



2021 Summer Camp Manual

Table of Contents

Mission Statement.....	2
Program Overview.....	2
Contacts.....	2
Summer 2020 Camp Dates.....	2
Registration & Payment.....	3
Refund and Cancellation Policy.....	3
Tax Information.....	3
Facilities.....	3
Camp Information.....	4
Family Manual.....	4
Website.....	4
Daily Schedules.....	4
BTC Staff.....	4
Policies & Procedures.....	5
Health & Illness.....	5
Special Needs.....	6
Camper Checklist.....	6
Sunscreen.....	7
Prohibited Items.....	7
Behavior Expectations.....	7
Discipline.....	7
Check in & Check Out.....	8
Late Drop-Off & Early Pick-Up.....	8
Emergency Procedures.....	9
Bathroom Policy.....	9
Lunches & Snacks.....	9
Pool Activities.....	9
Rainy Days.....	9
Supplemental Policies.....	9

Mission Statement

The BTC Summer Camp is a camp that allows kids to have fun while learning lifelong skills in a supportive and nurturing environment.

Program Overview

- Top level tennis instruction and structured swim
- Welcomes ages 5-10
- For tennis players and swimmers of all levels
- Fun camp activities
- Runs Monday through Friday
- Limit of 24 kids per session

Contacts

<u>Staff</u>	<u>Title</u>	<u>E-mail</u>	<u>Phone</u>
Errol Natrass	Camp Director	errolbtc@gmail.com	802-318-3925 (<i>anytime</i>)

General inquiries prior to the start of camp and all registration inquiries should be directed to Errol Natrass.

All general inquiries and emergencies during the camp season should be directed to the Amanda Anderson.

Summer 2021 Camp Dates

Week	Start	End
1	Monday, June 21 st	Friday, June 25 th
2	Monday, June 28 th	Friday, July 2 rd
3	Monday, July 12 th	Friday, July 16 th
4	Monday, July 19 th	Friday, July 23 rd
5	Monday, August 2 nd	Friday, August 6 th
6	Monday, August 9 th	Friday, August 13 th

Registration & Payment

Camp registration can be processed online at www.burlingtontennis.com under the “Junior Programs” - “Summer Camp” menu.

Refund and Cancellation Policy

Registration cancellations will be accepted until Saturday, June 1, 2021 at 12:01 AM. A cancellation fee of \$40 will be applied.

BTC does not provide refunds. Credit towards BTC memberships/events/lessons/purchases will be given if cancellation was prior to the cut-off date. Camper spaces are limited. Should you wish to change your camp week and or cancel after the cut-off date, we will try and accommodate your request. However, if no other camper can subsequently fill the vacant spot/s you left, we will retain 100% of the registration fee.

Tax Information

The BTC tax identification number is: 03-0197270

Facilities

Daily activities take place at Burlington Tennis Club. Rain day backup plans may include a trip to the University of Vermont (UVM) campus. UVM involves a short walk from the club.

Notice will be given to parents should we plan a special off-site field trip.

Camp Information

Family Manual

The family manual is a valuable resource for parents of all current and prospective campers. It is the responsibility of parents to know the policies and procedures that are outlined in this manual.

Website

You can visit BTC on the web online [here](#). Look for Summer Camp under the Junior Programs menu item.

Daily Schedules

Campers participate in a variety of daily activities that are fun, educational, engaging, and age- appropriate. Sample daily schedules are available on the [BTC website](#).

BTC Staff

The BTC staff is comprised of an administrative staff, counselors, and a camp Director. Our staff have all undergone in house training and completed a background check.

Policies & Procedures

Health & Illness

BTC is concerned with the health and well-being of all of the children and adults who have contact with your child throughout the day. We request that you keep children who are potentially infectious at home. If you have doubts about your children's health in the morning, please keep your child at home.

Campers who display symptoms of communicable and/or infectious disease will not be allowed at camp. Such symptoms include:

- Vomiting and diarrhea
- Temperature of 100 degrees or greater
- Persistent yellow thick mucus
- An uncontrollable or persistent cough
- Pink eye that has not been treated
- Strep throat, which has not been treated with an antibiotic for 24 hours
- Any rash of acute onset associated with fever or symptoms of illness
- Impetigo with less than 24 hours of treatment with an antibiotic
- Head lice (including nits) or scabies that has not been treated

If a child displays any of the above symptoms, camp staff will take all steps possible to see that the child is kept quiet and comfortable until a parent or authorized person can take the child home. **When the child has any of the above conditions, the child is required to be picked up within one hour of being notified.**

All parents will receive written notification (sent home with campers and/or sent via email) should a case of or an outbreak of any of the following conditions occur: strep throat, impetigo, measles, mumps, rubella, chicken pox, pin worms, head lice, scabies, pink eye or any other highly contagious disease or virus.

