

# CAMP WANGUMBAUG

Presented by Coventry Parks & Recreation

## Parent Handbook 2022



Coventry Parks & Recreation  
1712 Main Street  
Coventry, CT 06238  
860-742-4068  
[www.coventryct.org](http://www.coventryct.org)



## Coventry Parks & Recreation

1712 Main Street, Coventry, CT 06238 Phone: 860-742-4068

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Dear Parents & Guardians,

Welcome and thank you for your *Camp Wangumbaug* registration! This handbook is designed to serve as a guide for all program parents and guardians. It includes detailed information about our program, activities, procedures and policies. Please take the time to read the following information, and keep it in a safe place for easy reference throughout the Camp season.

We are thrilled to note that Megan Yanez is returning as Camp Director for this summer, alongside our former Sports Specialist, Jacob Gallo, as Assistant Director. They are joined by our wonderful roster of Coordinators and Counselors: Katie Loalbo, Kailey Bennett, Michael Brown, Alec Erskine, Claire Langton, Jennifer Loalbo, Julia Mansella, Joshua Bennett, Katelyn Muia, Great Neal, Elena Tiberio and Miah Massaro. Our staff are excited and enthusiastic about Camp Wangumbaug 2022, and are looking forward to a great camp season.

*Camp Wangumbaug* strives to offer programs and activities that encourage learning, social skills and active lifestyles. Our staff always welcome suggestions or ideas that will help us to make your child's time at Camp a fun, beneficial and rewarding one. If you have any questions about any of the policies or procedures listed here, please let us know.

Sincerely,

A handwritten signature in blue ink that reads "Caterina Merriam".

Caterina Merriam,  
Recreation Supervisor  
Town of Coventry  
860-742-4068  
[cmerriam@coventryct.org](mailto:cmerriam@coventryct.org)

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## **MISSION STATEMENT**

Coventry Parks & Recreation fosters active lifestyles, social well-being, and environmental stewardship.

## **CAMP WANUMGBAUG CONTACT INFO**

Location: Patriots Park  
124 Lake Street  
Coventry, CT 06238  
Phone: 860-968-7700 (CALL OR TEXT!)\*

\*We recommend that all parents program the Camp phone # into their cell phones, for easy dialing/identification when receiving a call.

## **PROGRAM INFORMATION**

*Camp Wangumbaug* is held at **Patriots Park, 124 Lake Street, Coventry, CT 06238**. The program also has access to the following indoor facilities for use in cases of inclement weather this year: the Youth Building, the Community Center & Lodge. Parents are asked to use the main Patriots Park entrance (Lodge & Senior Center) for drop off and pick-up, while the Community Center lot is reserved for staff parking.

*Camp Wangumbaug* will serve no more than 80 Campers & CITs per week, utilizing a Best Practices-recommended 1:9 ratio for children under age 6, and 1:12 for children older than age 6. Enrollment varies from week-to-week as registration is available on a weekly basis, and is subject to availability.

Our staff is background checked and trained in a variety of subjects, including mandated reporting & child abuse, MESH (Mental, Emotional, Social Health), First Aid/CPR/AED, medical administration & epi pen, allergies, sun safety, inclusion, behavior management and much more. Training is conducted in the pre-season, and through in-service trainings throughout the Camp season.

## **SCHEDULE OF OPERATION**

*Camp Wangumbaug* begins following the end of the school year, on Monday, June 20<sup>st</sup> and runs for eight consecutive weeks, ending on Friday, August 12<sup>th</sup>. The Camp day runs from 9am-4pm.

### **EXTENDED HOURS – BACK FOR 2022!**

*Beforecare* is held 7am - 9am at an additional fee, and can be added at any point throughout the summer. During this time, Counselors will be present to help children get ready for the day, but NO structured games or activities will be conducted until Camp 'officially' begins at 9am. The Camp day ends at 4pm however *Aftercare* is also available until 5:30pm at an additional fee and can be added at any point throughout the summer.

### **INCLEMENT WEATHER**

In cases of inclement weather & excessive heat, Camp will be held indoors. Groups will be assigned indoor locations in the Patriots Park Community Center, Lodge and Youth Building. Regularly scheduled Camp-wide games, sports, arts & crafts and other activities will be tailored appropriately to fit indoors. On these days, sign-in and sign-out will also be conducted indoors, so please plan accordingly (signage will be posted at both Park entrances on these days).

