

**TONS-O-FUN**

**SUMMER**  
**CAMP!**

**CAMPER & PARENT  
HANDBOOK**

**2023**

*Where GREAT summers begin!!!*

## Greetings Campers & Parents!

Welcome to the Enfield Recreation Department's Camp Tons-O-Fun! We are glad that you've chosen to spend some memorable moments with us this summer. We look forward to providing an exciting summer filled with tremendous experiences. Each summer is specially designed to offer opportunities for campers to try new things, learn, grow and make friendships that last forever. We are proud to offer a healthy, safe and fun environment for your child to enjoy their summer vacation. A Tons-O-Fun summer can make an impression that lasts a lifetime! Whether you are new to our camp or a seasoned camper, we are pleased to welcome you to the 2023 camp program.

It is our hope that the information included in this handbook and in the registration packet answers all of your camp questions. However, if at any time you have a question or concern, we urge you to contact us.

## Camp Mission/Vision

The Recreation Department seeks to provide quality leisure opportunities, which contribute to the environment, needs and interest of the children of Enfield. Our ultimate goal is to provide the children with a fun, satisfying program in a safe environment.

## Goals of Day Camp

The main goal of any day camp program is making sure children have the time of their lives. Goals of camp include...

1. Trying new things
2. Developing social skills
3. Facing challenges in a safe, low stress environment
4. Building character
5. Fostering independence
6. HAVING FUN!!!

## Tax Identification Number / Licensing Statement

Town of Enfield: 066001997. Please keep this information for your records and for tax purposes.

*Per Connecticut General Statute 19a-77 we are required to disclose that our program is not licensed by the State Office of Early Childhood.*

## Program Information

### Grades

Camp is open to Enfield youth entering grades 1 - 8 in September 2023. In addition to grade level, all campers must be at least 5 years old on the first day they attend camp.

### Camp Dates

Camp is held in one-week sessions. You can sign up for one week, several weeks or the whole summer!

Week One: June 26 - 30

Week Five: July 24 - 28

Week Two: July 3 - 7, no 7/4

Week Six: July 31 - Aug. 4

Week Three: July 10 - 14

Week Seven: August 7 - 11

Week Four: July 17 - 21

### Camp Location

Camp is held at the Enfield Annex (*Former Fermi High School*), located at 124 North Maple Street.

### Camp Hours

Regular camp hours are 8:30 AM – 3:30 PM. We offer an Extended Day Program for an additional fee. See below for details.

### Extended Day Program

A great option for parents who work, we offer a fun and safe Extended Day program from 7:30 – 8:30 AM and 3:30 – 5:30 PM for an additional fee. Extended Day includes supervised and partially structured activities, including arts and crafts, games and sports.

One fee gives participants access to both morning and afternoon extended care. Parents can flex use of the program daily, based on their needs. Come early, stay late or do both. It's up to you! Participants must be registered, in advance, by the week to participate.

It is highly recommended that parents pack an extra snack and drink for children who participate in the Extended Day program.

All arrival and dismissal policies apply to the Extended Day program. Parents must sign in and sign out participants with photo ID and must be listed on the pick-up authorization section of the registration form.

### Contact Numbers

Enfield Recreation Department Main Office: 860.253.6420, Press 0 to reach the main office.

[Recreationsupervisor@enfield.org](mailto:Recreationsupervisor@enfield.org) (email)

Summer Camp Director (only active during the camp season): 860.763.8898 (office) 860.706.3900 (cell)

### Enrollment & Payment Policies

Registration begins on Friday, March 17, 2023, at 8:30 AM. A completed registration form, proof of Enfield residency and payment secures your spot in the program. Those who cannot pay in full at time of registration may set up a payment plan. All payment plans are due in full by Friday, May 12, 2023.

This program is EXTREMELY popular, so register early to ensure your space. We are limited to how many campers we can take each week. Once spaces are full, we will take a waiting list in case of withdrawals.

