

2026

DEPARTMENT OF LEISURE, FAMILY, AND RECREATION

SUMMER CAMP PARENT HANDBOOK



- READ ABOUT OUR UPCOMING SEASON
- LEARN ABOUT SUMMER CAMP GUIDELINES
- REVIEW CAMPER AND PARENT GUIDELINES

BUILT TO PLAY.

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SUMMER DAY CAMP CONTACT INFORMATION

RECREATION SUPERVISORS

Taylor Nicolls

110 Cedar Street
(860)647-6039

Anthony Mazzotta

110 Cedar Street
(860)810-8719

Calvin Harris

39 Lodge Drive
(860)647-3088

MANCHESTER RECREATION CAMP SITES

Center Springs Park

Please check-in your child in the rear of the building

39 Lodge Dr
860-647-3084

Leisure Labs @ Mahoney Recreation Center

110 Cedar St
860-647-3166

Robertson School

65 N. School Street
TBD

Martin Elementary School

140 Dartmouth Rd
TBD

Buckley Elementary School

250 Vernon Street
TBD



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SUMMER DAY CAMP PARENT HANDBOOK

Thank you for registering for Manchester's Summer Camp! Please read all materials carefully.

HOURS OF OPERATION:

The Summer Camp Day Program is held from 9:00am – 3:00pm. Registered participants should arrive no earlier than 9:00am and be picked up no later than 3:00pm.

DROP OFF AND PICK UP:

Participants should be escorted into the camp facility and must be signed in and out by an adult or a responsible caretaker who is at least 15 years of age. Please review the following drop off and pick up guidelines:

1. If a participant is going to be late to the Summer Day Camp Program, or will not be attending that day, a phone call should be made to the Site Director by 9:30am.
2. If a participant needs to leave camp prior to 3:00pm, the Site Director should be informed in advance.
3. Participants will not be allowed to leave with anyone who isn't advised to pick them up. Please notify the Site Director of any changes.

EARLY/LATE PICK UP:

Participants registered for extended before/after care: Camp sites open at 7:30am and close at 5:30pm. Being late for pickup is discourteous to our camp staff and causes additional costs in custodial overtime. Please review the following policies for late pick up:

1. If a participant is not signed out by 5:30pm, a phone call will be made to the parent/guardian. If there is no response, emergency contacts that are listed on the camper's registration form will be called.
2. If no one can be reached by 6:00pm, the Police Department will be notified.
3. On the second late occurrence, alternate arrangements for the pick up of the participant will be requested.
4. On the third late occurrence, the participant will be removed from the program.



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SUMMER DAY CAMP PROGRAM DETAILS

Daily activities include sports, games, arts & crafts, swimming and specials. Weekly field trips and/or special events are also included. Participants will be grouped according to age and assigned to a Camp Counselor. There will be one (1) Camp Counselor assigned to every ten (10) participants (1 – 15 ratios at teen sites only). Campers will move in groups of 8-10 of the same campers and will not interact with other campers that aren't in their cohort.

RAIN POLICY:

The Summer Day Camp Program will not be cancelled on rainy days, but field trips may be changed or cancelled.

FIRST DAY:

On the first day of the program, please bring your child directly to the area indicated at your site. There you will be greeted by a counselor and given information about your child's camp day. Please plan to escort your child in and spend a few minutes to ensure that they are properly signed-in.

VALUABLES:

Please do not allow your child to bring valuables to camp. Staff will not be responsible for participants' personal property. Participants should also not be sent to camp with a cell phone; there are landlines at each site and every Camp Director will have a cell phone.

DAILY EXPECTATIONS:

It is both the parent/guardian and staff's responsibility to communicate daily reports regarding the child, concerns, issues, camp information, loss of breath, headaches etc. We would also appreciate your support with regard to your child's responsibilities while at the Summer Day Camp Program. Participants are to be responsible for their own belongings, washing their hands before meals and after bathroom use, using sunscreen, cleaning commonly used areas and, most importantly, their own behavior. Participants are to bring the following items with them each day:

1. Nutritious snack and drink
2. Sunscreen - Please note that staff can NOT apply
3. Bathing suit and towel
4. Water bottle
5. Water shoes or flip-flops
6. Rain gear when inclement weather is expected

*Please note that program participants consent to photography and video recording, and that images may be used for various purposes, unless specific objections are received.



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BEHAVIOR EXPECTATIONS

The Town of Manchester, Recreation Division is committed to providing equal access to all programs, activities, and services in compliance with the Americans with Disabilities Act (ADA). We believe that every child deserves a positive and inclusive summer camp experience.

