

WEST SENECA YOUTH & RECREATION

SUMMER DAY CAMP PARENT HANDBOOK

2019

Town Board Approved 1/2/2019

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Summer Day Camp 2019

Welcome to the Town of West Seneca's Summer Day Camp program. We are so excited to have the opportunity to offer such a great service to the families of West Seneca.

It is our goal to make Summer Camp a safe and memorable experience for all campers. Ensuring the safety of all campers is our number one priority. Our staff is trained in CPR/First Aid, child abuse awareness training and have had experience working with children. Our counselor to camper ratio exceeds the minimum requirements stated by the Erie County Health Department. Your child will be supervised at all times and we ensure you that they will be well taken care of. The daily Camp schedule will be filled with a wealth of engaging activities that will be both fun and educational.

Please read the following information (with your camper) regarding our Summer Camp. We want all parents to be well informed, to have their children prepared for Camp, and know what to expect.

Camp Overview

The Town of West Seneca Youth & Recreation Summer Day Camp Program runs for six weeks for children ages **6-12**. Camp will be held at Veteran's Memorial Park located at 1250 Union Road in West Seneca. The main drop off and pick up point will be at the Town Ice Rink located behind Town Hall. The Camp's daily activities will be spread throughout the Park.

The Summer Camp's hours will be Monday-Friday from 9:00 AM until 4:00 PM. We are offering additional morning and afternoon supervision that begins at 7:30 AM and the post Camp supervision ends at 5:30 PM. This additional service is complimentary, will be structured and well supervised. This service will give parents the opportunity to drop off their child before work and then pick them up at the end of their day.

Campers will be placed in groups according to their age. Each group will be assigned a Camp Counselor and an Assistant Camp Counselor who will lead them through their daily age appropriate activities.

Registration/Refund Policy

SPACE IS LIMITED. SPOTS ARE ON A FIRST COME FIRST SERVE BASIS.

REGISTRATION CLOSES WHEN ALL SPOTS ARE FILLED OR ON **JUNE 3, 2019** whichever comes first.

Immunization records are due at time of registration.

\$50 non-refundable down payment is required for each slot, for each week, for each child you are registering for. This deposit is required to reserve your camper's spot. This is non-refundable should you choose to un-enroll your child.

Remaining payment for all sessions registered for is due in full no later than **June 3, 2019** at 4:00 PM. After **June 3, 2019** all payments/fees are non-refundable.

Failure to pay your remaining balance by the due date could result in your child losing their spot. In the event of this down payments will not be refunded. Payments made after this date are subject to a \$5.00 per day late fee.

Registration closes **June 3, 2019**. No further registrations will be accepted after this date.

After **June 3, 2019** all fees paid are non-refundable should you choose to un-enroll your child.

Transactions fees will be applied to each credit card payment.

Registration includes two camper t-shirts. Size quantities are limited and are on a first come first serve basis.

West Seneca Youth & Recreation will not sell additional t-shirts in **2019**.

Registration fees will not be refunded or adjusted should the participant fail to attend a class or program. Registration fees will not be refunded or adjusted should you choose to withdraw your child from the program. Registration fees will not be refunded should your child be ejected from the program. Registration fees will not be refunded or adjusted if a session, trip or activity is canceled due to weather or any other circumstance beyond West Seneca Recreation control. Sessions, trips and activities are not required to be rescheduled if they are canceled for weather related issues. Refunds will only be issued in the event that the entire length of the session is canceled by West Seneca Youth & Recreation.

FEES (per week)	Weeks 2,3,4,5,6	Week 1
Resident	\$230	\$184
Resident Each Additional Child	\$220	\$176
Non-Resident	\$275	\$220
Non-Resident Each Additional Child	\$265	\$212

Swimming

During camp when the Veterans Park Pool is open (weeks 2-6) the campers will walk to Veterans Park Pool for free swim. The campers will visit the pool 0-3 times each week (weeks 2-6). They will be tested by a Water Safety Instructor (Town of West Seneca Lifeguard Staff) on duty to determine if the camper is a non-swimmer or a swimmer, and will be marked as such with colored wrist band. Green for deep end and diving board, yellow for deep end only (no diving board), and red for shallow end and splash pad only. Campers must have a bathing suit to participate in swim. We suggest you campers brings a bathing suit and towel daily.