### **Withdrawals and Refunds**

Due to limited space at camp, full or partial refunds are not given unless for a medical reason upon receipt of a doctor's note. Doctor's notes must be received within one business day, if the session has already begun. Refunds will not be given for any reason if the request is submitted after the session has ended.

No refunds are given for children dismissed from the program due to behavior reasons unless we can fill your child's spot.

Registrations are non-transferable to another child or to another program. **A 10% processing fee will be charged on all refunds regardless of reason.**

### **Attendance and Absences**

Attendance is taken daily at camp. If your child is going to be absent from camp, please call 860.763.8898 between 7:30 – 8:15 AM to report an absence.

Staff will call home to check attendance on any camper designated as a walker/biker who has not arrived at camp by 9:00 AM.

### **Rainy Day Procedures**

Camp is held rain or shine. We try to hold outdoor activities in marginal weather if possible. Please dress children for muddy conditions and pack a change of clothes.

### **Parking**

Please remember to drive slowly and carefully in the camp parking lot. Everyone must park in a marked parking spot (please utilize the upper parking lot) and walk their child up to the building. There is no parking in the circle for drop off or pick up, due to safety reasons.

### **Arrival and Dismissal**

**Extended day** campers may be dropped off any time between 7:30 – 8:30 AM. Please do not enter the building before 7:30 AM. Extended day campers may be picked up any time between 3:30 – 5:30 PM. All campers must be picked up by 5:30 PM.

**Regular day** campers may be dropped off beginning at 8:30 AM. Doors open at 8:30 AM. Pick-up for regular day camp is 3:30 PM.

All program participants must enter the building through the designated camp entrances. Please follow signs posted outside the building. Camp participants should NOT enter the building through the Adult Education entrance.

### **Sign In/Out**

Campers are required to be signed in and out daily during both pick up and drop off. Please have a photo ID ready, to ensure a quick and easy sign out.

Your child will only be released to those listed on the pick-up authorization section of the registration form (**this includes parents**). Changes in pick up authorization must be done in person at the Recreation Office upon showing a valid photo ID. Please note, persons authorized to pick up campers must be 18

years of age or older. The sign in/out policy also applies to the Extended Day program.

### Walkers/Bikers

Campers may walk or bike to camp if they meet the following stipulations...

- Their registered home address is within 1.5 miles or less of the camp location.
- Bikers provide their own bike lock and wear a bike helmet to and from camp in line with CT State Law.

Staff will also not release campers under the following circumstances...

- They do not have a bike helmet with them.
- It is raining, thundering and lightning or there is a threat of severe weather.

Campers who walk or bike must arrive at camp between 8:30 - 8:45 AM and will not be allowed to leave before the scheduled dismissal time.

### Early Pick-Up

Camp is very busy all day. We ask that parents please abide by the following guidelines regarding early pick-ups.

Any camper who needs to be picked up before 3:15 PM should come to camp with a note stating the time they will be picked up and by whom. This allows us to have campers ready to go when you arrive. If something changes during the day, please call the Camp Director at 860.763.8898 to arrange an early pick up.

Please note that on field trip days early pick up may not always be possible. Staff have an estimated return time; however, it is subject to changes in the departure time, traffic and the bus driver.

**We do not do any sign out between 3:15 – 3:30 PM.** During this time all staff and campers are busy cleaning up and getting their belongings together for sign out. Doors open for sign out at 3:30 PM.

### Late Pick-Up

Any camper who is not picked up at their scheduled dismissal time is assessed a \$5.00 per 5-minute late fee which must be paid at drop off the next morning. If you are running late, please call camp at 860.763.8898 to let staff know. Campers who are chronically picked up late from camp may be subject to dismissal from the program.

### Groupings

Children will be placed in groups based on their current age (year and month of birth) in comparison to the complete range and distribution of ages of all session participants. As this range and distribution changes each week, so may the ages of campers in each group. We do not guarantee requests for campers to be with a certain counselor or participant. **Please contact us 7-10 business days BEFORE your start date if you have any requests for group assignments.** Campers will be provided their group assignment on Mondays during the camp morning meeting.

