



**2015
PARENT
HANDBOOK**

***Don't forget our
drop box outside
the Town Gym!***



Dear Parents,

Welcome to the Town of Barrington "REC" Summer Camp Program.

The Barrington Recreation Department is entering their ninth year of offering an affordable, quality summer day camp.

Our Summer Camp offers a variety of activities including Archery, Arts & Crafts, Library Time, games, sports, off-site field trips, in-house events, and much more! It is our mission to encourage the campers to accomplish the following:

- Enjoy their summer
- Laugh with their friends
- Make new friends
- Expand their horizons
- Create memories
- Grow in self respect and self confidence
- Develop a sense of Community and Social Responsibility

Please read through this comprehensive Parent Handbook to become familiar with the Barrington Summer Camp program. This handbook can serve as a source of reference for you throughout the summer. Included are our general policies, procedures, and rules as well as defining our daily and weekly activities. If there is anything we neglected to cover, please do not hesitate to call us at 664-5224.

We are looking forward to a fabulous summer!

Sincerely,

Tara Barker – Director of Recreation

Jason Hanken – Assistant Director of Recreation

And the entire The Barrington Summer Camp Staff

The Barrington Recreation Department reserves the right to modify, without notice, any information contained within this Parent Handbook.

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The Camp

1.1 Why Camp?

Contrary to what people may think about children “having it easy”, we know they have their own version of a daily grind with life’s pressure that accompanies it. We believe that summer should be a fun, relaxing time where kids can just be kids. Camp gives them the opportunity to socialize with children their own age while providing a safe, supervised, positive environment that helps them grow while having fun.

Children are less at risk in camp where they have a sense of community, develop relationships with their peers and counselors, and learn through first-hand experiences. Our trained, caring counselors become role models that help children feel accepted, capable, and included.

The camp experience is a win-win situation for everyone:

- Parents win because their children grow and learn.
- Children win because they have fun and keep busy over the summer months.
- The community wins because statistics show that the camp experience helps produce healthy, productive adults.
- Camp staff wins because they have made a positive difference in a child's life.

1.2 Camp Dates

- Camp runs for 8 Weeks from Monday, June 23th through Friday, August 15th.
- There will be no camp on Friday, July 4th.

1.3 Camp Hours

Basic camp runs from 9:00am – 4:00pm. Drop-off is always at the field check-in tent after 8:55am.

1.3.1 Pre and Post Camp

Due to the varying frequency of children arriving or being picked up, these hours are not programmed. Campers will be able to participate in low-energy individual or group activities.

Pre-Camp (Early Drop Off) Mon-Fri 7:30am – 9:00am

All Pre-Camp drop offs (prior to 8:55am) will be at the Town Gym *but is subject to change*. Please bring your children to the Check-In Tent on the field after 8:55am, as our counselors will be moving our campers down to the field at that time.

Post-Camp (Late Pickup) Mon-Fri 4:00pm – 5:30pm

All Post-Camp pick-ups will be outside at the Check-In Tent *but is subject to change*.

1.4 Camp Location and Facilities

1.4.1 Camp Location

The Barrington Summer Camp's base will be located at the Town Field on Ramsdell Lane (in between the Town Gym/Library Building and the old Town Hall Building).

Camp Boundaries

Boundaries are both physical and visual. Fencing will provide most physical boundaries. Visual/conceptual boundaries such as when we say, "The road is always off limits" or "no activities in the gym today" or "no trail walking today", are examples of directives that the camper should realize are places they should not be. Leaving the boundaries of camp without express permission is a violation of our ***Behavior Management Policies***.

Playground

The playground will be accessible during camp hours and will be supervised in groups within the different ages. All campers are reminded of the safety rules for being allowed on the playground and are subject to the ***Behavior Management Policies***.

1.4.2 On the Field

Check-In/Out Tent

This area will be clearly defined and located on the upper parking area near the shed. This is where you will drop off your child, check-in as a visitor, and/or pick up your child. Daily notices and changes will be posted in this area.

Group Tents

Each Group will have their own tents on the field. After your child is checked in, he/she will proceed to their assigned tent where they can deposit their Daily Gear.

Shed

All equipment and supplies pertaining to the camp will be stored here. The shed is off limits to all campers.

