

CAMP CHRIST LUTHERAN

2023 Parent Handbook



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WELCOME

The counselors, administration and congregation of Christ Lutheran Church would like to welcome your family to Camp Christ Lutheran (CCL). We are very pleased you have chosen our camp for your camper. We are a caring and enthusiastic team of professionals, dedicated to service with high standards of excellence and quality.

At Christ Lutheran we strive to provide your camper with the best summer experience possible. During the summer we will be spending time at CLECC, going swimming and taking some field trips. In addition to our trips there will be weekly visitors and themed celebrations.

NOTE ON THIS HANDBOOK

We believe that this handbook will help families become more acquainted with our summer camp. In the following sections we will introduce you to our mission, philosophy, programming and communications. At CCL, as in the rest of the world, circumstances are constantly changing. As a result, we may have to revise, rescind, or supplement the information in this handbook from time to time at our discretion. Nothing in this handbook is a contract or promise but rather a means of communicating our beliefs, programs and policies. It does not include everything but aims to highlight and summarize CCL. When changes to this handbook do occur families will be notified as soon as possible.

OUR MISSION

The mission of CCL is to share the gospel of Jesus Christ with all campers, their families, and the community by providing an exceptional camp experience in a Christian environment.

TUITION

Tuition rates for Camp Christ Lutheran may be found in the enrollment packet under Camp Tuition Rates, or on our website www.clecchebron.org. These rates are reviewed annually and are subject to change. Payments may be made on the Brightwheels app., or a check may be given to the CLECC office admin (or counselor), cash can only be paid in the CLECC lobby, with a cash receipt given at the time of payment. Each week's payment is billed on the Friday before the enrollment week and due on Wednesday of the week of camp. Tuition payments received after 6:00 p.m. on Wednesday will be considered late and subject to and charged a \$25 late payment fee. This fee will be applied weekly to accounts that are not current.

Full Time (4-5 days): \$300.00 per week

Part Time 3 days (Mon / Wed / Fri) \$195.00 per week, or Part Time 2 days (Tues / Thurs) \$140.00

Note: The same days each week must be chosen for multiple weeks.

There is a \$25 fee for a returned check. We also reserve the right to request cash after one returned check. We do offer direct payment through Brightwheels. Please see administrative staff for assistance or our web site for instructions. Register at <https://mybrightwheel.com>

Tuition credits are not granted for any absences. Upon enrollment, each family agrees to have their

child attend camp for a certain number of days per week and pay the tuition as stated on the contract. You are contracting for the time your child should attend camp. Our costs remain the same whether your child attends or not.

If your child attends part-time, you may request an extra day if there is space available on one of the days your child usually does not attend. We will let you know if space is available. If you commit to your child attending, your account will be charged for that extra day's tuition. If your child does not attend on that extra day, you are still responsible for that tuition charge. We do not "switch" days for children who attend part-time.

STATEMENTS

Weekly billing and payment can be viewed and paid on the Brightwheels app. payments are due on Wednesdays before 6pm. As a reminder: all accounts with a balance due are subject to a \$25 late payment charge after 6pm on Wednesdays.

TAX ID NUMBER

CLECC's federal identification number is 06-1617906. This is the number needed for tax reporting purposes or to claim reimbursement for dependent care flexible spending accounts.

ATTENDANCE CONCERNS

ARRIVAL

All parents must communicate with a counselor upon arrival each day. Parents are to escort their camper into the pavilion or their designated camp area after the first week of camp and to assist them with settling in. A notice will be sent out for rainy day drop off locations. It is important for each child to start the day off right so please allow enough time for your child's routine. Please do not leave until a staff member has acknowledged your child is present.

Please communicate to the staff in the morning any information that will be helpful in providing your child what they need. Short notes entered into Brightwheels are very helpful, eliminating the possibility of a busy staff member forgetting an important item. If you wish to have an extended conversation with the staff, please arrange for a time that is convenient for you and CCL will arrange for staff coverage in camp if needed.

WHAT TO BRING TO CAMP

All campers should bring a backpack to CCL with a water bottle, an AM snack, a PM snack a lunch in a insulated bag with an ice pack, sunscreen, hat and sneakers, and a bathing suit and towel on lake days or water play days.