## **\*\*REGISTRATION/PAYMENT**

All registration is conducted through the Parks & Recreation Office and online at [www.coventryct.org](http://www.coventryct.org). At the time of registration, a \$25 per week, per child deposit is required. Once the initial registration is complete, weekly or monthly payments can be made by mail with check, in person at the Parks & Rec. Office with cash, check or credit card\*, or online at [www.coventryct.org](http://www.coventryct.org) with credit card\*. Each week's fees are due by the **Monday prior, at 12pm**. Any payments not received by the deadline will result in your child's un-enrollment from the week.

\*All credit card payments are subject to a 3% transaction/processing fee.

**CANCELLATIONS:** Please note, that there will be no refunds/credit given for any cancellations AFTER JUNE 13th.

## **\*\*ATTENDANCE**

All balances due/registration/changes for each week are due to the Parks & Rec. Office by **12pm, the Monday before** the Camp week. Deposits are Non-Refundable.

- There are NO REFUNDS given for any cancellations made after Monday, June 13th
- Weeks can be transferred without penalty once the initial registration is made. Transfers of Camp weeks MUST be made prior to the Monday before the Camp week. Transfers made once the week in question has begun will NOT be permitted unless it is for health reasons. In this instance the child MUST have a doctor's note excluding him/her from that week.
- There are NO REFUNDS/CREDITS for missed week(s).
- All cancellations MUST be submitted in writing, via a "Program Refund Request Form" or by email. This form can be found online at [www.coventryct.org](http://www.coventryct.org) or in-office at Town Hall.

## SCHEDULE CHANGES

Although every effort will be made to accommodate changes in your child's schedule, any and all changes are subject to availability. While we understand that plans change, often times last minute, we still have to schedule staff, purchase supplies and coordinate activities all dependent upon the number of kids we're expecting, which varies week-to-week. We appreciate your understanding and cooperation as we work toward providing the best, safest and most engaging program we can.

## REPORTING AN ABSENCE

If your child will not be attending Camp as scheduled, please contact the Camp directly to report their absence from the program. You may leave messages at the following **phone #: 860-968-7700 (CALL OR TEXT)**.

## DROP-OFF & PICK UP PROCEDURES

All parents are asked to sign their children in with Camp staff at the time of drop-off, and again at Pick-Up. You'll see separate lists (by program) for sign-in & sign-out. Simply find the appropriate list and your child's name (listed alphabetically), and sign your name in the corresponding column. Camp staff oversee the drop-off & pick-up process each day to ensure that all children are accounted for. Please speak directly with a staff member prior to leaving for the day.

Children will not be dismissed with anyone other than a parent/person listed on the child's Authorization for Pick Up Form. Additions and/or changes to the Authorization for Pick-Up form are required in writing (email, fax, written note); no verbal authorizations will be accepted. **Identification**

**will be asked for ALL persons picking-up (including parents/guardians), prior to authorizing the dismissal.**

#### LATE PICK UP POLICY

The regular Camp day ends at 4pm, and 5:30pm for those enrolled in Aftercare. It can be extremely stressful for children when parents are late picking up. If you do not arrive by your scheduled end time, program staff will attempt to contact parents by phone. If we are not able to reach parents within 15 minutes, staff will begin calling emergency contact numbers. If repeated attempts to contact parents & emergency contacts go unanswered, staff will contact the Police Department at least one-hour from the first phone call attempt.

Due to the overages in staff time and payroll when a late pick up occurs, a late fee will be imposed: \$5 will be charged if you arrive within the first 10 minutes past the end time, and an additional fee of \$1 per minute will be assessed for pick-ups occurring after that. This late fee is due at the time of pick-up by cash or check. After 5 late pick-ups, additional penalties and possible suspension of participants will be enforced.

#### **HEALTH POLICIES & PROCEDURES**

With the assistance our Nurse Consultant, Camp Directors will oversee all health & safety policies/procedures. Camp Directors will conduct health screenings, as warranted throughout the day. They will also monitor symptoms, manage our “sick/isolation room” and conduct all health-related communications with parents.

If a camper becomes ill while attending Camp, a parent will be notified and arrangements for early pick-up should be made within one-hour of the call. If repeated attempts to reach a parent are unsuccessful, an emergency contact will then be called.

Staff & campers should be healthy and well enough to follow the normal routine of the program. Children who have a contagious condition, influenza-type symptoms, fever, eye ailment, vomiting or diarrhea may not attend the program until they are **symptom-free for at least 72-hours without the aid of a fever reducer**. Please report any conditions or ailments to program staff for proper monitoring.

