

Summerscape Day Camp



Parent Information Packet 2019 (Acknowledgement Page)

PLEASE READ BEFORE SIGNING: Below you will find a list of acknowledgements. Prior to signing this document, please spend time reviewing this Parent Information Packet cover to cover. This packet contains critical information pertaining to your child's summer camp experience. By signing this page, you acknowledge the listed policies, procedures and permissions, along with full understanding of the Summerscape Day Camp program and operations.

On behalf of my child (Camper Full Name): _____

I (Parent/ Guardian Full Name): _____

have read and fully understand the Summerscape Parent Information Packet 2019.

In addition, I agree/ consent to the following (please check each circle):

- I have completed and/or have a current *Youth Camp Health Exam/ Record* (2 sided document) on file. This exam/ record accurately reflects my child's health and current medications.
- I have completed the *Camper Pick-Up Form* and listed any/ all names of persons whom my child may or may not be released to.
- (Permission to Treat)** I consent that in the event of an emergency during which a parent/ guardian cannot be reached we hereby give permission to the bearer of this form to allow any doctor, medical facility, volunteer or employee of the Town of Rocky Hill to administer first aid or CPR until emergency medical treatment can be obtained. We also give permission to the bearer of this form to allow any doctor or medical facility to administer an anesthetic and perform emergency procedures as may be necessary for our child listed above. I will not hold the officials or agents thereof, financially responsible for whatever emergency care may be provided.
- (Sunscreen Policy)** I allow my child (listed above) to carry sunscreen/sunblock in a spray/pump container labeled for his/her own individual use and have instructed my child(ren) on how to use it properly. Any inappropriate use will result in disciplinary action. Camp is not responsible if it is lost or stolen.
- (Camper Pick-Up: ID Policy)** I understand that anyone listed who is authorized to pick-up my child(ren), including myself, are required to present a photo ID to Summerscape staff at the time of camper pick-up. Those who fail to present ID may be requested to retrieve their ID for verification purposes prior to the campers release for the safety of our campers and staff.
- (Liability Release)** I am aware of the nature of this activity and I hereby assume responsibility for myself and/or my child (above), and/or his or her representatives to participate. I will not hold the Town of Rocky Hill and/or its employees or agents responsible in case, of any accident or injury as a result of this participation. I hereby further agree to indemnify and save harmless the Town of Rocky Hill, a municipal corporation of the State of Connecticut, from and against any and all loss, damage, claim, demand, liability or expense by reason of any damage or injury to property or person which may be claimed to have arisen as a result of or in connection with participation in this Town of Rocky Hill activity.

By signing below, you agree/ consent to comply with the outlined acknowledgements and content of this Parent Information Packet:

Parent/Guardian Signature: _____ Date: ____/____/____

Camper Pick-Up Form

(Please complete separate forms for each child)

Pick up is from 3:30pm to 4:00pm. While we realize your schedule may vary, please make every attempt to keep this schedule. Every day you should drop your child off in the front of the building. A camp staff member will be there to greet you and lead your child into the building. Campers in grades 1 to 3 should be walked in by an adult and checked in with the counselor of their group. At the end of the day, you must sign them out from their counselor in the designated group location. Your child will only be released to someone you have listed with us (on this form), unless you send in a written note in advance.

Camper Name: _____

My child MAY be released to the following people (Please include yourself):	My child MAY NOT be released to the following people:



Camper Self-Release Policy (Summerscape Day Camp Only)

Unless proven medically necessary, campers enrolled in the Summerscape Day Camp program (Grades 1 - 5) are not allowed to self-release for safety reasons. Siblings enrolled in the Summerscape Teen Adventure Camp program and/or Counselor In Training program will not be able to be considered as authorized persons to sign-out a Summerscape Day Camp camper either.

Changes in Camper Pick-Up

If you will be picking up your child early, or someone who is not listed above will be picking up your child, please send a signed and dated note in the morning as to who is eligible to pick-up your child. Please do not walk the school grounds looking for your child. Only the Camp Directors may release a child early.

