

# Ellington's Ultimate Summer Camp



## Parent Manual

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STATE OF CONNECTICUT – COUNTY OF TOLLAND  
INCORPORATED 1786

# Town of Ellington

31 ARBOR WAY – PO BOX 187  
ELLINGTON, CONNECTICUT 06029



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**June 20, 2022**

Dear Parents and Guardians,

Thank you for choosing the Town of Ellington Summer Care program!

Our department recognizes the importance of offering this essential service and the need for the youth in our community to interact with their peers over the summer break. Ellington's Ultimate Summer Camp has successfully been active for over thirty-five consecutive years. Through the years, our youth have taken part in many fun and exciting activities including sports, arts and crafts, games, STEM activities, community service projects, field trips and other special events. This year we hope to continue this tradition of summer fun.

Our goal is to provide a safe space for children to have fun, meet new friends, help the community, and maybe learn a few interesting things. We accomplish this goal by providing a variety of activities such as art, sports, games, music, drama, outdoor recreational activities, reading, socializing, community service projects, working in groups, special events and trips.

Our staff members are selected based upon their ability to work with children and their creativeness in recreational activities. Staff is primarily college and high school students from Ellington. All of our staff members are First Aid & CPR certified, are mandated reporters for DCF, and are trained to handle various emergency situations. Our head staff are also Epi-Pen and Med Admin certified.

If you have any questions that are not answered in this document, please do not hesitate to contact us.

Take care,

Ellington Recreation Staff

# IMPORTANT NOTICE

For all important notices, please visit the Ellington Recreation  
Department *Facebook* Page



You will find the posting of messages pertaining to a variety of  
important recreational updates on our *Facebook* page.

## CAMP GOALS

The Recreation Department strives to offer a well-balanced program of planned activities for all Ellington children through our Summer Day Care Program. It is the goal of the program to provide a safe and meaningful leisure experience for participants. The objective of the program will include development of constructive interests and pursuits appropriate to the age of the participant so that children will learn to value the positive use of their leisure time. Children are encouraged to learn new skills, explore their creative talents, enjoy the friendship of others and develop social skills through participation in both group and individual activities. Most of all, children are encouraged to have fun!

## CAMP INFORMATION

All participants should bring a water bottle. It is optional to provide a healthy lunch, and snack (please do not bring products containing nuts). Our facility also does have limited access to refrigeration if required.

**\*\*This year, we will be providing an afternoon snack, along with school lunch that is free to all children\*\***

### **Basic Camp Details:**

Location:

- o Windermere Elementary School  
2 Abbott Rd, Ellington, CT 06029

Times:

- o 8:30am to 4:00pm (daily)
- o 4:00pm to 5:00pm ... Aftercare option available
- o Please note that there is no before care option

Weeks:

- o Week 1: June 27 – July 1 (Welcome to Camp)
- o Week 2: July 6 – July 8 (American Carnival Week)
- o Week 3: July 11 – July 15 (Animal Exploration Week)
- o Week 4: July 18 – July 22 (Time Travels)
- o Week 5: July 25 – July 29 (Disney Adventures)
- o Week 6: August 1 – August 5 (Mad Scientist)
- o Week 7: August 8 – August 12 (Celebrating Ellington)
- o Week 8: August 15 – August 19 (Color and Spirit Week)

Ages:

- o 5-12 (all participants must be 5 years old and **potty-trained** before their first day of attendance).

### **REQUIRED PAPERWORK AT TIME OF REGISTRATION:**

- Emergency information completely filled out and signed
- The Town of Ellington waiver completed and signed
- COVID-19 PARTICIPANT WAIVER completed and signed
- COVID-19 INFORMED CONSENT WAIVER completed and signed

*By registering online or over the phone you should have agreed to and completed the information above. If any information has changed please contact our offices to update your information. The COVID-19 participant waiver and Informed Consent Waiver is attached in the appendix of this document.*

### **DROP OFF AND PICK UP:**

Both drop off and pick up will be curbside and contactless. Parents should remain in their cars at all times throughout both processes. Our drop off and pick up procedures are outlined below.

Drop Off Procedure:

1. Parents will enter the front parking lot through the first entrance, closest to the softball field. Parents will drive their vehicles and pull up to the **school's front entrance**. Parents will park curbside at a designated location marked by a sign (the camp director's will be there to greet you).
2. Your child(ren) will exit the vehicle, and walk to the director's who will be located on the sidewalk.
3. Your child(ren) will then be directed to their group/classroom.

Drop off Notes:

- Drop off will begin promptly at 8:30AM, not sooner. Should you arrive before 8:30AM, please wait patiently in your vehicle.
- Children should only exit their vehicles when a camp director asks them to do so.
- Parents must wait until their child(ren) successfully completes the check-in process before leaving the school.

