

2025

DEPARTMENT OF LEISURE, FAMILY, AND RECREATION

SUMMER CAMP PARENT HANDBOOK



- READ ABOUT OUR UPCOMING SEASON
- LEARN ABOUT SUMMER CAMP GUIDELINES
- REVIEW CAMPER AND PARENT GUIDELINES



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BUILT TO PLAY.



SUMMER DAY CAMP CONTACT INFORMATION



RECREATION SUPERVISORS

Taylor McBride

110 Cedar Street
(860)647-6039

James Costa

153 Spruce Street
(860)647-3089

MANCHESTER RECREATION CAMP SITES

Center Springs Park

Please check-in your child in the rear of the building

39 Lodge Dr
860-647-3084

Leisure Labs @ Mahoney Recreation Center

110 Cedar St
860-647-3166

Robertson School

65 N. School Street
TBD

Martin Elementary School

140 Dartmouth Rd
TBD

Buckley Elementary School

250 Vernon Street
TBD



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SUMMER DAY CAMP PARENT HANDBOOK



Thank you for registering for Manchester's Summer Camp! Please read all materials carefully.

HOURS OF OPERATION:

The Summer Camp Day Program is held from 9:00am – 3:00pm. Registered participants should arrive no earlier than 9:00am and be picked up no later than 3:00pm.

DROP OFF AND PICK UP:

Participants should be escorted into the camp facility and must be signed in and out by an adult or a responsible caretaker who is at least 15 years of age. Please review the following drop off and pick up guidelines:

1. If a participant is going to be late to the Summer Day Camp Program, or will not be attending that day, a phone call should be made to the Site Director by 9:30am.
2. If a participant needs to leave camp prior to 3:00pm, the Site Director should be informed in advance.
3. Participants will not be allowed to leave with anyone who isn't advised to pick them up. Please notify the Site Director of any changes.

EARLY/LATE PICK UP:

Participants registered for extended before/after care: Camp sites open at 7:30am and close at 5:30pm. Being late for pickup is discourteous to our camp staff and causes additional costs in custodial overtime. Please review the following policies for late pick up:

1. If a participant is not signed out by 5:30pm, a phone call will be made to the parent/guardian. If there is no response, emergency contacts that are listed on the camper's registration form will be called.
2. If no one can be reached by 6:00pm, the Police Department will be notified.
3. On the second late occurrence, alternate arrangements for the pick up of the participant will be requested.
4. On the third late occurrence, the participant will be removed from the program.



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SUMMER DAY CAMP PROGRAM DETAILS



Daily activities include sports, games, arts & crafts, swimming and specials. Weekly field trips and/or special events are also included. Participants will be grouped according to age and assigned to a Camp Counselor. There will be one (1) Camp Counselor assigned to every ten (10) participants (1 – 15 ratios at teen sites only). Campers will move in groups of 8-10 of the same campers and will not interact with other campers that aren't in their cohort.

RAIN POLICY:

The Summer Day Camp Program will not be cancelled on rainy days, but field trips may be changed or cancelled.

FIRST DAY:

On the first day of the program, please bring your child directly to the area indicated at your site. There you will be greeted by a counselor and given information about your child's camp day. Please plan to escort your child in and spend a few minutes to ensure that they are properly signed-in.

VALUABLES:

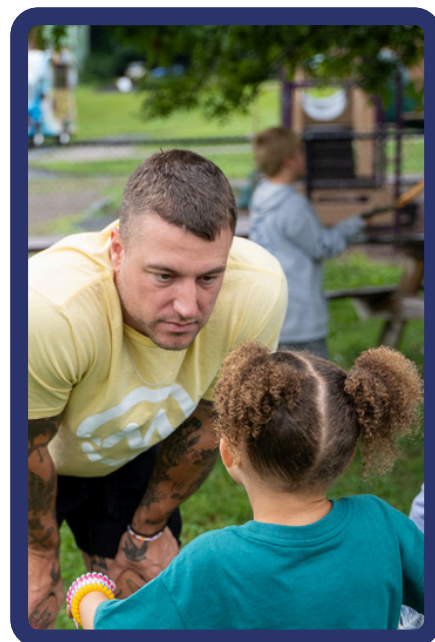
Please do not allow your child to bring valuables to camp. Staff will not be responsible for participants' personal property. Participants should also **not** be sent to camp with a cell phone; there are landlines at each site and every Camp Director will have a cell phone.

