

# 2016/2017

Waterbury Recreation Department  
28 North Main Street Suite #1  
Waterbury, VT 05676

Deb Fowler, Recreation Director

Location: Recreation Building, Anderson Field

Recreation Office (802) 244-7174  
Recreation Building (802) 241-1107

Email: [Recreation@waterburyvt.com](mailto:Recreation@waterburyvt.com)



## *Parent/Guardian Information & Policy Handbook for Vacation Camps*

-Open to children who attended grades K-6, during the 2016/2017 school year  
Minimum 15 maximum 30 spaces available

### Dates & Hours

- Open daily, Monday-Friday, 7:30am to 5:00pm, sharp
- Camp #1 December 27 - December 30, 2016-Registration/Fee due by Wednesday November 30, 2016  
\*Camp #1 will be closed Monday December 26
- Camp #2 February 27 - March 3, 2017-Registration/Fee due by Friday February 24, 2017
- Camp #3 April 17 - April 27, 2017-Registration/Fee due by Wednesday March 22, 2017

### Tuition Fee & Cancellation Policy

- \$150.00 per child for Waterbury Residents for each camp
- \$175.00 per child for Non-Residents for each camp
- Non-refundable \$50.00 deposit required with registration form

Checks should be made payable to: **Town of Waterbury**  
28 North Main Street Suite#1  
Waterbury VT 05676

Request for refunds must be made in writing or by email no later than 48 hours before the event and is subject to a \$50.00 registration fee. In the event the Recreation department cancels an event the fee will be fully refunded.

### Late Pick-up Policy:

- A penalty of \$10.00 per quarter hour (or portion thereof) will be assessed for children picked up ANYTIME after 5:00pm. This is non-negotiable, and applies to everyone.
- Children who are picked up late WILL NOT BE PERMITTED into camp the following day, unless the late fee has been paid.
- With a signed release from parents, children are allowed to sign themselves out of camp at the end of the day. However, once campers have signed out, they are no longer allowed at camp and will not be supervised. If parents wish to allow their children to leave camp at any time other than the end of the day, a signed note will be required in advance.

### **Program Schedule: (subject to change)**

-Each child will be assigned to a counselor(s) and group of campers according to their grade and/or age. Please sign your camper(s) in and out with their assigned counselor(s), and report any necessary information, such as special concerns, medications, changes in pick up time/person, etc.

-Campers will participate in small group activities, as well as camp-wide events.

-Activities will be age-appropriate and considerate of all abilities and interests.

-Each week will have a theme and activities will be geared around the theme.

7:30am-8:30am Check in and opening activities at Recreation Building

8:30am-8:45am Small group meetings

8:45am-10:15am Group Activities

10:15am-10:30am Snack

10:30am-12:00pm Group Activities

12:00pm-12:45pm Lunch and afternoon

meeting 1:00pm-2:45pm outdoor or

Group Activities 3:00pm Break/Snack

3:00pm-4:00pm outdoor or Group Activities 4:00pm-5:00pm Group Activities at Recreation Building

\*Daily schedule may vary due to the inclusion of walking field trips, all-camp activities, and weather conditions.

### **Off-Site Functions, Field Trips, Sign In/Out:**

-No child will be permitted to leave camp unless written authorization from a parent/guardian has been submitted.

-It is the responsibility of parents/guardians to provide transportation to/from any recreation event or other activity that does not occur at the Recreation building.

-The Recreation Staff will escort children to/ from, library and recreation events conducted at Dac Rowe Field.

-See individual field trip fliers for detailed information on each field trip.

-If your child(ren) are attending a recreation clinic the day we are planning a field trip, you will need to decide if they will go on the field trip or attend the Mini Camp.

### **Field Trip Policies:**

-All camp counselors attend field trips. If your child is enrolled in a recreation event that falls on a Field Trip day, your camper will only be able to attend either the Mini Camp or the Field Trip, but not both.

-Camp registration fees cover all field trips including transportation and admission, unless otherwise specified.

### **Lost and Found:**

- Waterbury Recreation Vacation Camp and its staff are not responsible for lost or stolen items.
- Unclaimed Lost and Found items will be donated to charity a week after camp closes.