Sneakers are required because they are the safest shoe for camp. Please label all of these items. If you are missing something, please inquire about the "lost and found" for CCL.

LATE PICK UP

Our hours of operation are 7:00 am to 5:30 pm. Parents picking up their children after 5:30 pm

will be charged a fee of \$25.00 per child for every 15 minutes they are late. After 6:30 pm the late fee rises to \$50.00 per child for every fifteen minutes. If contact has not been made with a parent, guardian, or emergency contact by 6:30 pm the police will be notified.

AUTHORIZATION FOR PICK-UP

CCL can only release a child to the parents, guardians and individuals indicated on the Authorization for Pick-Up Form who are at least 18 years of age. We will require a photo ID for people with whom we are unfamiliar. Under no circumstances will a child be released to a person who is not designated in writing as an authorized pick-up.

We realize emergencies arise and there might be a need to add someone to the authorized pick-up list after dropping off your child. This can be done in writing via e-mail or fax or from the Brightwheels app from the **parents only**.

CLOSURES

HOLIDAY CLOSURES

Our camp is closed on the following summer holiday.

Independence Day, July 4th.

**In most cases if the holiday falls on a Saturday we would be closed on Friday. If the holiday falls on a Sunday we would be closed on a Monday.*

INCLEMENT WEATHER

In the case of extreme weather conditions forcing CCL to not open, close early or open late, we will utilize the services of Channel 3 and Channel 30 for announcing any changes in our operating hours. You may subscribe for automatic emails or text messages from these channels. If a change is made during normal operating hours, an email will also be sent alerting the families of the change. These decisions are always difficult to make and we do our best to take into consideration everyone's safety.

COMMUNICATION

Communication between counselors and parents is a high priority at CCL. We recognize the trust you place in us with your children and take that responsibility seriously. That's why we use the Brightwheels app to provide parents information, progress reports, photos, videos, and more of your campers while they are in our care. Please ask how to download a friendly app to use on your phone or tablet.

**Download your free Brightwheels, which is available on Apple and Android devices.
<https://mybrightwheel.com>**

PARENT EMERGENCY CONTACT INFORMATION

Contact information is required for each child in our center. This information should be updated every time there is a change in address, phone number, employment or health insurance. It is required by law that we maintain up to date information on each child in case of emergencies.

MISCELLANEOUS

MOVIE POLICY

The use of movies is an occasional happening at CCL. The movies are age-appropriate and rated G or PG. If a movie is planned for the day parents will be notified. Campers will be brought to the lobby or fellowship hall to watch the movie. Supervision ratios will be maintained while the movie is being watched.

CALLING CAMP

When calling camp your call will be answered by the CLECC staff, for most of every day the camp director and counselors are either outside or not on the premises. Please direct all questions to CLECC administration and camp counselors will be notified as soon as possible. If you wish to speak with a camp counselor, please notify the administration (860-228-5134) and CLECC will contact them. Or use the Brightwheel app to communicate directly with a camp counselor

MEALS AND SNACKS

Meals and snacks are provided by the family of each child. Each day we will have morning snack, lunch and afternoon snack. We encourage families to follow the USDA's recommendation of one grain product, one protein product and two fruits and/or vegetables for lunch. We do encourage the children to eat the healthy choices before any sugary snacks.

Please send only plastic containers or plastic bags to hold food in lunch boxes with ice packs. Please keep all glass containers at home. Please be sure to label all parts of containers in order for them to be sent home as well as juice and water containers. Many containers look alike and we cannot always remember which container belongs to which camper. On field trip days we ask that snacks are separated from lunches. Please pack each snack and your lunch in separate brown bags or recycled plastic bags labeled. Upon arrival you will be asked to separate the AM snack, lunch and PM snack as directed.

BIRTHDAYS

Since camp only covers such a short time frame of the year and there is a much higher number of campers, we ask that you please refrain from bringing in any special treats. To celebrate all the campers' birthdays we will have a camp wide birthday party.

