

YORKTOWN RECREATION



2024 SUMMER DAY CAMP

PARENT/CAMPER
HANDBOOK

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

Yorktown Parks & Recreation Department

176 Granite Springs Road

Yorktown Heights, NY 10598

(914) 245-4650

www.yorktownny.org/parksandrecreation

Superintendent
James Martorano Jr.

Senior Recreation Leader
Deanna Peterson

Summer 2024

Dear Parents & Campers:

On behalf of the Yorktown Parks & Recreation Department, welcome to our 2024 Day Camp program! Our camp program is designed to be active, engaging and fun for ALL campers, and includes arts/crafts, sports, music/dance, as well as a variety of special events, theme days and enrichment programming.

The information in this handbook will help you better understand the camp environment and what is expected of our campers, our parents and our staff. Please take a moment to review the material and feel free to contact the YPR Department with any questions or concerns. We can be reached at (914) 245-4650.

Please note, additional camp information, i.e. Camp Calendar, Drop-Off/Pick-Up Procedures, etc. will be made available prior to camp start. This information will be posted on-line at www.yorktown.org/parksandrecreation, and distributed via email through our camp specific e-mail contact lists. We encourage all parents to review the Camp Calendar as this information will help prepare your camper for what's in store each camp day.

Thank you for enrolling your child in our day camp program for the 2022 summer. We are going to have a sensational season, and our talented staff looks forward to delivering a quality program that brings a smile to every camper's (and parent's) face!

Warm regards,

Deanna Peterson
Senior Recreation Leader

GENERAL INFORMATION

CAMP PHILOSOPHY:

To provide campers with a safe, nurturing, and fun environment that encourages equal participation, socialization, and self-expression.

CAMP SITES, DATES & TIMES:

The Yorktown Recreation Department operates five (4) Day Camp programs. Unless we are notified otherwise, we anticipate all campers will participate in all scheduled activities.

Note: There is no camp on Thursday, July 4th.

- **LAKELAND FULL DAY @ Thomas Jefferson Elementary School**
 - Tuesday, July 2nd – Friday, August 2nd 8:30am - 3:00pm
- **HALF DAY CAMP @ The Grange**
 - Tuesday, July 2nd – Friday, August 2nd 8:30am - 12:00pm
- **YORKTOWN FULL DAY @ Crompond Elementary School**
 - Tuesday, July 2nd – Friday, August 2nd 8:30am - 3:00pm
- **TRAVEL CAMP: @ George Washington Elementary School**
Monday, July 8th – Thursday, August 1st 8:30am - 3:00pm
- **EXTENDED DAY CAMP: @ Crompond Elementary School**
Tuesday, July 2nd – Friday, August 2nd 8:30am - 3:00pm



ORGANIZATIONAL CHART:

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

Recreation Department Administration

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Camp Supervisor

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Camp Director

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Medical Director

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Specialist

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Head Counselor/Trip Leaders

^

Counselor

^

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CONTACTING CAMP:

During the camp season, you may call the camp directly by calling the assigned "Camp Phone" number. Camp Admin Staff (Director/Asst. Director/Medical Specialist) will either be able to answer your call, or return your call within the same camp day. You may also call the YPR Office to leave a message 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. **Contact information on page 8.**

CAMP ARRIVAL AND DISMISSAL PROCEDURES:

Transportation to and from camp is the responsibility of the camper's parent/guardian. 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.

- **Late Drop-Off:** If your child is brought to camp late, the person dropping off must accompany the child to the Camp Director's office. From there, the child will be brought to the appropriate group.
- **Early Pick-Up:** For your child's safety, written notice must be given if your child is to be released prior to the regular dismissal time. This notice must include the time of release and the name of the person picking up your child.

IMPORTANT: Please do not drop your child off at the camp site before opening hours, and please be prompt in picking up your child at dismissal as access to some of our camp locations is restricted after 3:00pm. If needed, we do offer an Extended Day program for Full Day Campers only. Please do not burden staff with supervising campers during times that are not within designated camp hours.

*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 groups according to the grade they will be entering in September of the upcoming school year. Each grade group will then be broken into "Boys" and "Girls" groups. All groups are assigned an appropriate number of counselors. Typically, the average group maintains a ratio of one (1) counselor to ten (10) campers. Historically, YPR Day Camps provide a 1:8 ratio in most groups. 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 established "Camp Philosophy". All staff members receive a mandatory 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 for the entire camp will be available and sent home via email prior to the start of camp.

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 are not allowed to be worn). FULL DAY CAMP should pack a bathing suit and towel daily for water activities day(s) at camp. 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 group counselors.

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 suggested you contact either the camp office or the Recreation Department to make us aware of the extended absence.

LOST AND FOUND: The Lost and Found is located at each camp site. 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 Camp Supervisor. 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 to our camp and assist 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 visit camp at drop-off their child on the first day. 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 office (photo identification will be required) and schedule a meeting. Due to Covid-19, outside visitors will be heavily decreased unless of emergency. Upon confirmation of your arrival, the Camp Administrative Staff will assist you. No unauthorized visitors are allowed on our camp sites.

