

# TOWN OF HOOSICK



## SUMMER CAMP PARENT HANDBOOK 2023

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# TOWN OF HOOSICK CAMP

## **WELCOME**

Town of Hoosick Camp is a seven-week program for children entering Kindergarten through Sixth grade in September 2023. The program runs from **Monday, June 26 to June 30 and July 10 to Friday, August 18<sup>th</sup>**. The program meets from 8:00am – 4:30pm with additional morning or afternoon hours available for an additional fee. This structured, well-supervised program is licensed by the New York State Health Department and provides an opportunity for children to use their summer leisure time constructively. Town of Hoosick Camp is held at the Town of Hoosick Athletic Fields located at Barton Avenue, Hoosick Falls.

Campers are assembled in age appropriate groups and have a counselor assigned to them. Counseling staff is required to complete training that includes first aid, playground safety and recognizing abuse. The program requires a strict counselor to camper ratio to provide a safe, fun experience for your camper.

To help with staffing:

- You must pre-register for any desired extended care hours upon registration for camp.
- You must drop your child off and pick your child up on time.

## **PROGRAM OBJECTIVES**

The objectives of Camp are to:

1. Provide opportunities and relationships to help develop personal awareness, independence, social interaction skills and a positive use of leisure time.
2. Provide opportunities for self-expression through arts and crafts, sports, and socialization with peers; provide trips and excursions that enable campers to visit points of interest and cultural significance.
3. Conduct sports activities in order to provide motor skill development, the advancement of good sportsmanship, and social relationships as part of a team and as a competitor.
4. Foster an environment to allow the development of each camper's potential for self-growth, social interaction and leadership.

## **SERVICES PROVIDED**

Camp offers children a variety of appropriate and diverse activities and trips. These include arts and crafts, sports and games, music and movement, playground and library time and a variety of trips and visits to Town parks.

## **REGISTRATION INFORMATION**

Registration forms for Hoosick programs record each child's parent, emergency contact and medical information. The form asks for any special accommodations a child may need to participate, any medical or behavioral concerns such as behavioral or anxiety disorders and any personal situations such as a restraining order or struggles with other children that we should be made aware of. Pertinent information will be confidentially provided to the counselor. Registration packets are available at the Town of Hoosick Office and on the Department's website ([www.townofhoosick.org](http://www.townofhoosick.org)) as extended Care times are not programmed, children are allowed to play board games or with their personal toys. In the morning, children will be allowed to watch appropriate TV, DVDs or use board games and have special activities planned by the staff. In the afternoon, children will have extra supervised time on the playground.

If a child is sent with any personal toys, they are not allowed to use them during the regular, programmed camp hours unless pre-approved with the camp director. Other items to make crafts such as rubber bands and string will be permitted as long as these are shared with other campers. The Town of Hoosick is not responsible for lost or stolen property. Personal electronic devices are allowed at Camp Hoosick however, campers are asked to keep them in their bags until quiet time. Cell phones are to be used for emergencies only. If seen using your cell phone for any other reason, the cell phone will be taken by your counselor and given back to you at the end of the day.

**In order to register you must provide the following:**

- 1. A completed Camp application to the Town Clerk.**
- 2. A current immunization record from your child's doctor (we need this form each year as we do not keep it on file).**
- 3. Appropriate Fees for each week selected.**

Registration will be open during Town Clerk hours and run through until camp is full. The maximum number of campers' capacity is 60 campers per week.

### **REFUNDS**

Requests for refunds will need to be submitted in writing (email is acceptable). There are no partial refunds if your child does not attend a full week. This cannot be changed to a different week.

There is a \$20 dollar service charge for all returned checks due to insufficient funds.

### **EARLY DROP-OFF/LATE PICK-UP FEES**

Please do not drop off your child prior to 8:00am unless he/she is registered extended care, as the counselors are preparing for the day's activities. Since staff are not scheduled to watch children beyond the camp hours, an additional \$5 late fee is charged for each five minute increment that you are late unless you are registered for extended care. Payment for a late pick up is due the following day. If the designated pick up person is expected to be late, the parent or caretaker must call and inform the staff what time to expect the child to be picked up and/or what alternate transportation arrangements have been made, if any. If your child has not been picked up by 4:30 and we cannot reach you, individuals on your emergency contact list will be called to pick your child up.