Returning After an Illness: A child who has had an infectious or communicable disease may return to the program in the time periods listed below. The Director may request a doctor's note stating that the child presents no risk before returning to camp.

- **Chicken pox:** Five (5) days after the last blister has scabbed.
- **Pinworm:** After 48 hours of being on medication
- **Strep Throat:** After 24 hours of being on an antibiotic
- **Head Lice:** After 24 hours after treatment, with no evidence of lice or nits
- **Fever:** Must be fever free for 24 hours
- **Any others:** Must be discussed with the camp director

For other illnesses and/or injuries, the camper will be escorted to the office and in the case of:

- **Illness** - the emergency contact will be called and the director and emergency contact will determine the most appropriate course of action for the camper
- **Injury** - basic first aid will be provided, which may include(s) cold compress, bandages, and soap and water for bumps and/or abrasions. The director will notify the emergency contact if their child:
 - Bites or is bitten with a skin break
 - Falls and hits their head hard
 - Has an obvious mark on their head or face
 - Is lethargic or hurting
 - Is involved in an injury needing to be assessed by a medical professional
 - Is involved in an injury, which the Emergency Medical Service (EMS) is called

We also encourage your camper to get enough sleep. Camp is an active and mentally engaging environment. It is recommended that children get at least 10 hours of sleep each night.

Special Needs

If a camper has special needs or medical restrictions, it must be noted on the medical information & waiver form. It is also suggested that the details of any special needs be emailed to the camp director prior to the start of camp so that any necessary arrangements can be made and counselors can be prepared to better serve the needs of all campers.

Prescription and Over the Counter Medications: Prescription and over the counter medications may only be administered by an ADC counselor. We do not guarantee that an ADC counselor will be available on staff.

An ADC counselor may dispense any necessary **prescription medications** provided the following conditions are met:

- A note from the camper's doctor which includes detailed instructions on how the medication should be administered
- Written consent from a parent or legal guardian to administer the medication.
- All medications must be stored in the ADC office or in the counselor backpack, not kept on the camper.

ADC will not stock or dispense any **over the counter medications** to campers without consent from a parent or legal guardian. Parents may bring in an over-the-counter-medication to the ADC office with instructions for dispensation.

Inhalers & Epi-Pens: Campers requiring accessibility to inhalers and/or epi-pens must have those requirements noted on the medical information & waiver form. The inhaler or epi-pen will be labeled and kept in the counselor backpack, which is kept with the camp group at all times, in case administration of the inhaler or epi-pen becomes necessary. If an epi-pen is administered Emergency Medical Services (EMS) will be called unless otherwise noted on the medical information or waiver.

Food Allergies: Any food allergies should be reported on the medical information & waiver form. **BTC is NOT FREE!** Any exposure to peanuts/nuts may cause a life-threatening allergic reaction that requires medical treatment. To reduce the chance of this occurring, families are not to not send any peanut or nut containing products to camp with your child. If you child has eaten peanuts/nuts before coming to camp, please be sure your child's hands and face have been thoroughly washed before arriving at camp.

Camper Checklist

All campers should bring the following items to camp everyday:

- Sunscreen
- Change of clothes (accidents happen!) in a sealable bag
- Plastic bag or something to put wet clothes and/or swimwear in once used
- Sneakers (no open-toed shoes are allowed)
- A refillable water bottle
- Hat and/or sunglasses
- Swimwear & towel. Goggles, earplugs, swim cap, and nose plug optional
- Lunch

Please have all your camper's personal items labeled with their full name (lunchboxes, water bottles, swimsuits, towels, etc.)

Sunscreen

Always make sure your camper has plenty of sunscreen as we are outside many times throughout the day. Although counselors will instruct all campers to apply sunscreen before going outside in the morning and remind campers to re-apply sunscreen throughout the day, it is also helpful if parents review the dangers of sun exposure and encourage their campers to apply sunscreen often throughout the day. It is also recommended that campers bring a hat and long sleeve shirts on days that are sunny.

Prohibited Items

The following items are prohibited at camp and will be confiscated by the counselor and not returned until check-out at the end of the day:

- Trading or playing cards of any sort
- Electronic game devices
- Portable music players
- Sneakers with wheels
- Cellular phones
- Products containing nuts

Behavior Expectations

Please take a moment before camp to review the following behavioral expectations with your camper:

- Always respect fellow campers and their property.
- Counselors and other camp staff are there to help campers be safe and have an enjoyable camp experience, so it is important to always listen and follow their directions.
- Whilst all camp activities are “challenge by choice” we encourage campers to try all activities, especially new ones that may seem challenging at first.
- Everyone must move and act in a safe manner at all times.
- Remember that there are other members at BTC, so all campers must always obey the quiet signal.
- Swear words will not be tolerated under any circumstances.
- Field trip participation is a privilege and can be taken away if a camper is not being safe and following expectations.

