



## DAY CAMP PARENT HANDBOOK

### Contact Information

Camp Director	Karyn Wahnowsky
203-322-6941 x106	Email <a href="mailto:daycamp@italiancenter.org">daycamp@italiancenter.org</a> <a href="mailto:kwahnowsky@italiancenter.org">kwahnowsky@italiancenter.org</a>
Camp Nurse	Camp season only
203-322-6941 x 122	8:30-4:00

### Camp Location

- The IC Day Camp is located on the picnic grounds on the lower field of the IC property. Follow the signs for the picnic grounds, down the hill and past the lower tennis courts.
- The Camp Nurse's station is located on the upper level of the property in the rear of the IC snack bar building. To get to the Nurse's station, you must enter the building through the gym/member entrance and follow the hall to the outdoor pool area. There is a sign by the nurse's station office door.

### Hours of Operation

- Full and Half-Day Camp is held daily, rain or shine.
- Full-Day Camp is for campers entering Kindergarten through 6<sup>th</sup> grade. Full-Day Camp is in session from 9:00am until 4:00pm daily. An extended day option is available from 8:00am until 5:00pm. (Thursday August 16<sup>th</sup>, camp closes at 2:00pm for all Full Day Campers).
- Half-Day Camp is for campers Preschool age (3 years and older) through 6<sup>th</sup> grade. Half-Day Camp is in session from 9:00am until 12:30pm. There is an early drop off available at 8:00am.
- Camp is not in session on July 4<sup>th</sup>.

### Form Requirements

- All forms are available on the IC website [www.italiancenter.org](http://www.italiancenter.org)
- A completed Camp Registration Form must be submitted along with the \$400.00 deposit or full payment to get the 5% Early Bird Discount by April 2, 2018. An Emergency Contact Form must be submitted at the time of registration.
- A valid Health Form must be completed by the camper's physician and submitted to the camp by Monday May 21, 2018. Health forms are valid for 3 years, from the date of the examination.
- Forms can be mailed, emailed or dropped off at the IC main office. Payments can be made by Visa, Master Card, Discover, American Express, Check or cash.

### Payment Terms

- All Day Camp accounts must be paid in full by Monday May 21, 2018.
- The Early Bird 5% Discount applies to camp tuition if the full payment is received by Monday April 2, 2018. The Early Bird 5% Discount does not apply to the extended day program fees.
- There is a \$25.00 Returned Check fee for any checks that are returned to the Italian Center.
- There is a \$50.00 late fee to any camp balance past due after May 21, 2018.
- There is no refund of camp deposits or fees for any reason.
- Please contact Marilyn Macri in the IC main office for any payment information or camp receipts at [mmacri@italiancenter.org](mailto:mmacri@italiancenter.org) or 203-322-6941 x100.

### Camp Groups

- Campers are grouped by their 2017/2018 school grade, the grade that they will have just completed in June 2018.
- Each group has limited spots available for each session.

## Lunch

- Each camper must bring a **disposable bag lunch** daily. **Lunch bags must have the camper's name and group on it!**
- All lunches are refrigerated and returned at lunch time. **Due to limited refrigerator space, no lunch boxes, thermos, thermal carriers are allowed.**
- Apple juice and water are available at lunch; however, campers are welcome to bring their own labeled drink in their lunch. No glass bottles are allowed for any reason.

## Preschool Snack

- PRESCHOOL 3-year-old & 4-year-old group can bring a morning snack daily. This snack should be in a separate bag from the lunch bag, please write camper's name on the snack bag. Apple juice and water are provided.

## Afternoon Snack (Full-Day Camp only)

- A mid-afternoon snack is provided daily.
- Apple juice and water is provided.
- Campers may bring their own snack in their back pack, if they choose. Please note that snacks will not be refrigerated.
- Any camper with food allergies must provide their own snack or a note stating that they are able to have the camp snacks. Please contact the camp director or camp nurse for further information.
- The Middle School campers also have the privilege of going to the Italian Center Snack Shack at their own expense during snack time.

## Swimming

- Every camper is expected to swim on a daily basis, unless medically excused with a written physician's note. Each group, preschool through fourth graders, will have an instructional group swim lesson each morning, weather permitting.
- *The Italian Center Day Camp encourages every camper to learn to swim and improve their skills. Our swim policy is "if a camper does not participate in the daily swim lesson class, then the camper is not permitted to participate in the free swim time".*
- The Middle School camp will have free swim daily, no swim lessons.

