

# Silly Joel's Summer Camp Parent Handbook

## Welcome to Silly Joel's Summer Camp!

Thank you for choosing Silly Joel's Summer Camp! We are committed to providing a safe, fun, and enriching experience for your child. This handbook is designed to provide you with important information regarding our camp policies, health and safety procedures, and guidelines to ensure that both you and your child have the best possible summer camp experience. Please take a moment to read through the following information and feel free to contact us with any questions.

## General Information

**Camp Location:** The Scandinavian Club  
1351 S Pine Creek Rd, Fairfield, CT 06824

### **Camp Dates:**

Week 1 Aug. 11-15, 2025

Week 2 Aug. 18-22, 2025

### **Camp Groups and Ages**

- **The Butterfly Chasers** Ages 4 & 5 yr. old
- **High Five Flyers** Ages 6-8 yr. old
- **Elite Eagles** Ages 9-13 yr. old

Cost = \$325 / week (Pack a snack & lunch)

(No pro-rating weeks)

### **Add-Ons**

**The Breakfast Club (8-9 AM)** Add \$25/day or \$100/week

**The Sun Setter Gang (3-4 PM)** Add \$25/day or \$100/week

### **Operating Hours:**

Monday - Friday, 9AM to 3 PM

### **Contact Information:**

Phone: (203) 400-0458

Email: SillyJoelServices@Gmail.com

**Camp Mission Statement** - At Silly Joel's Summer Camp, we strive to foster a supportive and joyful environment where children can grow, make lasting friendships, and learn valuable life skills. Our activities promote creativity, teamwork, and self-confidence while ensuring the safety and well-being of each camper.

## Connecticut State Licensing Compliance

Silly Joel's Summer Camp is licensed under the State of Connecticut and adheres to the following state regulations:

- **Health and Safety:** We follow all state guidelines related to camper health, safety, and well-being. All staff members are certified in first aid and CPR, and we have a licensed nurse on staff during camp hours.
- **Immunization Records:** In compliance with Connecticut state law, all campers must provide proof of up-to-date immunizations before the first day of camp.
- **Background Checks:** All camp staff members undergo criminal background checks, as required by state law, to ensure the safety of all campers.
- **Staff-to-Camper Ratio:** We adhere to the state's required staff-to-camper ratios to ensure that each child receives proper supervision.
- **Field Trip Safety:** Any off-site activities or field trips are supervised according to state safety regulations, and permission slips are required for participation.

For more details on Connecticut's camp licensing requirements, please visit the Connecticut Camp Licensing Department.

## Health and Safety Policies

**Medical Information** - All parents/guardians are required to submit a complete medical form upon registration, which includes information about allergies, current medications, chronic conditions, and emergency contacts.

- **Medications:** If your child requires medication during camp hours, please ensure that the medication is clearly labeled and accompanied by a completed medication form. Medication will be administered by a trained staff member only.
- **Allergies:** Please notify us of any food, medication, or environmental allergies your child may have. We will make every effort to accommodate allergy-related needs, including providing an allergen-free environment where necessary.
- **Emergency Medical Treatment:** In case of illness or injury, we will contact the emergency contacts listed on the registration form. In the event of a serious medical emergency, camp staff will call 911.

### Health & Wellness Screening

All campers are required to have a wellness check upon arrival each morning to ensure they are healthy enough to participate in camp activities. Children exhibiting symptoms of illness (fever, cough, vomiting, etc.) will be sent home.

### Immunizations

All campers must submit proof of immunization before attending camp. Acceptable forms of proof include an official immunization record from a healthcare provider or a copy of the child's immunization card. We comply with all Connecticut immunization laws.

## Camp Activities and Programs

Silly Joel's Summer Camp offers a variety of fun and enriching activities, including:

Arts and crafts      Sports and games      Swimming (if applicable)      Nature walks  
Team-building exercises      Educational workshops      Special events and themed days

All activities are designed to promote creativity, physical activity, and teamwork in a safe, supportive environment. Camp counselors are trained to supervise children closely and facilitate age-appropriate programs that cater to the interests and needs of all campers.

## Camp Drop-Off and Pick-Up Procedures

- **Drop-Off:** Please ensure that your child is dropped off at the designated area no earlier than 9 AM. Parents are required to sign their child in each day.
- **Pick-Up:** Children must be picked up promptly by 3 PM. If a parent is unable to pick up their child, they must provide the camp with the name and contact information of an authorized adult to pick up the child.
- **Late Pick-Up:** A late pick-up fee will be applied if a camper is not picked up by the end of the camp day. Please contact the camp office if you will be late. Ask about the Sun Setter Gang to extend the day till 4PM.
- **Authorized Pick-Up:** Parents must provide a list of individuals who are authorized to pick up their child. A photo ID is required for all pick-ups.

## Camp Fees and Payment

The camp registration fee is \$325 per week/session. Payment can be made via check, credit card, or online payment platform. The fee covers all activities, snacks, and supplies for the camp session.

