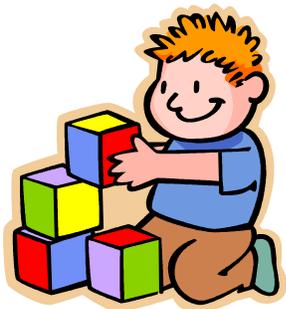


YORKTOWN RECREATION SUMMER DAY CAMP PARENT HANDBOOK



*“Cause it’s summer and the memories
are just waiting to happen”*

Recreation Department
176 Granite Springs Road
Yorktown Heights, NY 10598
(914) 245-4650

Superintendent

Todd Orłowski

Assistant Superintendent

Erin Mantz

Summer 2016

Dear Parents and Campers:

On behalf of the Yorktown Parks and Recreation Department, welcome to the 2016 season of the Yorktown Recreation Day Camp program. Our camp program is designed to include a variety of special events, entertainment, arts/crafts, sports, and other activities encouraging fun and enjoyment for all. Parents should review the Camp Calendar outlining various activities so campers can arrive prepared for what's in store each day. This Calendar will be distributed via email at the beginning of camp.

The following information will help you better understand the camp environment and what is expected of our staff and our campers. Please take a moment to review the material and feel free to contact the Recreation and Parks Department with any questions or concerns. We can be reached at 245-4650.

Thank you for enrolling in our camp program this year. We are going to have a sensational summer and our talented staff looks forward to exceeding your expectations.

Warm regards,

Erin Mantz

Assistant Superintendent

Ginny Hill

Camp Supervisor

Elaine Benson

Camp Supervisor

“Nothing we believe more than in the power of summer camp”

CAMP PHILOSOPHY: To provide campers with a safe, nurturing, and fun environment, encouraging equal participation, socialization, and self-expression.

CAMP SITES: The Yorktown Recreation Department operates seven (7) Day Camp programs. Unless we are notified otherwise, we anticipate all campers will participate in all scheduled activities. **There is no camp on Monday, July 4th.**

- **PRE-SCHOOL @ Yorktown Community Nursery School:**
 - July 5th – July 29th 9:00am - 12:00noon
- **LAKELAND FULL DAY @ Brookside Elementary School:**
 - June 28th – July 29th 8:30am - 3:00pm
- **LAKELAND HALF DAY @ Brookside Elementary School:**
 - June 28th – July 29th 8:30am - 12:00noon
- **YORKTOWN FULL DAY @ Grange Fair Grounds:**
 - June 28th – July 29th 8:30am - 3:00pm
- **YORKTOWN HALF DAY @ Mildred E Strang Middle School:**
 - June 28th – July 29th 8:30am - 12:00noon
- **RISING STAR CHEER CAMP @ Yorktown Community Cultural Center:**
 - July 5th – July 29th 9:00am-12:00pm
- **ADVENTURE CAMP:** available to those entering sixth to ninth grade as of September of the upcoming school year. This is a three-day a week camp. Each day campers will travel to a different site. The camp season operates:
 - July 5th – July 28th Hours vary according to trips.*
- **TRAVEL CAMP:** is available for those entering sixth to ninth grade as of September of the upcoming school year. Trips will be planned daily. A detailed schedule is available at the Recreation Office. The camp season operates:
 - July 5th – July 29th Hours vary according to trips.*

* Separate Parent Handbook for Travel and Adventure provides further details.

ORGANIZATIONAL CHART: The chart outlines the Chain of Command for the Day Camp program.

Recreation Department Administration

Camp Supervisor

Camp Director

Medical Director

Specialist

Head Counselor/Trip Leaders

Counselor

CIT

CONTACTING CAMP: During the camp season, you may leave a message at the Recreation Department for the Camp Supervisor responsible for overseeing your child's camp to return your call. The Supervisor will attempt to return all calls within one (1) business day. **DO NOT CALL THE SITE.** Contact information on page 8.

CAMP ARRIVAL AND DISMISSAL PROCEDURES

Transportation to and from camp is the parent's/guardian's responsibility. If the child will be walking, bicycling or car-pooling on any given day of camp, a note must be submitted to your child's counselor on the first day of camp so the information can be kept on file. No child will be released at dismissal without this document. Parents should provide a phone number where they can be reached in case the Camp Director has to call regarding a camper's pick up. **Please do not drop your child off at the campsite before opening hours and please be prompt in picking up your child at dismissal as we do not have access to site buildings once camp day is over.** We do offer an extended day program for Full Day Campers only. Those campers not enrolled in the extended day must be picked up on time. **Do not burden staff with supervising campers during times that are not within designated camp hours.**

For your child's safety, written notice must be given if your child is to be released prior to the regular closing time. This notice must include the time of release and the name of the person picking up your child. If your child is brought to camp late, the person bringing the child should go to the Camp Director's office. From there, the child will be brought to the appropriate group.