Portable Toilets

Port-o-lets will be situated near the trail entrance to the Gym from the Field. All campers must ask/tell a counselor before heading to the toilets so that they can watch them or have them escorted to the area. Campers in K-3rd are generally escorted and safeguarded so that they get in and out as quickly as possible.

Changing Rooms

At least one portable changing room is setup during camp time for campers to change into their swimsuits for water play or to change into clean clothes. Campers take turns, and if there are many waiting, we have someone "standing guard" to keep them moving along.

1.4.3 Wooded Area

The "woods" behind the field and Gym are for certain group activities and will be considered off limits to campers. This area is no place for campers to wander off and is subject to "boundaries" specified in the ***Behavior Management Policies***. The following are some examples of group activities within the Woods.

Archery

Each camper will have the opportunity to participate in this activity. All safety precautions will be strictly adhered to.

1.4.4 Town Gym

The Rec Office is located in the Gym and is generally off limits to campers unless they are participating in a planned gym activity. Our office contains a small kitchen where some cooking activities are run.

Emergency Shelter

The Gym is also used for a temporary emergency shelter for intense weather.

1.4.5 Library

The Barrington Public Library works in conjunction with the Barrington Recreation Summer Camp throughout the summer by providing story times with the younger children and regular library time for the responsible older campers.

1.5 Camp Activities

1.5.1 Sample Daily Schedule

7:30am – 8:55am Pre Camp/Before Care Drop Off in Town Gym

9-9:30	9:30-10	10-10:30	10:30-11	11-11:30	11:30-12	12-12:30
Morning Circle	Art	Archery	Snack & Sunscreen	Gym Games	Garden Club	Lunch
12:30-1	1-1:30	1:30-2	2-2:30	2:30-3	3-3:30	3:30-4
Council Ring	CATCH Games	Ice Cream	Activities	Gaga	H2O	Afternoon Clean-up

4:00pm–5:30pm Post Camp/After Care Pick Up

1.5.2 Morning Announcements

We begin our day with announcements about themed activities, Trivia, upcoming events, the day's field trip, and dismissal to pre-assigned areas.

1.5.3 Afternoon Announcements/Council Ring

We begin our afternoon, after lunch, with special events or skits, trivia awards, and recognition of exceptional behavior and exceptional staff.

1.5.4 Daily Activities

The Barrington Summer Camp will be offering a variety of activities throughout the day. If your child does not like one of these regular activities, we will usually offer an alternative choice. However, we will strongly encourage your child to try the schedule activity because we believe that the merit in learning to participate in new activities is that it broadens horizons and skills. In regards to the activities, we are not staffed to cater to children on an individual basis; however, we do our best to ensure that the children enjoy the activities in which they participate.

A variety of games are played at camp. Sports such as Ga-Ga, soccer, basketball, flag football, kickball, volleyball, four-square, capture the flag, tug-o-war, and dodge ball are offered as well as lawn games, arts, crafts, performing arts, board games, and card games.

1.5.5 On-Site Field Trips/On-Site Activities

The following are the shows that we are bringing to the camp.

- Friday, June 27th Hampstead Stage Company: Alice in Wonderland
- Friday, July 11th TBD
- Friday, July 25th TBD
- Friday, August 8th TBD

1.6 Field Trips (offsite)

Each child has the option of going on two (2) field trips per week. There is an additional fee per field trip. There will be a stay-back option for both Tuesday and Thursday field trips. For those

who opt out of the field trips, there will be activities planned, but we encourage parents to sign up their children for all or most of the field trips being offered.

1.6.1 T-Shirts are required

For easy identification and security purposes, each camper is REQUIRED to wear their camp shirts on **all** field trips or they will not be permitted to go. All campers will receive one camp T-shirt that will be handed out on their first day of camp. Additional camp T-shirts can be purchased for \$10.00. T-shirts are required on field trips and must be worn when swimming as well. All campers must wear a camp T-shirt on field trips or they will not be permitted to go on the trip. You will be buying one for \$10 if he/she shows up without one. ***This fee is must be paid before your child can return to camp the next day.***

1.6.2 Field Trip Payments

Please budget an additional \$25-\$50 per week for field trips. Field Trips must be paid for two weeks in advance of trip. If you register your child for a field trip after the deadline, your child is **not** guaranteed to have a spot on the field trip. A finalized field trip schedule will be available for you on April 14th.

