



# TOWN OF WEST SENECA

TOWN SUPERVISOR  
SHEILA M. MEEGAN  
TOWN COUNCIL  
EUGENE P. HART  
WILLIAM P. HANLEY, JR.

**TO:** Honorable Town Board / Town of West Seneca  
**FROM:** Lauren J. Masset  
Recreation Supervisor  
**DATE:** January 10, 2017  
**RE:** Summer Day Camp 2017

Dear Honorable Town Board,


Kindly move to accept the attached documents for Summer Day Camp 2017:

- Program Schedule
- Fees
- Parent Handbook and Policies
- Day Camp Registration Form and Policies

The capacity of participants per each week will be limited to 90 campers.

Please note: The Day Camp Safety Plan will appear Town Board agenda after the 2017 regulations are released from Erie County.

Respectfully Submitted,



Lauren J. Masset  
Recreation Supervisor

West Seneca Youth & Recreation

# Summer Day Camp 2017

COME JOIN OUR WONDERFUL STAFF FOR ACTIVITIES INCLUDING WEEKLY FIELD TRIPS, SPORTS, GAMES, SWIMMING AND A SUMMER OF FUN!

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Week #1</b> <i>June 26-30</i>	<b>First day of Camp</b>	Griffis Sculpture Park	Beach	West Seneca History Museum	Gaelic Games Clinic
<b>Week #2</b> <i>July 3-7</i>	<b>Red, white, and blue day</b> Character Counts	<b>CLOSED</b> <i>Happy 4<sup>th</sup> of July!</i>	Tie- Dye Day	Buffalo Museum of Science	Dress Like A Superhero Day
<b>Week #3</b> <i>July 10 - 14</i>	Character Counts	Orchard Park Splash Pad	Beach	West Seneca Fire History Museum	Roller Rink Day
<b>Week #4</b> <i>July 17-21</i>	Character Counts	Eternal Flame/ Chestnut Ridge	Canal Side	Vigilant Fire	Talent Show
<b>Week #5</b> <i>July 25 -29</i>	Character Counts	Aquarium	Beach	Allegany State Park	Roller Rink Day
<b>Week #6</b> <i>August 1 - 5</i>	Character Counts	Botanical Gardens	Delaware Park	Broadway Driving Range	<b>Last Day of Camp</b>

**FOR:** Boys & Girls 6-14 years old (*Must be 6 as of 6/26/17*)

**WHERE:** Held at Town Ice Rink & Veteran's Park Grounds (1250 Union Road, West Seneca NY 14224)

**WHEN:** 6 One week sessions – 7:30 AM – 5:30 PM (*6/26/17 – 8/4/17*)  
 Day Camp Activities are from 9:00 AM – 4:00 PM  
 Pre Camp Supervision is from 7:30-9:00 AM  
 Post Camp Supervision is from 4:00-5:30 PM  
*Pre & Post Camp Supervision is FREE OF CHARGE!!*

**REGISTRATION:** Begins For Town Residents February 1, 2017  
 Begins for Non-Residents March 1, 2017  
 Registrations will be accepted at:  
 900 Mill Road #210 West Seneca, NY 14224  
 Monday thru Friday 9:00 – 5:00 PM (Closed daily between 1:00 – 2:00 PM)

FEES (per week)	Weeks 1,3,4,5,6	Week 2
<b>Resident</b>	\$190	\$152
<b>Resident Each Additional Child</b>	\$180	\$144
<b>Non-Resident</b>	\$205	\$164
<b>Non-Resident Each Additional Child</b>	\$195	\$156

*Space is Limited, \$50 non-refundable down payment is required for each slot, for each week for each child you are registering for. Remaining payment is due in full no later than June 19, 2017 at 4:00 PM. Payments made after this date will be subject to a \$5.00 a day late fee. In the event slots are open after the June 20, 2017 (late fee date) – New registrations will not be assessed the late fee, However payment in full will be due day of registration. Transactions fees will be applied to each credit card payment. Immunization records are due at time of registration. Registration includes one camper t-shirt. Size quantities are limited and are on a first come first serve basis. Additional Shirts can be purchased after June 26, 2017 for \$10.*

