To: All Parents of the Day Camp Campers

From: Ray Bull – Recreation Director

Re: Program Guidelines

Thank you for being a part of the Marlborough Parks & Recreation Netto Camp Program. We look forward to making your child’s summer a fun, enjoyable and memorable one.

Enclosed are the program guidelines and the bus information. Also enclosed is the summer camp contract, this must be returned by the first day of camp. Our staff is very excited and ready for a fun-filled summer.

Below are some suggestions that will help you and your child prepare for the program, please pay close attention to the general suggestions.

1. Make sure that your child wears comfortable and protective footwear such as sneakers.

2. Provide your child with a lunch, snack and a drink every day. Please make sure containers of liquid are leak-proof even when they are placed upside down. Water jugs are provided at the site to allow campers to refill their water bottles. Lunches are NOT refrigerated. THE CAMP DOES NOT PROVIDE CUPS.

3. Make sure you make the counselors aware of any medication your child is taking or has taken in the past, which may affect energy level, moods, or physical ability (i.e. Ritalin). Counselors will be able to handle disruptive behavior more efficiently if they are aware that these situations may occur. Counselors are not permitted to give children medication, but can remind children to take it and welcome parents to come to camp to administer.

4. If your child has been sick or is feeling sick, notify the counselor or director so they can keep an eye on your child’s progress throughout the day. If your child shows common signs of being sick during the day, counselors will notify you to pick up your child. Please note a nurse is not stationed at camp sites.

5. Please send your child with bathing suit and towel each day.

6. We ask that the children leave their toys at home, as they are often broken or misplaced. We are not responsible for your child’s belongings.

7. Please label all belongings with your child’s first and last name.

8. The camp discipline plan is followed by all staff at our summer camps.

9. Camp will be held on rainy days. Please provide your child with warm clothing on these days.

NOTE: In the event of inclement weather, please drop off your camper at the Marlborough Elementary School. After camp care will not be available if camp is held at the school. We will notify parents the day before if camp is to be held at the school.

10. Every camper must be signed in and out of camp by a parent or approved person.

Pick Up: If picking your child up early, you must send a note to the counselor. All children must be signed out. Please be sure to always have proper identification when picking up your child.

SUMMER CAMP DISCIPLINE PROCEDURES

A. NON-PHYSICAL BEHAVIOR

Includes, but not limited to: not following directions, foul language use, and disrespectfulness.

Action 1: The counselor issues a verbal warning explaining the inappropriate behavior to the camper. The camper is advised that the next warning will be a written discipline. Record behavior in discipline log.

Action 2: The counselor issues the first written warning to the camper. A call is also made home by the supervisor after talking with the camper. Record behavior in discipline log.

Action 3: The counselor issues a second written warning to the camper and a one-day suspension is given. A second call is also made home by the supervisor. Record behavior in discipline log book.

Action 4: The counselor issues a third written warning to the camper, a 2-3 day suspension is issued, and a third call is made home by the supervisor. Record behavior in discipline log book.

Action 5: Expulsion. Record behavior in log book.

B. PHYSICAL BEHAVIOR (mild) & BULLYING

Includes, but not limited to: pushing, shoving, spitting, tripping, throwing any item, actions of no severe danger or any other infraction deemed inappropriate for this category.

Action 1: The counselor issues the first written warning to the camper. A call is also made home by the supervisor after talking with the camper. Record behavior in discipline log.

Action 2: The counselor issues a second written warning to the camper and a 1-3 day suspension is issued. A second call is made home by the supervisor. Record behavior in discipline log book.

Action 3: The counselor issues a third written warning to the camper, a 2-3 day suspension is issued and a third call is made home by the supervisor. Record behavior in the discipline log book.

Action 4: Expulsion. Record the behavior in the discipline log book.

C. PHYSICAL BEHAVIOR (severe)

Includes, but not limited to: pinching, pulling, biting, rock throwing, punching, revealing inappropriate areas of the body (pantsing, flashing) or any other infraction deemed inappropriate for this category.

