

Brooklyn Parks and Recreation Department

Brooklyn Summer Day Camp

2024

Parent Manual

**BROOKLYN
PARKS & RECREATION**

SUMMER DAY CAMP



Join Brooklyn Parks & Recreation for our popular Summer Day Camp at Brooklyn Elementary School.

Open to kids in kindergarten - grade 8
(grade based upon current 2023 - 2024 school year)

Monday - Friday
**JULY 1 -
AUGUST 9,
2024**

**8:30 AM
-
4:00 PM**

**\$160
per week**

Activities

- ✓ Arts & Crafts
- ✓ Sports & Games
- ✓ STEM Activities
- ✓ Weekly Special Guests
- ✓ Group Challenges
- ✓ Water Activities
- ✓ Weekly Field Trips
- ✓ & Lots More Fun!!

** Before Care (7:00 - 8:30 am) available for an additional fee of \$35 per week **

REGISTER ONLINE AT [BROOKLYNCT.RECDESK.COM](https://www.brooklynct.org/RECDESK)

QUESTIONS? CONTACT BROOKLYN PARKS & RECREATION
EMAIL: RECREATION@BROOKLYNCT.ORG | PHONE: (860) 779-3411 X7

February 29, 2024

Greetings Parents,

Welcome to the Brooklyn Parks and Recreation Summer Day Camp Program!

Our Camp Counselors and Camp Administration are excited to work with your child and provide a camp week full of games and lots of fun! It is our goal to provide a safe and exciting summer for your child.

Summer Day Camp will begin on **Monday, July 1st** and end on **Friday, August 9th**. There will be NO camp on the 4th of July. There will be six (6) one-week sessions to choose from. Space is limited and early registration is encouraged. Payment plans for summer camp are available if you register during the month of April.

If you have any questions, please contact the recreation office at (860) 779-3411, option 7, or email recreation@brooklynct.org.

Thank you for allowing us the opportunity to build happy summer memories for, and with, your child. We look forward to working with you to make this summer experience the best it can be!

Sincerely,

A handwritten signature in blue ink, appearing to read 'Amy Brosnan', with a long horizontal flourish extending to the right.

Amy Brosnan
Parks & Recreation Director

BROOKLYN SUMMER DAY CAMP

It is our goal to provide a positive summer camp experience for each participant so they may build good character and self-confidence in a safe and fun environment.

PROGRAM LOCATION

Brooklyn Summer Day Camp operates on the Brooklyn Elementary and Middle School campuses located at 119 Gorman Rd, Brooklyn, CT. The camp also uses adjoining Prince Hill Park (95 Prince Hill Rd, Brooklyn, CT). Campers will access Prince Hill Park via the connected trail system. For any additional locations, parents are notified in advance.

SUMMER DAY CAMP TYPICAL DAILY SCHEDULE

7:00 AM - 8:30 AM: Before Camp Care**available for additional fee*

8:30-9:00 AM: Campers Drop-off

free choice play - various activities available for campers

9:00 AM - 3:30 PM: Activity Blocks

activities; games; special events; field trips, etc.

3:30-4:00 PM: Camper Pick-up

free choice play

CONTACT INFORMATION

Brooklyn Summer Day Camp Program

Brooklyn Elementary School, 119 Gorman Rd, Brooklyn, CT 06234

Day Camp Office Hours: Monday - Friday 8 AM to 4:00 PM

Day Camp Phone: (860) 617-2465

Day Camp Email: brprograms@brooklynschools.org

Brooklyn Parks & Recreation Department

located at Brooklyn Town Hall, 4 Wolf Den Rd, Brooklyn, CT

Rec. Office Hours: Monday - Wednesday 8 AM to 5 PM; Thursdays 8 AM to 6 PM; **Closed Fridays**

Rec. Office Phone: (860) 779-3411, option 7

Rec. Office Email: recreation@brooklynct.org

PAYMENT FOR SUMMER PROGRAMS

Advanced registration is required for Summer Day Camp Programs. Payment is due at the time of registration. Payment plans may be available for early registration and must be paid in full prior to the start of the program. Any payment not received by the scheduled due date is considered past due. Registrations are subject to cancellation and withdrawal until the balance is paid in full. Late registrations will only be accepted if space in the program is available and approved by the Recreation Director. A late registration fee of \$10 will be applied to any late registrations accepted.

