

Welcome to Capital Kids Day Camp!

Welcome to the Montpelier Recreation Department's Summer Day Camp: Capital Kids Day Camp. Our camp operates under State of Vermont School Age Licensing regulations (which are available online at dcf.vermont.gov or at the day camp facility). Within this handbook, you will find several bits of information that will be important to you and your child throughout your time with us whether that is for one week or all summer. Please review these expectations with your camper.

Our staff is looking forward to meeting you and your children, getting active, and learning! We plan to provide a safe, fun, and positive atmosphere for cooperative learning and skill development. We will do this by supporting active participation, fitness, self-esteem, respect, and responsibility. Our diverse staff loves working with kids and this helps us provide great opportunities for your children. This guidebook will assist in fostering communication between parents, children, and staff members in order to achieve a successful day camp.



Location:
 Montpelier Recreation Field Pavilion
 3 Poolside Drive
 Montpelier, VT 05602
 Camp Cell Phone: 802-477-3975



Hours:
 Full Day Camp: 7:45AM - 4:45PM
 Half Day AM: 7:45AM - 12:30PM
 Half Day PM: 12:00PM - 4:45PM

Session	Dates	Trip/Events* - Planning to add Trips - To be determined.
1	June 20 - June 24	
2	June 27 - July 1	
3	July 5 -- July 8	
4	July 11- July 15	
5	July 18 - July 22	
6	July 25 - July 29	
7	Aug 1 -Aug 5	
8	Aug 8 - Aug 12	
9	Aug 15 - Aug 19	

*Field trips - To be determined.

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Policies and Procedures

We invite parents to visit and observe our programs at any time. Please direct questions to our staff regarding activities, policies, or concerns. In order to maintain a smooth transition of a participant from a parent to our program staff, it is requested that observations/visits last fewer than thirty minutes.

Each member of our staff is a mandated reporter. Any signs of abuse or neglect are reported to the Department of Children and Families.

Campers are expected to adhere to all program rules and regulations.

The following is not permitted and/or will not be tolerated:

1. Horseplay, fighting, or rough/inappropriate behavior of any kind.
2. Use of profanity, obscene gestures, or other inappropriate language.
3. Shoes with cleats, skates, or skate shoes.
4. Undue familiarity between campers.
5. Throwing, kicking, slapping, spitting at/on, or punching another camper or staff.
6. Hazing, threatening, bullying, or intimidating behavior or language.
7. Betting or gambling.
8. Smoking: A state law requires staff to report to the proper authorities any participant(s) caught with cigarettes.
9. Possession or use of alcoholic beverages or illegal drugs.
10. Arson, attempted arson, or tampering with electrical equipment.
11. Stealing items from the Camp or another participant's personal belongings.
12. Possession or use of dangerous toys or weapons.
13. Personal items: Game boys, Finger Spinners, Pokémon cards, toys brought from home - unless approved by the Director.
14. No Gum

Day Camp staff is not responsible for lost, stolen, or damaged items.

Children who have had a fever or vomited within 24 hours should not attend camp

Parent(s)/guardian(s) are financially responsible for their participant's actions when:

- Defacing and/or destroying the building, grounds, or equipment.
- Tampering with or pulling the fire alarm without due cause.
- Attempting or committing assault and/or battery of a participant or staff.

Campers who are suspended from the program will not be given credit or refund.

Registration and Payment

Registration and payment is handled at the recreation office. No payment will be accepted at the day camp facility. Pre-registration is required. We are a licensed childcare program and can accept state subsidy for eligible children. Please make sure your state paperwork is filled out prior to the start of the program. There is a \$20.00 administration fee for each week that is cancelled.

Before your camper is able to attend camp, we must have a complete registration form, payment, and immunization records on file. Camper and family information is maintained in a confidential manner and is not easily accessible by anyone who does not need access to the information.

