



SUMMER VENTURES 2023



INFORMATION PACKET

Hartford Parks & Recreation Department
171 Bridge Street
White River Junction, VT 05001
www.hartfordrec.com
(802) 295-5036

Dear Parent/Guardian,

It is a pleasure to welcome you to Camp Ventures!

This packet includes basic information on our camp program that will assist you in preparing for your camp experience.

Thank you for choosing Camp Ventures with the Hartford Parks & Recreation Department! We have lots of fun and exciting activities planned for all campers this summer, which include: fun camp games, arts and crafts, off-site field trips, special performances, swimming, sports, nature, music, theater, hiking and plenty of time spent outdoors!

Our summer camp is designed to give your child an exciting and enriching experience under the supervision of trained and experienced leadership. It is our primary goal to provide your child with a safe and fun summer. However, summer camp can offer a lot more.... a chance to learn from new experiences, to grow, to make new friends, and to develop important social skills that will last a lifetime.

If you have any additional questions, feel free to contact us at 802-295-5036.

We look forward to seeing you this summer!

Tatum Barnes, Recreation Specialist
Jay McDonough, Superintendent of Recreation Programs

Camp Ventures

MISSION: To provide a safe environment for all children where they can experience friendships, expand their creativity, learn new things and have FUN.

The CAMP VENTURES summer camp is a full day offering eight one-week sessions. At Camp Ventures, we offer an authentic experience, with limited technological interactions. We believe that every kid should have the chance to just be a kid and experience nature and their surroundings in a fun, safe, and supportive environment.

Explorers - Campers who have completed Kindergarten through 2nd Grade

Adventurers - Campers who have completed 3rd through 6th Grade

Camp Ventures Summer Day Camp offers the best of:

- Excitement, energy, and a world of adventure to explore
- Memories in the making with fun-filled activities and friendships.
- Sportsmanship, teamwork, and skill-building.
- The magic of creative expression and artistry.
- Amazing camp games and activities.
- Weekly field trips, swimming, special guests/performances and Friday Fun Days at Maxfield Outdoor Sports Complex.

CAMP HOURS: 8:00am – 4:30pm
Camp Location: Hartford Middle School
& Wendell A. Barwood Arena

Camp Ventures is pleased to offer a Free Summer Food Program! All campers attending will receive lunch every day they attend camp at no extra cost and no additional registration required!

Camp Registration is first come, first serve and we cannot reserve spots.

Camp Ventures Cancellation Policy: Subject to a \$25 cancellation fee per session. No refunds after June 15th.

Important Camp Dates:

- Week One will start on Wednesday 6/21 to accommodate the school schedule
- No Camp on July 3rd & 4th
- Camp will close on at **2:00pm on Friday, June 30th & July 21st** for staff development.
- Camp Pick-up On Friday's will take place at the Maxfield Sports Complex by 4:30pm on the following dates
- 6/23, 7/7, 7/28, 8/4

Field Trips & Performances (Explorers & Adventurers)

Week 1	Welcome Week	TBA
Week 2	Discovery Week	TBA
Week 3	Color Week	TBA
Week 4	Theater Week	TBA
Week 5	Mystery Week	TBA
Week 6	Olympic Week	TBA
Week 7	Talent Week	TBA
Week 8	Spirit Week	TBA

CAMP VENTURES

Drop Off PROCEDURES

Summer Camp Drop off:

Explorers:

Participants enrolled in the Explorers Camp Ventures Program will have camp drop off at the Hartford Memorial Middle School Main Entrance.

Adventurers:

Participants enrolled in the Adventurers Camp Ventures Program will have camp drop off at the main entrance of the Wendell A. Barwood Arena



PICK UP PROCEDURES

Daily Pick-up & Sign-Out:

Campers must be checked out by a camp staff member each day.

Be prepared to show identification at the time of pick-up.

Campers will gather inside the camp site or directly outside in the field between 4:00pm – 4:30pm for pick up.

Parents/guardians will be expected to check-in with the Site Director/Assistant Site Director to sign their child(ren) out for the day.



Authorized Pick-Ups:

At the time of registration, you will be asked to provide the names of the people who are authorized to pick up your child(ren) from camp. **IMPORTANT:** Campers will only be released to people on the Authorized Pick-Up List, unless you contact the Camp Site Director to make other arrangements. All individuals authorized to pick-up need to be prepared to show identification at the time of pick-up.

Any child(ren) who will be leaving the program without parental supervision (walkers, bike riders) must have a written note on file with the Camp or it needs to be stated at the time of registration.

Late Fees:

Summer Camp opens promptly at 8:00am and closes at **4:30pm**. Parents who are late picking up their children will be charged a late fee. Late fees must be paid for before the camper returns the next day.

