

2016

TRAVEL-ADVENTURE CAMPS



PARENT HANDBOOK

CAMP HOTLINE

245-4650: Ext. **5**

YORKTOWN PARKS & RECREATION
176 GRANITE SPRINGS ROAD
YORKTOWN HEIGHTS, NEW YORK 10598

Summer 2016

Dear Parents and Guardians:

I would like to welcome you to the *Yorktown Travel and Adventure Camp*. The following information will help you understand the details of the camp and hopefully minimize any confusion or questions. Mark your calendars as well because Parent Orientation will take place at the Yorktown Community & Cultural Center Nutrition Room 21 on Thursday, June 2nd at 7:15pm.

Please take note of the following:

1. If the camper is walking home or will be going home with a friend, neighbor or with someone other than his/her legal guardian, a note must be sent to camp and be given to your child's counselor indicating how he/she will be getting home.
2. Please keep in mind that sometimes our schedule may change or require revisions. This will largely be based upon inclement weather. In the event of inclement weather, a rainy day schedule will be implemented, i.e., bowling, movie, etc. NOTE: Trips that are rained out may not always be rescheduled.
3. All trips are paid for through your registration fees. However, children are encouraged to bring extra money for food at various facilities, arcades, gift shops, souvenirs, park lockers etc. Trips missed are not refundable or transferable, guests are not permitted, and an outline of each trip is included in this handbook.
4. Note: Campers are assigned to a group according to their grade.

IMPORTANT

5. **Camper Discipline Policy** is included in Waiver Packet. **The Parent/Guardian and the Camper are required to read, sign and return the policy to the Recreation Department prior to the first day of camp.**
6. **Swim Testing: Mandatory for all campers.** Dates are enclosed.

We are looking forward to a great season and are committed to providing a safe, fun-filled camp environment!

Sincerely,

Erin Mantz
Assistant Superintendent Parks & Recreation

SUMMER TRAVEL AND ADVENTURE CAMP POLICIES AND PROCEDURES

DATES

Travel Camp - meets Monday - Friday from July 5 – July 29

Adventure Camp - meets 3 days/week, Tuesday, Wednesday and Thursday, (July 5, 6, 7, 12, 13, 14, 19, 20, 21, 26, 27, 28).

Typically, camp begins between 8:00am and 10:00am and can end anywhere from 3:00pm to 8:00pm. Please refer to the enclosed schedule. **Children should arrive 15-minutes prior to every departure time listed. Transportation does not wait nor stop.**

FEES

All trips are paid for using the registration fees. However, money for food at various facilities, arcade money, park storage lockers, gift shops, souvenirs, etc., is not included. Due to the nature of this program, trips missed are not refundable or transferable.

STAFF AND SUPERVISION

Travel and Adventure camp will maintain a 1:8 ratio, staff to campers. All our Counselors are 18 years of age or older, and possess prior camp supervisory experience. At least one staff member will have current certifications in First Aid and CPR. On many of the trips, it is essential that the campers stay with their groups. Each camper will be assigned a Buddy. Campers will move within the site as a small group along with the assigned Counselor(s).

MEDICAL

All campers are required by the *New York State Health Department* to have a complete immunization record on file. No camper will be permitted in camp without this completed record on file in the camp office. Campers requiring medication must have the Authorization Form filled out and medication must be in its original container.

DROP-OFF

Lakeland Copper Beech Middle School will be the drop off and pick up site. Please do not drop your child off at the campsite unattended, and please be prompt in picking up your child when the bus arrives. Please park in the lower level of the parking lot. Buses will be in front of school.

DO NOT PARK IN THE SAME PARKING AREA AS THE RETURNING BUSES

WALKERS & BIKERS

Campers that will be walking or biking need written permission.

Please send a note to your child's counselor to indicate that your child will be walking/biking to and from camp.

CLOTHING

It is important that on all trips, especially in inclement weather or at water related sites, the camper bring a change of clothing. Long rides in wet clothes are not fun.