1.6.3 Field Trip Refunds

Refunds will be issued only if you have given us a call or emailed us 24 hours prior to the field trip day. If your child is sick and unable to attend, the 24-hour rule does not apply and a refund will be issued. In regards to inclement weather, we will use our best discernment; we will make every attempt to continue with the field trip. However, if a field trip is cancelled due to inclement weather, a refund will be issued.

Camper Information

The Barrington Recreation Summer Camp is here to provide enriching and rewarding experiences to our campers as well as nurture positive interaction and communication between the camper and the counselors.

1.7 Parent/Guardian Communication

Communication, cooperation, and teamwork are a critical part of the Parent/Guardian-Camp relationship. Our staff appreciates parents/guardians who keep us informed of their child's special circumstances or any transitions in the home life. This keeps us plugged in and sensitive to your child's needs.

1.7.1 Parents must contact the office when:

- Information on your registration has changed.
- Someone other than those listed on your child's application will be picking your child up. Please send a note or give us a call to let us know.
- A child is not able to be picked up on time.
- An incident or change occurs in your child's life that alters his/her attitude or behavior or causes severe distress.
- Emotional upset (i.e. divorce, loss of a pet, death in the family).
- Your child has is contagious (i.e. head lice, pink eye, chicken pox).

1.7.2 Parents will be contacted immediately when:

- Your child has received an injury which could require immediate medical attention and/or EMTs have been called. We ask that if we do have to contact you regarding an emergency that you would immediately come and attend to your child.
- Your child exhibits a medical condition which could be contagious or threatening to others in the program.
- Your child is ill and is unable to participate in daily activities.

1.7.3 Parents will be notified at pick up time when:

- Your child receives a minor injury that does not require the service of a professional in the medical field.
- Your child complains of a non-emergency condition or symptom.
- Your child exhibits unusual behavior.
- We want to share your child's accomplishments.

1.8 Age Groupings

Our camp is divided into manageable groups by like-grades. This allows for us to offer age-appropriate activities as a group and allows the campers to play with their school friends.

Age "dates" are based on the start date of that camper entering camp.

1.9 Daily Camper Gear

Please make sure your child is dressed for a full day of fun and games. We suggest play clothes that can get dirty and a pair of athletic shoes. All shirts must cover the navel. Any graphics on clothing depicting violence, alcohol, illegal substances, or cigarettes are prohibited. Below are items that your child should bring to camp every day. Please take the time to label all clothing as well as towels, backpacks, lunch containers, and water bottles.

Camper Information

Lunches & Snacks

Campers are to bring their lunch and snacks every day unless otherwise noted. All campers should be getting a nutritious lunch each day. Keep in mind the campers are here from 9:00 a.m. - 4:00 p.m. and are active throughout the day. Campers are very hungry by snack and lunch time.

- ✓ Clearly label your child's lunch container.
- ✓ Instruct him/her on the proper use of this container (i.e. closing tightly after use, keeping it clean).
- ✓ Snacks and lunches must always be packed in a well-insulated thermos container or cooler.
- ✓ Always include at least one good-sized ice pack in the cooler to last through the day.
- ✓ Pack a nutritious snack and juice for snack time.
- ✓ Pack a well-balanced lunch for lunch time.
- ✓ While sweets are fine, too much sugar can lead to dehydration in the heat.

Water

Hydration is essential! Campers **must** come to camp prepared for a long, hot, thirsty day. Please send with your child a large, filled water bottle (no glass please). We will provide several large water containers on the field for refills throughout the day. Clearly label your child's water container.

Swimsuit & Towel

Most days we will be playing water games—however no one is forced to get wet.

Sunscreen

Sunscreen should be applied to your child **prior** to drop off. Your child should bring a bottle of sunscreen to camp each day. (**See Sunscreen Policy**) If your child is particularly sensitive to the sun, a hat may also be appropriate. In this case, please remind your child to keep his/her hat on throughout the day.