- **Refund Policy:** Cancellations made at least 14 days or more before the start of camp will receive a full refund, minus a \$100 processing fee. Cancellations made within less than 14 days of the start date are non-refundable.
- **Financial Assistance:** A limited number of scholarships may be available. Please contact the camp office for more information.

## Behavioral Expectations

To ensure a safe and respectful environment for all campers, we ask that children and parents adhere to the following behavioral guidelines:

- **Respect:** We expect campers to show respect for themselves, other campers, and camp staff at all times.
- **Safety:** Campers must follow the instructions of camp staff and avoid dangerous behavior that may cause harm to themselves or others.
- **Bullying:** Silly Joel's Summer Camp has a zero-tolerance policy for bullying. Campers engaging in bullying behavior will receive appropriate consequences, which may include temporary removal from activities or dismissal from camp.
- **Positive Attitude:** We encourage campers to be supportive, kind, and helpful to others.

If any behavior issues arise, the camp director will contact the parent/guardian to discuss a plan of action.

## Discipline Policy

Our methods for handling conflicts prioritize positive guidance, setting clear boundaries, and redirecting behavior.

**Conflict Resolution Approach:** In instances of disputes between children or involving a child and a staff member, we prioritize open communication and constructive dialogue. Our objective is to encourage all parties to express their feelings and collaborate on finding solutions, with a preference for incorporating children's perspectives wherever feasible.

**Management of Aggressive Behavior:** In cases where a child displays repeated aggression or disrupts the work of others, efforts will be made to address the behavior through dialogue and redirection. If necessary, the child may be encouraged to engage in alternative activities in a different area, provided that efforts to promote self-control have not yielded the desired results. We are committed to maintaining continuous supervision during disciplinary interventions to ensure the safety and well-being of all children involved.

**Prohibited Disciplinary Practices:** Under no circumstances will staff members resort to abusive, neglectful, corporal, humiliating, or frightening forms of punishment. Physical restraint will only be employed when necessary to safeguard the safety and health of the child or others within the program.

### **Basic Ground Rules for Participants: BE KIND, BE SAFE, BE RESPONSIBLE**

1. Stay within designated areas of the program and remain in the company of a staff member at all times.
2. Respectfully adhere to the directions provided by staff members. Any concerns or lack of clarity should be addressed with a staff member in a calm and respectful manner.
3. Refrain from physical aggression, including hitting, kicking, spitting, or engaging in fights.
4. Promptly report any instances of harm experienced to a staff member and avoid retaliatory actions.
5. Respect the personal belongings of others and refrain from taking or using them without permission.
6. Treat the property of the program and school with care and respect, as you would your own belongings.
7. Be mindful of the impact of your words, opting for kindness and empathy over hurtful language or behavior such as teasing or mockery. Inappropriate or disrespectful language is not tolerated.

In the event of a child failing to adhere to program rules or staff instructions, a structured approach will be taken to address and rectify the behavior while minimizing disruptions.

**Step 1 – Reminder of Expectations:** For minor infractions, the child will receive a gentle reminder of the specific rule being violated and will be encouraged to correct their behavior promptly. This initial step aims to address minor lapses in judgment with the support of a staff member.

**Step 2 – Reflection Period:** If a child seems to struggle with correcting inappropriate behavior, either by repeating unacceptable actions or showing reluctance to acknowledge the seriousness of their actions, staff may initiate a "reflection period." During this time, the child will be temporarily separated from group activities to reflect on their behavior more deeply. The duration and nature of this reflection period will be determined based on the child's age and the specific circumstances. Parents will be promptly informed, and all incidents leading to the reflection period will be documented.

**Step 3 – Early Pick-Up:** If the child continues to exhibit disruptive behavior despite interventions, parents will be contacted to discuss the situation. Depending on the circumstances, parents may be requested to pick up their child immediately. Alternatively, parents may be asked to reinforce program rules and expectations over the phone. In some cases, the child may be excluded from activities for the remainder of the program day if composure cannot be regained.

**Step 4 – Suspension from the Program:** Should the child fail to respond positively to previous interventions or if the behavior warrants immediate action, the Camp Director will request the child's immediate removal from the program. A one-day suspension will be enforced, and further discussions with parents will occur to address the behavior and consider additional measures if necessary.

**First Offense:** Early pick-up and one-day suspension.

**Second Offense:** A repeated offense resulting in suspension may lead to an extended suspension.

**Step 5 – Dismissal from the Program:** If disruptive behavior persists despite previous interventions, a comprehensive review will be conducted with the involvement of the Camp Director and parents. Dismissal from the program will be considered if the child's behavior jeopardizes the safety and well-being of themselves or others, or if it significantly disrupts the program's operation.

**Dismissal Criteria:** Dismissal may be necessary in cases of repeated violations of program policies, aggressive behavior towards staff or peers, or failure to engage constructively with program staff or activities. Additionally, failure to provide relevant information or documentation related to the child's individual needs may also warrant dismissal.

