



Welcome!!!

Thank you for choosing Swanton Recreation for your young persons destination for fun, adventure and exploration! We have a variety of activities planned to keep your camper engaged, including games, crafts, sports, arts and nature education. We look forward to providing a safe and positive experience for your camper. Our Camps offer a unique and enjoyable experience for all, but to make this experience possible for your child we need your help and support. This begins with this information packet.

This packet includes all the necessary information that you will need to prepare your child for their day camp experience. We ask that you read through this entire packet. We also ask that you and your child, together, read over our Code of Conduct and Behavior Guidelines. This will provide your child with an understanding of what is expected of him/her while at camp and will help them arrive informed and prepared for their day camp experience. We want to do everything possible to make your child's camp experience rewarding, fun and memorable. If your child has special needs; physical, emotional, or behavioral, please contact the camp prior to your child's first day of camp. Send an email to programs.swantonrec@gmail.com to request a meeting or for you to be called back to discuss your child.

Know that we are not part of the school system or after school program, so we are not aware of your child's needs or any systems that may be in place to help your child. Please share with us what is working for your child and the things in place that help them to be successful. Our goal is to provide your child with a wonderful experience, but we can't do that if we do not know how to. We will work with the child and family to reach this goal, but if we cannot then Camp may not be the best place for your child.

Swanton Recreation Mission:

Our mission is to develop diverse, affordable, recreational programs and activities for the community, in a safe and welcoming environment.

Camp Information:

Swanton Recreation Summer Camp programs will be held at our facility located at 16 Jewett St, Swanton VT.

We will take walking field trips to other destinations around Swanton such as; Swanton Elementary School, Ron Kilburn Transportation Museum, Swanton Public Library, Marble Mill Park. If you wish for you child not to attend these walking field trips please contact the Executive Director or Camp Coordinator

We look forward to making memories that will last a lifetime with you and your favorite camper!

Please never hesitate to reach out to our Executive Director, with any questions.

Executive Director:

Nicole Draper

programs.swantonrec@gmail.com

OFFICE 802-868-2493

CELL 802-309-7892

DAY CAMP PROCEDURE AND GUIDELINES

Day Camp Mission: “To provide young people with an opportunity for social, mental, and physical growth through participation in a camp that creates a climate of cooperation, respect, and concern for the individual.”

Camp Vision: “Memories that last a Lifetime.” A commitment to the children and staff to provide a safe, fun, and educational place that creates Memory Making Experiences.

Camp Values:

- Safety- To provide a safe, healthy day camp experience for all children.
- Respect- To help children appreciate themselves, their peers and their environment through play and teamwork.
- Fun- To provide an opportunity for all children to participate in a variety of fun and recreational activities during their summer break.
- Development- To give children the opportunity to develop their individual skills in a variety of areas, and acquire an appreciation for the love of sports, nature, arts, and recreation.

Camp Goals: Camp provides a unique opportunity to affect the lives of young people. By utilizing the resources of the natural surroundings, camp can contribute significantly to the mental, physical, and social growth of campers.

- Keeping the program child centered. The individual’s age needs and interests should determine to a large extent what activities are to be conducted.
- Providing opportunities for campers to practice healthy habits, stay physically active, and share in maintaining good safety standards for the welfare of all.
- Stressing the acquiring of new skills and encouraging leisure time activities which can be pursued for life.
- Developing an appreciation for the outdoors by encouraging participation in camp crafts and nature.
- Fostering a positive social experience by teaching children how to relate and interact with others.

Camper Agreement: For all to have an enjoyable and healthy day camp experience, it is important for all campers to know, understand, and follow the Camper Agreement. Parents are required to read over this with their children and be sure they understand it before coming to camp.

CAMPER AGREEMENT

I (the camper) understand that:

- I must always respect myself and others.
- I must always respect the property and equipment of the Day Camp, the school, and others.
- I must always act appropriately, safely and be on my best behavior.
- I must always follow the rules and guidelines of the Day Camp and those developed by my Pod.
- I must seek out help from the counselors and my parents if I have a problem or am upset about something.
- I (the camper) understand that I must follow the 3 Rules of Camp:
 - Listen- Be a good listener. Good listeners use their eyes and ears, think about what is being said, and ask questions if they don't understand.
 - Follow Directions- Follow the directions that you have listened to and heard. Do what is asked of you.
 - Have Fun- Good listeners understand, follow directions, and have fun through participation. Not so good listeners don't have fun, because they didn't hear what to do, so they don't understand and feel lost when asked to follow directions.