DAILY EXPECTATIONS:

It is both the parent/guardian and staff's responsibility to communicate daily reports regarding the child, concerns, issues, camp information, loss of breath, headaches etc. We would also appreciate your support with regard to your child's responsibilities while at the Summer Day Camp Program. Participants are to be responsible for their own belongings, washing their hands before meals and after bathroom use, using sunscreen, cleaning commonly used areas and, most importantly, their own behavior. Participants are to bring the following items with them each day:

1. Nutritious snack and drink
2. Sunscreen - **Please note that staff can NOT apply**
3. Bathing suit and towel
4. Water bottle
5. Water shoes or flip-flops
6. Rain gear when inclement weather is expected

*Please note that program participants consent to photography and video recording, and that images may be used for various purposes, unless specific objections are received.

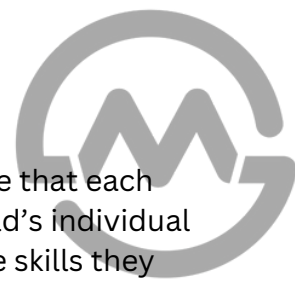


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BEHAVIOR EXPECTATIONS



Our goal is to provide a safe and nurturing environment for all our participants. We believe that each child is unique and has their own timing of development and growth. We respect each child's individual needs and interests and will work with each child and parent/guardian to help develop the skills they need to feel confident in themselves and in their evolving abilities. Our primary focus is to create an environment, both physical and social, which may adapt to each child's needs. By establishing clear and consistent limits for behavior, a child will come to understand what these limits are and what behavior is expected of them. If a situation occurs which requires intervention on our part, the following steps will be taken:

1. If a child exhibits signs of boredom, or negative behavior is escalating, we will provide positive redirection to a more appropriate and safe activity for the child.
2. If a child does not respond to redirection, they will receive some time to reflect on their behavior. Parents/Guardians will be made aware of the situation at the end of the day.
3. If a child is placed in a "time-out" situation three or more times, the Site Director will notify a parent/guardian and a meeting will be scheduled in order to develop a plan of action to help the child diminish and eventually eliminate the negative behavior. A Youth Outreach Worker will assist with this plan.
4. If any child engages in behavior with the intent to harm another child or staff member, the child's parent/guardian will be notified immediately and will be required to pick their child up. The child will be suspended from the Summer Day Camp Program for the next camp day (i.e. if the situation occurs on a Friday, the suspension will occur on the following Monday). Please note that before the child can return to the program, a meeting must occur between the Site Director, the Recreation Supervisor or Youth Outreach Worker and the parent/guardian.
5. If the child exhibits consistent negative behavior which may affect the health and safety of all participants and we therefore are unable to provide for the child, we will make recommendations to where the child may best be served. This may include removal of the child from the Summer Day Camp Program.

The safety of and respect for ALL children and staff is our utmost priority.

This is a recreational program. It is our policy not to discourage participation due to any disability whether it is social, emotional or physical. We will make every effort to work with you and your child to provide you both with a positive summer camp experience. However, we will not sacrifice the quality of the program due to needs that we are unaware of or unequipped to deal with effectively. We ask that you please be honest and up front at the time of registration, about your child's needs, so that we may be of assistance. Please also keep camp staff informed of any problems that your child may be experiencing that could potentially impact their time with us at Summer Camp.



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TRANSPORTATION:

Transportation for camp activities/trips is provided by the Dattco bus company, which is the same company that provides daily school transportation. Transportation is utilized only for special events and as shuttles to and from local pools; transportation is NOT provided to and from camp sites and homes.

OPEN SWIM:

As a part of the program, each site will be afforded the opportunity for free swim. For those sites which do not have the swimming facilities on the premises, transportation will be provided to a neighborhood pool on selected days.

