



PORT CHESTER RECREATION DAY CAMP



Parent Handbook Summer 2024

**Port Chester Recreation: 939-2354
Camp Contact Number: (914)469-5152 /
(914) 560-6592(only active - camp 7/1 – 8/9)**

Port Chester Recreation Day Camp Program:

Camp dates: Monday, July 1st through Friday August 9th. (No Camp 7/4)

Times:

Drop off – 8:30 – 9 a.m.

Pick up – 3:30 – 4:00 p.m.

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

Drop off and Pick up –Drop-off and pick-up will be in the parking lot at the front entrance of King Street School. Each Group will have a designated area to meet in the front of the school at pick up and drop off. Rainy days campers will be dismissed from inside the Gym and the Auditorium.

Activities:

The camp director will schedule all activities for campers. A variety of sports and games along with arts & crafts will be offered as well as many special events and activities throughout the summer. Monthly activities and weekly schedules will be handed out. Schedules are subject to change.

Lunch: Campers should bring a bagged lunch with **name of child and group number clearly printed on the outside of the bag**. All lunches will be refrigerated. **THIS IS A PEANUT FREE CAMP LUNCH MUST BE SENT EVERY DAY PLEASE DO NOT SEND CHILD WITH ONLY MONEY TO BUY LUNCH (THAT IS NOT AN OPTION)**

Swimming:

Campers will swim at Saxon Woods Pool in White Plains. **ALL CAMPERS should bring their camp bag with bathing suit and towel, DAILY. On pool days and water park trips campers SHOULD WEAR THEIR CAMP SHIRTS AND THEIR BATHING SUITS.** Children are required to wear a swim bracelet for identification purposes. Children in Groups 5 and up have the opportunity to take a swim test to determine whether they are capable of entering deeper water, otherwise children are kept in very shallow water no greater than chest deep or lower. As per the Health Department, we provide lifeguards for our campers on top of the lifeguard staff that is already at the pool.

Dismissal:

Child must be picked up by a parent or guardian listed on the registration form. Only individuals specified in writing on the Authorized Pick Up form will be able to pick up campers. All authorized persons must show a picture ID or some type of verification. If your child is allowed to walk home a separate note must be provided. If you are late picking up your child he/she may be brought to the Port

Chester Police station for supervision. Late fees will be charged for late pick up.

Early Dismissal:

**Children needing early dismissal must have a note for that day allowing them to leave early. Also parents must contact the camp office staff as to time of pick up.

Traffic – Daily and Returning from a Trip/Pool

Drop-off and pick-up will be in the in the in the entrance of King Street School for parents/guardians; Please see **Drop Off and Pick up** of this Handbook.

BUSSES ONLY - Cones will be in place for the buses to drop off campers safely within the King Street School Parking Lot on TRIP AND POOL DAYS please DO NOT PARK within the cones on these days.

Trips:

Camp trips are scheduled periodically during the summer. All permission slips must be handed in and paid in full, **BY THE TRIP DEADLINE LISTED ON EACH PERMISSION SLIP, ALL TRIPS ARE FIRST COME FIRST SERVED. TRIP CAN CLOSE OUT BEFORE DEADLINE.** We will not accept registration after this time. There are a limited number of seats available on all camp trips. Flyers for all trips will be sent to you prior to camp and available at the campsite or the recreation office during the camp season. **CAMPERS MUST WEAR THEIR CAMP SHIRTS OR PURCHASE A NEW ONE TO BE ABLE TO ATTEND A CAMP TRIP. THERE WILL BE NO CAMP FOR CHILDREN NOT ATTENDING THE TRIP.**

Trip Refunds:

Refunds will only be given if the camp office is notified prior to the departure of the trip AND a written request is received at the Recreation Office prior to the trip deadline. Please call the camp prior than the time of departure listed on the flyer on the day of the trip if child is unable to attend.

Extra Money on Trips/ Camp Site:

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

Communication:

Please make sure that your correct email address has been provided on your camper/campers registration form. Correspondence, updates, daily health screening information will be sent out via email to registered Parents/Guardians. Additions flyers may be sent home weekly with information if needed. Please check your emails regularly. If you have any concerns or questions we would be

happy to hear from you over the course of the summer.

Cell Phones :

If children bring a cell phone for use after camp hours (i.e. walking home) then it should be turned off during the camp day. It may be taken away from them and given to the camp director for the remainder of the day if the phone is being used during camp hours. If it is necessary for a parent to reach a child, please call the camp office before making use of the cell phone.

