

The Town of East Greenbush

Summer Camp



Parent Handbook

**Hello and Welcome Families to the Summer Camp here at the
Town of East Greenbush!**

Important Contact Information

The Town Camp now has its own phone! Please call **518-275-0008** to reach Directors.

For all concerns regarding camp please call the number above!

**In the Event of an Emergency All Calls Should be directed to:
Town Hall General # 518-477-4775**

The Town of East Greenbush now has a phone/text Alert system.

All parents should text EGYOUTH to 888777 to be notified of all Camp alerts.

If you would like to be notified of All Town alerts please **text your zip code to 888777**

You may also go to our website eastgreenbush.org on the bottom right hand side of the homepage there is a box to sign up for text, email, and phone alerts.

Community and Recreation Office @ Town Hall:

518-477-4194-phone

518-477-2386-fax

***Please note that during in season months this office has minimal staff and hours.
The best way to reach us is to call the Park Phone listed above.***

Town Services Coordinator, Jessica Lansing -jlansing@eastgreenbush.org

For Your Information:

The East Greenbush Town Camp is required to have a permit to operate by the New York State Health Department, and is required to be inspected twice yearly. The Rensselaer County Department for Youth also monitors the Town of East Greenbush Camp. The Town Camp is partially funded through the New York State Office of Children's and Family Services and the Rensselaer County Department for Youth.

All Day Camp staff is CPR/AED/ and First Aid Certified, and go through extensive safety training.

The Town of East Greenbush Summer Camp is held at the East Greenbush Town Park off of Elliot Road.



- **Concession Stand**- Each day campers will be given the opportunity to purchase snacks, freeze pops, ice cream, etc. at one designated time each day. All concession stand items will be sold for \$.75 so have your child earn and save those quarters!
- **Pizza Fridays**- Each Friday campers will have the option of purchasing cheese pizza for \$1.00 at lunch time. We will take orders in the morning with attendance.

Please be sure that all money sent with your child is secured in an envelope or plastic sandwich bag with their name clearly written and please write what the money should be used for. (i.e., “pizza” “snack”)

STATIONS 2019

Station time is a “child choice” time. Campers will sign up for stations of their choice with their counselors.

Campers will be led through activities by our camp staff. Campers will move on to other station choices in the following weeks. It is our hope that we have a diversified list that we have touched on most interests.

Stations are subject to change year to year. Please see this year’s flyer for information on which stations are offered.

Station Options:

- Soccer
- Basketball
- Adventure/Orienteering
- Fishing
- Arts and Crafts
- Science
- Rhythm and Dance and Fun Run Activities for our Junior Camp

Town of East Greenbush Summer Camp Policies:

The Town of East Greenbush receives their permit to operate from the Rensselaer County Health Department. We follow all regulations and guidelines provided by the NY State Health Department. The Children's Camps in New York State document can be found online at <http://www.health.ny.gov/publications/3601/>

[If you would like paper copies we can have them available in the Community and Recreation Office at Town Hall.](#)

Camp Mission Statement:

To create a SUPER FUN summer experience while providing a safe and nurturing environment that includes academic enrichment, encouragement of positive peer relations, promotes physical activity and encourages overall physical health, promotes mental and emotional health, and develops social skills.

Cell Phone Policy:

While we understand the need this day in age for parents to keep in contact with their children, we also must institute a policy that is most effective, efficient, and safe for our campers.

Campers may bring cell phone to camp, but it must be wrapped in a plastic sandwich bag and kept in back pack taken out and used in emergencies or at the Camp Director's discretion.

The Town of East Greenbush is not responsible for lost, stolen, or damaged cell phones.

Zero Tolerance Policy:

Due to devastating, senseless acts of violence experienced in some schools and public places, all threats and/or acts of violence will be addressed at a level deemed appropriate for the offense. Violent acts of any physical nature directed toward staff or other campers may ultimately result in dismissal from camp. Also, please monitor what materials your child brings to camp. Anything that could be perceived as or used as a weapon is not allowed and will be taken away by the directors. Thank you we appreciate your cooperation and understanding.

Safety:

We place an enormous emphasis on safety and have a camp safety plan in place and on file with the Rensselaer County Health Department, Best-Luther Fire Department, and EG Police Department. Campers will participate in fire drills, and other safety drills throughout the summer. All of our staff are trained on all procedures.

We follow a buddy system and perform buddy checks.

From the first day of camp your child will be assigned a "group" a "counselor" and a "buddy" During any transition period campers buddy-up and walk in buddy lines and throughout the day buddy checks are performed and documented.

Discipline Procedure:

Our expectation from campers is to have respect for others, treat others kindly, and most of all to have fun and allow others have fun!