Camp T-Shirts (Field Trip Days only)

All campers will receive one camp T-shirt that will be handed out on their first day of camp. Additional camp T-shirts can be purchased for \$10.00. T-shirts are required on field trips and must be worn when swimming as well. All campers must wear a camp T-shirt on field trips or they will not be permitted to go on the trip. You will be buying one for \$10 if he/she shows up without one. ***This fee is payable before your child can return to camp.***

Sweatshirt and a change of clothes (Optional)

Summer mornings in New England can sometimes be chilly, so we suggest a sweatshirt or light jacket for your child. During the day, a camper's clothes may get dirty and wet, so we also suggest a change of clothing to be packed.

1.10 What NOT to bring

The Barrington Recreation Summer Camp and Camp Staff will not be held responsible for lost or stolen items.

If your child brings something inappropriate to camp, the item will be confiscated and the parent will be notified of the situation at pick-up or by a personal phone call from the Camp Director.

Please do not allow your child to bring:

- Valuable items or objects having personal or sentimental value, especially jewelry.
- Electronics of **ANY** kind (including but not limited, to hand-held video games, cell phones, music players).
- Card decks of any kind should remain at home.
- The possession of weapons (including knives and camping tools), drugs, alcohol, or cigarettes will be cause for immediate expulsion from camp.

1.11 Camper Medical Insurance

It is the responsibility of the parent or guardian to provide accident and health insurance coverage for their child. The parent or guardian is responsible for all charges and fees for emergency medical treatment.

Camper Information

1.12 Allergies and other Medication

Counselors are not permitted to dispense medication of any kind. If your child needs to take medication while at camp, their counselor will remind your child and supervise the taking of the medication.

1.12.1 Medication

Medication guidelines are as follows:

- All medication shall be in a secured container labeled with your child's name, the name of the medication, the dosage amount, and the time or times to be given.
- All medication must be given to the Assistant Director or Recreation Director.
- All medication will be kept in the Recreation Office.
- We must have a Medication Authorization Form on file for your child. This shall be completed for each individual medication to be taken by your child.

1.12.2 Allergies and Allergic Reactions

The Barrington Recreation Summer Camp is fully aware that some allergies can be life-threatening. The staff will take every precaution to insure the health and safety of each camper, but the risk of accidental exposure to a food allergen is present. We believe it is critical that the camp staff, parents, and campers work together to minimize the risk.

Parent Responsibility

It is the responsibility of the parent or guardian to educate and review often with the camper the self-management of his or her food allergy. Your child should know:

- Safe and unsafe foods;
- Strategies for avoiding exposure to unsafe foods;
- Symptoms of allergic reactions;
- How and when to tell an adult about a possible allergic response;
- How to read a food label, if age-appropriate. For young campers, plan with camp how to handle this.
- How to use an epinephrine auto-injector (such as EpiPen®).

Camper Responsibility

- NEVER trade food with other campers.
- Do not eat anything with unknown ingredients.
- Read every label and check with a counselor (if age-appropriate).
- Be proactive in the management of mild reactions, such as seeking help if a reaction is suspected.
- Tell an adult if a reaction seems to be starting, even if there is no visible appearance of allergic response.
- DO NOT walk off alone if symptoms are beginning.

Camp Responsibility

- Review the health records submitted by parents.
- In the event of a life threatening allergic reaction, The Barrington Recreation Summer Camp will follow the On-Site Emergency Protocol as explained in section [1.28](#)
- On trips away from the campsite, a communication device (i.e., cell phone, 2-way radio) will be carried along with any emergency medications and authorizations.

1.13 Movies

All movies that are shown at the Barrington Recreation Summer Camp are rated G or PG. A Staff will preview all PG movies that will be shown to make sure those movies are appropriate to our standards.

1.14 Camp Cash

In the past we have held onto camper's money and handed it out according to your guidelines. Although this worked out marginally well, there is always the risk with the presence of cash that may lead to losses and disputes. As we did last year, as a preventative measure, we are going to a Camp Cash Register system. Each child will have an account that you can put money into.

- **No more than \$20 can be put into your child's account at one time.** It is up to you what your child can or cannot purchase.
- Your child will have an account page to keep track of their Camp Cash throughout the summer. We have found that our campers to be a very generous bunch, so unless otherwise directed by you, only the person named on the account may spend it.
- Camp Cash will be good for all concession items such as:

Every Other Friday	BBQ Lunch	\$5.00
Every Day	Ice Cream	\$.50 - \$1.50
Every Day	Freeze Pops	\$.25
- **Camp Cash is non-refundable, so please inquire with the office as to the balance of your child's account. Refunds for funds not spent will NOT be issued at the end of summer camp.**

1.15 Lost & Found

We anticipate our Lost-and-Found Box to fill up as the summer days go by. Label everything your child brings to camp. **Please check in on this box regularly at the office.** The Recreation Department and its staff are not responsible for items missing, damaged, or stolen.

