



## Parent Handbook

(Adventure Awaits – Teen Adventure Camp)

Ellington Middle School  
46 Middle Butcher Road, Ellington, CT 06029  
(860) 219-2367

## CAMP GOALS

The Recreation Department strives to offer a well-balanced program of new planned experiences for Ellington Middle Schoolers through our “Adventure Awaits” traveling camp. It is the goal of the program to provide a safe and meaningful travel and leisure experience for participants. The objective of the program will include development of age-appropriate interests and pursuits to encourage positive uses of leisure time. Participants are encouraged to learn new skills, challenge themselves, explore their creative talents, and develop social skills through participation in both group and individual activities. Most of all, our campers are encouraged to have fun!

## CAMP INFORMATION

All participants must wear their camp provided shirt each day. Participants should also bring a water bottle. Trip itinerary specifics are detailed below with recommendations on what to bring for each specific trip.

### **Basic Camp Details:**

Drop Off & Pick Up Location:

- Ellington Middle School (46 Middle Butcher Rd, Ellington, CT 06029) – lower entrance

Times:

- Children can arrive as early as 8:30AM (daily) & MUST arrive at least 15 minutes before the posted departure times (see below for approximate departure and arrival times).
- All children must be picked up by the posted return time each day. If a trip is returning later than expected due to traffic or other delays, parents will be notified with an updated ETA.

Eligibility:

- All children entering the 6<sup>th</sup> grade through the 8<sup>th</sup> grade are eligible to participate.

### **Trip Details:**

All trips are subject to change. Trips may be rotated during the week to alleviate any potential inclement weather or other environmental concerns. Parents will be notified of any changes to the schedule as soon as possible. Below are specific details on each trip.

## Trips

**Week #1:** July 20th - 23rd (*Trip Information Coming Soon*)

**Week #2:** July 27th - 30th (*Trip Information Coming Soon*)

**DROP OFF & PICK UP:**

Both drop off and pick up will be completed in the lower lobby area of Ellington Middle School. Children can be dropped off anytime between 8:30AM and 15 minutes before the day's scheduled departure time. All children must be picked up by the posted return time each day.

**CAMP GROUP RATIOS:**

Children will explore our trip destinations with a camp counselor at all times and a camper to counselor ratio no greater than 12:1.

**IMPORTANT NOTICE**

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



**PROGRAM POLICIES & PROCEDURES**

**PROCEDURE CONCERNING PERSONAL BELONGINGS:**

- All campers are responsible for their own possessions, money, and personal belongings. This includes: Cell Phones, iPads, Tablets, Headphones, iPods, and Cameras. Campers are solely liable for any lost, stolen, or damaged items/money.
- Laptops are prohibited at camp.
- Cell Phone use by campers is permitted, though inappropriate usage may result in disciplinary action.
- Photography/video of other campers or staff is not permitted by participants.

**SICK CHILD POLICY:**

Please do not send your child to camp if (s)he is feeling ill and please do notify us if your child will not be present. Camp staff may refuse entry to any campers that are noticeably ill.

**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:**

Parents must fill out the Medication Authorization Form in order for campers to take any medication at camp.

Children who have asthma, epi-pens or other medication will be permitted to carry and use them as directed. Please inform our camp staff if your child will be bringing any medication and if they need assistance.

All medication must be taken home each day. It should be stored in a secured container 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.

## 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](mailto:recreationstaff@ellington-ct.gov) | (860) 870-3118