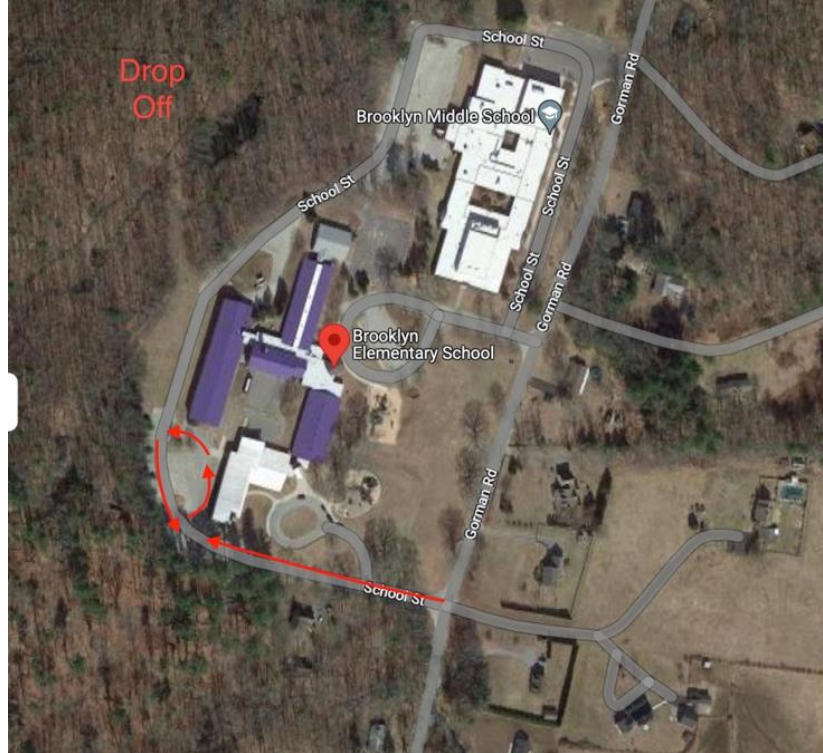
Registration may be completed online: Brooklynct.recdesk.com, by phone: (860) 779-3411, option 7, by mail or in person at the office: Brooklyn Parks and Recreation Department, 4 Wolf Den Road, Brooklyn CT 06234.

Refund Policy

If a program is canceled by Brooklyn Parks & Recreation, a full refund will be given. Refunds must be made in writing 14 or more days before the program start date. (Registration canceled 13 days or less, or after a program has started, will not be issued a refund). All refund requests are considered on a case-by-case basis and subject to the discretion of the Parks and Recreation Department, and as such, full and/or prorated refunds are not guaranteed.

- Processing/convenience fees for credit card payments will not be refunded.
- If a session is cancelled due to weather or other problems, an effort will be made to schedule a make-up session. If a make-up session cannot be scheduled, no partial refund will be made.
- Session fees cannot be prorated; therefore if you join a session after the start, you are responsible for the full payment.
- No refunds will be given once a program has begun, unless a substitute can be found by this department, or there is a medical emergency.
- All refunds are subject to a \$10 process fee. Anyone registered for our programs multiple sessions (i.e. Summer Camp), the fee would apply to each individual session (6 weeks x 10 = \$60) per child.
- Bus Trips: Refunds will be granted only if we are able to sell your seat.
- All refunds will be via check from the Town of Brooklyn.
- Refunds take approximately 3-4 weeks to be processed.

ARRIVAL AND DISMISSAL



BUSSING

Bussing is not provided. Parents are responsible for their child's transportation to and from camp.

MORNING DROP-OFF: 8:30 AM - 9:00 AM

(7:05 AM - 8:30 AM for Before Camp Care Participants)

All participants will be dropped off at the preschool entrance of Brooklyn Elementary School, located at the rear of the building.

Directions: From Gorman Road take Louise Barry Drive to the drop-off location. Parents are to stay in the car and proceed through the drop-off line where staff will direct campers. *(Picture on the left.)*

AFTERNOON PICK-UP: 3:30 PM - 4 PM



All participants will be picked up at the preschool entrance of Brooklyn Elementary School, located at the rear of the building.

