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**TOWN OF WARREN**

**PARKS & RECREATION DEPARTMENT**

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FACEBOOK – Warren Recreation Department

**WARREN RECREATION SUMMER CAMP PROGRAM**

**PARENT HANDBOOK**

**2025**

Recreation Director Tara Thibaudeau

Camp Director Melissa Gendreau

**WELCOME**

My name is Tara Thibaudeau and this will be my 10th summer as the Parks and Recreation Director. Melissa Gendreau will be back as our camp director and will be handling the day-to-day operations. New this year will be our event tent and the full use of the new buildings. We are also using a new mobile app as our communication and messaging platform.

Our theme this year is:

**ELECTRONIC FREE ZONE!! WARREN SUMMER CAMP IS BRINGING SUMMER FUN BACK!!**

Warren will continue the tradition of providing a memorable experience for our families. We will provide a safe, healthy, and fun program.

**OBJECTIVES**

This summer we hope to provide campers with opportunities to build relationships which will help develop personal awareness, independence, social interaction skills, and a positive use of leisure time. We will also provide opportunities for self-expression through arts and crafts, sports, and socialization with peers; provide trips and excursions that enable campers to visit points of interest for fun and enjoyment and to build lifelong relationships and memories. Our goal is to engage, entertain, energize, and excite our young community members. Get them off the electronics and enjoy some old-fashioned fun.

**FACILITIES**

Burr’s Hill Park (BHP)

Warren Town Beach

Mary V Quirk Recreation Center (MVQ)

**TIMES & LOCATIONS**

Extended morning hours – 7-9am (BHP)

Traditional camp hours – 9 am – 3 pm (BHP)

**Drop off time – 9-9:20 am**

**Pick up time – 2:40-3 pm**

Extended afternoon hours – 3-5 pm (BHP)

**PERSONAL INFORMATION**

It is important to let us know any health or physical information that may affect your child’s day in camp. This will help us make sure your child has a fun and safe experience every day. Please provide this information at the time of registration. It will be kept confidential.

**LOST AND FOUND**

Found items will be held in the office and displayed during the day. We are not responsible for lost items. All unclaimed items will be donated. Items will be posted on Facebook throughout the summer, so please keep an eye out. **PLEASE LABEL EVERYTHING!**

**COMMUNICATION**

* Information will be posted on FACEBOOK – Warren Recreation Department
* Bulletin board at Burr’s Hill
* A weekly email will go out to all registered families.
* SPORTSYOU – mobile app “NEW THIS YEAR”

**DAILY SCHEDULE**

* 9:00 am DROP OFF – All children will check in for attendance and lunch orders &

head to the bandshell for morning announcements.

* 9:30 – 10:30 am 1ST BLOCK – ACTIVITY
* 10:30 – 11:00 am MORNING SNACK TIME
* 11:00 am – 12:00 pm 2nd BLOCK – ACTIVITY
* 12:00 – 12:30 pm LUNCH TIME
* 12:30 – 1:30 pm 3rd BLOCK – ACTIVITY
* 1:30 – 1:45 pm AFTERNOON SNACK TIME
* 1:45 – 2:30 pm 4th BLOCK – ACTIVITY
* 2:30 – 3:00 pm CLEAN UP & DISMISSAL

RAIN DAYS Mary V Quirk will house children on rainy days.

BEACH 1 – 3 Groups will visit the beach at a time, this is one of the activity blocks

**ARRIVAL & DEPARTURE POLICIES**

Traditional camp –children will be dropped off and picked up in the parking lot at Burr’s Hill.

**NO SOONER THAN 9 AM**

Extended Day –children will be dropped off and picked up at BHP

\*All campers **MUST** check in and check out with designated supervisors daily or the office for late arrivals/early dismissals.

\*Children will only be released to individuals on their registration form.

**LATE PICK UP – If your child is left after 3:10 pm more than 2 times a fee of $10 will be assessed each time thereafter.**

**DROP OFF/PICK UP PROCESS**

* Parents are asked to stay in the car for drop off and pick up.
* On arrival campers will check in & go the bandshell
* Late arrivals (after 9:30 am) & early dismissals (before 2:30) will go through the office.
* If you come to the gate for pick up, **please park your car in the designated spots.**

**PROGRAM ORIENTATION**

Orientation is held on the first day of the program by staff. Orientation is given to all campers and includes general information, rules, requirements for field trips, special activities, and an explanation of possible site hazards. If your child will not be for the first day, please review the rules with them.

**PROGRAM ORGANIZATION**

Campers will be grouped according to age/grade. Each morning children will participate in morning exercises (Pledge of Allegiance, attendance, and daily announcements). They will then participate in age-appropriate activities and games with their assigned groups. Everyone will break for lunch from 12 noon until 12:30 pm. At the end of the day, children will be dismissed to adults on their registration form. ID’s will be checked at dismissal time, when necessary.

