



**2023**

**TOLLAND FAMILY RESOURCE**  
**CENTER**  
**CAMP HAWK PARENT HANDBOOK**

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## Welcome to Tolland Family Resource Center Camp Hawk 2023!

Our goal is to help children reach their personal best across all areas of development.

This TFRC Camp Hawk Parent Handbook contains essential information.

Please read it carefully.

### SESSION DATES AND THEMES

<b>Week 1 (June 19*-23)</b> <b>“Hello Summer”</b> <b>Field Trip Friday – Sonny’s Place</b>	<b>Week 6 (July 24-28)</b> <b>“Dinosaur Days”</b> <b>Field Trip Friday – Dinosaur State Park</b>
<b>Week 2 (June 26-30)</b> <b>“Surf &amp; Sun”</b> <b>Field Trip Friday - Hammonasset</b>	<b>Week 7 (July 31-August 4)</b> <b>“To Infinity &amp; Beyond”</b> <b>Field Trip Friday - Ecotarium</b>
<b>Week 3 (July 3-July 7, closed Tuesday, 7/4)</b> <b>“Rockin’ in the USA”</b> <b>Field Trip Friday – Hike a Tolland Trail</b>	<b>Week 8 (August 7-11)</b> <b>“Around the World”</b> <b>Field Trip Friday - Storyteller</b>
<b>Week 4 (July 10-14)</b> <b>“Anything Goes”</b> <b>Field trip Wednesday – Mr. Gym</b>	<b>Week 9 (August 14-18)</b> <b>“Animal Kingdom”</b> <b>Field Trip Friday - The Children’s Museum</b>
<b>Week 5 (July 17-21)</b> <b>“Science Fun”</b> <b>Field Trip Friday - Mad Science</b>	<b>Week 10 (August 21-25)</b> <b>“Goodbye Summer”</b> <b>Field Trip Friday – Spare Time Bowling</b>

**The last day of the Summer Program is  
Friday, August 25, 2023.**

## **CAMP HOURS**

- Monday – Friday 9:00 am-4:00 pm extended care is available from 7:00-9:00 am & 4:00-6:00 pm.

## **STAFF:**

### **TFRC-Coordinator - Carol Hiller [chiller@tolland.k12.ct.us](mailto:chiller@tolland.k12.ct.us)**

Master of Science in Education

Bachelor of Science in Elementary Education/Head Teacher Certificate

Experienced in program administration and curriculum development

Teacher of children ages three–twelve

### **TFRC-Program Manager-Kim Evans [kevans@tolland.k12.ct.us](mailto:kevans@tolland.k12.ct.us)**

Bachelor of Science in Chemistry

Graduate Courses in Education

Experienced Paraeducator

Experienced in program administration and planning

**TFRC Camp Hawk staff includes qualified group leaders and experienced paraprofessionals. Many of our staff also work in the TFRC School Age Care Program. Our average staff to camper ratio is 1:10.**

## **LUNCH & SNACKS:**

- Children must bring lunch and morning and afternoon snacks in a self-cooled container clearly labeled with their name.
- Due to the number of children, we serve, we cannot microwave lunches.

## **TFRC STAFF WILL**

- Ensure water is readily available for children to drink throughout the duration of the time spent at the TFRC.
- Be aware of children with food allergies, food intolerances or special diets and consult with families.
- Always supervise children when eating and drinking.
- Create a relaxed atmosphere where children have enough time to eat as well as enjoy social interaction with other children and the TFRC staff.

## **CAMPER/PARENT RESPONSIBILITIES:**

Each day campers must bring clearly labeled:

- Water bottle, water will be available to refill the water bottle throughout the day.
- Athletic shoes are required for playing outside and hiking (sandals or water shoes are permitted only for water play and trips to Newhoca Park)
- A complete change of clothes
- Lunch (self-cooled)
- Swimsuit on Tuesdays
- Towel on Tuesdays
- Sunscreen (“spray” type is preferred for ease of application) Please apply sunscreen before arriving.
- Bug spray – Please apply bug spray before arriving. We will be taking hikes.
- Wear camp T-shirts on all field trip days (for safety).
- Bring a backpack or bag for their personal belongings.
- Wear a hat every day for protection from the sun.
- Your child must arrive at camp on time. If your child is late and misses a field trip, there will be no refunds.

- We cannot assume responsibility for personal belongings. Please have your child leave personal belongings in his/her backpack or at home.