In the event a camper cannot follow pool rules they will be asked to sit out from the pool that day. If a camper has to be spoken to more than three (3) times in a season they will not be allowed to participate in pool activities for the remainder of the season.

Swim Lessons at Camp

Swim lessons will be offered to campers during camp hours for an additional fee. You must sign your child up and pay the fee during the registration process. Spaces in each level are limited and are on a first come first serve basis.

The swim lessons will be conducted for campers on Monday and Wednesday's at 9:00 A.M. when there is no planned field trip. If there is a planned field trip campers may miss swim lessons. West Seneca Youth & Recreation is not reasonable for a make-up class.

These Swim Lessons are reserved for campers who are registered for campers who are registered for (all) weeks 2-6 of the program. If your child is not enrolled 2-6 (ALL: 2,3,4,5 and 6) they are not eligible for the discount or the M/W 9:00 AM session.

The fee for the entire summer swimming lesson program is **\$30 for residents, \$50 for non-residents.**

Our trained Lifeguards will provide quality swim instruction to all participants.

Campers must be signed in at camp. They cannot be dropped off at the pool. If your child is signed up for swim lessons they must arrive in their swim suit no later than 8:45 A.M. on Monday's and Wednesday's. If the event a camper is not in attendance at 8:45 AM they may miss swim lessons for that day. No refund will be issued.

Arrival and Departure Procedure

Parents and/or Guardians are required to walk their camper in for the day and pick them up for the day. Campers will not be admitted in for the day without a parent or Guardian. Campers will not be released from the program without an approved (see below) Parent or Guardian.

All campers are required to be signed in on the attendance sheet within the Ice Rink lobby when they arrive by their parent or guardian. All campers must be signed out by a parent or an authorized person designated on the camper's registration form. If someone else has to pick up your child or if your child is going home with an older sibling you must send in a written note ahead of time notifying the Camp Program Director. Phone calls are not acceptable. Our staff will require identification from anyone picking up your child which they do not recognize.

Your child needs to arrive at camp no later than 9:00 AM daily to ensure they do not miss out on field trips and other activities. In the event of late arrival the child may not be admitted into camp that day. A refund will not be issued.

Absences from camp must be called in to (716)674-6086 prior to 9:00 A.M.

Post Camp Supervision runs 4:00 – 5:30 PM. Parents/Guardians of the enrolled child will be charged \$2.00 per minute per family after 5:30 PM. If a parent has not shown up by 6:00 PM West Seneca Youth & Recreation staff will make the attempt to contact the campers Emergency Contacts for pick up. Payment of fees for late pick up must be made no later than the next morning in full or the camper(s) will not be permitted to stay at camp until fees are paid. If a child is picked up late more than three (3) times in a season the child may be ejected from the camp program with no refund. There are no exceptions to this policy. Campers must be picked up on time.

Camper Orientation

Camper orientation is held the first day of each camp week. Campers are informed of the rules and expectations, given a tour of the facility, field trip expectations, special activities, a review of possible site hazards and a fire drill will take place within the first 48 hours. Campers who are not present on the first day are required to notify the Camp Program Director on the first day that they attend.

Camp Attire

The Summer Day Camp is a highly active outdoor program. Please send your child to camp in their light blue camp shirt they were provided, shorts, socks and sneakers. *Please be advised that their clothes may get dirty and wet during the camp day.* We understand that it may be difficult to have the camp shirt washed every day. Camp shirts are required on field trip days. In the event your child is not able to wear their camp shirt that day a light blue t-shirt can be substituted. We recommend that the camp shirt is worn every day for safety reasons. It is recommended that your child brings a hat and sunscreen for sun protection. Campers should have their bathing suit and a towel with them daily at camp.

SNEAKERS AND SOCKS MUST BE WORN DAILY. A CAMPER WHO IS NOT WEARING SNEAKERS WILL NOT BE PERMITTED INTO CAMP. IN THE EVENT THEIR SNEAKERS ARE NOT ON DURING THE CAMP DAY THEY WILL NOT BE PERMITTED TO PARTICIPATE IN CAMP ACTIVITIES. SANDALS ARE OK FOR THE POOL ONLY.

