



# 2021 Parent Packet

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[www.stowerec.org](http://www.stowerec.org)



Dear Parents,

We are preparing for another exciting and rewarding summer with your children. We learned a lot from our experiences in 2020 and we're looking forward to continuing to offer a safe and fun environment that your child can thrive in. In a lot of ways, 2020 opened up possibilities for our camp to get back to the root of what summer camp means- community, play, exploration, and fun. We are so grateful that you've chosen us to provide a quality experience for your children.

Our summer camp leadership team is working hard to implement vital safety precautions while keeping our core values in mind. Our goal has always been to keep your children safe and healthy, to promote an environment for growth, friendship, and camaraderie. This mindset is still at the core of our program. There are changes we are required to make to ensure we are doing our best to keep your children, your families, and our staff safe during this time.

At the beginning of this packet there are two forms that we ask you to take the time to fill out and return to our office, prior to the first day of camp. The rest of this packet includes all the necessary information that you will need to prepare you and your child for their summer camp experience. Please read through this entire packet and make your child aware of all the information pertaining to the policies and procedures. This will provide your child with an understanding of what is expected of him/her/them while at camp. Each of us- parents, camp directors and counselors- play a significant role in making your child's camp experience fun, safe, and memorable.

We look forward to summer camp all year long, and we know how vital summer camp is for children and families. We are here to provide the best program we can for your children. If you have any questions about our camp or your child's experience here, please contact us.

Happy Summer,

Kelli Millick

Program Director

## **Inclusion Intake Form**

This form is for informational purposes so that the Inclusion Coordinator can best support each camper as an individual within our program.

Please take a moment to fill-out this form to the best of your ability and submit it to the Recreation Office. Notify Stowe Parks and Recreation Summer Camp if there are any changes to this form after submitting it.

### **Participant Information:**

Name: \_\_\_\_\_ Age: \_\_\_\_\_ Gender: \_\_\_\_\_

Group (circle one): Explorers, Innovators, or TREC

### **Parent/Guardian Information:**

First person to contact:

Name: \_\_\_\_\_ Relation: \_\_\_\_\_

Contact Information: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Alternate Contact:

Name: \_\_\_\_\_ Relation: \_\_\_\_\_

Contact Information: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

### **Accommodations:**

Check the following that apply to your camper.

- |   |  |
|---|--|
| <input type="checkbox"/> Seizures             | <input type="checkbox"/> Allergies           |
| <input type="checkbox"/> Food Restrictions    | <input type="checkbox"/> Physical Challenges |
| <input type="checkbox"/> Sensory Challenges   | <input type="checkbox"/> Other               |
| <input type="checkbox"/> Walker or Wheelchair |  |

If you checked anything above, please explain:

Check any applicable statements about your camper and explain if necessary:

- |  |   |
|--|---|
| <input type="checkbox"/> Needs assistance eating/drinking                              | <input type="checkbox"/> Needs assistance toileting                   |
| <input type="checkbox"/> Needs assistance changing clothes                             | <input type="checkbox"/> Needs assistance communicating needs         |
| <input type="checkbox"/> Needs assistance to walk or move                              | <input type="checkbox"/> Needs reminders to be safe with their body   |
| <input type="checkbox"/> My camper may isolate themselves from the group               | <input type="checkbox"/> My camper may wander from the group          |
| <input type="checkbox"/> Needs assistance with entry into water                        | <input type="checkbox"/> Uncomfortable in specific weather conditions |
| <input type="checkbox"/> Needs assistance in orientation to people, place, and/or time |   |
| <input type="checkbox"/> Has limitation to recreational activities (please specify)    |   |

If you checked anything above, please explain:

Describe your camper's strengths:

Describe your camper's likes:

Describe any concerns you or your camper has about camp:

Describe information that may help encourage positive behavior and safety of your camper:

Describe any environmental, situational, or other triggers that may upset your camper:

Does your child have trouble with transitions? If so, how can I make transitions easier for him or her?

Describe any strategies that may help your camper calm down when they are upset or frustrated:

What adaptive coping strategies do you use to support your child that we could implement at camp?

If your camper has a Behavioral Management Plan at school, do you give us permission to discuss this plan with the school?

\*Release of Information form is required from Stowe Rec and Stowe Elementary School is required.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

# **Behavior and Discipline Agreement**

Our staff are trained to have a **Firm, Fair, and Consistent** philosophy on behavior management. Parents and/or Guardians are responsible for reviewing the Behavior Agreement with their child(ren) to establish clear understanding of behavioral expectations and the consequences of not meeting these expectations. The Behavior Agreement ensures that campers, parents/guardians, and staff have an established foundation of understanding before the start of our program. The Stowe Parks & Recreation Department reserves the right to send home any camper whose behavior is considered to be detrimental to the best interests, health, or safety of other campers, staff, themselves, or the camp. No refund is given for disciplinary dismissal.

