

# REing Crew

## Parent Information Packet

Westport Parks and Recreation Department: (203)341-5090  
Cyndi Palaia- Program Manager

### **Session Dates and Hours:**

SESSION 1	June 27 – July 1	Monday - Friday
SESSION 2	*July 5 - July 8	Tuesday – Friday: No July 4
SESSION 3	July 11 – 15	Monday - Friday
SESSION 4	July 18 – 22	Monday - Friday
SESSION 5	July 25 – 29	Monday - Friday
SESSION 6	August 1 - 5	Monday - Friday
SESSION 7	August 8 – 12	Monday – Friday

- The program meets weekdays Monday – Friday 8:45 a.m. – 3:15 p.m.
- Counselors are responsible for your child during program hours only.
- Drop off begins at 8:30 a.m. Please DO NOT drop off your child before 8:30 a.m.
- Pick up is at 3:15 p.m. sharp each day.

### **Camp Location:**

Coleytown Middle School, 255 North Avenue, Westport, CT 06880

### **New Health and Emergency Portal:**

Again this year we are using our online e-Pact Health and Emergency Network Portal. We are partnering with e-Pact Network to securely collect and manage critical emergency information. e-Pact replaces the need to fill out multiple paper forms and ensures that we have the most up-to-date and accurate contact and medical information in case of any emergency.

Please visit the following links to set up your account:

Sign Up: [ePACT - your emergency network | Sign Up \(epactnetwork.com\)](#)

Log-in: [ePACT - Log In \(epactnetwork.com\)](#)

We will always have access to the camper information throughout the summer. Please make sure you provide all of emergency contacts, phone numbers, and authorized adults to pick-up your child.

Please note, parents and responsible parties are required to check out their child at the end of the day. No child will be allowed to leave camp without the signature of the authorized adult.

Should you need to pick up your child early from camp, please let our directors know by sending an email to [recingcrewcamp@gmail.com](mailto:recingcrewcamp@gmail.com).

### **Arrival and Dismissal:**

Please drop off your child at 8:30 a.m. in the **bus loop at the front entrance of Coleytown Middle School**. For the safety of your child, do not drop off at any other location.

- Camp begins at 9 a.m. each day! Parents who consistently bring their children late will be withdrawn from the program with no refund. Lateness is a disruption to the camp day and will not be tolerated. However, if a child is late to camp, please report to classroom 115 to check in with the director and they will integrate your child into their appropriate group.
- The last activity period ends at 2:45 p.m. At this time, campers will be escorted to the bus loop at the front entrance of Coleytown Middle School. Please pick-up your camper between 2:45-3:15 p.m. Failure to comply with the drop-off and pick-up policies will result in suspension of the child's time at camp.

- On **FRIDAY**, each week the camp will meet at **LONGSHORE CLUB PARK**. Please drop off and pick up your child in the **gravel parking lot adjacent to the marina** at the same drop off and pick up times as noted above. **DO NOT GO TO COLEYTOWN MIDDLE SCHOOL AND DO NOT PARK IN THE POOL PARKING AREA.**
- Children must be checked in and out daily. Please make sure that your child has checked with their counselor each day.
- Please complete our emergency health information through our online provider E-Pact. Please complete the information prior to the start of camp. You will need include the names and phone numbers of **all authorized people** to pick up your child. Your child will not be allowed to be checked out to someone unless they are listed as an emergency contact or authorized pickup.
- If your child is sick or has other reasons for not attending camp on a particular day, please call the camp office to inform the staff of their absence. (203) 515-9036
- If your child will be riding a bicycle or bus to and from camp, you must send a written statement granting them permission and stating that you will not hold the Town of Westport, its' employees, or agents responsible in case of accident or injury. This must be given to the child's counselor on the first day of the session.

### **Field Trips & Camp T-Shirts**

Field trip days are typically on Thursday each week. Some trips are subject to change without notice. If your child chooses not to attend the field trip, please do not bring him/her to camp.

