



# CAMP MANSFIELD

2026

## PARENT HANDBOOK



*We Make  
Happy Campers!*



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Summer 2026

Dear Parents, Guardians and Campers:

On behalf of the Town of Mansfield Parks and Recreation Department, we would like to welcome you to Camp Mansfield. Our Camp Staff are excited to spend time with you and your children this summer and have been busy planning and preparing for Camp Mansfield 2026. Each camper's social, emotional and physical well-being is our top priority. Remember at Camp Mansfield, *"We Make Happy Campers!"*

This Parent Handbook is designed to help you learn about how Camp Mansfield is operated and what your child's experience might entail. It offers an opportunity to see a sample schedule and become familiar with our policies and procedures which are designed with your child's safety and well-being in mind. The sample schedule is a snapshot of what we offer at camp. Please read the enclosed information to help your child have the best experience possible.

Camp Mansfield will start on June 22nd and end on August 14th. These dates can be tentative based on the final day of the Mansfield Public School Year. Mansfield Middle School and Bicentennial Pond will be the main camp locations, weather permitting. If at any point there is inclement weather which affects our outdoor locations, camp will be held at an alternative location or cancelled for the day depending on the severity of the weather. Pick up and drop off will be at Bicentennial Pond located at 230 Clover Mill Road in Mansfield.

Again, welcome to Camp Mansfield! If you have any questions, concerns or would just like to talk camp, please feel free to call, email or stop by the Community Center to speak with any of the Parks and Recreation Department staff.

Sincerely,

Steven Capobianco  
Program Coordinator

# **CAMP MANSFIELD GOALS**

## *How We Make Happy Campers*

- Create an environment that is in every way healthful and safe, where encouragement, laughter and fun are the norm.
- Nurture each individual's confidence in his/her own strengths and skills, while fostering the discovery and development of new interest, knowledge and talents!
- Cultivate an atmosphere that promotes the building of healthy relationships with peers.

### **Camp Cell Phones:**

860-208-7063 (Main Camp)

860-429-3015 x 4 (Secondary/inclement weather)

**Please do not contact the Mansfield Middle School Office on Inclement Weather days**

# PARENT/GUARDIAN INVOLVEMENT

We encourage you to speak with your child's counselor and all camp staff frequently. If your child attends Camp Care, feel free to relay messages or communications to the Camp Care supervisor for your child's counselor. **Please do not call the Mansfield Middle School office.** The school office staff is not able to relay messages to the camp staff. If you call the main Parks and Recreation number (860-429-3015), the Parks and Recreation staff will get a message to the camp.

## REGISTRATION

**All Campers must be pre-registered NO LATER THAN THE WEDNESDAY BEFORE THE DESIRED SESSION and have submitted a Required Additional Camp Form. Registering later than the Wednesday before a new session will require your child to be placed on a waitlist until registration can be processed and placed in a group (space permitting).**

Registration may be done online at *mansfieldcc.com* or in person at the Mansfield Community Center. We ask that you register as much in advance as possible. Early registrations help us to determine size of groups and staff assignments when we have that information in advance.

## LAST WEEK OF CAMP IMPORTANT INFORMATION: AUG. 10 – AUG. 14

**We are excited to inform you that this week will be entirely dedicated to outdoor activities, providing our campers with a memorable end to their summer experience. However, as we all know, weather conditions can be unpredictable. In the event of inclement weather that poses a risk to the safety of our campers and staff, we may need to cancel the camp day or use an alternative location for that particular day. Our utmost priority is the well-being of everyone involved, and we will not compromise on safety under any circumstances. To ensure efficient communication in such situations, we will be relying on email notifications to keep you informed about any cancellations or changes to the camp schedule. Therefore, it is crucial that you regularly check your email inbox throughout the week for updates from us. We will plan to send out any notices no later than 6:30 a.m. the day of. We understand that sudden changes can be inconvenient, and we appreciate your understanding and cooperation in advance. Rest assured, we will make every effort to minimize disruptions and provide alternative arrangements whenever possible.**

## INCLEMENT WEATHER POLICY

In the event of inclement weather, please contact the Mansfield Community Center weather alert line at 860-429-3015 x 4 for the most up-to-date information. Camp Mansfield will make a decision regarding the status of camp by 6:30am the day of. If the rain is light or not expected to be all day, we will modify the schedule and be located at the Middle School portable classrooms. In the case of heavy or consistent rain throughout the day, a decision will be made regarding either an alternative location for camp that day or cancelling the day. We will make the best decision possible to ensure safety of our campers and staff! If a surprise rain shower or storm occurs after the camp day has already started, we will move camp to the portable classrooms located at the Middle School.