**INCLEMENT WEATHER**

In cases of inclement weather, camp will remain open. Campers will be dropped off or brought to MVQ. If the weather improves, Burr’s Hill Park will reopen. Please check our FACEBOOK page and Sportsyou mobile app to find out the most up to date information.

**RULES & EXPECTATIONS**

1. Listen to and follow directions.
2. Speak to others in a polite manner, no swearing, obscene gestures, or hurtful comments.
3. Show respect to staff and others.
4. Never leave the camp without checking out with the designated staff person.
5. Keep hands and feet to oneself; no pushing, shoving, or touching others in an inappropriate manner.
6. Respect equipment – no vandalism or mistreatment of equipment.

DO

* Come prepared to play and use your imagination
* Bring a snack or money for the ice cream truck or concession
* Bring a **LABELED** bottle of water
* Wear sunblock
* Wear sneakers (flip flops are discouraged)
* **LABEL** your personal belongings

DON’T

* Bring electronics
* Wear nice clothes
* Bring toys from home
* Bring valuables
* Bring weapons

**PERSONAL ITEMS**

To help us provide opportunities and relationships and help develop personal awareness, independence, social interaction skills and a positive use of leisure time, children who bring personal toys and hand-held computing devices will not be allowed to play with them during the program. The town is not responsible for lost or stolen property.

**WHAT SHOULD MY CAMPER BRING?**

The summer program is an outdoor camp. Your child will get dirty and sometimes wet! Be sure your, water bottle, snacks, bathing suit, towel, sunscreen (if you wish for them to reapply). OPTIONAL - child has money for lemonade truck & concession stand.

**ALL ITEMS SHOULD BE LABELED.**

**LUNCH**

Lunch time will be between 12 and 12:30 daily. We will be participating in the Summer Food Service Program (SFSP). This program is FREE to all campers attending the program. Children will order at drop off if they need a lunch for the day.

**\*lunch must be ordered before 9:30 am. If you are going to be later please send us a message to order your child lunch.**

**SNACKS**

There are traditionally 2 snack breaks during the camp day. Children are responsible for their own snacks and drinks. During this time, the lemonade truck will visit the camp. We now have a fully operational concession stand that can provide additional choices. There is a cost associated with this purchase. Children will take their snack breaks in their group area.

**BEACH ACCESS**

Warren Town Beach will be opened to campers. Children are required to wear appropriate bathing suits and bring towels, if using this recreational activity. Supervisors will remain with children at the beach, as well as a lifeguard. Changing tents are available for campers to switch into bathing apparel. Floaties are allowed for non-swimmers.

**SUNSCREEN**

It only takes 15 minutes of exposure of the sun’s UV rays to damage the skin. Since children in the Summer Recreation Program regularly participate in outdoor and water related recreational activities, we strongly recommend that all campers wear sunscreen with a SPF of 15 or greater on all exposed skin daily. Our staff is not allowed to apply sunscreen to campers. Please apply before camp. If you wish for your child to reapply sunscreen, please send it with your child. Sunscreen dispensers are available at the main tent and lifeguard stand at the beach.

**FREE BOWLING**

Every Tuesday from **9:30 – 11 am** at Dudek’s Bowling Alley, 409 Child Street Warren. Transportation is not provided; campers are responsible for finding their own rides. Burr’s Hill Park will remain open for children who do not have transportation.

**CAMP SHIRTS**

All participants will receive a camp shirt to be worn on Field trips. Shirts will be handed out within the 1st two weeks of camp.

**SPECIAL EVENTS**

Off-site excursions have additional fees. Transportation will be provided. Registration will take place online. We will have groups/presentations brought in throughout the summer. Additional fees may be required for these activities. Camp shirts MUST be worn on off-site excursions.

**EXTENDED CARE**

Daily fee for extended care Resident fee $15 & Nonresident fee $25 – this would include morning and afternoon sessions. Fees must be paid on the day of service.

**CELL PHONES**

Cell phone usage is **NOT ALLOWED** at camp. If your child needs to bring a phone to camp, the phone will be turned in at check in. It will be returned to them at the end of the day. Cell phones interfere with a Child’s experiences at camp. We want all campers to embrace this time to learn about and navigate social situations while not being connected to the digital world. Campers that are seen on their phones will be asked to hand it in to the main office. If a camper refuses, a parent will be called to pick them up.

**MEDICATION POLICY**

EpiPens & inhalers will be administered only when a medical consent form is on file. Tylenol/ibuprofen & Benadryl will be administered if the designated spot on the registration form has been initialed by a parent or guardian. Our staff are not medical professionals and so will not administer any other prescribed medication. Parents may opt to have their child self-carry, but a medical consent form must be on file.

**DISCIPLINE**

MINOR VIOLATIONS are related to behavior and do not endanger the safety of the child or others. They are recorded in the disciplinary log.