SUMMER DAY CAMP SWIMMING LESSONS:

Swim lessons are offered to campers that are registered at either the Mahoney or the Martin campsites, for an additional fee. You can register your child for camp swim lessons for each camp session that they are registered for. The fee for each camp swim session registered for is \$25. For example, if your child is registered for only session one camp at Mahoney; they are only eligible to register for session one camp swim lessons at Mahoney. Children who are registered at Mahoney and Martin camps will be escorted to their swim lessons by camp staff at the designated time; if you register your child for a camp other than Mahoney or Martin; your child will not be able to take advantage of the swimming lessons during camp hours. Swim lesson registration is taken in addition to summer camp registration. Children must be pre-registered in order to participate.

MEALS AND THE SUMMER FOOD SERVICE PROGRAM:

The Summer Food Service Program is a federally funded, state administered, Town-sponsored program which offers nutritious meals for children ages 18 and under. Information about this program is available from the Board of Education. Snack and lunch will be available at the following camp sites: Center Springs, Teen Camp, Leisure Labs @ Mahoney, Buckley Elementary and Martin Elementary School. Menus and time schedules for meals will be available onsite. Campers may bring their own lunches from home, but they will not be refrigerated. Please place lunches brought from home in the appropriate cooler in the morning.

HEALTH & SAFETY:

For the health and safety of all of our participants, you are required to notify the Camp Director of all communicable diseases that your child may have contracted (i.e. chicken pox, head lice, pink eye, etc.). Specific information will be kept confidential, but we are obligated to notify all participants of the situation. Parents will be asked to pick up their child in the event of a temperature of 100 degrees or higher, diarrhea, vomiting, serious cough, signs of head lice, chicken pox, severe rashes, etc. Participants who are sent home may return after being symptom and fever free for 24 hours, or when a physician's note says it is permissible to do so. The Camp Nurse has the final say as to the health and safety of all children enrolled at our sites. In the event of a serious injury, 9-1-1 will be called, first aid will be administered and parents/guardians will be notified immediately. We will not transport any child in a personal vehicle. An injured child will never be left unattended; a camp staff member will always remain with the child.



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SUNSCREEN:

Summer Day Camp staff are not authorized to apply sunscreen. Sunscreen is considered a topical ointment by the State of Connecticut and is regulated in its use. Camp staff are not authorized to apply topical ointments unless several lengthy regulations, like those with medication administration, are followed. Due to the number of participants in the Summer Day Camp Program, it would take hours to administer sunscreen to each child. Please see suggestions below:

1. Purchase a sunscreen that is waterproof and has a duration period of six (6) hours. Apply the sunscreen at home prior to arriving at your site.
2. Instruct your child on how to properly apply sunscreen and if need be, have them bring their own sunscreen to the program. Be sure to put your child's name on their sunscreen. Please note that children are not allowed to share sunscreen with anyone else.
3. If your child has a strong reaction to the sun, we suggest that you consult your physician for a possible prescription sunscreen. If a prescription sunscreen is needed, you will need to complete the Authorization for the Administration of Medications Form and comply with the medications administration policy (please see Medication above).

FOOD DELIVERY:

Campers and camper's parents are prohibited from ordering food delivery to camp sites. If a camper is found to be in violation of this policy, a parent/guardian will be contacted. Repeat violations will warrant a meeting with the camper, parent/guardian and the Camp Director and/or Recreation Supervisor.

REFUND POLICY:

Full refunds may be requested until Monday, June 9th, 2025. No refunds will be issued after June 9th.



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AUTHORIZATION TO ADMINISTER MEDICATION BY CAMP PERSONNEL



The Connecticut State Law and Regulations require a written order by a physician or dentist and the parent or guardian's authorization for a Nurse to administer medications or, in his/her absence, the Camp Director or Camp Staff to administer medications. Medications must be in pharmacy prepared containers and labeled with the name of the child, name of medication, strength, dosage, frequency, name of physician or dentist, and the original prescription date.

Physician's or Dentist's Order Name of Child: _____

Date: _____ Address: _____

Date of Birth: _____

Condition for which medication is being administered during camp hours:

Medication: Name, dose, and method of administration:

Time of Administration: _____

Medication shall be administered: _____ to: _____

(Date)

(Date)

Relevant side effects to be observed, if any:

If there are side effects, plan for management:

Is this a controlled medication? Yes or No If yes, DEA number:

Physician/Dentist Name _____ (Please print)

Address: _____ Phone: _____

Physician/Dentist Signature: _____ Date: _____

Camp Nurse Signature: _____ Date: _____

(see back...)



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AUTHORIZATION BY PARENT/GUARDIAN FOR THE ADMINISTRATION OF THE ABOVE MEDICATION BY CAMP PERSONNEL



To Camp Personnel:

I hereby request that the above medication, ordered by the physician/dentist for my child _____, be administered by camp personnel.

I understand that I must supply the camp with prescribed medication in the original container dispensed and properly labeled by a physician or pharmacist and will provide no more than a 5-camp day supply of said medication.

I understand that this medication will be destroyed if it is not picked up within one week following the termination of the order or one week beyond the end of the last session of camp attended.

Parent/Guardian's Name: _____(Please Print)

Parent/Guardian's Signature: _____

Relationship to Child: _____

Address: _____

Phone Number: _____



























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SUMMER CAMP - ACTIVITY SCHEDULE



	Center Springs	Mahoney	Buckley	Martin
July 2	 Team Building	 Team Building	 Team Building	 Team Building
July 9	 Bounce House & Kona Ice	 DJ Dale	 Parkade Cinemas	 Spare Time
July 16	 Brain Circus	 Parkade Cinemas	 CNT Entertainment	 Camp Jeopardy
July 23	 Hartford Athletic	 Hartford Athletic	 Hartford Athletic	 Hartford Athletic
July 30	 Parkade Cinemas	 CNT Entertainment	 DJ Dale	 Bounce House & Kona Ice
August 6	 DJ Dale	 Bounce House & Kona Ice	 Bounce House & Kona Ice	 Parkade Cinemas

TEEN CAMP - TRIP SCHEDULE

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1	30	1	2  Nomads	3  Spare Time	4
Week 2	7	8  Parkade Cinemas	9  CT Sun	10	11
Week 3	14	15  Mystic Aquarium	16	17  Adventure Park	18
Week 4	21	22  Beach Day	23  Hartford Athletic	24  Farmington River Tubing	25
Week 5	28	29	30	31  Wadsworth Museum	1
Week 6	4	5  Basketball HOF	6	7  CT Sports Center	8



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WHAT WILL MY CHILD DO WHILE AT CAMP?



The Manchester Recreation Division operates 5 different summer camp sites. Each site will be staffed with 1 Director, 1 Assistant Director, and 1 Youth Outreach Worker, along with a variable number of counselors based on the size of the camp. We offer campers a full day of activities including sports, arts & crafts, swimming, and more!

DAILY SCHEDULE

Here is an example of the camp day:



7:30 – 9:00 Early Care

9:00 – 9:15 Unit Time

9:15 – 10:20 Activity 1

10:20 – 10:35 Snack

10:35 – 11:40 Activity 2

11:40 – 12:00 Camp Wide

12:00 – 12:45 Lunch

1:00 – 2:30 Swim

2:30 – 3:00 Unit time

3:00 – 5:30 After Care



CAMP TRIPS



TRIP SCHEDULE

Here is an example of the camp day:



7:30 – 9:00 Early Care

9:00 – 9:30 Load Bus

9:30 – 10:15 Travel

10:15 – 10:35 Snack

10:35 – 12:00 Trip Activity

12:00 – 12:30 Lunch

12:30 – 1:45 Trip Activity

1:45 – 2:30 Travel

2:30 – 3:00 Unit time/Pick Up

3:00 – 5:30 After Care



MEET THE **SUMMER** TEAM!



Josh Charette, Recreation Supervisor

"As a Recreation Supervisor, I oversee the Community Y in Manchester's North-end. This includes aquatic programming and the Park Ambassadors at Charter Oak Park. I facilitate the Lifeguard and Water Safety Instructor classes as well as the CPR/First Aid trainings. I also coordinate special events, such as our annual Holiday in the Park and Fall Festival."



Anthony Mazzotta, Recreation Supervisor

As Recreation Supervisor, I oversee Northwest Park programming including Pavilion rentals, Rec on the Run programs, the Recreation Golf League, pickleball & assist with planning special events and programs throughout Manchester."



Taylor McBride, Recreation Supervisor

"As a Recreation Supervisor, I oversee the Leisure Labs at Mahoney Center and our daytime Summer Camp season. Every day we encounter different people with their own unique stories, and it is our duty to love and encourage one another despite our differences. We should make a conscious effort to contribute to the growth of our community and help others with love and intention."



