

MERIDEN COMMUNITY CAMP POLICIES

Hours of Operation:

June 29 – August 14, 2020, closed July 4

Regular Full-Day: Mon–Fri, 8:30 am to 4:00 pm, **Extended AM:** Mon–Fri, 7:00 to 4 pm,

Extended PM: Mon–Fri, 8:30 to 5:30 pm, **Full Extended Day:** Mon-Fri, 7 am to 5:30 pm

Pick-Up and Drop-Off:

- MCC Director (Micah Dewey) must be notified if someone other than a parent, guardian, or adult listed in your child's paperwork will pick up your child.
- Please do not block the driveway and drive slowly near camp property.
- Please pick up your child on time.
- Because MCC campers frequently go on local field trips, it is helpful to call ahead if you will be picking your child up at an unexpected or early time. We are happy to keep your child on campus until you arrive.

Visiting:

- We love to have the opportunity to talk with parents about their children's camp experiences and show them around our facility.
- Should your family like to see our campus before camp begins, please attend our Open House on June 27th!
- If you visit the camp outside of regular drop-off and pick-up times, please be sure to let Director Kelsey MacNamee know that you are visiting and check in upon arrival. It is a safety priority for us to know who is on the camp property at all times.
- Please pack a water bottle, lunch, two snacks, sunscreen, sneakers, a bathing suit and towel. MCC may provide snacks occasionally but should not be relied upon for camper snacks each day.
- We usually tie-dye once a week; on those days, please pack a white item (t-shirt, pillowcase, socks, towel, etc.) that your child can tie-dye! MCC can provide t-shirts if you are not able to pack an item.
- Please label all of your child's items to ensure that they do not get lost.
- Your child will receive his or her very own MCC shirt. It is important that the children wear these shirts on field trip days (Wednesdays and as advertised) for ease in identifying MCC campers while off campus.
- Campers get messy at camp; it is a good idea to have a change of clothes in your camper's backpack.
- At MCC, campers are very active and mostly outside. Flip-flops or sandals are prone to falling off or being taken off during active play. If you prefer that your child remain wearing footwear at all times (even in grassy or sandy areas outdoors), please make sure to dress him or her in sneakers or hiking boots each morning.
- If your child has specific needs regarding clothing or footwear, please be sure to mention this to the director and include this in your child's paperwork.
- It is highly recommended that children leave technological devices such as cell phones and tablets at home.
- Should a toy or other item become a distraction or problem at MCC, the director may recommend that this item be left at home each morning as well.
- There is a Lost & Found at MCC. Please check it regularly and claim any missing items. Any items left after 5:30 pm on the very last day of camp for the season become camp property and will be disposed of or donated to a local charity as determined appropriate by the camp staff.

Payment and Invoices:

- Prior your child's first day of camp, you can expect an emailed invoice indicating the total cost of tuition for the days or weeks your child will be attending this season. If you'd like to receive your invoices in the mail, please let the director know; we would be happy to mail them to your home instead.
- Our Early Registration Discount is as follows: \$20 off per child per week of registration, if registered by April 15, 2019. • Please reference our Camper Contract or website for the costs of tuition for our various attendance options. • Tuition is non-refundable.
- Please note that scholarship assistance may be available for your family. Contact Micah Dewey for the application. All scholarship applications are due by April 1, 2019.
- Payment for each week of camp is due on Tuesday morning of each week that the child is enrolled. If the weekly rate is not paid by that Tuesday morning, the child may not attend for the remainder of the week. • Payment in full ahead of time is appreciated.
- Because of the difficulty MCC sometimes faces in collecting late tuition payments, registration for current or future weeks of camp is not permitted until all outstanding fees have been paid.

Absences, Cancellations, and Changes in Schedule:

- Please be sure to call or email the MCC director if your child is going to be absent.
- If your child is ill, contagious, or too tired to participate, s/he will be much happier and have a quicker recovery if kept at home.
- Please be sure to notify director of any contagious illnesses so that we can take precautions.
- MCC reserves the right to send a camper home due to illness or medical conditions.
- If you need to change your child's scheduled time at MCC, please request a Schedule Change Form. Please fill this form out and submit it to Kelsey as soon as you are aware of your change in plans. A processing fee of \$5 will be charged per Schedule Change Form submitted.
- Because of the financial difficulty MCC faces due to last minute cancellations, please inform the director of your need to cancel a reservation at least two weeks in advance to avoid a \$50 cancellation fee per child.

Paperwork and Meeting Campers' Needs:

- Both the Camper Contract and Registration Packet must be completed before a child can attend MCC.
- In order to help your child have fun at MCC, it is helpful for the director to know information pertaining to your child's health, behavioral, or educational needs. MCC cannot provide the best possible camp experience without having been informed of this important information.
- Please inform MCC if your child requires extra support while at school, such as special education a one-on-one paraprofessional. While MCC cannot be held responsible for providing the funding or staffing for all needed support, we hope to have a conversation and brainstorm about ways to support your child in our camp environment.