Lunch and Snacks

Children are responsible for bringing their own lunch, snack and drink every day. We will not be providing lunch for the campers. Water will be readily available for campers throughout the day. If your child forgets to bring their lunch the parent will be called to come and drop one off. Please be aware that some campers may have an allergy to nuts. Please limit the amount of nut products your child brings to camp. In the event your child has brought a nut product to camp please let us know at time of drop off.

Camper's lunch and water bottle should be labeled with their first and last name every single day.

It is the parent/guardians who drops the camper off responsibility to ensure the campers lunch is placed in the correct cooler. Failure to do so could result in (a) the lunch spoiling (b) the camp leaving for a Field Trip without the campers lunch (c) the camper believing they forgot their lunch. In this case you will be charged the below fees for the camper not having a lunch.

In the event your (a) campers lunch is not placed in the correct cooler at drop off by the parent/guardian (b) camper is brought to camp without a lunch /forgets their lunch our staff will call his/her parent or guardian. In the event a parent or guardian cannot be contacted or cannot arrange to bring their child lunch within thirty minutes of contact West Seneca Youth & Recreation will provide lunch. A \$10.00 fee will be due at time of pick-up. If the fee is not paid by the next morning the Camper will not be permitted to attend camp until the fee is paid. If this happens three (3) or more times during the program the camper may be ejected from camp. West Seneca Youth & Recreation will not refund any fees for the current or future sessions.

In the event your camper forgets their water bottle our staff will call his/her parent or guardian. In the event a parent or guardian cannot be contacted or cannot arrange to bring their child a water bottle within thirty minutes of contact West Seneca Youth & Recreation will provide a sealed disposable water bottle. A \$3.00 fee will be due at time of pick-up. If the fee is not paid by the next morning the Camper will not be permitted to attend camp until the fee is paid. If this happens three (3) or more times during the program the camper may be ejected from camp. West Seneca Youth & Recreation will not refund any fees for the current or future sessions.

Money

We highly suggest that your child does not bring money to camp. The Town of West Seneca is not responsible for any camper's lost money. Staff members are not allowed to hold campers money.

Specific Needs

Day Camp will be filled with activities that encourage the camper to be active. If your child is not able to participate in any activity, please notify your child's counselor. We encourage you to notify us with any special needs or concerns that you may have.

In the event your child has a disability (mental, physical, etc), chronic illness or a behavioral issue please notify us on their registration form. This will allow our Camp Director to properly plan and staff for the safety of this camper and all campers. In the event the parent does not inform West Seneca Youth & Recreation of this on the registration form when they register their camper – the child will not be permitted to stay at camp.

Field Trip Information

The light blue Camp shirt you were given at the start of the program **MUST** be worn on all field trip days. In the event the child is not able to wear his/her camp shirt, please substitute it with a similar light blue shirt.

Information regarding field trip days is on the camp calendar you received.

Camper's shirts should be labeled with their first and last name.

In the event they are unable to wear their blue camp shirt, they can wear a shirt a similar shade of blue.

Field Trips & Activities are subject to change without notice and without refund for any reason.

Field Trips that take place outdoors on days with inclement weather will not take place, the trip will not be rescheduled and a refund will not be issued.

The decision to cancel a field trip will be made by 9:15 AM, the morning of the field trip. Again, Field Trips that take place outdoors on days with inclement weather will not take place, the trip will not be rescheduled and a refund will not be issued.

In order for your camper to attend camp and go on the field trip, they must arrive at camp no later than 9:00 AM. Campers who arrive after 9:00 A.M. on field trip days may miss the bus and not be permitted to go on the field trip. West Seneca Youth & Recreation staff is not permitted to transport any camper in their cars. Campers must be transported in West Seneca Central School District Buses Only. In the event your camper(s) misses the bus, they will not be permitted to stay at camp until the field trip returns.

Grouping Requests

We believe making new friends is a rich component of the camp experience. We will make every effort to accommodate requests in compliance with our placement policies. There are multiple large group activities at camp so even friends who are not in the same group will see each other throughout the day.