EMERGENCY PROCEDURES:

Health Department regulations require a medical person to be onsite and certified in CPR and first aid for every 200 campers. We easily exceed this requirement by having multiple staff certified in Responding to Emergencies (RTE) and CPR for the Professional Rescuer. In addition to on site staff, we employ an EMT or RN 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. In the event of a camper related accident/injury, an accident/injury 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 specialists 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 highly recommended due to outdoor activities.

MEDICAL INFORMATION – PRIVACY:

Medical information requested on our forms 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 assigned “Camp Phone” number to reach the camp office. Camp staff are often away from the camp phone supervising camp activities, so in the event you do not reach someone at the camp office, you may also call the Recreation Department at (914) 245-4650. Our office staff will forward any important messages to the camp site immediately.

COMMUNICATIONS:

Throughout the season, you will be receiving informational emails through our camp specific e-mail lists (must sign-up to receive e-mails), as well as “hard copy” flyers 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 bag or lunch box. The bag or lunch box should be marked with the child's full name and group. Non-perishable items are recommended. **We are a Nut Free Camp.**

CAMPER 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.

Camp Contacts:

During the camp season, you may call the camp directly by calling the assigned "Camp Phone" number. Camp Admin Staff (Director/Asst. Director/Medical Specialist) will either be able to answer your call, or return your call within the same camp day. You may also call the YPR Office to leave a message 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.

CAMP PHONE #'s:

Lakeland Full Day Camp Office #:	TBD*
Half Day Camp Office #:	TBD*
Yorktown Full Day Camp Office#:	TBD*
Extended Day Camp Office#:	TBD*
Travel Camp Office#:	TBD*

**Camp phone #'s will be provided prior to camp start*

YORKTOWN PARKS & RECREATION OFFICE – Hours: 8:30am - 4:30pm

Phone: (914)245-4650
Hotline: (914)245-4650 EXT. 5
E-mail: ypr@yortownny.org

CAMP SUPERVISORS

Lakeland Full Day:
Yorktown Full Day:
Half Day Camps:
Teen Travel Camp:
Extended Day Camp:

Taylor Haddock
Olivia Resko
Victoria Bilton
Marisa Legato
Alyson Giorgio

CAMP DIRECTORS

Lakeland Full Day:
Yorktown Full Day:
Half Day Camps:
Teen Travel Camp:
Extended Day Camp:

Taylor Haddock
Olivia Resko
Victoria Bilton
Marisa Legato
Alyson Girogio



**ASSUMPTION OF RISK AND WAIVER OF LIABILITY RELATING TO
CORONAVIRUS/COVID-19**

The undersigned acknowledges that novel coronavirus, COVID-19, is contagious and is believed to spread mainly from person-to-person contact. While the Town of Yorktown has put in place preventative measures to reduce the spread of COVID-19 on Yorktown premises and in Yorktown programs, The Town of Yorktown cannot guarantee that any person will not become infected with COVID-19 while on The Town of Yorktown premises or while participating in The Town of Yorktown programs.

By signing this instrument, I acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that my child(ren) and I may be exposed to or infected by COVID-19 by attending and being allowed to participate in any and all programs, events and activities conducted by The Town of Yorktown and that such exposure or infection may result in personal injury, illness, permanent disability, or death. I understand that the risk of becoming exposed to or infected by COVID-19 may result from the actions, omissions, or negligence of myself and others, including, but not limited to, The Town of Yorktown employees, volunteers, and program participants and their families.

To the fullest extent permitted under applicable law, I, as parent/guardian, with legal responsibility for the child(ren)/participant(s) identified below, for myself, my spouse, and each such child/participant, voluntarily agree to assume and accept sole responsibility for, and release and discharge The Town of Yorktown, its employees, agents, and representatives from, all risks of injury, illness, personal injury, disability, or death experienced or suffered by the child(ren)/participant(s) listed below or by myself, and any and all damage, loss, claim, liability, or expense, of any kind, that I or the child(ren)/participant(s) listed below may experience or incur arising out of or relating to or caused by attendance and/or participation in any and all programs, events and activities conducted by The Town of Yorktown (collectively, "Claims"). On my behalf, on behalf of my spouse, and on behalf of the child(ren) and participant(s) identified below, I hereby release, covenant not to sue, discharge, and hold harmless The Town of Yorktown, its employees, agents, and representatives, of and from all Claims as defined above. I understand and agree that this release includes any Claims based on the actions, omissions, or negligence of The Town of Yorktown, its employees, agents, and representatives, whether a COVID-19 infection occurs before, during, or after participation in any and all programs, events and activities conducted by The Town of Yorktown.

Signature of Parent/Guardian

Date

Print Name of Parent/Guardian

Name(s) of Child(ren)/Participant(s)