-site trip each week. While the daily schedule is similar to the regular day camp, departure/return time for the trip may vary slightly.

"Super Gang", for campers entering 7th & 8th grades, have two (2) off-site trips per week. Again, details for each trip varies. This group typically does many of their activities apart from the rest of the campers and has one (1) swim period "all their own".

The CIT/Jr Lifeguard program, for ages 14-15, work closely with both the camp and waterfront staff under the direction of the Day Camp Director. This group has a very structured day assisting the staff, evaluating the activities and planning; they also have periodic off-site trips.

End of the Day:

Camp ends at 3:30 unless your camper is on a special trip or staying for our after camp program. Please try to make every effort to arrive on time. If someone other than a parent is picking-up your camper, we need a note in writing in the morning. Please notify us if there is someone who is **NOT** to take your child.

3:30 is a very hectic time and traffic and parking is an issue in front of the Bathhouse. As you enter the parking lot, stay to the right and follow the flow of the traffic. Please do not double park or park in the "NO Parking" areas.

Speed Limit:

Throughout the day from the time the Park opens at 7:00AM until dusk, there are many people walking on the roads, horses with riders, kids on bikes and kids walking to and from camp. There is a 15MPH speed limit - please obey it for the safety of the pedestrians.

What to Wear to Camp:

Campers should wear comfortable clothing (see last page for further description) and SNEAKERS - absolutely no sandals or sneaker sandals are allowed (this is a safety issue). Campers should bring a bathing suit and towel, lunch and a snack (see below). If it's chilly, provide a jacket or sweatshirt and raingear, if necessary. Please label EVERYTHING with your child's name and NO VALUABLES. Limit the amount of money your child has with him/her and radios, CD's, cellphones, video games, etc. are not allowed and the counselor will "hold" these until the end of the day. (See the last page for further details).

Inclement Weather Policy:

We make every effort to remain on-site as long as the weather does not become a safety issue.

Therefore, campers should come prepared with raincoats, jackets and boots, if necessary, or a change of sneakers - but please, no umbrellas!

We try to make the decision to move to an indoor facility before camp if possible. Although we reserve the use a school facility well in advance, this location may not be available to us because of maintenance schedules and we are sent to an alternate location. Therefore, we do not advertise where we will be. However, you are to bring your camper to the Park each morning and we will advise you at that time of our schedule and location. To verify our location, call the Rec Office at 844-5356.

Lunchtime:

Campers are to bring a snack and a lunch. We do NOT have refrigeration available so please send appropriate foodstuff (see below- courtesy of the Kearns school nurse). We recommend bringing (plastic) bottled water or fruit drink. Each day, the Concession Stand is open for frozen ice, Gatorade, fruit juices, soda, crackers, chips & cookies; purchases are at your option. Candy is NOT available to campers until 3:30.

Once in a while, we offer something "special" for a snack; it is important that if your child has food allergies or you do not allow certain items, that we are alerted to this. We will forewarn you of any special "treats".

These foods are...	Perishable & must be kept cold	Safe at room temperature for 4-6 hours
Meat, Poultry, Fish, Dry Beans, Eggs, & Nut Group	Any meat, fish, poultry, eggs, cooked beans or sandwiches containing these foods processed meats & processed meats (bologna, hot dogs, etc.)	Nuts & peanut butter, dried processed meats such as jerky, pepperoni, hard salami
Milk, Yogurt & Cheese	Milk, custards & puddings, soft cheeses	Hard cheeses, yogurt
Vegetable Group	All cooked Veggies	All raw veggies
Fruit Group		All fruits
Bread, Cereal, Rice & Pasta Group	Cooked cereals	Bread & crackers, cookies & cake, dry cereals
Fats, Oils & Sweets	Gravy & sauces, mayonnaise	Jams, honey, candy, ketchup, mustard & other condiments, butter, margarine, oil & fruit pies

Absences:

If your child is going to be absent from camp, please call the SBP office (860-653-0173) between 8:30-9:00AM to let us know. If your child has a serious illness or an infectious illness, let us know ASAP so we can alert the other families. There are NO make-up days for absences.



