



CAMP MENUNKATUCK

Dear Parent:

Thank you for signing your child up for Camp Menunkatuck Summer 2017. I am 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. Camp Menunkatuck features a variety of specials, such as arts and crafts, boating, cooperative games, sports and archery. Amanda, director, and Megan, assistant director of Camp Menunkatuck, have many great special events and themes planned for this summer.

Camp hours are from 8:00-3:00pm, Mon-Fri for a two week period (except for the first session). We will not accept early drop offs to ensure the safety of all participants. **You must sign your child IN and OUT of camp. The gates will be opened at 8:00 for parents to sign in campers, at the end of the day the campers must be picked up promptly at 3:00 and signed out.** 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 After Care staff. If a camper is enrolled in aftercare, pick up is 5:30, the same late charge applies. **All campers must be signed out!!** Only those listed on the Parent Release form will be authorized to pick up campers.

The first Friday of each session is "Special Lunch Day". For \$5 your child will be able to enjoy pizza, juice, and a dessert. Payment must be received the day before to ensure enough food is ordered. The second Thursday of the session is Family Night. This is an opportunity for parents to bring dinner and a blanket and enjoy a skit or other special event planned for the night. Parents are asked to pick their child up at normal time and then bring them back at 5:30 for festivities. There are special days and field trips planned for each session of camp. Registration for the trips will be held in the OFFICE OR ONLINE ONLY, **STRICT deadlines apply.**

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, 143 Three Mile Course, CT 06437. Parents can call 203-453-8134 between 7:30 and 8:30 am, check Facebook or can go online between 8:30 and 4:30pm 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. The emergency contact number for Camp Menunkatuck at Jacobs Beach is 203- 453-8046. Please use this number in an absolute emergency; we do not want to tie the line up with non emergency phone calls.

Attached are three forms. The **Child Information and Parent Release and Camper Conduct Agreement/Field Trip Policy** MUST be filled out and returned to the Parks and Recreation Office by Friday, June 9th! The **Authorization for Administration of Medicines by Recreation Staff** needs to be completed only if your child has required medication.

Please feel free to call me 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.

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

Regards,

A handwritten signature in blue ink that reads "Corey Patrick".

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. Gates will promptly open at 8:00 am. **Your child must be signed in when you drop off your child.** If someone else is dropping off/picking up 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 and sign in staff, in case special events are planned in the morning.

General Schedule for Camp Menunkatuck

8:00	Drop Off-Variou Activities
8:15	Round up
8:30-11:45	Begin scheduled activities
	<input type="checkbox"/> Boating
	<input type="checkbox"/> Cooperative Games
	<input type="checkbox"/> Arts and Crafts
	<input type="checkbox"/> Nature/Archery
	<input type="checkbox"/> Sports
	<input type="checkbox"/> Swimming/Beach
11:45-12:45	Lunch Waves
12:50-2:45	Afternoon Activities
2:45/2:50	Round- Up, Dismissal

Basic Rules

- Shoes must be worn at all times, sneakers are recommended. Water shoes must be worn down at the beach.
- Please send your child to camp with a notice if you need to pick him or her up early from camp.
- A child must notify his counselor if he needs to use the bathroom other than scheduled visits to the facilities.
- In the case of a lost camper drill children must follow instructions given to them by their counselor. Children are to stop what they are doing and gather near the pavilion.
- Children should not leave their group at any times for any reason.
- Children are allowed on the playground only when it is their group's scheduled time.
- Please do not send your child to camp with electronic toys or other personal devices. We are not responsible for lost or stolen items. If any of these items are seen with out 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 Education's. Cell phones are to be kept in backpacks and only used for emergencies only.
- No horseplay! The Camp Director will deal with any behavior issues. **First Offense:** Director will speak with child. **Second Offense:** Director 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. Note: There is no refrigeration at the beach. Parents should provide plenty of water for their child to drink throughout the day. 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 are asked not to send peanut products 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/ Medical Needs

- Please do not send your child to camp sick or with a fever. It does get hot at the beach and we do not have any indoor facility to keep your child cool.
- If your child has a special health need or taking medications, please speak to the Camp Director and fill out the enclosed medical form. **The medical form must be filled out and returned one week prior to the start of camp. All medicines should be labeled and marked with a current photo of your child.** 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

- Please notify your child's counselor or the Camp Director if you need to pick your child up early from camp. 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.**

Special Events and Parents Nights

- Throughout the camp session there will be parent's nights and special events. Parent nights are scheduled in the evening to allow for parents to talk to counselors and see what their child does during a day at camp. Bring a blanket and dinner if you would like.
- Special Events are also scheduled during the day for campers to participate in. Events can include special visits, moon bounces, thematic days and more.

IMPORTANT!!

What to Bring to Camp

- Your completed registration card must be received no later than June 9th, 2016 along with the Camper/ Parent Conduct / Field Trip Agreement form, Parent Release form, and Administration of Medicines form (if needed).
- 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

Please Remember...

Guilford Police Department will be strictly enforcing Seaside Avenue's speed limit of 25 miles per hour.





THE OLD STONE HOUSE

CAMP MENUNKATUCK

TOWN OF GUILFORD
DEPARTMENT OF PARKS AND RECREATION
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 9th 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 Camp Menunkatuck, 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 Camp Menunkatuck 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 Camp Menunkatuck 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, director 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.

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 Camp Menunkatuck 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

Session 1: July 5:	Rockin' Jump	Deadline Monday June 26th
Session 2: July 19:	Norwalk Aquarium	Deadline Monday July 3rd
Session 3: Aug 2:	Ice Skating & Lunch	Deadline Monday July 24th
Session 4: Aug. 16:	Shelton Sportsplex	Deadline Monday August 7th

Field trips are offered once every two week session. There are strict deadlines given so reservations and head count can be given in advance to the facility.

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.