Our goal is to provide a safe and nurturing environment for all our participants. We believe that each child is unique and has their own timing of development and growth. We respect each child's individual needs and interests and will work with each child and parent/guardian to help develop the skills they need to feel confident in themselves and in their evolving abilities. Our primary focus is to create an environment, both physical and social, which may adapt to each child's needs. By establishing clear and consistent limits for behavior, a child will come to understand what these limits are and what behavior is expected of them. If a situation occurs which requires intervention on our part, the following steps will be taken:

1. If a child exhibits signs of boredom, or negative behavior is escalating, we will provide positive redirection to a more appropriate and safe activity for the child.
2. If a child does not respond to redirection, they will receive some time to reflect on their behavior. Parents/Guardians will be made aware of the situation at the end of the day.
3. If a child is placed in a "time-out" situation three or more times, the Site Director will notify a parent/guardian and a meeting will be scheduled in order to develop a plan of action to help the child diminish and eventually eliminate the negative behavior. A Youth Outreach Worker will assist with this plan.
4. If any child engages in behavior with the intent to harm another child or staff member, the child's parent/guardian will be notified immediately and will be required to pick their child up. The child will be suspended from the Summer Day Camp Program for the next camp day (i.e. if the situation occurs on a Friday, the suspension will occur on the following Monday). Please note that before the child can return to the program, a meeting must occur between the Site Director, the Recreation Supervisor or Youth Outreach Worker and the parent/guardian.
5. If the child exhibits consistent negative behavior which may affect the health and safety of all participants and we therefore are unable to provide for the child, we will make recommendations to where the child may best be served. This may include removal of the child from the Summer Day Camp Program.

The safety of and respect for ALL children and staff is our utmost priority.

This is a recreational program. It is our policy not to discourage participation due to any disability, whether social, emotional, or physical. We will make every effort to work with you and your child to provide you both with a positive summer camp experience. However, we will not sacrifice the quality of the program due to needs that we are unaware of or unequipped to deal with effectively. **We ask that you please be honest and up front at the time of registration, about your child's needs**, so that we may be of assistance. Please also keep camp staff informed of any problems that your child may be experiencing that could potentially impact their time with us at Summer Camp.



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TRANSPORTATION:

Transportation for camp activities/trips is provided by the Dattco bus company, which is the same company that provides daily school transportation. Transportation is utilized only for special events and as shuttles to and from local pools; transportation is NOT provided to and from camp sites and homes.

OPEN SWIM:

As a part of the program, each site will be afforded the opportunity for free swim. For those sites which do not have the swimming facilities on the premises, transportation will be provided to a neighborhood pool on selected days.

SUMMER DAY CAMP SWIMMING LESSONS:

Swim lessons are offered to campers that are registered at either the Mahoney or the Martin campsites, for an additional fee. You can register your child for camp swim lessons for each camp session that they are registered for. The fee for each camp swim session registered for is \$25. For example, if your child is registered for only session one camp at Mahoney; they are only eligible to register for session one camp swim lessons at Mahoney. Children who are registered at Mahoney and Martin camps will be escorted to their swim lessons by camp staff at the designated time; if you register your child for a camp other than Mahoney or Martin; your child will not be able to take advantage of the swimming lessons during camp hours. Swim lesson registration is taken in addition to summer camp registration. Children must be pre-registered in order to participate.

MEALS AND THE SUMMER FOOD SERVICE PROGRAM:

The Summer Food Service Program is a federally funded, state administered, Town-sponsored program which offers nutritious meals for children ages 18 and under. Information about this program is available from the Board of Education. Snack and lunch will be available at the following camp sites: Center Springs, Teen Camp, Leisure Labs @ Mahoney, Buckley Elementary and Martin Elementary School. Menus and time schedules for meals will be available onsite. Campers may bring their own lunches from home, but they will not be refrigerated. Please place lunches brought from home in the appropriate cooler in the morning.

HEALTH & SAFETY:

For the health and safety of all of our participants, you are required to notify the Camp Director of all communicable diseases that your child may have contracted (i.e. chicken pox, head lice, pink eye, etc.). Specific information will be kept confidential, but we are obligated to notify all participants of the situation. Parents will be asked to pick up their child in the event of a temperature of 100 degrees or higher, diarrhea, vomiting, serious cough, signs of head lice, chicken pox, severe rashes, etc. Participants who are sent home may return after being symptom and fever free for 24 hours, or when a physician's note says it is permissible to do so. The Camp Nurse has the final say as to the health and safety of all children enrolled at our sites. In the event of a serious injury, 9-1-1 will be called, first aid will be administered and parents/guardians will be notified immediately. We will not transport any child in a personal vehicle. An injured child will never be left unattended; a camp staff member will always remain with the child.