DAY CAMP POLICIES

Positive Discipline Policy:

Salmon Brook Park Staff must follow a positive discipline policy. The motive of discipline is to provide a learning experience for your child. We strive to provide a nurturing environment where children feel relaxed, happy and comfortable. We respect each child's individual personality and abilities and we promote respect for each other. Positive discipline is effective in teaching children to behave in responsible ways, develop self-control and positive self-esteem.

All staff will follow the guidelines for Positive Discipline:

1. Set clear, consistent, fair limits for behavior.
2. Anticipate and eliminate potential problems, redirecting children to more acceptable behavior or activity. Role model appropriate play and behavior.
3. Listen and acknowledge children's feelings and frustrations and respond with respect.
4. Use natural or logical consequences to motivate and empower children to make responsible decisions about their behavior.
5. Encourage appropriate behavior with positive reinforcement and praise.

The Town of Granby prohibits:

1. spanking or other physical punishment
2. subjecting children to cruel or severe punishment including humiliation and verbal abuse
3. depriving children of snacks, meals or beverages

PROCEDURES FOR EMERGENCIES AND ILLNESSES

All staff holds current certification in Community First Aid and CPR/BLS for the Professional Rescuer. Should an emergency arise, the staff has been trained as to how to handle the situation so that 1) the needs of the injured child are immediately addressed while 2) the rest of the campers are removed from the area to alleviate their concerns or worries. Should the emergency require more care than our staff can administer, 9-1-1 is called immediately.

1. Major Emergency/requires transportation

Nearest staff member will alert another staff member to send for help and begin administering Basic First Aid as needed.

Once the ambulance has been called

- Pull the child's file. Present the file to arriving medical personnel.
- Call the Parents to inform them of the situation and tell them professional help is on the way. Make arrangements as to where to meet the parent.
- Adult in charge will assist the medical personnel.
- If the child is sent to the hospital, and the parent or guardian has not arrived, an appropriate staff member will accompany the child to the hospital.

At any time the parent and/or guardian cannot be reached, the emergency person identified by the parent will be called. However, every effort is made to locate the parent at the phone numbers listed on the registration/medical form.

2. Procedures for Minor Emergencies and Illnesses/no transportation required

- The nearest staff member will administer basic first aid as needed.

- Isolate the child, if necessary
- Contact the parents or emergency contact person.
- For open wounds, mosquito bites, bumps, minor cuts and scrapes, the staff will follow procedures outlined by the American Red Cross First Aid training. Wounds will be thoroughly washed with soap and water and a Band-Aid applied if needed but no antiseptic will be applied according to the Red Cross approved course. Staff will remain with the camper until he/she returns to the group.
- Parents will not be called immediately but will be notified at dismissal time.
- If it is necessary to immediately contact the parent, Staff will remain with the child until the parent arrives.

The parent or emergency contact person will be called if the Staff suspects any of the following:

- Fever
- Any rash suspicious of contagious childhood disease
- Conjunctivitis or "pink eye" (child must be on medication for 24 hours before returning to camp)
- Strep throat (child must be on medication for 48 hours before returning to camp)
- Vomiting accompanied by other symptoms (fever, diarrhea, rash, etc.)
- Chicken Pox (sores must be covered with dry scabs)
- Head Lice (child must have 2 treatments for nits and return with a note from a healthcare professional), scabies or other infestations
- Mouth sores with drooling
- Any skin rash, lesion or wound bleeding or oozing of clear fluid or pus
- Constant, uncontrolled nasal discharge or constant, uncontrolled cough
- Any illness or condition requiring one-on-one care
- Any contagious illness which is reportable to the Health Dept.

The Town of Granby Day Camp and Waterfront Staff cannot administer medication of any kind except as needed in an emergency. If your child is on medication that he/she must take during the day, notify us of this in writing. If your child cannot take this medication by his/herself, the parent must come to camp to administer it as needed. All medicines will be kept at the First Aid Station and a Counselor will escort the camper to the First Aid Station to see that the medication is taken as directed.