Directions: From Gorman Road take Louise Barry Drive to the pick-up location. Parents are to park their car and proceed to the "Sign-Out Desk" located in the parking area. *(Picture on the right)*

Parents are responsible for picking up their child at the program's designated end time. **If a child will be picked up by someone other than his/her parent or someone on their pick-up list, parents must provide a written note with the person's name, address, and telephone number.** If a child or parents fail to adhere to this policy, a child may be removed from the program.

Staff will ask for identification and confirm any person unknown to them is on the approved pick-up list or release note, prior to allowing a child to leave with someone not known to staff.

No child is to leave the program early without permission from his/her parent. When a child will be leaving early, parents are to notify the Camp Office in writing. If using email, the email must be one listed during registration.

PARTICIPANT'S ABSENCE FROM PROGRAM

If a child is going to be absent from the program on any given day parents are to contact the Recreation Camp Office by phone or email prior to 8:30 AM. No refund, credits, or substitutions are given for any child who is absent from the program they are registered for.

EARLY DROP OFF / LATE PICK UP

The Brooklyn Summer Day Camp program operates from 8:30 AM to 4:00 PM. No child should be dropped off before 8:30 AM or picked up later than 4:00 PM, unless the child is enrolled in the appropriate extended care program, i.e. Before Camp Care or After Camp Care.

Early Drop Off: If a child is dropped off for a program, prior to program staff arrival, and left unattended by their parent/guardian, a fee will be assessed and staff will notify both the Recreation Office and the Resident State Trooper. **An early drop-off fee of \$1 per minute will be charged,** starting at the time program staff becomes aware a child has been dropped off early until the program's schedule start time.

Late Pick-up: If you know you are running late, please inform the Before & After School Program staff at (860) 617-2465. **A late pick-up fee of \$1 per minute starting at 4:06 pm** will be charged to until the child is picked up from the program by a parent, emergency contact, or a State Trooper.

- **If a child has not been picked up by 4:05 PM,** Counselors will notify the Recreation Office, and then call the parents first and the emergency contact second.
- **If a child is not picked up by 4:20 PM** and the parents or emergency contact have not been reached, **or** are unable to immediately pick up the child, staff will call Brooklyn Resident Trooper to escort the child home that evening. If parents repeatedly do not adhere to the pick-up time, the child will be suspended from the program **without a refund.**

Brookly Parks & Recreation Department reserves the right to suspend a child from the program without refund for repeated failure to adhere to the drop-off or pick-up times.

WHAT TO WEAR/BRING

Brooklyn Summer Day Camp is an outdoor program that operates rain or shine. Participants must be dressed for the weather and prepared to be outdoors all day. Indoor activities will be limited. Participants should dress in sneakers and "play" clothes as they will get dirty participating in games, sports activities, and arts & crafts. Sandals may be worn for water games.



Sunscreen is highly recommended to protect participants from the sun. Please send your child to camp with sunscreen already applied. There will be designated times throughout the day for sunscreen reapplication. Staff will ask participants to reapply their sunscreen at these times. *Participants are responsible for their own sunscreen application. Spray-on sunscreen is recommended for its ease of application by the children.*

Participants are asked to bring these items every day (in a backpack):

- Lunch/Snacks (see Lunch and Snacks Section)
- **A 32 ounce (or larger) insulated, refillable water bottle**
- Bathing Suit
- Towel
- Hat with a visor
- Sunscreen
- Sweatshirt or light jacket
- Raincoat
- Dry change of clothes

A reusable water bottle should be sent with your child every day. It is the parent's responsibility to provide a reusable water bottle. ***If a child comes to the program without a reusable water bottle, one will be provided, and your account will be charged \$5.00.***

Brooklyn Summer Day Camp program is electronics-free. Participants may not bring electronic gaming devices, (including field trips), cell phones, or music devices, (including field trips), unless it is approved in advance by the Camp Director for a specific activity. Weapons of any kind are not allowed.

Participants should not bring more to the program than they can manage themselves. One backpack is appropriate. Parents are asked to write their child's last name on all clothing and gear. **Any items brought from home may NOT be shared with others.** *Brooklyn Parks and Recreation Department IS NOT responsible for a participants personal property.*

LUNCHES AND SNACKS

Lunch will take place in the Elementary School cafeteria. Snack time will occur outside. Participants are encouraged to bring a towel to sit on during snack time. Microwaves and refrigerators are not available for participant use.

