



Town of Clifton Park
Office of Parks, Recreation and Community Affairs

**Half Day Camp
2018 Parent Handbook**



Town of Clifton Park

Philip C. Barrett, *Supervisor*
Lynda Walowit, *Deputy Supervisor & Councilwoman*
James Romano, *Councilman*
Amy Standaert, *Councilwoman, Co-Liaison, Parks & Rec*
James Whalen, *Councilman, Co-Liaison, Parks & Rec*

Office of Parks, Recreation and Community Affairs Staff

Myla Kramer, M.S.W., Director
Diana Fraser, Assistant Director
Lori Hughes, Summer Recreation Director
Jennifer Tambasco, Jonesville Camp Site Director
Doreen Bazile, Collins Park Camp Site Director
Christin Lewis, Locust Lane Camp Site Director
Ed Martenis, Okte Camp Site Director
Theresa Trump, Tiny Hands Director

Mailing Address: Office of Parks, Recreation and Community Affairs
One Town Hall Plaza
Clifton Park, NY 12065
E-Mail: parksrec@cliftonpark.org
Web: www.cliftonpark.org
Phone: (518) 371-6667

Community Information

The Office of Parks, Recreation, and Community Affairs offers recreational, social, and cultural opportunities for residents through programs, park reservations, events, historic tours, publications, and performing arts.

Summer Office Hours and Location

Department office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday. We are located in Town Hall at One Town Hall Plaza, Clifton Park.

Registration Information

Registration for all programs and activities will be received by the Office of Parks, Recreation, and Community Affairs or online.

Table of Contents

	<u>Page</u>
Welcome	4
Summer Recreation Program Mission & Goals	4
Camp Overview	4
Camp Sites	5
Camper Eligibility	5
Registration Procedure	5
Payment Information	6
Arrival and Departure Policies	6
Camper Orientation	6
Camp Attire	6
Snacks	6
Special Needs	7
Field Trip Information	7
Pedestrian Safety	7
Medical Information	8
Inhalers & Epi-pens	8
Children at Risk	9
Weather Information	9
Responding to Extreme Heat	10
Sunscreen Utilization at Camp	10
Emergency Procedures	10
Address & Phone Number Changes	10
Contacting Your Child at Camp	11
Appropriate Behavior of Children in Camp	11
Discipline Procedures	11
School Bus Rules	12
Trip Rules	12
Personal Belongings	12
Questions & Additional Information	12

Town of Clifton Park Half Day Summer Recreation Program

Welcome

Welcome to the Town of Clifton Park's half day summer camps! This is the 52nd year for our half day camps and every year we have seen more and more happy campers, excited counselors and satisfied parents. We are getting everything set for another outstanding summer in Clifton Park. Are you ready?

It is not only important to us that our campers have a memorable summer, but that our summer staff has fun alongside the children in our camps. Our daily schedule is planned so that there is a wealth of engaging activities that both camper and counselor will enjoy. We believe that the campers will enjoy themselves more if they are aware that the staff is also having fun.

We hope to build on the great success and wonderful experiences we have achieved over the past decades. Is this your first year with us? From new friendships to great activities, from fun field trips to amazing onsite entertainment – your child has a remarkable summer ahead of them!

Summer Recreation Program Mission and Goals

The mission of Clifton Park's Summer Recreation Program is to increase each child's awareness about their self, environment, community and place in the world in a fun, safe, and supportive setting. We strive to create a summer of fun and a lifetime of friendship with a focus on core values of caring, honesty, respect, and responsibility.

Our goals include:

- Teaching and instilling the concept of teamwork through planned activities;
- Creating mutual respect among camp staff and campers;
- Teaching new activities in a safe and fun environment; and
- Providing positive role models for our children.

Camp Overview

The Town of Clifton Park Summer Recreation Day Camp is a six/seven-week program for children entering Kindergarten through 6th grade. The camp dates and times are as follows:

SITE	CAMP HOURS	DATES
Jonesville	9am-12pm	6/25/18 - 8/10/18
Locust Lane	9am-12pm	6/25/18 - 8/10/18
Collins Park	9am-12pm	7/2/18-8/10/18
Okte	9am-12pm	7/2/18-8/10/18
Tiny Hands	9am-11:30am	7/16/18-8/10/18

Licensed by the New York State Department of Health, this structured, well-supervised program provides an opportunity for children to use their summer leisure time constructively. Camp is held at various locations around Clifton Park and children usually attend the camp that is closest to their home.

Campers are grouped by the grade they will be entering in September and have counselors assigned to them to lead age-appropriate activities. All of our camp staff are required to complete training that includes first aid, CPR and Town Code of Conduct. Our program requires a strict counselor to camper ratio in order to provide a safe and fun experience for your camper.