We use positive discipline. We believe that every situation can be resolved by communication, de-escalation, creative problem solving, and sometimes removal from an activity for a break. If a camper is having an extremely difficult time and needs to be removed from an activity, a counselor and/or a director will sit with them in our "Relaxation Station" and try to resolve any issues. Any disciplinary action used with a camper will be documented and communicated to the parent. Camp rules and expectations are discussed with campers at the beginning of each session

None of the following behaviors will be tolerated:

- Any Physical Act of Violence= instant dismissal from camp
- Any verbal threat of physical or mental harm to another will be investigated by staff and addressed at a level deemed appropriate.
- Foul or Offensive Language is not permitted after a 1st time warning repetitive behavior will result in a call to parents and removal from activity.
- Any Form of BULLYING=any bullying complaint will be investigated by staff and parents of all parties involved will be notified. Could possibly lead to dismissal from camp
- Weapon=instant dismissal from camp.
- Vaping Device=call to parents.

In the event that a situation becomes dangerous to other campers, staff members, or a camper that is self-harming parents will be notified to pick up their child.

If it is determined that a camper is a threat to the safety or security of other campers, staff members, or themselves the camper will be dismissed from camp and asked not to come back. This is for the safety of themselves, as well as, others. We do not have professionals on staff to deal with aggressive, unsafe, or threatening behaviors. Thank you for your understanding in these matters.

Parents Please Note: "Vaping" and Vape Pens that have recently become popular among teens are NOT ALLOWED at camp. If a staff member observes a camper with a vape pen or any smoking paraphernalia it will be taken by the Director and parents will be called. As always any alcohol or illegal drugs are not allowed in Town Parks.

Special Needs

If your child has special needs or challenges please be sure to make us aware during the registration process. For children with an IEP, 504, or behavior plan, it is helpful to share the plan with us so that we may accommodate your child to the best of our ability.

If your child is challenged with anxieties it is helpful to share with us what may cause them to be anxious and any strategies you are aware of that may help to calm or ease their fears.

If your child has been diagnosed with a disability or medical condition please let us know. We have a very professional and experienced staff who want to make your child's summer camp experience an enjoyable one. The more we know the better we can serve them.

If there are special accommodations your child may need please let us know.

If your child is on any type of medication even if it is not administered at camp please let us know.

Anything you think our staff should be aware of that you have concerns about please don't hesitate to speak with us.

Special Food and Activities:

From time to time we may provide special snacks to campers. If your child has an allergy to foods we have that on record and will not serve your child anything that puts them in harm. If your child does not have an allergy to foods, but you do not wish to have your child provided anything extra please contact us in writing. For some of our activities and games we may use materials such as shaving cream, oils, cornstarch, food coloring, vinegar, flour, etc.... if your child has an allergy to any of these items that are not marked on your registration form please contact us in writing.

Photos:

From time to time we will take photos of children at camp during activities and may use these for promotional purposes on our website, on Facebook and in local papers. If you do not want your child's picture taken or shared please contact us in writing

Health Care Policy:

Our Camp has 2 Assistant Medical Directors on site and a Paramedic off-site director from Bruen Rescue Squad. They have extensive training and respond to all emergencies. If a camper is sick or gets hurt at camp their counselor will bring them to one of the medical directors for attention. All camp staff are CPR/First Aid Certified.

Parents Please Note: With the recent outbreaks of Measles, summer camps are required to monitor very closely children's immunizations and health history. We will be requiring more information than in past years. Please also see attached flyer and policy with important Measles information.

For the health and safety of all campers and staff we must know before your child's first day of camp if any of the following have occurred:

- Had any recent illness symptoms, including fever, cough, or rash in the preceding four days.
- Have had any close family members or other contacts with measles or with fever and cough or rash symptoms in the preceding 21 days
- Have had any known exposure to measles, other vaccine preventable disease or contagious virus.

Medication at Camp: All campers who have medication that needs to be at camp (i.e., epipens etc.) need to have a medical authorization form filled out by parent and physician and submitted to camp prior to the first day of camp. A self-administration form also needs to be filled out for those children who may self-administer. All medications must be brought to the Community and Recreation office at Town Hall or the Town Park Office at the Barn **BEFORE** the first day of camp. Forms are enclosed.

If a camper becomes ill on a field trip parents will be contacted.

All incidents will be documented and communicated to parent.

If a camper is vomiting or has a fever parents will be contacted to come and pick up their child. Your child may not come to camp if they have had a fever or vomiting within the last 24 hours or a contagious infection and have not been on antibiotics for 24 hours.