Due to space constraints and public health concerns, Lost-and-Found items will be held at the Recreation Department and discarded each Monday afternoon.

1.16 The Staff

The primary concern of each counselor is the safety and well being of each camper. Taking care of other people's children is a tremendous responsibility that we take very seriously. At the Barrington Recreation Summer Camp, we only hire high-energy people who are truly interested in making a positive impact in the lives of young people, as well as knowing how to have some *SERIOUS FUN!* Each staff member must go through an extensive application and screening process, which includes a written application, a personal interview, and background checks.

1.16.1 Staff Certifications

All of our senior staff is certified in CPR and First Aid/AED. In addition, some camp staff members hold higher certifications for Water Safety Instruction and Lifeguarding.

1.16.2 Camper to Staff Ratio

Our low camper to staff ratio will enable us to provide close supervision and care.

On Site Ratio:	Grade K = 5:1	Field Trip Ratio:	Grade K = 4:1
	Grade 1 & 2 = 6:1		Grade 1 & 2 = 5:1
	Grade 3 & 4 = 8:1		Grade 3 & 4 = 6:1
	Grade 5 & 6 = 10:1		Grade 5 & 6 = 10:1

1.17 Contact Information

The following is the phone number our staff can be reached at.

REC Office

603-664-5224

Policies and Procedures

1.18 Payment Policy

All camp fees are due no later than June 1, 2015. Your child will not be able to attend camp if these fees are not paid in full.

1.18.1 Receipts/Tax ID number

If you are taking your camp payment as a childcare tax deduction, please keep your cancelled checks or cash payment receipts as proof of payment.

Our tax ID # is: 02-0311338

1.19 Refund Policy

1.19.1 Camp Fees

A refund request must be submitted in writing no later than June 8, 2014. Paid camp fees will be refunded, less the \$100 non-refundable deposit.

1.19.2 Field Trip Monies

- The Barrington Recreation Summer Camp reserves the right to substitute a field trip for a comparable one.
- The Barrington Recreation Summer Camp may cancel a field trip for any reason and issue you a refund at the end of the summer.
- The Barrington Recreation Department reserves the right to prohibit any camper from attending a field trip due to inappropriate behavior. A refund will only be granted if there is a waiting list.
- Campers arriving after a field trip has departed will not be allowed to participate in that trip if someone from the waiting list has replaced them. A refund will only be granted if a replacement was made.

1.20 Check-In & Check-Out Policy

The safety of your child is the number one priority for the Barrington Summer Camp. The Barrington Recreation Summer Camp requires that each camper be signed in and signed out every day by a parent/guardian.

The person who is picking up your child for the day must present a photo ID to verify identity. A parent/guardian or authorized individuals whose names are listed on the *Camper Release Authorization Form* are the only people who will be able to sign out a camper.

If you need to have a person other than those listed to pick up your child, you **MUST** send in a note or call to give us permission. Day camp staff reserves the right to retain a child if proper notification of release or adequate photo ID is not provided.

1.20.1 Getting to Know You

Every effort is made by our staff to get to know the people who come to pick up campers. However, each camper has anywhere from one to 6 persons who are authorized to pick them up, and in the course of 8 short weeks we cannot be expected to remember every face. Please do not get offended or aggravated when a staff member checking out campers continually asks for identification.

Policies and Procedures

1.20.2 Late Arrivals

Children arriving late for day camp will be expected to join their respective group activity. However, children arriving after departure for a field trip will not be allowed to participate in that trip.

1.20.3 Visitors

A visitor log will be available at the Check-In/Check-Out area. All visitors will be asked to sign the visitor log indicating date, nature, and time of visit and time of departure.

1.20.4 Early drop off/Late Pick

If you are not signing your child up for Pre-Camp, **DO NOT** drop off your child before 8:55am. Camp staff will not be available before that time to receive your child. Also, if you are not signing your child up for Post-Camp make sure to pick your child up prior to 4:05pm.

