Town of Windsor
Parks & Recreation



Camp Windsor
Parent Handbook

Welcome to Camp Windsor!

We are so thrilled that your camper is joining us this summer at Camp Windsor. Camp Windsor is located at the Windsor Community Center at 901 Adele Dr. At Camp Windsor, we provide a safe, exciting, and fun camp experience for your camper. This parent handbook was put together to get you and your camper ready for their first day! If you have any questions prior to the first day of camp, we would be happy to talk with you. Please email the Recreation Program Supervisor, Hilary Mercieca, at hdunn@townofwindsor.com to set up a time to talk.

Camp Windsor Structure

Campers are placed into smaller groups and are supervised by our trained Recreation Leaders that maintain a 1:8 ratio. Campers will rotate through various activities with their group in the morning and afternoon. For information about specific activities and the daily schedule, please ask the Camp Director! Staff have worked hard to plan various crafts, games, science experiments, and activities.

What to Bring to Camp (and what to keep at home!)

Please send your camper with the following items:

- Camp Windsor T-Shirt
- Closed-Toed Shoes
- Refillable Water Bottle (labeled with their name)
- Lunch
- Two Snacks (AM & PM snack will occur daily)
- Hat & Sunscreen - it is helpful if your camper comes with sunscreen already applied
    - Recreation Leaders will help remind campers to re-apply in the afternoon. Staff are not able to assist campers with any sunscreen that is not the spray type.

Please do NOT send your camper with any electronics or toys. There will be plenty of fun games and activities to keep your camper busy throughout the day.

Camp Windsor T-Shirts

On your campers first day of summer camp, they will be issued TWO Camp Windsor T-Shirts. We are asking that your camper wear their Camp Windsor T-Shirt to camp ***every day.*** Additional shirts can be purchased for $7.00. If you wish to purchase another shirt, please let camp staff know and they will assist you with the transaction. Campers will receive two shirts for the summer. *If you send your camper to camp without their t-shirt, your child will be given a new shirt that they can keep, and your account will be charged the $7 fee.*

Daily Check In and Out Procedures

CHECK-IN PROCEDURES

- Camp Windsor Check-In will be in front of the Windsor Community Center.
- An area outside will be provided for check-in and check-out of camp participants.
- AM Extended Care drop off begins at 7:30 AM. Parents can drop off campers anytime between 7:30 AM - 9:00 AM
- Drop off will begin at 9:00 AM for full day campers.
- **For the safety of your children, the building is locked during full day camp hours. If drop-off will occur after 9:00 AM and staff are no longer out front checking campers in, please call 707-478-9574 upon arrival and staff will meet you in the front of the building.**

CHECK-OUT PROCEDURES

- Camp Windsor Check-Out will be in front of the Windsor Community Center (901 Adele Dr.) every day.
- An area outside will be provided for check-in and check-out of camp participants.
- Pickup will end at 3:30 PM for full day campers.
- PM Extended Care pickup ends at 5:30 PM. Parents can pick up campers anytime between 3:30 PM – 5:30 PM.
- Staff will check ID's at check-out – only those listed on the pickup list will be allowed to check campers out
- **For the safety of your children, the building is locked during full day camp hours. If pickup will occur before 3:30 PM, please call 707-478-9574 upon arrival and staff will meet you in the front of the building.**
- Staff members will be using walkie-talkies to signal for children to be walked out to the check-out area.
- It is essential to pick up your child each day by 3:30 PM for the full camp day and 5:30 PM for PM Extended Care. Counselors and staff have many duties and may be scheduled to work elsewhere after camp. You will be allotted a 5-minute grace period after which you will be charged $1 per minute that you are late.

CHECK-OUT PROCEDURES (FRIDAYS – SWIM DAY)

- On FRIDAYS, ALL FULL DAY campers will go to the Windsor Senior Recreation Center Pool located at 9231 Foxwood Dr for camp swim. Campers will walk back to the Community Center after camp swim and pickup will be as normal.
- If campers need to be picked up early on Fridays, they will need to be picked up by 12 pm from the Community Center before campers walk to the pool at the Windsor Senior Center.
- ***No campers will be checked out at the Windsor Senior Recreation Center. All camper check-outs will take place at the community center when we return from walking from the pool***.
- Staff will check ID's at check-out – only those listed on the pickup list will be allowed to check campers out.