The late fee is \$1.00 per minute for every minute after **4:35pm**. If someone other than a parent is late picking up the child, the parent is still responsible for paying the fee.

Attendance:

We ask that you call the Recreation Office at 802-295-5036 or email recreation@hartford-vt.org, if your child will be absent. As a courtesy, please be sure to contact us if your child will be absent on a field trip day.

Communication:

A weekly communication email will be sent out the Friday prior to camp. The letter will contain important information about what activities will be occurring at camp each week along with any important camp communication.

While your child is in our program, we encourage parent input and participation. To help us interact with your child, parents are encouraged to share events that may be affecting your child (parents being away, emotional upsets, etc.).



Summer Food Program: Lunch will be provided:

Each day of camp, a nutritious lunch is available to all interested campers attending camp. Camp Ventures is pleased to offer a Free Summer Food Program to all campers. Lunch will be served between 12:00pm-12:30pm each day.



Things to Bring:

- **Am/PM Snacks & Water Bottle:** All children should bring a healthy morning and afternoon snack and a water bottle, labeled with their name for each day of camp. **No glass bottles.** Insulated thermos and lunch bags/coolers are recommended, there is no refrigeration available.
- Age and value appropriate reading materials for down time/rest periods.
- Insect repellent
- **Clothing:**
Participants should dress according to the weather forecast. T-shirts and shorts work best for the average day. Sweatshirts and jackets should be worn for the early morning chill. Sneakers are highly recommended. Please wear closed toed shoes. Dry clothing must be worn after swimming. Shirts, shorts or pants are required at all times. We strongly recommend that participants wear socks with their sneakers. Please have a change of clothes for the unforeseen accident. Label all belongings.
- **Sun Screen:**
Make sure campers arrive at camp with sunscreen already applied, along with their own labeled bottle. Campers will be expected to apply the sunscreen frequently throughout the day. Parents may complete a sunscreen permission slip; which permits staff to help apply and provide sunscreen for your child.



Items from Home:

Unless otherwise mentioned, participants should leave all toys, electronic games, cell phones, candy, money, Pokémon cards, and other items at home. Unauthorized items will be stored in the camp office and must be signed out by a parent. **The Hartford Parks and Recreation Department is not responsible for any lost or stolen items.**

Bike Riders:

Participants who ride their bikes to Ventures shall not ride or play with their bikes during program hours. There is a bike rack located outside of the school and bikes shall remain on the rack during camp.



Field Trips:

Field trips are included in the registration fees. Parents will be notified of field trips each week in the camp email (locations, departure times, etc). If a parent does not want their child to attend a field trip, the parent must keep the child home on that day. Campers are expected to wear their provided camp shirt on field trip days. Every child present will attend all scheduled field trips. Transportation for field trips is provided by Butler's Bus Service.

Weekly Field Trip Schedule:

Tuesdays or Wednesdays – Explorers Field Trip

Wednesdays or Thursdays – Adventurers Field Trip

Fridays - All campers will travel to the Maxfield Outdoor Sports Complex and spend the day enjoying activities like field games, obstacle course, water sprinkler, water games, color runs, dunk tank, special performances and more! On weeks without a Maxfield trip, we'll run a similar field day near HMMS & WABA.



Lost and Found:

There will be a central location for lost articles. Please check with your child's counselor on a regular basis. Items that are in the lost and found will be on display the last three days of each session for parents and participants to look through and pick-up. After the program ends, all articles will be donated to the Listen Center.

Sherman Manning Aquatic Facility:

Campers will enjoy lots of swim time during their week at camp!
Swim details/lessons for camp – TBA.



Non-related Camp Programs:

If your child is involved in another program during the day, please notify the camp staff so they can make the appropriate accommodations.

Camp T-shirts:

Each camper will be provided with a camp t-shirt to wear during the summer. Campers are expected to wear their camp t-shirt on field trip outing.



Medication:

If your child needs any medication during camp hours, please make sure you fill out a medication permission form, with the times and dosages to be given for the summer hours. **All medication must be kept in their original containers.** Medication permission forms can be picked up from the Main Office or the Camp Ventures Director.



Health:

For the health and safety of all participants and staff, the following health regulation is required. Notify us if your child has a communicable illness so we can inform other parents (send out a note) to watch for symptoms. Camp staff has the authority to refuse any child that may show signs of any contagious illness.

If your child had a fever, they must be fever free for 24 hours in order to return to the program. Staff also has the authority to request that you provide a doctor's note, stating that the child is able to safely return to camp.

Camp Emergency:

Please make sure ALL emergency phone numbers are current, **we must be able to contact someone at ALL times.** If there is an emergency and you need to contact your child or staff, please call the Recreation Department at 802-295-5036 and they will get in touch with us immediately.