### Communications & Notices

From time to time, camp staff will hand out notices or flyers concerning upcoming events or camp information. All other information pertaining to camp can be found in this handbook.

Your receipt upon registration is your confirmation for the program. **No other information will be mailed to you concerning camp.** If you have specific questions concerning camp, please feel free to contact the Recreation Office during office hours, Monday – Friday, 8:00 AM – 4:00 PM.

During the summer we will utilize email to communicate any time-sensitive information you may need to know. The email address attached to your *MyRec.com* Account will be where we will send emails to. If you need to update your email address, you must call the Recreation Office to update this information.

## Camp Attire

Please see below for our camp attire check list:

- Play clothes (shorts & a t-shirt) that are okay to get dirty. Campers spend a lot of time outside and doing messy arts & crafts projects.
- Sneakers & socks. For your child's safety, we only allow campers to wear sneakers during activities. Also, some field trip locations require stocking feet to participate in activities.
- Sun protection. Please arrive at camp with sunscreen already applied. We also suggest a hat and/or sunglasses. We take sunscreen breaks during the day so campers can re-apply.
- For girls, we suggest some sort of hair tie or clip to hold their hair back.
- Swim Time – *please see the swimming section of this handbook regarding pool attire.*
- Campers are not allowed to wear any jewelry that hangs or dangles.

## Personal Belongings

All belongings that participants bring with them to camp should be clearly labeled in permanent marker with their first and last name. See below for items NOT allowed at camp.

## Items Not Allowed at Camp

For all participants' safety, campers are not allowed to bring the following items to camp with them. Personal sports equipment or toys, money, electronics, cameras, cell phones, medications, or weapons.

Items not allowed at camp will be held in the office and returned to a parent or guardian at dismissal. Campers who continue to bring restricted items to camp will be subject to the camp disciplinary procedure.

The Recreation Department is not responsible for lost, stolen or damaged items brought to camp.

## Sunscreen and Sun Protection

Please arrive at camp with sunscreen already applied. We also suggest a hat and/or sunglasses.

There will be time during the day so campers can re-apply if needed. Staff is not authorized to touch campers to assist in sunscreen application. Campers will only be allowed to apply sunscreen that they bring from home. Note, aerosol sunscreen is NOT allowed at camp. Please label your child's sunscreen with their first and last name.

Please see the website for our required *Sunscreen Authorization Form* and complete policy pertaining to sunscreen.

## Lost and Found

Please discuss with your child how they will keep track of their belongings. Be sure that all personal articles are marked with your camper's first and last name. Please check your child's bag before you leave for the day. Lost items are much easier to recover on the same day they are lost. All unclaimed lost and found items will be donated to a worthy charity in early September.

## General Camp Schedule – *subject to change and is different on field trip days.*

7:30 – 8:30 AM	AM Extended Day Program
8:30 – 8:45 AM	Sign in and Morning Meeting
8:45 – 10:30 AM	Camp Activities
10:30 – 10:45 AM	Snack
10:45 – 12:15 PM	Camp Activities
12:15 – 12:45 PM	Lunch
12:45 – 1:00 PM	Transition time
1:00 – 2:00 PM	Swimming or Camp Activities
2:00 – 3:00 PM	Swimming or Camp Activities
3:00 – 3:30 PM	Clean-up, Afternoon Announcements and Dismissal
3:30 – 5:30 PM	PM Extended Day Program

## Lunch/Snacks

Campers bring their own lunch and a snack to camp each day. Please include an ice pack as there is no refrigeration available. Also, please bring a large reusable water bottle clearly labeled with your child's first and last name. Lunch and snack are eaten in our outdoor picnic grove or in the former school cafeteria, based on weather and facility availability.

Due to the prevalence of allergies, nut products are not allowed at camp (this includes peanut butter). To avoid any issues with camper's food, we do not allow participants to share, trade or sell what they bring to camp with them to eat or drink. **NOTE: Vending machines in the Annex are not available to campers due to products containing nuts.**

Children who participate in the extended day program should bring an additional snack and drink to eat during that time.