## **Stages of Behavior**

**\*This is not an exclusive list. Additional behaviors may result in a write up.**

<b>Stages of Behavior</b>	
<b>*This is not an exclusive list. Additional behaviors may result in a write up.</b>	
<b>Stage 1</b>	Unsafe play, rule breaking, not following instructions
<b>Stage 2</b>	Hands-on, inappropriate language, disrespectful/bullying/harassment
<b>Stage 3</b>	Threat on safety of self or others, physical inappropriate behavior, violence towards a camper or staff member

**All behavior incidents will be documented.**

**Action to be taken upon write-ups (see Discipline Procedures following this agreement):**

- Step 1: Verbal Warning(s) and/or Time Out
- Step 2: Activity Suspension
- Step 3: Parental call from Leadership Staff
- Step 4: Parental meeting with Leadership Staff
- Step 5: Program Suspension
- Step 6: Expulsion

**The Department reserves the right to skip steps should the situation warrant.**

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Parent/Guardian Signature

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Child's Signature

# Discipline Procedures

In an effort to better acquaint the participants and parents of our discipline procedures, we are providing you with steps for dealing with disciplinary concerns. Prior to the start of the program our counselors will review camp values and the behavior agreement. We review these rules with all campers and ask them to acknowledge that they understand our rules and boundaries. We stress to each of our leaders to be fair to all parties involved, listen to all sides, make the discipline fit the offense, and do not pre-determine an individual's guilt based on previous behavior or other circumstances. Disciplinary actions will be taken in this order:

## Step 1: Verbal Warning(s) and/or Time Out

We make the child aware that they have crossed a defined boundary. Verbal warning will be given first in an effort to redirect the behavior. Children may be requested to sit out of an activity for a brief period (2-5minutes) if behavior continues. We also remind them that continuation of such behavior may lead to suspension from future activities. Time outs will be documented.

## Step 2: Activity Suspension

If the behavior persists, the Inclusion Coordinator will be notified by counselors. The Inclusion Coordinator will determine if the child is suspended from a daily activity. This may include activities such as swimming, sports, games, etc. In this case, the Inclusion Coordinator will notify the Camp Directors of the continued misbehavior and document the occurrence. We will review the Participant Conduct Form with the parent regarding the incident and the disciplinary steps taken.

## Step 3: Parental call from Leadership Staff

The Program Director, Camp Director, or Inclusion Coordinator will call the parents. Behavior issues will be discussed, and resolutions will be determined. In some situations, the parent may be asked to pick-up their camper.

## Step 4: Parental meeting with Leadership Staff

The parents will be asked to meet with the Program Director, Camp Director, and Inclusion Coordinator. This meeting is a time for the parents and Leadership Staff to set up a behavior plan that will best accommodate the child moving forward.

## Step 5: Program Suspension

If the behavior persists, the Stowe Parks and Recreation Department reserves the right to suspend the child for a period determined by the Leadership Staff. Refunds are not issued for disciplinary dismissals.

## Step 6: Expulsion

The Stowe Parks and Recreation Department reserves the right to expel your child in the event of serious or persistent inappropriate behavior. Refunds are not issued for disciplinary dismissals.

**The Department reserves the right to skip steps should the situation warrant.**

## CAMP GUIDELINES

### **COVID-19 HEALTH GUIDELINES\*\* These are subject to change- Updates 5/24/2021**

Since the Stowe Parks and Recreation Department will be offering Summer Camps during the COVID-19 pandemic, it is crucial to minimize the risks of spreading the coronavirus; therefore the following guidance provided by many resources, CDC, VT Department of Health, and VT Department for Children and Families will be implemented in our programs.

The following represents the universal guidance for the prevention of COVID-19:

1. Stay at home when sick
2. Wear masks
3. Physically distance
4. Practice hand hygiene
5. Think before traveling
6. Be outside as much as possible

### **Health Screenings**

Staff and children and/or their families should complete an exposure and symptom screening before arriving at the program. Anyone who has been exposed to COVID-19 (unless vaccinated) or who has COVID-19 symptoms (regardless of vaccination status) should remain home, and should follow Department of Health guidance regarding quarantine and testing.