TOYS/ELECTRONICS

We ask families to leave all toys and collectibles at home. Christ Lutheran is not responsible for the loss of any child's personal property. Children should not bring the following items to camp: money, toys, iPods, cell phones, tablets or other electronics. **There are NO toy guns, knives, even water guns allowed at camp.**

PARKING LOT

We ask families to observe common safety rules while driving in our parking lot. Be aware of cars entering and exiting parking stalls. We encourage parents to have children hold your hands in the parking lot or walk alongside of you. Children may not be left alone in cars. The following is the CT State Statue on children left unsupervised in cars:

Sec. 53-21a. Leaving child unsupervised in place of public accommodation or motor vehicle. (a) Any parent, guardian or person having custody or control, or providing supervision, of any child under the age of twelve years who knowingly leaves such child unsupervised in a place of public accommodation or a motor vehicle for a period of time that presents a substantial risk to the child's health or safety, shall be guilty of a class A misdemeanor.

For the safety of our children and families, cars are not allowed to park in fire lanes or near the curb in front of the building. Cars must be parked in parking spaces with the motor turned off. There is no curb side drop off or pick up allowed.

Please heed the spaces marked as Handicap Parking. Only those with handicap parking permits are allowed to park in these spaces.

CAMP ACTIVITIES

FIELD TRIPS

There will be field trips sporadically throughout the summer, families will be notified in advance. We ask that all children are at camp no later than 7:45 am on those days. This will allow an efficient amount of time to ensure that all campers are ready to depart at designated times. On field trip days we ask that each child bring a paper bag/recycled plastic bag lunch. In addition to a paper bag lunch on field trip days we ask that each camper's snacks are separate from their lunch. This will help to lessen the chance of misplaced or lost lunches or snacks.

SWIMMING

In addition to our field trips, we will be taking the campers to (TBD) to enjoy swim time! We ask that all campers arrive at camp wearing swim attire, water shoes with sunscreen applied and a towel no later than 7:45 am on these days. There will be 3 lifeguards on duty in addition to our counselors which will be in a maximum of 1:6 ratio with the over 5 campers and 1:4 for campers 5 and younger. The lake allows for USCG approved Type 3 vest-like flotation devices only. Non Type 3 approved PFD's , inflatable aids such as arm wings, floaties or buoyant bathing suits, "swimmies" and "bubbles" and all hand held flotation objects such as boogie boards, noodles, toys and rubber balls **are not allowed**. Masks (goggles covering the nose), snorkels and fins are also **not allowed** (Per town Ordinance Article III Sec. 70-72). Lifeguards have the final decision regarding any and all flotation devices. Please label all life jackets as many could be the same or similar.

CHAPERONES

Parents are always welcome to come and join camp at any point. We especially appreciate chaperones joining us on our field trips or swim days. Being a chaperone may require you pay admission fees to field trips or provide your own transportation.

VISITORS

Visitors are a part of our summer camp planning. We bring in visitors of all types for the children to enjoy and explore with. Past visitors have included New Children's Museum, Hebron Fire Department, CT Historical Society, CT Humane Society a petting zoo and much more.

CAMP GAMES AND CRAFTS

While at camp we encourage all campers to participate in all activities. There will be a range of high energy games, ice breakers, team building, science experiments, and arts and crafts. Positive attitudes to all activities prompts a more enjoyable experience while at camp.

DISCIPLINE POLICY

CCL's philosophy of guidance is to provide praise and positive reinforcement as effective methods of behavior management for children to maintain a safe and fair environment. This encourages growth and development of the child's self-esteem which in turn encourages interpersonal competence and self-control. When children receive positive and understanding interactions from adults and others, they develop good self-concepts, problem-solving abilities and self-discipline or control. Children will be given opportunities to negotiate, cooperate with, compromise and share as they are allowed to freely make choices. They will also see the logical consequence of their choices made in an environment focused on respect and equality as self-discipline develops. Based on this belief of how children learn and develop values, CCL will practice the following behavior management policy and guidance.