In our programs, we try to promote healthy eating. Please pack a healthy snack for your child each day. Please, do not send soda, candy, or glass bottles/containers.

A free breakfast and lunch meal program through EASTCONN may be available to all participants. If so, all campers will have the option to participate in this program, including on field trip days. You may also choose not to participate in this free program. If you choose not to use the free breakfast and lunch program, participants should bring a healthy lunch from home each day.

If the free breakfast and lunch program is not offered, parents are responsible for sending a healthy lunch and snack with their child each day. ***If a child comes to camp without a lunch, one will be provided to them and your account will be charged \$15.*** If it is a hardship to provide your child with a lunch each day, we will help locate local food resources upon request.

HEALTH POLICIES



Participants are required to have an annual physical form provided by their physician, on file with the Parks and Recreation Department before they may start camp. Parents are responsible for providing Brooklyn Parks and Recreation Department, in writing, information about any changes in the health status of their child including but not limited to dietary restrictions, allergies, physical restrictions, or concerns.

ILLNESS

If your child is feeling sick or has a fever, please do not send them to camp. We do not have the facilities to care for a child who is contagious or not feeling well enough to participate in activities. If your child becomes ill during the camp day, we will ask you to pick up your child from the program. If the parents cannot be reached, the emergency contact will be called, and the child will sit out until a parent arrives. Please keep your sick child home from camp for at least 24 hours to help prevent the spread of illness.

INJURIES

In the event of minor injuries, the Health Coordinator will administer basic first aid, and the child will remain in the program, if possible. Otherwise, the parent/guardian will be contacted, and the child sent home to recover. In the event of a major injury, we will call 911 and call the child's parents and emergency contacts.

HEAD LICE

If your child contracts lice, please notify the Camp Office so we may take appropriate actions to stop the spread. If a staff member finds a child has live eggs or lice, we will call the parent or emergency contact to pick-up the child from camp. Please keep your child out of camp until s/he has no live lice. A notice will be sent home to notify other parents that they should check their child/ren for lice and take appropriate action to treat it.

MEDICATION VACATION

The Brooklyn Recreation Department strongly supports the American Academy of Pediatrics' position that summer is not an appropriate time for a "drug holiday" from behavior and/or mental health drugs. The challenges of a new environment, a changing schedule, and the need for a longer concentration span during the program day are reasons why a medication change during the summer is not timely. Please feel free to discuss individual considerations with the Camp Director and/or Recreation Director.

MEDICATION

Participants who require prescription medication to be administered during camp hours must have their



physician complete additional paperwork prior to starting in the camp program.

Medication will only be administered by the Health Coordinator, with the exception of emergency situations, whose care may be provided by another staff member trained in First Aid/CPR and/or Epi-Pen Certification as appropriate for the situation.

Program participants may not carry medication with them to the summer programs, with the exception of inhalers and Epi-Pens. **Please discuss inhalers and Epi-Pens with the Camp Director and Health Coordinator prior to the start of camp.** If your child carries any emergency medications such as inhalers

or epi-pens, it is very important that counselors know the location of the emergency medications in case an emergency occurs.

PARTICIPANTS WITH SPECIAL NEEDS

Brooklyn Parks and Recreation Department strives to meet the individual needs of all our participants. Parents are requested to discuss with us, prior to the start of the program, how best we can accommodate their child's special physical, emotional, behavioral, mental, or medical needs.

- If your child has an **IEP plan**, please share this with us as some IEP's provide the child with aid services for summer day camp programs.
- If your child has a **504 plan**, please share this with us as it may be possible to get summer time accommodations for a child with a diagnosed disability.

We are committed to providing a wonderful summer experience for a wide range of children. If you find that we cannot adequately meet the health needs of a child within our program setting, please discuss the matter immediately with the Camp Director and/or Recreation Director.

PARTICIPANT BEHAVIOR

Respectful behavior is expected behavior for all participants. Participants are expected to engage in courteous, safe, responsible, and appropriate behavior towards staff, volunteers, other participants, equipment, and facilities while participating in Brooklyn Parks and Recreation Department programs and events. The use of inappropriate language will not be tolerated at camp or any Brooklyn Parks and Recreation Department programs. We reserve the right to remove a participant from a program based on inappropriate behavior.