** Rainy Days: The parent/guardian is responsible for escorting the camper indoors to the assigned area during drop off and pick up of camper.

CREATING GROUPS: Campers will be assigned according to the grade they will be entering in September of the upcoming school year and whether they are a boy or a girl. However, Pre-School Camp groups are coed and not assigned according to age. All groups are assigned a Counselor. Typically, the average

group has the ratio of one counselor to 10 campers. We aim for a 1:8 ratio in most cases. The Pre-School camp ratio is 1:4. All counselors are assigned to a specific camp group throughout the camp season and are required to assist in all activities and adhere to the Camp Philosophy. All staff members receive an extensive orientation and training program prior to the start of camp.

PROGRAM SCHEDULES: Each group will follow a daily schedule. This schedule is prepared by the Day Camp Directors and is subject to change due to weather conditions, special events, etc.

A general listing of special events involving the entire camp will be available and sent home via email within the first week of camp. Please look for this Calendar.

RAINY DAYS: In the case of inclement weather, the camp follows an indoor schedule. Movies, sports, games and other indoor activities will be offered.

CAMPER INFORMATION

CLOTHING: Campers should come to camp as comfortable as possible. Shorts, T-shirts, etc. are recommended with a pair of sneakers (sandals should not be worn). FULL DAY CAMP should pack a bathing suit and towel daily. All camp clothing and personal items must be marked with the camper's name. All personal items are the responsibility of each camper.

CAMP SHIRTS: A T-shirt is included in the fee for all campers. Camp shirts must be worn when children go on any trips (including when Full Day Campers go to the pool) and should be worn on picture day. Additional shirts may be purchased at the Recreation Office or Camp Office after the first week of camp for \$5.00.

ATTENDANCE PROCEDURES: For the safety of all campers, attendance will be taken at the beginning and end of camp. Also, periodic checks will be taken throughout the day at the discretion of the Counselor.

ILLNESS: When a child becomes ill during camp hours the parent/guardian will be contacted. If the parent is not available, the emergency contact provided on the registration form will be notified. If your child will not be attending camp due to illness for an extended period, it is necessary to contact either the campsite or the Recreation Department.

LOST AND FOUND: The Lost and Found is located at each campsite. If your child has misplaced something, notify his/her counselor or you may stop in the camp office. NOTE: All personal items are the responsibility of each camper and campers are expected to respect the property of others at all times.

ADJUSTING: If your child is having difficulty at camp, please contact the Day Camp Director(s) or the Counselor. We want to be as proactive as possible when making camp a successful experience for everyone.

BEHAVIORAL CONCERNS, ISSUES or PHYSICAL LIMITATIONS: Camp is a place for all to enjoy and be comfortable. If there is anything you would like to share about your child which would help transition them and our staff we would love to know. Any information about a camper is always helpful for all involved.

VISITING CAMP: On the first day of camp, we encourage all parents/guardians to meet the Counselors. No formal visiting days will be scheduled during the camp season. Anytime you need to visit camp during the season, first check in at the camp entrance (photo identification will be required) followed by a director or specialist meeting to assist you. We will follow the same protocol as the schools have set in place.

EMERGENCY PROCEDURES: Health Department regulations require a medical person to be onsite and certified in CPR and first aid for every 200 campers. We attempt to exceed this requirement by having multiple staff certified in Responding to Emergencies (RTE) and CPR. In addition to on site staff, we employ an EMT as our Health Director to supervise all camp health operations. This person is readily available to respond to any medical emergency in addition to contacting the Yorktown Police Department and Yorktown Ambulance Corps. An accident report will be filed in the Day Camp Office and the Recreation Department. In all cases, the camper's parents or emergency contact person listed on the camper's registration form will be notified.

MEDICATIONS: Our camp medical person will observe a camper while he/she administers prescription medications. However, before we can store and observe campers' administering the required medication, we must have an official form signed by the pediatrician and parent (available through the Parks & Recreation Department) in addition to a doctor's note (see form for details). **DO NOT SEND ANY MEDICATION TO CAMP WITHOUT THAT FORM. ALL MEDICATION MUST BE IN ORIGINAL CONTAINERS WITH PERSCRIPTION LABEL.**

-Skin care lotions and sunscreen must be applied prior to arriving at camp. Staff can only observe a camper applying these products. Sunscreen is recommended due to outdoor activities.