**Please clearly mark all clothing, water bottles, lunch boxes, backpacks, etc. with your child's first and last name.**

**PAYMENTS and FEES:**

- **All checks should be made payable to the Tolland Board of Education**
- **Registration Fee:** \$50.00 registration fee for each camper or \$75.00 per family is due with registration. Registration fees are non-refundable.
- **This year there will be no additional charges for field trip admissions or special guests.**
- **Payments are due by the first of the month.** Any payments received after the fifth of the month will be assessed a \$15.00 late fee. You will be billed monthly. If you need to pay weekly, it can be arranged, all weekly payments must be made in advance.
- **Late Pick Up Fee:** A late pick up fee of \$1.00 per minute per child will be assessed after 6:00 pm (4:00 pm for those not registered in extended care) (time according to site clock).
- **Unscheduled Day Fee:** \$45.00 from 9:00 am – 4:00 pm (Extended care hours will be an additional \$15.00 per day.)

If an emergency occurs or you need to have your child attend camp on a day, he/she is not regularly scheduled for, you must:

1. Check with the TFRC Coordinator or Program Manager to ensure there is room for your child to attend.
2. Additional days will be added to your next invoice.

**\*Please be aware that the parent/guardian who registered the camper is responsible for payment on this account.**

**Our Federal Tax ID# is: 061190563**

**ABSENCES:**

Tolland Intermediate School - Call the classroom at 860-870-6885 x 3 or email the staff at [tollandfrc@tolland.k12.ct.us](mailto:tollandfrc@tolland.k12.ct.us).

**FIELD TRIPS:**

**Permission slips will be given out on the Monday prior to the field trip. Please complete the slips for the trip your child will attend and return them as soon as possible.**

- On field trip days, you are responsible for having your child at camp 15 minutes before buses are scheduled to leave. There are a few trips where we are scheduled to leave at 9:00 am. If your child is enrolled in the camp (9-4) only, please have your child at TIS by 8:45am.
- **If your child misses the bus, you must make other arrangements for the day.** There will not be any staff remaining at the site on field trip days.
- Every Tuesday, weather permitting, Camp Hawk will go to Newhoca Park in Vernon. Newhoca Park is staffed with certified lifeguards and the TFRC staff to child ratio is approximately 1:5.
- **Lunches must be labeled in a paper bag. Please do not send glass or non-disposable items.**

**HEALTH ASSESSMENT RECORD AND EMERGENCY CONTACTS:**

- A child's Health Assessment Record is required. The Department of Health Service requires that the Health Assessment Record provided by a parent from a health care provider contain all current, age-appropriate immunizations.

**It is extremely important that all home, business, and emergency contact telephone numbers are correct. Please include the cellphone numbers of both parents. Please notify us of any changes.**

## **BEHAVIOR GUIDELINES:**

- Camper's safety and enjoyment is the central focus of our program.
- Social growth is crucial during the elementary years. The TFRC will focus on helping children demonstrate appropriate behaviors. Behavioral guidelines have been established with the goal of not only maintaining the physical and emotional well-being of each student, but also of teaching self-discipline, judgment, and manners.
- The staff uses positive techniques to guide children's behavior. Parents and staff are viewed as partners in guiding a child's development. Staff will collaborate with parents to establish consistency for each child. Parents will be kept informed of issues should they arise.
- Appropriate behavior is essential to learning and growing and should be based upon mutual respect for the rights and property of others; respect for those placed in authority, and respect for every student. No one will be allowed to jeopardize the health, safety, or learning environment of other children or staff. Children will be expected to display age-appropriate behavior when they are attending the TFRC Camp Hawk.
- If a child's behavior goes beyond normal limits, parents will be contacted and may need to pick their child up.
- Emphasis is placed upon each student demonstrating positive behaviors. A child's choice may result in positive or negative consequences such as rewards, redirection, or loss of privileges. For more severe or continuous problems, one or more of the following may result: a conference with parents, suspension, or removal from the TFRC Camp Hawk.
- If the administration determines that a child cannot benefit from the TFRC Camp Hawk and/or presents a danger to themselves, other children and our staff, parents will be required to withdraw their child from the program.

## **THE FOLLOWING ARE GENERAL EXPECTATIONS OF ALL CAMPERS:**

- Campers will listen and follow directions.
  - Campers will keep hands and feet to themselves.
  - Campers will independently take care of personal needs (such as toileting).
  - Campers will model safe behavior with equipment.
  - Campers will exhibit developmentally appropriate group behavior.
  - Campers will use words to solve problems.
  - Campers will always stay with the group.
- \*If your child is unable to meet any of the above expectations, a meeting will be set up with parents and the camp director to determine if special accommodation is required. \***

**The Tolland Family Resource Center is not a program that implements Individualized Educational Plans or "IEP's." While the program is a quality child-care program, it is not an education program with professionals certified in education by the State of Connecticut capable of implementing IEPs. Therefore, the TFRC cannot implement IEPs. All students will be given the opportunity to succeed but must follow rules of conduct and behavior. If at any time the safety of self, another student or staff is in jeopardy the student may be removed from the program.**