To help with staffing:

- It is important that you notify your child's counselor if your child is not going on a trip but will be attending camp and;
- It is your responsibility to drop off and pick up your child on time. Counselors are not available to watch campers before or after camp.

Camp Sites

- Jonesville Fire Station #1 Pavilion - 953 Main Street, Jonesville
- Okte School - 1581 Crescent Road, Exit 8
- Collins Park - 525 Moe Road
- Locust Lane Clubhouse – 6 Locust Lane

Camper Eligibility

In order to register, children must either live in Clifton Park or within the Shenendehowa School District. We begin accepting registrations on February 2nd during normal business hours. **Registration forms must be received at least five days before attending camp.** Children must be five years of age on or by December 1st, 2018 to attend our half-day camps.

Registration Procedure

Registration forms are available at the Office of Parks, Recreation, and Community Affairs in Town Hall at 1 Town Hall Plaza or on our website at www.cliftonpark.org.

A parent or guardian must register his/her own child by mail or in person at Town Hall. In order to register, you must provide a current immunization record from your child's doctor or school nurse (a printout from the Shenendehowa portal is acceptable). This does not have to be a separate form – you may write in the current information on the registration form. **A minimum of five fun passes (\$35) must be purchased at the time of registration.** Children must be five years of age on or by December 1st, 2018. Children entering kindergarten will need to provide a copy of their birth certificate.

Campers may sign up for only one camp site. All registrations will only be accepted at Town Hall.

Payment Information

Summer Fun Passes must be purchased in advance in order to attend the half day camp. They may be purchased by mail or at the Office of Parks, Recreation and Community Affairs located in Town Hall. Passes are \$7.00 each and are non-refundable.

For all field trips, Clifton Park camp t-shirts must be worn and can be purchased at the Parks & Recreation office. Youth size is \$6.00 and adult size is \$7.00. T-shirts and payment for field trips can only be made at the Office of Parks, Recreation and Community Affairs. Field trip sign-up begins June 5th at 9 a.m.

Arrival and Departure Policies

Children are required to sign in for attendance, but a parent does not need to accompany them. These campers can be dropped off and picked up at designated areas. Please speak to your site director for their specific drop off/pick up procedures.

Campers may only leave with their parent or other authorized person listed on the registration form. If someone else has to pick up your child, or if your child goes home with an older sibling, you must send in a written note ahead of time notifying your child's Site Director. Phone calls are not acceptable. Our staff will require identification from anyone picking up your child which they do not recognize.

Camper Orientation

Camper orientation is held the first day of the program. Orientation is given to all campers and includes rules, tour of the facility, field trip expectations, special activities, and a review of possible site hazards. Campers who are not present on the first day receive their orientation on the first day that they attend.

Camp Attire

The summer program is an outdoor camp. Please send your child to camp in clothes that can get dirty and possibly wet. For your child's protection, sandals are not allowed and sneakers are encouraged.

Snacks

There is a time during the camp program for a snack break. Children are responsible for their own snack and drink everyday. Because there are some children enrolled with serious nut allergies, **it is extremely important that your child's snacks do not contain any nut products or oils.**

Please do not allow your child to bring money to camp. If your child is purchasing lunch on a trip day, please make sure that they wear pants or shorts with button pockets or a belt pouch. Do not send in large amount of cash with them. Staff members are not allowed to hold children's money.

Special Needs

The summer program encourages physical activity and endurance during various sports and activities that are played. If your child is not able to participate in any activity, please notify us and speak to your child's counselor. We encourage you to bring any special needs or concerns that you may have to our attention.

Due to strict staffing ratios, we are unable to provide 1:1 ratio for children with special needs. We would be happy to accommodate any extra staffing provided by parents or special needs facilities.

Field Trip Information

A packet of information regarding field trips will be available by the end of May. Field trips have an additional cost and you must sign up at the Office of Parks, Recreation, and Community Affairs. Your child will not need to use a summer pass if they are going on the field trip. You may begin to register for field trips on June 4th at 9 am. Please note that some field trips fill quickly and sign-up deadlines are stated in the field trip packet.

Clifton Park camp T-shirt must be worn on the field trips and can be purchased at the Office of Parks, Recreation, and Community Affairs. Youth size is \$6.00 and adult size is \$7.00.

For in-town field trips, drop-off and pick-up will be at the trip location. For out-of-town based field trips, drop-off and pick-up will be at the Clifton Common soccer field parking lot. Please note, drop-off and pick-up times may be different for some trips.

