



# Camp Stuff-Ta-Doo Parent Handbook 2025

**Simsbury Culture, Parks and Recreation Department**

**100 Old Farms Road, West Simsbury, CT 06092**

**Phone: 860-658-3836**

**Email: [ttyburski@simsbury-ct.gov](mailto:ttyburski@simsbury-ct.gov)**

## INTRODUCTION

Welcome to the Simsbury Culture, Parks, and Recreation Department's camp program. We are pleased that you have chosen this program for your family. This parent handbook was written to help you better understand our programs and policies.

Our program will operate with six groups, (3 youngest and the 3 oldest) again this summer and we have planned my special events and activities to keep the summer enjoyable for all. It is important to note that Camp Stuff-Ta-Doo will once again be doing pick up and drop off along the fence line at Central School on Massaco Street at 8:30am and 3:30pm. If your child has signed up for end of the day swim lessons you will pick up your child at Memorial Pool at 4pm.

### Camp Director – Emma Windisch

Camp Stuff-Ta-Doo is so excited to have you all for another summer! My name is Emma Windisch and I will be the camp director this summer. I just graduated from the University of Connecticut! This is my seventh year working at Camp Stuff-Ta-Doo. I am so excited to be back at camp this year at camp and cannot wait to continue working with our campers and staff!

**Camp Assistant Directors** – Brennan Metz and Will Boswell

### Contact Information

It is extremely important for our camp administration to be in regular contact with campers, parents/legal guardians, and staff. Many of these communications may be time sensitive and may contain confidential health information. Therefore, we have created a Remind app class for text messages as well as the camp director's phone.

#### Camp Located at:

Central School Recreation Office Phone: 860-658-3836  
29 Massaco Street  
Simsbury, CT 06070

#### Contact us by:

Email: [kyard@simsbury-ct.gov](mailto:kyard@simsbury-ct.gov)

Recreation Director: Tom Tyburski.  
[ttyburski@simsbury-ct.gov](mailto:ttyburski@simsbury-ct.gov)

#### Camp Director: Ethan Windisch

Camp Director phone: If you need to reach the camp director **DURING CAMP HOURS**, you may call her at: **860-960-7954**

Automated camp text messages can be received from the remind app by signing up with the following link:  
<https://www.remind.com/join/stufftadoo>

#### Daily Camp Hours

8:30am - 3:30pm- **Please note due to required protocols, check in will begin no earlier than 8:30am**

# 2025 CAMP CALENDAR

Session	Dates		Camp Stuff-Ta-Doo Themes
1	June 16 to June 20 (no camp on June 19th)		Retro Remix Week
2	June 23 to June 27		Play to Win Week!
3	June 30 to July 4 (No camp July 4th)		A Year of Cheer!
4	July 7 to July 11		Code Name: Stuff-Ta-Doo
5	July 14 to July 18		The Summer Camp Games
6	July 21 to July 25		Craft and Raft Week
7	July 28 to August 1		Mess Fest!
8	August 4 to August 8		Rewind: “Stuff” We Loved “Ta Doo”

## Don't Forget...

☐ Required forms: Pick-Up Authorization (only if someone other than parent will be picking up)

Please submit form **on the first day of camp!** (Forms are located on the end of the handbook) Necessary if you didn't previously list the pick up folks during the online registration.

### What to Bring to Camp Daily

- ☐ A smile!
- ☐ Hat
- ☐ Appropriate footwear (Closed toed shoes)
  - ☐ Bag lunch and two snacks. (pack snacks separately from lunch, label with name)
- ☐ Water bottles (labeled with name)
- ☐ Sunscreen (on body AND in bag, labeled with name)
- ☐ Hand Sanitizer
- ☐ Change of clothes
- ☐ Bathing suit & Towel (May choose to bring 2 of each)
- ☐ Backpack/Bag for all belongings
- ☐ Raingear/ Warm clothes as necessary
- ☐ Medicines (If necessary)

### What Not to Bring to Camp

- ☐ Electronics (including Game Boys, iPods, Cell Phones, etc.)
- ☐ Water Guns/Super Soakers
- ☐ Valuable items
- ☐ Precious or treasured items
- ☐ Money

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**Please write name on all belongings!**

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\*Our rule is no one shares food, including siblings, due to allergies and health concerns.

## GENERAL CAMP INFORMATION

Camp Location: Central School and Memorial Park

### Sign-In -

Prior to the first day of camp, you will receive an email stating your child's group number and counselors' names. Our Camp Staff will meet you and your camper along the fence by the Massaco Street Parking Area at Central School at 8:30am. There will be 6 groups and Group 1 will be at the end of fence nearest the school and group 6 will be at the end furthest from the school building. **Your child's group assignment will be sent to you on the Thursday or Friday of the week before camp!**

### Sign out

At the day's end, you will pick up at the same location as drop off at 3:30pm. If your child is taking an after camp swim lesson you can pick the camper up at Memorial Pool at 4pm, access parking area from Plank Hill Road. Only those designated on the camper's Pick-Up Authorization Form will be allowed to pick up your camper (upon display of Photo ID if requested.)

Please fill out the Pick-Up Authorization Form, listing all the people who are allowed to pick up your child, including yourself! Your child will not be allowed to leave camp with anyone other than those people listed on the Pick-Up Authorization form unless otherwise noted by a parent. REMEMBER, this is for your child's safety and your peace of mind. If you would like to add someone to your list of authorized pick up, arrangements can be made with the camp director. If this is an emergency that arises during the camp day, please contact us with the name of the person that will be picking up your child.

## CAMP POLICIES

We hope that you understand and appreciate our policies as they directly relate to the safety and well-being of your camper. We look forward to your cooperation in helping us provide a pleasant and safe camp experience for your child.

### Rules, Behavior, and Discipline Policy

Campers will be responsible for following ALL camp rules as listed below:

- Campers must be respectful to other campers, staff, and facilities and equipment at all times.
- Campers must remain in designated camp areas at all times unless escorted by a counselor.
- Campers must stay with their specified counselors at all times.
- Campers must use appropriate language with other campers and staff at all times.
- Campers are only permitted to leave camp when they are signed out by a parent/guardian or other authorized person.

All children are expected to behave in a proper and respectful manner. We will not tolerate any physical violence, name calling, foul language, destruction of property, or any other behavior deemed inappropriate by the staff. In accordance with the severity and frequency of the behavior, a behavior tracking form may be completed and kept on file. Parents will be notified and receive a copy of any such form. If warranted, the Recreation Department reserves the right to dismiss or suspend any child from the program. No refunds will be given.

### Attire

Every group will be going to the pool, so children should arrive at camp wearing a bathing suit under their clothes or they can change in the pool's locker room.

Children should dress in a comfortable manner for camp. We suggest shorts, T-shirts, and sneakers be worn. **Sandals and dress clothes are not appropriate for camp as children will be engaged in various sports, active games, and arts and crafts projects that may be unsafe and/or messy based on apparel.**

We also recommend your child bring a towel and bathing suit for free swim days, and a change of clothes to camp on a daily basis. If the weather permits, we will play water games. **Please label all personal belongings!**

### Sun Protection

We strongly suggest that a parent or guardian apply sun block (minimum SPF 30) prior to drop off at camp. Staff can assist in applying sunblock if it is the spray can variety, **we will not apply lotion to campers.** Campers should bring their own sunblock each day in order to reapply when/as needed. This, along with all personal belongings, should be labeled with the camper's name. There will be sunscreen reminders/breaks throughout the camp day.

### Hand sanitizer

We will have hand sanitizer available in our bath house and restrooms. Campers are welcome to bring their own small container for personal use throughout the day.

### Illness

If your child is sick, please keep him/her home. Any child with a temperature over 100 degrees Fahrenheit should not be brought to the camp. If your child does become sick during the camp day including a temperature of 100.0 F or higher, a parent will be contacted to pick them up.

**If sent home with a fever, a camper should not be brought back into camp until they are healthy enough to return to the program.**

## **Lunch and Snack**

Campers are asked to bring a lunch, drink and 2 snacks to camp daily. Please label all lunch bags, boxes, juice, and water containers. Lunches will be able to be stored inside the school in a refrigerated case.

## **Electronics and Personal Property**

Please do not send your child with electronics ( i.e. DS, cell phones, iPods, etc.) or other expensive toys to camp. We are not responsible for lost, stolen, or damaged items .

## **Weather**

In the event of rain or severe weather during the camp day, campers and their counselors will relocate indoor locations within Central School. They will return to the outdoors when possible. If there is an all-day expected rain event, we will remain at Central School. Please send your child with clothes that can get wet/dirty as we may go outside if possible. Should occasional wet weather be in the day's forecast, please be sure to send your child with appropriate clothing to get wet outside as we will do our best have some fun despite the weather!

## **Refund/Cancellation Policy**

Refunds or credits will be given in the following situations:

1. If a program is cancelled by the Simsbury Parks & Recreation Department, a full refund will be issued.
2. Refunds in the form of an account credit or check (minus a \$10 processing fee) will be issued if you cancel out of a program a minimum of two weeks prior the program start date. For requests less than two weeks but more than one week prior to program start date, a refund (minus a \$10 processing fee) is possible if your space can be filled by someone on the affected program's waitlist. Unfortunately we cannot honor requests for refunds made less than one week prior to the program's start date.
3. In the event of an injury or illness of the program participant less than one week before a program begins, a full refund will be processed if accompanied by a doctor's note stating that the participant cannot participate due injury/illness during the dates of the program. A Doctor's note must be received within two weeks of the absence, and the refund will be prorated for missed days. This only applies to the injured participant, and not any siblings who may also be registered in the same program.
4. Bus trips and special events and tickets are only refundable if your seat/space can be filled by someone on a waitlist. If you are considering a refund request of this type please allow us adequate time to contact our waitlist. Merchandise and passes are non-refundable, but exceptions may be made by the Town Manager.
5. Transfers - You may transfer into another session of the **same** program, without penalty, if done so a minimum of one week prior to the program start date and if there is space in the desired session. You may transfer into a **different** program, without penalty, if the request is made at least two weeks prior to the start date of the original program.

Refunds may be issued in the following two ways:

1. A credit on your account at Simsbury Parks & Recreation, which will remain indefinitely and may be used toward any future activities with the department.
2. A refund check sent to the address on file with your Simsbury Parks & Recreation account. Checks will be processed and sent from the Town of Simsbury's Finance Department. Please allow 3-4 weeks for processing.

## **Sample Approximate Daily Schedule**

### **Group 1:**

8:30-8:40: Drop off by Central School Parking Area Along Massaco Street.

8:40-9:00: Gather lunches, morning hellos, ice breaker (name game, favorite color/game/sport, etc.)

9:00–9:30 Game

**Monday:** Detective

(Kids sit in a circle 6 feet apart from one another. One kid creates a pattern (clapping, snapping etc.) and everyone else follows. One kid is the detective trying to find the kid that creates the pattern. Must change pattern after a bit. Detective has 3 guesses.)

**Tuesday:** Freeze tag

**Wednesday:** Elves, giants, wizards

**Thursday:** Crab soccer

**Friday:** Counselor choice!

9:20-9:30     Snack & water

10:30 -11:30: Free swim #1

11:45-12:30: Lunch

12:30-1:00: Game

**Monday:** Obstacle course (Elbow bump to teammate)

**Tuesday:** Soccer ball tag

(Tagger has to kick the soccer ball at other player's feet. If the soccer ball touches someone's foot or leg, they are now the tagger.)

**Wednesday:** Scream runs

**Thursday:** Musical chairs using spots/floor markers

**Friday:** Counselor choice!

1:00 -2:00: Free swim #2

2:00-2:30: Arts & crafts (Craft depends on weekly theme)

2:30-3:15: Game

3:15-3:30: End of Day Wrap Up and Bead Ceremony

3:30pm Camper Pickup

\*This is only a sample schedule. There may be changes prior or and/or during the camp season.

## PICK UP AUTHORIZATION

### PERMISSION FOR PERSONS TO REMOVE A CHILD FROM PROGRAM FORM

Please provide information for all people that are qualified to pick up your child. **BE SURE TO LIST ALL PARENTS/GUARDIANS, INCLUDING YOURSELF!!** Please notify persons listed on this form that they may be contacted in case parents cannot be reached and photo ID may be required at time of pick up. This form must be returned to the camper's counselor

**Camper Name(s):** \_\_\_\_\_

I hereby authorize the Simsbury Culture Parks and Recreation Department personnel to release my child(ren), to the following people:

**Parent/Guardian:**

Name:	Relationship:
Phone #: Home/Work/Cell/etc:	Alternate Phone #: Home/Work/Cell/etc:

**Parent/Guardian:**

Name:	Relationship:
Phone #: Home/Work/Cell/etc:	Alternate Phone #: Home/Work/Cell/etc:

**Others Authorized to Pick Up:**

Name:	Relationship:
Phone #: Home/Work/Cell/etc:	Alternate Phone #: Home/Work/Cell/etc:

Name:	Relationship:
Phone #: Home/Work/Cell/etc:	Alternate Phone #: Home/Work/Cell/etc:

Name:	Relationship:
Phone #: Home/Work/Cell/etc:	Alternate Phone #: Home/Work/Cell/etc:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_