BTC aims to support and provide quality programming to all campers; however, if a camper's behavior requires one-to-one attention from staff and/or the camper displays physical aggression toward other campers/staff, the camper may be expelled from camp at the discretion of the camp director. Families will not receive a refund if campers are expelled for behavioral challenges.

Discipline

It is the goal of all BTC staff to maintain a safe and fun environment and to keep all campers involved and engaged in all activities. However, the following disciplinary process will be followed when campers do not adhere to the expectations outlined above.

Step 1: Verbal Warning:

The camper will be cued to the inappropriate behavior, given methods to correct the behavior, and given a clear consequence (step 2) if the behavior is not modified.

Step 2: Time Out:

The camper will be temporarily removed from the activity for a time not to exceed the camper's age in minutes. At the end of the time out, the child will meet with their counselor, be cued to the inappropriate behavior, given methods to correct the behavior, and given a clear consequence (step 3) if the behavior is not modified. The counselor will also complete an incident report.

Step 3: Visit With the Director:

The camper will be removed from the activity and reminded what the consequence was for continuing to misbehave. The counselor will escort the camper to the director and submit the discipline log describing the camper's behavior and previous disciplinary steps taken. Before returning to any camp activity, the camper must complete a behavior contract with the director if that contract is violated the camper will be suspended from all camp activities for the remainder of the day.

Step 4: Suspension

The camper's emergency contact will be called and the camper must be picked up from camp. The camper will be permitted to return to camp the following day.

Step 5: Expulsion

The camper's emergency contact will be called and the camper must be picked up from camp. The camper will not be permitted to return to camp. No refunds will be given for expelled campers.

Please note that this disciplinary process is a guideline. BTC administrative staff reserve the right to skip any of the above steps should an offense be a major violation and/or threaten the safety of other campers and/or staff.

Check in & Check Out

Campers may check in 8:30am.

Check out is between 12:00pm-12:30pm for half day campers and at 4:00pm for full day campers. Campers should be picked up from the same location as they are dropped off in the morning. Each camper should have a list of individuals who are authorized to pick-up them up. **Photo identification is required for pick-up.** Campers not picked up by 4:15pm will be charged \$10 and an additional \$5 per five minutes will be charged thereafter.

Late Drop-Off & Early Pick-Up

If a camper is dropped off after 8:30am, the camper must be brought directly to the Camp Director.

It is preferred that your camper be picked up during regular pick-up times; however, if a camper must be picked up early, only a person listed on the Authorized Pickup List may do so.

If an unforeseen situation arises and a camper must be picked up early, it is in the best interest of the parent to call the club office at 802-863-3439 prior to arriving at BTC so that the camper can retrieve his/her belongings, be escorted to the office, and be ready to be picked up.

Emergency Procedures

Certain key members of the BTC staff have current CPR, AED, and First Aid certifications. Emergency contacts of all campers affected by an incident will be notified as soon as possible following the incident.

Bathroom Policy

If campers are able to use the bathroom on their own then a counselor will escort them to the bathroom and wait outside. If a camper is in need of assistance, we will aim to provide 2 counselors to assist.

Lunches & Snacks

Adequate fuel for campers participating in a physically challenging environment such as BTC is imperative for each camper. Each camper will need enough food for a lunch each day. BTC does not have adequate refrigeration so please pack a lunch that will sustain an indoor environment and does not need to be cooled.

Water fountains are available at the club, but a water bottle is also required.

Water bottles, lunches, and snacks will remain with campers throughout the day. However, it is recommended that you write your camper's full name on all their items.

Pool Activities

All pool activities are staffed by the certified lifeguards.

Please discuss with your camper the importance of notifying a counselor of needing to use the restroom and not using the pool. If such an accident occurs, the pool will be evacuated and all programs hosted in the pool will be canceled until chemical tests indicate that it is safe to reenter (this can take up to a day or more to complete). This process causes an inconvenience for all groups that utilize the pool and can be extremely embarrassing to the camper who had the accident. BTC staff members do their best to help maintain that camper's anonymity, but it is helpful for parents and staff alike to educate campers and be proactive to avoid these accidents whenever possible.

Rainy Days

On days when inclement weather does not allow us to participate in planned camp activities, the camp tent, indoor clubhouse, and use of an indoor space at UVM are locations to implement camp activities.

The pool will close whenever lightning is detected in the area and will not reopen until 30 minutes has passed since the last detection of lightning.

Supplemental Policies

Supplemental policies may be applied each summer. These will be communicated to parents and listed on the camp webpage.