



Newtown  
COMMUNITY CENTER  
*Centered Around You*

# KIDS SUMMER *Camp*

## Newtown Community Center Summer Camps 2025 Parent Handbook





Summer 2025

Hello Parents and Campers,

I would like to welcome you to the Newtown Community Center Summer Programs. Participants will enjoy outside activities on the campus, take part in arts and crafts, STEAM activities, special events, games, sports, swimming, and much more. During your child's stay at camp, different weekly activities will be planned, but may change due to the forecast.

The Newtown Community Center is looking forward to a fun and safe summer. We would appreciate reviewing the procedures and rules found in this handbook with your child. An email will be sent prior to your child attending camp.

If you have any questions or concerns about camp, please notify the director of the camp your child attends. If you have additional questions, please contact us at [maria.neufeld@newtown-ct.gov](mailto:maria.neufeld@newtown-ct.gov) or 203-270-4349 or Community Center Director, Matt Ariniello at [Matthew.Ariniello@newtown-ct.gov](mailto:Matthew.Ariniello@newtown-ct.gov).

Thank you for choosing to spend your summer with us at the Newtown Community Center!

Sincerely,

*Maria Neufeld*

**Program Coordinator**

*Matt Ariniello*

**Director**



Newtown  
COMMUNITY CENTER  
Centered Around You

# KIDS SUMMER *Camp*



## Newtown Community Center/Fairfield Hills Amenities Available for Camp Use

- Pavilion
- Restroom Facility
- Playground/Basketball Court (at Reed School, a staff member will walk them over)
- Trails
- Open field space
- Playscape

## Arrival & Dismissal Procedures Camp Hours are 9:00 am -4:00 pm

### Arrival – 9:00 am

- Before Care drop off 7:30 am – 8:45 am (additional cost \$25 for the week for before care)
- Drop off will be a drive through system. Traffic will be one way in and one way out.
- We ask that families remain in their vehicle and follow the direction of staff when they arrive on site for Drop-off. Please see the attached map for drop off locations. Please drive SLOWLY while entering the back of the building.
- Campers that arrive after 9:30 am must be signed in at the front desk. Camp staff will then bring camper to their group once they are signed in.

### Pick Up – 4:00 pm

- After Care is 4:00 -6:00 pm (additional cost \$25 for the week)
- Full Day & Half Day Programs will require inside pick-up. There will be tables set up for pick-up in the lobby of the Community Center waiting area.
- Staff will radio for your camper and then your camper will be brought to the waiting area of the Center. We are asking families to be patient, as this may take a few minutes depending on where the group is located and how many children are being picked up at that time.
- ID is required at dismissal at all times. Staff may begin to recognize you over time and may not ask for ID.

## Attendance

If you know in advance your child will not be attending camp on their certain day or they are sick, please notify the Camp Director. There are no refunds for a missed day of camp. If you need to contact the Camp Director during the camp day, please call the Welcome Desk at (203) 270-4349 or email [NCCSummerCamp@gmail.com](mailto:NCCSummerCamp@gmail.com).

## Early Pick Up Procedure

Picking your camper up from camp early is very different than when you pick up from school because they are not in one classroom all day. At different times throughout the day, the campers groups will be “in transition” from one activity area to another. In addition, they may be not easily accessible if they are hiking, swimming, etc. For this reason getting your camper to the office for pick up may take up to 15 minutes or more.

## What to Wear

- Play clothes
- Close-toed, comfortable shoes
- Sunscreen/Sunglasses/Hat
- Sweatshirt/Jacket

Dress appropriately for the weather and camp activities! Do not send your child in new clothes, sandals or flipflops.

Be sure to label everything!





Newtown  
COMMUNITY CENTER  
Centered Around You

# KIDS SUMMER Camp



**What to Bring Each Day** – please mark your child's name on everything!

- Sack lunch and drink everyday (NUT FREE)
- Two snacks (Mon.-Fri.) \*Snack will be available for purchase daily for \$1.00 (cash only) Please be sure the food will not spoil easily in the heat. There is NO refrigerator available, so please pack lunches with a cold pack if needed
- An inexpensive, filled water bottle
- Swimsuit/Towel (Please have your child come in their swimsuit to camp, they can change into their regular clothes after their swimming time)
- Sunscreen/Insect repellent (Please apply this to your child before camp each day)
- Sweatshirt/Jacket
- Personal reading book
- Extra change of clothes
- Backpack to keep belongings in

*All other personal belongings should remain at home, unless specifically needed at camp.*

**What NOT to Bring to Camp**

Please do not send the following items to camp with your children

- No electronic equipment (cell phones, mp3s, ipads, game devices, etc.)
- No personal possessions from home (toys, action figures, trading cards, etc.) No sports equipment unless specified by camp staff
- All belongings must go home with the camper each day. Items left behind will be located on a table for pick-up on the last day of each camp week. If not picked up all items will be donated.

*Newtown Community Center camps cannot and will not take responsibility for any personal belongings.*

**Swimming**

Safety is our Priority. Non-swimmers, regardless of age, are required to wear a life vest during the swim period. At the discretion of the aquatic staff, life vest may also be required for campers based on their swimming ability, and/or height.