### **EXTENDED CARE PROGRAM**

The Extended Care Program provides for a half hour of care in the morning and/or afternoon for an additional \$30 per week per child. If your child has not been picked up by 5:00 and we cannot reach you, individuals on your emergency contact list will be called to pick your child up. As Extended Care times are not programmed, children are allowed to play board games or with personal toys. If a child is sent with personal toys, they are not allowed to use them during the regular programmed camp hours unless pre-approved by the camp director. The Town of Hoosick is not responsible for lost or stolen property.

### **ARRIVAL AND DEPARTURE POLICIES**

A parent or other authorized person must sign their child in and out with a counselor. Campers may only leave with authorized persons listed on the registration form. If someone else has to pick up your child you must send in a written note in advance notifying your child's counselor or the site director. Parents can also telephone the Town of Hoosick if there is an emergency and someone else must pick up their child after camp. The Town of Hoosick camp staff will require identification from anyone picking up your child that they do not recognize.

### **ATTENDANCE**

If your child is to be absent or late, please call 518-686-4833 to notify the staff.

### **PERSONAL INFORMATION**

It is important to let us know personal information that may affect your child's day in camp. This will make sure your child has a fun experience every day and staff is aware of health, physical or other challenges. You may confidentially provide this information on the registration form.

## **PROGRAM ORIENTATION**

Camp orientation is held on the first day of the program and every Monday thereafter. Rules and other information such as requirements for field trips and special activities are provided to children to prepare them for camp. Campers will begin with a tour of the building. Then the following will be discussed.

- Discipline procedures
- Camp trips (rules and regulations if applicable)
- Snack and lunch procedures
- Daily schedule review
- Buddy system
- Lost camper plan
- Fire drills, evacuations and fire safety and lightning plan
- Open discussion (questions and concerns)

## **PERSONAL ITEMS/ELECTRONIC DEVICES**

In order to help us provide opportunities and relationships and help develop personal awareness, independence, social interaction skills and a positive use of leisure time, children who bring personal items/electronic devices will not be allowed to play with them during the camp program. **Cell phones are not permitted for use during camp hours other than an emergency and quiet time. Phones will be taken by the counselor if they are being used otherwise. The Town of Hoosick is not responsible for lost or stolen property.**

## **PROGRAM ATTIRE**

Town of Hoosick Camp is an active program. Your child will get dirty and occasionally wet! Don't send your child to Camp with new clothes—Camp is about having fun. **For your child's protection, gym shoes are required. Sandals and flip flops are not allowed at camp. Sandals, flip flops and crocs can be used at the pool area only.**

## **SUNSCREEN POLICY**

Children will have an opportunity to be outside on a daily basis (weather permitting). Just a few serious sunburns can increase a child's risk of skin cancer later in life. It only takes 15 minutes of exposure of the sun's UV rays to damage the skin. We strongly recommend adherence to the following sunscreen policy.

A permission form must be filled out in order for your child to apply sunscreen and insect repellent throughout the camp day.

1. All campers should wear sunscreen with an SPF of at least 15 (or greater) on all exposed skin daily.
2. Parent or legal guardian is responsible for applying the first layer of sunscreen prior to drop-off to the program each morning.
3. Parents or legal guardians are responsible for providing (over-the-counter) sunscreen for their child in a sealed container with their name on it. Children are not allowed to use any other product or share. Children will need to be instructed by parent or guardian on how and where to apply the sunscreen.
4. Camp Hoosick staff will routinely remind campers to apply their sunscreen and make it available for use.
5. Camp Hoosick staff will be responsible for ensuring thorough follow-up applications after one hour in water, after two hours of activity in the sun and/or any other time as needed. This may mean that camp staff will need to assist in the application of the sunscreen in the case the camper is not able.
6. Should camp staff need to apply sunscreen it will be done in the following manner:
  - Staff will confirm that a parental permission form has been signed
  - Staff will use camper's sunscreen
  - Staff will apply sunscreen only to exposed areas (except head and face)
  - Staff will do this in the presence of others and will not apply sunscreen to any area that a bathing suit covers