If a camper does not participate in a field trip, they may attend regularly scheduled activities at their camp site.

Pedestrian Safety

If your child is walking, skating, or riding their bike to camp without adult supervision, you must give them permission to do so. Please check the box on the registration form that gives your child permission to walk, skate, or ride to the camp alone. If your child brings a bike, make sure it can be locked. The Town of Clifton Park is not responsible for missing items.

Teach your children the rules of the road. Children learn from watching and will repeat what you have taught them.

Remember, kids see the world differently than adults...

When your child goes to camp alone or with friends, they are joking, laughing, talking, and fooling around. It is more of an exploratory walk and children may be oblivious to traffic.

Children using the bike path should follow the rules of the road.

Almost all serious injuries happen when a child breaks one of these rules of the road.

Rule #1 Stop before going into traffic. Look left, right and left again. When you are absolutely sure there is no traffic, enter the road.

Rule #2 Stay on the far right side of the road or path.

Rule #3 Obey stop signs.

Rule #4 Look back and yield to traffic coming from behind you before turning left at intersections or proceeding across intersections.

Medical Information

The Town of Clifton Park Summer Recreation Program is a half day camp and Clifton Park staff is not allowed to dispense medication with the exception of epi-pens. If your child shows up to camp ill or becomes ill during camp hours, you will need to pick them up immediately or arrange to have them picked up. Please do not send your child to camp if they have such illnesses as:

- Conjunctivitis (pink eye);
- a fever within the last 24 hours;
- vomiting or an upset stomach;
- signs of general fatigue or discomfort;
- a rash;
- head lice; or
- a chronic cough or runny nose.

Please notify the Parks & Rec office or the camp director if your child has come in contact with a communicable disease.

Clifton Park Summer Recreation staff is not allowed to apply bug protection to campers. You should do this before sending your child to camp.

Inhalers and Epi-pens

Since many children enrolled in our summer program have asthma or other serious allergies, we ask that you please not send in snacks for your child that may contain nut products. In order to protect children with serious allergies, our staff needs to be aware of any children who carry inhalers or epi-pens. It is important to mark this information on your registration forms and have your doctor's permission to carry this medication.

The Town has once again applied to the New York State Department of Health to dispense epinephrine auto-injectors and to stock them on site. Once this permit is received, Town staff will be able to dispense epi-pens, but no other medication.

Since the Town of Clifton Park Summer Recreation Program is a day camp and Clifton Park staff is not allowed to dispense other medications, the following policies have been established by the Town's Health Director.

- All children are allowed to carry epi-pens or inhalers on them.
- Prior to the start of camp you must bring in the medical authorization form (included in the registration packet) signed by both you and your child's doctor with a copy of the prescription of the medicine your child will be carrying attached.
- The medication that your child brings to camp must be in its original container showing the prescribed information on it.

Remember, these policies are to protect your children. We trust that everyone will help ensure that they will be carried out. The signed authorization form and training demonstration must be completed before your child is allowed to attend camp.

PLEASE NOTE: If your child does not have their medication on them on any camp day, you must bring it in or they will be sent home.

Children at Risk

Our staff is trained in recognizing abuse and maltreatment. Maltreatment can be such things as failing to provide proper medical care, excessive punishment, misuse of alcohol, drugs, etc.

Parents who bring or pick their child up under the influence of alcohol or drugs present a risk not only to their child but to others. Our staff is required in these circumstances to:

- Call the other parent or someone on the child's emergency contact list or
- Contact a neighbor or friend.

If any of these arrangements cannot be agreed upon, staff is required to notify the proper authorities.

Weather Information

Much of the Town of Clifton Park Summer Recreation Program takes place outdoors; therefore temperature and storms are a major factor for the camps. It is very important that you dress your child appropriately for days that are overcast or when rain is expected.

Okte, Jonesville and Locust Lane sites will remain at the respective sites on rainy days. Collins Park will have a rain site, to be announced, and decisions will be made by 8:30am. If you go to Collins Park and no one is there, camp will be held at the rain site. If your child is at Collins Park and the conditions change to extremely heavy rain, wind, or an electrical storm, all parents or guardians need to immediately pick their child up at the park site. We are not equipped to house your child in an enclosed structure during these conditions.

If it is raining and your child has a field trip scheduled for an indoor activity, the trip will go on as scheduled. If the field trip is an outdoor activity, it may be canceled. Every effort will be made to reschedule the trip to another time.

Responding to Extreme Heat

Sun and heat-safety begins before any campers join us. We establish best practices during staff training, learn how the effects of sun and heat exposure differ for children versus adults, and set expectations as to our role in leading our campers through a sun and heat-safe day. Sports and activities are modified and often moved under shade, extra water breaks are added to the schedule and in the most extreme heat, programming would be entirely indoors treating a heat-day the same way we would a lighting storm.