1.20.5 Penalties

These violations are a very serious issue and concern for our staff and we try to manage to make it easier for all by creating an extended care program that is comparably cost-effective. You can opt for:

Basic Camp

If a camper is not signed up for extended care (pre/post-camp) and is dropped off before 8:55am or picked up after 4:05pm, parents will be charged \$10 per offense to be collected at the time of drop off or pick up. Payment needs to be made before your child(ren) will be allowed to return to camp. Please arrive on time to pick up your child.

Pre -Camp

If signed up for Pre-Camp, please do not drop your children any earlier than 7:30am at the Town Gym. Please do not drop your “responsible” children off at the playground or field if you have not paid for Pre-Camp.

Post-Camp

If signed up for Post-Camp and a camper is picked up after 5:30pm, a late charge of \$10 for the first 15 minutes and \$1 per minute thereafter will be charged and collected at the time your child(ren) is picked up. Payment needs to be made before your child(ren) will be allowed to return to camp.

1.20.6 Habitual Violations

If abuse of early drop off and/or late pick up occurs, parents could lose their child’s privilege to attend camp. No refunds will be issued for payments if privileges are revoked.

1.20.7 Master Timepiece

This policy is subject to the master time held by the Barrington Recreation Department Summer Camp. Please sync your personal watches to ours in order to make sure you know what time it is at camp.

1.21 Behavior Management Policy

In order to maintain a friendly, fun, safe environment in our summer program, we have a written behavior management policy for campers. These policies ensure that each camper is treated fairly and consistently. We want all campers to have a positive experience from their time at the Barrington Recreation Summer Camp on all onsite activities and offsite field trips.

Parent/Guardian and campers must read, understand, and sign a *Behavior Management Policy* that must be returned by the first day of camp to the Camp Director. If there are any questions, please do not hesitate to ask.

Policies and Procedures

1.22 Damage to Equipment and Facility Policy

Normal wear and tear is expected, but careless use and abuse of equipment will not be tolerated. If your child has lost or damaged equipment due to blatant disregard, you will be asked to replace the item. If replacement or restitution is not made in a timely manner, your child will be suspended from camp (no refund) until the item is replaced.

1.23 Inclement Weather Policy

The Barrington Recreation Summer Camp is primarily an outdoor camp and our indoor facilities are limited.

1.23.1 Light Rain

We consider these days liquid sunshine and it just adds to the fun! For the most part our camp will be held outdoors.

1.23.2 Torrential Downpours

If these downpours persist, please know that your child will be in a gymnasium with possibly 200 other children. Low-energy indoor activities will be planned.

1.23.3 Thunder & Lightning

The policy is clear and straightforward. If anyone hears thunder or sees lightning, the field will be cleared immediately and must remain cleared for thirty minutes after the last sound of thunder or lightning bolt. All children will be brought to the gymnasium.

1.23.4 Severe Heat

Physical activity is limited when the heat index reaches 90°F. With the exception of water play, campers will participate in low-energy activities.

1.24 Dress Code Policy

Campers should come dressed for a full day of fun and games. Clothing should not be an excuse for non-participation. We recommend play clothes that can get dirty and a pair of athletic shoes.

- No skirts or short t-shirts.
- All shirts must cover the navel.
- Bathing suits - one piece or tankinis only for girls.
- Any graphics on clothing depicting violence, alcohol, illegal substances, or cigarettes is prohibited.

If a camper comes to camp in prohibited clothing, a parent/guardian will be called to bring in appropriate apparel. If a parent/guardian cannot be reached, the camper will be issued a camp T-shirt at the cost of \$10 to be paid when your child is picked up.

1.25 Sunscreen Application Policy

Unless express written permission is given, the Barrington Rec Summer Camp Staff are not permitted to apply sunscreen to your child. Although this policy may seem contrary to our safety and care philosophy, it is necessary due to possible allergies and potential improper application that may lead to sunburn.

If permission is given, staff can ONLY apply sunscreen provided by you.

Policies and Procedures

1.26 Illness/Sick Campers Policy

If a camper is not feeling well enough to participate in the summer camp program, he/she should stay home. Any child who has the following symptoms within a 24-hour period is not permitted to attend the program.

