



## Welcome to Adventure Camp!

The Avon Recreation and Parks Department Staff would like to welcome you and your child(ren) to Adventure Camp. The purpose of this handbook is to make sure that you are well informed and prepared to send your child to camp every day with everything they need. If you have any further questions after reading this handbook, please feel free to contact us at 860-409-4332.

### IMPORTANT SUMMER PHONE NUMBERS

Recreation and Parks Department	860 409-4332
Cancellation Line	860 409-4365
Sycamore Hills Pool	860 673-5696
Camp Director Cell	860 874-9599
<i>*The Camp Director Cell will only be active during camp hours.</i>	

### ADMINISTRATIVE STAFF

Director of Recreation & Parks	
Ruth Checko	<a href="mailto:rchecko@avonct.gov">rchecko@avonct.gov</a>
Administrative Coordinator	
Sharon Henry	<a href="mailto:shenry@avonct.gov">shenry@avonct.gov</a>
Administrative Secretary	
Tanuja Miura	<a href="mailto:tmiura@avonct.gov">tmiura@avonct.gov</a>
Camp Director	
Colin Brown	<a href="mailto:adventurecamp@avonct.gov">adventurecamp@avonct.gov</a>

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Avon Recreation and Parks Department  
[Mission Statement](#)

The Avon Recreation and Parks Department is committed to providing opportunities to participate in recreational programs and have access to parks so that people of all ages and abilities can stay active and enjoy the benefits of a healthier life.

### PARENT INFORMATION



**Before arriving at camp,** please have your child apply sunscreen so that they are ready to go for the day. Be sure to double-check the weekly newsletter for required items that should be brought or worn to camp in addition to the daily packing list. On days with water field trips, it is best if your child comes dressed to camp in their swimsuit underneath their clothes.



**Upon arriving at camp,** parents will need to park their car and walk to the welcome table located next to the playground to sign their child in and out of camp each day. If someone other than the direct guardian of your child will be picking up, please complete a pick-up authorization form and submit to the Camp Director in advance. On most days, the bus will leave promptly at 9 am, so it is very important to be on time. Drop off is at 8:45 am (Please plan to drop off no earlier than 8:40 am and no later than 9:00 am). Pick up is at 3:45 pm (Please plan to pick up no later than 4:00 pm). Parents who consistently pick up their child later than 4:00 pm will be charged a \$25 late fee. On most days, the bus will arrive back by 3:45 pm. The camp director will send notification if the bus is running late.



**While at camp,** campers will visit a different field trip location every day. The weekly newsletter will provide further information on session-specific schedules and field trip details including special items to wear or bring. Campers who do not wish to participate in a particular field trip activity may bring a book or game to use during the activity. Campers should always pack a swimsuit regardless of the field trip because on days the bus gets back early, campers will be able to swim at the pool.

### DAILY PACKING LIST

(Please label all belongings)

- backpack
- Socks and Sneakers
  - sandals may be brought to camp in addition to socks and sneakers
- change of clothes
- swimsuit
- towel
- Sunscreen (Spray and face stick preferred)
- Two Snacks
- Lunch (in insulated lunch bag with a cool pack) \*Lunches are not refrigerated
- \*New\*** Lunch will be provided on Monday's
  - Quassy (choice of hamburger, cheeseburger or hotdog, fries & drink)
  - Lake Compounce (Includes meal with side, fountain drink & cookie)
- Reusable water bottle (filled)
- OPTIONAL: small amount of money and cell phone (participants are responsible for these belongings)

#### **Items NOT to bring to camp:**

- Electronic devices other than a cell phone
- Any valuable items that you would not want lost or damaged

\*Lost and Found items will be disposed of at the end of each session.

\*For items lost at a field trip venue, parents will need to contact the venue directly.

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### CAMP POLICIES AND PROCEDURES

#### CAMP NEWSLETTER

The Weekly Camp Newsletter will be sent via email the Friday prior to each session. Please read this newsletter as it will provide important information such as a packing list, schedule, and reminders. **Please make sure your rec account has “opted-in” for notifications or you will not receive the weekly newsletter and other important emails.**

#### GROUP/FRIEND REQUEST POLICY

While we understand your child may be registering for camp with a friend, please note that we do not take group requests. No matter what group your child is in, there are many points of the day where the camp is all together and your child will be able to interact with friends in other groups. Groups are created roughly by age/grade but will vary each session depending on how many kids of each age/grade are registered.

#### WEATHER

Most field trips will run rain or shine. If a field trip has to be canceled because of the weather, an indoor field trip will take its place. Please make sure your child is prepared with a rain jacket or poncho on inclement weather days. Alternative pick-up location will be the senior center building when needed.

#### CELLPHONE USE

Cellphone use is prohibited except in emergencies or when instructed to use by the Camp Director. Campers are responsible for the loss or damage of cell phones on field trips.

#### HEALTH POLICY

Please do not send your child to camp if they are experiencing any of the following: fever of 100.4 degrees or higher, vomiting, productive coughing or sneezing, achiness, or sore throat. If a child experiences these symptoms while at camp, parents will be called and will need to pick up their child. For fevers, children can only return once their fever has been gone for 24 hours without medication.

#### SPECIAL NEEDS SUPPORT

If your child needs support in order to meet the camper expectations laid out on page 3 of the parent handbook, please reach out to Doug by calling the Recreation Office (860.409.4332) or by emailing [ddavenport@avonct.gov](mailto:ddavenport@avonct.gov) as soon as possible so we can ensure support is in place prior to the start of camp. Please note that failure to notify us of needing support may result in a delay or inhibit your child from participating in the camp.

#### MEDICAL INFORMATION

All Camp staff are trained in American Red Cross First Aid, CPR/AED, and Epi-Pen Administration. Select camp staff receive basic training that enables them to provide care for campers with diabetes and administer medications. All lifeguards are American Red Cross Certified with CPR for the Professional Rescuer/AED.



#### BEHAVIOR EXPECTATIONS AND POLICY

The Camp Director and Recreation Leaders will foster expectations with positive reinforcement and other appropriate behavior modification techniques.

#### *We expect campers to:*

- Understand and abide by camp and field trip venue rules
- Follow directions from staff
- Participate safely and effectively in a variety of activities
- Understand consequences of inappropriate behavior
- Interact with peer groups in a civil manner

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- Keep their hands to themselves at all times
- Stay with the group at all times
- Use electronic devices only in emergency situations or when prompted by Director to communicate with parents
- Operate independently in handling money, keeping track of their belongings, and working with a buddy system.

***If a Recreation Leader is experiencing behavioral problems with a child, parents will be notified/involved in the following ways:***

1. For minor or first instances of behavioral problems – Camp Director/Recreation Leader will talk to the child and log the behavior in our records book.
2. For major or repeat behaviors – Recreation Leaders will fill out an incident report that parents need to sign and discuss with child. Depending on the severity, parent(s) may also receive a phone call from the Camp Director.
3. For continued major or repeat behaviors resulting in incident reports – The camp director, parent(s), and child will meet to discuss and create a behavior plan.

**Depending on the severity and frequency of the behavior, the Recreation and Parks Department reserves the right to dismiss any child from the program. A camper demonstrating serious behaviors without improvement will have to be picked up at the venue within one hour of being notified by the staff. Any child who is found with e-cigarettes (juuls) or using their phones inappropriately will be dismissed from the program.**

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If you have any questions or concerns, please feel free to reach out!

860.409.4332 | [avonrec@avonct.gov](mailto:avonrec@avonct.gov)

We look forward to working with you and your children at camp this summer! ☺

