

TOWN OF EAST HARTFORD

SUMMER CAMP HANDBOOK



REGISTRATION LINK

www.ehparks.org

QUESTIONS? CALL 860-291-7160



East Hartford Parks & Recreation Camp Sites

LITTLE REC'ERS

**Goodwin Park at 1235 Forbes St.
Open to children entering grades 1 & 2**

FUN DAYS

**Gorman Park at 258 May Rd.
Open to children entering grades 3 & 4**

EXPLORERS

**McAuliffe Park at 50 Remington Rd.
Open to children entering grades 5 & 6**

TEEN CAMP

**Hockanum Park at 356 High St.
Open to children entering grades 7 - 9**

CAMP SUNBURST

**McAuliffe Park at 50 Remington Rd.
AGES 6 - 21**

SUMMER CAMP PROGRAM DETAILS

HOURS OF OPERATION:

The regular summer camp day is from 8:30am - 3:30pm. Registered participants should arrive no earlier than 8:30am and be picked up no later than 3:30pm.

DROP OFF AND PICK UP

Participants are to be dropped off and picked up in a designated area at camp by an authorized individual. They can not be dropped off in the parking lot; they must be walked in. The authorized person must have a photo ID ready at sign-out. All persons authorized for pickup must be a minimum of 16 years old.

- Campers are not permitted to be signed in until 8:30am and must be picked up no later than 3:30pm.
- If more than 30 minutes late for pick up, and we cannot reach the parent/guardian or anyone on the emergency contact list the East Hartford Police Department will be notified.

EXTENDED CARE PICK UP:

Participants registered for extended care sign in begins at 7:30 am. Pick up ends at 4:30 pm. If more than 30 minutes late for pick up, and we cannot reach parent/guardian or anyone on the emergency contact list, the East Hartford Police Department will be notified.

DAILY ACTIVITIES:

Daily activities we offer include arts & crafts, sports, games, swimming and enrichment with East Hartford Public Library. Weekly field trips and/or special events are also included. Weekly emails will be sent out with program updates.

RAIN POLICY:

Camp is held rain or shine. When necessary, the camps will go inside the schools on site, with the exception of Explorers and Camp Sunburst.



SUMMER CAMP PROGRAM DETAILS

REGISTRATION:

Participant must be registered by Thursday 4:30 PM for the upcoming week of camp. If child is not registered for camp they can not be dropped off at camp.

VALUABLES:

Please do not allow your child to bring valuables to camp. Staff will not be responsible for participants' personal property.

WHAT TO BRING:

- Full water bottle (water is on site for refills)
- Two healthy snacks daily
- Lunch if your child isn't opting to participate in the free summer meals program
- Bathing suit and towel
- Waterproof Sunscreen SPF 30 or higher. Please note: Staff is not permitted to apply sunscreen to campers
- Clothing appropriate for the weather
- Label all of your child's belongings

SUNSCREEN:

Summer camp staff are not permitted to apply sunscreen to campers. Please apply sunscreen to your child before coming to camp and send them with waterproof sunscreen SPF 30 or higher. Please label your sunscreen.

SWIMMING:

Swim times are offered as a complimentary service at all camps. Certified American Red Cross Lifeguards are on duty at all times during swim times, and camp staff provide additional supervision. Campers will receive swim instruction during morning swim.



SUMMER CAMP PROGRAM DETAILS

REFUND POLICY:

Due to limited space in our programs, refunds, upon receipt of a doctor's note, one week prior to the program's start. Once a program has begun, no refunds are given unless there is a case of a medical emergency with submission of a doctor's note. Extenuating circumstances, which are not medical in nature, will be reviews on a case-by-case basis. Refunds will not be given for any reasons for sessions which have already been completed. A 10% processing fee will be charged on all refunds or program transfers regardless of reason. Your request will be processed in 7 - 10 business days.

NOTICES AND FLYERS:

A weekly newsletter will be emailed to parents. If the participant leaves early or will be away from the program for period of time, check with a staff member for information about upcoming trips and activities you may not want to miss.

SPECIAL EVENTS, FIELD TRIPS AND T-SHIRTS:

Participants enjoy special events and trips at various times throughout the summer. Trips are offered using DATTCO school bus transportation. Campers must wear their camp t-shirt that is provided for them. In the event that a camper is not wearing their T-Shirt that is provided, the parent/guardian who has signed the child in will be required to purchase a t-shirt for \$10.00.



BEHAVIOR EXPECTATIONS

Participants whose behavior interferes with a safe, positive experience for others and the environment may be subject to dismissal. In the event of disruptive behavior, the camper will be addressed by a staff member immediately to pick up their child, and the camper will be removed from the program. The discipline procedure is as follows:

1st Behavior Incident: The Site Supervisor will speak with the camper and, staff will complete a documented written incident/ accident report to provide to the parent. Pending the incident, a student may receive a suspension from the program.

2nd Behavior Incident: The Site Supervisor will speak with the camper, and the staff will complete a documented incident/accident report to provide to a parent. Pending an incident, a camper may receive a suspension from the program. The Recreation Supervisor and social worker will be contacted.

3rd Behavior Incident: The Site Supervisor will speak to the student and call a parent/ guardian for immediate pickup. The student will be removed from the program permanently.

In the event of a significant behavioral concern, or incident that poses a safety concern for other campers or peers, the “3 Strike Policy” will be void, and the camper could face immediate dismissal from the program.

Parents are required to pick up the child in the event of a behavioral incident that puts the camp/child at risk.

