



**RIVERA MEMORIAL FOUNDATION, INC.**

186 Cherry Street  
Waterbury, CT 06702

**CAMP FIRE  
SUMMER ENRICHMENT PROGRAM**



**Parent/Guardian  
And Camper  
Handbook**

Parents/Guardians and Campers are held responsible for reviewing and signing the signature page to the Camp Administration on or prior to the due date.

Revised April 2021

**Rivera Memorial Foundation Inc.**

186 Cherry Street  
Waterbury, CT 06702  
Phone: 475-235-3182  
Fax: 203-575-1206

**Mission Statement**

The goal of the Rivera Memorial Foundation Inc. is to develop the full human potential by fostering their intellectual, social, economical, moral and spiritual growth.

**RMF'S Purpose**

To provide community based programs and services in an effort to prevent cruelty of children, decrease juvenile delinquency, strengthen families and the creation of a community center to encompass services and program which can help to improve the quality of life of youths, Latinos, women and other disadvantaged groups.

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**Rivera Memorial Foundation  
Camp Fire Staff**

**Jessica Ocasio**  
Rivera Memorial Foundation Inc.  
Executive Director  
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**Yaritza De La Cruz**  
Camp Coordinator

**Ebony Gaines**  
Rivera Memorial Foundation, Inc.  
Secretary



**RIVERA MEMORIAL FOUNDATION, INC.**

**CAMP FIRE SUMMER ENRICHMENT PROGRAM**

I HAVE READ AND REVIEWED THE ENCLOSED RULES & REGULATIONS, AS WELL AS, THE CAMPER DISCIPLINARY POLICY WITH MY CHILD(REN). I, ALSO GIVE PERMISSION FOR MY CAMPER TO PARTICIPATE IN SWIMMING AND FIELD TRIP ACTIVITIES DURING THE SUMMER RPROGRAM. I AM AWARE THAT THE RIVERA MEMORIAL FOUNDATION, INC., THE N.O.W., INC, THE CITY OF WATERBURY, DURHAM BUS SERVICES, AND THE PARKS AND RECREATION DEPARTMENT ARE NOT LIABLE FOR ANY ACCIDENT THAT MAY OCCUR DURING THE COURSE OF THE SUMMER PROGRAM. WE WILL COMPLY WITH ALL RULES AND REGULATIONS IN ORDER TO TAKE PART IN THE RMF, INC. CAMP FIRE SUMMER ENRICHMENT PROGRAM

\_\_\_\_\_  
SIGNATURE OF PARENT / GUARDIAN

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PARTICIPANT (S) NAME (S)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**\*Sign and return on first day of camp\***

Access to a phone, emergency phone numbers, and children's emergency phone numbers. Additionally, children shall stay inside if the state issued a weather warning.

Parents will be notified via REMIND App about closing status. Information will also be posted on the RMF website, Facebook, Channel 4, Channel 8 and Channel 3. It is critical that all parents sign up for the REMIND App in order to receive important notifications from the program.

### Plan for Child Not Picked Up at Closing

If a child is not picked up at the closing hour, two staff members will remain with the child. The parents will be telephoned. If the parents cannot be reached, staff will call persons on the child's Emergency Information List. If one hour has expired and no one has picked up the child, then the local police department and DCF will be called. The child will be kept buy and as free from worry as possible.

### Conclusion

We would like to again welcome you and your child to our program and hope you have found this information useful. If any questions are left unanswered, please call the center at 475-235-3182. We welcome all question, comments and suggestions.

## Parent Rules and Regulations

- **The Office of Early Childhood requires that each child have a completed physical examination (within 3 years) and be current with all required immunizations before entering the program.**
- Parents/guardians are responsible for drop off at 8:30 a.m., and pick up by 4:00 p.m. of their child(ren) to the center. *\*For those who have applied for extended time, drop off is at 8:00 a.m., and pick up by 5:30 p.m.\**  
**A late fee of \$10.00 will be applied for those whom are not picked up at the specified times.**
- Adults who bring children to the center must sign them in at the front desk. At dismissal, all parents/adults must show proper identification upon pick up to ensure the safety of all children and sign the child out. Under **NO** circumstance is a child allowed to leave the building unescorted.
- If a parent will not be picking or dropping their child, a note or phone call to the center must be made with the name of the person picking up the child. The party whom will be picking up your child must show proper identification prior to the release of a child. **\*Children will not be released to any party not listed on the emergency contact or pick up list.\***
- **PARKING: Parking is limited. Please park directly in front of the center or across the street as far up the street as possible to allow for others to park. DO NOT PARK ON ALBERT STREET (street right next to main entrance) as it is an active street and will prevent residences from entering and exiting the street.**
- **Domestic Situations:** The program and staff will not become involved in any domestic disputes or disagreements. Parents are strongly encouraged to work together for the sake of their child while in the program. Exposing children and staff to any potentially dangerous situation, domestic or otherwise, will result in termination of child in the program. In the case of legal restrictions, a copy of a signed, current restraining order must be in the center at all times. Staff will comply, but will not put themselves or the children in harm's way.