# STAFFING

The Mansfield Parks and Recreation Department takes tremendous pride in our fantastic camp staff. Many of our camp employees have worked in our camp program for several years and were once campers themselves. The camp staff includes professionals, college and high school students. All camp staff members are certified in Standard First Aid, CPR and AED, Bloodborne Pathogens and Epipen/Inhaler Administration. In order to provide the best care for your child, all staff are required to attend pre-camp training on subjects such as child development, safety, positive disciplining, games and leadership. Staff will also have General COVID-19 Training prior to the start of camp. Our camper-to-staff ratio varies by age group and specific group needs or dynamics. The range of ratios begins at 1:10 and does not exceed 1:15.

**As a CT. municipality, Town of Mansfield Camps are exempt of the Connecticut Office of Early Childhood license requirement for Youth Camps**

## SAMPLE CAMP SCHEDULE

(Camp schedules will be issued the first day of each session)

(We have 3 schedules each session – M/W/F & T/TH & RAINY DAY INDOOR)

	1	2	3	4	5	6	ADV.
9:15	<b>CAMP-WIDE HILL TIME!</b> <i>Songs, skits, challenges!</i>						
9:45	CAMP SONGS & SKITS	NATURE	ARTS & CRAFTS	SPORTS & GAMES	Cultural Arts <i>Staff Pending</i>	ARCHERY	NATURE
10:30	SPORTS & GAMES	ARTS & CRAFTS	NATURE	Cultural Arts <i>Staff Pending</i>	ARCHERY	Cultural Arts <i>Staff Pending</i>	SPORTS & GAMES
11:15	LUNCH & PLAY	LUNCH & PLAY	LUNCH & PLAY	ARTS & CRAFTS	CANOE	ARCHERY	Cultural Arts <i>Staff Pending</i>
12:00	NATURE	SPORTS & GAMES	ARCHERY	LUNCH & PLAY	LUNCH & PLAY	LUNCH & PLAY	LUNCH & PLAY
12:45	ARTS & CRAFTS	Cultural Arts <i>Staff Pending</i>	Cultural Arts <i>Staff Pending</i>	CANOE	ARTS & CRAFTS	SPORTS & GAMES	ARTS & CRAFTS
1:30	FREE SWIM	FREE SWIM	FREE SWIM	ARCHERY	SPORTS & GAMES	ARTS & CRAFTS	ARCHERY
2:15	Cultural Arts <i>Staff Pending</i>	CANOE	SPORTS & GAMES	FREE SWIM	FREE SWIM	FREE SWIM	FREE SWIM

## **ACTIVITIES**

Activities at camp include: arts & crafts, sports & games, nature, canoeing/kayaking, archery, free swim and additional age-appropriate activities. Certain specialists will have staff leading activities. Counselors will have a larger role leading activities with the campers.

Activities are thoughtfully planned by our specialists for each activity block. Groups also have the opportunity to choose/create activities with their counselor during group choice periods. Campers will be able to make choices when choosing what special they would like to go to. We want the campers to have the best possible experience at camp and feel that it is empowering for them to select the activities they want to do.

## **SPECIAL EVENTS**

Every Wednesday is Wacky Wednesday. These are camp spirit days (crazy hat day, backwards day, group color, etc.). Details are included in your session packet given on the first day of each session. Every Friday we hold a special event. Examples are: Camp Mansfield's Got Talent, Camp Olympics, Mystery Week, and more and we always have our Camp Carnival during the last week of Camp Mansfield for the season!

## **SWIMMING/WATER ACTIVITIES**

We are lucky to have Bicentennial Pond on the grounds of Camp Mansfield. Weather permitting, we swim each day at camp. Free Swim is in the afternoon each day. During free swim, camp groups will have designated areas that are marked to swim. The focus is on safety at the waterfront with lifeguards and camp staff offering constant supervision. The waterfront is directed by the Aquatics Director with the support of Head Lifeguards and Lifeguards. Camp staff are also actively supervising swimming time on the water's edge. Lifeguards and staff will enforce safety rules at the waterfront. Campers who do not want to swim will have a designated area on the sand. Great news! Camp Mansfield will be offering Swim Instruction this summer. At the beginning of each week, campers will be swim tested to gauge what their ability and comfortability in the water is. All kids will be automatically enrolled into the swim instruction which will take place on Tuesdays and Thursday during the hours of camp. This is not considered a lesson. This is to get campers to feel more comfortable in the water and learn safety in the water. If you choose to opt out of this, please notify your child's counselor at the start of the camp week. **ALL CAMPERS SWIM TEST THEIR FIRST DAY OF CAMP.**

## **SNACKS/LUNCHES**

All full-day campers are provided with a choice of bag lunches and a drink each day made by the Mansfield Schools Food Service Department. We suggest packing your child a snack as well, since it is a long day. If you prefer to pack a lunch for your child we ask that lunches and snacks do not require refrigeration and inform your child's counselor. It is important to send your child with a water bottle each day.