I (the camper) further understand that:

- If I do not follow the above agreement, there will be consequences for my actions or behavior.
- I will have to work on my behavior and will accept the help of the camp staff and my parents to do so.
- I will be asked not to return to camp if my behavior does not improve.

Camper Name

I have discussed the above camper agreement with my camper,

Parent/Guardian

HEALTH & SAFETY INFORMATION

The health and safety of each camper is always our primary concern. Please read through the following information.

Illness: Do not send your child to camp if they are not feeling well. There is not a nurse on staff or the accommodations for ill children. Parents will be contacted to pick up their child from camp if their child is ill.

Emergencies: In the event of an accident or sudden illness, the camp staff is equipped with the supplies and certified staff to administer first aid/CPR/AED. If the situation warrants further attention, the proper emergency services will be contacted. Parents will be notified, by phone, if any injury or illness requires medical attention. If parents cannot be reached, the emergency contact person that is indicated on the household account, will be notified. If a minor injury or illness occurs, parents will be notified at the time of pick-up.

Medications: Children should take medication at home if possible. If medication needs to be administered at camp All meds that are needed to be taken at camp will be kept with the Director on Duty. Parents must fill out a Medication Authorization Form and follow the Medication Policy. A Medication Authorization Form and a week of the medication must be brought in each Monday that your child attends and given to the Director on Duty. Reminder: Camp does not employ a nurse and doesn't keep a supply of medication such as Benadryl or Aspirin on site.

Epi – Pens / Inhalers: If your child needs an Epi-Pen or an Inhaler, Parents must fill out an Epi-Pen / Inhaler Authorization Form and follow the Medication Policy. On the first day, Staff will check in with the parent to ensure that all forms are properly completed, and any questions are answered. Medication Authorization Form Camp staff cannot give any medication until a Medication Authorization Form is completed and returned to them. The form and medication must be brought on your child's first day at camp for that session. Parents must provide the form and medication to the camp staff at sign in. A new form needs to be filled out each week for the sessions that your child attends. If the below procedures are not followed medication will not be administered to your child.

Prescription Medication: Prescribed medication must be in its original packaging and/or bottle with your child's name on it. It must identify the prescribing physician, the name of the medication, the dosage, and the frequency of administration. All information on the bottle must also match the information that you fill out on the form. Place the form and medication in a zip lock bag, given to

the Camp Staff ONLY, at check-in, on your child's first day of camp. Only one week's dosage can be accepted.

- **Non-Prescription Medication:** Must be received in original packaging and/or bottle. Parents must write out dosage and frequency of administration and place the form with original packaging in a zip lock bag. Give to Camp Staff ONLY, at check-in, on your child's first day at camp. Only one week's dosage can be accepted.
- **Epi-Pens/Inhalers:** Must be in its original packaging and/or container with your child's name on it. It must identify the prescribing physician, the name of the medication, the dosage, and the frequency of administration. All information on the packaging must also match the information that you fill out on the Epi-Pen/Inhaler Authorization Form. Place Epi-Pen/Inhaler in a zip lock bag and give to the Camp Director, ONLY, on your child's first day of camp. Only one week's dosage can be accepted. While on-site, Epi-Pens / Inhalers must be stored in the Summer Camp Director's Office in a secure, locked storage place. While off-site, Epi-Pens / Inhalers will be kept by staff in a designated First Aid Pack and stored in their zip lock bags. If you would like your child to self-carry their Epi-Pen or Inhaler, please complete the additional form as specified on the EpiPen/Inhaler Authorization Form.

UPDATING YOUR CONTACT INFORMATION & KEEPING US INFORMED

Camp staff need to be able to reach you whenever necessary.

- If at any time you will be at a different location or number for the day, inform the camp staff in the morning at check-in.
- Camp needs to be kept updated and informed on anything that could affect your child's behavior or attitude in camp. For example, if there are things upsetting your child about camp or if there are things outside of camp causing stress.