Campers should also bring lunch and snack on field trip days. Please do not send your camper with money to buy lunch on the field trip as this is not always an option due to time constraints and/or the facility.

## Swimming

Campers participate in scheduled free swim time during the week. Campers use the indoor pool on site at camp. The pool is staffed by Red Cross Certified Lifeguards as well as with camp staff.

All campers are swim tested on their first day at the pool. Based on testing, campers are put into one of three categories;

- Swimming in the shallow end with required use of a floatation bubble (bubble is provided).
- Swimming restricted to the shallow end with no bubble.
- Swimming with no restrictions. Use of the whole pool is allowed.

Campers who attend for multiple weeks may be re-tested upon their request. In addition to use of recreation issued floatation bubbles, campers may bring their own life jacket or floatation device as long as it is clearly marked as "Coastguard Approved". Please label all personal floatation devices with your

child's first and last name.

To be prepared for open swim, campers should come to camp daily with a bathing suit (one piece for girls is recommended), towel, sandals, and a plastic bag to put wet clothing in. Campers are also allowed to bring goggles if they wish to use them in the pool. All items should be clearly labeled with your child's first and last name.

### Swim Lessons

Swim lessons are not offered as part of the camp program. We do not escort children to and from personal swimming lessons during the day. Campers must stay with their group at all times during the camp day to ensure proper staffing ratios.

### Field Trips/On-site Special Events

Each week, campers will participate in an on-site special event and/or off-site field trip depending on grade level. Off-site trips are offered using school bus transportation. There is no additional fee for on-site events or off-site trips. Campers should wear sneakers and socks on all field trips as some facilities require campers to wear rented footwear or participate in stocking feet.

Money: Campers often ask if they can bring money with them for the field trip. Trip admission is included with your weekly camp fee. IF campers wish to bring spending money for a snack or souvenir they may do so. However, we ask that they bring no more than \$20.00. Campers must hold onto any money they bring themselves. Please note, visits to the gift shop or snack bar are only made if extra time allows at the end of the trip. The Recreation Department is not responsible for lost or stolen field trip money.

#### Field Trip Transportation Rules:

- Campers are to remain in their assigned seat at all times
- No yelling, screaming or throwing any objects at any time
- Eating and drinking is not allowed on the bus
- All regular camp rules apply

### Food Activities

Once a week, we have a special, edible treat. This will be announced in advance. There is no additional cost for this activity. Offerings may include cupcakes, ice cream or another treat. Due to the large number of participants that we have at camp, no substitutes of a different food option are available. Those who do not want to participate (or have a food allergy) may bring their own snack or treat from home to eat during this time, if they so desire.

### Program Participation

The purpose of Tons-O-Fun Summer Camp is to provide participants with an age-appropriate recreational experience. While we understand that camp is a great option for summer childcare, camp's purpose is strictly for recreational enrichment. Camp staff is trained to provide recreational experiences in a safe environment. In line with the program's purpose, camp rules and behavior expectations must be abided by. Those who cannot follow these policies may be subject to dismissal from the program.

### Policy for Non-Discrimination

The Enfield Recreation Department does not discriminate on the basis of race, color, religion, sex, marital or veteran status, national origin, disability or political beliefs.



## Parent Concerns, Communications & Family Dynamics

It is our goal, as your child grows and changes, to provide him/her with the best summer program experience possible. We feel this is best accomplished through open communication between parents and staff members in all matters.

**Please make sure that you contact the Recreation Office at least two weeks prior to your child's start at Summer Camp if we need to be aware of any concerns related to your child that may affect them while in attendance. Information concerning medical issues, special needs, custody agreements, recent or drastic changes to the child's personal or immediate family life are examples of things staff may need to be aware of.**

We also encourage parents to communicate with staff to gather information about their child's day during pick-up.

## Staff Qualifications

All of our staff are hired based on a combination of education and experience with children. Each employee has his or her references validated and undergoes a national criminal background check as permitted by law.