Pick Up Procedure:

1. Parents will drive their vehicles to the same drop-off curbside location starting at 3:30PM, where a director will greet you and ask for your child's name(s) **and a valid ID**.
2. The director will then call to have your child sent to your vehicle.
3. Once your child enters your vehicle, and is safely secured, you may depart.

Pick Up Notes:

1. All parents must arrive no later than 4:00PM, unless the child(ren) is enrolled in aftercare.
2. If any parent arrives after 5:00PM (end of aftercare), registration of the parent's child(ren) may be rescinded, as we are under strict guidance to depart our facilities in a

timely manner.

**EARLY DISMISSAL:**

Should you arrive to pick up your child prior to 3:30PM, please call the director’s mobile phone number **(860) 803-0396** to inform them that you are waiting outside at the designated curbside pick-up location. A director will then greet you and have your child sent to your vehicle.

**CAMP GROUP RATIOS:**

Children will be placed into one of four age appropriate groups with a staff to camper ratio no greater than 1 to 10.

**VISITOR POLICY:**

No parents or guardians will be permitted access into the facility without express consent given by the recreation department.

**FIELD TRIPS:**

Due to the COVID-19 pandemic restrictions and transportation limits, we will not be going on physical field trips this summer. However, each week we will have several guests that will be holding special events at camp. Parents will be notified the week before camp with all plans to ensure accommodations are met.

**CAMP POLICIES AND PROCEDURES**

**PROCEDURE CONCERNING PERSONAL BELONGINGS:**

Participants are not permitted to bring any personal property other than a water bottle, snack, or lunch, without express consent given by our camp directors. If a participant is found to have brought any other personal property it will be held by the staff and returned to the camper at the end of the day. Any recurring violation of this policy may result in expulsion from camp.

**Cell-Phones are not allowed at camp.** Camp directors will have cell-phones available to contact parents in an emergency. Parents can contact the Recreation Department or the Camp Director’s mobile phone **(860) 803-0396** if you need to contact your child in an emergency.

**POLICY CONCERNING MEALS AND SNACKS:**

Children **must** bring a water bottle to the program every day for their personal use. We will have water bottle refilling stations throughout the facility.

Children can bring their own lunches and snacks to the program but, each day a school lunch

option will be provided.

Your child will be given a “cool down” time in the morning, where they can eat their own snack if desired. A camp snack will not be provided at this time.

**\*We are also a “nut free” camp. Please do not send your child with any food containing nut products.\***

### **CAMP SAFETY AND HYGIENE :**

Counselors and campers will not be required to wear face coverings, but can bring one if preferred. Campers will be encouraged to give personal space to their peers, being reminded that 6 feet is the recommended safety zone.

Each child will be instructed to wash his or her hands regularly. Hand washing should occur:

- Before and after eating
- After sneezing, coughing or nose blowing
- After using the restroom
- After touching surfaces that may be contaminated
- After using any shared equipment

To reduce the likelihood of cross contamination children will be supplied with as much of their own craft supplies as possible (scissors, glue, etc.). Children should only use their supplied camp belongings throughout the day unless given express consent by the group counselors.

## **PROGRAM POLICIES AND PROCEDURES**

### **SICK CHILD POLICY:**

If a child is suspected to have fallen ill during the summer care day, staff will remove the child from their group and wait with the child in a separate room away from all other staff and participants. Parents will then be contacted and are then required to pick up their child immediately.

### **COVID-19 REPORTING PROCEDURE**

If a child is diagnosed with COVID-19, they must isolate for a period no less than 5 days. Day 0 is the first day of symptoms or a positive viral test. Day 1 is the first full day after symptoms develop or the test specimen was collected.

**EMERGENCY POLICY (INCLUDING ACCIDENTS AND INJURIES) :**

In the event of a medical emergency, accident, or injury, the parent will be notified. If needed, 911 will be called and paramedics will determine if transport to a hospital is necessary.

**REPORTING ABUSE:**

Employees, who work with children, are required by law to report suspected abuse or neglect. Mandated reporters are required to report or cause a report to be made when, in the ordinary course of their employment or profession, they have reasonable cause to suspect or believe that a child under the age of 18 has been abused, neglected or is placed in imminent risk of serious harm. (Connecticut General Statutes §17a-101a)

Child abuse occurs where a child has had physical injury inflicted upon him or her other than by accidental means, has injuries at variance with history given of them, or is in a condition resulting in maltreatment, such as, but not limited to, malnutrition, sexual molestation or exploitation, deprivation of necessities, emotional maltreatment or cruel punishment. (Connecticut General Statutes §46b-120)

Child neglect occurs where a child is abandoned, or denied proper care and attention physically, emotionally, or morally, or is being permitted to live under conditions, circumstances or associations injurious to his well-being. (Connecticut General Statutes §46b-120)

**MEDICATION ADMINISTRATION**

**MEDICATIONS:**

Children who have asthma will be permitted to carry their own inhalers and use them as directed.