DISMISSAL:

If your child is not riding one of our busses they must be picked up from the Town Park no later than 3:00 p.m. If your child is staying for our after-care program there is a \$50 charge per week and campers must be picked up by 5:00 p.m. All Campers must be signed out.

SIGN OUT PROCEDURE:

Any parent picking up their child at any point in the day must see go to the Camp Secretary sign out station or see a Camp Director. If someone else is picking up your child from camp you must send in a note with your child stating who will be picking them up. The person picking up must show identification. It is always a good idea to call us and let us know of pick up changes.

AFTER CARE PROCEDURE:

Our After Care program runs from 3p.m. to 5 p.m. Campers must be pre-registered for after care. We provide staffing ratios for the amount of campers registered for after care. There is a \$50 charge per week. Campers must be picked up by 5 p.m. All staff finish their shift at 5 p.m. and there will be no supervision at the park after this time.

Excessive lateness in pick up times will result in additional fees to cover additional staffing costs. Thank you for your cooperation.

Half Day Program Procedures

If your child attends our half day program either morning or afternoon and would like to attend our field trips or beach days they must be with us for the entire day. 9a.m.-3p.m.

There is morning bus transportation to the camp but 12 p.m. dismissal does not offer transportation home.

There is bus transportation from summer school to the camp- if your child is attending the summer school program and coming to camp at dismissal you must notify us and the summer school staff so that we may coordinate bus transportation.

If you are picking up your child at noon OR dropping your child off for the afternoon session at noon please sign in or out with a camp director or camp secretary.

ACTIVITY DAYS:

- **We have a spirit day at least once a week! Check out our calendar for what days are scheduled.**
- Dress up days are **OPTIONAL**
- There is no need to purchase anything for these days!
- Use what you have around the house:)

FIELD TRIP DAYS:

Please see Field Trip page for specific details

BEACH DAYS:

****It is a good idea to wear your swimsuit under clothes to camp on beach days.****

Bring extra clothes or swimsuit if not wearing under clothes

A beach towel

Sunscreen

A hat if you would like

We do have some sand toys that we bring along with us.

We will be travelling to Grafton State Park. The park will assign us a section of the beach and a lifeguard. We also have a Water Safety Instructor/Lifeguard and a Lifeguard on our staff. All campers are required by NYS to be swim tested before swimming. Our Water Safety Instructor will test your child and determine whether they are classified a swimmer or non-swimmer. Non-swimmers will be allowed to swim in water up to their chest. All campers will need a swim permission slip on file with the Camp Lifeguards.

TRANSPORTATION:

School Bus transportation is provided by the East Greenbush Central School District for those campers who reside within the Town of East Greenbush. If your child attends the East Greenbush schools, but lives outside of the Town there are pick up and drop off locations at Target and the Hayes Road Fire House parking lots.

Campers are expected to follow all rules of the bus driver. If a camper has to be disciplined on the bus ride to or from camp parents will be notified. All discipline policies and procedures for camp are enforced on the busses as well. The drivers are in charge of all campers on busses and have extreme care and concern for the safety of your children. Bus drills are also conducted periodically.

Our drivers are experienced and exceptional. They have worked with the Summer Camp program for many years. Campers should adhere to all the rules of the bus that they normally follow during the school year.

Parents please note: The Summer Camp bus runs are much different than during the school year. The routes are based upon the locations of our registered campers. We do not pick up house to house and many stops are at corners closest to your address. Pick up and drop off times should be estimated by the start time and your stop location in the route. Drivers can give you more details on the first day of camp.



See enclosed routes. If you are unsure where your stop is give us a call at 477-4194. Thank you for your cooperation.

WHAT TO BRING TO CAMP:

Campers must bring a bagged or lunchbox lunch and a snack clearly marked with their name and a water bottle.

List of suggested items:

Sunscreen (we have a lot of planned water games in addition to swim days so a bathing suit is recommended every day)

We are outside at the Town Park it is a good idea to apply bug spray or cream before coming to camp. We do perform tick checks on each other and on campers, but it is a good idea to check your child when they get home as well.

- Extra Water Bottle
- Snack
- Bathing suit
- Towel
- Hat
- Extra Clothes
- Socks
- Blanket or Large Beach Towel to sit on.
- **Senior Campers coming week #1 please bring a plain white tee-shirt to camp.**

What **NOT** to Bring to Camp:

- Gaming systems
- Mp3 players
- iPod
- Pokémon/trading cards
- Any valuable items that you do not want lost or damaged
- Cell phones are allowed with the following rules: during camp activities campers are expected to participate. We suggest that if a camper must bring their cell phone that it is wrapped in a plastic sandwich bag and kept in a back pack. For any concerns regarding the cell phone policy, please contact us.

