



2025



# *Little Explorers* CAMP HANDBOOK





### Welcome to Summer Camp!

Hello! My name is Amry Shelby and I am the Recreation Supervisor for the City of Bristol, Connecticut. On behalf of the Bristol Parks, Recreation, Youth & Community Services (BPRYCS) Department, I would sincerely like to thank you for choosing to be a part of our summer camp program. The Recreation Division prides itself on offering a variety of inclusive programs that foster a fun and safe atmosphere. This summer will be packed with games, arts & crafts, swimming, field trips, and more! I would encourage you to review this handbook and familiarize yourself with our current policies. If you should have any questions, please reach out to me at 860-584-6160, or via email at [amryshelby@bristolct.gov](mailto:amryshelby@bristolct.gov). We look forward to seeing you at camp!

### Camp Mission

BPRYCS Little Explorers Camp provides children with the opportunity to engage in fun and informative activities, while forming new friendships with other children and positive relationships with staff members. We encourage children of all abilities within the camp grade range to participate in activities and experiences that strive to benefit the participant's emotional, physical, and social well-being. Little Explorers Camp has become one of our most popular and successful programs, packed with entertainment, trips, and special guests to keep all campers engaged while at camp. Our staff strives to provide each camper a lifetime experiences while providing a fun and safe environment.

### General Camp Information

Little Explorers Camp Phone: TBD

Summer Fun (1-3 Grade) Camp Phone: TBD

Summer Fun (4-7 Grade) Camp Phone: TBD

Teen Adventure Camp Phone: TBD

BPRYCS Main Office Phone: 860-584-6160

BPRYCS Main Office Address:

51 High Street  
Bristol, CT 06010

BPRYCS Main Office Hours:

Monday, Tuesday, Thursday: 8:00 AM - 5:30 PM

Wednesday: 8:00 AM - 7:00 PM

Friday: CLOSED

BPRYCS Email: [parksandrecreation@bristolct.gov](mailto:parksandrecreation@bristolct.gov)

BPRYCS Website: [www.bristolrec.com](http://www.bristolrec.com)

### Connect With Us

Share photos by using:

#AllHeartParks



@bristolctparksrecservices



@BristolCTParksandRecreation

Monthly Newsletters: Newsletters go out to interested community members every month. Archived versions of the newsletter are available under the news tab at [www.bristolrec.com](http://www.bristolrec.com). Please contact Community Engagement Coordinator, Erica Benoit, at [ericabenoit@bristolct.gov](mailto:ericabenoit@bristolct.gov) if you are not receiving monthly newsletters.

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## Little Explorers Camp Information

Ages of Participating Campers: Camp participants in the Little Explorers Camp must be 3-5 years old when the camp session begins.

Summer Camp Location: Little Explorers Camp is held at Mountain View Elementary School, located at 71 Vera Road in Bristol. Little Explorers Camp will be located in the cafeteria (in the back of the school).

Summer Camp Schedule: Little Explorers Camp will run for 7 weeks, from June 30, 2025 - August 15, 2025. The Little Explorers Camp hours are Monday through Friday 9:00 AM to 3:00 PM.

Summer Camp Fee: The registration fee for 1 week of Little Explorers Camp is \$135 for residents of Bristol, and \$145 for non-Bristol residents. Families may register and participate in 1 week, or multiple weeks, based on their needs.



## Social Equity, Inclusion and ADA Statement

The mission of the City of Bristol Parks, Recreation, Youth and Community Services Department is to delivery high-quality services and facilities that enhance the communities quality of life, meet the diverse needs of all citizens, and build a sustainable future. The City of Bristol Parks, Recreation, Youth and Community Services Department believes that equitable access to high-quality services, resources, and facilities is a right, not just a privilege. Our team is committed to providing financial scholarships to families in need, inclusion services, and reasonable accommodations to foster environments that are safe, fun, and respectful to all. The City of Bristol will comply with all the requirements of the Americans with Disabilities Act.