**WEST SENECA RECREATION DEPARTMENT**

**2017 Summer Day Camp Registration Form**

THIS FORM MUST BE COMPLETED IN FULL AT TIME OF REGISTRATION (5 PAGES IN FULL)  
 IMMUNIZATION RECORDS MUST BE ATTACHED TO THIS FORM AT TIME OF REGISTRATION  
 DOWN PAYMENT IS DUE AT TIME OF REGISTRATION  
 FINAL PAYMENT IS DUE JUNE 19, 2017 AT 4:00 PM

<b>FOR OFFICE USE ONLY</b>		<input type="checkbox"/> Imm.	<input type="checkbox"/> PIF
Years: _____	Months: _____		
Gender: M	F		
Allergy: _____			
Rx: _____	Swim Y	N	
Grouping Request: _____			
Other: _____			

**Camper Information**

Child's Full Name: \_\_\_\_\_

Home Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_ Male: \_\_\_\_\_ Female: \_\_\_\_\_

School Grade in Fall 2017: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Age in Years & Months (as of 6/26/17) \_\_\_\_\_

Allergies: \_\_\_\_\_

**Parent/Guardian Information:** *Please check the primary parent or guardian to call during the day.*

Mother's or Guardian #1 Name: \_\_\_\_\_ Cell #: \_\_\_\_\_ Home Phone #: \_\_\_\_\_

Mother's or Guardian #1 Email Address: \_\_\_\_\_

Name of Work: \_\_\_\_\_ Work Phone #: \_\_\_\_\_

Father's or Guardian #2 Name: \_\_\_\_\_ Cell #: \_\_\_\_\_ Home Phone #: \_\_\_\_\_

Fathers or Guardian #2 Email Address: \_\_\_\_\_

Name of Work: \_\_\_\_\_ Work Phone #: \_\_\_\_\_

**If parents are unavailable in an emergency, please notify:**

Name: \_\_\_\_\_ Relation: \_\_\_\_\_ Phone #: \_\_\_\_\_

Name: \_\_\_\_\_ Relation: \_\_\_\_\_ Phone #: \_\_\_\_\_

Siblings Names: \_\_\_\_\_ Ages: \_\_\_\_\_

**Will your child be registered for camp swimming lessons this summer at the Bi-Centennial Pool?**

Circle YES NO LEVEL \_\_\_\_\_

*Please note the Camp Swim Lesson fee is different from the Swim Lesson Class fee. If you are interested in signing your child(ren) up for Camp Swim Lessons please speak with one of our office staff. Space is limited. Swim Lesson Fee: \$20/Resident \$30/Non-Resident*

Please list any additional information you would like us to know:

Check If Attending	Session Number	Session Dates	Pre-Camp Supervision 7 :30 AM Start Check If Attending	Post-Camp Supervision 5:30 PM End Check If Attending
	1	6/26-6/30		
	2	7/3-7/7		
	3	7/10-7/14		
	4	7/17-7/21		
	5	7/24-7/28		
	6	7/31-8/4		

Childs Last Name:

Permission Form

**Immunization History** Required Immunizations must be determined locally. This is a record of dates or basic immunizations and most recent booster doses. Please list the date the booster or immunization was administered. *Your pediatrician does not need to complete this.*  
**RECORDS ARE DUE AT TIME OF REGISTRATION, NO EXCEPTIONS.**

Vaccine	Date Given	Vaccine	Date Given	Vaccine	Date Given
DTP/ DTAP 1		OPV/IPV 3		Hep B 2	
DTP/ DTAP 2		OPV/IPV 4		Hep B 3	
DTP/DTAP 3		Hib 1		MMR 1	
DTP/DTAP 4		Hib 2		MR 2	
DTP/DTAP 5		Hib 3		Tetanus Booster	
OPV/IPV 1		Hib 4		Varicella - chicken pox	
OPV/IPV 2		Hep B 1		TB Test	
OTHER:					

**Medications:** If your child requires any medications be taken and overseen at camp, please fill out the following table. Please note camp staff cannot administer medicine to campers.