Temperature checks should be performed at home before departing for child care/recreational programs. Individuals with a fever (100.4 or greater) should not come to care.

### **All children and staff will be excluded from in-person activities if they:**

- Show symptoms of COVID-19 (see post-vaccine section below).
- Have a fever (temperature greater than 100.4°F).
- Are currently in isolation due to testing positive for COVID-19, or in quarantine due to being a close contact.

➤ If symptoms begin while at summer camp, the child will be sent home immediately

➤ Individuals with a temperature greater than 100.4 F will be sent home until they have had no fever for 72 hours without the use of fever-reducing medications (e.g., ibuprofen (Advil) or acetaminophen (Tylenol))

### **Healthy children and staff with the following symptoms/conditions are not excluded from in-person activities:**

- Allergy symptoms (with no fever) that cause coughing and runny nose. These children and staff may stay if they have medically diagnosed allergies and follow medical treatment plans.
- Well-controlled asthma.

Children with documented allergies or well-controlled asthma do not require a medical clearance note from a healthcare provider to enter care. However, a child with a new diagnosis of asthma does require written confirmation from the child's healthcare provider.

### **Return to Work/Care Post-Vaccine**

Individuals experiencing symptoms potentially related to receipt of the COVID-19 vaccine may not come to work if they do not pass the health screening. There are some signs and symptoms that could be attributable to receipt of the COVID-19 vaccination, SARS-CoV-2 infection or another infection like influenza. These include fever, chills, fatigue and muscle aches. Individuals experiencing these symptoms, regardless of vaccination history, should not attend camp and should consult with their health care provider to determine if symptoms are attributable to the vaccine or to infection. If symptoms are determined to be associated with the COVID-19 vaccine, participants may return to camp if they feel well enough to do so.

### **Drop Off/Pick Up**

Please read the following carefully so you have a clear understanding of our check in and check out processes. Drop off and Pick up will occur in the bus lane between the parking lot and playground. We ask that you pull into the one way bus lane, stay in your car, and wait for a camp staff member to check you and your children in/out. At pick up camp staff will radio to the counselors to alert them and bring your child out to you.

If possible, we ask that the same parent or guardian drop off and pick up each day. Individuals who show symptoms of COVID-19, are quarantining or are in isolation should not do drop-off or pick-up.

### **Cloth Facial Coverings for Children**

- Staff and children, regardless of vaccination status will be required to wear masks while indoors or within 3 feet of others.
- Cloth facial coverings can be removed during outdoor activities where children and staff can maintain physical distancing; they need to have ready access to put them back as needed when activity stops
- Children with medical reason for not wearing a cloth facial covering must not wear one
- Children will not wear a cloth facial covering while sleeping, eating, swimming, or other times when they would get wet

### **Travel**

As part of Vermont's phased reopening plan, there is new travel guidance. This information can be found at the Health Department's website [Travel page](#). There are different requirements for [international travel](#).

### **During the Day**

Our program will be doing more during the day to keep your children safe including:

- Staff will be wearing cloth facial coverings while indoors or within 3 feet of others
- Frequent thorough cleaning at the beginning and end of each day. This includes commonly touched spaces such as doorknobs, bathrooms, desks, and eating surfaces.
- No outside visitors and volunteers
- Frequent handwashing throughout the day with soap and water for at least 20 seconds

### **WHAT TO BRING**

Please label all personal items and clothing with your child's name with permanent ink or labels. The Stowe Parks & Recreation Department is not responsible for lost, misplaced, or stolen items.

- All shoes must be **close-toed** and **close-heeled** that stay securely on the feet.
  - o Water shoes can be worn at the river, but they must be secure on the foot and they cannot be worn for daily activities. Flip flops are not considered water shoes.
- **Backpack- with the following items:**

Morning and afternoon snacks	Swimsuit & Towel
Water bottle	Rainwear
Lunch*	Sunscreen & insect repellent
Extra set of clothing	Hat & sunglasses

Parents will be required to grant a yes or no permission for Stowe Parks & Recreation staff to apply sunscreen/insect repellent to their child.

\*A lunch program is available for free for campers who qualify through their school district or at \$5 per meal. Lunch does NOT include snacks; parents are asked to pack 2 snacks for their children per day. For more information, visit our website at [www.stowerrec.org](http://www.stowerrec.org)

### **WHAT NOT TO BRING**

We try our best to provide a fun and distraction-free environment, please refrain from bringing the following items to camp; electronics (i.e. cell phones, games, tablets etc.), toys, and money.