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SUNSCREEN:

Summer Day Camp staff are not authorized to apply sunscreen. Sunscreen is considered a topical ointment by the State of Connecticut and is regulated in its use. Camp staff are not authorized to apply topical ointments unless several lengthy regulations, like those with medication administration, are followed. Due to the number of participants in the Summer Day Camp Program, it would take hours to administer sunscreen to each child. Please see suggestions below:

1. Purchase a sunscreen that is waterproof and has a duration period of six (6) hours. Apply the sunscreen at home prior to arriving at your site.
2. Instruct your child on how to properly apply sunscreen and if need be, have them bring their own sunscreen to the program. Be sure to put your child's name on their sunscreen. Please note that children are not allowed to share sunscreen with anyone else.
3. If your child has a strong reaction to the sun, we suggest that you consult your physician for a possible prescription sunscreen. If a prescription sunscreen is needed, you will need to complete the Authorization for the Administration of Medications Form and comply with the medications administration policy (please see Medication above).

FOOD DELIVERY:

Campers and camper's parents are prohibited from ordering food delivery to camp sites. If a camper is found to be in violation of this policy, a parent/guardian will be contacted. Repeat violations will warrant a meeting with the camper, parent/guardian and the Camp Director and/or Recreation Supervisor.

REFUND POLICY:

Full refunds may be requested until Monday, June 9th, 2025. No refunds will be issued after June 9th.



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Authorization for the Administration of Medication by School, Child Care, and Youth Camp Personnel

In Connecticut schools, licensed Child Care Centers and Group Care Homes, licensed Family Care Homes, and licensed Youth Camps administering medications to children shall comply with all requirements regarding the Administration of Medications described in the State Statutes and Regulations. Parents/guardians requesting medication administration to their child shall provide the program with appropriate written authorization(s) and the medication before any medications are administered. Medications must be in the original container and labeled with child's name, name of medication, directions for medication's administration, and date of the prescription.

Authorized Prescriber's Order (Physician, Dentist, Optometrist, Physician Assistant, Advanced Practice Registered Nurse or Podiatrist):

Name of Child/Student _____ Date of Birth ____/____/____ Today's Date ____/____/____

Address of Child/Student _____ Town _____

Medication Name/Generic Name of Drug _____ Controlled Drug? ☐ YES ☐ NO

Condition for which drug is being administered: _____

Specific Instructions for Medication Administration _____

Dosage _____ Method/Route _____

Time of Administration _____ If PRN, frequency _____

Medication shall be administered: Start Date: ____/____/____ End Date: ____/____/____

Relevant Side Effects of Medication _____ ☐ None Expected

Explain any allergies, reaction to/negative interaction with food or drugs _____

Plan of Management for Side Effects _____

Prescriber's Name/Title _____ Phone Number (____) _____

Prescriber's Address _____ Town _____

Prescriber's Signature _____ Date ____/____/____

School Nurse Signature (if applicable) _____

Parent/Guardian Authorization:

☐ I request that medication be administered to my child/student as described and directed above

☐ I hereby request that the above ordered medication be administered by school, child care and youth camp personnel and I give permission for the exchange of information between the prescriber and the school nurse, child care nurse or camp nurse necessary to ensure the safe administration of this medication. I understand that I must supply the school with no more than a three (3) month supply of medication (school only.)

☐ I have administered at least one dose of the medication with the exception of emergency medications to my child/student without adverse effects. (For child care only)

Parent/Guardian Signature _____ Relationship _____ Date ____/____/____

Parent /Guardian's Address _____ Town _____ State _____

Home Phone # (____) _____ - _____ Work Phone # (____) _____ - _____ Cell Phone # (____) _____ - _____

SELF ADMINISTRATION OF MEDICATION AUTHORIZATION/APPROVAL

Self-administration of medication may be authorized by the prescriber and parent/guardian and must be approved by the school nurse (if applicable) in accordance with board policy. In a school, inhalers for asthma and cartridge injectors for medically-diagnosed allergies, students may self-administer medication with only the written authorization of an authorized prescriber and written authorization from a student's parent or guardian or eligible student.