Name: \_\_\_\_\_ DOB: \_\_\_\_\_ Weight: \_\_\_\_\_

Drug	Route (orally, topically, etc...)	Dosage	Schedule and Indications	Comments/Side Effects	Prescription Number

Physician's Signature: \_\_\_\_\_  
*(If your camper must have medication at camp, your physician must sign here. Also, a valid prescription must be attached)*

All medications must be in their original container when submitted to the camp director or assistant director.

I hereby request that the staff of the Town of West Seneca Day Camp supervise my child taking the above medication as indicated. I understand the Town of West Seneca Day Camp staff cannot administer medicine to my child.

Parent signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Doctor / Insurance Information**

Name of Family/Child Physician: \_\_\_\_\_ Phone #: \_\_\_\_\_

Do you carry family medical/hospital insurance? If so, indicate policy/group # for carrier \_\_\_\_\_

This health history is correct so far as I know and the person listed above has permission to engage in all prescribed camp activities except as noted. In the event I cannot be reached in an emergency, I hereby give permission to the physician selected by the camp director to hospitalize, secure proper treatment for, and to order injections and/or anesthesia and/or surgery for the person named above. I expect to be notified immediately.

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

Childs Last Name:

Permission Form

**Permission for pick up form:**

Below is a table that should be filled in to include any persons you would like to have permission to pick up your child from camp. Please include parent names in the table as well. At pick up, staff will be checking IDs to assure that the appropriate people are taking your child. If a name is not listed below, camp staff will not release your child to that person. Please make every effort to list people that may be picking up your child during the program, including YOURSELF, grandparents, siblings, friends, etc.

Name	Phone Number	Relation

**Parent permission to take pictures and video footage:**

I authorize West Seneca Recreation Department to take photographs and video footage of my child/ children while he/she is participating in any programs being run by West Seneca Recreation. I understand these photographs and video footage will be used for marketing purposes, West Seneca Recreation Department Bulletins, West Seneca Recreation Brochures, postings on the West Seneca Recreation Department website, seen on TV's in local businesses, You Tube and other social networking sites.

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

**Parent permission for child to use pool:**

The Town

of West Seneca Summer Day Camp utilizes the Bi-Centennial Pool to swim during the summer. The pool is required to be inspected by the Erie County Health Department during the summer in order to operate. The pool provides qualified lifeguards, all of whom are Red Cross Certified. West Seneca Summer Camp also implements a "Buddy System Check" multiple times during the swim visit to ensure the safety of each camper. Each camper will be given a water test to determine their swim level on the first day of swim each week. Please sign below to give permission for your child to swim at the pool during the summer camp session(s).

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

**Field Trip Acknowledgment:**

I give my child permission to attend all West Seneca Summer Day Camp Field Trips for the session(s) that he/she is registered for.

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

**REQUIRED:** Please use the following section to provide information to the following questions. Information provided will help out staff maximize your child's camp experience with is, and will be kept confidential. Does your child have any serious fears? Does your child have any kind of specific needs (disabilities, chronic illness, behavioral issues, emotional needs, etc.)? Are there any other special issues or accommodations that our staff should be aware of? **This will allow our camp director to properly plan and staff for the safety of this camper and all campers.** **POLICY:** 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 behavior issues please notify us on this registration form below. 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 and no refund will be issued.

**Permission to Walk:**

Upon completion of this section, the camp staff will allow a child to arrive and sign him/herself into camp and also be dismissed from the camp program to walk home. The child is the parent's responsibility outside of the designated camp times.

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Days to be Walking/Riding Bike: M T W TH F

Expected Arrival at Camp: \_\_\_\_\_ AM/PM

Time Child Should Be Released to Walk/Ride Bike Home from Camp: \_\_\_\_\_ AM/PM

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Childs Last Name:

Parent/Guardian Agreement

**Refund/Payment Policy:**

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 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.

At time of registration a \$50 non-refundable deposit is required for each session, for each child you are registering. This deposit is required to reserve your campers spot. This is non-refundable should you choose to un-enroll your child.

Remaining payment is due no later than June 19, 2017 at 4:00PM. Failure to pay your remaining balance by the due date could result in your child losing their reserved 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.

Late Registration - In the event slots are open after the June 19, 2017(late fee date) – New registrations will not be assessed the late fee, However payment in full will be due day of registration.