## Summer Camp Social Worker

Meet Ashante Malone! She is best known for her position as the BPRYCS Youth and Family Coordinator where she works with youth and families providing individual, family, or group therapy services. Ashante has over 14 years of experience working with youth and families in a variety of settings. Our Summer Camps will have a social worker present during the day in order to meet the varying needs of our campers. Our social worker will monitor campers to support staff throughout the camp day and address inappropriate or unruly behavior. Ashante is also available to support campers who are experiencing symptoms such as anxiety, impulsiveness, frustration, and more to help campers get acclimated to camp, support social interaction, and fully enjoy their camp experience.

## Registration and Financial Information

**Registration Policies:** Campers will be accepted regardless of race, sex, religion, handicap, political persuasion, gender, sexual orientation, national origin, or ancestry. Parents and guardians can register their child(ren) in our camps online at [www.bristolrec.com](http://www.bristolrec.com), over the phone by calling 860-584-6160, or in person at the BPRYCS office located at 51 High St. Space is limited each week of camp and we DO NOT take placement or group requests. Parents and guardians are able to register for one week, or multiple weeks, based on their needs. In the likely event that a program is filled to capacity, a waitlist will be formed on a first come, first served basis. Parents and guardians will receive confirmation of registration via email at the time of registration.

**Registration Deadlines:** Registration will close at 11:59 PM on the Wednesday prior to the session's (summer camp weeks) start date. For example, week one of summer camp begins on June 30, 2025. The deadline for registrations for week one of summer camp will be on Wednesday, June 25, 2025 at 11:59 PM.

**Required Registration Forms:** As our summer camp programs are extremely popular, interested registrants will only be permitted to have the program in their cart for 15 minutes before it is automatically removed. There are specific forms that are required to attend our summer camp programs. The current required forms are:

- General Authorization and Health Form
- Pick Up List
- Program Participant Behavior Rules
- Applicable Movie Approval

The required forms can be completed at any time online by selecting "Add Custom Forms" on the appropriate member of the household. We recommend completing all required forms for each camper in the household before attempting to register for the summer camp programs.

**Refunds:** Our summer camp programs are very popular and fill up quickly. Due to the scheduling of field trips, transportation costs and purchasing of weekly materials, we are unable to issue refunds. Please note that cancelling out of the program prior to the start of the week will result in a 50% CREDIT on your MyRec account. No credit or refund will be issued after the start of a camp week. Please note that if your camper(s) is dismissed from camp for violation of the camp behavioral policies, no credit or refund will be issued for that week of camp. In certain cases, medical conditions verified by a physician's letter can be honored and a refund or credit may be issued if submitted in a timely manner.



**Scholarships:** BPRYCS recognizes that families may be experiencing financial hardships in light of COVID-19 and other life events. If you are in need of financial aid, please contact Youth and Community Services Supervisor, Stephen Bynum, at 860-584-4690 or [stephenbynum@bristolct.gov](mailto:stephenbynum@bristolct.gov) for more information on the financial aid/summer camp scholarship process. The BPRYCS Department is committed to serving as many families in need as funding allows. Summer camp scholarship requests are processed on a first come, first served basis.

## Daily Life at Little Explorers Camp

Camper Drop Off Procedure: Little Explorers camp will operate rain or shine at Mountain View Elementary School. Camper drop off and pick up will occur at cafeteria entrance at the rear of the school at Mountain View. Please review the camp site map for an aerial layout of the designated drop off and pick up locations located online in the forms section of the program. Parking and entrance information will also be emailed to each participant prior to the first camp day of each week. Drop off will run from 9:00 AM to 9:30 AM. If you need to drop your camper off after the designated drop off time, please call the Camp Director when you arrive onsite and a staff member will come to the entrance to check your camper in.

