

SOMERS PARKS & RECREATION



DAY CAMP

2019

Parent Handbook

Parent Orientation & T-Shirt Pick up

Wednesday, June 5

7:00 p.m.

Reis Park Pavilion

Somers Department of Parks & Recreation

P.O. Box 46

Somers, NY 10589

(914) 232-8441

www.somersny.com

parks@somersny.com



Andrew Johnson
Assistant Superintendent

Dear Parents:

We would like to welcome you and your children to the 2019 Somers Day Camp season. We are committed to providing a quality program for our residents and dedicated to making your children's Camp experience a safe, rewarding and enjoyable one.

Please join us on **Wednesday, June 5 at 7:00 p.m.** in the Reis Park pavilion for a parent orientation. We will review all aspects of the Camp program and answer any questions that you may have. With your cooperation, any confusion can be minimized on the first day and throughout the Camp season by attending orientation and following the policies and procedures outlined in this handbook. Please bring it with you to orientation. If you are unable to attend, we encourage you to take the time to read through it.

If you have any questions, please feel free to call the Recreation Office at the number listed above, Monday through Friday, 8:00 a.m. to 3:30 p.m., prior to the first day of Camp.

Sincerely,

Andrew Johnson
Assistant Superintendent

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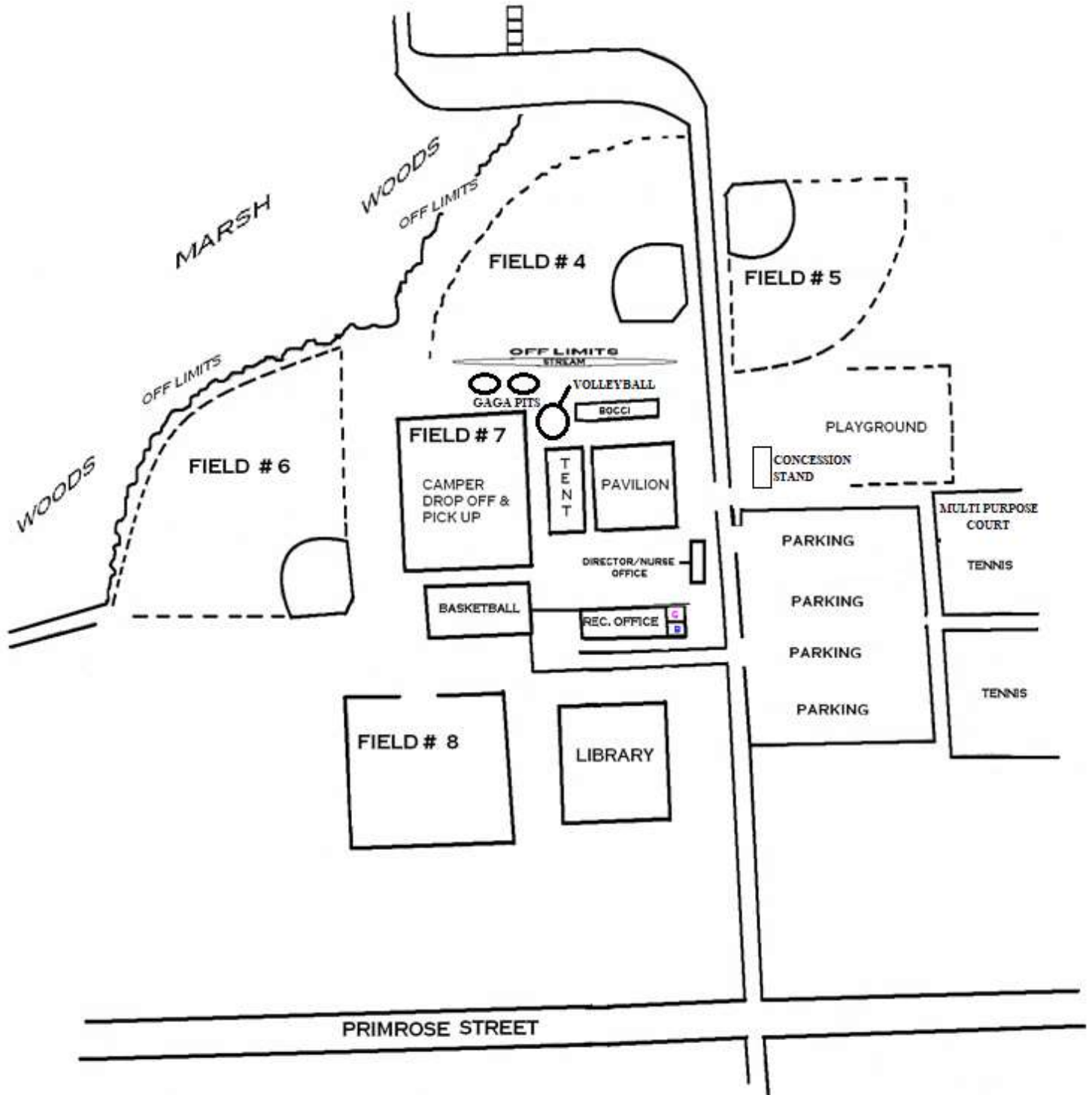
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<p>Guidelines</p>	<p>To run our Camp, we must obtain a permit to operate from the State of New York and the Westchester County Health Department. Per their regulations, we must have one staff member per 200 Campers certified in American Red Cross RTE (Responding to Emergencies) First Aid and one staff member per 200 Campers certified in CPR. We must maintain a ratio of one (1) staff member to twelve (12) children for on-site activities and one (1) staff member to ten (10) children for off-site activities. All staff must be at least 15 years of age prior to the beginning of Camp to be employed and must attend an extensive orientation and training program. The Camp is inspected twice seasonally by the Health Department. Inspection reports and written Camp safety, medical and fire safety plans are required to be kept on file. The Town of Somers, Department of Parks and Recreation Summer Day Camp meets or exceeds these requirements.</p> <p>DIRECTOR: Marija D’Ippolito CAMP PHONE # 914-621-8326</p>
<p>Dates, Times & Locations</p>	<p>Camp will be held at Reis Park, Monday, July 1 through Friday, August 9, 9:00 a.m. to 3:00 p.m. The Director’s Office and First Aid Station will be located in a trailer between the Recreation Office and the pavilion.</p> <p>In the event of inclement weather, Camp will be held at Somers Middle School. <i>Please see page 9 for Rain site information.</i></p> <p style="text-align: center;">Camp will not be held on Thursday, July 4 or Friday, July 5th.</p>
<p>Weather</p>	<p>If it is raining and/or thundering and lightning in the morning prior to the start of Camp, there will be an email sent out by 7:30 a.m. stating the Camp location for the day. There will also be a message on the Recreation Office Program Hotline at 232-8441 ext. 4 after 7:30 a.m.</p> <p>Once we have started Camp at one Camp site, we cannot move Campers to another site. In other words, if we start the day at Somers Middle School because of morning rain, dismissal will be at Somers Middle School even if the weather clears.</p> <p>In the event of severe weather during the Camp day at Reis Park, we will seek shelter until the storm passes. You may wish to pick your child/ren up prior to dismissal time if there are signs, warnings and news reports of an approaching storm, or in the event of prolonged rain during the Camp day.</p>