## Field Trips

**Permission to attend field trips must have been signed with the application. A first aid kit, telephone and health forms for the children in the camp will taken on all field trips. Children will be supervised at all times on field trips, and each will be assigned to a chaperone. Family members are welcome to serve as chaperones, but are responsible for paying field trip fee. Field trip transportation is provided by Durham Bus Services.**

- On all field trip days, all campers **must** wear their Campfire T-shirts. **Any child whom does not have their t-shirt will not be allowed to attend the field trip.**
- All field trips and activities are subject to change or to cancellation.
- All campers must arrive to the center by 9 am, as most of our filed trips leave shortly after. Any camper arriving after 9 am risks missing the field trip.
- **For pool days, campers are responsible for arriving with towels and their appropriate swimsuit attire on.** Be sure your child has a change of clothes to change into after pool time is over. Water shoes are allowed at the pool only, then must be changed to sneakers on departure from the pool.

## Health & Nutrition

- Breakfast & lunch menus are provided to every family, if your child does not like the breakfast or lunch provided, they may bring their own lunch. All breakfasts or lunches must be ready to eat. **There will be no warming up of food on site.** Please be sure your child(ren) has a lunch bag with their name and group visible. **Notify staff of any allergy, special nutrition, or concern. This should include a signed physician's statement.**
- **The camp has an on-call doctor that is available for advice to the staff regarding the health and well-being of children in our program.** All adult staff are certified in first aid & CPR.

## **Medial and Dental Emergencies**

In the event of a medical or dental emergency, the staff who has first aid training will provide care. At all times a staff member with current firs-aid training is available and on site wen ever enrolled children are preset. An administrator or office personnel will activities the Emergency Medical Service (EMS) system by dialing 911 when immediate medical help is required. A designated staff member will contact a parent/guardian. In the event that the parent/guardian cannot be reached, staff will contact people named on the child's Emergency Information List provided by the paren. A camp coordinator will accompany the child to the hospital and will remain with them until a parent/guardian assumes responsibility for the child. The accompanying staff member will bring the child's health form with relevant information about the child and any individual emergency care plans for children with know medical or developmental programs that might require special care in an emergency. The child will be transported to the hospital closest to the program for treatment.

## **Fire**

Staff will immediately gather children and count the children. Staff will take children, roll lists, medical authorization forms, telephone and emergency numbers, and quickly and calmly exit the building through the nearest safe exit and walk to our designated space neat Gabe's Tire Shop. Attendance will be taken for all children and staff. No on will be allowed to return to the building until it is confirmed safe by the appropriate authorities. If we are unable to return to the center, staff and children will walk to take shelter at the New Opportunities Inc. Evacuation drill are held monthly and emergency contact information is taken with the children when leaving the building for such drills.

## **Sever Weather**

The organization abides by local codes in drill procedures/evacuation. Should it be necessary to close the center due to severe weather, you will be notified immediately. If severe winds or other serious conditions should jeopardize the children's safety, we would gather children and shelter them in the inner hallways of the building. Fire aid supplies will be available, as well as a radio with batteries, flashlights, emergency lights, snacks and drinks. Staff at all times has

**ORDER OF ACTION IS AS FOLLOWS FOR ALL CAMPERS:**

1. VERBAL & WRITTEN WARNING TO CAMPER
2. PHONE CALL / MEETING WITH PARENT / GUARDIAN
3. EXCLUSION FROM ACTIVITIES
4. SUSPENSION
5. TERMINATION

PLEASE NOTE ALL COUNSELORS WILL HAVE A RUNNING LOG AND INCIDENT REPORTS WITH ANY OR ALL INCIDENTS REPORTED BY OR ABOUT THE CAMPER.

**Termination of Service Policy**

The Rivera Memorial Foundation, Inc. reserves the exclusive right to terminate program services. Failure to abide by center rules may result in the child’s dismissal from the program. Reasons for termination may include, but are not limited to the following:

- Failure to observe rules and regulations. Parents and other adults are expected to observe all rules and regulations. We ask that all adults entering the program demonstrate courteous behavior to staff and children and to serve as good role models.
- Unpaid fee balances
- Expired child’s physical
- Habitual late pick up
- Unacceptable child behaviors
- Just cause

**Emergency Plans**

A posted version of the Emergency Preparedness plan can be found throughout the center.