Prescriber's authorization for self-administration: ☐ YES ☐ NO _____
Signature Date

Parent/Guardian authorization for self-administration: ☐ YES ☐ NO _____
Signature Date

School nurse, if applicable, approval for self-administration: ☐ YES ☐ NO _____
Signature Date

Today's Date _____ Printed Name of Individual Receiving Written Authorization and Medication _____

Title/Position _____ Signature (in ink or electronic) _____

Summer Day Camp

2026 Field Trip Schedule

	CENTER SPRINGS	MAHONEY	BUCKLEY	MARTIN
Week One July 1	 Team Building	 Team Building	 Team Building	 Team Building
Week Two July 8	 Bounce House & Kona Ice	 DJ Dale	 Parkade Cinemas	 Spare Time
Week Three July 15	 Hartford Athletic	 Hartford Athletic	 Hartford Athletic	 Hartford Athletic
Week Four July 22	 Brain Circus	 Parkade Cinemas	 CNT Entertainment	 CNT Entertainment Camp Jeopardy
Week Five July 29	 Parkade Cinemas	 CNT Entertainment	 DJ Dale	 Bounce House & Kona Ice
Week Six August 6	 DJ Dale	 Bounce House & Kona Ice	 Bounce House & Kona Ice	 Parkade Cinemas

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Teen Camp

2026 Field Trip Schedule

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Week One	29	30	1	2  Spare Time	3
Week Two	6	7  Parkade Cinemas	8	9  Sonny's Place	10
Week Three	13	14  CT Sun	15  Hartford Athletic	16  The Adventure Park	17
Week Four	20	21  Nerf Day	22	23 	24
Week Five	27	28  Urban Air Transporello Park	29	30  Basketball Hoops	31
Week Six	3	4	5	6  SPORTS CENTER	7

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WHAT WILL MY CHILD DO WHILE AT CAMP?

The Manchester Recreation Division operates 5 different summer camp sites. Each site will be staffed with 1 Director, 1 Assistant Director, and 1 Youth Outreach Worker, along with a variable number of counselors based on the size of the camp. We offer campers a full day of activities including sports, arts & crafts, swimming, and more!

DAILY SCHEDULE

Here is an example of the camp day:



7:30 – 9:00 Early Care

9:00 – 9:15 Unit Time

9:15 – 10:20 Activity 1

10:20 – 10:35 Snack

10:35 – 11:40 Activity 2

11:40 – 12:00 Camp Wide

12:00 – 12:45 Lunch

1:00 – 2:30 Swim

2:30 – 3:00 Unit time

3:00 – 5:30 After Care



CAMP TRIPS

TRIP SCHEDULE

Here is an example of the camp day:



7:30 – 9:00 Early Care

9:00 – 9:30 Load Bus

9:30 – 10:15 Travel

10:15 – 10:35 Snack

10:35 – 12:00 Trip Activity

12:00 – 12:30 Lunch

12:30 – 1:45 Trip Activity

1:45 – 2:30 Travel

2:30 – 3:00 Unit time/Pick Up

3:00 – 5:30 After Care



*In partnership with the B.O.E Food Services, free lunch and PM Snack will be provided for the campers.

MEET THE SUMMER TEAM!



Calvin Harris, Senior Recreation Supervisor

"I believe a community is the driving force to the success of any great town. Our community makes my job fulfilling, enjoyable, and beneficial! I love developing relationships and getting to understand what people want. As a Senior Recreation Supervisor, I assist with the day-to-day operations of the Recreation Division. Permitting of green space – such as ballfields, soccer fields, and football fields. I assist with permitting recreational facilities and special events as well as oversee youth and adult sports."



Josh Charette, Recreation Supervisor

"As a Recreation Supervisor, I oversee the Community Y in Manchester's North-end. This includes aquatic programming and the Park Ambassadors at Charter Oak Park. I facilitate the Lifeguard and Water Safety Instructor classes as well as the CPR/First Aid trainings. I also coordinate special events, such as our annual Holiday in the Park and Fall Festival."



Taylor Nicolls, Recreation Supervisor

"As a Recreation Supervisor, I oversee the Leisure Labs at Mahoney Center and our daytime Summer Camp season. Every day we encounter different people with their own unique stories, and it is our duty to love and encourage one another despite our differences. We should make a conscious effort to contribute to the growth of our community and help others with love and intention."



Anthony Mazzotta, Recreation Supervisor

"As Recreation Supervisor, I oversee Northwest Park programming including Pavilion rentals, Rec on the Run programs, the Recreation Golf League, pickleball & assist with planning special events and programs throughout Manchester."