Children who carry an Epi-Pen for allergic reactions should give it to a camp director so that it may be stored in a predetermined, readily accessible, safe location.

If your child has an Epi-Pen, bring the pen with you and take it home each day. Put it in a secure bag that contains your child’s name, address, phone number, emergency phone number and a picture of your child. Should your child need to use it, our counselors may assist your child in administering the Epi-Pen. In the event an Epi-Pen is administered the parent/guardian and emergency services will be notified immediately. Please contact the Recreation Department as soon as possible if your child has any health related conditions that may require modifications.

**SUN PROTECTION:**

Parks & Recreation staff are **not** authorized to apply sun block. Please apply sunblock to your child before attending camp. Your child can bring their sunblock in order to reapply, but must be able to do so independently.



# DISCIPLINE POLICY AND BEHAVIOR MODIFICATION

## DISCIPLINARY GUIDELINES:

Camp participants are expected to exhibit appropriate behavior at all times while at camp. In order to provide all campers and staff with a camp experience that is safe and enjoyable, the following guidelines have been developed. A caring and positive approach will be taken regarding discipline. Camp staff will reinforce appropriate behavior through positive reinforcement, firm statements and redirection of activity. All campers must understand and follow the guidelines set forth. Please review these guidelines with your child.

- Talk in a pleasant manner. Foul language, putdowns and bullying will not be accepted.
- Be safe! Always obey camp rules.
- Treat all equipment and supplies with proper care and respect.
- Show respect for the Parks and Recreation staff, and fellow campers.
- Running and excessive shouting while indoors is not allowed.
- Aggressive behavior that is threatening to the child, staff or others will not be permitted at camp.
- Have a positive attitude and have fun!

Listed below are the discipline procedures for campers who are exhibiting unacceptable behavior. Depending on the severity of the behavior, we may skip a particular step (i.e. aggressive behavior will not be tolerated.).

**Step 1:** - Verbal Warning (i.e. the use of foul language, disobeying camp rules, running or excessive shouting indoors, etc.)

**Step 2:** - Time away from the group. During this time, a camper may have to sit out from activities including games, crafts, or a special event. Parents will be notified of their child's time away from the group.

**Step 3:** - Written Warning given to Parent/Guardian. If a child persists in unacceptable behavior, a written warning will be issued. The Camp Directors and/or Recreation Coordinator will speak with the parent/guardian and their child may be required to meet with the town's Social Services Consultant. The parent/guardian will be required to sign the written warning and will be required to pick your child up from camp.

\*\*\*Depending on the severity of the incident/behavior, the child may be required to meet with the town's Social Services Consultant, Diane Lasher-Penti, to develop an individualized behavior modification plan.

\*\*\*After receiving two written warnings, the child will be dropped from Summer Day Camp and will not be permitted to sign up for Summer Day Camp in the future. No refunds will be given. Please review these rules with your child prior to the first day of camp.

**USE OF INDIVIDUAL BEHAVIOR PLAN:** (if applicable)

To ensure your child's success at summer care, please provide the camp director with information and/or documentation regarding an existing individual behavior plan that is being used at your child's school. Consistency and stability will yield the most positive results for your child and for the camp as a whole. Providing an existing individual behavior plan form does not guarantee all interventions are feasible. However, providing this information does guarantee a better understanding of your child's needs.

## CHILDREN WITH SPECIAL NEEDS

**AMERICANS WITH DISABILITIES ACT:**

The Town of Ellington welcomes everyone to participate and enjoy programs and facilities regardless of race, color, religion, gender, national origin, age, or disability. If your child has a disability and you would like to request special accommodations, please contact the Recreation Department at least two weeks prior to the first day of participation.

The Town of Ellington supports the Americans with Disabilities Act and strives to comply with all aspects of the law to ensure barrier-free participation. This includes extra staffing support, modified games and activities, and strong parent communication. It is our goal to make this a positive experience for all camp participants regardless of physical or emotional disabilities.

## ANTI-BULLYING POLICY

**CARING COMMUNITY:**

Creating a "caring community" is one of the goals of the Ellington Recreation summer care program. In order to achieve our goal, we will be working together to learn more about problems many young people face such as peer pressure, conflict, and bullying. Staff, camp participants, and parents all play an important role in helping to create a caring camp community, one in which all campers feel valued and safe.

The Ellington Recreation Summer Care Program is committed to:

- Creating a "caring community" of students, staff and parents
- Promoting a positive camp climate
- Teaching skills and strategies to avoid victimization and promote empowerment

Bullying is not tolerated in the Ellington Recreation Summer Care Program.

