

Parents Information Camp Handbook



Watertown
For Your Quality of Life

What to Bring and What to Wear

It is very important for children's personal belongings to be labeled so they do not get lost.

Children will have a designated area to keep their belongings throughout the day, and along with the instructor, it will be their responsibility to maintain this area.

Lost and Found

The instructor will display the items left behind on a table during check out (end of the day) so that the items may be easily identified and retrieved. Please be sure to check lost and found regularly.

Personal Electronic Devices and Toys

Personal electronic devices and toys are not permitted at camp. Watertown Parks & Recreation is not responsible for any personal items.

What to Wear

All children should be dressed to participate in the activities of the day. We recommend that children wear a closed toe shoe each day.

Daily Procedures

Drop-off Procedures

We encourage you to respect the times for which you signed up. For safety reasons no child is allowed to be dropped off prior to the start time. We ask that each child check in with an adult each morning.

Pick-up Procedures

All pick-ups will be held promptly at the scheduled end time of camp. Watertown Parks and Recreation will allow for a 15-minute grace period for first time situations. Children picked up beyond the 15-minute grace period will be charged a \$10 additional fee, regardless if it's the first time. Please make every effort to pick-up on time. If your child is going to leave with someone other than a parent or guardian, you must fill out a "Pick Up Authorization Form" which you can obtain from the instructor.

Unable to Contact a Parent Policy

In the event a Watertown Parks and Recreation employee attempts to contact the parent at pickup, without success, we follow the following policy: Every 15 minutes, an employee will call the parent/guardian and people from the authorized pick up list for 1 hour. After an hour has passed, we will notify the Watertown Police Department of the situation. It is important that the parent/guardian reviews and updates their MyRec account and camp forms on MyRec to ensure phone numbers and emergency contact numbers are up to date. Also, it is important the parent/guardian communicate with all parties responsible for picking up their child(ren) and are by their phone during the pick-up time.

In the event of a medical emergency, our instructor will contact the parent/guardian as soon as possible. If our instructor is unable to make contact with the parent/guardian right away, and Medical Emergency Services is on the premises, Watertown Parks and Recreation will follow the best medical advice given for the child (i.e. which hospital to be transported too). Watertown Parks and Recreation staff will attempt to make contact with the parent/guardian a second time.

Communication

E-mail blasts will go out to parents from the MyRec website for important updates or location changes. Parents can also check out the MyRec website for any alerts posted on our website which may include pool closings and camp delays/location changes for example. This will pop up at the top of the page in a red bar.

Registration/Payment Procedures

Online Registrations

We are now accepting online registrations! Simply go to www.watertowntrec.com and create your household. You'll then be able to register and pay for any and all recreation programs and special events from the convenience of your own home! We accept VISA, Master Card, American Express, Discover and Diner's Club (credit and debit cards).

Payment Policy

Full payment is due with registration for all programs. We will accept cash, credit card (Master Card, Discover, Diner's Club, American Express, Visa, & debit cards), money order or check made out to "Watertown Parks & Recreation". No pre/postdated checks. A \$20.00 fee will be charged for any returned checks. Instructors will not accept registration at the class site. Fees must be paid at the office prior to participation unless otherwise specified.

Refund Policy

Refunds are granted automatically if a program is canceled. Refunds must be requested prior to the week before the program begins. Once a program/activity has started, no refunds will be granted unless unexpected medical complications (injury/illness) prohibit active participation in the program. A [refund request form](#) must be completed and submitted to the Parks & Recreation Department as soon as possible as refunds are not able to be issued for classes missed before the form is received. If a refund is granted for a medical reason, the amount will be pro-rated to reflect the number of classes remaining.

A \$10.00 processing fee will be charged for all refunds; unless the Watertown Parks & Recreation is forced to cancel a program. Patrons must fill out a [refund request form](#) when they need to cancel out of a program. Patrons who submit a refund request form after a program's registration has ended may be subject to a \$25 processing fee.

Program Cancellations

The Watertown Parks & Recreation reserves the right to cancel, postpone or combine classes or change instructors. If insufficient enrollment causes a class to be canceled, full tuition is refunded. The playgrounds, sports camps, and waterfront areas may close at any time in case of inclement weather. In the event of inclement weather, program cancellations will be listed on our website by 7:30 am. Fees will not be pro-rated in the event of rain. We make our best effort to provide the class and instructor advertised in the brochure. In the event an instructor can no longer teach a class we will provide another instructor, if one is available, to finish the session. A credit may be issued for the number of remaining classes. Materials and supplies purchased by you are excluded from refunds and credits.