The Enfield Recreation Department requires all staff to attend an extensive Orientation and Training program. All staff is required by state law to receive training in Bloodborne Pathogens Exposure Control & Epi-Pen Administration. Counselors also participate in training in the following areas: First Aid & CPR, DCF Mandated Reporter Training, record keeping, personnel policies, department policies and procedures, customer service, security, emergency response, game leadership, sports, and crafts.

In addition to all the training listed above, supervisory staff is certified in Medication Administration.

## Children at Risk/Mandated Reporting

All camp staff are trained yearly as *Mandated Reporters* of child abuse and/or neglect by the Connecticut Department of Children and Families. Staff is REQUIRED, by law, to report suspected cases of abuse or neglect to DCF.

Parents who arrive at dismissal in an incapacitated condition (i.e. alcohol, drugs), present a risk to their child. Staff in charge will advise the parent of their options regarding the transportation of their child to his/her home. Some options that may be exercised are:

- Call another person on the child's pickup authorization list
- Call the other parent
- Call a taxi (cost to be incurred by the parent)

If a reasonable conclusion cannot be reached, the parent will be advised that the police and/or DCF will be called.

## Mental and Emotional Health

The mental and emotional health of campers is a priority for program staff. If a participant is having a mental or behavioral crisis that is beyond our ability to control, the following steps may be taken based on the situation...

- The parent will be called for the child to be picked up.
- 2-1-1 will be called and Mobile Crisis Intervention Services will be requested.
- 9-1-1 will be called and emergency personnel (police & EMS) assistance will be requested.

Examples of these situations include but are not limited to:

- A participant is uncommunicative, out of control or destroying property.
- A participant who is putting him/herself or others in danger.
- A participant who is acting violently or behaving dangerously.
- A participant who is threatening to hurt him/herself or others.
- A participant who is expressing suicidal thoughts or actions.

A meeting with the Recreation Manager and Camp Director is required before a participant will be allowed to return to Summer Camp after a mental or behavior crisis.

### **Illness and Injury Policy**

**Illness/Communicable Disease Control:** Children with a beginning cold should be kept at home for 24-48 hours. Many contagious diseases begin with signs of a cold. Prompt isolation of these children from others will help prevent spreading of the disease. The following are the isolation requirements of the Connecticut State Department of Public Health regarding some of the more common communicable diseases.

Children should be excluded from camp for the reasons outlined below:

- The illness prevents the child from participating comfortably in program activities including outdoor time.
- The illness results in a greater need for care than the staff of the program can provide without compromising the health and safety of the other children.
- Any child determined by the local health department to be contributing to the transmission of illness during an outbreak.
- Fever temperature of 100 F taken via infrared thermometer.
- Diarrhea – defined by more watery stools or decreased form of stool that is not associated with changes of diet. Blood or mucous in stools that are not explained by dietary change, medication and is different than their normal bowel movement. Exclusion is required for all children with 1 occurrence of diarrhea during the previous 24 hours.
- Vomiting –1 occurrence during the previous 24 hours.
- Rash/Hives – Must be seen by a physician and have doctor's note to return.
- Conjunctivitis (Pink Eye) – must seek medical attention if the eyes are pink and thick yellow/green discharge is present. Eyes may be irritated, swollen, or crusted in the morning. If sent home for medical treatment, the child must stay out the remainder of the day and can return to the program after at least 2 doses of medication have been administered.
- Strep throat – until 24 hours after treatment has been started and at least the following day from the child being sent home.
- Chickenpox: Remain home until all primary lesions have healed, 5-7 days.
- Head Lice: Re-entry is permitted when camper no longer has an active infestation.

For the ill child's comfort and to reduce the risk of contagion, the child must be picked up as soon as possible within notification of an illness.

Children must remain home for at least the next day and for 24 hours without symptoms before returning to the program, except where otherwise stated. **All current local, State and Federal guidelines will be followed in regards to COVID-19.**

In the case of a suspected contagious illness or continuing symptoms, a doctor's note will be required before returning to the program. If a child was issued an antibiotic, he or she must have been on the antibiotic for at least 24 hours. Upon return, the child must be able to participate fully in all aspects of the program including outdoor play.