All campers must be checked in and out by an adult. Please note, no camper will be released to anyone that is not listed on the bottom of their Emergency Form that is kept on file. Camp Staff will ask for ID upon pick up. Please bring your ID when you come to pick up your camper. Campers will not be allowed to sign themselves in or out of camp without the collaboration of staff and parents. Please ensure your pickup list is up to date and inform other people that are picking up your camper that they must show ID. **If a camper is getting picked up late on a continuous basis, we will be forced to incorporate a late fee of one dollar per minute.**

Camp Snacks

On occasion, Camp Windsor may incorporate a special treat or extra snack on hot days to beat the heat or at the end of the camp week as a special reward but will not provide a daily snack. If you do not want your camper to eat anything outside of what you pack them, please let us know in advance. **Please list any known allergies on your Emergency Contact Form and make sure the Camp Director knows as well.**

Swim Days

Camp Windsor goes to the pool on Friday afternoons between 1:00pm-3:00pm. Swim time is from 1:45-2:45pm at the Windsor Senior Recreation Center pool.

Important things to note about swim days:

- Campers will be walking to and from the Community Center to the Senior Recreation Center Pool.
- Send your camper with extra sunscreen, a swimsuit, and a towel. Flip flops or open-toed shoes are only allowed on the pool deck. Closed-toed shoes must be worn while walking to and from the Senior Recreation Center.
- It is helpful for your camper to wear their swimsuit under their clothing on Fridays prior to swimming.
- Each camper will be given a swim test by the lifeguards on Friday at the beginning of the swim time. Campers will receive either a GREEN bracelet or an ORANGE bracelet. Orange bracelets are for campers who will stay in the shallow end and green bracelets are for campers who can swim in the whole pool. Campers will keep this bracelet on during swim time. Campers can re-take the swim test periodically throughout the summer if they return week to week.
- **Floatation devices (water wings, swimsuits with floats etc.) are not allowed. Lifejackets must be U.S. Coast Guard approved and appropriately sized to camper.** No sharing of lifejackets will be allowed. Campers with Lifejackets are to remain in the shallow end of the pool and will be given an orange bracelet.
- Recreation Leaders will be stationed in the pool with campers and on the pool deck to supervise. There will also be two certified lifeguards on the pool deck supervising camp swim.
- **If your camper does not know how to swim or chooses not to swim, an alternate supervised activity will be available on the pool deck.**
- If you have any questions about swim time and the pool, please let the Camp Director or Recreation Coordinator know.
- The pool is 4.5 feet deep at the deep end and 3 feet deep in the shallow end. If your camper is too short to stand in the shallow end, we highly recommend sending them in a U.S. Coast Guard approved lifejacket.

Camp Windsor Rules

Camp Windsor has a set of rules that will be reviewed with the campers regularly. We also encourage you to review these rules with your camper prior to their first day.

1. **Be Safe**
2. **Be Responsible**
3. **Be Respectful**
4. **Listen to the Counselors**
5. **Have fun!**

How Can I Be Safe?

1. Keep your hands and feet to yourself
2. Always stay with your group
3. Stay out of the kitchen and office
4. Always walk inside
5. No sharing food with anyone
6. Follow directions

How Can I Be Responsible?

1. Put away your belongings
2. Throw away your own trash
3. Clean up after yourself
4. Use the restroom responsibly
5. Be honest
6. Show good sportsmanship

How Can I Be Respectful?

1. Respect counselors and campers
2. Only touch your own stuff
3. Take turns in activities
4. No bad language or name calling
5. GOLDEN RULE- Treat others the way you want to be treated.

Camper Behavior Policy

Recreation Leaders will use positive redirection if a camper is displaying negative behavior. Our goal at camp is to maintain a safe and fun environment for all. If a camper is displaying negative behavior, staff will follow this process:

1. Verbal warning/redirection
2. Camper receives an appropriate amount of time to sit out of the activity and staff will have a follow up conversation with review of rules.
3. Time away from activity and conversation with Camp Director. Camper will fill out a "Think Sheet" and reflect on their behavior. Parents/Guardians will be informed at pick up.
4. Call home to parent to discuss behavior and next steps and possible break from camp for the remainder of the day.