1. Redirection – Often interesting a child in another activity can eliminate a potential difficulty. We might ask a child to help us or send them to a different area to play.
2. Logical Consequences – The consequences for behavior have to make sense to the child. If a child is throwing sand outdoors, it is logical to tell the child that the sand stays in the sand box and that if it gets thrown again the child will have to find somewhere else to play. But let's not leave it at that. Get the child involved in a discussion about what would happen if all the sand was thrown out of the box. If this child was simply told to leave the sandbox after having thrown the sand, what would he/she have learned from the experience?
3. Ignoring a behavior – Ignoring a behavior or not paying attention to the antisocial act of a child can be effective if a child will not physically hurt himself or another.
4. Verbal Intervention – When talking to children about their behavior, we will allow them input on what they feel is an appropriate consequence for their action. This works especially well as children get older. A child who is hurting children with housekeeping utensils may be asked, "What can we do to help you to remember how to use the utensils properly?" You may be surprised as how a child may respond to this. If their suggestions are inappropriate, then you make the decision yourself. The child stands to gain the most if he/she makes retribution on his/her own terms.

6. Take a break – A child is asked to leave the group and go to an area of the room with a calmer and more relaxed atmosphere. When the child has regained composure, has determined that he/she is ready to return to the group, and has verbalized to the best of his/her ability how to handle the situation in a more pro-social manner, they can return to the group.

GUIDELINES & DISCIPLINE PROCEDURES FOR UNACCEPTABLE BEHAVIORS

Campers are expected to display appropriate and respectful behaviors at all times. To assure the maximum enjoyment of Camp Christ Lutheran by all participants, all campers are expected to: Be polite, courteous and respectful to all campers, staff and nature at all times. Refrain from causing harm to self, fellow campers and staff. Use equipment, supplies and facilities properly. Stay with the group. And follow directions the first time they are given.

When a camper does not follow the behavior guidelines, the following steps will be taken:

1. Verbal Warning
2. Redirection of the camper
3. Loss of privileges such as Field Trips, Special Visitors, Swimming and camp activities (if field trip or swimming is lost, parents are responsible for finding alternate care.)
4. Parental involvement with the possibility of being sent home early
5. If a problem persists and the camper continues to disrupt the camp program, expulsion may be the ultimate and final decision. Refunds will not be issued in the event of expulsion.

Depending on the intensity of the offense, the parents will be informed of poor behavior by a verbal report of actions that took place and/or a note will be sent home.

Examples of unacceptable behavior:

- Use of inappropriate language
- Refusing to follow behavior guideline or camp rules
- Refusal to participate in activities or cooperate with staff
- Endangering the health and safety of self, other campers and/or staff
- Teasing, making fun or bullying other campers
- Fighting of any kind
- Disrupting the program

EMERGENCY PROCEDURES

ACCIDENT REPORTS

Children on occasion have accidents while in our care. Scratched knees, bumps and bruises are a part of everyday camp life. We take every precaution to minimize the amount of accidents. When these accidents occur we will notify you in writing of the details of the accident. A phone call will be made to the parent if the accident occurred to the child's face or head. A copy of the report will be sent home with the child, and a copy will be placed in the child's record.

INCIDENT REPORTS

Incidents are situations where a child may have made a wrong choice that affected another child or a staff member. The situation surrounding the incident and the steps following the incident are

recorded on the report. This will also include appropriate actions based on the camp behavioral outline. The children affected by the incident each receive a separate report.

ALLERGIES

Please notify the staff of any allergies of your child. If a child has been issued an Epi-Pen by a doctor, the Epi-Pen will be carried by the staff in an emergency bag. This bag will remain with the staff member that is caring for the child throughout the day. Please fill out the Epi pen form, to allow staff to administer an Epi pen in case of an emergency.

MEDICATION

If your child requires medication, all medication with completed **medication administration forms** must be given to the camp director or administrative staff for safe keeping and dispensing according to state regulations. Medications include lotion/skin care products, Inhaler, Epi Pen anything other than sunscreen.

SUNSCREEN

Each child should bring their own sunscreen (SPF 30 or higher) labeled with their name to camp. Along with the sunscreen should be a completed **sunscreen application form**. This allows for the camper to apply their own sunscreen with the assistance of a counselor if needed. Failure to provide sunscreen may result in limited activities for the camper including not attending swim time or field trips. Campers should always come to camp with sunscreen applied.

SICK CHILD POLICY

All children must have a current physical form and be current in required vaccinations in order to be enrolled at CCL. Per State of Connecticut State Child Care Licensing.