Grouping Requests will only be accepted at time of Registration. Grouping requests can only be made for other campers. Grouping requests for group numbers will not be permitted. Grouping requests for staff members will not be permitted. Grouping requests made after time of registration will not be accepted.

Requests are not required to be granted. Grouping is at the discretion of the West Seneca Youth & Recreation Department.

Groups are determined by age. Group 1 consists of our youngest participants at age 6, and consecutively increases with the child's age. This is done to ensure that each child is participating in age appropriate activities that are planned throughout the duration of the summer.

Medical Information

Camp staff is not allowed to dispense medication. If your child shows up to camp ill or becomes ill during camp hours, you will need to pick them up immediately or arrange to have them picked up.

For the health and well being of all, a child with a contagious illness within 24 hours of the camp date may NOT attend camp. Contagious illnesses include a cold, cough, sore throat, excessively runny nose, fever, chills, conjunctivitis (pink eye), lice, signs of general fatigue/discomfort, upset stomach, diarrhea, vomiting, etc. Should a child exhibit any symptoms of a contagious illness, Recreation staff will call the child's contacts to have the child picked up from camp.

We ask that you call/email Recreation Supervisor Lauren J. Masset (lmasset@twсны.org or 674-6086) if your child is diagnosed or has come in contact with any of these communicable illnesses. In the event of the presence of communicable illnesses will be shared with the camp group (without showing names) by a note from the Recreation Department.

For strep throat, pink eye, or any contagious illness being treated with antibiotics, the CDC recommends 24 hours on medication before returning to camp.

Camp staff is not allowed to apply insect repellent or sunscreen to campers. You should do this before sending your child to camp.

We are required by the Erie County Health Department to have the immunization records for all campers. Please be sure to have the section on the registration form completely filled out.

Allergies, Inhalers and Epi-pens

There will be children enrolled in our Day Camp that have asthma or other serious allergies. Out of respect for these children we ask that you please do not send snacks or lunch for your child that may contain nut products. If you do send your child to camp with any products that contain nuts please notify camp staff. The camper's lunch that contains peanuts will be placed separately from the other lunches. Campers who have peanuts in their lunch will sit separately from campers who do not have peanuts in their lunch.

In order to protect children with serious allergies our staff needs to be aware of any children who carry inhalers or epi-pens. It is important to mark this information on your registration forms and have your doctor's permission for your child to carry this medication.

Prior to the start of camp you must turn in the medical authorization form (included in the registration packet) signed by both you and your child's doctor with a copy of the prescription of the medicine your child will be carrying attached.

The medication that your child brings to camp must be in its original container showing the prescribed information on it.

Remember, these policies are to protect your child, other campers and staff. We trust that everyone will help ensure that these rules are carried out. The signed authorization form and training demonstration must be completed before your child is allowed to attend camp.

In the event your child is found to have any medicine of any kind with them at camp that does not follow the above policy (such as in their bag, on their person, etc) they may be ejected from the program.

Children at Risk

All child care 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 be such things as failing to provide proper medical care, excessive punishment, misuse of alcohol, drugs, etc.

Weather Information

The Summer Day Camp takes place mostly outdoors. This means your child will be outside in the sun and heat for a majority of the day. It is required that your child bring a water bottle labeled with their name every day.

The temperature, storms and other weather conditions are major factors for Camp. It is very important that you dress your child appropriately for days that are overcast or when rain is expected.

When there is inclement weather at camp the activities will take place inside the Town Ice Rink.

When there is inclement weather that could affect a field trip, the trip may be canceled. West Seneca Youth & Recreation reserves the right not to reschedule the trip and a refund will not be issued. For more information see the Field Trips section of this handbook.

Responding to Extreme Heat

Your camper is required to bring a water bottle labeled with his/her name to camp every day.

Sun and heat-safety begins before any campers join us. We establish best practices during staff training by learning how the effects of the sun and heat exposure differ for children versus adults. Sports and activities are modified and often moved under shade with extra water breaks. In extreme heat, programming would be entirely indoors treating a heat day the same way we would a lightning storm.