CAMPER PICK UP AND DROP OFF

To ensure the safety of all campers, staff and community we ask you to review this with your favorite camper.

DROP-OFF

Upon drop off all campers must be signed in by a parent/guardian with the camp director, or staff on duty.

If your camper is transitioning from a different camp program to Swanton Rec camp, we ask that you alert the staff upon registration so that appropriate accommodations can be made..

PICK UP

All campers will be picked up at Swanton Recreation Building. Parents/Guardians must sign campers out with the designated staff

If someone other than the parent/guardian is to pick up a camper, written consent will be needed prior to drop off, see staff on duty for appropriate form. Positive ID will be needed from adults upon pickup.

If a camper is to bike, walk, or other, a consent form will need to be on file. Please see staff for the appropriate form.

CAMP CANCELLATION POLICY

The following refund policy is specific for all Camps

- The Recreation Department reserves the right to cancel or consolidate any camps which do not meet the minimum participation required. The deposit and a full refund will be issued if a camp is canceled by the Rec. Dept. Registered participants will be notified by email of any changes or cancellations.
- If a participant cancels out of a camp or a session prior to Eight (8) days before the start date of that camp or session, a refund, less the \$25 Non-Refundable Deposit per child, per camp, per session will be given.
- No refund is given, if cancellation happens less than Eight (8) days prior to the start date of a camp or session. Commitments have already been made to instructors.

- If there is an outstanding balance for the household, any refund will be automatically applied to that balance and any remainder will be refunded. Refund checks take approximately three weeks to process.
- NOTE: No refund is given for disciplinary dismissal of a day or the remaining part of a session.

HOW TO REACH CAMP

If you need to get a message to the camp, the camp phone number and email will be provided in the Welcome Email prior to your child's session at a camp.

LOST & FOUND

All lost and found items will be displayed at the end of each day and at the end of a camp session. Please be sure to check for lost and found items daily. At the end of the summer all lost and found items will be kept at the Recreation Office until the end of the Fall season, at that time all items are donated to a local charity.

LABELING

It is very important that all personal items and clothing be marked with your child's name with permanent ink or labels. Camp is not responsible for lost, misplaced, or stolen items.

STANDARDS OF CONDUCT

Camp is a place where children can be free to have a good time in an un-regimented atmosphere and enjoy many activities with others. We do not expect any discipline problems; however, if a camper's behavior creates a situation which is detrimental to the other campers, the staff, or the camp program or property, the parents will be notified to pick that camper up immediately. No offensive language or behavior, no pranks, no bullying or intimidation of others, no smoking or tobacco use, no weapons, no cell phones or electronic devices, no alcohol, no drugs or inappropriate reading materials are allowed at Swanton Recreation Day Camp

Swanton Recreation respects the rights and dignity of all campers and staff, including individuals with varying abilities, cultures, genders, races and religions. We expect all individuals to act respectfully when they are on our property and to respect the rights of others regardless of their differences.

CAMPER RULES OF CONDUCT

The following will not be tolerated in any Swanton Recreation Camps:

- Bullying, taunting, or teasing by other campers, name calling, makes references to a disability.
- Interference with Staff duties.
- Harassment and/or inappropriate or indecent conduct or language.
- Use of illegal drugs, intoxicants, or weapons (anything that can be used to cause bodily harm).
- Altering or defacing Town or personal property (indoors or outdoors).
- Any other conduct that may jeopardize the safety and well-being of others.

BEHAVIOR GUIDELINES

The following behavior guidelines have been established to ensure every camper has the opportunity for a successful camp experience:

- Campers and parents/guardians will be provided with information regarding expectations at the beginning of Day Camp at Swanton Recreation.
- Staff will work cooperatively to create a positive climate which minimizes the potential for inappropriate behavior.
- Parents/guardians will be contacted in person, by letter, or telephone regarding inappropriate behavior.

