



T-VILLE TRAILS SUMMER PROGRAM

PARENT HANDBOOK 2020

My Child is entering grade _____

Camp Office Phone # (617) 233-4472
(July 6th -August 21ONLY)

Newton Parks & Rec. # (617) 796 1500

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BASIC CAMP INFORMATION

T-ville Trails is for children entering Kindergarten through 6th grade in the fall of the current year. T-ville Trails is held at the Bowen Elementary school, at 280 Cypress St. in Newton Centre. Camp is held rain or shine. On rainy days, activities will take place inside the Bowen School.

The camp runs Monday through Friday and operates from July 6th through August 21st, 2020. The hours are 8:30a.m. – 3:30p.m. for Standard Day, 8:00a.m. – 5:00p.m for Extended Day, and 8:00a.m. – 6:00p.m. for Extended Day till 6.

TELEPHONE NUMBERS: T-ville Trails Camp Office.....617-233-4472
July 6th - August 21st ONLY: For calls prior to July 6th, please call Rick Paglia at the Newton Parks and Recreation Office.
Rick Paglia.....617-485-8037
Newton Parks and Recreation Office.....617-796-1500
Ext. 1523

If your child is going to be absent from camp, please call the T-ville Trails camp office **before 9:00 am** to let us know.

WHAT TO BRING

Each day, campers should bring a morning snack, lunch, water bottle, sunscreen (labeled with the child’s name), bathing suit and towel, rain gear (for rainy days), and bag (or backpack to hold everything). Please send your child with an extra snack if they are in Extended Day. Please do not send beverages in a glass bottle!

Children should wear play clothes. They may get dirty and possibly wet. Please pack an extra change of clothes, labeled. Children should wear sneakers and socks to camp. It is recommended that your child bring flip flops, crocs, or another type of waterproof shoe if he or she plans to participate in water play. **ALL ITEMS BROUGHT TO CAMP SHOULD BE LABELED WITH THE CHILD’S NAME!** We would hate to see things getting lost.

Items that are left behind at camp will be placed in a lost and found bin. Please check this bin at the end of each week to make sure you have all of your child’s belongings. At the end of the summer, all items left in the lost and found bin will be donated to a shelter.

REGISTRATION

Registration for T-ville Trails begins on January 29th, 2020. Registration is online at newtonma.myrec.com. Non residents may register beginning March 1. Brochures and registration information can be received by calling the Parks and Recreation Department at (617) 796-1500 or by going to the Parks and Recreation website at www.newtonma.gov/gov/parks. Registration is on a first come first served basis and continues until we reach maximum capacity. A waiting list will be started once we fill up.

All parents will be required to fill out the following forms and submit the appropriate documents in order to enroll in the T-ville Trails Summer Program:

- Medical, Liability, and Photo Release Form
- Emergency Identification Form
- Physical Form
- Medication Forms (if child will be on medication at camp-- this includes an epi pen or inhaler)

TUITION

The cost for each week of camp is as follows:

		<u>Residents</u>	<u>Non Residents</u>
Standard Day	8:30 – 3:30	\$280.00	\$295.00
Extended Day to 5	8:00 – 5:00	\$350.00	\$365.00
Extended Day to 6	8:00 – 6:00	\$385.00	\$400.00

There is a \$25.00 Late Registration Fee for all registrations received after May 15th, 2020.

A \$30.00 non-refundable deposit is due with each registration form. There will be no refund of your deposit. We do understand, however, that sometimes plans change, so you will have until March 15th to make any changes to the weeks you have registered for. If you cancel out of weeks, the deposit that you have already paid will be applied to the remaining weeks of camp and lower your balance due.

Remaining balances are due by May 15th. Campers will not be allowed to attend camp if the tuition has not been paid. If needed, parents can set up a payment plan. Scholarships may be available if you qualify. Call the Parks and Recreation Department for more information. Once the balance is paid, refunds will only be issued if the space can be filled by another camper or in the case of illness or injury (with a doctor's note). Refunds will not be given if the child is terminated from the program due to abusive or aggressive behavior.

STAFF

The strength of the program lies in our qualified, enthusiastic, caring and responsible camp staff. Well-motivated professionals are teamed with carefully screened high school and college students to provide the skills and energy needed to ensure the success and enjoyment of each camper. All staff members are trained in First Aid and CPR. All staff must pass Cori/Sori checks to work at the program. The staff and the program meet the Commonwealth of Massachusetts Camping standards and the Newton Health Department licenses the program. Parents have the right to review background check, health care, discipline policies, and grievance procedures upon request.