- **Hand/Respiratory Hygiene:**
  - Regular hand washing by staff and children with soap and water for at least 20 seconds will be done:
    - Before coming into contact with others;
    - Before & after eating;
    - After sneezing, coughing or nose blowing;
    - After using the rest room;
    - Before handling food;
    - After touching or cleaning surfaces;
    - After using any shared equipment, like toys & sports equipment.
  - If soap & water is not readily available, 60% alcohol-based hand sanitizer will be provided, and used under staff supervision.
  - Staff are required to cover all coughs and sneezes with tissues or the corner of the elbow. Children will be encouraged to do the same. All soiled tissues will be disposed of immediately.

- Parents are encouraged to reinforce all hand/respiratory hygiene practices at home as well, for further practice and clarification.
- **Cleaning/Disinfecting Procedures:**
  - All equipment will be cleaned/disinfected after each use;
  - Frequently-touched surfaces, such as door knobs, tables, chairs, hand railings, toilets, faucets, sinks, etc, will be cleaned/disinfected several times throughout the day & at the end of each day.

- **ACCIDENTS**

In the event of an accident or acute illness, every effort will be made to notify the child's parents prior to pick-up. If a child requires treatment or rest at home, parents will be called immediately to arrange for early pick-up. If a situation arises that requires immediate attention and/or treatment, 911 will be called and the child will be transported to the hospital by ambulance. In the event of a 911 call, parents will be immediately notified and all medical forms will be turned over to the responding EMTs/Paramedics for proper treatment.

- **ALLERGIES & EPI PENS**

All children with allergies that require the use of an Epi-Pen are required to have a completed *Emergency Health Care Plan* form and the *Authorization for the Administration of Medication* on file, signed by their prescribing physician. The Epi-Pen designated for use at *Camp Wangumbaug* must be kept on-site under the oversight of trained staff, in its original packaging with original prescription and instructions for use.

For children with food allergies, every precaution will be taken to ensure lack of exposure to the allergen, including hand washing and prohibited food sharing. The Food Allergy & Asthma Network is the most comprehensive web site available for understanding and responding to food allergies, and their recommendations and suggestions are in place in our schools. They do not recommend that a child care facility or school create a "peanut free" environment as it creates a false sense of security, and could be harmful in the long run.

- **MEDICATION ADMINISTRATION & SPECIAL NEEDS**

All children who require medication, especially those with special health care needs, should be able to attend child care and have their health needs addressed. This policy was developed to facilitate safe and consistent medication administration policies in accordance with the Connecticut General Statutes and Regulations of CT State Agencies for child care centers, camps, group and family day care homes. To accommodate this need, selected staff members who are trained according to regulation requirements, will follow all procedures as mandated by these regulations.

*Camp Wangumbaug* staff will dispense prescription and non-prescription medication only when written permission from the child's physician and parent/guardian (*Administration of Medication Form*) is on file. All medication administered at *Camp Wangumbaug* must be current and in its original packaging from the pharmacy, with the original prescription label. Expired medications will be returned to parents. The *Administration of Medication Form* is available in this packet, on our website, and at the Parks & Recreation Office.

***In order for our Camp to make necessary accommodations, all Special Needs information is requested in advance of the child's start at the program. This advance notice ensures that our staff are properly informed and trained, and that additional arrangements can be made so that we may best meet your child's needs.***

- **MANDATED REPORTING POLICY**

The staff at *Camp Wangumbaug* are mandated reporters and as such, are required by Connecticut General Statutes and Regulations to report all suspected instances of abuse and/or neglect to the CT Department of Children & Families.

- **SUNSCREEN**

Please remember to send your child with sunscreen EACH DAY (SPF 45 or higher is recommended). We take time between each activity to apply sunscreen, so please remind your child of the importance of sunscreen and the correct way of applying it themselves. Camp Staff may not apply sunscreen; as a result, we recommend that aerosol sunscreen be used.

### **PROGRAMMING**

*Camp Wangumbaug* staff strive to offer a daily schedule complete with opportunities for creative play, active play outdoors, and group games encouraging teamwork and social skills. The Camp day officially begins at 9am with our Morning Welcome. Groups then spend the day engaged in arts & crafts, sports, teambuilding, swim & variety activities throughout the day, with breaks for lunch & snack.

### **SNACKS**

A daily snack is provided, along with water which is made available at several areas of the Camp grounds throughout the day. If your child has any food allergies or dietary restrictions, we encourage that parents send an alternative snack with their child each day and share these restrictions with Camp staff. Food sharing amongst participants is strictly prohibited; please see our Food Allergy policy for additional information. We also encourage all Campers to bring their own refillable water bottle each day; we provide cups at all water stations, but refillable water bottles help to keep water at the ready.