PROGRAM BOUNDARIES

During program hours participants are not allowed to play in the following areas

- In the parking lot
- Out of sight from counselors
- Storage areas
- Any area counselors deem unsafe

TELEPHONE POLICY

The telephone(s) on the premises **ARE NOT** to be used by children. **The use of personal cell phones by program children is prohibited.** We strongly recommend that cell phones remain at home. If you need to contact your child, you are urged to call the Day Camp Phone at (860) 617 2465. *Please limit this to emergencies only.*

BULLYING

Brooklyn Parks and Recreation takes its responsibility to create a safe environment for all participants very seriously. Acts of bullying will not be tolerated. Bullying both at-camp and online is prohibited. Each situation will be evaluated on a case-by-case basis and any subsequent follow-up actions are at the discretion of the Brooklyn Parks and Recreation Department. Results may include suspension of various degrees from camp with no refund.

Brooklyn Parks and Recreation Department uses the Connecticut anti-bullying laws and regulations definitions for bullying and cyberbullying *Conn. Gen. Stat. § 10-222d (2019)*.

DISCIPLINE

A discipline policy is in place to ensure everyone's safety, peace of mind, and enable all children to have fun and get the most out of their summer experience. All participants are expected to follow the "Three R's": Respect yourself; Respect others; Respect the environment. **A copy of the discipline policy is located at the end of this packet.**

During the day, the Camp Director may call a parent and ask that he/she come to pick up his/her child. If the parents cannot be reached, the child will sit out until a parent arrives. No refunds will be given if a child is removed from the program for disciplinary reasons.

If prolonged disciplinary problems occur, the Recreation Department reserves the right to deny participation in the summer programs as well as other Department programs.

FIELD TRIPS & SPECIAL ON-SITE EXPERIENCES

Participants are allowed to bring spending money for field trips in an envelope marked with the participant's name. *Please do not bring more than \$20.* Children will not always have the opportunity to purchase items on a field trip. Counselors may, if asked, assist a participant by holding onto the participant's spending money during the time the child is on the field trip.

Field trips and special on-site experiences are a privilege to participants. Repeated or serious misbehavior may result in a participant losing the privilege to attend a field trip or special experience they are registered for and no refund will be given.

BUS RIDES

Respectful and safe behavior is expected on the bus as it is in camp. A participant's behavior on the bus should never interfere with the bus driver's ability to do his/her job. Repeated or serious misbehavior on the bus may result in a participant losing the privilege to attend future field trips, a suspension, or expulsion from the Summer Day Camp program without a refund.

Please review the following list of safety practices for riding a field trip bus with your child:

- Enter the bus in an orderly manner, using the grab handles, and take your seat immediately.
- Follow the instructions of the bus driver.
- Remain in your seat, seated quietly, in the proper forward facing position after boarding the bus.
- Keep head and arms inside the bus at all times, including when the bus is standing still.
- Keep aisles clear at all times.

SWIMMING



During field trips that involve swimming, children are expected to stay in the designated swimming area assigned by staff. Participants are expected to adhere to all of the staff's and the facility's safety rules, and be respectful to other patrons at the location. If a participant is unable to adhere to the safety requirements, they will be removed from the swimming location and sit out with a staff member.

DISCIPLINE POLICY

Brooklyn Summer Day Camp has a discipline policy to ensure everyone's safety and peace of mind. This enables all participants to have fun and get the most out of their summer experience.

MINOR OFFENSES:

Breaking program rules such as those listed below:

- Respect equipment, staff, and peers
- Listen and follow directions
- Be honest
- Be a good sport
- No violence

(Three R's: Respect yourself, Respect others, and Respect the environment)

CONSEQUENCES FOR MINOR OFFENSES:

- Verbal warning
- Written warning to parents
- Removal from group to Recreation Office and parent notification
- Possible suspension from the program
- Suspension from the program for the remainder of the summer

SERIOUS OFFENSES:

- Endangering another person's well-being
- Running away from the program
- Swearing or verbal abuse of staff and/or children
- Stealing or destruction of property
- Sexual harassment/abuse
- Possession/use of alcohol and/or tobacco

CONSEQUENCES FOR SERIOUS OFFENSES:

- These offenses will be investigated by the administrative staff of the department and appropriate action will be taken up to and including suspension from program for the remainder of the summer and notifying the Brooklyn Resident State Trooper.