<p>Emergency Evacuation</p>	<p>In the event of an emergency that requires evacuation of the Day Camp grounds at Reis Park or the rain site at Somers Middle School, the following procedure will be enforced:</p> <ul style="list-style-type: none"> • Roll call of each group will be taken by the group Counselor. • The Day Camp Director will immediately notify the bus company used by the Camp, so that the Campers and Staff can be transported out of the area. • Staff and Campers will exit the Park and surrounding areas and proceed to Primrose School, approximately ¼ mile from Reis Park on a separate campus. • Roll call will again be taken at the meeting place. • Emergency personnel, appropriate to the emergency, will be notified (fire, police, etc.) • Parents will be notified by email and radio Station WHUD 100.7 FM that children should be picked up, as soon as possible, at Primrose School. • No child will be dismissed until signed out by a parent or guardian. • The local radio/news Station will be monitored to determine when it is safe to return to the campgrounds.
<p>Camp Grounds</p>	<p>Campers will be divided into groups according to the grade they will be entering in September 2019. Tot group and Kindergarten groups will be co-ed; all other groups will be divided by gender. In the event that there are not enough children in one grade to form a group, grades may be combined.</p>
<p>Drop off & Pick Up</p>	<p>Morning drop off is between 9:00 and 9:15 a.m. behind the pavilion in Reis Park. Children will be met by their Counselors who will take attendance. Children being dropped off prior to 9:00 a.m. must enroll in the AM program.</p> <p>Children who arrive later than 9:15 a.m. must report first to the Director’s Office.</p> <p>For the Safety of your camper, a parent/guardian must escort campers across the parking lot to their camp groups.</p> <p>To maintain order and a secure atmosphere, we request that you leave the campgrounds after dropping your children off. If there are extenuating circumstances we should be aware of, please notify your child/ren's Division Head. If your child/ren has a problem during the Camp day, Camp staff will notify you.</p> <p>Afternoon pick-up is between 2:45 and 3:00 p.m. behind the pavilion. <u>Children must be signed out before they are released by their Counselors. Identification will be required!</u> Only the person(s) listed on your registration form may pick up your child/ren. If additional people will pick up your children, please send a permission slip (see page 11) on that day. Parents are expected to be at the Campsite promptly at dismissal time. We realize that sometimes there are unforeseen circumstances, however, repeated lateness will not be tolerated. If repeated lateness occurs, then you must enroll your child/ren in the PM program.</p>