Sunscreen Utilization at Camps

Written Physician orders are not required for campers to carry and apply sunscreen at camp. The sunscreen must be approved by the FDA for over the counter use and must be accompanied by written permission of the parent or guardian that the camper may carry and apply sunscreen. Sunscreen must be labeled with the campers first and last name. Sunscreen should be applied before sending your child to camp. Staff is not allowed to apply sunscreen to campers.

Emergency Procedure

Below are our procedures for emergencies that are approved by the New York State Department of Health:

1. The Camp Program Director shall be in charge of the situation
2. Administer First Aid
3. Call an ambulance for injuries including but not limited to: areas showing swelling combined with discoloration, deformity, loss of consciousness, any type of neck or back injury. Designate staff members to meet ambulance and direct crew to scene.
4. Other staff to secure area - no child left unattended.
5. Notify parents

6. Notify Director of Recreation

7. Upon conclusion, submit Town & State report. Report should include all events leading to injury of child, name and address of child, name and address of parent or guardian, staff involved, where treated and by whom, and recommendation to avoid future incidents.

There will be fire and lost campers drills weekly. All flammable materials will be stored away from activity centers and kept under lock and key. Each area of camp will have functioning smoke detectors, and fire extinguishers.

Address & Telephone Numbers

Please inform our office staff and the Camp Program Coordinator of any changes to your address or phone numbers. If your emergency number changes it is important that we are notified immediately to ensure proper notification of parents in case of emergency.

Contacting Your Child

Campers are not allowed to bring or use cell phones at camp.

If you need to contact your child at camp please call the Office Recreation at (716)674-6086 and a staff member will relay a message. Please limit your calls only to urgent matters.

Appropriate Behavior of Children at Camp

Please speak with your child:

- Regarding actions and language towards oneself, counselors and other campers
- Regarding responsibility for their clothing, snacks, backpacks, money, etc.
- Aggressive behavior is not appropriate and will not be tolerated.
- Respect for others, staff, and equipment
- Use of appropriate language and topics of conversation at all times
- No hitting, tripping, pushing, tackling, kicking, fighting, or wrestling
- Your child may not leave camp without permission from Camp staff and parents
- All children are expected to assist in picking up after their games/activities.
- Proper behavior on the bus

Discipline Procedures

Please prepare your child for the Summer Day Camp by explaining all of the rules and regulations to your child and discussing any concerns that he/she may have. Please bring to our attention any problems that your child may be experiencing while at camp.

Campers must display acceptable behavior and must be accountable for their actions. Parents must be aware of the rules that their child is expected to abide by.

The first time a camper is disciplined he/she will be asked to sit out of the activity. If the problem continues the Camp Program Director will meet with the camper and their counselor to discuss and review the appropriate behavior.

Any significant or continual behavior problems will be brought to the attention of the parents in writing.

If a child receives three behavior notices (for one or a combination of reasons) during camp they will be ejected from the program. West Seneca Youth & Recreation reserves the right to immediately eject a camper without giving three notices for any behavioral issue.

If the behavior problem continues the child may be dismissed from the program without further warning. Campers who are dismissed will not be refunded for current or future session fees.

Campers will be sent home immediately if they attempt to destroy Town of West Seneca property or get into a physical altercation with another camper. Campers who attempt to destroy property or get into an altercation parents must meet with the Camp Director before their child will be allowed back into camp. These actions could result in your child's immediate ejection from the camp program, with no refund.

Any camper who intentionally injures or is a threat to another camper will be dismissed from the program for the current session and any future sessions.

Any child who intentionally destroys camp property may be dismissed from the program for the current session and any future sessions.. Any vandalism charges will be charged to the camper involved and to his or her parent(s) or guardian(s).

Any camper who bullies another camper, staff member or other person(s) will be dismissed from the program for the current session and any future sessions..

Any camper who has non-approved medicine (non-prescription or prescription), lighters, tobacco products, e-cigarettes, illicit substances, drugs, alcohol or weapons of any kind on them will be ejected from the program for the current session and any future sessions.

Campers who are suspended/dismissed/ejected for any reason will not be refunded for current or future session fees.

Campers who are suspended/dismissed/ejected for any reason from the program will not be eligible to enroll in the program the following year.