Camper Pick Up Procedure: At the end of each camp day, please have the individual picking up your camper come to the designated pick up area so that we can get your camper signed out in a timely manner. Pick up will run daily from 2:30 PM - 3:00 PM. If your camper needs to be picked up prior to the end of the day, please call the Camp Director on the camp phone to coordinate. Please ensure that you are prompt for pick up each day. The summer camp programs ends at 3:00 PM sharp. Please note that if a child is not picked up after a reasonable amount of time, the Bristol Police Department will be contacted to take over the situation.

Pick Up List: Any individual that will be picking up a camper must be on that camper's pick up list. The individual picking up the camper must bring a photo ID with them each day that they are picking up a camper. Only authorized individuals on the pick up list with a photo ID will be allowed to sign the camper out. Parents and guardians are not automatically added and can view and edit their camper's authorized pick up list under the custom forms section of their camper's MyRec account. If you need assistance viewing or editing a pick up list, please contact the BPRYCS office at 860-584-6160.



## Daily Life at Little Explorers Camp

What to Bring to Camp: Certain articles of clothing and equipment are needed by our campers. Please send your camper in weather appropriate clothing. Sneakers or closed toe footwear is required. Campers should bring a bathing suit each day in case of a trip to the splash pad or other water activities. We ask that each camper come with a re-usable water bottle labeled with the child's name. Please apply sunscreen to your camper prior to them arriving at camp. The BPRYCS staff is not permitted to apply sunscreen to campers.

Personal Belongings: Items brought to camp should be clearly labeled with the camper's name. BPRYCS is not responsible for lost, stolen, or damaged items. Phones, tablets, gaming toys, toys from home, etc. are not permitted at camp. Items left at camp will be placed in the lost and found. Any items in the lost and found not claimed within a 2 week period will be discarded. Any item that is brought to camp and deemed inappropriate, or used in an inappropriate manner, will be held by the camp staff and returned to the parent or guardian at the end of the day.

Field Trips: Depending on the week, campers will have the opportunity to enjoy special field trips to exciting locations. The schedule is available online under the program forms entitled "Little Explorers Camp Theme Week Calendar". Campers are required to wear their camp provided t-shirt on ALL field trip days for safety purposes. Please note that there will be no summer camp staff left behind on field trip days, so if you do not want your camper to attend a specific trip, or, if the camper arrives late and the group has left, your camper will not be able to attend camp that day. BPRYCS allows families to send money with their camper on field trip days for special treats or visits to the gift shop. The decision on whether time allows for these additional activities is that of the summer camp staff. The camps primary objective are safety and the main activity planned. Please note that BPRYCS camp staff cannot hold money for campers and are not responsible if money is lost or stolen.

Transportation: BPRYCS summer camps will utilize school buses for transportation to and from scheduled field trips. Please note that the BPRYCS Department includes extra time for travel on all trips, however, incidents can occur that could potentially cause delays in returning to camper from field trips. We ask that families are patient if buses are running later from a field trip. If a trip is running late, BPRYCS staff will provide an update to families via email and text blast. Please ensure your MyRec account is signed up for both email and text notifications.



Inclement or Excessively Hot Weather: The BPRYCS summer camp programs are held daily, rain or shine. BPRYCS tries to have as many outdoor activities as possible, even in marginal weather, so please ensure your camper is dressed appropriately. On severe or excessively hot weather days, field trips and outdoor activities may be changed. Indoor arts and crafts, movies, and other like activities may be implemented on these days.

## Daily Life at Little Explorers Camp

**Meal Program:** BPRYCS has partnered with Bristol Public Schools to offer meals to any child under the age of 18 participating in our summer camp programs. During registration, you will have the ability to indicate whether your camper(s) need the BPS provided breakfast, lunch, or both meals. Please note that if you do not indicate that your camper needs to participate in the meal program during the registration process for that week, we may not be able to provide a meal(s) for your camper as only a specific amount of meals are delivered to each site based on registration responses. Although the meal program is a great resource, we encourage children with food allergies to bring their own food, as we cannot guarantee that all meals are allergen free.