Emergency Care:

In the event your camper becomes ill or is injured while attending day camp, staff will take the following actions:

1. The parent will be contacted to come and pick up the camper. If the parent(s) cannot be reached, the emergency phone number(s) will be called.
2. Basic first aid will be applied to minor injuries and the parents will be contacted if necessary.
3. For more serious injuries, the staff will call the local paramedics. A staff member will remain with the camper at all times. Parents will be contacted immediately.

Reporting Communicable Disease:

Participants diagnosed with a communicable disease, infection, rash, or head lice must present a doctor's release before returning to camp. For the safety and well-being of participants and staff, parents/participants must notify the Rec Office at 802-295-5036 of the situation at the time of diagnosis. Camp participants will be notified (subject's name will not be disclosed) of the situation so that appropriate precautions may be taken. Listed below are several common situations and procedures to follow before returning to camp.

- *Head Lice* The participants must be NIT FREE in order to return to the program. Before being admitted back to the program, the participant will be checked by a staff member.
- *Conjunctivitis (Pink Eye)* Participants with bacterial conjunctivitis may not return to the program until the active infection passes or until 24 hours after treatment begins.
- *Viral conjunctivitis* requires a doctor's release stating the participant does not have bacterial conjunctivitis.

- *Chicken Pox* Participants with chicken pox may return to the program when all blisters have dried and formed scabs, approximately 7 days after the onset of the rash.
- *Streptococcal Sore Throat* Participant may return to the program 24 hours after treatment begins, providing there has been no fever for 24 hours and antibiotics will continue for 10 days.
- Fever Participants must be fever free for 24 hours before returning to camp.

Camp Refund Policy:

If you decide to cancel a week of Camp Ventures, a written explanation must be emailed to recreation@hartford-vt.org

Camp Ventures cancellations will be assessed a \$25 fee per session.

To be eligible for a refund or credit, cancellations must be made **by June 15, 2023**.
No refunds or credits will be issued on cancellations made **after June 15, 2023**.

Credit/Debit Card Convenience Fees: Applicable credit/debit card **convenience** fees are non-refundable.

Refunds may take three to four weeks to process. No cash refunds.

Behavior and Discipline Policies

Camper's Responsibility

- Use your manners and treat others with respect.
- Cooperate with all counselors, staff and supervisors.
- Respect the rights of fellow campers and other visitors. We can all have a good time together if we follow the Golden Rule: "Treat other people the way you would like to be treated."
- Respect the property of others. Keep our site and the places we visit neat and clean. Help put away games and equipment when you are finished. Appropriately use the equipment, supplies, or facilities. We want to be able to enjoy them all summer long.
- Participate in the activities that we have planned. Arts & crafts, entertainment, games, and special projects have all been planned to make your summer FUN! Campers can go back to individual games when each group activity is finished.
- Be responsible for the things you bring to camp. Your bathing suit, towels, etc. are your responsibility. Every day before you leave, check to see that you are taking home everything you brought that day and not someone else's things. Parents, label all belongings (towels, water bottle, sunscreen, and lunch boxes)
- Stay with your camp group and your counselor at all times. This is one of the most important rules and will be strictly enforced. Campers are not allowed to leave the site or group at any time, for any reason. Campers are not allowed to go near or cross roadways, streets, or parking areas unless accompanied by camp staff. Due to the serious nature of this offense, campers who break these rules risk the loss of the day's activities and privileges, and parents will be notified.
- On field trips, remember that we are guests of the places that we visit. **BE ON YOUR BEST BEHAVIOR**, and thank people for letting us visit.
- **DO** – Make new friends, have lots of fun, share new experiences and have a terrific summer at camp!

To have a safe and enjoyable summer, all campers must demonstrate appropriate behavior and respect for others by following these basic rules:

Campers Will:

- Keep hands, feet, and objects to yourself
- Treat other campers, staff, and visitors with respect
- Follow the instructions of your counselor
- Always stay with your group
- Be kind to the environment, camp facilities, and field trip facilities
- Keep themselves and others safe
- Cooperate with counselors and staff
- Appropriately use equipment and facility
- Use camp appropriate language

Camp Staff Will:

- Make safety a priority
- Praise, reward, encourage, and listen to the children
- Reason with and set limits for the children
- Provide age appropriate explanation
- Model appropriate behavior
- Provide natural and logical consequences for misbehaviors
- Use short, supervised periods of breaks for reflection and resetting

Camper's Code of Conduct:

For safety reasons, certain behaviors cannot be tolerated. These behaviors may result in a child's suspension or termination from the program. If such misbehaviors occur, parents will be notified and will be expected to support and work with the camp staff.

