



Get Out Way Out Camp

Dear Parent:

Thank you for signing your child up for the Get Out Way Out Camp for Summer 2017 located at Chittenden Park (Seaside Ave). We are very excited and look forward to meeting you and your child or children this summer. Enclosed you will find useful information to make your child's experience at camp the best it can be. Get Out Way Out Camp features a variety of specials, such as field trips, special events, sports and more.

Camp hours are from 8:00-3:00 pm, Mon-Thurs for a one week period, unless otherwise specified. On trip days, campers **MUST** arrive by 8:15a.m. or you jeopardize missing the bus. No exceptions will be made! We will not accept early drop offs to ensure the safety of all participants. **You must sign your child IN and OUT of camp.** Every 15 minutes that a parent is late picking up a camper there will be a late charge of \$5 which will be collected by the staff. If a camper is enrolled in aftercare, pick up is 5:30 at Jacobs Beach. The same late charge applies. **All campers must be signed out with the staff.** Only those listed on the Parent Release form will be authorized to pick up campers.

Camp staff undergoes training including CPR and First Aid, Special Needs, a "day at camp" reenactment, emergency situations, lost camper drills and much more to ensure safety of all staff and campers.

The rain site for camp will be at Cox Elementary School – Guilford, CT. Parents can call 203-453-8134 between 7:30 and 8:30 am or can go online between 8:30 and 4:30 pm to www.guilfordparkrec.com to find out if camp is relocated. In the event of an emergency, do not call the school. Call the Parks and Recreation Department at (203) 453-8068.

Please feel free to call Andrew at the Parks and Recreation office or email PatrickC@ci.guilford.ct.us if you have any questions or comments now or during the summer.

We look forward to meeting you and all of the campers!!!

Thank You,

Corey Patrick
Program Coordinator

C.c. Ellen Clow, Recreation Supervisor



Parent Informational Newsletter

Dropping Children off in the morning

Drop off for all children begins at 8:00AM, **NO EARLY DROP OFFS ARE ALLOWED.** The staff utilizes time in the morning to prepare for the day, and due to liability issues children cannot be dropped off until the camp begins. **Your child must be signed in when you drop off your child.** If someone else is dropping off/picking your child that person must be on the parent release form (see inserted form). If your child is going to be late please advise the counselor in case special events are planned in the morning. Campers **MUST** arrive at Camp by 8:15 or you jeopardize missing the bus, unless other specified.

General Schedule For Get Out Way Out Camp

Each Monday a schedule will be handed out for the week.

Basic Rules

- Shoes must be worn at all times, sneakers are recommended.
- Your child may bring electronic toys or other personal devices on field trip days. We are not responsible for lost or stolen items. If any of these items are seen without permission granted, camp will confiscate until parent arrives.
- **CELL PHONE POLICY:** The Guilford Parks and Recreation Departments cell phone policy is the same as the Board of Educations. Cell phones are to be kept in backpacks and only used for emergency use only.
- No horseplay. The Camp Staff will deal with any behavior issues.

First Offense: Counselor will speak with child. **Second Offense:** Counselor will talk to parent.

Third Offense: Child will be asked to leave camp and no refund will be given.

- Please do not allow your child to bring toy guns, matches, pocketknives, or other items that may cause injury to self or others. Dismissal from camp may apply.
- Profane or abusive language, hitting or any kind of physical/mental abuse is not permitted at any time. Physical assaults (hitting) and/or verbal abuse are justified grounds for parental conferences and/or dismissal from camp.
- If your child will be riding a bike to and from camp, you must send in a written statement granting permission. The camper must sign themselves in. If the child is not at camp at 8:30 am, directors will make a phone call to the parent.

Lunch and Food Rules

- Children are expected to bring their lunch and snacks daily. Parents should provide plenty of water for their child to drink throughout the day. Many locations will have the option to buy food, so you may send your child to camp with money for lunch or snacks. We recommend that you do not send soda to camp with your child. Snacks are only to be eaten during designated times. **Due to allergies, parents DO NOT send peanut butter with your child for lunch.**
- Children throw away trash in provided receptacles when done with lunch.

Lost and Found

- Please label all of your child's belongings including lunch bags, clothing, bathing suit, towels and any other items from home. The Parks and Recreation Department and its staff are not responsible for any lost or damaged belongings. Any items found at camp will be stored in a bin; any items that are not claimed by the end of the session will be given to area charities.

Illness

- Please do not send your child to camp sick or with a fever. It does get hot during the summer and not all trip locations have indoor facilities.
- If your child has a special health need or taking medications, please speak to the Camp Counselor and fill out the enclosed medical form. The medical form must be filled out and returned one week prior to the start of camp. If a child becomes ill at camp, parents will be called first and if they are not available, persons on the emergency list will be contacted.
- Parents should apply sunscreen before camp and send their child with plenty of it. Children will be reminded throughout the day to reapply.