**Lunch and Snacks:** Despite our summer meal program, we encourage parents and guardians to send all campers with lunch and snacks daily if your camper is a picky eater or has dietary restrictions. Please label all lunches, juice containers, and water bottles. Please note that there is no opportunity to heat or warm up food for campers, nor is there refrigeration available, so please plan camper's lunches accordingly. At this time, peanut butter items are allowed and we do set up an allergen free table. However, should certain foods be prohibited due to an air-bourne allergy, parents and guardians will be contacted prior to the week of camp.

**BPRYCS Summer Camp Staff:** The Bristol Parks, Recreation, Youth and Community Services dedicated summer camp staff will be working harder than ever to ensure that your camper is safe and well cared for this summer. These individuals have been hired for their skills, talents, enthusiasm, and love of working with children. Our summer camp staff are a mix of professional teachers, college education majors, and young professionals that enjoy working with children. All BPRYCS summer camp staff members are certified in American Red Cross First Aid and CPR. Our staff also goes through an extensive week long training regimen that includes policies and procedures, customer service, emergency preparation, and many more relevant topics. At BPRYCS summer camps, safety is the top priority. Our summer camp programs strive to have a 1:10 staff to camper ratio. Our Camp Directors have work issued cell phones in which parents and guardians are able to call between the hours of 7:30 AM - 4:30 PM. Please note that if there is no answer, our staff may be assisting with other camp related operations, so please leave a voicemail or send a text message. Our staff are excited to spend the summer with your camper(s)!



More details about program offerings can be found on our website at [www.bristolrec.com](http://www.bristolrec.com).  
For assistance registering, please contact us at 860-584-6160.

## Health and Safety

Summer Camp Behavioral Rules: Please take the time to review these behavioral rules with your campers so that everyone is familiar with our program expectations prior to arrival. Please be advised that any camper that does not comply with these rules may be asked to leave summer camp with no refund provided. In order to ensure the safety of our participants and staff, and to provide the most rewarding and enjoyable camp experience, BPRYCS insists on the following standards of behaviors for all campers:

- Campers must respect staff members, other participants, and equipment at all times.
- Campers must practice fair, honest, and good sportsmanship.
- Campers must follow instructions and rules.
- Campers must be aware of obvious dangers (roads, water, etc.).
- Campers must be able to interact positively with fellow participants and staff members.
- Campers must stay with their assigned group and listen to staff members.

Discipline: The BPRYCS Department reserves the right to issue discipline at our summer camp programs that may include verbal warnings, written warnings to parents or guardians, or suspension from camp. No refunds will be issued for missed camp days due to behavioral issues. The following will not be tolerated and will be grounds for immediate dismissal from the summer camp program:

- Inappropriate, disrespectful, uncooperative, or disruptive behavior.
- Abusive language and inappropriate gestures.
- Injuring another camper, staff member, or person through an inappropriate action.
- Fighting or putting hands on any other person in a harmful or inappropriate way.
- Throwing things in anger.
- Spitting on others, equipment or property.
- Stealing.
- Misuse of property or equipment.
- Bringing cigarettes, vapes, alcohol, drugs, firearms, knives, or weapons of any kind to camp.
- Any other behavior that BPRYCS deems disruptive to the camp program or compromises the safety of others.

Medication: Most BPRYCS camp staff cannot administer medication to campers. However, our staff can keep all medications locked in a secure location, remind children to take medication, and supervise self-administration. Our Camp Directors hold Epi-Pen and Medical Administration Certificates. In order for children to take medication at camp, parents and guardians complete the Medication Authorization form found online in the forms section of the Little Explorers Camp program. All medication must be presented in their original prescription containers labeled from the pharmacy. All inhalers and epi-pens must have the appropriate Medication Authorization forms.

Incident Reports and Accident Reports: If an accident, injury, or behavioral issue should occur, we aim to learn from that experience and modify our policies and procedures, if necessary. An Incident Report or Accident Report will be completed and presented to the parent or guardian at pick up for situations occurring during the summer camp program. Parents or guardians are asked to sign the report acknowledging the situation and the original copy is filed with the Recreation Supervisor. Should a parent or guardian like to obtain a copy of a report, it should be requested from the Recreation Supervisor at [amryshelby@bristolct.gov](mailto:amryshelby@bristolct.gov).

## Health and Safety

Camper Illness or Injury: If your camper is sick, please keep them home. Please report any communicable diseases promptly, i.e. COVID-19, Chicken Pox, Head Lice, Pink Eye, etc. to the Recreation Supervisor at 860-584-6161 or amryshelby@bristolct.gov. Please note that no refunds or credits will be given for missed camp days. If a camper becomes ill or injured while at camp, the camp will first attempt to contact the parent or guardian. If we are not able to reach contact one, then contact two listed on the household will be notified, and so on. Please inform the camper's emergency contacts of their responsibilities and be sure that they are readily available. If a life-threatening situation occurs, EMS will be contacted immediately, followed by the emergency contact.

Vomiting and/or Diarrhea: Children with stomach viruses often do not have a fever. It is difficult to know whether a child's vomiting or diarrhea is caused by a virus, something they ate, or some other reason; therefore, any child who vomits or has diarrhea will be sent home and/or excluded from camp. Children who vomit or have diarrhea should remain home until they have not vomited or had diarrhea for a full 24 hours. Children should be tolerating regular meals without discomfort before returning to camp. Please note that no refund or credit will be given for missed days of camp due to vomiting and/or diarrhea.

Health and Safety Policies and Procedures: The BPRYCS Department understands that the camps we provide are not only essential child care services, but also play a significant role in the development of each camper's mental and social skills. As mentioned throughout this handbook, safety is our number one priority. In order to continue offering our programs, our camps will follow the most recent guidance set forth by the Office of Early Childhood (OEC). Should you have any questions regarding these policies, please reach out to Recreation Supervisor, Amry Shelby, at 860-584-6161 or amryshelby@bristolct.gov.

Camp Mask Policy: The most recent guidance from the OEC states that masks are no longer mandated in child care settings. The wearing of face coverings and masks are optional for any staff members, camper, or visitor unless otherwise ordered by the OEC or Department of Public Health (DPH). Isolation and/or quarantine for positive cases remain as is, per DPH and CDC guidance. Face coverings and masks will be made available upon request from any staff member, camper, or visitor.

COVID-19, RSV, and/or Influenza: If you/your camper(s) have symptoms and/or tested positive for a respiratory virus, stay home. Isolate yourself/your camper from others including those in the home. You/your camper(s) are likely most infectious during the first few days.

You/your camper(s) may return to camp provided there are no symptoms or the symptoms are improving and you/your camper(s) are fever-free without the use of fever-reducing medication for at least 24 hours.



## Health and Safety

Lice (Pediculosis) Policy: BPRYCS has a strict no-nit policy. When a case of headlice is identified, the following steps will be followed to minimize further spread and assist in elimination.

- The child will be sent home from camp to be treated by the parents or guardians, who should consult their physician.
- All children in the group, siblings, and anyone else who may have been a close contact with the camper should be examined for lice by the camp nurse.
- Written or electronic notice will be provided to the parents and guardians of the camp informing them that a case of head lice has been identified. Parents and guardians will be asked to assist by performing regular inspections of their campers head to reduce the spread of lice.

Returning to Camp: A camper that is discovered to have lice may return to camp 24 hours after treatment, provided they're nit free with a doctor's note. No refunds or credits will be issued for cancelled registrations or missed days due to lice.

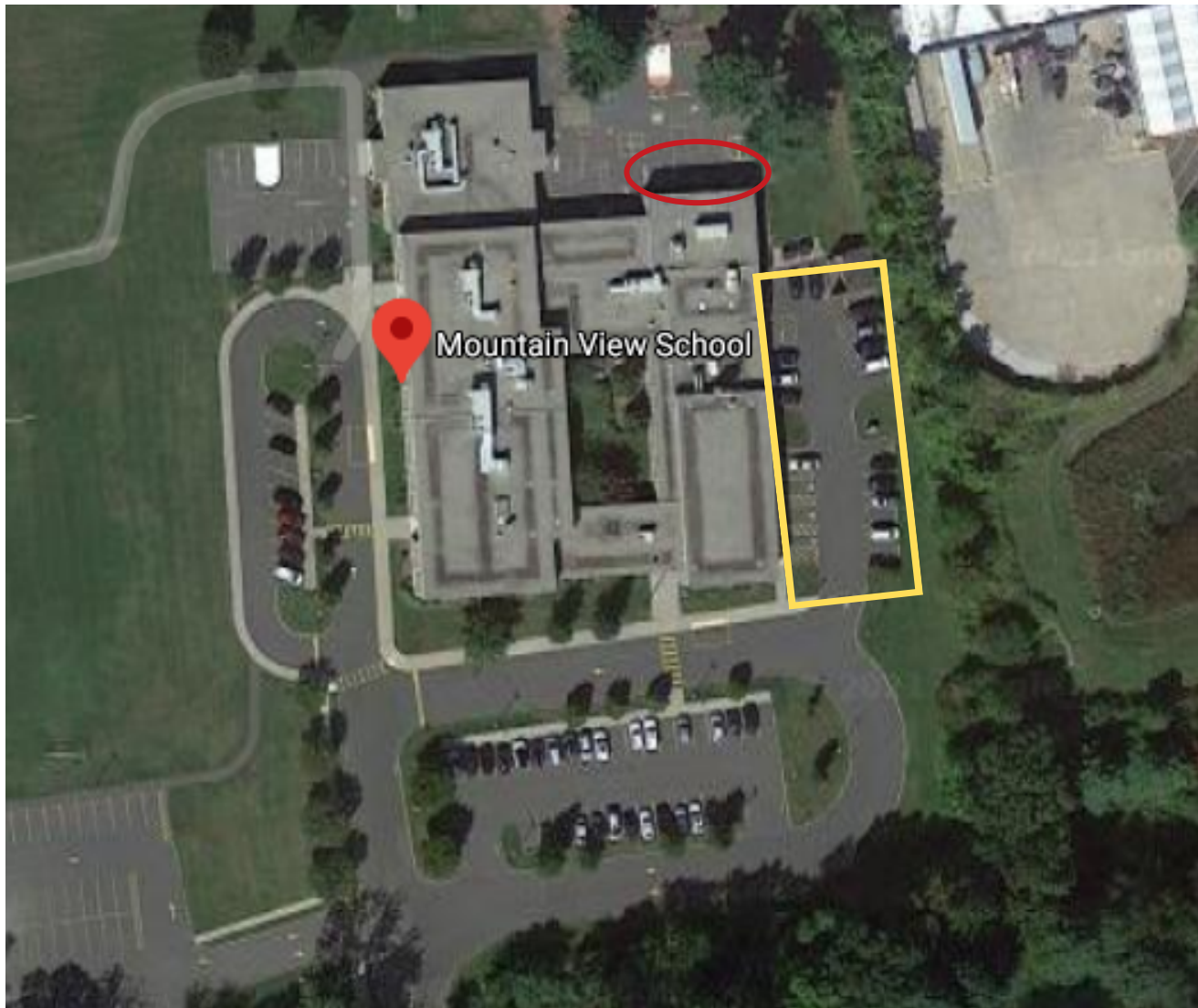
### Head Lice Facts:

- Head lice are tiny, wingless parasitic insects that live in the hair and scalp.
- The female adult lays up to 6 eggs (nits) and deposits them with "cement" to the base of the hair shaft (within 1/4 inch of the scalp).
- Nits hatch in 7-10 days and the female is able to lay eggs 10 days later.
- Lice have a 30-day life span.
- Lice will die if they do not have a "blood meal" within 48 hours.
- Lice DO NOT jump or fly, and they cannot live on pets.
- Head lice are passed primarily through direct head-to-head contact with an infested person. Less likely, they are spread by sharing combs and/or brushes, headbands, clothing, helmets, bedding, towels, pillows, etc.
- Signs and symptoms: itching of the scalp, particularly around the ears and nape of the neck; visually by finding crawling lice or nits on the hair shaft.



