

# PARENT GUIDE




1300 Notch Rd. Cheshire CT 06410



## CHESHIRE

— Parks & Recreation —

Harmon Leonard Jr. Youth Center  
559 South Main St.  
Cheshire, CT 06410  
Monday - Friday  
8:30am - 4:00pm

 (203) 272-2743

 [recreation@cheshirect.org](mailto:recreation@cheshirect.org)

 [cheshirect.myrec.com](http://cheshirect.myrec.com)

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Title	Name	E-mail	Phone
General Questions	Parks & Rec Office	recreation@cheshirect.org	(203) 272-2743
Program Coordinator	Sarah Straker	sstraker@cheshirect.org	(203) 272-2743
Camp Director	Ian Beling	recreation@cheshirect.org*	(203) 707-3579*
Camp Nurse	Linda Remillard	campnurse@cheshirect.org	(203) 707-0166*

\*Please note: Camp phone and camp nurse phone/email will only be answered during camp hours\*

# SUMMER CAMP

## *checklist*

- Backpack
- Sneakers
- Water shoes for Beach time (NO CROCS)
- Comfortable Clothing
- Refillable water bottle
- Bagged Lunch with Ice Packs (We do not have a refrigerator)
- Snack
- Ice Cream Money
- Bathing suit and towel
- Sunscreen
- Insect Repellant (Optional)
- All Necessary medication and appropriate paperwork to be given and held onto by camp staff

# WEEKLY THEMES & SPECIAL GUESTS

A

**Super Hero Week**  
**June 17-21**  
(no camp Wednesday, June 19)



B

**Costume Week**  
**June 24-28**



C

**Patriotic Week**  
**July 1-3**  
(no camp Thursday & Friday, July 4 & 5)



D

**Ocean Week**  
**July 8-12**



E

**Safari Week**  
**July 15-19**



F

**Shark Week**  
**July 22-26**



G

**Hollywood Week**  
**July 29-August 2**



H

**Olympic Week**  
**August 5-9**



# DROP OFF & PICKUP

Camp staff are not responsible for campers prior to the drop-off time listed below, unless enrolled in Before Care. Do not drop your child off early if they are not signed up for Before Care (begins at 7:00 a.m.).

CAMP	DROP OFF TIME	PICK UP TIME
Full Day 9:00 AM - 3:30PM	8:50 AM -9:00 AM	3:30 PM -3:40 PM
Morning Only 9:00 AM - 12:15 PM	8:50 AM -9:00 AM	12:10 PM -12:20 PM
Afternoon Only 12:15 PM - 3:30 PM	12:10 PM - 12:20 PM	3:30 PM -3:40 PM
Early Drop Off 7:00 AM - 9:00 AM	7:00 AM-9:00 AM	N/A
Late Pick Up 3:30 PM - 6:00 PM	N/A	3:30 PM -6:00 PM

Campers must be signed out by an authorized person. The individual picking up your child (even if it is YOU!), must show their photo ID every day.

## DROP OFF LOCATION

During normal drop off and pickup times the staff will meet parents in the field by the parking lot and will check the children in and out of camp for the day.

During extended care hours, or during the camp day, the person picking up the child will need to park in the parking lot, and walk to the pavilions in order to check the children in and out of camp.

\*Parents are not allowed to drive up to the pavilion\*

If you are unable to walk the distance please , call the office or the camp phone to discuss a plan.

## CAMP ATTIRE

**Clothing:** Please make sure your child is dressed for active outdoor play. Camp will be held outdoors, therefore take into account the weather for that day. We suggest that shorts be worn under dresses or skirts. Many campers choose to wear their bathing suit to camp under their clothes. This speeds up getting ready for water activities. Once water games and/or swim time are complete, children have an opportunity to change into their dry clothes. Please label everything! Cheshire Parks and Recreation Department is not responsible for lost or misplaced items.

**Shoes:** Campers should always arrive wearing sneakers. Water shoes are recommended during water games, while boating, and on the beach only.

**\*Bare feet, open-toed shoes, sandals, dress shoes, crocs, and wheelies are not permitted\***

## SNACK/LUNCH

Lunch time will be between 12:00 p.m. and 1:00 p.m. depending on your child's group. Parents/Guardians must provide all food and drink for their campers. All campers should bring a morning snack along with plenty of water or a refillable water bottle daily. Full day campers must bring lunch. Those staying for Late Pick Up should bring a second snack for late afternoon. Please keep in mind that refrigeration is not available, so pack food and drinks with ice. There are also no facilities available for heating food.

The ice cream truck comes to camp after lunch most days., if your child would like to buy ice cream, pack money for them in a safe place, such as their backpack, where they will be able to find it

Please Note: Campers who get picked up at noon should not bring lunch. and campers who attend afternoon only should bring lunch.