EXAMPLES: inappropriate language, teasing, disobeying supervisors, or mistreatment of equipment

INFRACTIONS:

1. Verbal warning
2. 5-minute break at the main tent
3. 10-minute break at the main tent and an email to parent
4. Child sent home for the day
5. One day suspension after being sent home after 2 days
6. After 3 suspensions the child will be expelled from the park

MAJOR VIOLATIONS endanger the safety or well-being of the child, other children, or staff. These are also recorded in the disciplinary log.

EXAMPLES: physical contact, theft, leaving camp without permission, or bullying

INFRACTIONS:

1. Warning emailed home & 15-minute time out at the Main Tent
2. Removal from camp for the day
3. Expulsion from park for the year

**EMERGENCY PROCEDURES**

When children are at camp, they run, yell, play hard and occasionally fall and skin their knees. We will not call you for every bump and bruise; you will be notified if 1st aid was provided.

If a camper is injured, a health problem arises, or professional medical help is needed, the following steps are taken:

* 911 is immediately called.
* The parent or guardian, or if not available, your emergency contact person is notified.
* First aid is administered by our trained staff until professional help arrives.
* An appropriate staff member will accompany your child to the hospital and will remain until a family member or an emergency contact person arrives.

**MEDICAL INFORMATION**

If your child shows up to camp ill or becomes ill during camp hours, you will need to pick them up immediately or arrange to have them picked up. Please do not send your child to camp if they have such illnesses as:

* conjunctivitis (pink eye) \* Sore throat
* a fever, chills, body aches within the last 24 hours \* Shortness of Breath
* Diarrhea or vomiting within the last 24 hours
* head lice

**Financial Assistance:**

The Town of Warren may provide financial aid to help Warren residents, experiencing financial difficulty, pay for the Program.

* Financial assistance shall be for the traditional hours of the Program only.
* Aid will be provided based on low-income status following HUD & RI income limits for low- and moderate- income households.
* Additional financial-aid shall be requested in writing from the Parks and Recreation Board.
* A new application form shall be required every 12 months with proper accompanying forms and financial information.

**Cancellation and Refund**:

* Any parent or guardian who, for any reason, chooses to withdraw from Camp ***before the second week of camp begins*** shall be given a prorated refund.
  + A prorated refund shall divide that camper’s annual rate by the total number of weeks in the Camp.
  + A prorated refund shall be calculated based on the ***full*** weeks of camp remaining when the withdrawal was effective.
  + Any withdrawal must be submitted to the Parks and Recreation Director (Director) by writing or email in order to be valid and is effective upon receipt.
* Any parent or guardian who chooses to withdraw from the Program ***after the second week of camp has begun*** shall not receive any refund, except as may be permitted under Section (e)(3).
* The Director may permit a prorated refund for those parents or guardians who have a compelling justification for their withdrawal.
* The Director may permit a parent or guardian to pay camp fees incrementally, provided that such incremental payments are paid in full and paid before the week of camp for which the increment is due has begun.
  + Such payments shall be tracked on a weekly basis by the Director or his or her designee.

**SUMMER CAMP**

**2025 SCHEDULE**

JUNE 25    WEDNESDAY          FIRST DAY OF CAMP - ORIENTATION  
JUNE 27      FRIDAY                 **PERFORMANCE** - MAGICIAN 1PM  
JULY 1        TUESDAY            FIRST DAY BOWLING   DUDEKS (9:30 - 11 am)  
**JULY 3        THURSDAY         KARAOKE & NO EXTENDED AFTERNOON**  
**JULY 4        FRIDAY              NO CAMP**  
JULY 8          TUESDAY            BOWLING  DUDEKS (9:30 - 11 am)  
**JULY 11      FRIDAY            TRIP USA SKATES (camp closed if not going)**  
JULY 15        TUESDAY            BOWLING  DUDEKS (9:30 - 11 am)  
JULY 18        FRIDAY                **PERFORMANCE** - ANIMAL EXPERIENCE  
JULY 22        TUESDAY            BOWLING  DUDEKS (9:30 - 11 am)  
**JULY 25      FRIDAY            TRIP MYSTIC AQUARIUM**  
JULY 29        TUESDAY            BOWLING  DUDEKS (9:30 - 11 am)  
**JULY 30      WEDNESDAY    TRIP WATER WIZZ  (camp closed if not going)**  
AUGUST 5    TUESDAY            BOWLING  DUDEKS (9:30 - 11 am)  
AUGUST 8     FRIDAY              **PERFORMANCE** - FLYING DOGS 1PM  
**AUGUST 11  MONDAY          NO CAMP**  
AUGUST 12   TUESDAY            BOWLING   (9:30 - 11 am) & CAMP OLYMPICS  
**AUGUST 13  WEDNESDAY  TRIP CANOBIE LAKE CAMPERS 10 AND OLDER  
                                                           (camp closed if not going)**  
AUGUST 14    THURSDAY        ***INFLATABLE DAY & COMMUNITY NIGHT OUT***  
AUGUST 15    FRIDAY             **LAST DAY OF CAMP** (**NO EXTENDED AFTERNOON**)  
                                            baking contest, YoYo Performance, Karaoke