Medical:

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

Children who are required to take medication in camp need to complete a special medical form (this includes inhalers, epi-pen, over the counter meds) that must be signed by both the doctor and the parent. This form must be brought into the camp office before camp or with medication when camp begins. **Medications must be brought in their original containers with name and original prescription info.** Medications are kept with the Camp Medical Director unless otherwise specified on medical permission form. The medical director will monitor the medication process. Children must be able to take their medication independently. Each time the child takes their medication, it will be recorded in the medical log.

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

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

Sick Policy:

Mildly sick campers may lay down in the office until the medical director determines if he/she is well enough to continue the day at camp or needs to be picked up by parent/guardian. In the event of picking up a sick child a parent/guardian must be available to come to camp to get the child or give permission to another adult.

In the event of a serious illness (fever, vomiting, diarrhea, colds, cough or congestion, chicken pox, pink eye, coxsackie, head lice) or injury please keep your child home. When you keep your child home at the sign of a sickness, you're protecting your child, other children and staff from exposure to becoming sick. This is duly appreciated.

Rainy Days:

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

Notes from home:

Please let us know if your child has any restriction of activities (i.e. they can't go to the pool if they have stitches, etc.) so that all staff is aware of special needs your child may have. CHILDREN WHO WALK OR RIDE BIKES WITHOUT PARENT/GUARDIAN TO AND FROM CAMP WILL ONLY BE ALLOWED TO DO SO WITH A NOTE FROM PARENT/GUARDIAN GRANTING PERMISSON.

Sunscreen/Insect Repellent Permission Slip:

Parents are encouraged to apply sunscreen to their campers before the start of camp. It's recommended to provide water resistant sunscreen with SPF 15 or higher and insect repellent. Parents/ guardians **must complete** a sunscreen/insect repellent permission form giving permission to carry both or either. The camp office will carry sunscreen labeled broad spectrum with SPF 15 or higher.

Ticks:

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

Discipline:

Day camp is for the enjoyment of all its campers. Any child whose behavior disrupts the normal flow of that group's daily program will be subject to disciplinary action. Counselors will try to reinforce good, positive behavior in all children. It is the policy of this camp that staff members will work as a team to develop an appropriate plan to help campers who are exhibiting poor or anti social behavior. If problems continue to exist, the child will be sent to the office, parents may be called and/or the child may be sent home for the remainder of the day. If the problem continues to exist, suspension may be warranted. The Camp Director reserves the right to dismiss a camper from any activity at any time. NO REFUNDS will be given for time missed; this includes trips and swimming.

Port Chester Day Camp strives to be a bully free camp. Each Camper has a right to play in a safe and friendly environment, be treated with respect and receive help and support of caring adults/supervisors.

A REMINDER TO PARENTS

1. Children **MUST WEAR SNEAKERS EVERYDAY**, so they can fully participate in all day camp activities and reduce the risk of possible injury.
2. All campers should bring their camp bag **everyday**, with a towel, lunch and water bottle with campers name clearly printed. Please write camper's name on their bags and articles of clothing in permanent marker. **LUNCH MUST BE SENT EVERY DAY PLEASE DO NOT SEND CHILD WITH ONLY MONEY TO BUY LUNCH. (THIS IS NOT AN OPTION)**
3. Campers are not allowed to bring games, toys or cards to camp (i.e. ipods, cell phones, hand held electrical devices, card games, personal items). If they do, those items will be brought to the office, only to be picked up by the parent.
4. Children who ride bikes or rollerblades to camp **MUST WEAR A HELMET**. Bikes and rollerblades are not to be ridden around the camp grounds or during camp. **CAMPERS WHO RIDE BIKES, WALK OR ARRIVE WITHOUT A GAURDIAN MUST NOT ARRIVE BEOFORE 8:45 a.m.**
5. NO GLASS BOTTLES ALLOWED ON CAMP GROUNDS-(School Property)
6. Please see the cell phone policy.
7. **Campers who walk, ride bikes or take a cab home must have a note on file in the camp office giving them permission.** (see notes)
8. PLEASE NOTE THAT THE PORT CHESTER DAY CAMP IS NOT RESPONSIBLE FOR ANY LOST OR STOLEN ITEMS.

The Port Chester Day camp is permitted to operate by the NYS Department of Health and is inspected twice during the season, if there are any concerns please contact the Westchester County Department of Health 25 Moore Avenue Mount Kisco, NY 10549 (914) 864-7330

ALL PERSONS PARTICIPATE AT THEIR OWN RISK.

The Village of Port Chester reserves the right to delay, change or cancel any programs/activities. Thank you for your understanding.