## **TICK AND INSECT REPELLANT POLICY**

1. Parent or legal guardian is responsible for applying the first layer of insect repellent prior to drop-off to the program each morning.
2. Parent or legal guardian will be responsible for providing their children with enough insect repellent (in a sealed container) to take with them for later day applications. One container per child with his/her name clearly indicated on the bottle. Children will not be allowed to use any other product or share. Only over-the-counter insect repellents are accepted.
3. Children will need to be instructed by parent or guardian on how and where to apply the insect repellent.
4. Camp staff will routinely remind campers to apply their insect repellent and make it available for use.
5. Should camp staff need to apply insect repellent, it will be done in the following manner:
  - Staff will confirm that a parental permission form has been signed.
  - Staff will use camper's insect repellent.

## **LUNCH/SNACKS**

Children are responsible for their own lunch and snacks unless there is a special event. Label all containers with your child's name. The Town of Hoosick encourages you to send whole foods such as fruits, vegetables and grains as a snack to help promote healthy eating habits.

**\*Because there are some children enrolled at camp with serious nut allergies, campers with peanut butter or nut products will need to sit away from the nut free table.\***

If your child is purchasing lunch on a trip day or snacks from a vending machine, send him/her with clothing with closable pockets. Do not send your child with a large amount of cash. Staff members are not responsible for missing money.

If you would like to send in a special snack for your child's birthday, inform staff at least a day in advance. Please provide the list of ingredients from the box, mix and/or frostings so we can notify parents of children with allergies.

If your child does not like what is being planned for food for a special event, feel free to provide their own food. If there is a special food activity planned, it will be announced in the weekly newsletter.

**COVID-19 SCREENING**

The Town of Hoosick intends to implement and follow any requirements of New York State in relation to the COVID-19 virus at the time of commencement of summer camp. At this time, such requirements are unknown. By signing below, the Parent/ Guardian agrees to comply with any and all requirements of New York State which may be implemented prior to or during the summer camp season. The Town will update parents/ guardians when and if such requirements are released.

Parent/Guardian Signature \_\_\_\_\_ Date: \_\_\_\_\_

## **SPECIAL NEEDS**

The children at the Town of Hoosick Day Camp are involved in daily physical activities 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 Head counselor. Any other special needs or concerns you may have must be brought to our attention.

## **MEDICAL INFORMATION**

Town of Hoosick Day Camp is a day camp and the staff is not allowed to dispense medication. If your child shows up to camp ill or becomes ill during camp hours, you must 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; \*
- chronic cough or runny nose

\*Teach your children to not share combs, hairbrushes, hats, or head scarves with other children. If head lice are detected during camp, you will be called to pick your child up immediately. A physician's note that the child is clear of head lice is required prior to the child returning to the camp. In the event of head lice at camp, all children will be screened the next camp day. Parents will receive written notification within the next two camp days.

## **INHALERS & EPIPENS**

Some children in our program have serious allergies. **Please notify the camp director if your child will be bringing a lunch that contains peanuts or tree nuts so we can ensure they sit away from the peanut free table.**

In order to protect these children, our staff needs to be aware of all children who carry inhalers or Epi-Pens. It is important to note this information on your registration forms with the child's doctor's permission to carry the medication to Camp. The Department of Health regulations prohibit the administration of medicine, including but not limited to Benadryl, Tylenol, aspirin, Advil, or Motrin by an unlicensed individual. The only medication that can be brought to camp is an inhaler and Epi-Pen, which Camp personnel are permitted to assist in administering.

A Parent is required to bring the medication in its original container showing the prescribed information on it to camp every morning and give it to the child's counselor who will give it to the site director who will safely store the medicine. Children will not be responsible to carry the medication on them. It will accompany them wherever they go via the site director or their counselor.

A parent is required to pick the medication up after camp each day. Medication is not stored at camp.

If a camper comes to camp without their prescribed EpiPen, their parent will be called to bring the medicine in immediately or the child will be sent home.

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.