PARENT INVOLVEMENT

Parents are encouraged to talk with their child's counselors on the first day of camp and throughout the summer. You know your child best. It is helpful to let the staff know information about your child that will ensure your child has a great time at camp.

If you come to camp during the day, please report to the camp office for a visitor's pass. It is important for camp staff to know that you are a visitor at the camp and not a stranger. If you choose to visit, please remember that counselors and other staff must spend their time with the children and may not be available to talk with you. If you have any questions or concerns that need to be addressed please schedule a meeting with the coordinator, director, and counselors at a mutually convenient time. Parents interested in viewing camp policies and procedures should submit a written request to the Parks and Recreation office.

To respect the rights of all campers, please do not take pictures of children other than your own without the camp's permission.

CAMPER EXPECTATIONS

For the enjoyment and safety of everyone involved at T-ville Trails, campers are expected to adhere to the following rules while at camp:

1. Listen to the counselors or leaders at all times.
2. Stay with your buddy/group at all times.
3. Never go anywhere alone. Tell a counselor or leader if you need to leave the group and they will send somebody with you.
4. Respect the rights of others and treat others with the same respect and dignity with which you expect to be treated.
5. Fighting, bullying, or aggressive behavior toward staff or campers will not be tolerated.
6. Destroying or stealing property belonging to another person or camp will not be tolerated.
7. Please do not bring money, electronics, toys, ipods, cell phones, or other unnecessary belongings to camp to avoid misplacing or losing such items.
8. Most important – HAVE FUN AND ENJOY THE SUMMER!!!!!!

BEHAVIOR MANAGEMENT

For various reasons, children sometimes exhibit inappropriate behavior. The staff will assist the child in the learning process of appropriate and acceptable behaviors at camp.

If a child is misbehaving, group counselors will try to give the child choices to change his or her behavior. Counselors will reinforce improved behavior and compliment acceptable behavior. If a child is not responding to their counselors and continues to exhibit inappropriate behavior, he or she will be brought to the camp office. Once at the camp office, the director and counselor will talk to the child about their behavior. If necessary, the child's parents will be called.

Any child showing aggressive or abusive behavior toward themselves, other campers, or staff will be sent home and a report will be filed in the camp office. Depending on the severity of the offense, the child may or may not be allowed back to camp the next day.

ARRIVAL AND DISMISSAL INFORMATION

Please refrain from parking in the small lot behind the school. In an effort to keep traffic moving and campers safe, **please park on Cypress St. in the front of the school.** .
Parents will need to come in and sign out their child every day.

Standard Day Campers

1. Standard day campers should arrive between 8:25 and 8:35 a.m. and should check in with their parents at their group/grade location in the gym or classroom. Counselors will be at their group to check in campers and answer camper and/or parent questions. Parents must sign their child in on the attendance sheet each morning.
2. If your child is leaving before 3:20 p.m. please notify their counselor in writing.
3. Pick up time is between 3:20 and 3:30 p.m. All parents or designated pick-up adults must sign the camper out on the attendance sheet.
4. Counselors must be made aware, **in writing**, if someone other than the parent/guardian will be picking up your child. The individual picking up the child must be prepared to show identification to the counselor.
5. Children that have not been picked up by 3:40 p.m. will be brought to Extended Day.
6. Parents who are late picking up their child may be assessed a late fee.

Extended Day Campers

Recognizing that many parents work and need additional care for their children, T-ville Trails offers Extended Day options for camp families for a nominal fee. Extended Day is offered in the morning before camp starts, and in the afternoon after camp ends. During Extended Day, children will have the opportunity to play games, play on the playground, read books, and socialize with their friends.

1. There is no supervision before 8:00 a.m. Extended Day hours begin at 8:00 a.m. Campers in morning Extended Day should check in with their parents in the Gym with the Extended Day staff. Parents must sign their child in on the attendance sheet. Extended Day campers will then go with staff to play inside games.
2. The latest Extended Day pick-up time is 6:00 p.m. We ask parents to be on time when picking up their child. If you know you are going to be late, please call the camp office before 5:00pm.
3. Counselors must be made aware, **in writing**, if someone other than the parent/guardian will be picking up your child. The individual picking up the child must be prepared to show identification to the extended day staff.
4. All parents, or designated pick-up adults, must sign the camper out on the Extended Day attendance sheet.
5. Parents who are late picking up their child may be assessed a late fee.