Emergency Contacts

CONTACT 1: Name: _____ Relationship to Child: _____

Cell Phone: _____ Work Phone: _____ Home Phone: _____

CONTACT 2: Name: _____ Relationship to Child: _____

Cell Phone: _____ Work Phone: _____ Home Phone: _____

CONTACT 3: Name: _____ Relationship to Child: _____

Cell Phone: _____ Work Phone: _____ Home Phone: _____

YOUTH CAMP HEALTH EXAM/ RECORD

(For CAMPERS and STAFF)

Camper

Staff

Camper/ Staff Name: _____ Date of Birth: ____/____/____ Phone: _____

Parent/ Guardian Name: _____ Address: _____

City: _____ Zip: _____ State: _____

Emergency Contact Name: _____ Phone: _____

Date of Arrival at Camp: ____/____/____ Date of Departure from Camp: ____/____/____

TO BE COMPLETED BY THE HEALTH CARE PROVIDER ONLY

Date of Exam: ____/____/____

(Exams are valid for 3 years from date of exam)

May participate in all camp activities: YES NO

May participate except for: _____

Does the individual have any known medical or emotional illness or disorder that poses a risk to other children or which affects the individual's functional ability to participate safely in a youth camp? YES NO

If yes, please explain: _____

Are there any prescription or over the counter medication(s) this individual needs to take while at camp?

YES NO

If yes, indicate names of medication(s): _____

NOTE: A written authorization and parent permission for the administration of medication at camp are required. See back.

Does the individual have any disabilities or special health care needs such as allergies, special dietary needs?

YES NO

If yes, please explain: _____

NOTE: If the camper has a special health care need or disability that requires special care be taken or provided during the time the individual is at camp, an individual plan of care shall be developed with the parent and health care provider and updated as necessary. The plan shall include appropriate care of the camper in the event of a medical or other emergency and signed by the parent and staff responsible for the care of the camper.

If camper/staff is school aged or younger, have they been immunized in accordance with the schedule adopted by the Commissioner of Public Health pursuant to section 19a-7f of the Connecticut General Statutes? YES NO

NOTE: If yes, attach immunization record.

Additional Comments: _____

Printed Name of Health Care Provider: _____

Address: _____ City: _____ Zip: _____

Signature of Physician, PA, APRN or RN: _____ Date Form Signed: ____/____/____

(Please Return Completed Form to Camp)

**AUTHORIZATION FOR THE ADMINISTRATION OF
MEDICINE BY CAMP PERSONNEL**

(FOR ALL MEDICATION INCLUDING OVER THE COUNTER MEDICATION)

In Connecticut, licensed Camps administering medications to children shall comply with all requirements regarding the Administration of Medications described in the CT State Statutes and Regulations. Parents/guardians requesting medication administration to their child while at camp shall provide the program with appropriate written authorization(s) and the medication BEFORE any medications are administered. Medications MUST be in the original container and labeled with child's name, name of medication, directions for medication's administration, and date of the prescription. Parent/guardian MUST pick up medication by the end of the day. All unused medication shall be destroyed if not picked up at the close of camp each day.

PRESCRIBER'S AUTHORIZATION ORDER/MEDICATION PLAN

(FOR ALL MEDICATION INCLUDING OVER THE COUNTER MEDICATION)