- Waiver / Release form completely filled out if necessary.
- Campers attending field trips are required to wear the camp T-shirt, which will be provided the day prior to the trip. Only one shirt will be provided for the entire summer. If your child loses the shirt, you may purchase another by alerting a RECing Crew staff member. The cost is \$10 per shirt and is based upon availability.
- Campers should bring a disposable bag lunch, drink and snack. NO COOLERS as many venues do not allow them in.
- iPods and cell phones are allowed to be used on the bus only going to and from the trips and are the responsibility of the camper.
- Extra money for souvenirs, food, etc. is optional.
- Please be aware of the pick-up time on field trip days. Some trip days will have late pick-ups due to the distances traveled. This information will be provided in the weekly email newsletter and again may be referenced below. To ensure you are receiving all communications with us; please make sure that your Parks and Recreation online account has an updated email address. If you are not receiving the weekly email, please check your spam or junk folder before contacting the Parks and Recreation office (203) 341-5152.
- We ask the camper to:
  - Stay in their group
  - Respect their staff, each other and the place of which they are attending.
  - Keep track of their belongings
- Some field trips will require the camper to either wear a bathing suit or bring one with them as water is involved. Please make note of these trips ahead of time so the camper is prepared. This information will also be printed in the weekly newsletter.

### ***Fridays at Longshore each camper should bring:***

- Bathing suit, towel, and sunscreen.
- Water and snacks.
- Extra money for food at the concession stand is optional.
- We ask the camper to:
  - Stay in their group
  - Respect their staff and each other.
  - Keep track of their belongings
  - Respect the place that you are visiting – remember you are a guest!

### **Inclement Weather:**

- On days that the camp is scheduled at Coleytown Middle School camp will take place indoors in the school.
- If there is rain on days when the camp is scheduled to visit Longshore Club Park, rain WILL CANCEL THE PROGRAM.
- If there exists on these days, the possibility that rain may occur, please keep yourself informed by calling the **cancellation line at (203)341-5074 or follow us on Instagram - @westportparksandrec\_ct or "like us" on FaceBook.**
- Someone will need to be available to pick up your child immediately should camp need to be canceled due to inclement weather. It is expected that each camper will be picked up within thirty minutes of the cancellation announcement/email.
- **You must** provide the Director in writing with the information **regarding pre-arranged Rainy-Day Carpools.**

- Announcements for cancellations before camp begins will be made by 7:30 a.m. **PLEASE DO NOT CALL THE PARKS AND RECREATION OFFICE OR THE CAMP OFFICE.**

## **What to Bring to Camp?**

- Your completed emergency form and health record **MUST** be completed for your child prior to the first day of the session using E-Pact Health and Emergency Network. We must have a local emergency phone number **OTHER THAN THE PARENT**. A cell phone for each parent / guardian in addition to a home and work number for each child is required. Please make sure to add any authorized person for pick up on the emergency form.
- As per Westport BOE and local officials, the use of masks is optional. Some participants and/or spectators may choose to continue wearing a mask, and we ask for all to be respectful of their right to do so
- Attire for EACH day should be a t-shirt, shorts/pants, and sneakers with socks. **Open toes shoes, "Crocs," sandals, flip-flops, tevas, and "Heelys" etc.** are not allowed and should not be worn as they are not safe. **No sneakers, no activity.** When camp is at Longshore you may bring sandals or flip-flops to wear at the pool, but sneakers must be worn for all sports activities. If the weather seems to be cool, a sweatshirt or jacket would also be appropriate.
- On days when camp is held at Longshore Club Park each camper should bring a bathing suit and towel. Campers can change at the pool bathhouse. Each child may wish to bring money for the concession stand.
- On certain field trip days, water activity may be a part of the program. Please consult the website [www.westportrecreation.com](http://www.westportrecreation.com) for updated information. Please bring or wear appropriate attire for that field trip.
- Snacks, lunch, and a refillable water bottle for the entire day.
- Sunscreen and hat to protect the camper from the sun.