Add to the mix special water games, under the lawn sprinklers, misting tent and extra attention from our staff to sun-safety reminders, and we are well on our way to a fantastic day at camp.

Sunscreen Utilization at Camps

Written physician orders are not required for campers to carry and apply sunscreen when used to protect against over exposure to the sun. The sunscreen must be approved by the FDA for over-the-counter use and must be accompanied by written permission of the parent or guardian stating that the camper may carry and apply sunscreen. Staff is available to help campers re-apply sunscreen if necessary.

Emergency Procedure

Below are our procedures for emergencies, approved by the New York State Department of Health:

1. The Site Director shall be in charge of the situation.
2. Administer First Aid.
3. Call an ambulance for injuries including but not limited to: areas showing swelling combined with discoloration, deformity, loss of consciousness, any type of neck or back injury. Designate staff members to meet ambulance and direct crew to scene.
4. Other staff to secure area - no child left unattended.
5. Notify parents.
6. Notify Director of Parks & Recreation and Director of Summer Recreation.
7. Upon conclusion, submit Town & State report. Report should include all events leading to injury of child, name and address of child, name and address of parent or guardian, staff involved, where treated and by whom, and recommendation to avoid future incidents.

Address & Telephone Numbers

Please inform our office staff and the site director of any change to your address and phone numbers. If your emergency number changes, it is important that we are notified immediately to ensure proper notification of parents in case of emergency.

Contacting Your Child

If you need to contact your child at camp please call the Office of Parks, Recreation and Community Affairs at (518) 371-6667 and a staff member will relay a message. Please limit your calls only to urgent matters. Campers are not allowed to bring or use cellular phones at camp.

Appropriate Behavior of Children in Camp

Please keep in mind that since this is a camp, everything is open and accessible to all campers. In addition, there are no separate classrooms or lockers in which to safely store a camper's personal item or money.

Please talk to your child:

- Regarding actions and language toward counselors and other campers;
- Regarding responsibility for their clothing, snacks, backpacks, bike, and money;
- Non-aggressive behavior is appropriate;
- Respect for others, staff, and equipment;
- Use of appropriate language;
- No hitting, tripping, pushing, tackling, kicking, fighting, or wrestling;
- Your child may not leave camp without your permission and permission from the counselor; and
- All children are expected to assist in picking up after their games/activities.

Discipline Procedures

Please prepare your child for the Clifton Park Summer Recreation Program by explaining all of the rules and regulations and discussing any concerns that he/she may have. Please discuss with us any problems that your child may be experiencing while at camp.

Campers must display acceptable behavior and must be accountable for their actions. Parents must know and understand the rules that their child is expected to follow and be aware of the consequences for any violations. The first time a child is disciplined, the child will be asked to sit in a time out. If a problem continues, the Camp Director will meet with the camper and their counselor to discuss and review appropriate behavior.

Any significant or continual behavior problems will be brought to the attention of the parents. If the behavior problem continues, the child may be dismissed from the program without further warning.

Any child who intentionally injures or is a threat to another child may be dismissed from the program.

Any child who intentionally destroys camp property may be dismissed from the program. Any vandalism charges will go directly to the camper involved and to his or her parent(s) or guardian(s).

School Bus Rules for Field Trips

Remind your child:

- to remain in the seat at all times;
- to wear their seat belt;
- that no objects are to be outside of the bus windows;
- not to write on any part of the bus;
- not to litter on the bus;
- to keep feet out of the aisles;
- to listen carefully for role calls;
- not to eat or drink on the bus; and
- not to vandalize any town property.

Trip Rules

Stop, Look & Listen -

- STOP always go with a buddy, never alone.
- LOOK to be sure you can always see your counselor.
- LISTEN for directions from counselors and trip leader.
- Be aware of the first aid locations and alert counselors to any problems.
- Wear your camp T-shirt on all trips.
- Wear appropriate clothing (sneakers at camp activities for safety).

Personal Belongings

The Town of Clifton Park is not responsible for lost, stolen or misplaced property. Please discourage your child from bringing any items of value to camp. The staff is not able to hold or keep track of any personal items for the campers.

Questions & Additional Information

If you have any additional questions or concerns, please feel free to call the Office of Parks, Recreation & Community Affairs at (518) 371-6667.

Myla E. Kramer, M.S.W	Director
Diana Fraser	Assistant Director
Lori Hughes	Summer Recreation Director

Thank you and we look forward to a wonderful summer!