McKenna Cheverier, Recreation Supervisor

"As a Recreation Supervisor, I oversee the Eastside Neighborhood Resource Center, Spruce Street & Northwest Park Farmers Market Series, Community Project and Event Fund, and Spruce Street Community Garden. I am passionate about promoting wellness, engagement, and inclusive participation through the implementation of thoughtfully designed recreational programs that enhance community connection."



EMERGENCY ACTION PLAN CODES

CODE RED

STAY CALM.

CALL 9-911

- Active Fire/Smoke
- Medical Emergency
- Missing Child
- Physical Altercation
- Potential Drowning
- Search and Rescue
- Suspicious Persons

CODE YELLOW

CALL 9-911 AND NON-EMERGENCY LINE 860-645-5500

USE YOUR BEST
JUDGEMENT.

- Non-Medical
- Homeless person(s) on grounds/facilities
- Suspicious Smell/Object
- Verbal Altercation

CODE GREEN

REQUIRES IMMEDIATE ASSISTANCE

DID YOU REMEMBER TO
CONTACT YOUR DIRECT
SUPERVISOR?

- Basic First Aid
- Fire Alarm
- First Aid Kit
- First Amendment Audit
- Inclement Weather
- Insubordinate Employee
- Unruly Patron



There may be emergencies that fall outside of the scope of these emergency action responses. In the event of this, please:

- Call 911
- Contact your direct supervisor
- Stay calm & use your best judgement



EMERGENCY ACTION PLAN CODES

CODE RED

WHAT IS A MEDICAL EMERGENCY?

The person's condition is severe and/or life threatening (for example, the person is having a **heart attack, severe allergic reaction** or **severe head injury**). Moving the person could cause further injury (for example, in case of a neck injury or motor vehicle accident), so please ensure the victim remains stationary until medical assistance arrive. Stay positive and give the victim reassurance that help is on the way.

CODE YELLOW

WHAT IS A NON-MEDICAL EMERGENCY

Suspicious activity in your neighborhood, business, or current location. Signifies no immediate danger within the building or on the campus but a situation has arisen requiring all persons to stay locked indoors. Examples of a **CODE YELLOW** may include police action in the area, suspicious smells/objects, drug paraphernalia, homeless person(s) on grounds/facilities, altercations (Level 1), etc.

CODE GREEN

WHAT REQUIRES IMMEDIATE ASSISTANCE

CODE GREEN items do not require emergency personnel to be contacted. Examples of a **CODE GREEN** include inclement weather, administration of a first aid kit, an unruly patron(s), fire alarm, insubordinate/disgruntled employee, etc.



There may be emergencies that fall outside of the scope of these emergency action responses. In the event of this, please:

- **Call 911** Contact your direct
- **supervisor Stay calm & use your**
- **best judgement**

EMERGENCY TELEPHONE LIST



THE NUMBER (9) MUST BE DIALED FROM FACILITY PHONES

RECREATION SUPERVISORS:

Recreation Supervisor:	Anthony Mazzotta 860-810-8719
Recreation Supervisor:	Joshua Charette 860-930-7716
Recreation Supervisor:	Taylor Niccolls 860-306-0043
Recreation Supervisor:	McKenna Cheverier 860-634-2342
Senior Recreation Supervisor:	Calvin Harris 860-647-3088

EMERGENCY MEDICAL SERVICES:

Manchester Police / Manchester Fire

****EMERGENCY	Facility Phone:	9 - 911	Cell / Public Phone:	911
NON-EMERGENCY	Police: 860-645-5500		Fire: 860-647-3266	

MANCHESTER MEMORIAL HOSPITAL:

Main # 860-646-1222 **Prompt Care:** 860-647-4770

Emergency Dept.: 860-647-4777

<u>DCE</u>	Hotline (Referral):	800-842-2288	Supervisor:	860-533-3735
Abuse & Neglect Care		800-842-2288		
Suicide / Prevention / Substance Abuse		2.1.1		
Mental Health / Suicide Lifeline		9.8.8		
Poison Control		800-343-2722		

LEISURE, FAMILY, AND RECREATION ADMINISTRATIVE OFFICE:

Director:	Chris Silver 860-647-3084
Sen. Rec. Supervisor:	Calvin Harris 860-647-3088
Sen. Rec. Supervisor:	Kathy McGuire 860-647-3087
Tech. Office Associate:	Alysia Dumais 860-647-3085
Administrative Asst.	Colleen Munzu 860-647-3084

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