Montpelier Resident Fee:	Non-Montpelier Resident Fee:
\$130.00 per wk/1st camper	\$175.00 per wk/1 camper
\$115.00 per wk/2 camper	\$160.00 per wk/2 camper
\$ 75.00 per wk/1st camper 5 half days	\$108.00 per wk/1st camper 5 half days
\$65.00 per wk/2nd camper 5 half days	\$ 98.00 per wk/2 camper 5 half days
Lunch-TBA	Lunch-TBA

Campers who are suspended from the program will not be given credit or refund.

Concerns

Please address any scheduling, behavior, staff, student, programming, etc... concerns first to the counselors and/or the Day Camp Director. Any concerns will be confidential among the appropriate staff. We can be reached throughout the day on the Day Camp cell phone or during pick-up and drop-off of your camper. All on-site concerns are to be addressed first with the Day Camp Director. Any issue not solved at this level will then be brought to the attention of the Director of Recreation.

Attendance

Campers must be signed-in and out by a parent upon arrival to and departure from camp. Children must be signed in and out by a parent or a person whose name we have been given in writing. Please sign in/out on the correct day with the time and your initial. Attendance will be taken repeatedly throughout the day. Camp opens at 7:45 and ends at 4:45. You can pick-up and drop-off during that time, but please be aware that groups depart the pavilion area around 9AM.

Emergencies

All staff is CPR and first aid certified, however, if a situation arises that our counselors or on-site staff cannot handle, the local emergency systems(ambulance, police, fire, etc...) needed to resolve the situation are called first. Once that is done, the Director or Assistant Director will call the parents and inform them of the situation.

Medication

We do not have a Day Camp Nurse. The Day Camp Director or Assistant Director will administer most prescriptions and over-the-counter medications provided by parent(s)/guardian(s). Medication must be in the original container with a current date, prescribed for the child, and be accompanied by written parental permission specifying the reason for the medication, dosage, content, and schedule. Parents must fill out the medicine permission form included in the registration packet.

Technology

Any movie shown to campers will be G or PG rated. Movies are selected/approved by the Director. Please see the Director with any concerns about movie viewing. Screen time is typically limited to rainy days. We also listen to age-appropriate music that is selected/approved by staff.

Please do not send your camper to camp with electronic devices, except for lengthy bus trips. We have a cell phone on site for emergency contact with your camper. We are not liable for lost, stolen, or broken equipment.

Sunscreen

We break throughout the day to remind campers to apply ample sunscreen. We will provide help for campers who need it. Please supply your own sunscreen. We will need a permission form filled out giving permission for children to apply sunscreen during camp.

Permission Slips

We require permission slips from parent(s) or guardian(s) for all field trips that involve bus travel. Parent(s)/guardian(s) will be notified of any changes in daily schedules to ensure prompt, early pick-ups if needed.

We require written permission for any child walking home from day camp without a parent present or leaving without a parent present.

Dress

Campers need to have suitable dress: both functional and appropriate. Campers will need close-toed shoes, shorts, t-shirts, sweatshirts, a bathing suit, and an extra change of clothes. Please consider the weather when dressing your child(ren). Sandals may be worn at the pool, but students will not be able to participate in some activities without close-toed shoes. Any clothing with inappropriate slogans, words, or pictures is not acceptable. Label all belongings!

Lost & Found

A Lost & Found will be kept at camp. Items will be transferred to the Lost & Found at the pool house weekly. We will do our best to return labeled belongings to campers at camp. Please label all belongings and provide an adequately sized bag for your camper to keep his/her belongings.