EXPULSION FROM CAMP

Children need to be in good health in order to get the most out of their day. Please do not bring your child if they cannot participate fully in all planned activities or if you feel that your child should not be allowed to go outside. Please do not send your child to CCL if the following symptoms have occurred:

- **FEVER** of 99.4°F (axillary – under the arm) or 100.4°F (oral) or higher. Children may return to CLECC after being fever free for over 24 hours.
- **RUNNY NOSE WITH GREEN OR YELLOW DISCHARGE** are symptoms that often indicate infection. If your child has these symptoms please keep him/her at home and see a physician if your child is uncomfortable or has a fever.
- **VOMITING / DIARRHEA**. Your child can return after being symptom free for 24 hours.
- **PINK EYE** (Conjunctivitis). Children with red, itchy, draining or crusty eyes may have Pink Eye. Children must remain at home until drainage has stopped. This may occur in 24-48 hours after the start of antibiotic therapy. Children may return to the center with a note from the doctor stating a return date.

- **STREP THROAT.** Your child cannot return to CCL until they have received a full 24 hours of antibiotic therapy. Children may return to the center with a note from the doctor stating a return date.
- **CHICKEN POX (Varicella).** All lesions must be dry and crusted over (minimum of 5 days, may take up to 7 days) before your child can return to CCL. If your child has received the vaccine, they must see their physician and be provided with a doctor's note before returning to CCL. Children may return to the center with a note from the doctor stating a return date.
- **IMPETIGO** is scabby, crusty lesions on the face (usually around the mouth or nose). This is a skin infection that can spread throughout the entire body. Your child must receive 24 hours of antibiotic therapy before returning to CCL. Children may return to the center with a note from the doctor stating a return date.
- **SCABIES OR HEADLICE.** Children may return to CCL 24 hours after receiving a specified shampoo treatment and all signs of eggs are gone. We require the hair to be shampooed again after 10 days to ensure that all live eggs have been eliminated. The container must be brought into the center.
- **FIFTHS DISEASE.** Although not a serious illness to children, Fifth's Disease can have devastating effects on pregnant women. To protect both staff and parents, children are best kept at home while they have this rash. Children may return once the rash is gone. Children may return to the center with a note from the doctor stating a return date.
- **HAND, FOOT & MOUTH DISEASE (Coxsackie virus).** Your child must stay home until fever free, and blisters are dry and/or scabbed over. Children may return to the center with a note from the doctor stating a return date.
- **ORAL THRUSH.** Your child must be treated with an antifungal medication. Their mouth must be free of white patches and have no difficulty eating or drinking. Children may return to the center with a note from the doctor stating a return date.

AN EMAIL IS SENT OUT TO NOTIFY PARENTS OF ANY SERIOUSLY CONTAGIOUS ILLNESS AT CCL.

ILLNESS OCCURRING WHILE AT CAMP

Your child will be sent home from daycare if he/she exhibits any of the following:

- **FEVER $\geq 100.4^{\circ}\text{F}$ axillary:** Children can return to CCL after being fever free for 24 hours or after 24 hours of antibiotic therapy.
- **FEVER 99.4°F axillary with additional symptoms of illness:** Lethargy, sore throat, cough, thick nasal discharge or irritability and unwillingness or inability to participate in activities. Children may return to CCL after all symptoms are gone.
- **DIARRHEA (Unexplained change in stool consistency and odor and/or inability to be contained controlled by child.):** Your child may return when they are symptom free for 24 hours, after 24 hours of medication or with a note from their physician stating that they have a non- contagious illness. With or without fever parents will be notified after the first episode, your child must go home after the second episode if having occurred within 1 to 2 hours. The child can return to the center after being symptom free for 24 hours.
- **VOMITING (with or without fever):** Your child must go home after the first episode and can return after being symptom free for 24 hours.

- **SKIN RASHES/BLISTERS/LESIONS:** Your child will be sent home if they exhibit any rash, lesions, hives or blisters on hands, feet or in their mouth. Once diagnosed by a physician, your child may return when appropriate (see previous page for conditions).
- **EYE DISCHARGE:** Your child will be sent home if they exhibit any draining or crustiness from or around their eyes.
- **HEAD LICE:** If your child is suspected of having head lice, they will be sent home until treatment is completed.

Please Note: You are expected to pick up your child within one hour of notification of illness. Meanwhile, your child will be constantly supervised in a quiet area.