## Silly Joel's Summer Camp

### Parent Checklist

Please review this checklist to ensure you have submitted all necessary paperwork, including medical forms, fully completed before **Monday, July 21st. We will NOT accept forms at drop-off the morning of camp.**

If there is any pertinent information concerning your child that should be communicated to their counselor for the week, or if you need to pass on any medication to the camp medical staff, please contact us before your child's first day at

**SillyJoelServices@Gmail.com**

#### Parent Checklist:

- **Read the Silly Joel's Summer Camp Handbook / Parent Information Packet completely and ask any questions you may have.**
- **Completed Health Form w/ Immunization Records**  
(Must be within 2 years. **School forms are not accepted.**)
- **Completed Authorization for Administration of Medication Form**  
(If medication administration is required during camp hours.)
- **Completed Care Plan**  
(If applicable, for campers with special needs or require medication)

**Note:** Forms sent as pictures will **NOT** be accepted.

## Silly Joel's Summer Camp

### Important Information

This information is to ensure a smooth and enjoyable camp experience for both campers and parents. Please read it carefully, as many common questions are answered below.

#### 1. Camper Arrival Time and Location

Campers should arrive on the first day of camp at **8:45 AM** and **9:00 AM** on subsequent days.

#### 2. Camper Pick-Up

- **Full-Day Campers:** Pick-up is at **3:00 PM** from the central pick-up point in front entrance of Club.

#### 3. Medical Staff

- Medication must be given to our medical staff with a completed **Authorization for Administration of Medication** form signed by health provider and parent, as required by state guidelines prior to your child attending.
- Routine medications are not administered, but inhalers, oral medications, topical medications, and injectables can be given if necessary for a diagnosed condition.
- Medications must be in their original containers with valid expiration dates.

#### 4. Medical Form Requirements

- State law requires a **confidential medical form** with **immunization records** for each camper before they attend camp. July 21st deadline. **No exceptions:** Your child cannot attend camp without this form submitted.
- School forms are **not** accepted, and medical forms must be within the last **two years**.

#### 5. Camper Packing List (Please label all personal belongings with your child's name.)

- **Extra Set of Sport Clothing**
- **Towel & Bathing Suit for water fun.**
- **Nut-Free Snacks**
- **Sunscreen** (should be applied at home)
- **Cold Drinks / Water bottle**

## 6. Camper Equipment

- Campers will need a **small bag** to carry personal items (e.g., towels, sports equipment, etc.) as lockers are unavailable.
- **Closed-toe shoes** are required (no sandals or flip-flops).

## 7. Electronic Devices & Cell Phones - Silly Joel's Camp is not responsible for lost or broken devices.

- Electronic devices (e.g., phones, iPads) are allowed during free time, but must be put away during camp activities. Please bring these items at your own risk as the camp and staff are not responsible for damaged, broken or lost devices.
- Campers are not allowed to have their phone out during camp activities.
- In case of emergency, please contact the camp phone (203) 400-0458 to reach your child.

## 8. Theme Days

- Be ready for **special theme days** each week. A new schedule will be handed out every Monday.

## 9. Lunch

- Lunch is not provided, **please pack a Nut-free kid-friendly meal** that will be refrigerated.
- **Nut-free environment:** Please pack your child's lunch if they have dietary restrictions.

## 10. Birthdays

- If a camper's birthday falls during camp, please let us know on the first day so we can celebrate in special Silly Joel's style.

## 11. Homesickness

- We understand that some campers may feel homesick, especially the younger ones. Our caring staff helps campers adjust to camp life, but we ask for your support in preparing your child for the experience.
- **No refunds** are given for early departures due to homesickness or once the camp season / sessions have begun.

## 12. Payments

- Payment in Full is due at the time of registration.
- No refunds allowed unless a doctors note is provided and the refund is approved by Camp Director. If the camp is cancelled by camp administration due to any unforeseen circumstances you will receive a prorated refund for the cancelled days / camp days service not provide.

## 13. Tipping

- Tipping is **not required**, but it is allowed at your discretion.

## 14. Location of Silly Joel's Summer Camp - The Scandinavian Club

1351 S Pine Creek Rd, Fairfield, CT 06824 Easily located off I-95 and the Post Road.

**15. Parent Involvement** - Parents are always welcome to join us every Friday at 2:30 PM for our "**Silly Joel's Week End with Friends!**". This is where we will share some of the fun memories and activities they've participated in during the week. It also allows us to recognize some of the outstanding campers of the week!

## 16. Parent Feedback and Camp Communication

Communication with parents is important to us. We will send weekly updates via email with important camp news, upcoming events, and highlights from the week. We also value your feedback and are committed to resolving any issues at camp. We want to ensure that your child's camp experience is positive. If you have any questions, concerns, or feedback about Silly Joel's Summer Camp, please contact us at [SillyJoelServices@Gmail.com](mailto:SillyJoelServices@Gmail.com) or call the office at **203-400-0458**.

Thank you for trusting Silly Joel's Summer Camp to make sure they have a safe, silly and memorable summer that allows creativity, growth and builds self-esteem through active play.