### **CHECK-IN/CHECK-OUT PROCEDURES**

Check-in is from 7:45am to 8:45am. If you arrive after the drop off time, please check in at the Parks and Recreation Office as groups have already started their day.

Check-out is from 3:00pm to 4:15p.m. If you are late for pick-up you will be charged a late fee. This payment must be settled prior to your child's next scheduled day in order to attend camp.

#### **APPOINTMENTS/EARLY PICK-UP**

Late arrivals and early pick-ups are highly discouraged during the camp day. It interrupts your child's experience and is distracting to all enrolled within the camp. Due to the "on-the-go" format of our camp, campers could be on campus, at the river, around town, etc., and it becomes very difficult to try and coordinate a child being picked up early.

If an early pick-up is unavoidable you must provide the Camp Director with a written note at the time of check-in. If a last-minute early pick-up is necessary and you were unable to inform the Camp Director in the morning, please call the recreation office as soon as possible. Please plan for extra time when picking up your child.

#### **LATE PICK UP PROCEDURE**

The Stowe Parks and Recreation Department works diligently to provide affordable programs to the community. The affordability of our programs greatly depends on the promptness of the parent pickup. Please pay close attention to the end time and pick up location of your child's program.

#### **Late Fee Structure:**

5-10 minutes late - \$5	11-20 minutes late - \$10	21+ minutes late - \$20
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Fees will be invoiced at time of pick-up or within 24 hours and must be paid prior to future involvement or enrollment in programs. Exceptions may be made if staff is contacted in advance for extenuating circumstances on a case to case basis.

#### **AUTHORIZATION FOR PICK-UP**

Parents/guardians are asked to provide a list of people authorized to pick up their child at the time of registration. We will not release your child to anyone who is not on the list. If you need to update the list, you can do so at check-in or check-out by clearly communicating with the camp director. If this is a last-minute situation, you must notify the Recreation office.

#### **TRANSPORTATION**

Parents/guardians must transport their child to and from camp each day. Any transportation for activities and field trips is provided.

#### ***Walkers or Bikers***

Any child with permission from a parent/guardian to walk or ride a bike to and from our camp must provide the Camp Director with a written note. The time of arrival and departure must be clearly stated on the note. Participants who ride their bikes to camp shall not ride nor play with their bikes during program hours unless it is a specified bike day.

#### **FIELD TRIPS**

Please be EARLY for field trips. Parents will be notified of field trips each week in the Newsletter which goes home on Fridays. Please make note that all activities are subject to change due to weather. If a field trip is rained out, then parents will be contacted, and another trip will be substituted in its place.

Thanks to our local sponsors, each child enrolled in our summer program will receive a camp t-shirt. **CAMP T-SHIRTS MUST BE WORN ON ALL FRIDAY FIELD TRIPS** for the safety of your child. If by chance you have forgotten your t-shirt, replacements are available in the office.

In the event of a behavioral situation, parents may be required to pick the child up from the field trip location.

#### **LOST & FOUND**

All lost & found items will be displayed at the end of each camp day. At the end of the summer all lost and found items will be donated to a local charity.

#### **WAIVERS**

Some field trips may require an additional waiver to be signed. Information regarding these additional waivers will be relayed at the start of camp.

## **MEDICAL AND HEALTH INFORMATION**

### **MEDICAL AUTHORIZATION FORM**

If your child needs to take any medication, prescribed or over-the-counter, while at camp the Medication Authorization Form must be completed and turned in prior to the first day of camp. The Camp Directors are unable to administer any medication to your child until a Medication Authorization Form is completed and returned to them or the Recreation Office.

### **ILLNESS PROCEDURES**

If your child is not feeling well, please keep them home from camp for the day to ensure the health of others. Please contact the Recreation Office and notify them of your child's absence. We do not have a nurse on staff or the accommodations for ill children. Parents will be contacted to pick up their child if their child is ill.

### **LICE PROCEDURES**

If your child has lice, we ask that they do not return to camp until they no longer have any traces of lice or nits (lice eggs).

### **EMERGENCIES**

In the event of an accident or sudden illness, the camp staff is equipped with the supplies and certified to administer first aid and CPR.

If the situation warrants further attention, the proper emergency services will be contacted. We will notify the parents, by phone, if any injury or illness requires medical attention. If we do not reach a parent our next action will be to contact those listed as emergency contacts. Please make sure ALL emergency phone numbers are current, we must always be able to contact someone.

If you have an emergency and need to reach your child during camp hours, please call the Recreation Office at 253-6138 and the message will be conveyed to the camp director immediately.