Program staff make the final decision whether to exclude a child from the program due to a confirmed or suspected illness. Temperatures may be retaken during the day if a fever is suspected.

**Injuries:** For everyone's safety and for our record keeping, it is VERY IMPORTANT that when a camper gets hurt, they notify a staff person. Staff will complete an accident report and appropriately attend to all reported injuries.

Please talk to your child and remind them that if they get injured, they need to tell their counselor or another staff member right away.

Staff will notify parents as soon as possible in the following cases of illness or injury, not limited to:

- Any situation in the pool that requires lifeguard staff to rescue a camper from the water
- Signs of heat stroke or sun burn
- Onset of a rash or allergic reaction
- Serious falls or collisions
- A head injury of any kind
- Vomiting or diarrhea
- Nose bleeds or any other type of bleeding that does not quickly stop
- When campers require use of non-maintenance, emergency medications
- If emergency personnel are called

All minor first aid issues will be reported to the person picking up the child at dismissal. This includes but is not limited to, bumps, bruises, small cuts, use of an ice pack.

**If your child becomes ill or is injured while at camp, you will be asked to pick them up within an hour, so staff are able to maintain proper ratios.**

## Allergies

In recent years there has been an increase in the number of children with severe allergies to peanut products and other things that may be found at camp or at field trip locations. We try our best to accommodate these campers, without inconveniencing other campers. If you're aware that your child is allergic to something, it is the parent's responsibility to notify the Recreation Department in writing, at the time you register your child, so we may take proper precautions

## Medication Administration Policy

The Enfield Recreation Department's Tons-O-Fun Summer Camp has appropriately trained staff on site to store and administer medications for program participants, under certain conditions.

A Medication Authorization Form\* provided by the Enfield Recreation Department is required anytime a medication is to be administered at camp, for each medication being administered. This form is **required**

by the State of Connecticut and the Department should your child need medication dispensed to them while at camp.

### **PARENT RESPONSIBILITIES:**

- It is the parent's responsibility to inform the Recreation Office upon registration that their child has a prescribed inhaler, epi-pen or other medication that they will need to have administered at camp.
- A Recreation Department issued medication form is required to be signed by the parent and the prescribing physician before the program starts. Your child will not be allowed to attend camp if the appropriate forms are not completed. If there are any changes to the child's dosage/medication, a new set of forms must be completed by the prescribing physician.
- Parents are responsible for providing food or drink to take with medication if required, other than water.
- The original measuring device must be provided for any liquid medications that are to be dispensed at camp.
- Tablet medication which dosage is required to be halved must come to camp pre-cut.
- The first dose of any medication the child has not taken before must be administered at home.
- Medication must be replaced prior to the expiration date.

### **THE FORM:**

- Must be signed by the authorized prescriber who orders the medication. Authorized prescriber means a physician, dentist, optometrist, podiatrist, advanced practice registered nurse or physician assistant.
- Must be signed by the parent or legal guardian.
- No other forms other than the form provided by the Recreation Department will be accepted as means of authorization.
- Forms must be filled out completely and legibly to be accepted.

\*Forms are available at the Recreation Office or online at [www.enfield-ct.gov/recreation](http://www.enfield-ct.gov/recreation)

### **THE MEDICATION:**

- The Recreation Department Policy and CT State Law requires that medication must be brought in by a parent or other responsible adult (over the age of 18) and given directly to the Recreation Manager, Camp Director or Head Camp Counselor. This person must remain to count the medication and to sign a form that verifies the amount. Once dropped off, the medication must stay at camp until the child is finished attending for the session.
- Prescription medications must be in the original pharmacy bottle, properly labeled, and not contain more than a 35-day supply of medication.
- Medication samples must be labeled by the authorized prescriber who orders the medication.
- Over-the-counter medication must be brought in the original unopened, factory sealed, packaging. No opened medications will be accepted.