Action 1: The camper is given a one week suspension and a call is made home by the supervisor. Record behavior in the discipline log book.

Action 2: Expulsion. Record the behavior in the discipline log book.

Each case will be reviewed by our full time administrative staff. If your child is expelled from the program, they will not be allowed back for the summer as well as put on probation for the following year. Parks and Recreation reserves the right to determine the seriousness of the discipline issued and categorize it accordingly. Parks and Recreation also reserves the right to make decisions in the best interest of the program and in the best interest to ALL participants. Refunds are NOT given for suspensions/expulsions.

SUMMER CAMP RULES

1. Children must check in with his/her counselor EVERY morning as soon as they arrive so that attendance can be taken and proper supervision can take place.

2. Shoes must be worn at all times (No Sandals or Flip flops)

3. Throwing stones, sticks, or other objects is not permitted; this will lead to disciplinary action taking place.

4. Behavior such as pushing, hitting, or other aggressive acts will not be tolerated. (Please see discipline procedures for actions to be taken when this kind of behavior occurs).

5. Swearing, bullying and foul language is not permitted. NO EXCEPTIONS!

6. Bikes, scooters, roller blades, and skateboards are not to be used during camp. Any of the above must be locked or put away until the completion of camp.

7. Campers are allowed to bring in, tablets, I pods, cell phones to camp but must store them in a backpack during camp hours. We don’t want any accidents to happen to your child’s prized possessions and are not responsible for replacing or looking after them.

8. Proper behavior is expected by all campers at all times, this includes, respect to the counselors, campers, other parents, personal property and town property.

9. All camp rules apply for bus transportation and bus stops.

10. Campers must stay with their counselor at all times.

Any violation or lack of cooperation will result in disciplinary action. All disciplinary cases and actions, as minor as they may be, will be documented in discipline log books located at each site and at the extended day program. Camp disciplinary procedures have been provided to parents in case of any violation of the rules. NO EXCEPTIONS.

SUMMER CAMP PARENT & CAMPER CAMP CONTRACT

This is a contract for both parents and campers to sign saying that they have read the packet provided on camp rules and procedures and understand that these rules and procedures need to be followed at all times. PLEASE READ THE CONTRACT, SIGN IT, AND HAND IT IN ON THE FIRST DAY OF CAMP TO YOUR CHILD’S COUNSELOR / SITE DIRECTOR.

I\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (CAMPER’S NAME) AND

WE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (PARENT/GUARDIAN’S NAMES)

HAVE READ AND UNDERSTAND THE CAMP RULES, DISCIPLINARY PROCEDURES AND SIGN OUT PROCEDURES OF THE SUMMER CAMP PROGRAM. I UNDERSTAND THAT IF MY CHILD DISREGARDS ANY RULE OF CAMP, SUSPENSION OR EXPLUSION FROM CAMP MAY BE PART OF THE DISCIPLINARY PROCEDURES. I UNDERSTAND THAT MY CHILD WILL NOT BE PERMITTED TO ATTEND CAMP IN THE CASE OF SUSPENSION / EXPULSION. I UNDERSTAND THAT ONLY PEOPLE WHO ARE ON THE AUTHORIZED PICK UP LIST I TURNED IN ARE ALLOWED TO PICK UP MY CHILD FROM CAMP. REFUNDS WILL NOT BE GRANTED ON THE BASIS OF A SUSPENSION OR EXPUSLION. I ALSO UNDERSTAND THAT THE TOWN OF VERNON PARKS AND RECREATION DEPARTMENT PROGRAM IS NOT RESOPNSIBLE FOR FINDING ALTERNATIVE CARE FOR MY CHILD IN THE CASE OF A SUSPENSION OR EXPULSION.

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(CAMPERS SIGNATURE) (PARENT/GUARDIAN’S SIGNATURE/S)

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