Name of Child: _____ Date of Birth: ___/___/___ Today's Date: ___/___/___

Medication Name: _____ Controlled Drug?: YES NO

Condition for which drug is being administered: _____

Specific instructions for Medication Administration: _____

Dosage: _____ Method/Route: _____

Time of Administration: _____ If PRN, Frequency: _____

Medication shall be administered: Start Date: ___/___/___ End Date: ___/___/___

Relevant Side Effects of Medication: _____ None Expected

Plan of Management for Side Effects: _____

Known FOOD or DRUG allergies?: YES NO

If "Yes" to allergies, explain reactions/interactions/plan of care: _____

Is this medication to be self-administered by the child?: YES NO

Prescriber's Name/Title: _____ Address _____

City: _____ Zip: _____ Phone: _____ Fax: _____

Prescriber's Signature/Stamp: _____ Date: ___/___/___

PARENT/GUARDIAN AUTHORIZATION

I hereby request that the above ordered medication be administered by Camp Personnel. I understand that I must supply the Camp with a daily supply of medication. I understand that the medication will be destroyed if not picked up at the close of camp each day. I give permission for the exchange of information between the prescriber and the camp APRN Nurse Consultant, and Camp Director of First Aid to ensure the safe administration of such medication. I understand how the above medication is to be administered including the condition, dosage, time, frequency, route, and relevant side effects. I will be available during the Camp hours for telephone contact as needed. My child may take meds home if I allow & sign a self-release.

Parent/ Guardian Name: _____ Home Phone: _____

Cell Phone: _____ Work Phone: _____

Parent/Guardian Signature: _____ Date: ___/___/___

SELF ADMINISTRATION OF MEDICATION AUTHORIZATION/ APPROVAL

Self-administration of medication may be authorized by the prescriber and parent/guardian and must be approved by the Camp APRN Nurse Consultant in accordance with Camp policy. Self-administered meds MUST be kept with select staff for safety.

Parent/ Guardian Authorization for Self-Administration: YES NO

Signature: _____ Date: ___/___/___

Director of First Aid Consultant Approval for Self-Administration: YES NO

Signature: _____ Date: ___/___/___

Welcome to Summerscape!

Dear Parent/ Guardian,

Welcome to Summerscape 2019! On behalf of the Summerscape staff and the Town of Rocky Hill, we would like to extend a warm welcome and thank you for choosing Summerscape Day Camp for your child's summer vacation. We are very excited that your child is joining us for a fun filled summer!

Summerscape Day Camp has been designed to provide campers the opportunity to participate in a variety of activities. We have a highly trained staff composed of Camp Counselors, Unit Supervisors, Activity Specialists, Director of First Aid and Camp Directors. Some of the activity specials we offer each day include but are not limited to; Arts & Crafts, Music, Drama, Basketball, Soccer, Tennis and more! Campers of all ages also have the opportunity to swim or participate in water based activities.

The Parent Information Packet has been created to provide you with more detailed information about our camp. Included in this packet, you will find information on:

- **Acknowledgment Page (Front Page)**
- **Camper Pick-Up Form**
- **Youth Camp Health Exam/ Record**
- **Frequently Asked Questions**
- **Camper Registration Check-List**
- **Health Information**
- **Drop-Off/ Pick-Up Information**
- **General Camp Operations**

Should you have any questions, please don't hesitate to contact our experienced office staff at the Parks & Recreation office (860) 258-2772.

Thank you in advance,



Frequently Asked Questions

Who can attend Summerscape?



- Students entering Grades 1 Through 5 (*Residents & Non-Residents*)

Where is Summerscape Located?

- Camp is located at Rocky Hill High School (*50 Chapin Ave, Rocky Hill, CT 06067*)

What are the hours of camp?

- Early Program: 7:30am - 8:30am (*Additional Cost*)
- Regular Hours: 8:30am - 4:00pm
- Late Program: 4:00pm - 6:00pm (*Additional Cost*)

What has been planned for this summer?

- The Summerscape team has been working very hard in the off-season planning your child's fun filled activities. Weekly newsletters will be distributed via email on Fridays the week before camp, and hardcopies on Mondays at camp to inform you of special activities occurring that week, along with any news to share.

What are the theme weeks this year?