Picking up your child

- If someone else will be picking up your child, they should be on your parent release form. If the person is not on your list, please send a note to camp with your child. All persons will be required to show identification in order to take your child from camp. **All parents are required to sign their child out at the end of each day.**



IMPORTANT!!

What to Bring to Camp

- The Camper/ Parent Conduct / Field Trip Agreement form, Parent Release form, and Administration of Medicines form (if needed) is due no later than Friday, June 9th. If we do not received these forms you jeopardize your child's participation in Camp.
- Lunch/Snacks
- Water
- Sunblock (Apply before arriving, Staff will remind campers to reapply)
- Towel
- Bathing Suit
- Water Shoes
- Change of clothes
- Hat
- Bug Spray
- Sneakers

What children bring is largely dependent on the trip planned for that day. Please plan accordingly.



Get Out Way Out Camp

TOWN OF GUILFORD

DEPARTMENT OF PARKS, RECREATION AND SENIORS

32 CHURCH STREET

GUILFORD, CONNECTICUT 06437

SETTLED IN 1639

TELEPHONE: 203-453-0868

FAX: 203-453-8456

Childs Information and Parent Release Form

*Return by June 9 to the Guilford Parks and
Recreation Office or child's participation will be jeopardized*

Child Name: _____ Grade going into Sept. 2017: _____

Address: _____

Parent Name: _____ Cell: _____

E-mail: _____ Work: _____

Parent Name: _____ Cell: _____

E-mail: _____ Work: _____

In the event that I am unable to pick up my child/children from Get Out Way Out Camp , the following people listed below have my permission to do so.

Name	Relationship	Phone Number
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____

ID is required upon pick up. No exceptions.

If you have any questions or concerns about the Get Out Way Out Camp policies or procedures please contact the office at 203-453-8068. Thank you

PLEASE FILL OUT THE BACK OF THIS FORM → → → →

Camper Conduct Agreement

Guilford Parks and Recreation's the Get Out Way Out Camp strives to provide each camper with a positive camp experience. There is certain behavior that is not allowed this includes but is not limited to offensive language, physical abuse, bullying and stealing. Our camp staff is trained to handle situations, model positive behavior, communicate with campers and parents and try to resolve conflicts before they get out of hand. When these practices are not enough to prevent negative behavior, disciplinary action will be taken. The following steps are the general disciplinary procedures taken when a problem arises:

- Counselor will talk to child to resolve situation.
- Counselor, coordinator and camper will discuss situation.
- Phone call to parent/guardian regarding situation.
- Camper is sent home. Could result in suspension for one day.
- If camper returns to camp and behavior does not improve, further disciplinary action may apply. This may include expulsion from camp with no refund.

For the camper:

I will try my hardest to behave in a positive way. If I do not, I will accept the consequences of my actions.

Name: _____ Date: _____

For the Parent/Guardian:

I have been given the Get Out Way Out Parent Packet and Camper Conduct Policy. I agree to pick up my child if his/her behavior warrants this end result.

Name: _____ Date: _____

Signature: _____

Field Trips

I understand that my child MUST arrive at Chittenden Park by 8:15a.m.

For the Parent/Guardian:

I agree to adhere to the field trip deadlines:

Parent Name: _____ Date: _____

Signature: _____

FILL THIS OUT IF YOUR CHILD REQUIRES MEDICATION

Guilford Parks and Recreation -- Authorization for Administration of Medicines by Recreation Staff

Parents are required to provide a written order from a physician or dentist licensed to practice medicine in this state and from a child's parent or guardian in order for a Guilford Parks and Recreation staff to administer medication in a Guilford Parks and Recreation program. All medicinal preparations, prescription and/or non-prescription over-the-counter items, must be in original, correctly labeled container from the pharmacy or store. No more than a 10 day supply may be kept on site. **A current picture of your child must accompany any medicines kept on file.**

PHYSICIAN'S OR DENTIST ORDER

Date of Order _____

Name of Child _____ Date of Birth _____

Condition for which Medication is ordered _____

Name and strength of Medication _____

Student may SELF-ADMINISTER: AGE SPECIFIC 7TH-12TH GRADE _____

Amount of medicine to be administered each dose _____

Method of administration _____ Time of Administration _____

Side effects; if any _____

Plan for management of any side effects _____

Is this a controlled drug? _____ Duration of order: From _____ to _____

Printed name of Physician _____ Signature of Physician _____

Address _____ Phone _____

PARENT GUARDIAN AUTHORIZATION

To Guilford Parks and Recreation: _____ Date _____

I hereby authorize Guilford Parks and Recreation staff to administer the above medicinal preparation to my child: _____, as ordered by the physician or dentist. I understand that the medicine must be provided in the original labeled container from the pharmacy or store and must be brought to the program by parent or other responsible adult, NOT by the participant. I understand that this medicinal preparation will be destroyed if not taken home by me within one week following termination of the order or one week beyond the end of the program.

Signature _____ Relationship to child _____

Address _____ Phone _____

This order is valid only during the current program, for the length of time specified.