**If you have any questions, please contact Carol Hiller at [chiller@tolland.k12.ct.us](mailto:chiller@tolland.k12.ct.us) or Kim Evans at [kevans@tolland.k12.ct.us](mailto:kevans@tolland.k12.ct.us) or [\(860\) 870-6750 x 5](tel:(860)870-6750).**

## **ILLNESS, ACCIDENTS AND EMERGENCIES:**

### **Illness:**

- Parents must inform the staff when an absence is due to illness. A child should not attend the camp with any of the following symptoms: fever within the past 24 hours, vomiting, diarrhea, undiagnosed rash, inflamed or matter-filled eyes, severe cold or sore throat, swollen glands, head or stomachache, or head lice.
- If a child becomes ill while attending the summer camp with a temperature of 100 degrees or higher, vomiting, frequent diarrhea, or onset of a rash, a parent/guardian/emergency contact must pick the child up within one hour after notification.
- Children who are ill with a contagious disease or fever may not attend the summer camp. Parents must inform the staff when an absence is due to a potentially infectious illness. TFRC Camp Hawk follows all Tolland Public School Covid Protocols.

### **Accidents & Emergencies:**

- If a child is injured at the site, first aid will be administered. If a physician must treat a child, every effort will be made to contact the child's parent/guardian and the doctor indicated on the "Emergency Information, and Health Assessment Record."
- In case of an emergency, a child will be given the necessary emergency treatment until a parent/guardian can be contacted.
- In case of an emergency, as determined by program staff, 911 will be called, and a parent will be notified immediately. **Parents will be responsible for all costs incurred in such emergencies.**

## **MEDICATION ADMINISTRATION PROCEDURES:**

- Medication is **not** given to a participant without prior arrangements with the TFRC Coordinator or Program Manager. If approved, only physician prescribed medication in the original prescription container will be given. The container must be labeled by the pharmacist and must include the name of the child, date, dosage, name of the medication, and method of administration.
- An Authorization for the Administration of Medicine by School Personnel must be completed and signed by the physician, signed by the parent or guardian, and kept on file at the site.
- Any unused or expired prescription medication will be returned to the parent or guardian.

**Outdoor activities are a key component of our camp. Parents are reminded to apply insect repellent and sunscreen to their child(ren) before they arrive at camp each day. Parents are asked to check their child(ren) daily for ticks. The staff will attempt to remove any ticks that they are aware of. Parents will be notified that a tick has been found on their child.**

## **SIGN IN/OUT PROCEDURES:**

- For the safety of your child, individuals who are picking up your child will be required to show proof of ID to the camp staff at any time. A child will not be released to an individual refusing to show ID upon request. Always bring an ID to the site. Do not assume you will not need it. To sign a child in/out, the parent or authorized party **must sign his/her full name along with the time, in ink. Children are not to sign in or out on the sign in/out sheets.**
- A child enrolled in the summer camp will be released only to those people specifically authorized in writing. Site staff are not eligible to be authorized signers. It is assumed that both parents have the right to pick up a child unless it is otherwise noted. If a parent is not allowed to have their child released to them, a legal document must be on file stating such.
- In an extreme emergency, the parent/guardian may call the staff to authorize the emergency release of their child to a designated person. Parents will be asked for specific information regarding their child

prior to the release being authorized by the staff. Photo ID will be required from the designated person at the time the child is picked up from the site.

- The child must leave the site once he/she has been signed out. The TIS administration does not allow children to go to any classrooms.

### **COMPLAINT PROCEDURES**

Most problems within a childcare center can be resolved by:

- Discussing the problem with the TFRC teacher.
- Discussing the problem with the senior aide or program manager.
- If the problem is not resolved, you may contact Carol Hiller, the TFRC Coordinator.

In case of emergency, notify the Administrator listed above, or speak to the building principal.

The Superintendent and the Board of Education are sponsoring this program, along with the Tolland Family Resource Center.

In the unlikely event of suspected abuse/neglect, or life-threatening situations, contact the Department of Children and Families at 1-800-842-2288.

Of course, compliments can also be shared as well with the senior aide, Program Manager, Coordinator, Principal, and or Superintendent.



Please sign below stating that you received and read the updated copy of the 2023 Parent Handbook and return to the TFRC classroom.

I have read and understood the policies within the handbook.  
\*Please note that these policies may be revised at any time. \*

Parents Signature \_\_\_\_\_

Child's Name \_\_\_\_\_

Date \_\_\_\_\_