The Town of West Seneca reserves the right to deny a refund of registration fees should the participant wish to withdraw from the program prior to its scheduled start date.

I understand and accept these responsibilities understand and agree to abide by the Town of West Seneca Youth & Recreation Refund Policies.

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

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**Consent for Medical Treatment**

I hereby give consent for emergency medical care prescribed by a duly licensed Doctor of Medicine or Doctor of Dentistry. This care may be given under whatever conditions are necessary to preserve the life, limb or well-being of myself or my child.

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

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**Parent Handbook**

I understand and agree to the information relating to operations, including but not limited to behavior guidelines, peanut policy, payment, records, hours and information pertaining to the Summer Day Camp Handbook, available separately from this application.

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

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**Due at time of registration per each child you are registering:**  
\$50 non-refundable deposit per each session, per each child  
Camper registration form completed in full, per each child  
Immunization records (updated and valid), per each child

**Due June 19, 2017 at 4:00 PM per each child you are registering:**  
Final payment (Entire remaining balance for Summer Day Camp 2017)

**GROUPING REQUESTS MUST BE MADE AT THE TIME OF REGISTRATION. NO REQUESTS WILL BE ACCEPTED DURING CAMP.**

Town Resident ID Cards can be purchased in the Town Clerks Office inside Town Hall (1250 Union Road). Call 674-5600 for more information.

Childs Last Name:

Parent/Guardian Agreement

Parent/Guardian Agreement

I hereby enroll my child in the Town of West Seneca Recreation Department Summer Day Camp Program located at Veteran's Park. I have read and agree to all terms in this application. I understand the information relating to operations, including but not limited to behavior guidelines, hours and information pertaining to the Summer Day Camp Handbook, available separately from this application. The health information form is correct as far as I know and the person described has permission to engage in all camp activities except as noted by me and his or her physical/healthcare provider. I have provided the staff with any pertinent information which may assist the Town of West Seneca Recreation Department in caring for my child, including, but not limited to: allergies, previous or existing illness or condition, sunburn sensitivity, diet requirements, long-term medications, disability or limiting conditions, emotional, developmental, or behavioral challenges. I agree to notify the Town of West Seneca Recreation Staff immediately in writing of any changes in address, phone numbers, emergency contacts, etc. I understand that not providing the above may put my child's health and safety at risk. I give consent for The Town of West Seneca Recreation staff to apply spray sunscreen on my child prior to engaging in extended outdoor time in the sun, or at any point if visibly needed. If my child has any allergies to sunscreen, I have so indicated in the "Medical Recommendations and Restrictions while at Camp" section of the application. I give consent for my child to take part in field trips or excursions off property under proper supervision. I give the Town of West Seneca Recreation Department consent to use any photographs or video tapes of my child for promotional or public relations purposes, including web site material and camp advertising. Although the activities of the Camp will be supervised at all times, it is agreed and understood that neither the Town of West Seneca nor any individual associated therewith will suffer any liability for injuries or damages sustained by myself or my child arising out of such activities, and I agree to indemnify and hold harmless the Town of West Seneca and such individuals supervising, aiding and otherwise associated with the Camp and its activities from all damages and liabilities, including, but not limited to, personal injuries, suffered or incurred while participating in Camp activities. I hereby register my child for the designated session(s) of the Town of West Seneca Recreation Department Summer Day Camp. I understand that the Erie County Department of Health requires my child to have completed health information (including immunization dates) to attend camp. I further understand I must have paid in full no later than June 19, 2017 at 4:00 PM for each session in order for my child to be officially registered for that specific session and that registering for previous sessions does not guarantee a spot in future camp sessions.