**Evacuation Plan**

The case of an emergency requiring evacuation from the center, children and staff will be sheltered at New Opportunities Inc.. Children and staff will walk to the identified shelters. Emergency contact information is taken with the children on field trips and when leaving the building for evacuation drills.

- **If your child uses any medications not self administered, please try to administer the medication prior to camp arrival.** Only MD approved self-administered medications on camp health form are allowed to be stored at the camp. These medications must be provided in original packaging with original packaging with prescription labels attached.
- **ALL CHILDREN MUST WEAR A MASK! Any child who was directly exposed to a COVID + person cannot return until they quarantine for 10 days.**
- **Sick Children :** For protection of all children, the center is not able to care for children who are ill. If your child becomes ill during the day, we will contact you to pick up your child. **State regulations require that a sick child be picked up as soon as possible.** If a parent cannot be reached or are unable to pick their child up , a person designated on the emergency sheet will be called. The ill child will rest in the office or in the nurse’s station. However, if your child is feeling ill prior to arrival, please do not send them to camp. We ask that parents please call the center to notify the staff of your child’s absence. If a child is absent due to illness, they are not allowed to return to the center until free from only of the following symptoms or infections for twenty-four (24) hours:

<b><u>Symptom/Condition</u></b>	<b><u>Excluded from center until:</u></b>
Temperature over 100° F	1 full day fever free (not medicated)
Vomiting	No vomiting for 1 (one) full day
Diarrhea	Child returns to normal
Rash of unknown origin	Rash is gone, diagnosed & treated
Strep	24 hours or 3 doses of antibiotic treatment, no fever for 24 hours, note from physician
Purulent Conjunctivitis (Pink Eye)	No drainage from eye lid, no longer inflamed, on medication for 24 hours, note from physician
Impetigo	24 hours or 3 doses of antibiotic treatment
Head Lice	Nit free
Chicken Pox	6 days after onset of rash and all lesions are dried and crusted

- Parents are responsible for applying sunscreen to their child each morning prior to arrival at any program. This policy applies to all employees, parents and visitors while on the program's premises.

### Clothing

**All children should be properly dressed for the weather and the day's events, which includes active play and possible messy activities. We go outside almost daily, except for most inclement weather, so children need appropriate outdoor apparel. (\* Children may not go outside if the air quality is poor as monitored by the Weather Channel or if the temperature is too high\*)**

- All children are to be prepared at all time for the camp activities by wearing sneakers and socks. **Flip flops and open toe shoes or sandals are not allowed.**
- Parents can pack a change of clothes for children that will be stored in their cubby. Children must be able to change themselves independently.
- The camp and center are not liable for any lost or stolen items. Campers who bring any items, such as: book bags, towels, lunch, etc., will be responsible for the safe keeping of their personal belongings. **Please do not send your child to the camp with: cell phones, toys, candy, etc. as they will be immediately confiscated.**

### Behavior Reports

**Camp incident reports are used to inform parents of a child's behavior. For instances of persistent behavior issues, the report will be completed and signed by the counselor and camp coordinators. The specific details, including efforts for resolution will be recorded for discussion with child's parent at pick-up time. A copy will be available to the parent and a copy will be placed in the child's file.**

### Discipline Policy

The following are acceptable discipline measures:

1. Staff will use techniques based on developmental appropriate practice including positive guidance, redirection, and setting clear limits that encourage children to develop self-control, self-discipline and positive self-esteem. Adults will demonstrate correct and acceptable behavior.
2. A continuously supervised time period away from the situation within the room for a period of no more than five minutes may be used. During this time, staff will converse with the child about the situation and suggest possible alternatives. As a last resort child may be removed from the room by a counselor for discussion with the camp coordinator.
3. Staff will notify a parent/guardian of persistent or dangerous problems. The parent will be required to review and sign a Behavioral Report describing the incident.
4. Rivera Memorial Foundation, Inc. reserves the right to disenroll a child for safety of other children and staff.

### Camper Rules

1. NO SWEARING
2. NO FIGHTING, HITTING OR HORSEPLAY
3. CAMPERS SHOULD NOT BE DISRESPECTFUL TO ANY COUNSELOR OR FELLOW CAMPER
4. NO TOUCHING OF ANY KIND WILL BE TOLERATED
5. NO WEAPONS OF ANY KIND WILL BE ALLOWED. IF FOUND OR SEEN IT WILL BE CAUSE FOR AN AUTOMATIC TERMINATION OF THE CAMPER.
6. DURING FIELD TRIPS OR GROUP TRIPS, ALL CAMPERS ARE TO STAY WITH THEIR ASSIGNED GROUP AND COUNSELOR.