Week	Dates	Theme	Spirit Day
1	June 24 - June 28	Welcome to Camp!	Hawaiian Luau Day
2	July 1 - July 3 (<i>No Camp July 4 & 5</i>)	Hooray for the Red, White and Blue	Red, White and Blue Day
3	July 8 - July 12	Hey now, you're an All Star!	Jersey Day
4	July 15 - July 19	Camp Stop, Won't Stop	Color Wars Challenges
5	July 22 - July 26	The "sCAPE" Crusaders	Super Hero Day
6	July 29 - August 2	Full STEAM ahead!	Camp T-Shirt Day
7	August 5 - August 9	Summerscape's Got Talent	Talent Show

What should my child bring to camp?

- Bathing Suit & Towel (*For campers in first through third grade we have scheduled times for them to change in and out of their swim suits. It is highly recommended that you bring your child to camp in his/her swim suit*)
- Sunscreen (*See Sunscreen Policy*)
- Bagged Lunch
- Snack (*Packed separately from lunch*)
- Bottled Water or Refillable Water Bottle
- Sneakers (*No Flip Flops, Crocs, etc.*)
- Any necessary medication and appropriate paperwork (*See Health Information*)

Is food provided at camp?

- Food is not provided at camp on a daily basis.
- Camp will have "Pizza Fridays" where cheese pizza will be provided to all campers at no additional cost (*Drinks and snacks are not included*).

Can my child bring medication to camp?

- Campers need to have a current Authorization for Medication form filled out, signed and dated by the doctor (*See Health Information*).
- All medication must be in its original packaging along with the pharmacy label.
- If it's in pill form, only that day's dosage should be within the bottle.
- Failure to comply will result in campers not being able to attend camp until the issue is resolved.
- Any child taking medication should present it at the time of sign-in.
- All medication must be picked up by the end of the day or it will be destroyed.

Does Summerscape run any safety drills?

- Yes, Summerscape will be conducting various safety drills at random during the summer. Please discuss this with your child(ren) to help prepare them. They should already be accustomed to them through their schools.

Does Summerscape send out any notices?

- Yes, Summerscape will have a weekly newsletter that goes out at the beginning of each camp week. Newsletters will be distributed via paper copy at camp and emailed. Please make sure you have an up-to-date email on file at the Parks & Recreation office. To sign-up for email notifications, log into your account at: <https://registrations.rhparkrec.org>.

Do I need identification when I pick-up my child?

- Yes, per our policy, anyone listed who is authorized to pick-up my child(ren), including yourself, are required to present a physical photo ID to Summerscape staff at the time of camper pick-up.
- Those who fail to present ID may be requested to retrieve their ID for verification purposes prior to the campers release for the safety of our campers and staff.
- If you or anyone are not on the list, you will not be permitted to pick up your child.
- Please make sure you properly filled out the camper pick-up form giving us permission to those who you want to have the ability to pick-up your child, including yourself.
- At the time of pick-up where we require a photo ID, the name on the pick-up form **MUST MATCH** with the ID. Pick-up is between 3:30pm- 4:00pm each day.
- Any child picked-up after 4:00pm and not registered for late program will be charged at \$50 late fee per day. In addition, this fee applies to any child picked-up after 6:00pm who is enrolled in Late Program. This fee must be paid in person at the Parks and Recreation Office before your child can return to camp during office hours (8:30am - 4:30pm).
- If you are running late to pick up your child, please call the Parks & Recreation office (860-258-2772) to let us know and we will relay the information to your child.

Camper Registration Check-List

Below you will find the 2019 Summerscape Registration Check-List that displays a list of forms that are either "Information to Review" or "Forms Due at Registration". They are a vital part of our camp operations. Your spot at camp cannot be guaranteed until enclosed paperwork is filled out, signed and returned in its entirety. Please review and complete all the forms in full and legibly.