Bullying is unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.

**IF YOU BELIEVE YOUR CHILD IS BEING BULLIED:**

1. Please notify the appropriate camp director immediately.
2. Make sure your child knows that if he/she is feeling bullied or unsafe, they should notify any staff member.
3. Any concerns may be brought to the Recreation Coordinator at [kbarrett@ellington-ct.gov](mailto:kbarrett@ellington-ct.gov).

**QUESTIONS OR COMMENTS**

We will be pleased to talk to you about any questions or comments that you may have to help us improve the quality of the program. Please feel free to contact the Ellington Recreation Department at any time.

## Attachment 1: Camp Participation Waiver

### Ellington Recreation Department Camp Participation Waiver

**NOTICE: THIS IS A LEGALLY BINDING AGREEMENT. Please read this document in its entirety.**

The novel coronavirus, COVID-19, is considered a global pandemic and is scientifically proven to be highly contagious. Federal and state entities, as well as the Town of Ellington, recommend social distancing and heightened sanitation practices as a means of mitigating the spread of COVID-19.

The health and safety of all Town of Ellington Recreation Department participants and staff remains the Town of Ellington's top priority. The Town of Ellington will adhere to all executive orders and health mandates issued by the State of Connecticut and state and federal agencies regarding the COVID-19 pandemic. Additionally, the Town of Ellington will provide all required COVID-19 testing, adhere to enhanced health procedure requirements as provided by the State of Connecticut, and may conduct random testing. The Town of Ellington cannot guarantee that all camp environments are insulated from COVID-19, and cannot guarantee that participants, staff and volunteers will not be infected with COVID-19.

By signing this agreement, I certify that I have received notice that (1) people who are 65 years and older, and people of any age with serious underlying medical conditions or are at higher risk for severe illness from COVID-19, are recommended to stay at home; and (2) camp staff and children living in households with individuals who are 65 years and older, or have higher risk for severe illness from COVID-19, are recommended to stay home.

By signing this agreement, I certify that the below-referenced participant is presently in good health and has no impairments or conditions which would restrict participation in a Town of Ellington Recreation Department camp. I further certify that the below-referenced participant, or a parent or guardian of said participant, will provide prompt notice if symptoms manifest and will immediately remove themselves from the program until receiving written medical clearance to return.

By signing this agreement, I acknowledge the highly contagious nature of COVID-19 and voluntarily agree to the participation terms set forth above. I further agree to assume the risk that camp participants and family members may be exposed, to or infected by, COVID-19 by attending camp activities and that such exposure or infection may result in personal injury, illness, temporary or permanent disability, or death. I understand that the risk of being exposed to or infected by COVID-19 at a Town of Ellington Recreation Department camp may result from the actions, omissions, or negligence of myself and others, including, but not limited to, camp employees, volunteers, agents and representatives. I voluntarily agree to assume all of the foregoing risks, and I accept sole responsibility for any injury, loss, damage, expense, or liability to myself or other family members that may occur now or in the future due to attendance and participation in a Town of Ellington Recreation Department camp.

I, my heirs, representatives, executors, administrators and assigns, do hereby release, discharge and hold harmless the Town of Ellington and all camp employees, volunteers, agents and representatives from any claims and any liability related to COVID-19 arising from my child(ren) and my own participation in camps.

\_\_\_\_\_  
Participant Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Participant's Parent/Guardian Signature

\_\_\_\_\_  
Date

Attachment 2: INFORMED CONSENT WAIVER

**INFORMED CONSENT**

*(This form may be used for staff and parents of children enrolled at a youth camp during the COVID-19 declared emergency)*

I hereby attest that I have been informed of the following pertaining to the coronavirus:

- People who are 65 years and older and people of any age who have serious underlying medical conditions or are at higher risk for severe illness from COVID-19 are recommended to stay at home. A list of medical conditions associated with a higher risk for severe illness from COVID-19 can be found in CDC’s guidance. 1 Individuals and families should consult their healthcare provider to determine whether they have medical conditions that place them at risk.
- Staff and children living in households with individuals who are 65 years and older OR have higher risk for severe illness from COVID-19 are recommended to stay home.

\_\_\_\_\_  
Signature of Staff or Parent/Guardian

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Child’s Name (if a parent/guardian)

\_\_\_\_\_  
Date

1. Includes chronic lung disease or moderate to severe asthma, serious heart conditions, immunocompromised (cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications), severe obesity (body mass index [BMI] of 40 or higher), diabetes, chronic kidney disease undergoing dialysis and liver disease. Individuals should consult their healthcare provider to determine whether they have medical conditions that place them at increased risk for severe illness from COVID-19.