- Medication must be picked up by the parent or other responsible adult by the last day of camp that the child is registered for. Medications not picked up within 5 business days of the final day of the camp season will be destroyed.
- The Recreation Department does not allow campers to carry or self-administer medication. Lifesaving medications such as epi-pens and inhalers are held by the child's assigned counselor, on their person, at all times when the child is at camp. The only exception to this self-administration policy is for campers who have an insulin pump.

#### **STAFF RESPONSIBILITIES:**

- All medications, other than epi-pens and inhalers, shall be kept in a locked box in a camp office inaccessible to children. Keys to the locked box shall be accessible only to personnel authorized to administer medication.
- Medication shall be administered only in accordance with the written order of the authorized prescriber.
- Any unused portion of the medication shall be returned to the parent at the end of the program.
- Parents will be notified if/when a child has been administered emergency medication.
- Parents shall be notified immediately of any administration errors by telephone and in writing. The error shall be documented in the child's record.
- Staff will keep accurate documentation of all medications administered by completing the proper paperwork. Individual administration records shall be written in ink and include:
  - The date the medication was administered.
  - The time it was administered.
  - The dose that was administered.
  - The signature of staff person administering the medication.
  - Any comments.

#### **Special Needs**

The Enfield Recreation Department welcomes children with special needs in an integrated group setting when it is determined that the child can best be served in a camp environment. Staff will work closely with the child's family and any qualified professional to make such a determination, to build a successful camp experience, or to make referrals to a setting which is more appropriate, when necessary.

We realize that for parents of children with special needs, there are a number of factors that need to be considered in order to ensure a safe and positive camp experience. Camp staff is committed to your child having the best possible experience. Please be honest and straightforward, filling in all information that will help your child have a successful and fun summer, when filling out the Special Needs Intake Form. This form is to be completed by a parent or guardian, although you may want to discuss some of the questions (and your responses) with your child.

Some parents hesitate to provide camps with personal information about their child's behavior or past experience. Some fear the information may be used inappropriately while others are concerned about their child being labeled or treated differently. All parents want to see their child have a fresh start at Camp. Camp Tons-O-Fun appreciates these concerns and ensures that this information is only shared when necessary and only at the discretion of the supervisory staff. Please know how invaluable such

information can be in assisting us to help make your child's transition to camp as smooth and rewarding as possible.

### **What is inclusion in a day camp setting?**

Inclusion provides the opportunity for children with special needs to attend camp with their typically developing peers. Most day camps are not specifically for children with special needs.

### **Is Camp Tons-O-Fun a good fit for my child?**

Though our goal is to include all campers, if a child's needs are so great that they are not able to participate in meaningful ways, camp may not be a good fit for them.

- Campers should fit into the existing program's format including the camper/staff ratio of 10 to 1
- Campers should be able to take care of their own personal needs (such as toileting) without assistance
- Campers should be able to communicate their needs to program staff
- Campers must be able to abide by the set program policy for conduct/behavior

We will make every effort to work with parents/guardians and the participant to provide a positive experience. However, if the program is found not to be a good fit for the participant, the Recreation Department reserves the right to suspend participation and will refund the participant for the remainder of the program minus the standard 10% processing fee. Withdrawal requests for all other reasons will follow the standard refund policy.

**The Special Needs Intake form must be filled out and submitted at the time of registration. Please fill out the questions as completely and accurately as possible.**

### **Behavior and Discipline**

Camp rules and behavior expectations will be reviewed with participants each Monday of camp. Staff will discuss expectations thoroughly with campers and explain why it is necessary to have them. We want everyone to have fun, be treated with respect and to participate in a safe environment. We ask that, in addition to staff reviewing this information with your child, you review the camp handbook and discuss program expectations before your child attends camp.

Our big rule at Camp is that we have a good time, so when there is conflict, campers need to realize no one is having a good time. It is not fun to be called names, pushed or treated disrespectfully. Campers don't spit, throw items, use bad words, or leave the group without permission. Campers treat each other just the way that they want to be treated. It is not fun to have to sit in time out, miss out on fun activities or be sent to the office.