Program Scheduling

The Watertown Parks & Recreation staff has made every effort to prepare this brochure as accurately as possible, however due to publication deadlines program listings/information may require that adjustments be made to programs, fees, schedules, etc. We apologize in advance should you find an error or for any inconvenience that this may cause.

Confidential Financial Scholarships:

They are available to qualified applicants (for Watertown/ Oakville residents only). Please contact the Social Services Department at (860) 945-5252 for more information.

Medical Policies and Procedures

The safety of children is a top priority for the Watertown Parks & Recreation.

Medical Training of Staff

All instructors are trained in CPR /AED (Automatic External Defibrillator) and First Aid. They are also trained in the administration of oral medications, inhalants and epi-pens.

Administration of Medications

Any child requiring the administration of medication (either daily or in emergency situations) must have an Authorization for the Administration of Medication form, on file with Watertown Parks and Recreation. This form must be turned in to the Watertown Parks and Recreation Offices at least 7 days prior to the child's first day of camp. Medications must be in the original container and labeled with the child's name, name of medication, directions for the medication's administration, and date of the prescription. Medications will only be administered by Camp Supervisors.

All medications should be turned into the Camp Director on duty upon arrival each day at camp and must be picked up at the end of the day before departure. **NO MEDICATION WILL BE STORED AT CAMP OVERNIGHT.**

Injuries Requiring Medical

Attention Supervision is provided at all times at the camp, however, accidents can still occur. In the event that an injury occurs during camp, camp staff will attend to the child. If the injury is significant and warrants emergency medical attention, 911 will be called. Every effort will be made to contact a parent or guardian. **Please be sure to provide complete contact information when registering a child for camp. Parents should review the contact information on file through Watertown Parks & Recreation's website and verify that it is accurate and complete. Please be sure to include appropriate daytime phone numbers.**

Injuries that require minor treatment will be reported to a parent/guardian at the end of the camp day. All reports will be documented electronically and e-mailed to the parent/guardian from a Parks & Recreation Office Administration.

Contact Information:

Office Phone- Watertown Parks and Recreation's Office Number

If you have general questions we strongly encourage you to contact the Watertown Parks and Recreation Office for general information.

Accessible from 8:30 am - 4:30 pm please call (860)945-5246.

Email- Watertown Parks and Recreation's Email: watertownctrec@watertownct.org and leave a detailed message with your name and contact number and someone will get back to you asap!

Behavior Management Policy

Behavior Skill Building

The Watertown Parks & Recreation provides a great opportunity for all children to develop skills and self-confidence. Our behavior policy is intended to help all children to be their best while treating fellow students, staff and other working personnel with respect.

Zero Tolerance

Watertown Parks and Recreation does not tolerate stealing, bullying, foul language, wandering from assigned group, or causing physical harm to others. Watertown Parks and Recreation reserves the right to remove children, without refund, if these behaviors are identified and not corrected.

Sit-out and Redirection

Techniques for handling disciplinary problems will be addressed by the instructor. A child will sit out of an activity and could have a loss of privileges as the first steps to manage behavior. The child will then be redirected to an activity that will positively channel the child's energy. An apology by the camper is expected immediately when problem behaviors occur.

Contacting Parents

The decision to contact a parent will be made once a determination has been made whether or not the child exhibited an effort to correct the child's behavior. Parents will be notified when a child has been warned about repeated offenses and will be given a final opportunity to remain in camp. Continued inappropriate behavior will result in the dismissal without a refund. All reports will be documented electronically and e-mailed to the parent/guardian from a Parks & Recreation Office Administration.

Text Blasts!

Text blasts will not be used to send photos, it will strictly be used for location changes, delays and emergencies. To sign up for text blasts follow these steps: 1. Sign into your MyRec Account: <https://watertownct.myrec.com/> 2. Click the person in the circle symbol at the top of the website in the grey header and right-hand corner, next to the shopping cart, and click on "Account Login". 3. Once you are in your account, click on the smartphone shape icon which is labeled "notifications" in between the "reserve" and "log out" icons. 4. You will see a dark grey and bold header labeled "mobile notifications" and next to that you will see "+ add number" in grey. Click on "+add number". 5. A screen will pop up for you to type your phone number in. 6. Hit "submit" and you are ready to receive text blasts!