### **Sign-In/Out:**

- A parent or Guardian must sign in/out their child(ren) on a daily basis. Unless a written release is provided allowing the child to do so on their own, **parents/ guardians must be present for sign-in/out.**
- Parents who drop their children off prior to the scheduled opening of camp (7:30am) and/or permit their children to sign themselves in, are responsible for their children until the opening of the day camp. The Town of Waterbury's responsibility for the children begins only when they've been properly signed in.
- Parents who give their children permission to sign themselves out prior to the scheduled close of camp (5:00pm) take responsibility for their children at the time the children sign out. The Town of Waterbury's responsibility for these children ends when the children sign out.
- Any individuals dropping off and/or picking up children to and from the camp need to be specifically authorized by a parent/guardian in written form. Recreation Staff reserve the right to contact parents/guardians when an unauthorized or unrecognized person arrives to drop off or pick up campers. Photo identification may be requested.
- We understand at times you need to pick your child(ren) up early. If at all possible picking them up at snack or lunch times would be less disruptive to the camp. Thanks in advance for your help.

### **Clothing, Supplies & Meals:**

To ensure the health, protection, and wellbeing of everyone, please be certain to:

- Complete and return all forms promptly. Separate registration forms and requested permission slips for each child (No child will be admitted into the camp without the required fully completed forms on file and tuition must be paid in full)
- Send your child to camp daily with the necessary clothing, including: sneakers, boots, hats, mittens, change of clothes, and rainy day wear. No items can be stored at camp.
- No child will be permitted to participate in certain activities without proper outdoor gear.

### **Children MUST bring to camp daily:**

- Lunch **NO LUNCH IS PROVIDED**
- Closed toe shoes required, boots recommended for outdoors. (We'll be walking a lot!)
- Medications, as necessary, with written instructions and descriptions, which needs to be handed to the counselor at the beginning of each day.
- Backpack, adequate for the many walking trips.
- Reusable Water bottle.
- Snacks for morning and afternoon. No snacks will be available for sale at camp.
- No electronic devices are allowed

### **Food Allergies:**

- Some campers may be allergic to products containing peanuts, dairy, and/or wheat. Please ask your child not to share their food with others.

## Rules and Policies:

Please make certain you and your child(ren) understand the following rules that apply to all participants of the camp:

- Respect yourself, others, and property
- Be responsible and honest.
- Listen to directions the first time.
- Keep your hands to yourself.
- No swearing.
- Inappropriate behavior will result in a *strike*, with continued strikes resulting in expulsion (please see Formal Discipline Policy below).
- Come prepared with necessary clothing, food, and extras.
- Ask questions, Ask for help, Ask for what you need.
- Have fun!!!

## Formal Discipline Policy:

While camp is a great place to relax, make new friends, and try lots of different activities, it also lends itself as a wonderful opportunity to practice appropriate social skills and behavior. With the goal of maintaining a safe, fun, and cooperative environment for all, Waterbury Recreation has reinstated the 3-Strike policy. The formal discipline policy established by the Town and Village of Waterbury and the Waterbury Recreation Department is listed below. Parents/Guardians are required to “sign- off” on this policy, signifying their understanding of and agreement to the procedures followed by the employees of the Waterbury Recreation Department, Waterbury Pool Staff, the Town of Waterbury Recreation Committee members, and other designated town and village personnel:

When a counselor gives your child a strike, it means there has been a disciplinary issue. Strikes are given when a safety rule has been broken or several warnings have not stopped a certain behavior. When a child gets a strike, it is recorded in a daily strike book (which tells why the strike was given and which counselor gave it.) Usually there are between 0-3 strikes on an average day at camp, which means it is a pretty serious thing. Counselors do not like to give strikes and have several other methods to stop behavior, but sometimes they do not work. Certain behaviors merit a strike even if no warnings have been previously given. Strikes are cumulative by day, meaning if a child gets a strike on Monday, they have a fresh start on Tuesday. If a child receives 3 strikes in one day, they must leave camp for the day. If they are sent home 3 times they are done for the summer. For more information on Strikes, or to see if your child has had one, talk to your counselor. There will be no refunds of camp fees for children who have been removed from the camp due to disciplinary issues.

## Head Lice Policy

In the event that your child is confirmed to have head lice or nits, he/she will not be permitted to attend camp until he/she has been successfully treated and nits are gone. If you suspect that your child may have head lice, please notify camp staff immediately and proceed with proper treatment including rechecking daily for two weeks. Camper’s names and information shall remain confidential. Due to the nature of lice spreading from close contact and through sharing personal items, such as hats, hair brushes, towels, etc., please be sure to wash all clothing and other personal items before sending them back to camp with your child. We encourage campers to not share their clothes, towels, hats, and hair brushes. We will be doing lice checks throughout the summer to prevent the spread of lice. Camp staff will regularly perform spot examinations of camper’s scalps to check for signs of head lice. If lice is discovered while the camper is at camp, their parents will be notified and the camper will need to leave camp for the day and until they are deemed lice free.