### **EMERGENCY DRILLS**

Throughout the summer the Stowe Parks and Recreation Department may conduct emergency drills during camp hours. These drills may include fire drills, pool safety drills, lost child drills, and others.

## SCHEDULES

### EXPLORERS AND INNOVATORS SCHEDULE

Each week the kids will have fun exploring unique themed activities and camp favorites. Daily activities include arts and crafts, group games, sports, science activities, nature activities, water games, and more. With the onset of COVID-19 precautions, these activities and schedules are subject to change. Field trips will be confirmed on a weekly basis so we can confirm the venue is open and safe for our groups.

Weekly activity schedules for each age group will be posted on <https://www.stowerec.org/summer-camp/>

Theme	
<b>Week 1 (6/21-6/25)</b>	<b>Under the Stars</b>
	Did you know that this week is National Camping Week!? What better way to kick off summer camp by sharing our favorite camping activities, some special campfire treats and spending a lot of time outdoors exploring and learning? <b>Gear up and get ready for adventures!</b>
<b>Week 2 (6/28-7/2)</b>	<b>Inventor's Workshop</b>
	Have you ever thought of a cool and unique invention? This week we will be exploring creations that solve problems, stretch children's creativity, and encourage imagination!
<b>Week 3 (7/6-7/9) *NO PROGRAM 7/5</b>	<b>Deep Sea Journey</b>
	Campers will dive into discovery this week, learning about the ocean's cute critters and fascinating flora. No seaweed or coral reef will be left un-explored as we go "deep-sea diving" straight into adventure.
<b>Week 4 (7/12-7/16)</b>	<b>Top Chef</b>
	Getting kids involved in cooking helps them develop fine motor skills, eye-hand coordination, identify healthy food choices, and even early concepts of math and science. They love activities in the kitchen because they can use all their senses! This week we'll be making all sorts of healthy and delicious foods.
<b>Week 5 (7/19-7/23)</b>	<b>Hit the Road</b>
	Think exploration, navigation, songs, snacks, and everything else that goes along with an unforgettable road trip!
<b>Week 6 (7/26-7/33)</b>	<b>Rec Gives Back</b>
	Rec needs YOU!! Come make a difference as you and your friends get involved in the community in which you live. This community service week is all about helping others and giving back.
<b>Week 7 (8/2-8/6)</b>	<b>Wacky Water Week</b>
	We play plenty of water games throughout the summer, but during this camp week we're taking them to a new level! What kind of wacky water games can you come up with?
<b>Week 8 (8/9-8/13)</b>	<b>Color Craze</b>
	Our campers will explore the world of color while learning the technique of tie dye, kid's chemistry activities and ending the week with a color run!

## **TREC SCHEDULE**

We are optimistic that we can attend most of the TREC field trips and activities this summer. Please be aware that this schedule is subject to change if the field trip venues are closed or cannot safely accommodate our groups. Field trips will be confirmed on a weekly basis.

To view the most current weekly schedules, please visit <https://www.stowerec.org/summer-camp/>

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Week 1 (6/21-6/25)</b>	On Site Team Building	Journey's End Swim	Swim or Skate	Stowe Bowl	Waterbury Reservoir
<b>Week 2 (6/28-7/2)</b>	Stowe Recreation Path River Day*	Bristol Falls	Swim or Skate	Mad River Glen Hike	Get Air
<b>Week 3 (7/6-7/9) <i>*NO PROGRAM 7/5</i></b>	<b>NO PROGRAM</b>	Outdoor Rock Climbing w/ Sunrise Mountain Guides	Swim or Skate	Stowe Mini Golf	Twin City Lanes
<b>Week 4 (7/12-7/16)</b>	Stowe Recreation Path River Day*	Warren Falls	Swim or Skate	Smugglers Notch MTB Center	Wrightsville Reservoir
<b>Week 5 (7/19-7/23)</b>	Sterling Pond Hike & Swim	Tubing on the Mad River	Swim or Skate	Broomball @ Stowe Arena	Boulder Beach
<b>Week 6 (7/26- 7/30)</b>	Stowe Recreation Path River Day*	Blueberry Lake	Swim or Skate	Smugglers Notch Disc Golf	FunZone 2.0
<b>Week 7 (8/2-8/6)</b>	Cantilever Rock Hike	North Cascades Hike & Swim	Swim or Skate	Stowe Pinnacle Hike	Lake Elmore
<b>Week 8 (8/9-8/13)</b>	Stowe Recreation Path River Day*	Paddling at Waterbury Reservoir	Swim or Skate	TBD	Jay Peak