Information to Review

- Health Information
- Drop-Off/ Pick-Up Information
- Camp Operations

Forms Due at Registration

- Acknowledgement Page
- Youth Camp Health Exam/ Record
 - Once this form is in our records, it is valid for 3 years from the examination date, unless there are changes.
 - This form requires a doctor's signature.
- Authorization for the Administration of Medicine By Camp Personnel *(If Applicable)*
- Camper Pick-Up Form
- Permission to Treat *(Acknowledgement Page)*
- Sunscreen Policy *(Acknowledgement Page)*
- Camper Pick-Up: ID Policy *(Acknowledgement Page)*
- Liability Release *(Acknowledgement Page)*

Health Information

***Health Record**

In order to meet State Youth Camp licensing guidelines, all campers are required to have a current copy of their health record on file with Parks & Recreation when attending camp. It is the parent's responsibility to make sure the Youth Camp Health Exam/Record is completed by the camper's medical practitioner and submitted to Parks & Recreation. Another option is to submit a current copy of their school health form. Both of these are good for 3 years after date of exam. Forms must be signed by a medical practitioner. **Campers without a current medical record on file will not be permitted at camp as it will jeopardize our camp licensing.**

***Medication**

If your child will need medication while at Summerscape, the Authorization for Administration of Medicine by Camp Personnel form must be filled out and on file, **including the signature of a medical practitioner**. Regardless of whether your child will self-administer or the medication will be administered by the camp nurse, this form must be completed in its entirety; this applies to both prescription and over-the-counter medications. **Please use a separate form for each medication.** Our camp nurse may follow-up with you and assist with special accommodation and additional paperwork as needed.

Medicine may not be stored at camp overnight, or it will be destroyed at the end of the day. Each day's **single dose** must be sent to camp **in its original container**, with the pharmacy label with the camper's name, the medication type, dose, and time that it needs to be taken. This container should be given to the camp nurse, via a Counselor at check-in, and will be accessible as needed throughout the day. **Failure to comply will result in your child not being able to stay at camp until the issue is resolved.**

****Should anything change on your child's Youth Camp Health Exam/ Record AND/ OR Authorization for Administration of Medicine by Camp Personnel, a NEW form must be completed and signed-off by your child's physician. This includes but is not limited to; adding and/or removing medications or conditions.***

Permission to treat

By checking you acknowledge the "Permission to Treat" section on the acknowledgment page, you agree to permit any trained professional, doctor or medical facility to administer an anesthetic and perform emergency procedures. **If you opt not to sign this form you must state in writing to Director of First Aid that you do not wish to have this kind of care for your child.**

Drop-Off/ Pick-Up Information

Arrival/Pick-Up

Your child should arrive at camp daily between 8:30am and 9:00am (**Doors WILL NOT open and camp staff are not responsible for children prior to 8:30am - except for those campers enrolled in Early Program**). Please do not drop your child off early if they are not signed up for the early program. Afternoon pick up is from 3:30pm to 4:00pm. While we realize your schedule may vary, please make every attempt to keep to this schedule.

Please also note in regards to Arrival/ Pick Up: Please enter the school grounds slowly and carefully as it's going to be very busy. You will be instructed where to go by a staff member. A camp staff member will be in the school to greet incoming campers.

Parents of campers grades 1-3 are required to walk in and sign their child(ren) in every morning. At the end of the day, **ALL campers must be signed out from the camp.** Your child will only be released to someone you have listed with us on the camper pick-up form unless you send in a written note signed and dated by you in advance.

- **Please make sure to have a photo identification available** when picking up your child(ren) as you will be asked to present it. Please respect this policy as it has been designed to safeguard our campers and their families.

Camper Pick-Up

This mandatory form authorizes the camp staff to release children to selected individuals such as parents, caretakers, neighbors, etc. One form should be submitted for each camper. **If you are not on the list, you will not be permitted to pick up your child so be sure to include yourself when filling out the paperwork.** Also please note; if your child is not registered for the Late Program and is picked up after 4:00 pm, there will be a \$50.00 late fee. **This fee must be paid in person at the Parks and Recreation Office before your child can return to camp.** If you are running late to pick up your child, please call the Parks & Recreation office to let us know and we will relay the information to your child.

Camper Early Dismissal

If you will be picking up your child early you must send a note in writing signed and dated. If you will not be able to pick up your child please send a note in the morning as to who is authorized to pick up your child. Please do not walk school grounds looking for your child, please check-in with the camp office. Only the Camp Directors may release a child early.