Montpelier Pool Rules

- Pool Rules below to be followed if we are able to open the pool for Summer 2021.
- Please leave the pool IMMEDIATELY when the whistle is blown, there may be an emergency.
- No Running.
- All patrons must pass a raft test to swim in the deep water
- No flips off rafts or towers
- No twists or dives from the tower boards
- One at a time on all tower boards and ladders
- Please go around the ropes to get in and out of the deep water
- No going under the rafts
- All patrons must wear a bathing suit
- Food must be kept on the grass - no glass
- All floatation devices must be United States Coast Guard Approved and approved by the director on duty. Children wearing a floatation device MUST be accompanied by a guardian at all times and stay in shallow water. They are NOT permitted in the deep water.
- Water toys and balls only in the pool area - balls must be larger than a basketball.
- Children are NOT permitted to wear floatation devices in the deep water.
- Children who are not toilet trained must wear a swim diaper at all times.

Bus Rules

All Bus Trips for Summer 2022 will be scheduled at a later date for field trips.

1. Be courteous and respectful to your driver and counselors. Listen to directions.
2. Don't put your head, arms, papers or anything out the window.
3. Stay clear of the aisles and emergency exits.
4. Stay seated at all times.
5. No eating, drinking, or chewing gum.
6. Talk respectfully and quietly with your neighbor.

Meet the Staff

Sheila Cleary - Director

Christine Gibson-Davis - Assistant Director

Counselors TBD

Lessons

All Tennis lessons will be available. Swimming lessons are starting in July.

Campers may take swimming and/or tennis while at camp for an additional fee. Please arrange this with the recreation department and notify camp staff. Please discuss specific concerns with the instructor of the program/lesson. Day camp staff does not instruct these lessons.

Supervision of Day Camp

The Capital Kids Day Camp is operated by the Montpelier Recreation Department. All enrollments will be processed through the Recreation Business Office at 58 Barre Street (checks with name, address, and phone number are preferred). Direct supervision of day camp is the responsibility of the Director of Recreation. The Day Camp Director reports to the Director of Recreation. The Day Camp Director supervises the Assistant Director. The Director and Assistant Director supervise Day Camp Counselors.

An experienced Director and Assistant Director supervise a team of CPR and first-aid certified counselors. We maintain a 1:13 ratio with campers aged six and above and a 1:10 ratio with five-year-old campers. Each counselor is assigned to a core group of students and attendance check-ins are performed throughout the day. Counselors deal with their own discipline problems, seeking the help of a director when necessary. Counselors work staggered 8-hour shifts; we eat lunch with the campers.

Counselors and Directors are CPR and first-aid certified, organize most activities in pairs, and carry cell phones and/or walkie-talkies in case of emergency.

Day Camp Curriculum

Our goal is to provide a safe, fun, and positive atmosphere for cooperative learning and skill development. We will do this by supporting active participation, fitness, self-esteem, respect, and responsibility.

We will have theme activities, field trips, STEM activities, reading and language arts activities, puzzles, active games, board games, art activities, free-time, etc... Campers will be able to sign-up for choice activities. Counselors will rotate as instructors. Day Camp curriculum will provide developmentally appropriate, creative activities for children to learn and grow. Program curriculum will allow for inside* and outside choices, quiet and active choices, individual, small group, and large group activities, cognitive and physical opportunities, as well as child-initiated and staff-directed activities.

If your child has any special needs that we need to be aware of so that he/she can access the curriculum, please discuss these with the camp director so that we can accommodate your child.

*We are an outdoor camp, but some activities occur in the pool house.

Day Camp Schedule

Time	Activity			
7:45 – 9:00	Arrive between 7:45 and 9. Sign-in, sunscreen if necessary (campers should arrive at camp with sunscreen on), quiet activities, breakfast, bathrooms.			
9:00 – 9:15	Morning Meeting: whole-camp announcements, daily activities, group attendance, potential group activity.			
	5 1:10 Ratio	6/7/8 1:13 Ratio	8/9 1:13 Ratio	10-12 1:13 Ratio
9:15 – 9:55	Small group time – counselors plan activities with a group of about 10 campers.			
9:55 – 10:20	Snack (not provided for meal program participants), reapply sunscreen, bathrooms, water. (Gather 10:30 swimmers).			