- ✓ Temperature over 100
- ✓ Vomiting or Diarrhea
- ✓ Eye irritation/Pink Eye
- ✓ Sore Throat
- ✓ Rash
- ✓ Head Lice

If a camper becomes sick while at camp, the child's parents or guardian will be contacted and asked to pick up their child. If the parent or guardian cannot be reached the emergency contact will be notified.

1.27 First Aid

All camp staff is certified in First Aid and CPR. The Camp Office is equipped with First Aid supplies for minor injuries (cuts, scrapes, stings, etc.), and Counselors carry a small kit of supplies at all times.

- Camp Staff will maintain incident reports. These reports document injuries and any First Aid rendered. Any incidents handled by Camp Staff will be reported to the parent/guardian.
- Staff will carry two-way radios when on-site and will have the ability to contact the Camp Office, the Camp Director, Camp Coordinators, or other Staff at all times.
- In cases of incidents or accidents, the appropriate staff member(s) will fill out a written report and document all actions taken and correspondence made with supervisors and the parents of those children involved. Please notify us if there are ever any changes or additions to your contact information.
- Staff will administer basic First Aid, and in the event of a minor injury will follow the On-Site Emergency Procedure for major injuries.

1.28 On-Site Emergency Procedures

If a major or life threatening injury or accident occurs during camp hours, it will be handled in the following manner:

- 911 will be called immediately.
- The parent/guardian will be notified.
- Based on the professional decision of the EMT unit, the child may be transported to the closest medical facility for immediate care or the EMT may advise the parent/guardian or program staff as to how to treat or care for the child.
- In the event of an emergency or natural disaster, the following procedures will be in effect:
- Children will remain on site until an authorized person picks them up.
- In the event of a site evacuation, children will be taken to a gymnasium. Efforts will be made to contact parents/guardians should evacuation be necessary.
- Staff will remain with the children until an authorized person arrives.

Policies and Procedures

1.29 Behavioral Management Policy

Parent/Guardian and participating child must read, understand and sign this form.

Discipline will be constructive in nature and include techniques such as:

1. Using limits that are fair, consistently applied, appropriate and understandable to your child's level
2. Providing your child with reasons for limits
3. Giving positively worded directions and redirecting your child to acceptable behavior
4. Helping your child to constructively express his/her feelings and frustrations to resolve conflict

The program staff will not use any type of physical or verbal abuse as a disciplinary measure.

The following are the offenses and consequences that will be taken.



OFFENSES:	1 st	2 nd	3 rd	4 th	5 th
Verbally threaten to use guns, knives or any weapon to harm another	Immediate Expulsion from program NO REFUND				
Possession of a weapon					
The use of drugs and/or alcohol					
Stealing	Write Up Parents notified 2 day suspension Damage restitution	Expulsion from Program Damage restitution NO REFUND			
Willful destruction of property					
Physically harming another person					
Physical fighting					
Bullying (Physical or verbal)					
Disrespect of staff	Write Up Parents notified Damage restitution	Write Up Parents notified Damage restitution 2 day suspension NO REFUND	Expulsion from Program Damage restitution NO REFUND		
Found out of program boundaries					
Cursing					
Careless damage to REC or School property					
Inappropriate Language	Verbal Warning	Write Up Parent notified	Write up Parents notified Discussion of suspension	Write Up Parents notified 2 day suspension NO REFUND	Expulsion from program NO REFUND
Breaking Playground Rules					
Breaking Program Rules					

Bullying: Bullying includes a wide variety of behaviors, but all involve a person or a group repeatedly trying to harm someone who is weaker or more vulnerable. It can involve direct attacks (such as hitting, threatening or intimidating, maliciously teasing and taunting, name-calling, making sexual remarks, hazing and stealing or damaging belongings) or more subtle, indirect attacks (such as spreading rumors or encouraging others to reject or exclude someone).

Physically harming another person: includes but not limited to – hitting, biting, kicking & slapping

Breaking program rules: includes but not limited to defiance, uncooperativeness, insubordination, unruliness

I have read and understand the above policy. I assume the responsibility for insuring that my child is aware of this policy and the consequences of his/her actions should there be any such offense.

Parent/Guardian Signature:	Date:
Participant Name:	Age:
Participant Signature:	Date: