

Welcome to Capital Kids Vacation Day Camp!

Welcome to the Montpelier Recreation Department's Vacation Day Camp: Capital Kids Day Camp. Our camp operates under State of Vermont Afterschool Child Care Programs 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 times with us. 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:
Main Street Middle School
170 Main Street
Montpelier, VT 05602
Camp Cell Phone: 802-477-3975



Hours:
Full Day Camp: 7:45AM - 4:45PM

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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 toward another person.
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 equipment box/storage room or another participant's personal belongings.
12. Possession or use of dangerous toys or weapons.
13. Personal items: Game boys, **Pokémon** cards, toys brought from home - unless approved by the Director
14. Children who have had a fever or vomited should not attend camp for 24 hours.
15. No gum.

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

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.

Parents are expected to pick up their children on time. Camp closes at 4:45 pm. Continuous late pickups will result in dismissal from our program with no 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.

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.

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 Recreation Aids 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.

Emergencies

The Director and Assistant Director are CPR and first aid certified, however, if a situation arises that our Recreation Aids 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. In order for camp staff to administer any medication we will need to have the medication permission form filled out with dosage information and signed.

Technology

Any movie shown to campers will be G rated. Movies are selected/approved by the Director. Please see the Director with any concerns about movie viewing. Screen time is typically limited to 2 hours per week. We also listen to age-appropriate music that is selected/approved by staff.

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

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, boots, snow pants, coat, hat, mittens and an extra change of clothes. Please consider the weather when dressing your children. Any clothing with inappropriate slogans, words, or pictures is not acceptable. Label all belongings!

Lost & Found

A Lost & Found will be kept at camp. 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.

Bus Rules

1. Be courteous and respectful to your driver and Recreation Aids. 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

Day Camp Director
Sheila Cleary: Year 10+

Day Camp Director
Eric White: Year 4

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 Recreation Aids.

An experienced Director and Assistant Director supervise a team of Recreation Aids. We maintain a 1:13 ratio with campers aged six and above and a 1:10 ratio with five-year-old campers. Each staff member is assigned to a core group of students and attendance check-ins are performed throughout the day. Recreation Aids deal with their own discipline problems, seeking the help of a director when necessary. Recreation Aids work staggered 8-hour shifts; we eat lunch with the campers. Recreation Aids are not left out of ear and eye site of the Director and Assistant Director as they are not CPR & First Aid Certified.

The Director and Assistant Director 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. Recreation Aids 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.

Day Camp Schedule

Time	Activity			
7:45 - 9:00	Sign-in 7:45 - 9am. quiet activities (Game corner or crafts)			
9:00 - 10:15	Morning Meeting: whole-camp announcements, daily activities, group attendance, group activity.			
	5 1:10 Ratio	6/7/8 1:13 Ratio	8/9 1:13 Ratio	10-12 1:13 Ratio
10:15	Morning Snack Time			
10:30 - 12:00	Outside or MSMS Gym			
12:00 -12:30	Lunch Time			
12:30 - 1:30	Game Corner			
1:30 - 3:00	Outside or Crafts (screen time once a week TBA)			

3:00 - 4:15	Whole group, or age group activity.
4:15 - 4:30	Snack
4:30 - 4:45	Clean up all activities & pack belongings

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!

If it becomes necessary to take disciplinary action against a student, the steps that will be followed are outlined below.

Step #1: Redirection

- Remove camper from the situation to a new activity or part of the activity.
- Give him/her options other than the one they are doing or just distract

Step #2: Warning

- Get down on the camper's level. Discuss the behavior and options for solving the problem.

Step #3: Time In

- If a camper continues to have unsafe or disrespectful behavior, invite the camper to come sit in the pavilion to relax, read, draw, etc...

Step #4: Removal (Skip to this step if the camper has put others or him/herself in danger)

- Bring the camper to the director and explain the situation.
- A write-up will need to be done at this point.
- Parents will need to be contacted or spoken to at the end of the day by the counselor involved or the director.
- Director will decide if the camper needs to be sent home or remain with me for the rest of the day.

Frequent behavior problems will be written up and discussed with a parent and the director.

Possible Consequences:

- Redirection
- Verbal warning

- Formal write-up
- Time-in/cool down
- Sent home*

- No field trip*
 - Suspension*
- *Director decision.

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.

What to Bring

- Snacks and a lunch
- Filled, reusable water bottle
- Close-toed shoes for playing
- Outdoor Clothing - coat, snow pants, boots, mittens, hat
- Extra Clothing - socks, pants, shirt
- Extra change of clothes; layers
- Bag for belongings

***Remember to label all belongings! ***

What not to Bring

- Portable electronics
- Personal items of value
- Knives, guns, weapons of any kind - play or real

- Cellphones
- Medication - all medications should be given to the Director with written instructions on how to administer.