### **OUTDOOR PLAY & USE OF PARK GROUNDS**

Campers will spend their days outside, unless precipitation or extreme heat prohibits such activity. In these instances, Camp will be held indoors at the Patriots Park Community Center, Youth Building & Lodge.

### **WHAT TO BRING/NOT TO BRING**

Campers must bring a backpack with the following items included:

- Swim Suit
- Towel
- Sunscreen & Bug Spray
- Change of Clothes
- Lunch
- Refillable water bottle

Camp Wangumbaug participants can expect to play outdoors (weather permitting) throughout the Camp season. Active play is an essential component of our Camp program, so we do recommend proper footwear (i.e. sneakers) and dress. Weather permitting, Campers will have scheduled swim time every



day, so swim suits & towels are also required. Being a lake-front property, the mornings at Patriots Park can sometimes be a bit cool, so we also recommend a sweatshirt or light jacket. Campers are encouraged to come to camp already dressed in their swim suit (under their clothes).

The Parks & Recreation Department is not responsible for valuables lost or stolen. Children are responsible for their personal belongings. Items not allowed during program hours include, but are not limited to: IPODs, video games/electronic systems, cell phones, e-cigarettes, e-cigarette pods or other paraphernalia, toy weapons, trading cards and other personal toys. If any of these items are brought to the Camp site and played with during Camp hours, they will be confiscated and returned to the parent at the end of the day.

### SPECIAL EVENTS

Throughout the season, special guest performers and activities have been scheduled. Please consult our Theme Calendar for more information and specific dates (Appendix A). We will provide a weekly schedule, every Monday morning, to keep parents and campers “in the know” as to what to expect for the week. Some of these special events will require Campers to bring items from home; in these instances, additional information will be given. Be sure to check in with Camp staff at drop-off or pick-up if you have any questions.

### FIELD TRIPS & CAMPER SHIRTS

Each week, those children registered for the field trip will go to an off-site location for either a full-day or half-day field trip. Field trips are held on Thursdays and cost an additional \$40 per trip; due to the additional cost associated with these trips, they are optional. Trip registrations are due NO LATER THAN the Monday before the week. If you are unsure as to whether your child is signed up for any particular trip, please contact the Parks & Rec. Office at 860-742-4068.

All Campers are required to wear their Camp t-shirt (provided during their first week at camp) on trip days. If your child does not have his or her t-shirt, a new one will be provided at an additional \$5 fee. Shirts are for safety and identification purposes when we are away from the Camp site, so please be sure Campers are dressed appropriately.

For those children who do not go on the trips, *Camp Wangumbaug* will remain open for a regular camp day with supervising staff and various activities, at Patriots Park.

### CITS

CITs (Counselors-In-Training) are those campers interested in taking on more leadership opportunities, and would like to learn the skills necessary to become Camp Counselors in the future (please note: future employment is NOT guaranteed). They are ages 14-15, and are under the direction of the Assistant Camp Director. CITs are assigned to a group each week and shadow their assigned Counselor, assisting with the group each day. Weekly, CITs participate in “CIT Time” which includes group discussions about the week’s activities and experiences, leadership activities and teambuilding games. CITs also assist in supervising groups on trips and during special events. Reminder: CITs are required to wear their Department-issued CIT shirt EVERY DAY while at Camp (they will receive two shirts on their first day at Camp).

### LOST & FOUND

Lost and found will be cleaned out EACH WEEK! Please make sure everything your child brings to Camp is labeled with their name, to prevent any unnecessary disposal of your child's belongings.

## **BEHAVIOR**

The staff at *Camp Wangumbaug* strive not only to provide fun activities and learning experiences, but also to stress respect for the environment and others. *Camp Wangumbaug* enables behavior management and discipline strategies that emphasize positive reinforcement, redirection, prevention & the development of self-discipline. Behavior expectations and program rules will be explained to participants and will be reinforced in a consistent manner, as needed.