MEDICAL INFORMATION: PRIVACY The medical information requested is mandated by the state of New York and further enforced by the Westchester County Health Department. Camp operators have to comply with strict guidelines for filing this information. The medical information provided by the parent/guardian is not made public and is only available to designated personnel including the Recreation Administrator, Camp Director, Medical Director, and the Health Director for camp operations.

FOR EMERGENCY USE ONLY: If you need to contact any of the Day Camps you may call the Recreation Department at 245-4650. Our staff will forward any important messages to the campsite immediately. **DO NOT call the site.**

COMMUNICATIONS: Throughout the season, you will be receiving informational emails, flyers and/or newsletter promoting special camp activities and events.

LUNCH/SNACK: Food services are not provided by the Day Camp. A Camper's lunch or snack should be packed in a disposable bag or lunch box. The bag or lunch box should be marked with the child's full name and group. Pre-school campers should bring a snack. Non-perishable items are recommended.

DISCIPLINE POLICY

Purpose: At times, disciplinary action may be necessary in order to ensure the safety of campers and staff. When identifying a situation that requires disciplinary action, implementing a fair and reasonable solution not only provides protection of health and ensures the safety of camp participants, but also supports the Mission to create an enriched environment for all campers.

Establishing a course of action: Disciplinary action will be in response to any one of the following:

1. Camper's repeated refusal to follow the instructions of Counselors/Directors.
2. Camper's verbal abuse of a staff person or another camper.
3. Camper's striking, biting, kicking or physically abusing a staff person or fellow camper.
4. Intentional damage or taking of private property.
5. Repeated instigation or physical or mental aggression.
6. Behavior that puts the camper and others in a hazardous situation.
7. Leaving the group without permission from Counselors/Directors.
8. Any form of behavior that a Counselor/Director finds inappropriate or an unreasonable standard of camp behavior.

Behavior: All campers must be mature and acknowledge their responsibility for their own behavior, as well as their own property. Additionally, campers must acknowledge their understanding of the rights and property of others.

There is to be no excessive horseplay, loudness, and unruly or abusive language. There will be no physical or emotional abuse, such as hitting, punching, taunting or verbal bashing.

It is to be expected that campers will pay attention and follow the rules and regulations in place with regard to all facilities and areas to be visited. VIOLATORS OF THE RULES AND REGULATIONS RESULTS IN THE LOSS OF OPPORTUNITY TO PARTICIPATE IN FUTURE CAMP PROGRAMS AND ACTIVITIES AND/OR AN IMMEDIATE RETURN HOME UNDER PARENTAL RESPONSIBILITY WITH NO REFUND OF FEES PAID. Decisions are at the discretion of the Camp Director, Assistant Director or the Recreation Administration.

Policy: In determining a camper in need of Disciplinary Action, the following steps will be implemented:

1. Verbal warning to the camper (including an explanation).
2. Verbal conversation with parent(s) by phone or by appointment.
3. Meeting with camper and parent(s) to discuss the situation **prior to continued attendance.**
4. Dismissal from camp **without refund.**

As incidents are reviewed individually, some may warrant more serious disciplinary action. The Camp Directors and The Town of Yorktown Parks and Recreation Department reserve the right to bypass the above-mentioned policy/procedure and dismiss or suspend a camper from the program without refund.

During the camp season, you may leave a message at the Recreation Department for the Camp Supervisor responsible for overseeing your child's camp to return your call. The Supervisor will attempt to return all calls within one (1) business day.

RECREATION OFFICE:
Phone: 245-4650
Hotline: 245-4650 EXT. 5

Hours: 8:30am-4:30pm
Fax: 245-1608

CAMP SUPERVISORS

Lakeland Full and Half Day:	Elaine Benson
Yorktown Full and Half Day:	Ginny Hill
Pre School, Rising Stars, Extended Day and Travel/Adventure:	Erin Mantz

CAMP DIRECTORS

Lakeland Full Day:	Sheila Kozara & Shirley Murphy
Lakeland Half Day:	Sheila Kozara & Shirley Murphy
Yorktown Full Day:	Natalie Gentile
Yorktown Half Day:	Stella Landi-Lopez
Extended Day:	Natalie Gentile
Pre-School:	Dena Watson
Rising Stars:	Kate Nikisher
Travel & Adventure:	Victoria Mill