



**HOLIDAY
HILL
DAY CAMP**

Parent Handbook

Summer never felt so good!

Welcome to Mansfield's Holiday Hill!

41 Chaffeeville Road, Mansfield Center, CT 06250

Phone: 860-423-1375

Office Email: info@holidayrecreation.com

Direct Emails:

Hunter@holidayrecreation.com

Shannon@holidayrecreation.com

Dudley@holidayrecreation.com

We are excited to welcome your family to camp. This handbook highlights our most important policies and procedures in clear, simple language. Please read it carefully and keep it for reference throughout the summer. If you ever have questions or concerns, do not hesitate to contact the Camp Office.

MOST IMPORTANT INFORMATION (PLEASE READ FIRST)

Camp Hours

- **Regular Camp:** Monday–Friday, 9:00 a.m.–4:00 p.m.
- **Extended Camp Care:** 8:00–9:00 a.m. and 4:00–5:00 p.m. (\$10.00 per morning or afternoon)

Daily Arrival & Pick-Up

- **Regular Arrival:** Please drop off your child at camp between 8:50am - 9:00am
- **Late Arrival:** Check in at the Camp Office.
- **Early Pick-Up:** Submit an email or phone request in advance. All changes must be made by **3:00 p.m.**

- **End-of-Day Pick-Up:** Please do not leave your vehicle during pick-up, we will have designated counselors bring your child to you. Caregivers must sign campers out with the designated counselor. Please have photo identification ready.
- **Release to Others:** Campers will only be released to individuals on the Authorized Grown-ups form (can be edited through CampInTouch).

Absences

- Please call the camp or email info@holidayrecreation.com if your child will be absent.
- We will contact you if an absence is unexplained.

Health, Safety & Medical Care

- A **registered nurse** or **director of first aid** is on duty during the camp day.
- Caregivers are responsible for transportation home or to a doctor if a child becomes ill or injured (except for emergencies).
- Caregivers are responsible for **all medical, dental, and prescription costs** outside camp.
- Health insurance information must be listed on the Health History Form.

Emergency & Important Communication

- Our phones are monitored from **7:30am - 5:30pm**.
- Messages left outside of these hours will be checked by 7:30am.
- Best times to call: **9:00 a.m.–5:00 p.m.**
- For urgent matters, call anytime.
- Please be patient during busy camp hours—we will return calls as quickly as possible.

REGISTRATION, PAYMENTS & REFUNDS

Registration & Payments

- Pay in full or submit a **\$150 per week deposit**.
- Full tuition is due by **June 1**.
- Registrations may be canceled and deposits forfeited if payment is not received by June 1 (unless other arrangements are made).

Payment Plans

- Register by **January 31**: Payments due March 1, April 1, May 1
- Register by **March 31**: Payments due May 1 and June 1
- Call the Camp Office to arrange alternate plans.

Cancellations & Refunds

- Switching weeks or sessions is free if the total number of weeks stays the same.
- **Before May 1**: Full refund minus a \$150 per week nonrefundable deposit
- **After May 1**: No refund; tuition credit will be offered
- No refunds for missed days due to illness, injury, or vacation.
- Absences of **3+ consecutive days** due to illness/injury may be made up later with a doctor's note and director approval.

WHAT TO BRING (AND NOT BRING)

Clothing & Gear

- Comfortable clothes for active outdoor play

- Bathing suit and towel
- Water Bottle
- Raincoat
- Hats encouraged
- Label all items with your child's name

Sun Protection

- Apply sunscreen before camp
- Send sunscreen to camp for reapplication

Personal Property

- Please leave valuables at home
- Not allowed: electronics, phones, gaming devices, expensive jewelry, weapons, drugs, or alcohol
- Pets are not allowed without director approval

TECHNOLOGY & CELL PHONE POLICY

- **Cell phones are not to be used during the camp day** by campers.
- Staff are permitted to use cell phones for paperless attendance and emergency communication
- Phones may be used on buses for music or games only.
- If you need to reach your child, call the Camp Office—we will deliver messages.

Why This Matters

- Camp is about focus, trust, independence, and relationships.

- Phones distract from activities and friendships and can create safety issues.
- Learning to trust counselors and problem-solve builds confidence and resilience.

We promise to contact you if your child needs extra support or seems to be having a hard day at camp. Please support this process by encouraging your child to talk with their counselors, directors, or the nurse while at camp.

FOOD, LUNCH, & CAMP STORE

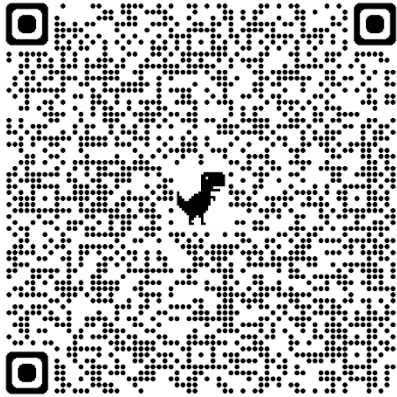
Lunch & Snacks

- Campers may bring lunch or enroll in the MyHotLunchBox Lunch Program (will be open 6/1)
- Lunches are refrigerated
- Morning snacks should be separate from lunch
- Afternoon snacks may be packed with lunch
- Camp provides water to re-fill containers

Camp Store

- Open at Lunch time and end of day
- Sells snacks, drinks, apparel, toys, and small items
- Gift cards available for parent-controlled spending
- Parents may contact the camp to limit store purchases

FORMS AND DOCUMENTS



- All forms must be submitted via [CampInTouch](#) prior to attendance
- If any required forms are missing prior to arrival, your child may not be permitted to attend camp until all documentation is complete.
- If you have any questions about forms, please contact hunter@holidayrecreation.com

TRANSPORTATION

- All campers must have a completed Day Travel Form on file.
- A confirmation call is made before each session if utilizing bus transportation.
- Campers must remain seated on the bus.
- Campers who do not follow safety rules may lose transportation privileges.
- All transportation changes must be approved by the Directors.

SPECIAL PROGRAMS

Overnight & Evening Programs

- **Overnight Program (Grades 4+):** Specific Friday nights (dates will be included in calendar); pick-up Saturday at 9:00 a.m.
- **Up-to-Night Program (Grades 1–3):** Thursday evening (second Thursday of each session); pick-up at 8:00 p.m.
- Permission slips and fees required

STAFF, GIFTS & COMMUNICATION BOUNDARIES

Gratuities

- Staff may not accept tips or expensive gifts
- Small tokens are welcome

Communication Outside of Camp

- Staff and campers should not communicate outside of camp without parent and office approval
- Parents should not contact staff members on their personal phones regarding any camp matter
- Parents are encouraged to monitor any post-camp communication
- Contact the camp with any concerns

Thank you for trusting us with your child. We are honored to be part of their summer!