## What to bring to camp daily

- **All campers must wear sneakers and comfortable play clothes to camp.**
  - ✓ *For safety reasons, no Crocs, Sandals, or Flip Flops\* are allowed to be worn for camp activities.*
- **All campers must bring a back pack to camp daily. The back pack should include:**
  - ✓ A towel for swimming. Please be sure his/her name is on the towel.
  - ✓ A bathing suit(s) for swim. Please be sure his/her name is on the bathing suit. Campers often will come to camp wearing his/her bathing suit and change into play clothes after swim.
  - ✓ Water shoes or Flip Flops\* can be worn to the pool areas at swim times only.
  - ✓ Sunscreen. Please be sure his/her name is on the bottle, can or outside of the container.
  - ✓ A water bottle with his/her name on it. Water bottles can be refilled throughout the day at various locations around the camp.

## What NOT to bring to camp at any time

- Camp is a time for kids to interact with other kids! No CELLPHONES please!
- No toys, books, CD players, radios, iPads, iPods, iPod Touch, game players, cards, of any kind.
- No water shooting devices of any kind.
- No jewelry.
- *Parents, please check your camper's back pack daily to be sure that these items are not being brought to camp.*
- The Italian Center is not responsible for any lost or stolen items.

## Parent Parking

- **Always use caution when traveling in and around the IC parking areas and roadways as it is extremely busy during the summer months.**
- Camp parking is on the paved area at the far end of the lower tennis courts.
- This area is a "ONE WAY" in to park and then you must pull STRAIGHT AHEAD and around to exit.
- **For everyone's safety, do not back up when exiting.**
- **When leaving the camp area after signing your camper out, please walk on the driveway, behind the cars, not the grassy area to get to your car so traffic can pull directly out.**
- There are also parking spaces on the opposite side of the roadway across from the tennis courts.

## Camper Drop-Off

Camp drop off begins at 8:50am. *Only the campers enrolled in the Extended Day program arrive earlier.*

- The morning announcements, opening ceremony begins promptly at 9:00am, followed immediately by the camp activities.
- Lunches are collected before groups go to the designated activities. Any camper arriving after 9:10am must be brought to the Nurse's Station to be signed into camp and have their lunch refrigerated. At that time, the parent will be directed to where their camper can be dropped off to join their camp group.

## Camper Pick Up

- All campers must be signed out of camp by a parent/guardian when leaving camp. The sign out table is located at the entrance of the camp field, adjacent to the picnic tent/ far end of the tennis courts.
  - ✓ Half-Day Camp dismissal 12:25pm – 12:30pm.
  - ✓ Full-Day Camp dismissal 3:50pm – 4:00pm.
- There is a \$5.00 late fee per camper for every 5 minutes of late pick.
- If someone other than the parent/guardian will be picking up your camper, please send a note in to the group counselor at drop off or call the camp nurse during the camp day.

## Early Pick Up

- Any camper leaving camp earlier than their pick-up time (for Half-Day Camp any time before 12:00 noon, for Full-Day Camp any time before 3:40), the pick-up location is at the Camp Nurse's Station.
- Please communicate directly to the group counselor or camp staff that your camper will be picked up early or call the camp nurse so that we will have your camper ready for you to sign out at the designated time.
- If a last-minute change of plans happens and you need to pick up your camper early, call the camp nurse so that we can have your camper at the Nurse's station when you arrive or shortly after.

## Inclement Weather

In case of bad weather, there will be signs in the parking areas that the camp will be based in the gym.

- **For drop off**, you can use the drop off lane by the gym entrance to quickly drop off a camper.
- If you wish to park and bring your camper in, please park in the designated parking spots in the parking area adjacent to the gym entrance.
- **For pick up**, the sign out area will be directly outside of the gym door, in the hallway. All campers must be signed out by a parent/guardian.
- Parking is available in the parking lot. *Do not park in the "Drop Off Lane" or the handicap spaces.*
- If it begins to rain and camp arrival/dismissal has begun on the lower field, the campers will be directed to remain under the picnic tent on the camp field.

## Medical Information

### Campers with Allergies

- All allergies should be disclosed on the registration form and health forms.
- Any camper with food allergies must provide their own food/snacks on a daily basis. If the parent/guardian will permit the camper to participate in camp snack or food related events, we must have a written note/email granting permission. Please contact the camp nurse or camp director for further information.
- The Day Camp is not a peanut-free environment. However, there is a separate "peanut-free" table for campers with these allergies at lunch/snack time. If the parent/guardian will permit the camper to have lunch/snack with his/her camp group, rather than at the "peanut-free" table, we must have a written note/email granting permission. Please contact the camp nurse or camp director for further information.

