



Dear Parent/ Guardian,

Welcome to Tiny Tots Pre-School Camp 2024! On behalf of our camp staff and the Town of Canton, we would like to extend a warm welcome and thank you for choosing Tiny Tots Pre-School Camp for your child's summer experience. We are very excited that your child is joining us for a fun filled season.

Tiny Tots Pre-School Camp has been designed to provide children ages 3-5 the opportunity to participate in a variety of activities while developing social skills with peers. We have highly trained staffs that are passionate about their jobs while ensuring a safe yet exciting atmosphere for children. Our camp runs for 8 weeks: Monday-Friday, 9am-12pm. Each week has its own theme and activities. You may view our calendar on our website: [CantonRec.org](http://CantonRec.org).

The Parent Handbook has been created to provide you with more detailed information about our Tiny Tots Pre-School Camp and have the rules and guidelines understood by our staff and parents/guardians. Included in this packet, you will find information on:

- Acknowledgment Page (Back Page)
- Tiny Tots Pre-School Camp Operations
- Rules of Conduct and Policies
- Drop Off and Pick-Up

Should you have any questions, please don't hesitate to contact office staff at the Parks & Recreation Office (860) 693-5808, or e-mail Claire Boughton, the Recreation Coordinator, at [cboughton@townofcantonct.org](mailto:cboughton@townofcantonct.org).

**Thank you in advance,**  
Canton Parks and Recreation  
40 Dyer Ave  
Canton, CT 06019



## Tiny Tots Pre-School Camp Operations

### Communication

The best way to stay in contact with our staff and updates on the program is through the Remind Education Application! You can download this on your smartphone, or access it on a computer. Once you have created an account, you will need Tiny Tots Pre-School Camp's class code which is: **@ttpc24**

This form of communication will have you in touch with all our staff, any updates such as last minute room location changes (that are not in our normal schedule), access to plans for the week, photos we have taken, and more!

You may also contact the Recreation Coordinator, Claire Boughton, with any questions or comments by calling the Parks and Recreation Office at 860-693-5808, or e-mail at: [cboughton@townofcantonct.org](mailto:cboughton@townofcantonct.org).

### Late Fees

If you are 15 minutes late or more (starting at 12:15pm) to pick your child up more than one time you will be charged an additional \$15 fee for every 15 minutes you are late.

### Potty Training

Campers must be potty trained by the start of camp. There is a restroom right down the hall from the room, and the kids are given plenty of opportunities to use the bathroom if they need to; we certainly understand that with this age group it's still a learning time for some of the kids.

### Snack and Lunch

Please send your child with 2 snacks, spray sunscreen (staff can assist with spraying sunscreen but cannot assist with lotion sunscreen), a change of clothes in case of potty accident, a large t-shirt for smock and a reusable water bottle. **We are a nut free room**, so please do not send your child in with peanuts/peanut butter or tree nuts. We also do not have refrigeration available for camper's snacks, so please send them with ice packs if their food requires staying cold.

### Publicity

By registering for our program you give us permission to take and publish photos of your child participating. If you do not wish to have him/her photographed you must put this in writing (located on the General Form).

## **Rules and Policies**

### **Rules of Conduct**

Guidelines are set and followed to ensure the safety of each child and the safety of the group; to protect the rights of both the individual and the group; and to provide a positive atmosphere for growth in personal control and responsibility; therefore:

1. Children's and staff's safety is maintained at all times.
2. Only appropriate and respectful language is used.
3. Town Property and camp equipment is treated with respect.
4. All persons shall follow safety rules and/or directions from the staff.
5. A peaceful atmosphere will be maintained.

The rules that children follow in the Canton school systems will be established at Tiny Tots Pre-School Camp, "Be Safe, Be Kind, Be Responsible", along with respect in terms of one another's space, belongings, each other and staff.

Tiny Tots Pre-School Camp prides itself on being a smaller camp with excellent ratios of camper to counselor to ensure your tiny tot receives personalized attention at every point of the day!

### **Discipline Policy**

Staff shall not use abusive, neglectful, corporal, humiliating or frightening punishment under any circumstances. No child shall be physically restrained unless it is necessary to protect the safety and health of the child, or others.

## **Arrival and Pick-Up**

### **Arrival**

Please arrive 5 minutes before the program starts unless you know you have to fill out forms. Please enter the building and walk to Room D in the Canton Community Center.

### **Pick-Up**

You may pick up your child any time before camp ends by entering the building and coming to Room D.

## Tiny Tots Pre-School Camp Parent Handbook 2022

**PLEASE READ BEFORE SIGNING:** Below you will find a list of acknowledgements. Prior to signing this document, please spend time reviewing this Parent Information Packet cover to cover. This packet contains critical information pertaining to your child's after school experience.

**By signing this page, you acknowledge the listed policies, procedures and permissions, along with full understanding of the Tiny Tots Pre-School program and operations.**

**On behalf of my child (Child's Full Name) \_\_\_\_\_ I  
(Parent/ Guardian Full Name) \_\_\_\_\_ have  
read and fully understand the Tiny Tots Pre-School Camp Parent Handbook 2019. In addition I  
agree/ consent to the following:**

- **I have completed** all sections on the Tiny Tots Pre-School Camp General Form.
- **I will follow** the rules and procedures listed within the Parent Handbook and have discussed expectations of the program with my child.
- **I understand** that a form of identification is required every time myself, or an authorized person, will pick up my child. In the event myself, or the authorized persons to pick up my child, forget to provide a form of ID, we understand we can answer one of the security questions filled out. I also understand that my child will not be released to any person who cannot provide a form of ID (even if they are on the pick-up authorized list), or answer the security questions. The parent/guardian who registered the child up for the Explorer's Day Camp will be notified and Camp Staff will then follow the parent/guardian's instructions.
- **I consent** that in the event of an emergency during which a parent/ guardian cannot be reached we hereby give permission to the bearer of this form to allow any doctor, medical facility, volunteer or employee of the Town of Canton to administer first aid or CPR until emergency medical treatment can be obtained. We also give permission to the bearer of this form to allow any doctor or medical facility to administer an anesthetic and perform emergency procedures as may be necessary for our child listed above. I will not hold the officials or agents thereof, financially responsible for whatever emergency care may be provided.
- **I allow** my child (listed above) to bring sunscreen/sunblock in a spray/pump container labeled for his/her own individual use. I give permission for the Tiny Tots Pre-School Camp Staff to spray the sunscreen on my child. Canton Parks and Recreation is not responsible if it is lost or stolen.
- **I understand** that Canton Parks and Recreation employees are not responsible for my child(ren)'s belongings, or money. Camp staff will not hold money or items belonging to campers.
- **I am aware** of the nature of this activity and I hereby assume responsibility for myself and/or my child (above), and/or his or her representatives to participate. I will not hold the Town of Canton and/or its employees or agents responsible in case, of any accident or injury as a result of this participation. I hereby further agree to indemnify and save harmless the Town of Canton, a municipal corporation of the State of Connecticut, from and against any and all loss, damage, claim, demand, liability or expense by reason of any damage or injury to property or person which may be claimed to have arisen as a result of or in connection with participation in this Town of Canton activity.

**By signing below, you agree/ consent to comply with the outlined acknowledgements:**

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_/\_\_\_/\_\_\_