The following procedures will be followed when children misbehave or break camp rules. Please review the rules with your child and make sure they are understood. We believe that you as a parent/guardian will appreciate knowing of any problem that your child may experience, so our staff will communicate any and all concerns to you at either pick-up or drop-off. ***Coventry Parks & Recreation reserves the right to suspend or expel any camper from the program who poses serious continual discipline problems, whether or not all of the steps in our discipline procedure have been completed.***

### **The following behaviors are considered serious and will result in suspension and/or termination:**

- Physical abuse of any kind, including but not limited to kicking, punching, hitting, slapping, biting and/or pushing other campers or staff;
- Verbal abuse of any kind, including but not limited to foul language, name-calling
- Failure to follow program rules thereby putting themselves, other campers and/or staff in dangerous situations;
- Possession and/or use of weapons, drugs, or alcoholic beverages.

### ***Minor Offenses:***

All behavior will be documented in the behavior log & communicated to parents. Immediate child pick up may be requested at any time.

#### ***Consequences:***

- 1<sup>st</sup> Offense: Verbal Warning/Time Out
- 2<sup>nd</sup> Offense: Written Warning/Parent Meeting
- 3<sup>rd</sup> Offense: Removal from program

### **Termination**

Any child who does not accept the physical boundaries of Camp Wangumbaug, or exhibits behavior that threatens his or her wellbeing, or the wellbeing of others is subject to termination without notice. Any inappropriate behavior on the part of a parent, including verbal abuse of a child or staff member is also grounds for termination of the family's participation without notice. **Termination** from the program will apply to any remaining weeks in the current year, and any registration attempts for the following year will be subject to a Re-Entry Interview.

### **GENERAL RULES OF CAMP WANGUMBAUG/CAMPER CODE OF CONDUCT:**

- Campers and staff are asked to treat each other with respect, tolerance, kindness, and consideration.
- Avoid all forms of horseplay including piggyback rides, dunking, wrestling, hitting, kicking, pinching, and picking each other up.
- Sticks, rocks, dirt, sand & mulch are not to be picked up and/or thrown.

- Keep hands & feet to yourself – respect fellow campers and staff.
- Campers are not allowed to walk around the program site without a staff member.
- Only staff and campers are permitted in program areas.
- Profanity & negative speak will not be tolerated.
- Always show good sportsmanship.
- If a Camper is not feeling well, they must tell their Counselor.
- If there is a problem, Campers should tell staff members immediately.
- Respect other campers, staff, equipment, facilities and yourself.
- Always help to pick up and put equipment away, and throw out trash.
- Campers ages 10 and up will be allowed to go to the restroom in pairs (buddies). Campers ages 9 and under, will have a staff member or CIT with them for supervision.
- Campers are to ask permission from their counselor to use the restroom, go to their backpack or get a drink of water.
- Campers must always remain with the group; wandering away will not be tolerated.
- If a Camper consistently refuses to follow directions that apply to his or her safety, a parent/guardian will be contacted immediately.
- Electronic devices are prohibited at Camp, including cameras, gaming devices and cell phones.
- Personal items are not allowed at Camp.
- There is a zero tolerance policy for the possession or use of weapons, drugs, alcohol and related paraphernalia.

### **COMMUNICATION**

*Camp Wangumbaug* maintains an open door policy and encourages that all questions, concerns, and suggestions be directed to either Camp Director at any time. For a direct line to program staff during hours of operation, to report an early or late pick-up, or to speak with your child directly, **please call or text 860-968-7700**. For questions regarding registration, billing, payments, credits or to address schedule changes, please contact the Parks & Recreation Office at 860-742-4068.

The first priority of the staff is to focus their attention on the needs of the children enrolled and present at the program. Accordingly, we ask that all parents limit their conversation with staff members to subjects involving their child and their participation in the program. The Camp Directors are available to answer all other questions you may have.

## **APPENDIX**

Please find the following additional documentation that we require for Campers & CITs attending *Camp Wangumbaug* this summer.

- A. Theme Calendar: Please take note of all the FUN we'll be having this summer!

The following are required for EVERYONE:

- B. Medical Form: This form does not need to be completed/signed by a doctor; it provides us with general information regarding your child's health.
- C. Authorization for Pick-Up Form: Only the people listed on this form will be allowed to pick-up at the end of the Camp Day.
- D. Camper Code of Conduct: Please review with your child(ren) & sign.

The following forms are available for those with additional needs:

- E. Emergency Health Plan: For those with an Epi-Pen/allergies.
- F. Medical Administration Form: For those with an Epi-Pen and/or medications that need to be taken while at Camp.
- G. Supplemental Form for Support Services & Special Needs: For those with any support services in the schools, medical, behavioral and/or special needs that our staff should be made aware of.

If you have any questions on any of these forms, please contact the Parks & Recreation Office at 860-742-4068.