## **Medications, Allergies, and Nut Allergy Policy**

It is very important that the staff know of any allergies your child might have and if they are allergic to any food, paint, animals, insects, etc. Please make sure this information is added to your E-Pact Health and Emergency Network profile. If you have inhalers, Epi-Pens, or the like, please see the director on the first day. Please make sure the child's name is clearly written on the prescription box and all medications.

On days at Longshore, the directors and counselors will travel with a medication bag that will contain camper meds and Epi-Pens that they will potentially need during the day. Counselors will be made aware of each campers needs and will have access to their medications while off site.

### **Nut Allergy Policy**

To ensure the safety of all of our participants and those who have a severe nut allergy the following policy will be in effect:

- Every child within the grade level and assigned group of the "identified allergic person" will be nut free. Thus meaning, all snacks and lunches will be **NUT FREE** and **NOT** contain any nut products. Parents of these children will be informed of the situation and will be given nut free options for snacks and lunches.
- Children will not be allowed to share their snacks or lunch with anyone within their group or grade.
- Any child within that group who has a peanut product will have it thrown away.
- Any staff or camper who has been in contact with a nut product will wash thoroughly before resuming contact with the allergic person.

Any individual in the school displaying symptoms consistent with COVID-19 will be evaluated and isolated with a staff member, utilizing a predetermined isolation area. The student or staff member will be dismissed with guidance as necessary exclusion/isolation/testing procedures.

The safety and well-being of our children is always our primary goal. Thank you for your cooperation and understanding. Should you have questions, please contact Cyndi Palaia, Program Manager at [cpalaia@westportct.gov](mailto:cpalaia@westportct.gov).

## **Rules of the Program**

To make this program more enjoyable for everyone, we are asking that you please review the rules of the program with your child. Thank you.

- **ABSOLUTELY** no camper(s) will engage in verbal or physical fighting nor use abusive or foul language. This is grounds for immediate dismissal from the program **WITH NO REFUND**.
- If a student with no exemption to wearing a mask refuses to wear a mask they will be prohibited from coming into the school building.
- Campers are to always respect each other and all staff. Discipline problems with any camper will not be tolerated. Parents will be contacted immediately and if a problem continues, the camper will be dismissed from camp **WITH NO REFUND**.

- At the end of each day, please be sure your child brings home ALL belongings. Lost and found will be maintained until Friday afternoon each week. Anything remaining will be discarded. We suggest writing your child's name on **EVERYTHING**.
- Campers must remember they are in a public area. Many people utilize the facilities at Coleytown Middle School and Longshore Club Park. Campers must respect the users of the area and always stay in their assigned groups.
- **Cell phones and iPods are allowed to be with the camper. Their use however is limited to lunch time and downtime at periods during the camp day. They are not allowed to be used during activity time at all and campers will not be allowed to walk around with them if they are, they will be taken away.**

### **Consequences for Misbehavior**

<u>First Offense:</u>	Verbal warning by counselor. Parents, Camp Director, and Program Manager are notified.
<u>Second Offense:</u>	Verbal warning by the Camp Director, participant receives first discipline slip for parent to sign and return. Program Manager is notified.
<u>Third Offense:</u>	Participant receives second discipline slip for parent to sign and return. Program Manager is notified. The child will be removed from the next day of camp.
<u>Fourth Offense:</u>	Participant receives third discipline slip and is removed from the program. No refunds will be granted.

### **Important Phone Numbers:**

CAMP PHONE NUMBER: (203) 515-9036

Longshore (Westport Parks and Recreation Office) (203) 341-5090

CAMP E-MAIL: [RECingcrewcamp@gmail.com](mailto:RECingcrewcamp@gmail.com)

CANCELLATION LINE: (203) 341-5074

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