- If the inappropriate behavior persists, Swanton Recreation reserves the right to limit, deny, or suspend a camper from the camp for the health and/or safety of the individual, other campers, or staff. Decisions of this nature will be based on the following behavioral criteria:
 - Repeated and unresolved behavioral situations that require staff to intervene and take time away from the rest of the campers.
 - Use of inappropriate language,
 - Bullying of other campers or staff, to include fighting, or use of any object with intent to cause physical harm.

BEHAVIOR MANAGEMENT ACTIONS

- CORRECTION - Campers are reminded of the rules and are asked once again to follow them.
- SAFE PLACE - Campers are asked to “sit out” (no longer than 15 minutes) in order to cool-off and calm down.
- COMMUNICATION WITH PARENTS - Serious problems will be conveyed to the parent immediately by phone. Small problems will be communicated at the end of the camp day. Parents will also be informed of any “safe place” period administered.
- SUSPENSION/WITHDRAWAL - Serious or continuing problems may result in suspension and/or immediate withdrawal. Note: No refund will be issued for suspension or withdrawal

Note: The Day Camp Staff reserves the right to send home any camper whose behavior is detrimental to the best interests, health, or safety of other campers, staff, themselves, or the camp. Parents are to have alternate arrangements in place if their child must be removed from camp. All emergency contact people will be notified to reach someone who can help with the situation. No refund is given for disciplinary dismissal.

WHAT TO WEAR

Clothing for the Day

- Campers must dress in comfortable clothing that they can play and be active in.
- Please make sure your child has weather appropriate clothes, If SNOW is predicted please bring an extra set of socks/mittens

WHAT TO BRING TO CAMP

We ask that your camper bring with them

- A change of clothes, as we may get wet or dirty
- Lunch (with additional snack, although Snack will be provided)
- Reusable water bottle, We will have a hydration station available for all campers and staff
- Bag to keep all their belongings in

****IMPORTANT: PLEASE MAKE SURE YOUR CAMPER HAS THEIR NAME WRITTEN ON THEIR BELONGINGS****

WHAT NOT TO BRING TO CAMP

Camp is not responsible for any items lost or stolen that have been brought to camp. • Parents must be aware of what their children are packing and bringing to camp

- ELECTRONICS- Cell Phones, Pads, Tablets, Games, Radios, MP3 Players, Computers, etc. All types of electronic items. We seek to provide a special experience, free from electronic distractions. The day will be busy enough that they will not have time to use them. These items also are a temptation to others to use or to have
- TOYS -All other types of toys, games and personal equipment also must remain at home for the same reason as above. We are trying to provide a fun distraction free environment

- MONEY- Money is not needed at camp. It is not necessary for activities as well as there is nothing to purchase when at camp. Be aware that if money is brought to camp, campers are responsible for it. The camp staff will not hold money for campers

SAMPLE SCHEDULE

HALF DAY MORNING SCHEDULE 8-12

8-830 Camper Drop off- Check in- MORNING MEETING-

8:30-10:30- Active Play stations- Group Game, Playground station, Nature activity, (Walking Field Trip)

10:30-11:45 Creative Time/ FREE PLAY

***11:45 ALL CAMP CLEAN UP

12:00P Dismissal

HALF DAY AFTERNOON SCHEDULE 12p-4p

12-1230: Camper Drop off- Check in- MORNING MEETING-

1230-130 Active Play stations- Group Game, Playground station, Nature activity

130-2 Quiet Time/Creative Time/ FREE PLAY

2-230 SNACK

230-330 Active Play stations- Group Game, Playground Station, Nature activity

330-400 Free Play

***ALL CAMP CLEANUP BEGINS AT 3:45

4-415 Camper Pick-up, Dismissal

SAMPLE FULL DAY SCHEDULE 8a-3p

8-830 Camper Drop off- Check in- MORNING MEETING-

830-10- Active Play stations- Group Game, Playground station, Nature activity,

(Walking Field Trip)

10-11:15 Creative Time/ FREE PLAY

***11:15 ALL CAMP CLEAN UP

1130-1230- LUNCH/ Mindfulness time

1230-1 Creative Time/ FREE PLAY

1-2 Active play stations, Group Game, Playground station, Nature activity

2:00-2:15 SNACK-

2:15 ***ALL CAMP CLEAN UP

212-3 All camp meeting/Group games

3 Camper pick-up dismissal