## **SUN BLOCK**

We expect parents to apply sun block prior to children coming to camp. We can remind campers to reapply sunscreen (you provide) as needed (typically before and after swimming). Please label lotion containers, and pack in a plastic bag within your child's backpack.

## **SIGN IN/SIGN OUT PROCEDURE**

1. Campers are signed in/out with their counselor each day unless they attend camp care. Campers attending Camp Care are signed in and out with the Camp Care supervisor.
2. Children will not be allowed to leave the camp with anyone other than those listed on the Camper Information Form that must be submitted before the camp session begins. If you plan to have someone (who isn't listed on the registration form or pick-up authorization form), a written note must be presented ahead of time to the camp counselor or Camp Director.
3. Until the camp staff gets to know you, they may ask for identification. Please understand that this is to ensure the safety of all the children.

## **DROP OFF/PICK UP**

Drop off and pick up takes place at Bicentennial Pond, 230 Clover Mill Road. There will be signs to point you in the right direction. Camp begins at 9 a.m. and concludes at 3 p.m. **Drop off is from 9-9:15 a.m. and pick up is from 3-3:15 p.m.** In the event of rain, drop off and pick up will be located in the portable classrooms at Mansfield Middle School. Camp staff will be present and visible to direct you to the right place.

## **CAMPERS SHOULD BRING THESE THINGS TO CAMP**

Water Bottle  
Backpack or Bag (For Belongings)  
Snack (It's a long day and we play hard)  
Sneakers or Comfortable Shoes (Should be worn to camp every day, we hike trails that are not sandal friendly)  
Bathing Suit  
Towel  
Change of Clothes (Just in case)  
Flip Flops or Water shoes (Optional for pond only)  
Sunscreen & Bug Spray (Optional to bring, but should at least be applied at home)

## **IT'S BETTER IF CAMPERS LEAVE THESE AT HOME:**

Electronic Games

Cell Phones (if parent requires child to have for emergencies, we prefer that the child be directed to not use the phone during the day unless it is an emergency)

Ipods, MP3, etc  
Trading Cards, Toys  
Money

Expensive Jewelry  
**Any Items of Value**

## **MANSFIELD PARKS AND RECREATION IS NOT RESPONSIBLE FOR ANY LOST, STOLEN OR DAMAGED ITEMS**

Lost and found boxes are located in the camp office inside of Mansfield Middle School and at Bicentennial Pond. Please ask camp staff if you're looking for an item. Unclaimed lost and found items are typically donated to charity at the end of each camp session.

## **CAMPER EXPECTATIONS**

To assist with making each child's experience a positive one at Camp Mansfield, we ask all campers and parents to become familiar with the following rules and expectations. Counselors and campers will go over camp rules and expectations during the orientation period on the first day of each session.

1. **RESPECT**—Agreement among campers and staff to be respectful to everyone at camp.
2. **COOPERATION**—Agreement among campers and staff to participate in (unless special circumstance) all activities and play cooperatively together.
3. **SAFETY**—Agreement among campers and staff to adhere to all safety and behavioral rules of the camp.

## Discipline Policy and Procedure Guidelines

### Effective Date

This policy was revised on 9/4/14

### Purpose

1. To provide a safe and respectful environment for both patrons and staff.
2. To provide consistent disciplinary action for all people.

### Guidelines

- All management level staff will have the authority to implement approved discipline fairly and consistently.
- The Director, Assistant Director or designated staff will review all incidents.
- Modification to these listed requires the approval of the Director before modified actions may be taken.
- All detailed incidents will be documented and placed in a confidential file.
- All incidents regarding minors will involve a copy of the incident report mailed to guardian and a phone contact made by the director, assistant director or assigned staff to the parent/guardian.
- Staff implementing suspension is responsible for ensuring that necessary parties are notified and that suspension information is entered into the appropriate system.
- Patrons and parents of minors will reserve the right to discuss incidents and implemented discipline with staff. However, after review, the Director, Assistant Director or designated staff decision is final.
- The Town of Mansfield reserves the right to exercise additional disciplinary actions against any individual found guilty or entering a guilty plea associated with physical violence or sexual offense.