Any child sent home with a short-term contagious illness may return when they are no longer contagious with a minimum of 24 hours from the time the child was sent home.

CENTER EVACUATIONS

FIRE DRILLS/EVACUATION EMERGENCIES

The CT Department of Public Health Childcare regulations require monthly fire drills.

In the event of a fire, the following procedure will be followed.

1. At the sound of the fire and smoke alarms, or any other indication of fire in the building, a staff member will shut the doors, take the emergency information forms, first aid kits and room attendance records.
2. Staff will escort the children to the nearest door and then to the front of the church parking lot nearest the garage. Children will line up facing away from the building.
3. The children will be counted and checked against the camp attendance sheet. Missing students should be immediately reported to the director and administration staff.
4. The children will always be accompanied and supervised by at least one staff person. State ratios will be maintained at all times.
5. If the children need to be relocated until their parent(s) can pick them up, they will be taken to the Church of the Holy Family, 185 Church Street (approximately ½ mile north). Relocation to the Church of the Holy Family will occur in case of any emergency that requires evacuation of the center's property.
6. If it becomes necessary to send the children home, the teacher or staff person.
7. will phone the parent(s) asking the child to be picked up. This will only occur after the children have been moved to safety.

BOMB THREAT

In the event of a bomb threat teachers will call 911, evacuate the children from the building following fire drill procedures, and parents will be notified by the Director.

LOCK DOWN PROCEDURES

All campers will be brought into CLECC. All doors and windows will be locked immediately. The blinds will be closed and children will remain in their designated rooms.

HURRICANE, TORNADO, OR OUTSIDE EXPLOSION

If a warning is given for an emergency requiring students and or staff to seek shelter within the building the persons will seek innermost area with maximum protection for face, head, and body. If time is available children will be moved to the basement or as close as possible to non-windowed walls such as the main hallway with fire doors shut.

If no warning is given for an emergency requiring students and or staff to seek shelter within the building, all will seek cover beneath tables or in windowless bathrooms and face away from windows with eyes shut tight and ears covered. As soon as possible teachers and staff will move children to the basement safety area.

SERIOUS INJURY/DEATH

In the event a staff member or child is seriously injured the following will occur: 911 will be called, the other children in the area will be removed from the immediate area, the parent of the child or significant other of the staff member will be notified, a staff member rides with the victim to the hospital.

**A complete detailed listing of Emergency Procedures is posted on our Parent Information Board in the Center's lobby.*

CONSULTANTS

The nurse consultant makes weekly visits to CLECC for observation, questions and health assessments. The Nurse is available by phone daily and may call parents with any concerns or requesting updated forms.

MANDATED REPORTING

Every member of the staff of CCL, CLECC and the Pastor of CLECC are mandated reporters. A mandated reporter is any professional whose work involves contact with children.

Mandated reporters are required to report or cause a report to be made to the Director (see below) when, in their professional capacity, they have reasonable cause to suspect or believe that a child under the age of eighteen (18) has been abused, neglected or is placed in imminent risk of serious harm by a person responsible for the child's health, welfare or care, or by a person given access to the child by the responsible person. The report is made to the Department of Children and

Families 1-800-942-2288. When making a report, a mandated reporter is required to provide the following information, if known.

- Names and addresses of the child and his parents or guardians.
- Child's age and gender.
- Nature and extent of injury, maltreatment or neglect.
- Approximate date and time the injury, maltreatment or neglect occurred.

STATE LICENSING

We are licensed by the State of CT Department of Public Health, Childcare Licensing Unit. We are licensed for children ages 6 weeks through 15 years. Our required state ratios are 4:1 (teacher/child) for children under 3 years old and 10:1 for children 3 years and older. Our licensing number is 16011.

CHECK LIST OF ITEMS DUE BEFORE THE FIRST DAY OF CAMP

- 1. Camp Enrollment Form (5 pages)**
- 2. Connecticut Early Childhood Health Assessment Record (2 pages) your child may not attend without a complete and current Health Assessment on file.**
- 3. Field Trip Permission Form**
- 4. CCL Behavioral Contract**
- 5. Medication Administration Forms if needed**
- 6. Sunscreen administration form.**

***Sneakers are required because they are the safest shoe for camp.**