This is how we handle discipline at Camp:

- We redirect the child's behavior.
- We will use positive reinforcement.
- We will use a brief time out.

The actions listed above usually stop the undesired behavior. However, in an unusual situation we may have to continue to:

- Send the camper to talk with the Camp Director.
- Set up a meeting with the Camp Director, parent and camper.
- If the behavior repeats itself, the parents will be called and may be asked to pick up the camper.
- The camper may be suspended for one or more days from camp.
- The camper may be dismissed from the program.

- Under severe circumstances, campers may be immediately suspended or expelled from camp. This may include bringing weapons to camp, unsafe behavior to self and others, damage to Town property, etc.

**Please note:** We reserve the right to use discretion in the disciplinary process and will evaluate each situation on a case-by-case basis.

### Anti-Bullying Policy

Bullying is when one or more people exclude, tease, taunt, gossip, hit, kick, or put down another person with the intent to hurt another. Bullying happens when a person or group of people want to have power over another and use their power to get their way, at the expense of someone else. Bullying can also happen through cyberspace: through the use of e-mails, text messaging, instant messaging, and other less direct methods. This type of bullying can also lead to persons being hurt during or between the camp seasons and be especially hurtful when persons are targeted with meanness and exclusion.

**At Camp Tons-O-Fun bullying is inexcusable, and we have a firm policy against all types of bullying.** Our Camp philosophy is based on our mission statement which ensures that every camper has the opportunity to have fun, experience new things, and build life skills in a safe environment. We work together as a team to ensure that campers gain self-confidence, make new friends, and go home with great memories.

Unfortunately, persons who are bullied may not have the same potential to get the most out of their camp experience. Our leadership addresses all incidents of bullying seriously and trains staff to promote communication with staff and their campers so both staff and campers will be comfortable alerting us to any problems during their camp experience and between camp seasons. Every person has the right to expect to have the best possible experience at camp, and by working together as a team to identify and manage bullying, we can help ensure that all campers and staff have a great summer at Camp Tons-O-Fun.

Please review our Anti-Bullying Policy with your child before they attend camp. We encourage you, as parents, to please let us know about any bullying concerns you may have for your child or any off-season, camp-related emails, instant messages, or text-messages that may have led to exclusion or meanness towards your child by somebody else in camp. We want to ensure that this problem can be managed by a strong partnership between our camp and you. Here's to a GREAT summer!

### Tons-O-Fun Camper Behavior Agreement

The Enfield Recreation Department strives to provide a high-quality camp program that offers a safe environment in which all campers can play, learn and recreate. Camper attitude and behavior is critical to the success of the Day Camp community and each individual makes a difference in the quality of the camp experience. All participants are expected to follow the following Camp Rules and Code of Conduct.

#### Camp Rules and Conduct

- HAVE FUN!
- Fully engage and participate in all camp activities with limited assistance
- Demonstrate good sportsmanship and teamwork
- Get help from a counselor when there is a conflict with another camper
- Refrain from any horseplay/potentially dangerous activities
- Follow all rules provided by individual field trip locations and the bus company
- Remain in designated camp areas with assigned group/staff unless permission is granted
- Follow all established policies as listed in the Camp Handbook

Campers must follow all established camp rules and policies set forth in the Camper & Parent Handbook. Failure to abide by established rules and expectations may lead to dismissal from the program.





Enfield Recreation Department  
[www.enfield-ct.gov/recreation](http://www.enfield-ct.gov/recreation)

**Camper & Parent Handbook Sign Off Sheet  
Summer 2023**

We have received, read and understand the information and policies provided in the Camper and Parent Handbook for the Summer 2023 Season. We have discussed the program rules and behavior expectations and agree to abide by them. I understand that violation of program policies may result in removal of myself/my child from the program.

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Camper's Full Name

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Camper's Signature

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Parent/Guardian Full Name

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Parent's Signature

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Date

**\* Please note: This sign off page is done electronically at the time of registration. No further action is required. See your registration receipt for complete details**