James Costa, Recreation Supervisor

"I oversee the Neighborhoods & Families Division, which includes our Farmers Market series, the Spruce Street Community Garden, the Nathan Hale Recreation Center and Camp Kennedy. I also, alongside my fellow Recreation Supervisor Taylor McBride, oversee our summer camp programs."



EMERGENCY ACTION PLAN CODES



CODE RED

CALL 9-911

- Active Fire/Smoke
- Medical Emergency
- Missing Child
- Physical Altercation
- Potential Drowning
- Search and Rescue
- Suspicious Persons

STAY CALM.

CODE YELLOW

CALL 9-911 AND NON-EMERGENCY LINE 860-645-5500

- Non-Medical
- Homeless person(s) on grounds/facilities
- Suspicious Smell/Object
- Verbal Altercation

USE YOUR BEST
JUDGEMENT.

CODE GREEN

REQUIRES IMMEDIATE ASSISTANCE

- Basic First Aid
- Fire Alarm
- First Aid Kit
- First Amendment Audit
- Inclement Weather
- Insubordinate Employee
- Unruly Patron

DID YOU REMEMBER TO
CONTACT YOUR DIRECT
SUPERVISOR?



There may be emergencies that fall outside of the scope of these emergency action responses. In the event of this, please:

- Call 911
- Contact your direct supervisor
- Stay calm & use your best judgement



EMERGENCY ACTION PLAN CODES



CODE RED

WHAT IS A MEDICAL EMERGENCY?

The person's condition is severe and/or life threatening (for example, the person is having a heart attack, severe allergic reaction or severe head injury). Moving the person could cause further injury (for example, in case of a neck injury or motor vehicle accident), so please ensure the victim remains stationary until medical assistance arrive. Stay positive and give the victim reassurance that help is on the way.

CODE YELLOW

WHAT IS A NON-MEDICAL EMERGENCY

Suspicious activity in your neighborhood, business, or current location. Signifies no immediate danger within the building or on the campus but a situation has arisen requiring all persons to stay locked indoors. Examples of a **CODE YELLOW** may include police action in the area, suspicious smells/objects, drug paraphernalia, homeless person(s) on grounds/facilities, altercations (Level 1), etc.

CODE GREEN

WHAT REQUIRES IMMEDIATE ASSISTANCE

CODE GREEN items do not require emergency personnel to be contacted. Examples of a **CODE GREEN** include inclement weather, administration of a first aid kit, an unruly patron(s), fire alarm, insubordinate/disgruntled employee, etc.



There may be emergencies that fall outside of the scope of these emergency action responses. In the event of this, please:

- Call 911
- Contact your direct supervisor
- Stay calm & use your best judgement

EMERGENCY TELEPHONE LIST



THE NUMBER (9) MUST BE DIALED FROM FACILITY PHONES

RECREATION SUPERVISORS:

Supervisor:	Rec.	Anthony Mazzotta 860-810-8719
Supervisor:	Rec.	James Costa 860-461-5243
Supervisor:	Rec.	Joshua Charette 860-930-7716
Supervisor:	Rec.	Taylor McBride 860-306-0043

EMERGENCY MEDICAL SERVICES:

Manchester Police / Manchester Fire

****EMERGENCY	Facility Phone:	9 - 911	Cell / Public Phone:	911
NON-EMERGENCY	Police: 860-645-5500		Fire: 860-647-3266	

MANCHESTER MEMORIAL HOSPITAL:

Main #	860-646-1222	Prompt Care:	860-647-4770
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Emergency Dept.: 860-647-4777

DCE	Hotline (Referral):	800-842-2288	Supervisor:	860-533-3735
Abuse & Neglect Care		800-842-2288		
Suicide / Prevention / Substance Abuse		2.1.1		
Mental Health / Suicide Lifeline		9.8.8		
Poison Control		800-343-2722		

LEISURE, FAMILY, AND RECREATION ADMINISTRATIVE OFFICE:

Director: Sen. Rec.	Chris Silver 860-647-3084
Supervisor: Sen. Rec.	Calvin Harris 860-647-3088
Supervisor: Sen. Rec.	Kathy McGuire 860-647-3087
Tech. Office Associate:	Alysia Dumais 860-647-3085
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