Camper's Code of Conduct

I recognize that if I do not follow the above listed rules, my parents/guardian will be notified. I recognize that serious misbehavior or repeated misbehavior may result in my being asked to leave camp. I realize that good conduct on my part will contribute to a great time for all and will be a positive reflection of me and my family.

Parent/Legal Guardian Signature: _____ Date: _____

Camper's Signature: _____ Date: _____

Standard Procedures

1st time – Behavior reflection with verbal/written warning

2nd time - Behavior reflection, Parent is notified

3rd time - Behavior reflection, parent is called, letter sent home, child is sent home, and may be dismissed from the program.

Remember that coming to Camp Ventures is a privilege.

**HARTFORD PARKS AND RECREATION DEPARTMENT
MEDICAL AUTHORIZATION**

Camp directors will not give medication until this form is completed and returned to them. Please carefully read the instructions below. If these procedures are not followed, we will not be able to administer any medication to your child.

PRESCRIBED MEDICATION:

1. We must receive any prescribed medication in its original packaging and/or bottle.
2. It must identify the prescribing physician, the name of the medication, the dosage, and the frequency of administration.
3. All information on the bottle must also match the information that you fill out below.

NON-PRESCRIPTION MEDICATION:

1. Must be received in original packaging and/or bottle.
2. Parents must write out dosage and frequency of administration on a separate piece of paper and attach or place it in the original packaging.
3. This information must also match the information that you fill out below.

Consent to Administer Medication

This form is good for one week of camp. A new form must be filled out each week that medication will be given while your child is at camp. You can obtain a new form, when needed, from the director of the camp.

Child's Name: _____ Gender: M F DOB: ____/____/____

Prescribing Physician _____ Office Phone # _____

Medication:

Medication #1 _____ Dosage _____

Times to be administered: _____ Refrigerate: Yes ___ No ___

Side effects _____

Stop medication if the following reactions occur: _____

Medication #2 _____ Dosage _____

Times to be administered: _____ Refrigerate: Yes ___ No ___

Side effects _____

Stop medication if the following reactions occur: _____

I hereby give permission for my child to take the above listed prescription medication(s), as ordered, at the Hartford Recreation Department's Summer Camp Program. I give permission for this medication to be administered by the Camp Director or his/her designee.

Signature of Parent/Guardian _____ **Date** _____

Medication Log: (To be completed by camp staff only)

For the week of: _____

	Name of Medication	Dosage	Time medication taken each Day				
			MON	TUE	WED	THUR	FRI
1.							
2.							

Town of Hartford VT, Parks and Recreation
Ventures Summer Camp
Sunscreen Application Permission for the Ventures Summer Camp

1. We require the use of sunscreen by campers attending Summer Ventures Camp daily, the first application of sunscreen must be applied by the parent, prior to arriving at camp.
2. We **do not** provide sunscreen for participants as it is some participants may have allergies to some ingredients in certain sunscreens. Each participant needs to bring his or her own.
*If a camper does not have or forgets their own sunscreen, the camper's sunscreen needs will be accommodated for the day by the camp, at the discretion of the guardian.
3. All campers will wear sunscreen with a minimum of SPF 15 on all exposed skin, even on cloudy days.
4. Participants should arrive at camp with a thick base coat of sunscreen already applied, especially in hard to reach areas, such as their backs.
5. Campers are not permitted to assist each other in the application of sunscreen and may not share sunscreen.
6. Most campers should be able to apply sunscreen on their own with minimal or no staff assistance.
7. If parents/guardians have granted permission for sunscreen application, camp staff members will ask campers to apply sunscreen, and will assist campers in applying sunscreen, at various times throughout the camp day. Staff will remind participants regularly to reapply sunscreen every 2 hours, depending on the camp activities: (i.e. 10 am, 12 pm, 2 pm).
8. We encourage campers to wear hats to protect their heads and shirts to protect their backs. This is especially important if your child has sun sensitivities.
9. Camp staff will verify that campers have applied sunscreen; parents will be notified if campers are refusing to use sunscreen throughout the day.
10. Camp staff may require your child to wear a t-shirt when at the pool or outside, if the child is getting pink. Please be sure to pack an extra t-shirt with your child.

SUNSCREEN/SPRAY PERMISSION

As the parent or legal guardian, I hereby give my permission the Staff at Camp Ventures to apply a sunscreen product of SPF 15 or higher to my child, when he or she will be engaging in outdoor activities between the times of 9:00AM and 5:00PM. I understand that sunscreen may be applied to exposed skin, including but not limited to the face, tops of ears, nose, bare shoulders, arms, and legs.

Please apply first application at home. Sunscreen should be supplied by the parent/guardian.