CAMPER CHECK-IN GROUPS

There are 3-4 camper check-in groups at T-ville Trails. Children are placed into camper check-in groups based on the grade that they are entering. Each check-in group has approximately a five to one ratio.

These groups are solely for check-in and sign-out. Throughout the day, there will be several activity periods during which the campers are given multiple activity options from which to choose. Campers will sit with their check-in group during activity transitions.

DAILY SCHEDULE AND ACTIVITIES

Camp is in session from 8:30 AM to 3:30 PM. Extended hours are available from 8:00 AM to 6:00 PM. Camp activities include sports, arts and crafts, music, inside games, playground activities, storytelling, gym activities, water play, and special events. Please refer to the activity board located in the gym for exact times and daily activities.

Sample Daily Schedule

8:00 – 8:25	Extended Day	11:35 – 12:15	Activity Period 4
8:25 – 8:35	Morning Sign In	12:20 – 1:05	Lunch & Free Play
8:35 – 8:45	AM Announcements	1:10 – 1:50	Water Play/Outside
8:45 – 9:30	Activity Period 1	1:55 – 2:35	Activity 5/special event
9:35 – 10:15	Activity Period 2	2:40 – 3:20	Activity Period 6
10:20 – 10:45	Snack	3:20 – 3:30	Afternoon Sign Out
10:50 – 11:30	Activity Period 3	3:30 – 6:00	Extended Day

WATER PLAY

Though we do not offer swimming, water play will be integrated into our daily schedule. We will offer sprinklers, wading pools, water games, and other activities. Campers should bring a bathing suit and towel to camp each day, as well as flip flops or water shoes.

THEME WEEKS

Each week of camp will have a special theme. Activities and special events will revolve around that theme. Please refer to the camp calendar to find out what this year's theme weeks will be.

SPECIAL EVENTS

Special events help to enhance the camp experience. Whole camp special events will be held daily. There may not be a special event on Monday, depending on the week. Each special event will be based on the theme of the week and will offer many activities such as hired entertainers, arts and crafts, music, sports, and games. Special events may include Curious Creatures, Magic Show, Camp Carnival, Color Day, Science Museum Traveling Programs, or Ice Cream Sundaes.

INCLUSION PROGRAM

At T-ville Trails, we believe that all children should have the opportunity to participate in a summer camp experience. The Newton Parks and Recreation Department works closely with the Newton School Department to place students from inclusive classrooms into Newton summer camps. These children receive additional assistance at camp to ensure a successful experience.

FIRST AID

If campers get bumped or scraped while playing they will be taken to the camp office for first aid. Only staff certified in CPR and First Aid will be allowed to treat injuries that campers receive while at camp. Any time that first aid is administered to a camper, the date, camper name, injury, treatment, and the person administering first aid is recorded in the first aid log book in the camp office.

If the injury is severe and 91 is called, parents will be contacted immediately. If the parents can not be reached, the emergency contact will be called. If a child needs to leave camp in an ambulance, a staff member will travel in the ambulance with the child and stay with the child until a parent or the emergency contact arrives.

HEALTH AND ILLNESS

T-ville Trails Summer Program is certified by the Newton Health Department. In addition, T-ville Trails makes a strong effort to prevent the spread of illness by encouraging hand washing and keeping the facility clean and disinfected.

If your child is not feeling well during camp, every effort will be made to care for them at camp. However, should your child be better cared for at home, you will be asked to make arrangements for them to be picked up. Please do not send your child to camp if they are vomiting, have a fever, diarrhea, chicken pox, conjunctivitis, or any other illness that may be spread through contact.

Staff will perform weekly head lice screenings on all of the campers. Any child found to have head lice or nits will be sent home until they have been appropriately treated and the child is free of lice and nits.

MEDICATION

If your child will be taking any kind of medication that they will need to be given at camp, you must notify the Camp Coordinator or Director. The camp is **only** able to administer oral medication, inhalers, and epi pens. Parents **must fill out the appropriate paperwork** per Health Department and State regulations. No child will be able to receive medication at camp without completion of the appropriate paperwork.

Medication must be brought to camp in its original container with correct administration and dosing information written in English. All medications (with the exception of inhalers and epi pens) will be stored in the camp office in a locked cabinet.

Any campers needing an inhaler or epi pen will be allowed to keep that medication with the group. Staff will be responsible for carrying the epi pen or inhaler to administer as necessary.