5. Next steps in order of action:
    a. Camper is picked up for the remainder of the camp day
    b. If camper has previously been sent home for a day, they will be asked to discontinue camp for the remainder of the week
    c. If camper has previously been sent home for the remainder of the week, the Recreation Coordinator will discuss discontinuation of camp with camper's parents/guardians

We know that children are constantly learning and adjusting to a new set of rules and guidelines. However, please understand that our standards for participation and behavior have been enhanced. **If a child's behavior poses a threat to their own safety, the safety of other participants, or to staff; the participant will be sent home and may be asked to discontinue**. No refunds will be given. If your child is sent home, you must arrange for pick up within the hour or your child cannot return the next day.

Camper Code of Conduct

Children who attend camp are expected to follow the Code of Conduct below and to interact appropriately in a group setting. Please go over this code of conduct with your camper prior to the first day of camp:

- We are all responsible for our actions.
- We respect each other and our environment.
- We will care for ourselves and those around us.
- Show respect to the camp staff and cooperate with their instructions.
- Horseplay, inappropriate touching, unwelcome teasing, bullying or any unkind behavior is not allowed and will not be tolerated.
- No use of profanity, offensive language or name-calling will be tolerated.
- No physical aggression, e.g. hitting, kicking, pulling, fighting, spitting, etc.
- Be enthusiastic, thoughtful, open-minded, and involved.
- Treat others as you would like to be treated.
- Listening & paying attention are mandatory for a safe and fun camp.
- Respect for all equipment, facilities, and parks are expected.

Emergency Contact Information

Every camper will receive an Emergency Form which will be necessary to provide current medical needs and information. Parents will be responsible for completing and turning in the form on their camper's first day of camp. It is the parent's responsibility to notify the Camp Director of any changes in emergency information. The Emergency Form is where you need to list any special information that staff might need to know about your child such as allergies, medication or special needs. **We will take a photo of each camper on the Camp Windsor cell phone when they arrive at camp for the first time. These photos will be used ONLY for**

identification purposes and a copy will be put into their emergency contact file. Camper photos will be deleted at the end of the camp session and summer.

Sick Child

To ensure a healthy environment for all children and staff, this policy will be strongly enforced. Our goal is to have a healthy summer, not only for the children, but for the staff as well. Communication and partnership are keys in making sure everyone is happy and healthy all summer. We greatly appreciate your effort in helping us provide a healthy environment for the children. We are continuing to ask that parents do not bring their child to camp if they are experiencing any of the following:

- Cough, fever (Temperature above 100.4), chills, sore throat, feeling achy, shortness of breath/difficulty breathing, nausea or vomiting, unusual or new headache in the last 24 hours, diarrhea, loss of taste or smell, tingling or numbness

Emergency Procedures

In the event of an accident or emergency, the Camp Director or designated staff will notify the parent immediately. The Camp Director will determine if an ambulance is necessary to have the child transported to the nearest medical facility and will make necessary arrangements. In the event a parent cannot be reached, the staff will determine action necessary to assure the child's health and safety. No staff will be permitted to transport a child in their personal vehicle. If a natural disaster should occur, staff will remain with your child until you or an authorized adult, and/or emergency personnel should arrive.

Important Phone Numbers

Camp Windsor Cell Phone
707-478-9574
(This phone will be ON and available during the camp day - 7:30 AM-5:30 PM, M-F)

Parks and Recreation Office
707-838-1260*

Camp Windsor Coordinator – Vanessa Camacho
vcamacho@towofwindsor.com
Phone - 707-478-9574 (Camp Windsor Cell Phone)

Recreation Program Supervisor - Hilary Dunn
hdunn@townofwindsor.com
Work/Desk- 707-838-5942*

Community Center Landline
707-838-1262

*Please note, the Parks and Recreation Office is open Monday – Thursday from 8 AM – 5 PM