## **CHILDREN AT RISK**

All childcare agencies are required by law to report suspected child abuse or maltreatment if they have reasonable cause to suspect it. Our staff is trained in recognizing abuse and maltreatment. Maltreatment can include 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
- If these arrangements cannot be agreed upon, staff is required to notify the proper authorities.

## **EMERGENCY PROCEDURES**

Being in such an active environment, children are likely to injure themselves. We do not call you for every bump and bruise unless the child is upset. Otherwise, if a camper is injured, a health problem arises or professional medical help is needed, the following steps are taken:

- 911 is immediately called.
- Immediate first aid is administered by our trained staff until professional help arrives.
- You, or if not available, your emergency contact person is notified.
- A staff member accompanies your child to the hospital until a family member or an emergency contact person arrives.

## **EMERGENCY DRILLS/FIRE DRILLS**

Emergency drills/fire drills will be held four times throughout the program. In case of real emergency evacuation children will be taken to the Town hall. In the event of an evacuation, parents will be contacted to pick their child up at the site.

## **TRIP INFORMATION**

Town of Hoosick Camp brings children on trips. Trip information for Hoosick Day Camp will be provided by the Camp Director. Any concerns regarding a trip may be discussed with your child's counselor.

## **TRANSPORTATION**

Town of Hoosick Day Camp uses Hoosick Falls Central School busses and drivers for field trips. All children are required to follow bus rules.

## **WEATHER INFORMATION**

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 or postponed.

## **ADDRESS & TELEPHONE NUMBER CHANGES**

Please inform the staff at the Town of Hoosick Day Camp of any changes to your address, phone number, or other important personal information changes. If your emergency numbers change, notify us immediately to ensure proper notification of parents in case of an emergency.

## **CONTACTING YOUR CHILD**

If you need to contact your child at camp, please contact the Town of Hoosick Day Camp office at 518-686-4833 and a staff member will relay a message. Please limit your calls only to urgent matters.

**Children are not allowed to use cell phones during the program. The Town of Hoosick is not responsible for lost or stolen cell phones or other personal items.**

## **APPROPRIATE CAMP BEHAVIOR**

**Please realize that your child is at a day camp and not at school and that:**

- Everything is open and accessible to all campers- the Town is not responsible for lost or stolen property.
- There are no separate rooms or lockers in which to safely store a camper's personal items or money.

**Please talk with your child about responsibility and safety:**

- Regarding actions and language toward counselors and other campers;
- Regarding responsibility for their clothing, snacks, backpacks, and money;
- Do not send a small child with money in hand;

**It is your responsibility to talk to your child about these things:**

- Non-aggressive behavior is appropriate
- No bullying of other campers
- Respect for peers, staff and equipment
- Use of appropriate language
- No hitting, tripping, pushing, tackling, kicking, fighting, or wrestling
- Campers are expected to assist in picking up after games and activities

## **DISCIPLINE PROCEDURES**

Prepare your child for Town of Hoosick Camp by explaining all of the rules and regulations to them and discussing any concerns that he/she may have. Please discuss any problems that your child may be experiencing while at camp with your child's counselor.

Campers must display acceptable behavior and must be accountable for their actions. Parents must know and understand the rules their child is expected to follow and be aware of the consequences for any violations.

Please explain the following procedures with your child.

1. If your child does something wrong, a counselor will explain why the behavior is inappropriate and try to redirect the child by getting him/her interested in another activity.
2. If the behavior persists, a time out will be used as a cooling off period.
3. In cases of recurring or severe misbehavior, parents are contacted for a conference to discuss the behavior and to try to work things out. Parent conferences are documented and kept in the child's record.
4. If the misbehavior continues, the Director may place the child on a probationary period.
5. If the situation does not improve or a plan cannot be implemented for improvement during the probationary period, parents may be requested to withdraw their child from Camp.

All discipline problems are documented and parents may review the reports if requested.

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/her parent(s) or guardian.

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

## **QUESTIONS AND ADDITIONAL INFORMATION**

If you have any additional questions or concerns, please feel free to call the Town of Hoosick Camp, at 518-686-4833 or contact Ashley via email at [ashleystonge2@gmail.com](mailto:ashleystonge2@gmail.com).

Ashley St. Onge, Camp Director

Noreen McAuliffe, Assistant Camp Director