### Enforcement of Guidelines

#### Minor Infractions Minimal Suspension Penalty

Offense	Document with Incident Report	Notify Parents if under 18	Suspension Penalty
1 <sup>st</sup> offense	YES	YES	Remainder of current day and next full day
2 <sup>nd</sup> offense	YES	YES	Two Weeks
3 <sup>rd</sup> offense	YES	YES	1 month

#### Major Infractions Minimal Suspension Penalty

Offense	Document with Incident Report	Call Police	Notify Parents if under 18	Suspension Penalty
1 <sup>st</sup> offense	YES	YES	YES	One month minimum
2 <sup>nd</sup> offense	YES	YES	YES	3 month minimum
3 <sup>rd</sup> offense	YES	YES	YES	Requires director approval to return

### Examples of Types of Infractions

#### Minor Infractions

- Continually being a menace
- Defiance of staff
- Insulting, vulgar, or disrespectful language towards patron or staff
- Smoking on grounds
- Violation of specific facility rules, including misuse of intended purpose of facility.
- Attempting to access areas without proper pass or daily admission
- Loitering

#### Major Infractions

- Fighting and other acts of aggression
- Stealing
- Vandalism of personal or town property (includes graffiti)
- Sexual, verbal or physical harassment or threat of patrons or staff
- Possession or consumption of alcohol, illegal drugs, or other lethal substances
- Possession of guns, knives, firearms or other weapons
- Intoxication
- Violation of any federal, state or local ordinance

# BASIC CAMP RULES

**We talk about 3 Basic Camp Rules when we meet as an entire group:**

## **1. Have Fun! 2. Be Nice! 3. Have Fun!**

Rule 2 covers being nice to ourselves, fellow campers, the staff, our facilities, our equipment, our families, our environment, you know.. golden rule stuff.

Rules 1&3 are hopefully self-explanatory!

Each group then sets their own “Group Agreements” for the session with the guidance of their counselor. The following list is some more detail of our behavior expectations.

- No jokes or remarks intended to devalue or harm another person.
- No bullying of other campers or staff members.
- No open defiance of the authority of camp staff, by camper, including verbal abuse. Campers must follow all common rules of the camp.
- No causing or attempting to cause damage to public and/or personal property; or stealing or attempting to steal public and/or personal property.
- No possession or transportation of any dangerous objects or weapons.
- Campers will not be allowed to leave until a parent/guardian signs the child out of our log book. If a child is walking home or being picked up by a person other than people authorized on the campers’ additional camp form, parents must notify the Camp Director in writing. Children who are in 6<sup>th</sup> grade and under will not be allowed to walk home.
- **Campers should not be sent to camp** with any of the following health concerns without written approval from a Physician: Chicken Pox, Hepatitis A, Impetigo, Infectious Conjunctivitis (Pink Eye), infectious diarrhea, lice, ringworm, scabies, strep throat, high fever, repeated vomiting or upset stomach, complaint of serious pains, or simply appear too sick to participate in the full camp day. No one with COVID-19 is permitted on camp grounds.
- If your child is experiencing COVID-19 symptoms, has another illness or is not feeling well, keep them at home.
- **Medication requests will not be self-administered or by Camp Personnel.** Parks and Recreation Staff will determine whether the medication can be administered at camp and parents will be contacted. Parents/guardians may elect to have campers self-administer EpiPen or Asthma inhaler medication provided there is a completed Self Medication Form including a written medical order from a Licensed Physician, Physician’s Assistant, or Advanced Practice Registered Nurse and parent/guardian signature. Designated and certified camp staff (Director, Head Counselor) can administer other medicines provided the Medication Administration form is completed and signed by a Licensed Physician, Physician’s Assistant, or Advanced Practice Registered Nurse and parent/guardian signature at least 5 days prior to the camp session.
- **Campers with Special Needs:** If your child has need for special accommodations to assist in providing a positive camp experience, please complete a **Special Assistance Request Form** and provide any additional information necessary. The information on this form is confidential and will be used to assist staff. We strongly encourage you to accurately complete and return this form to the Mansfield Parks & Recreation Department, attention to Jennifer Caldwell. **Forms must be submitted at least 15 days prior to the start of camp.** Parents/Guardians may be contacted for additional information.

## **WE MAKE HAPPY CAMPERS!**

Thank you for choosing Camp Mansfield this summer! We look forward to the opportunity to make your child one of our happy campers. Please feel free to contact the Parks and Recreation Department If you have any questions, concerns or feedback.