Early and Late Program

You must be pre-registered for these weekly programs. The early program hours are from 7:30am-8:30am. The late program hours are from 4:00pm-6:00pm. For these programs, you must drop off and sign out your child. Please review arrival/pick-up policy above. A \$50 per day late fee will apply to any child picked up after 6 pm in the late program. Also please note; if your child is not registered for the Late Program and is picked up after 4:00 pm, there will be a \$50.00 fee. Space is limited on a first-come, first-serve basis so we recommend you sign up well in advance.

General Camp Operations

Communication/Visits

If at any point you have any questions, comments or concerns, please feel free to contact camp via the Parks & Recreation Office at (860) 258-2772. If for any reason you need to see your child during the camp day, you must check in at the camp office and with the Camp Directors first.

Discipline Policy

At Summerscape, inappropriate behaviors, even of a minor nature, will be addressed as soon as the behavior is observed and/ or reported to prevent escalation. Staff members will implement consequences on a case-by-case basis. More serious violations will be addressed by the Directors. The Directors will work with the staff and the parent/ guardian to support appropriate camper conduct for campers who repeatedly displays inappropriate conduct. Campers who exhibit repeated behavioral problems or do something of a more grievous nature may be suspended or expelled from camp. All disciplinary actions are at the discretion of the Camp Directors and/or Recreation Supervisor. Corporal punishment will NEVER be used in any circumstances. If you know ahead of time that your child may need behavioral assistance at camp, please ask to speak with one of our Camp Directors.

Clothing

Please make sure your child is dressed for active, outdoor play each day, including sneakers every day - we discourage open-toed sandals. Campers who arrive wearing open-toe footwear will not be able to participate in activities that require foot use such as but not limited to; kickball, soccer, etc.... All clothes should be labeled with your child's name. There will be a lost and found facility at the front of the office every day. Your child should bring a bathing suit and towel every day, both for use in the pool and/or water games. Please dress your child appropriately based on the weather.

Lunch/Snack

Please send your child with a lunch with his/her name on it, every day. Lunches will be refrigerated. **There are no facilities available for heating food.** Lunch should include a drink. Snack time will be available for those campers choosing to bring a snack - snacks should be put in a separate bag from lunch and labeled as well. Also, if your child has a specific food allergy (even if already reported to the camp nurse), please communicate this with your child's counselor on the first day of camp for that week.

Rainy Days/Hot Days

Camp is held regardless of weather. On rainy days, please send your child with rain gear or an extra set of clothing, as we will be in and out of the building. On extremely hot days we make every effort to keep our campers cool and hydrated - it is your prerogative to keep your child(ren) home if you so choose.

Personal Belongings at Camp

Camp is an active fun place where we plan many activities. We ask that ALL personal belongings stay at home as they are considered a distraction to the camp environment. Items such as but not limited to that should stay home include:

- Sporting equipment (baseball bats, bicycles, gloves, cleats, etc...)
- Trading cards (Such as Pokémon...)

- Electronics (Video Games, Cell Phones, Computers, etc...)
- Toys (Beyblades, action figures, dolls, etc...)
- Valuables (Jewelry, Money, etc...)

In the event any of these items are found at camp, camp staff will ask campers to immediately place them in their backpack and ask to not take them out or have them return to camp. Should this request be violated, items will be confiscated by the Camp Directors and returned at pick-up time. We will not be held responsible for lost, stolen and/or damaged items.

Lost and Found

Children often misplace/lose their items at camp. We do have a Lost and Found at camp, so please be sure to check it often for items that may belong to you. Also, make sure to write your child's name on their belongings so they can be returned if found at camp. If items are not claimed by the end of the camp season, they will be disposed of.

Publicity

By registering for our program you give us permission to take and publish photos of your child participating. If you do not wish to have him/her photographed you must put this in writing prior to the start of camp.