



Parent Handbook

(Little Knights & Summer Knights)

Crystal Lake School

59 South Road, Ellington, CT 06029

EllingtonSummerCamp@gmail.com | (860) 803-0396



STATE OF CONNECTICUT – COUNTY OF TOLLAND
INCORPORATED 1786

Town of Ellington
31 ARBOR WAY – PO BOX 187 | ELLINGTON, CONNECTICUT 06029



A letter from the Ellington Recreation Department;

Thank you for choosing the Town of Ellington Day Camp 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. The Ellington Day Camp program has 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, and a variety of 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, and special events.

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.

Sincerely,

The Ellington Recreation Staff

IMPORTANT NOTICE

Please visit the *Ellington Recreation Department* facebook page for important updates and pictures from camp.



CAMP GOALS

The Recreation Department strives to offer a well-balanced program of planned activities for all Ellington children through our Summer Day Camp 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 has limited access to refrigeration, if required.

All participants will be provided a lunch and afternoon snack (*if desired*) at no additional cost.

Little Knights Day Camp:

Location: Crystal Lake School (59 South Road, Ellington, CT 06029)

Times: 9:00AM to 4:00PM (daily)
➤ Please note that there is no before or after care option for this program

Weeks: Week 1: June 22 – 26
 Week 2: June 29 – July 2
 Week 3: July 7 – 10
 Week 4: July 13 – 17
 Week 5: July 20 – 24
 Week 6: July 27 – 31
 Week 7: August 3 – 7
 Week 8: August 10 – 14

Grades: Entering Pre-K – Kindergarten
 (all participants must be **toilet-trained** and 3 years old by 6/1/2026)

Summer Knights Day Camp:

Location: Crystal Lake School (59 South Road, Ellington, CT 06029)

Times: 8:30AM to 4:00PM (daily)

- 4:00PM to 5:00PM ... Aftercare option available
- Please note that there is no before care option for this program

Weeks: Week 1: June 22 – 26
 Week 2: June 29 – July 2
 Week 3: July 7 – 10
 Week 4: July 13 – 17
 Week 5: July 20 – 24
 Week 6: July 27 – 31
 Week 7: August 3 – 7
 Week 8: August 10 – 14

Ages: Entering 1st Grade – 6th Grade

REQUIRED PAPERWORK AT TIME OF REGISTRATION:

- Emergency information
- The Town of Ellington waiver

Note: By registering online or over the phone, you should have agreed to and completed the information above. If any information has changed, please contact the recreation office.

DROP OFF & 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 parking lot through the entrance on South Road (59 South Road, Ellington, CT). Parents will drive their vehicles and pull up to the **school's 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 (Summer Knights) and 9:00AM (Little Knights),

not sooner. Should you arrive before the designated time, 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:

- All parents must arrive no later than 4:00PM, unless the child(ren) is enrolled in the aftercare program.
- If any parent arrives after 5:00PM (end of aftercare), registration of the 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:

Campers will be placed into age-appropriate groups with a camper to counselor ratio ranging from 6:1 to 12:1, with most being 10:1 (Summer Knights).

Specific group assignments may change (weekly), depending on the enrollment demographics.

VISITOR POLICY:

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

SPECIAL EVENTS:

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 & 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 Ellington 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. It is optional to provide a healthy lunch, and snack.

This year, all participants will be provided a school lunch and afternoon snack (*if desired*) at no additional cost.

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

Note: We are a "nut free" camp. Please do not send your child with any food containing nut products.

CAMP SAFETY AND HYGIENE:

Each child will be instructed to wash their 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 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 & PROCEDURES

SICK CHILD POLICY:

If a child is suspected to have fallen ill during the summer camp 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.

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, please 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:

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.

BEHAVIOR MODIFICATION & DISCIPLINE POLICY

See *Ellington Day Camp – Behavior & Discipline Policy* for more details.

CHILDREN WITH SPECIAL NEEDS

See *Ellington Day Camp – Making the Right Choice* for more details.

ANTI-BULLYING POLICY

CARING COMMUNITY:

Creating a "caring community" is one of the goals of the Ellington Day Camp 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 Day Camp program is committed to:

- Creating a "caring community" of campers, staff and parents/guardians
- Promoting a positive camp climate

- Teaching skills and strategies to avoid victimization and promote empowerment

Bullying is not tolerated in the Ellington Day Camp program.

IF YOU BELIEVE YOUR CHILD IS BEING BULLIED:

1. Please notify the appropriate camp director immediately.
2. Make sure your child knows that if they are feeling bullied or unsafe, they should notify any staff member.

QUESTIONS OR COMMENTS

Please feel free to contact the Ellington Park & Recreation Department (information below) if you have any questions or comments to help us improve the quality of the program.

Ellington Parks & Recreation Department
31 Arbor Way, Ellington, CT 06029
recreationstaff@ellington-ct.gov | (860) 870-3118