### Permission to Administer Medications

- The Day Camp makes every effort to have a registered nurse on staff from 8:30-4:00.
- Only the nurse can administer any and all medications that a camper may need to take during camp hours.
- In order for the camp nurse to administer any medication, even any "over the counter" medication, the camper's physician and parent/guardian must fill out a **Permission to Administer Medication Form**. (forms are available on the Italian Center website)
  - ✓ A Permission to Administer Medication form must be completed and kept on file with the camp nurse for medications that are daily, as needed or in an emergency (i.e. epi-pen, inhalers).
  - ✓ Each medication must have separate Permission to Administer Medication Form.
- All medications, epi-pens, inhalers, or any other medical apparatus must be delivered directly to the camp nurse by a parent/guardian.
- All medications, epi-pens, inhalers, or any other medical apparatus must be delivered directly to the camp nurse. In accordance with the State of Connecticut, Youth Camp Licensing regulations, all medications must be in the original container with the original label from the pharmacy on it. Both the package and form must have a photograph of the camper on it.
- It is the responsibility of the parent/guardian to pick up any unused medications, inhalers, epi-pens, or medical apparatus on the last day of the camper's session. Any remaining medications, inhalers, epi-pens, or apparatus will be destroyed one week after the camper's final day of camp.

### Sick Camper Policy

Unfortunately, the summer campers do get sick from time to time. The following are camp's guidelines and policies for when a camper is permitted to return to camp after being sick.

- ✓ Fever: Campers must have a normal temperature (98.6 degrees) for at least 24 hours.
- ✓ Diarrhea: No loose stool for a period of 24 hours.
- ✓ Vomiting: Camper must be free from any vomiting for at least 24 hours and must have resumed a regular diet.
- ✓ Pink Eye: Symptoms include itchy, redness, drainage or crusty discharge from eye(s). Camper must immediately begin medication once it is prescribed by the doctor. Camper must be on the medication for a 24-hour period. Proof of treatment is required before the camper can return to camp.
- ✓ Strep Throat: Camper must be on antibiotics for a 24-hour period before returning to camp.

## Camp Policies

### ● **Disciplinary Action Policy**

Any camper causing or becoming a disciplinary problem during camp hours which adversely affects the health, welfare, and/or safety of others may be suspended or expelled from camp, with no refund of camp fees.

- ✓ The Italian Center Day Camp has the right to dismiss any camper prior to the start of camp or anytime during the camp season, if the camper's parent's/guardian makes unreasonable demands on the camp or mistreats any Italian Center employee, with no refund of camp fees.

### Lost and Found

- Please be sure that any item (all towels, bathing suits, clothing, back pack, water bottle, sunscreen etc.) that your camper brings to camp is clearly labeled with his/her name on it.
- If something is lost, please send a note to the group counselor with a description of the item(s) lost so we can look around the camp areas.
- Lost and Found is usually displayed at the Camp Sign Out Table, for items found on the lower camp grounds.

### Transportation around the Italian Center

- The camp staff cannot transport campers to/from any other program or function (member swim lessons, tennis club, member tennis lessons, swim team practice, swim meets or any other function) on/at the Italian Center facility/property during camp hours.

### Sunscreen and Lotions

- Be sure that your camper comes to camp with sunscreen applied prior to drop off.
- Campers are reminded to reapply their sunscreen after swim and throughout the camp day.
- Camp staff will not apply sunscreen or lotions to campers.

### Special Concerns or Circumstances

The camp staff will like to provide all the campers with a fun, safe camp environment.

- If there is any information that would be beneficial to assist the staff in helping your camper, it is the parent/guardian's responsibility to provide the camp director with this information prior to the start of camp.
- This includes but is not limited to any medical conditions, health concerns or conditions, social or behavioral concerns or any family situations. This information should be included in the camp registration form at the time of registration.

**Camp is a time for kids to have fun with friends and enjoying new adventures!  
We are looking forward to a fun and exciting summer of 2018!**

**Please feel free to contact the Italian Center with any questions!**

Karyn Wahnowsky  
IC Summer Camp Director

*The IC adheres to a racially, non-discriminatory policy. Applicants are accepted regardless of race, color, nationality, or ethnic origin.*