For additional information on head lice and its treatment, please visit the Center for Disease Control website at [www.cdc.gov/parasites/lice/](http://www.cdc.gov/parasites/lice/)



**Drop Off and Pick Up Map****Little Explorers Parking****Drop Off & Pick Up Station**

## Little Explorers Weekly Calendar



| Little Explorers Camp 2025  |                               |                                                 |                                       |                       |                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|-----------------------------|-------------------------------|-------------------------------------------------|---------------------------------------|-----------------------|----------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Theme                       | Monday                        | Tuesday                                         | Wednesday                             | Thursday              | Friday                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>HIDDEN TREASURES</b>     | 30<br><br>Camp Scavenger Hunt | 1<br><br>Adventurers and Explorers Dress Up Day | 2<br><br>Magician Visits Us!          | 3<br><br>Water Play   | 4<br><br>No Camp                       | <b>Contact Information</b><br>Main Office: 860-584-6160<br>Camp Phone: TBD<br><a href="mailto:parksandrecreation@bristolct.gov">parksandrecreation@bristolct.gov</a><br><a href="http://www.BristolRec.com">www.BristolRec.com</a>                                                                                                                                                                                                                                                                                                              |
| <i>Wildlife Safari</i>      | 7<br><br>Safari Walk          | 8<br><br>Safari Dress Up Day                    | 9<br><br>BOUNCE TOWN                  | 10<br><br>Water Play  | 11<br><br>Safari Craft                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>SPACE TRAVEL</b>         | 14<br><br>Musical Planets     | 15<br><br>Space Explorer Dress Up Day           | 16<br><br>Roaring Brook Visits Us!    | 17<br><br>Water Play  | 18<br><br>Rocket Craft                 | <b>Hours</b><br>Monday - Friday<br>9:00AM - 3:00PM<br><br><b>Location</b><br>Mountain View Elementary School<br>71 Vera Rd<br>Bristol, CT 06010                                                                                                                                                                                                                                                                                                                                                                                                 |
| <i>Fantasy Quests</i>       | 21<br><br>Magic Wand Craft    | 22<br><br>Mythical Creature Dress Up Day        | 23<br><br>Color Outreach Comes To Us! | 24<br><br>Water Play  | 25<br><br>Tie Dye                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <i>Secret Agents</i>        | 28<br><br>I Spy               | 29<br><br>Team Dress Up Day                     | 30<br><br>Rockwell Park               | 31<br><br>Water Play  | 1<br><br>Camp Olympics                 | <b>Camp Notes</b><br><br>Please Bring Every Day:<br>- Snack (and lunch if not signed up for BOE provided lunches)<br>- Water Bottle (labeled with name)<br>- Comfortable Clothes/Sneakers<br>- Blanket or Towel for Quiet Time<br>- Bathing Suit and Towel<br><br>Admission fees are included however, participants may choose to bring small amounts of money for arcades, snacks, or other purchases.<br><br>In the event of poor weather, camp may travel to alternative indoor locations. (Note: Schedule and Trips are subject to change.) |
| <b>DISCOVERING ANIMALS</b>  | 4<br><br>Animal Craft         | 5<br><br>Animal Dress Up Day                    | 6<br><br>Animals Come To Us!          | 7<br><br>Water Play   | 8<br><br>Cat and Mouse Parachute Games |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <i>Time Travel Missions</i> | 11<br><br>Time Capsule Craft  | 12<br><br>Favorite Decades Dress Up Day         | 13<br><br>KidsPlay                    | 14<br><br>Talent Show | 15<br><br>Camp Party                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

\*Please note that the calendar above is tentative and subject to change.