Clothing for the trips should be casual, in good taste, and suitable for each trip and camp day. Sneakers are the most suitable footwear.

A **camp T-shirt or Jersey** is required each day and is mandatory by the New York State & Westchester County Health Department. It is important to have easily identifiable campers and counselors. Check with the office should you want additional shirts. **Each camper will receive a coupon at registration good for one shirt and one jersey.** After June 13th, shirts will be available at the Recreation Office. You must submit the coupon in exchange for your shirts.

T-Shirts or jerseys may not be altered in any way. Campers who cut their t-shirt will be asked to purchase another t-shirt.

Additional shirts and jerseys (if available) can be purchased for \$5.00.

LUNCH

On trips where lunch is not provided, please store lunches in a waterproof package (Thermal lunch bag or lunch box). Paper bags will get moist and tear. If using mayonnaise, please pack an ice pack to prevent spoilage on those very hot days. Non-perishable goods are the best to travel. **Due to allergies, please refrain from bringing peanut products as often as possible.** Refer to the Trip Outline for trip packages that include lunch and those that do not. Lunch money is estimated at \$8.00-\$15.00.

LOCKERS

On some trips it will be required and easier for campers to put there belongs in a locker (please refer to enclosed trip outline). We recommend campers to share lockers with each other to help keep cost down. Lockers average, depending on size, between \$13-18.

SWIMMING

All campers must be swim tested on one of these dates

TESTING will take place prior to the first day of camp this year. We will hold the tests on the following three (3) dates:

SUNDAY	JUNE 5 th	11:30AM	JR. LAKE POOL
SUNDAY	JUNE 12 th	5:00PM	JR. LAKE POOL
MONDAY	JUNE 20 th	5:00PM	SHRUB OAK POOL

Please inform our office in writing if you have concerns regarding your child's swimming abilities. We will alert our staff during certain water related trips. Children will not participate in any wave pools.

LATE RETURNS

Should camp be delayed and campers have to return to the school late (i.e. breakdown, traffic, etc.), there will be an updated message on the Camp Hotline.

Hotline number is 245-4650, Press 5

PLEASE NOTE: the Hotline will only be updated in the event the trip is running late or early

SAFETY

When traveling on outdoor trips and the weather is hot, dry, & full of sun, please see that your child brings sun block for the face and arms and plenty of fluids. Only the camper can apply Sun Screen. Written permission must be supplied if child needs adult assistance. Again, whenever we travel, all campers **MUST WEAR** their camp shirts.

NOTIFICATION



If you know in advance that your child will be unable to make any of the scheduled trips, please notify the Director in writing as early as possible. If your child becomes ill the morning of the trip, please call the Recreation Office so we will not hold up our departure time. Our number is 245-4650. Leave a message in the general mailbox.

PERSONAL PROPERTY

Hand-held music players, Game Systems, etc. are permitted on the trips. These items are considered personal property and are under sole responsibility of the camper. Campers are responsible for all their own property and are expected to respect the property of others.

Additionally, if you intend to give a child extra spending money, please see that he/she has a proper place to store it (waist pack, shorts with large pockets). Counselors will not be permitted to hold any child's personal items and/or money.

CELL PHONES

We understand cell phones are part of everyday living BUT they have **no place** in the camp setting. Teens having cell phones may bring them to camp but we ask that they are **turned off and kept in their bags during the camp day**. If there is a need to contact your child, please contact Yorktown Recreation or the camp director and we will get the appropriate information to your child in a timely manner. Each day, all campers will be given the opportunity to check their cell phones for text and/or voice messages, at a time specified by the camp director. If cell phones result in distracting the driver as well as the staff overseeing the safety and behavior of the campers they will not be permitted at camp for the remainder of the camp season. Please note, cell phones as well as other personal property can also be lost, stolen, or broken on trips depending on the site and Yorktown Recreation will not be responsible for any lost, stolen or broken items. **Thank you for your cooperation!**