10:20 – 11:00	Choice Activity!
11:00 - 11:15	Bathrooms, water, sunscreen! (Gather 11:15 Swimmers)
11:15 – 12:00	Whole group, theme, or age group activity.
12:00 – 12:10	Clean up all activities, back to age groups, wash-up, prepare for lunch.
12:10– 12:40	Lunch in pavilion. (10-12 to the tent).
12:40 – 1:00	Clean up, separate into groups, gather belongings, attendance, apply sunscreen, head to pool area, and change.
1:00 – 3:30	Swimming at the pool! Possible playground time. Quiet, small-group and individual activities. Concession available.
3:30 – 3:45	Pack up, clean up, attendance, and walk back to pavilion.
3:45 – 4:00	Structured free time near pavilion
4:00- 4:30	Back at pavilion: snack, quiet games/activities, and pick-up.
4:30 - 4:45	Clean up and pick-up.

Behavior Management

We do our best to create a safe environment for all campers by anticipating and deflecting conflict. Day Camp is meant to be a fun, educational, and recreational activity. For the benefit of all campers, it is important that children behave appropriately within the day camp.

General Camp Expectations

1. Be Respectful.
2. Be Responsible.
3. Be Trustworthy
4. Have fun!

Behavior	1st Occurrence	2nd Occurrence	3rd Occurrence
Violating Three Main Expectations of Camp	Reminder and time out from activity and review of expectations. Noted: behavior in behavior log	Sent to On-site director for the remainder of the activity time. Phone call made to parent or guardian regarding behaviors. Noted: behavior in behavior log	Call to parent or guardian regarding behavior and to pick the camper up at that time from camp. Report written and placed in file/parent copy sent home. Noted: behavior in behavior log
Inappropriate Language/Conduct			
Behavior	1st Occurrence	2nd Occurrence	3rd Occurrence
Physical Aggression/ Physical Contact Threatening/Explicit Language	Removal from the activity area and parent will be called about said behavior and the need to come pick up if said behavior occurs again during the camp day. Also parent may be called to pick up after the incident	Will be removed from camp for the duration.	
Theft/Property Damage	Report written and placed in file; copy given to parent		
Leaving program area	Call to parent for pick-up	Will be removed from camp for the duration.	

Health and Nutrition

All campers are required to provide immunization records in accordance with the schedule determined by the Vermont Department of Health or a statement signed by the parent or physician attesting that the child has not had his/her immunizations for a reason noted in the Licensing Regulations.

Please do not send your camper to camp if he/she is too sick to participate or may be contagious. Campers may be sent home if the staff deems the child as too sick to participate. Do not send a camper to camp if he/she has fever, difficulty breathing, blood red or purple rash, severe cough, diarrhea or vomiting, weeping or crusty sores, lice, ringworm, chickenpox, scabies, impetigo, etc... Please seek the advice of a health professional to diagnose and treat health-related problems.

Still Updating the Lunch Program. More information soon.

Summer Food Program provides breakfast, and lunch for your child(ren). Parents need to preorder and prepay for meals. The Federal Summer Food Program sets prices, which are updated yearly. For more information, call the Recreation Department Office or see the Day Camp Director. Campers who are signed up for meals and fail to show up for several days may be asked to provide his/her own meal(s).

Please be sure to send a labeled and filled water bottle to camp with your camper every day. We have water available for re-filling of water bottles.

What to Bring

- snacks and a lunch (or sign-up for the food program)



- a filled, reusable water bottle
- close-toed shoes for playing
- sandals for the pool
- bathing suit

- towel

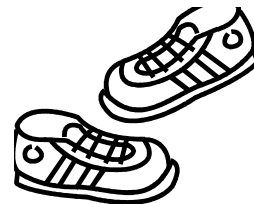
- sunscreen and a hat



- bag for belongings

- extra change of clothes; layers

- no more than a couple of dollars
(except for field trips)



Remember to label all belongings!