Custody/Guardianship:

- If there are custody or visitation issues to address, documentation must be provided to MCC so that MCC can comply with these expectations as much as possible. MCC will not release a child during pick-up unless the adult has been listed as a parent, guardian, or alternate pick-up option, or if the director has been informed of a change in pick-up plans.
- If a restraining order, custody agreement, or other form of documentation exists limiting or prohibiting an adult's interaction with a child, this must be provided to MCC to ensure the child's safety while at camp. Please note that MCC has an open campus and cannot keep unwanted visitors out without the help of law enforcement. Should an

adult attempt to pick up a child from camp outside of a legal agreement or order, MCC will notify law enforcement and attempt to prevent this from happening.

- If an adult creates an unsafe or traumatizing situation through their presence at MCC or attempts to break a custody agreement while on MCC's property, law enforcement will be notified. For the protection of all campers and counselors, MCC reserves the right to dismiss a camper due to dangerous behavior from a parent or guardian.

Promoting Positive Camper Behavior:

The first and most important rules at MCC are as follows: 1) Be safe and 2) Be kind. These rules and a few others are discussed with the campers at the beginning of every week of camp during our daily Morning Meeting, during which time the children take part in a guided discussion that outlines how to be safe and kind at camp. Sometimes, campers need reminders in how to follow these rules, which creates a great learning opportunity. If needed, counselors ask campers to “take a break” with the director. The campers will then sit calmly with the director for an age-appropriate amount of time and follow this regrouping time with a short discussion with the director and their counselor about their behavior, referring to the MCC rules as guidance. During this discussion, emphasis is placed on problem solving and planning for success in the future. If it seems it may benefit the child and/or the people around him or her, the director may create a behavior contract for the camper that will clearly outline behavioral expectations the camper must meet at camp. This plan will be in language that is clear and positive, with an emphasis upon using strategies to maintain these expectations. In the event of behavior that physically or emotionally endangers oneself, another camper, or a counselor, the director will notify parents or guardians and possibly send the child home for the day or longer. MCC reserves the right to permanently dismiss a camper following dangerous or otherwise unacceptable behavior.

Transportation:

- If it is necessary to transport your child, all seat belt/car seat laws will be adhered to.
- MCC does not provide car seats for bus rides. If your child needs a car seat in order to ride a school bus, please provide one on field trips days. MCC will give as much notice as possible if a car seat is needed.
- Weather permitting, we swim at the Lebanon Pool on Wednesdays and eat lunch at Thom's Tavern one day per week. MCC will also visit local destinations on foot, such as the Meriden Library.
- In the case that MCC will be going on an additional field trip, such as to a museum or park, parents will be notified as soon as possible.
- Should campers be off-campus, a sign will be left on the front door of the Parish House to contact director Micah Dewey if needed.
- MCC is not responsible for transporting campers to locations other than camp field trip destinations.

Quiet Time and Napping:

- Our 3-5 year olds are given the opportunity to take a scheduled nap during the day.
- Any child who does not take a nap is required to participate in a quiet time instead. During this time, children will be asked to rest or engage in quiet activities such as reading or drawing for approximately thirty minutes. This time is important as it helps the children regroup and recover during busy and hot days.
- If a child is still asleep at the end of nap/quiet time, the child is generally allowed to continue sleeping. If you prefer that an attempt be made to wake your child after a certain time, please inform the director.

Medication:

- Because MCC does not have a nurse on staff or a nurse’s office, it is recommended that medication be administered at home or outside of camp hours if possible.
- Prescription medication to be administered during the hours of childcare must be labeled and in the original container. The medication must be accompanied by a written note from the parent.
- The director will administer the medication to the camper as privately as possible unless relocating to a private location is not possible during an emergency.
- Over the counter medications will only be administered with a note from the parent. Unless otherwise specified in writing by a physician, the dosage instructions from the package will be adhered to. All medications must be in their original container labeled with the child’s full name.

Emergency Medical Treatment:

- In the case of a minor accident the provider will administer first aid, according to provider’s training and experience. The provider will contact a parent immediately if it is necessary.
- Please note that while MCC places utmost priority on safety, our camp is not a licensed childcare facility.
- In the case of a serious accident the provider will: 1. Administer first aid, if possible. 2. Call an ambulance to transport the child to the Emergency Room. 3. Call a parent (or emergency contact if a parent cannot be reached). 4. Stay with the injured child until a parent or appointed contact person arrives. 5 Please sign below indicating that you have read and agree to comply with Meriden Community Camp Policies:

Parent/Guardian Signature: _____

Date _____

Print Name: _____