3. Emergency Procedures for Field trips

When the staff takes their group on a walk or leaves the site, this is considered a field trip and the Staff must take the following equipment: Portable first aid kit and CPR kit and Emergency information for each child including emergency contact numbers. Should an emergency arise when off-site, the same emergency procedures are followed. There is always one (1) counselor and at least one (1) CIT on every field trip.

4. For All Emergencies/Illnesses

All injuries are reported to the parents by means of an "Accident Report" form. The staff/counselor will speak with you at dismissal time and ask that you sign this form. This form is reviewed by the Parks & Recreation Director and is filed in Accident Report Notebook in the recreation office. You will receive a copy of this report within 24 hours (72 hours over a weekend) after it has been filed.

In the event of a major emergency, the staff will make an evaluation of the situation to determine whether the campers should remain at Salmon Brook Park or be moved to the Granby Senior/Youth Center. We will make every effort to secure buses and/or vans to transport the campers; if feasible, we will walk. Parents may contact the main office at 844-5356 or the SBP office at 653-0173 to confirm location for pick-up.

INJURY PREVENTION PLAN

- ✓ The Staff will check the Pavilions, playground, beach and locker room areas each morning prior to the arrival of the campers and users of the facility. Broken equipment, structures, trash, etc. will be removed. The staff will be notified and campers will be instructed to stay clear of such hazards until repaired.
- ✓ Any repairs needed will be reported to the Director immediately.
- ✓ Any hazard that cannot be repaired immediately will be blocked off and kept out of reach of the campers.
- ✓ All toxic and hazardous materials as well as First Aid supplies will be kept out of the reach of the children and locked in childproof cabinets.
- ✓ No smoking is allowed in the locker rooms or on the beach. While we consider the Day Camp and Waterfront to be an alcohol, tobacco and drug-free environment, we cannot control the actions of the other Park users. However, we will ask other patrons who are smoking to move to another area while using tobacco. The Salmon Brook Park Day Camp and Waterfront Staff have a close relationship with the Granby Police Department when it comes to suspecting the use of alcohol or drugs on site.
- Salmon Brook Park Day Camp will note any unusual or serious incidents such as behavioral incidents, accidents, property destruction or emergencies. Both the Day Camp and the Parks & Recreation Directors will be notified immediately and review the incident. All necessary steps will be taken according to the behavior management policy and the parent will be notified.

PLAN FOR ADMINISTRATION OF MEDICATIONS

Salmon Brook Park Day Camp will **NOT** administer medications other than those needed for emergency purposes, i.e. diabetic reactions. At least one Salmon Brook Park staff member is certified to administer an epipen.

1. Prescription Medication

- ◆ Prescription medications must be brought to camp in its original container and include the child's name, the name of the medication, the dosage, the number of times per day and the number of days the medication is to be administered. The prescription label is acceptable as the written authorization of the physician.
- ◆ The medication must be given to the counselor who will note the information and store it in the First Aid Station in the Bathhouse.
- ◆ The camper will be taken to the Bathhouse First Aid station at the proper time for the camper to take his/her medicine **ON THEIR OWN**. Staff will monitor to assure that the proper dosage is taken.
- ◆ If your child cannot take his/her medicine in this prescribed manor, the parent must come to camp to administer the meds.

- ◆ The parent/guardian must complete the attached Authorization for Medication form before the medication can be administered.

2. **Non-Prescription Medication**

- ◆ Non-prescription medication such as Tylenol or cough syrup can be taken only with written consent of the child's physician. The Camp will accept a signed statement from the physician listing the child's name, the name of the medication, the dosage, the number of times per day and the number of days the medication is to be administered.
- ◆ Additionally, the parent must also complete the Authorization for Medication form.
- ◆ Administration of the medication is to be handled in the same manner as detailed above.

3. **Topical Ointments, Sprays and Suntan Lotion**

Topical ointment and sprays such as petroleum jelly, sunscreen (only at a parent's request), bug spray, bee sting kill, etc. will be administered unless notified differently from the parent.

