



DAY CAMP PARENT HANDBOOK

Camp Director
Brandon Boswell
bboswell@italiancenter.org
203-451-1688

Camp Nurse
Camp season only
8:30-5:00
203-322-6941 x 122

2024

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CAMP LOCATION

The IC Day Camp is primarily an outdoor camp. The camp is located on the picnic grounds on the lower field of the IC property. Follow the signs for Al Fresco 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 door to the nurse's station.

HOURS OF OPERATION

Full and half-day camp are held daily, rain or shine.

Full-day camp is for campers entering Kindergarten through entering 8th grade. Full-day camp is in session from 9:00am until 4:00pm daily.

Half-day camp is for campers Preschool age (4 years and older) through entering 8th grade. Half-day camp is in session from 9:00am until 12:30pm and 12:30pm-4:00pm.

Early drop-off is available from 8:00am-9:00am and extended day is 4:00pm-5:00pm.

FORM REQUIREMENTS

All forms are available on the parent registration portal and the IC website 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 March 22, 2024. An Emergency Contact Form and Health Forms 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 May 17, 2024. Health forms are valid for 2 years, from the date of the examination.

Forms can be mailed, emailed to bboswell@italiancenter.org or dropped off at the IC main office.

PAYMENT TERMS

All Day Camp accounts must be paid in full by May 17, 2024. Visa, Mastercard & Discover are accepted.

The Early Bird 5% Discount applies to camp tuition if the full payment is received by March 22, 2024. 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 IC.

There is a \$50.00 late fee applied to any camp balance past due after May 17, 2024.

There is no refund of camp deposits or tuition for any reason.

Please contact the IC main office for any payment information or camp receipts at 203-322-6941.

CAMP GROUPS

Campers are grouped by their 2024/2025 rising school grade.

Each group has limited spots available for each week. Campers are a 10:1 staff ratio. Weekly assigned staff is subject to change based on group ratio needs, vacations and unforeseeable circumstances.

LUNCH

The IC Day Camp is nut-free.

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 until lunch time due to state requirements. No lunch boxes, thermos or thermal carriers are allowed. The cap will not reheat or microwave food. No glass bottles are allowed for any reason..

The Middle School campers have the privilege of going to the IC snack bar at their own expense during lunch time. Please note that middle schoolers cannot buy other campers food (including siblings.) Campers are responsible for their own money.

AFTERNOON SNACK (FULL-DAY CAMP ONLY)

.A mid-afternoon snack is provided daily, with the exception of field trip days.

Campers may bring their own snack in their back pack, if they choose. Please note that snacks will not be refrigerated. The Day Camp is **nut-free**.

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.

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 IC 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 twice 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 backpack to camp daily. Please be sure the camper's is on all items. The backpack should include:

- A towel for swimming.
- A bathing suit(s) for swimming. For groups K-2, a one-piece suit is required to allow for ease when changing or using the bathroom. Campers can arrive in swimsuit and change into play clothes after swimming.
- Water shoes or flip flops* can be worn to the pool areas at swim times only.
- Spray on sunscreen.
- A water bottle with your child's 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 or electronic devices including ipad, headphones, game players or smart watches.
- No water shooting devices of any kind.
- No jewelry.
- No gimp lanyard or bracelet making kits.

Parents, please check your camper's backpack daily to be sure that these items are not being brought to camp.

The IC 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 drop off/pick up and then you must pull STRAIGHT AHEAD and around to exit.

For everyone's safety, do not back up when exiting.

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 can arrive earlier.

The morning announcements and opening ceremony begins promptly at 9:00am, followed immediately by the camp activities.

Lunches are collected before the groups go to their designated activities. For any late campers, the parent/guardian 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 camp 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.
Extended day dismissal by 5:00pm

There is a \$5.00 late fee per camper for every 5 minutes of late pick-up after the designated pick-up time.

If someone other than the parent/guardian will be picking up your camper, please send a note to the group counselor at drop-off or email bboswell@italiancenter.org

EARLY PICK-UP

Any camper leaving camp earlier than their pick-up time (for half-day camp any time before 12:00pm, for full-day camp any time before 3:40), the pick-up location is at the tent.

Please communicate directly to the group counselor or camp staff that your camper will be picked up early or call Brandon directly 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, email bboswell@italiancenter.org so that we can have your camper at the tent when you arrive or shortly after. Please note that while emails are checked throughout the day, the best way to communicate any last minute pick up changes is to call the IC directly.

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 for all of the food related events. Permission will not be granted per each event, but as a whole. Please contact the camp nurse or camp director for further information.

The Day Camp is **nut-free**. 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 daily.

Only the nurse and med certified staff can administer any and all medications that a camper may need to take during camp hours. A Permission to Administer Medication Form must be completed and kept on file with the camp nurse for medications that are needed daily, as needed, or in an emergency (i.e. epi-pen, inhalers.)

In order for the camp 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 IC website and must be submitted by May 17, 2024.

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 admin by a parent/guardian. 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 and fever free with out the assistance of medication.
 - **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.
- Covid: Follow CDC and OEC current guidelines.

CAMP POLICIES

DISCIPLINARY ACTION POLICY

Any camper causing a disciplinary problem or not following their group 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 IC 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 IC 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 are clearly labeled with their name on it.

If something is lost, please send a note to the group counselor with a description of the lost item(s) 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.

TRANSPORT AROUND THE IC

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 IC facility/property during camp hours.

SUNSCREEN AND LOTIONS

Be sure that your camper comes to camp with spray on 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, or share spray on sunscreen.

SPECIAL CONCERNS OR CIRCUMSTANCES

The camp staff would like to provide all the campers with a SAFE and FUN 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, 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 enjoy new
adventures!*

*We are looking forward to a
safe and fun summer!*

Please feel free to contact the IC with any questions!

Brandon Boswell
IC Day Camp Director
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g 203-322-6941

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