



# **PORT CHESTER RECREATION DAY CAMP**



## **Parent Handbook**

### **Summer 2011**

**Port Chester Recreation: 939-2354  
Camp Phone Number: TBA**

## **Port Chester Recreation Day Camp Program:**

**Camp dates:** Tuesday, July 5<sup>th</sup> through Friday August 12<sup>th</sup>.

### **Times:**

Drop off – 8:30 – 9 a.m.

Pick up – 3:30 – 4 p.m.

**NO CHILD SHOULD BE DROPPED OFF BEFORE 8:30 THERE WILL BE NO ADULT SUPERVISION**

### **Activities:**

The camp director will schedule all activities for campers. A variety of sports and games along with arts & crafts and chess will be offered as well as many special events and activities throughout the summer.

**Lunch:** Campers should bring a bagged lunch with **name of child and group number clearly printed on the outside of the bag**. All lunches will be refrigerated.

### **Swimming:**

Campers will swim at Saxon Woods Pool in White Plains. Monthly activities and weekly schedules will be handed out. Schedules are subject to change. **ALL CAMPERS should bring their camp bag with bathing suit and towel, DAILY. On pool days and water park trips campers SHOULD WEAR THEIR BATHING SUITS.** Children are required to wear a swim bracelet for identification purposes. Children in grades 3 and up have the opportunity to take a swim test to determine whether they are capable of entering deeper water, otherwise children are kept in very shallow water or the water play area. As per the Health Department, we provide lifeguards for our campers on top of the lifeguard staff that is already at the pool.

### **Extended Day:**

Extended Day will take place at **Park Avenue School**. For an additional fee of \$60 per week (separate check). Campers will be supervised by counselors and Camp Director until 5:30 p.m. **Parents should pick up their child no later than 5:30p.m.** Any child not picked up on time will be subject to an extra fee!!!!!!

### **DISMISSAL:**

Child must be picked up by a parent or guardian or have a note stating who is picking them up or if they are allowed to walk home. If you are late picking up your child he/she may be brought to the Port Chester Police station for supervision. Late fees will be charged for late pick up.

## **EARLY DISMISSAL:**

\*\*Children needing early dismissal must have a note for that day allowing them to leave early. Also parents must contact the camp office staff as to time of pick up. There are days that we will be leaving for the pool prior to the time of your pick up. If this is the case parent needs to pick up their child earlier or pick them up at the pool.\*\*

## **Trips:**

Camp trips are scheduled periodically during the summer. All permission slips must be handed in and paid in full, **BY THE TRIP DEADLINE LISTED ON EACH PERMISSION SLIP.** We will not accept registration after this time.

There are a limited number of seats available on all camp trips. Flyers for all trips will be sent to you prior to camp and available at the campsite or the recreation office during the camp season. **CAMPERS MUST WEAR THEIR CAMP SHIRTS OR PURCHASE A NEW ONE TO BE ABLE TO ATTEND A CAMP TRIP. THERE WILL BE NO CAMP FOR CHILDREN NOT ATTENDING THE TRIP.**

## **Trip Refunds:**

Refunds will only be given if the camp office is notified prior to the departure of the trip AND a written request is received at the Recreation Office. Please call the camp by 8:45 a.m. on the day of the trip if child is unable to attend.

## **Extra Money On Trips/ Camp Site:**

Counselors are not responsible for holding money for children on any trips, including the pool or throughout the camp day on site but will assist the child in the purchases being made. If extra money is sent, please make sure it is sent in an envelope with child's name on it and what it's for. Please make sure child is responsible enough to hold on to it.

## **Communication:**

Flyers will be sent home weekly with information on camp trips and special events. Please make sure your child brings this information home. If you have any concerns or questions we would be happy to hear from you over the course of the summer. There will be extra handouts available in the camp office.

## **MEDICAL:**

All campers are required by the New York State Health Department to have a completed medical history and immunization record up-to-date and on file. No child will be permitted in camp without this completed record on file in the camp office.

Children who are required to take medication in camp need to have a signed note from their parent or guardian. Medications must be brought in their original containers. Medications are kept with the Camp Medical Director. Each time the child takes their medication, it will be recorded in the medical log.

**Please note that it would be preferred if campers could take medications before and after camp so that no medications would have to be taken during the camp day. If that is not possible please abide by the above requirements for medications. The safety of your child is always our primary concern, thank you for your assistance.**

Care is provided by our Camp Medical Director (usually a certified EMT or above) also; there will be at least 2 staff members with Responding to Emergency training as well as trained lifeguards with first aid and CPR training. In case of emergency the child will be brought to closest hospital, Greenwich at camp site or if at the pool, White Plains Hospital.

### **Rainy Days:**

Camp will be held on rainy days. Please have your child dressed appropriately for rain as they may walk outside to various activity sites.

### **NOTES FROM HOME:**

Please let us know if your child has any restriction of activities (i.e. they can't go to the pool if they have stitches, etc.) so that all staff is aware of special needs your child may have.

### **SUNSCREEN NOTES:**

Counselors need written permission from the parent and/or guardian to apply or re-apply sunscreen or insect repellent to the campers.

### **Ticks:**

Counselors will do a once over sight check of children for ticks daily; parents should check children thoroughly at home.

### **Discipline:**

Day camp is for the enjoyment of all its campers. Any child whose behavior disrupts the normal flow of that group's daily program will be subject to disciplinary action. Counselors will try to reinforce good, positive behavior in all children. It is the policy of this camp that staff members will work as a team to develop an appropriate plan to help campers who are exhibiting poor or anti social behavior. If problems continue to exist, the child will be sent to the office, parents may be called and/or the child may be sent home for the remainder of the day. If the problem continues to exist, suspension may be warranted. The

Camp Director reserves the right to dismiss a camper from any activity at any time. NO REFUNDS will be given for time missed; this includes trips and swimming.

### **A REMINDER TO PARENTS**

1. Children **MUST WEAR SNEAKERS**, so they can fully participate in all day camp activities and reduce the risk of possible injury.
2. All campers should bring their camp bag **everyday**, with a towel and bathing suit. Please write camper's name on their bags and articles of clothing in permanent marker. **CAMPER'S SHOULD WEAR THEIR BATHING SUIT ON POOL DAYS AND WATER PARK DAY TRIPS.**
3. Camper are not allowed to bring games, toys or cards to camp (i.e. Game boys, poke'mon cards, or yu-gi-oh cards). If they do, those items will be brought to the office, only to be picked up by the parent.
4. We cannot be responsible for any money or items lost during the camp day.
5. Children who ride bikes or rollerblades to camp **MUST WEAR A HELMET**. Bikes and rollerblades are not to be ridden around the camp grounds or during camp.
- 6. NO GLASS BOTTLES/ NO GUM ALLOW ON SCHOOL GROUNDS**
7. No CAMPER will be allowed to have a cell phone during the camp day. Please leave them home.
8. Campers who walk, ride bikes or take a cab home must have a note on file in the camp office giving them permission.
9. PLEASE NOTE THAT THE PORT CHESTER DAY CAMP IS NOT RESPONSIBLE FOR ANY LOST OR STOLEN ITEMS.

The Port Chester Day camp is permitted to operate by the NYS Department of Health and is inspected twice during the season, if there are any concerns please contact the Westchester County Department of Health 145 Huguenot Street 8<sup>th</sup> Floor New Rochelle, NY 10801 (914) 813-5100

**ALL PERSONS PARTICIPATE AT THEIR OWN RISK.**