- All campers will be tested on the first day of camp for their swimming ability
- Please send your child with a swimsuit and towel to camp
- Sunscreen should be applied before your child comes to camp
- No swim instruction is provided, but the lifeguards and camp counselors will supervise the campers.
- If your child needs a life jacket, please let us know on information form
- Parents will be asked to identify their child's swimming ability on their Participant Information Sheet.
- Due to the Special Event Days on Thursdays, swimming will not occur but students will have the opportunity to use our water slide.





Newtown  
COMMUNITY CENTER  
Centered Around You

# KIDS SUMMER Camp



## Lunch Offerings

- Lunch and Ice Cream can be purchased for \$12 per week. Wednesdays: Hot Dog, fruit cup & chips, Thursdays: Ice Cream, Fridays: 2 slices of cheese pizza & fruit. Snacks are available daily for an additional \$1.

*If your child does not wish to participate in buying lunch or ice cream, then they may bring a lunch from home. You will have the opportunity to enroll in this lunch option electronically and lunch must be pre-ordered the week prior to your camp.*

## Staff to Participant Ratios

Campers will be divided into groups for activities at the Community Center and on the Fairfield Hills Campus. The ratio of staff to participants is 1:12 when on-site at camp.

## Illness & COVID-19

If any child becomes ill:

- The parent/guardian will be notified by phone at once to pick up the child.
- If the parent/guardian cannot be reached, the emergency names listed will be contacted.

The Town of Newtown guidelines related to COVID-19 can be accessed using the following link: <https://www.newtown-ct.gov/newtown-health-district/pages/coronavirus-covid-19>. If your child has contracted Covid-19, they will not be able to return until day 6 and or symptom free. We currently follow CDC policies and procedures.

If you have a positive case, please contact the Community Center Director, Matt Ariniello at [Matthew.Ariniello@newtown-ct.gov](mailto:Matthew.Ariniello@newtown-ct.gov).

## Injuries

While your child is at camp, the staff will administer first aid to any minor injury (bumps, bruises, cuts, scratches, etc.). The parent/guardian will be informed of the injury at the time of pick-up. If a serious injury occurs that requires medical attention, the following steps will be taken:

- 911 will be called and the child will be taken by ambulance to the nearest hospital for treatment. A staff member will accompany the child in the ambulance and to the hospital.
- Parent/guardian will be contacted by phone.
- If the parent/guardian cannot be reached, the emergency names listed will be contacted.



### Medication

Medication will be administered by assigned staff and kept in the Community Center Director's Office and only under the following conditions:

- The medication must be in its original container.
- The label must show the child's name, directions for administering the medication, dosage, and doctor's name.
- Non-prescription medication may not be given unless accompanied by a doctor's note.
- Inhalers should be kept with the child at all times and must be administered by the child. Please make sure inhalers are properly labeled.
- Severe allergy medications, such as an EpiPen, will be kept with the child's camp counselor while they are at camp.
- All other medication is kept with the Camp Director in a locked container.
- Dispensing of medication is subject to approval by the community center.

For a medication administration form please contact Maria at [Maria.Neufeld@newtown-ct.gov](mailto:Maria.Neufeld@newtown-ct.gov)

### Food Allergies

Given the rise in childhood food allergies in recent years, the Newtown Community Center is dedicated and committed to providing a safe environment for all children. Please note any severe food allergies on the camper registration form. Please contact the Camp Director to discuss your child's personal needs. We will be happy to work with you to provide reasonable accommodations that will make your child's camp experience a safe one. **WE ARE A NUT FREE CAMP!**

### Camp Code of Conduct

In keeping with our program goals, we encourage fun for all our participants. However, certain rules are necessary to ensure everyone's safety and enjoyment. Participants are expected to:

- Show respect for all participants and staff. Follow program rules and take direction from staff.
- Refrain from using abusive or foul language.
- Show respect for equipment, supplies, and facilities.

Failure to follow the Community Center Code of Conduct may result in removal of the participant from camp. No physical aggression will be tolerated. e.g. hitting, kicking, pulling, fighting, etc.



Newtown  
COMMUNITY CENTER  
Centered Around You

# KIDS SUMMER *Camp*



## Security

All Community Center Staff are trained in our Emergency Action plan. Each group is equipped with Walkie Talkies to communicate with other camp staff and directors. Newtown Police will frequently visit the campus during camp hours.

## Special Events

Thursday are special event days following the theme of the week. No swimming will take place on Thursdays and children will be involved in other camp activities.

## Behavior Management & Positive Discipline

The Newtown Community Center tries to meet the needs of each child enrolled in our program. We will make every effort to communicate and work with parents if there are concerns. However, the Community Center reserves the right to terminate enrollment of any child. The decision to terminate child's enrollment may fall into different categories:

- If it is decided that the placement of a child is inappropriate or not in the best interest of the child.
- The Newtown Community Center staff and the parent/guardian are not able to come to a mutually acceptable course of action after identifying and processing concern.
- A parent/guardian fails to meet their obligation.
- Any type of physical or verbal abuse of children, other parents, or staff by the parent/guardian.

We hope that by our staff communicating with the parents, it will deter any behavior that may be inappropriate. Every child is entitled to a safe, fun, and pleasant environment at camp. We feel it is very important that parents take an active role in working with the staff in making the summer enjoyable for all campers.