School Bus Rules for Field Trips

Remind your child:

- They must remain in their seat at all times on the bus
- They must wear their seat belt
- No objects or body parts are to be outside of the bus windows
- Not to write on any part of the bus
- Not to litter on the bus
- To keep feet out of the aisles
- To listen carefully for roll calls
- Not to eat or drink on the bus
- Inside voices on the bus

Trip Rules

Stop, Look & Listen

- STOP always go with a buddy, never alone
- LOOK to be sure you can always see your counselor
- LISTEN for directions from counselors and trip coordinator
- Be aware of the first aid locations and alert counselors to any problems
- Camp tee shirts must be worn on all field trips to ensure safety
- Wear appropriate clothing (sneakers at camp activities for safety)

The day camp will take trips weekly; camp tee shirts must be worn on all trip days.

Roller Rink Day

Roller rink day takes place on site at the West Seneca Ice Rink. Campers are required to provide their own skates and helmet. If a camper does not have a helmet, they will not be permitted to skate.

Tie-Dye Day

Tie-Die day takes place on site at the West Seneca Ice Rink. Campers are required to bring a white cloth item to tie-dye. This could be a shirt, socks, pillowcase, etc. Campers will be allowed to tie-dye a maximum of one (1) item. If your camper does not bring an item, one will not be provided for him/her.

Personal Belongings

The Town of West Seneca Recreation Department is not responsible for lost, stolen or misplaced property. Please discourage your child from bringing any items that are of value to camp. The staff is not able to hold or keep track of any personal items for any of the campers. Campers first and last names should be listed on every item they bring to camp. This includes backpack, jacket, sweatshirt, t-shirts, bathing suits, towels, water bottles, lunch, etc.

Please be sure your child has these items daily:

- Lunch
- Snack
- Sneakers
- Towel
- Bathing Suit
- Reusable Water Bottle
- Epi-Pen / Inhaler / Rx if needed

We ask that your camper does not bring any personal items from home except those required. All items should be labeled with the campers first and last name. No exceptions.

Please keep in mind that this is a Camp and everything is open and accessible. Also, there are no separate classrooms or lockers in which to safely store a camper's personal item or money. Camp staff is not responsible for any personal items lost or stolen.

West Seneca Youth & Recreation will not be held liable for any missing items or money.

Questions, Comments or Concerns:

Please contact Lauren J. Masset, Recreation Supervisor.

Email: lmasset@twswny.org

Phone: 716-674-6086

We look forward to having a safe and fun-filled summer!

Notes:

CAMP CHARACTER PLEDGE:

- ❖ HAVE FUN AND WEAR A SMILE!
 - ❖ RESPECT: RECOGNIZE & APPRECIATE THE VALUE OF YOURSELF, FELLOW CAMPERS, & ADULTS.
 - ❖ RESPONSIBILITY: YOU ARE RESPONSIBLE FOR YOUR ACTIONS.
 - ❖ TOLERANCE: RESPECT THE DIFFERENCES THAT EXIST AMONG US.
 - ❖ DIGNITY: PROMOTE AN ENVIRONMENT FREE FROM HARASSMENT & DISCRIMINATION & DEMONSTRATE CONDUCT THAT FOSTERS CIVILITY, KINDNESS & ACCEPTANCE.
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WEST SENECA YOUTH & RECREATION CONTACT INFORMATION:

OFFICE/REGISTRATION/PAYMENT ADDRESS: 1300 UNION ROAD, WEST SENECA NY 14224

MAILING/CAMP ADDRESS: 1250 UNION ROAD, WEST SENECA NY 14224

PHONE NUMBER: (716)674-6086

FAX NUMBER: (716)675-5106

WEBSITE: WWW.WESTSENECA.NET

FACEBOOK: "WEST SENECA YOUTH & RECREATION"

IMPORTANT DATES

FEBRUARY 1, 2019 - RESIDENT REGISTRATION BEGINS

MARCH 1, 2019 – NON- RESIDENT REGISTRATION BEGINS

JUNE 3, 2019 – FINAL PAYMENTS DUE (TO AVOID LATE FEES)

JUNE 3, 2019 – REGISTRATION CLOSES (IF THERE ARE STILL SPOTS OPEN)

JUNE 4, 2019 - LATE FEE GOES INTO EFFECT