



CAMP KORP

PARENT/GUARDIAN HANDBOOK

ADDRESS

Western Baseball League
665 Spring St.
Southington, CT 06489

Prior to your child's start date, please be sure to complete all required forms. A valid **physical** (exam date within the past 3 years) is required, as well as a signed Parent/Guardian Agreement. These forms are required for ALL CAMPERS and must be completed and uploaded to your camper's profile on our website (preferred), or handed in to our check-in staff on the first day of camp.

These forms can be found on our website at campkorpsouthington.com, under the "forms" tab. Or they can be accessed by logging in to your parent dashboard on our website as well. This is also where forms should be submitted for each camper.

DROP-OFF & PICK-UP TIMES AND PROCEDURES

WEEKLY CAMPERS: 8 AM-3:45 PM (Early drop-off for 7:30 is available for an extra charge) Drop-off is anytime between 8 AM-9 AM, Pick-up is between 3 PM- 3:45 PM.

CITS (COUNSELORS IN TRAINING): 7:30 AM- 3:45 PM

CITS may be dropped off between 7:30-8:00 AM and should be picked up by 3:45 PM.

LIL' FRIENDS:

- **HALF DAY- 9:00 AM- 1:00 PM**
- **FULL DAY- 9:00 AM- 3:00 PM**

Please do not arrive any earlier than 9:00 AM for drop-off, as that is when Lil' Friends staff will be available. Also, please be sure to arrive on time for pick-up, as our Lil' Friends staff are only scheduled until that time.

Younger campers should be escorted to the Check-In/Nurse's Tent and be checked in by our staff. From here, campers will be escorted to their teams. Older campers may be dropped off alone, but must still check in with staff at the front tent. Parents may discuss any questions or concerns with our staff or nurse at this time as well.

- If a camper is going to be late or will not be attending that day, parents can send an email to campkorp@gmail.com. No need to call.
- If a camper needs to leave camp early, please inform staff at drop-off in the morning or send an email to campkorp@gmail.com.
- Campers will not be allowed to leave with anyone who is not designated as an authorized pick-up person. A PIN number will be required for pick-up.

INCLEMENT WEATHER DAYS

Camp Korp will do our best to remain open rain or shine and will always be held at our regular location. Please make sure campers are prepared with appropriate clothing/change of clothing on wet days. Covered areas will be utilized when needed, but campers are still allowed plenty of outdoor options even in wet weather.

In the case of a severe weather event, Camp Korp reserves the right to cancel/postpone days. In the unlikely event of a cancellation, a day pass will be provided for later use, valid for 1 year from date of cancellation. No cash/monetary refund will be given if day pass is not used within specified time frame above.

GEAR UP FOR CAMP!

On the first day of camp, you will be greeted by our check-in staff and nurse. At this time, all forms must be completed or campers will not be permitted. Any issues or concerns may be addressed at this time if necessary.

When dressing your child for camp, remember this is a camp and there is a lot of fun in getting dirty! Please be prepared with the following items to make for a great day of camp:

- **REFILLABLE WATER BOTTLE**- Refilling stations always available throughout the day.
- **LUNCH/SNACKS**- Non-perishable foods only as no refrigeration is provided. An insulated lunch bag/box with ice pack is required.
- **SUNSCREEN**- Please make sure sunscreen is applied in the morning and staff will remind campers to reapply throughout the day.
- **HAT/SUN PROTECTION**
- **BATHING SUIT/CHANGE OF CLOTHES**- if planning on using water area. Best if bathing suit is worn under clothing for our younger campers.
- **TOWEL**
- **CLOSED-TOE SHOES/SNEAKERS or WATER SHOES** (optional for water activities).

HEALTH AND SAFETY

The health and safety of our campers is our number one priority. For the health and safety of all of our participants, you are required to notify the Camp Korp director or Nurse of all communicable diseases your child may have contracted (i.e. chicken pox, head lice, pink eye, etc.) along with any Covid-19 related symptoms (fever, headache, loss of smell, aches, pains, etc.). Specific

information will be kept confidential; however, we must notify all participants of the situation.

ILLNESS/INJURY

Parents will be asked to pick up their child in the event of: a temperature of 100 degrees or higher, diarrhea, vomiting, serious cough, or signs of head lice, chicken pox, rashes, etc. In the event of a serious injury, 911 will be called, first aid will be administered, and parents will be notified immediately. We will not transport any child in a personal vehicle and will call an ambulance in the event of an emergency.

MEDICATIONS

Any medications a camper needs while at camp must be brought to our camp nurse in the **original container** and be accompanied by a [Medication Authorization Form](#) **AND** [Individual Care Plan](#).

If you have any questions or concerns, you may speak to our nurse at drop-off on Monday morning. EpiPens, inhalers, and any medicines listed on the Medication Authorization Form must be provided, this includes over-the-counter and prescriptions. **CT REQUIRES ALL MEDICINE TO BE LABELED WITH YOUR CHILD'S NAME, DOSAGE, AND BE IN ORIGINAL CONTAINER/PACKAGING.** Our nurse cannot administer without proper documentation. Please document your child's allergies on our medical form. The more information we have, the better we can serve your children.

SUNSCREEN

Staff is not authorized to apply topical ointments unless several lengthy regulations similar to those with medication administration are followed. Due to the number of participants in the camp program, it would take hours to administer to each one. **SUMMER CAMP STAFF IS NOT ALLOWED TO APPLY SUNSCREEN**, however several reminders will be given throughout the day to apply and breaks will be given for this purpose. Please see the suggestions below:

- Purchase a sunscreen that is waterproof and has a duration period of at least 6 hours. Apply the sunscreen at home prior to arriving at camp.

- Instruct your child on how to properly apply sunscreen and if need be, have them bring their own sunscreen to camp. Put your child's name on their sunscreen. They are not to share it with anyone else.
- If your child has a strong reaction to the sun, we suggest you consult with your physician for a possible prescription sunscreen.

BEHAVIOR POLICY

It is our goal at Camp Korp to create and provide as much of a safe, fun, uplifting, encouraging, motivating and accepting environment as we possibly can. To accomplish this, it takes everyone's help, cooperation and consideration. If your child's behavior has a negative impact on others around them, parents will be notified. Depending on the severity of the situation, parents may be asked to pick up their camper for the remainder of the day. If behavior persists, camper may be suspended for one day or more.

CONTACT

Please feel free to contact us at any time with any questions or concerns that you may have.

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