## SUNSCREEN & INSECT REPELLANT

Campers should have sunscreen and insect repellent applied before arriving at camp. If you would like sunscreen and/or insect repellent reapplied by a counselor during the day, please send a note explicitly stating your child's name, what needs to be reapplied and at approximately what interval. You must provide your child's sunscreen and/or insect repellent; sharing supplies will not be permitted. If your child can independently apply their sunscreen and/or insect repellent, a note is not necessary. We will remind campers that it is time to reapply throughout the day.

## MEDICATION

If your child will need medication during the camp day or has been prescribed any emergency medication, the Authorization for the Administration of Medication Form must be completely filled out and on file, including the signature of the physician or dentist. Regardless of whether your child will self-administer, or the medication will be administered by the camp staff, this form must be completed in its entirety; this applies to both prescription and over-the-counter medications.

Medication must be signed in at the beginning of each week and signed out at the end of each week, but may be kept at the campsite overnight over the course of a single week. Any child who may or will need medication and arrives at camp without the medication or the authorization form will not be permitted to stay at camp.

## EARLY DISMISSAL

If you will be picking your child up early, send a dated, written and signed note with the approximate time of pick up. Check in with camp staff when you arrive to pick up, so that your child may be properly signed out. If your plans change during the day, call the camp director.

## UNSCHEDULED LATE PICKUP

Unscheduled late pickups will be subject to a \$25 charge every day to every child who is picked up after their scheduled dismissal. This includes those not enrolled in Late Pick Up but picked up from Late Pick Up and those who are enrolled in Late Pick Up and picked up after 6:00PM.

## PICKUP AUTHORIZATION

Your child will only be released to someone you have listed as having permission to pick your child up on their camp registration form. Alternatively, you can identify a different individual who will be picking your child up with a written note that is signed and dated by a parent/guardian. Make sure whoever is picking your child up knows that valid photo identification is required every day. The name on the photo identification must match a name on your child's list of people authorized to pick up. Please have photo identification readily available when picking your child up, as it will be verified. This policy has been designed to safeguard our campers and their families.

In case of emergency or last-minute change of plans, you may send a detailed email to the camp director explaining the exception to the pickup procedure.

## INJURY OR ILLNESS

Please do not send children to camp if they are feeling unwell. Check your child daily for symptoms of illness before sending them to camp. To report that your child will not be attending camp you can call the camp director and leave a message or e-mail [recreation@cheshirect.org](mailto:recreation@cheshirect.org)

If your child begins to feel unwell during the day, we will contact you to pick your child up early.

In the event of any injuries at camp, we have a nurse on site who will do a thorough assessment of the incident/accident. We will provide first aid to the child and fill out the appropriate accident report. All of our camp counselors are also CPR and First-Aid certified

## SWIMMING/MIXVILLE POND

Lifeguard is on duty during camp hours. The swim area and boating area are staffed by American Red Cross certified lifeguards whenever campers are at the waterfront. Campers will be evaluated to determine the best area for them to swim; those considered to be non-swimmers will only be allowed in the shallowest water. Life vests and floaties are not allowed to be brought to camp. When children are boating, they will be required to wear a U.S. Coast Guard Approved life jacket that we provide.

## CANCELLATION POLICY

Participants who withdraw from a program at least 2 weeks prior to the start of a program will receive a full refund. No refunds will be given once a program begins, unless for medical reasons and accompanied by a doctor's note. All refund requests must be in writing, you can email the cancellation request to [recreation@chshirect.org](mailto:recreation@chshirect.org). Please remember that there are a limited number of openings for enrollment. If you need to withdraw from a session, please do it as early as possible so that the space can be available for another child.

## EXPECTED BEHAVIOR

Any information you can provide regarding your child's behavior will be greatly appreciated. Camp staff will be able to better meet the needs of each individual camper by having such insight. It is expected that all campers will be active participants in camp activities. Campers should always behave respectfully to their peers and camp staff. When these expectations are not met, camp staff adheres to a fair, but strict, progressive discipline policy beginning with a verbal warning and culminating with a phone call between staff and parents/guardians to discuss the circumstances. If a camper repeatedly exhibits behavior outside what is expected or does something more serious in nature, they may be removed from camp without refund.

## TECHNOLOGY, ELECTRONICS, & TOYS

Camp is an active and fun place. Any electronics such as cell phones, iPods, iPads, or handheld gaming systems are not allowed at camp and should be left at home. Any toys, games, or cards are also not allowed at camp and should be left at home. These items distract from the group activities staff has planned. If any of these items are found at camp, they will be confiscated and remain with the camp director until the end of the day. If a camper needs to call their parent during the day, they can use the camp phone. If you need to reach your child during the day, you should call the camp phone. Please see the table at the beginning of this handbook for the appropriate contact information.

## PUBLICITY

Follow us on Facebook and Instagram to see photo updates of all the fun campers are having!

## COMMUNICATION

If you have any questions, comments, or concerns contact camp or office staff as soon as possible.

The Parks & Recreation office can be reached at (203) 272-2743 or  
the Camp Director can be reached at (203) 707-3579.

REMINDER: Camp Director, and Camp Nurse phone are only available when camp is in session.