All medications, except inhalers, shall be administered by the camper him/herself but under the supervision of the Staff. The only exception is when the safety of the child is at risk, i.e., diabetic reaction. Children who have asthma and carry their own inhalers may use them as needed, without direct supervision of the Staff. This exception must be noted on the authorization form.

5. **All Medications**

- ◆ The first dosage must be administered at home by the parent in case of an allergic reaction
- ◆ All medications must be given to the counselor in the morning.
- ◆ All medications will be stored in the Bathhouse First Aid Station, out of reach of children. If needed, refrigeration will be supplied.
- ◆ Staff will oversee the administration of the medication.
- ◆ The Day Camp will retain a written record of the administration of the medication (excluding topical ointments and sprays) and will include camper's name, the time and date of each administration, the dosage and name of the medication and the name of the staff overseeing the administration. This will be kept in a daily file at the First Aid Station.
- ◆ Medications will be returned to the parent at the conclusion of the day.

TERMINATION/SUSPENSION POLICY

Town of Granby programs and activities are designed as enriching, recreational experiences. Termination/suspension will not be a sudden occurrence. Parents will be notified verbally at the onset of a problem and asked to conference with Staff. During the conference, the staff will discuss the issues and outline a warning period with time limits for improvement. The Staff will make every effort to work with the family to resolve issues in the best interest of the child. However, if the situation is not resolved, the participant will be dismissed from the program. No refunds are issued under such circumstances.

VALUABLES, CELL PHONES, PAGERS, ELECTRONIC EQUIPMENT

The Town of Granby cannot, and will not, accept responsibility for money or valuables campers have in their possession. We recommend that valuables and large sums of money NOT be brought to camp. We

also recommend that any money for snacks or lunch be kept securely on your camper' person and not in a backpack.

Cell phones, pagers, beepers, CD's, etc. are not allowed to be used during the camp day. The Town of Granby may grant permission for such possession by a camper upon written request of the parent and/or guardian as to a reasonable basis exists for its possession. Campers found using any such equipment will have it confiscated and returned to a parent/guardian at the conclusion of the day.

The inside phone at the bathhouse is available to campers for use in emergencies.

CAMP ATTIRE

Salmon Brook Park Campers are expected to dress neatly, cleanly and appropriate for a camp environment. At any time that clothing is deemed inappropriate, the camp staff will call the parent and/or guardian and ask them to bring more suitable clothing. Examples of inappropriate dress include: see-through clothing, sleepwear (unless for a "special day"), strapless tops, short shorts, bare backs, bare midriffs, torn clothing, and clothing that exposes undergarments and/or clothing with printed or graphic displays of alcoholic beverages, tobacco products, illegal drugs, racial or sexual connotations. No flip-flops or sneaker sandals are allowed.

Authorized Release of Camper

Camper _____ Unit _____ Session _____

I hereby authorize the following persons to pick-up my child at the end of the day:

Name _____ Relationship _____

Name _____ Relationship _____

Signature of Custodial Parent: _____

Date signed: _____

ADDENDUM TO MEDICAL CARD

Camper's Name _____ DOB _____
Address _____ Age _____
Home Phone _____ Daytime Phone _____
Doctor's Name _____ Phone _____

The following person(s) is NOT to pick my child up at Day Camp:

Relationship _____

Relationship _____

Is there a custody agreement currently in effect? Yes _____ No _____
Please supply us with a copy.

1) In the event we serve a "special" treat during day camp, my child cannot eat the following:

2) Please do not apply topical ointments, bee sting kill, sunscreen, etc. to my child
I am sending sunscreen; please apply to my child

3) **Medical Authorization**
Authorization to take medication during camp session
Name of Medication _____
Dosage _____
Times per Day _____
Number of Days _____
Side Effects _____

Authorization to use inhaler during Day Camp
Name of Medication _____
Frequency _____
Side Effects _____

Authorization for Staff to Administer Medication on an "As Needed" Basis
Name of Medication _____
Reason for Medication _____
Dosage _____
When Medication Should be Administered/Symptoms _____

Side Effects _____

I authorize Salmon Brook Park Staff to secure emergency medical assistance.

Parent/Guardian Signature

Date

Day camp/welcome