Signature of Parent/Guardian

Date

FOR OFFICE USE ONLY

- Immunizations
- Swim Payment Receipt Number
- Additional Child

FEES (per week)	Weeks 1,3,4,5,6	Week 2
Resident	\$190	\$152
Resident Each Additional Child	\$180	\$144
Non-Resident	\$205	\$164
Non-Resident Each Additional Child	\$195	\$156

Session	Total Due	Down Payment	DP Receipt #	Final Pay	FP Receipt #
1	\$				
2	\$				
3	\$				
4	\$				
5	\$				
6	\$				

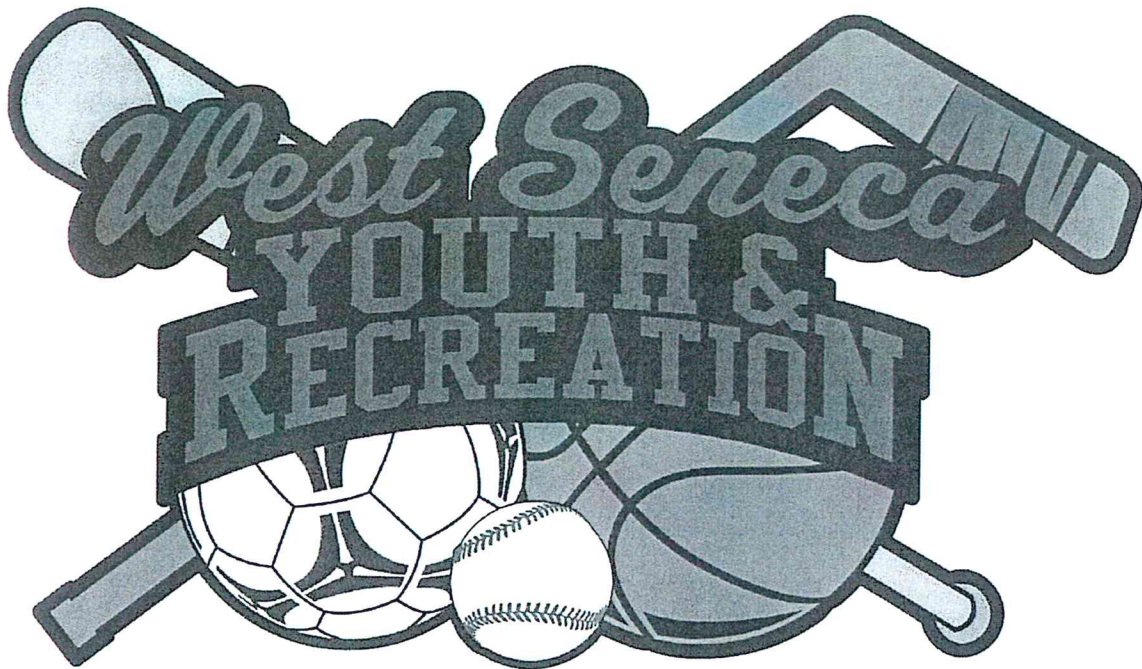
ID card Number:

Expiration Date\*:

\*ID cards must be valid through 8/4/2017. ID card is required at time of registration to receive the resident rate. If an ID card is not presented at the time of registration the non-resident rate will be charged.

Shirt Size: \_\_\_\_\_

Each camper receives 1 shirt. Extra shirts can be purchased for \$10.00. Sizes are on a first come first serve basis. Shirts will go on sale at camp on June 26, 2017



West Seneca Youth & Recreation  
Summer Day Camp  
**Parent Handbook**

**West Seneca Youth & Recreation Contact Information**

Office/Registration/Payment Address: Mill Road #211, 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](http://www.westseneca.net)

Facebook: "West Seneca Youth & Recreation"



## Summer Day Camp

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 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 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 6 weeks for children ages

6-14. 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 SERVED BASIS.  
REGISTRATION CLOSSES WHEN ALL SPOTS ARE FILLED.*

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 campers 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 19, 2017 at 4:00 PM. 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.

Late Registration - In the event slots are open after the June 19, 2017 (late fee date) – New registrations will not be assessed the late fee; however payment in full will be due day of registration.

**After June 19, 2017 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 one camper t-shirt. Size quantities are limited and are on a first come first serve basis.

Additional Shirts can be purchased after June 26, 2017 for \$10. Quantity and sizes of shirts will be limited. Additional Shirts can be purchased starting the first day of camp.

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 or ejected 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.

### Swimming

A minimum of two days per week (except week 1) the campers will walk to Veterans Park Pool for free swim. They will be tested on the first day 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 just deep end, and red for shallow end and splash pad only. Campers must have a bathing suit to participate in swim.

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. 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.

The fee for the entire summer swimming lesson program is \$20 for residents \$30 for non-residents. Our trained Lifeguards will provide quality swim instruction to all participants. This fee is to be paid before the first day of the swim lesson.

*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.*

### **Arrival and Departure Procedure**

All campers are required to sign the attendance sheet within the Ice Rink lobby when they arrive. 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.

### **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 an outdoor program. Please send your child to camp in their light blue camp shirt they were provided, shorts, socks and sneakers and clothes that can get dirty and wet. We understand that it may be difficult to have the camp shirt washed every day. Camp shirts can also be purchased for \$10 during camp (quantity of each size is limited). 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 SHOULD 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. SANDLES 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.

In the event your camper 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 on a regular basis 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 on a regular basis the camper may be ejected from camp. West Seneca Youth & Recreation will not refund any fees for the current or future sessions.

### **Money**

Please do not allow your child to bring money to camp. If your child is purchasing lunch on a trip day, please make sure that they wear pants or shorts with button pockets or a belt pouch. Do not send your child to camp with large amounts of cash. Staff members are not allowed to hold camper's money. Camp staff is not responsible for any camper's lost 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 behavior issues 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. Information regarding field trip days is on the camp calendar you received.

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

Field Trips & Activities are subject to change without notice and with out refund.

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**

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 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.

There are a total of 9 groups; each group is 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.

### **Pedestrian Safety**

We recommend that your child gets a ride to camp but we understand if this is not possible. If your child is walking, skating or riding their bike to camp without adult supervision you must give them permission to do so. Campers must wear a helmet if they are riding a bike, scooter or skating. Please be sure that you noted this information on the registration form that gives your child permission to do so. If your child brings a bike, make sure it can be locked. The Town of West Seneca Recreation Department is not responsible for lost or stolen property.

### 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.

Please do not send your child to camp if they have such illnesses as:

- Conjunctivitis (pink eye)
- Fever within the last 24 hours
- Vomiting or an upset stomach
- Signs of general fatigue or discomfort
- Rash
- Head lice
- Chronic cough or runny nose

Please notify the camp director if your child has come in contact with a communicable disease. 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 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.

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. 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.

### **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 important that your child bring a water bottle labeled with their name every day.

The temperature and storms 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.

### **Responding to Extreme Heat**

Your camper should 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. There will be special water games, a misting tent and swimming in the pool on very hot weather days. Campers should bring a water bottle to camp every day, labeled with their first and last name.

### **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.

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.

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 toward counselors and other campers
- Regarding responsibility for their clothing, snacks, backpacks, bike and money
- Aggressive behavior is not appropriate
- Respect for others, staff, and equipment



- Use of appropriate language 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 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.

Any camper who intentionally injures or is a threat to another camper will be dismissed from the program until further notice.

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

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

### 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. In addition, 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.*

**Text Message and Email Alerts/Reminders**

To receive messages via text, text @wssummer to 81010. You can opt-out of messages at anytime by replying, 'unsubscribe @wssummer'. Trouble using 81010? Try texting @wssummer to (716) 608-3389 instead. To: Message: Enter this number Text this message 81010 @wssummer \*Standard text message rates apply.

To receive messages via email, send an email to wssummer@mail.remind.com. To unsubscribe, reply with 'unsubscribe' in the subject line.

WHAT IS REMIND AND WHY IS IT SAFE? Remind is a free, safe, and simple messaging tool that helps teachers share important updates and reminders with students & parents. Subscribe by text, email or using the Remind app. All personal information is kept private. Teachers will never see your phone number, nor will you see theirs. Visit remind.com to learn more.

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

**Registration Check List**

- Resident ID Card (to qualify for Resident Rate)
  - Fully Completed Registration Forms
    - Immunization Records
- \$50 Deposit for each session, for each child

**Important Dates**

- February 1, 2017 – Resident Registration Begins
- March 1, 2017 –Non-Resident Registration Begins
  - June 19, 2017- Remaining Balance Due
- June 20, 2017 – Late Fee / Late Registration Begins
  - June 26, 2017 – First Day of Camp