<p>Early Dismissal</p>	<p><u>Early pick-up will be held at 12:00 noon ONLY</u> in front of the Director’s Office. Please send a permission slip (see page 12) on that day. If someone other than yourself will be picking up your child/ren, please send a permission slip (see page 11) on that day. Children must be signed out before they are released by their Counselor.</p> <p>You do not need to call in if your child/ren are sick. If your child/ren are going to miss consecutive days of Camp, please let their Counselors know.</p>
<p>Extended Day Program</p>	<p>This program is an extension of the Camp day and is designed to aid the working parent who needs additional care for their children before and after the Camp day begins and/or ends. These hours are available for an additional fee. AM: \$135.00, PM: \$215.00. This fee is for the entire six weeks. Day-to-day fees are not available. Registration for these programs will not be accepted after May 27th.</p> <p>Campers entering grades K-6 are eligible to participate in the AM program, July 1 - August 9, from 8:00 to 9:00 a.m., Monday through Friday, at Reis Park. Children should be dropped off at the pavilion any time between these hours. The staff will then escort them to an area where they will be supervised until Camp begins. Administrative staff and Counselors will supervise this semi-structured program. There will be no supervision prior to 8:00 a.m.</p> <p>Campers entering Grades K-6 are eligible to participate in the PM program, July 1 – August 8, from 3:00 to 6:00 p.m., Monday through Friday, at Reis Park. <u>There will be NO 3:00 to 6:00 p.m. program on August 9, the last day of Camp.</u> Children may be picked up at the pavilion any time during these hours. They do not have to remain until 6:00 p.m.* Administrative staff and Counselors will supervise this semi-structured program.</p> <p>* <i>Late pick-ups will not be tolerated. If repeated lateness occurs, you will be asked to withdraw your children from the PM program. There is no supervision after 6:00 p.m.</i></p>
<p>Clothing</p>	<p><u>PLEASE NOTE:</u> Anything that is sent to Camp should have your children’s full name and group # printed on the <u>inside</u>.</p> <p>A Lost & Found box will be located in the Director’s office. If your child is missing an item, please check there on a regular basis. The box will be cleaned out each week.</p> <p>Campers in grades Tot Group-3rd <u>MUST</u> wear their blue Camp T-shirt each day.</p> <p>Campers in grades 4th -6th must wear their blue Camp T-shirt on the <u>first day of Camp and on all trips.</u></p> <p>Campers should be sent to Camp as comfortable as possible. Shorts, short sleeve shirts and sneakers are the recommended dress. Sandals and open-toed shoes should not be worn. Please no “Heely Shoes.”</p> <p>All Campers should bring a bathing suit and towel daily.</p>

NO UPPER REIS



SOMERS DAY CAMP REIS PARK MAP

<p>Personal Belongings</p>	<p>We request that you not allow your children to bring personal belongings to Camp. (i.e., toys, books, cell phones, electronic games, trading card sets, etc.) unless requested by Camp staff to do so. We cannot be responsible for their safe keeping on a day-to-day basis. If your child loses an item, please check the lost and found box located in the Camp Office.</p> <p>The use of cell phones by campers is prohibited during camp hours. The phone in the Director's office is to be used for <u>all phone calls</u>. If your child brings a cell phone for use after camp hours, Division Heads will ask the campers each morning to hand in their cell phones and he/she will lock them in the camp trailer until the end of that day. If your child is caught with a cell phone, the Director will hold it until a parent arrives to pick the child up. Repeated offenses will result in loss of trip or special event privileges.</p>							
<p>Sun Screen/ Insect Repellent</p>	<p>We suggest you liberally apply sunscreen and insect repellent to your child/ren each morning, as well as, send sunscreen with your child/ren to Camp. Counselors will be asked to <u>remind</u> their Campers to apply these products throughout the day. Many products, make a combined sunscreen/insect repellent that may make it more convenient than sending individual bottles.</p> <p>COUNSELORS ARE NOT PERMITTED, TO APPLY SUNSCREEN AND/OR BUG REPELLENT TO YOUR CHILD/REN.</p>							
<p>Illness/Injury</p>	<p>In the event that a child becomes ill or injured during the Camp day, they will be escorted to the First Aid Station where the severity of the situation will be assessed. If the situation warrants, you will be contacted. If you are not available, the emergency contact person on your registration form will be called. A Camp staff person will discuss the severity of the problem with you, and will make a recommendation as to whether your child should be picked up.</p> <p>All trips to the First Aid Station will be recorded in the Camp logbook.</p>							
<p>Lunch & Drink</p>	<p>All Campers should bring a lunch, drink(s) and snack daily. Although water will be available, it is recommended that you send additional drinks with your child/ren so they will have personal cold drinks during the day. There is no refrigeration at Camp. Therefore, insulated lunch bags or small personal coolers with freezer (ice) packs should be used. To ensure a cold drink, you may want to freeze your child's drink (juice box/s) overnight and allow to thaw during the day. All Campers will be reminded by their Counselors to drink plenty of fluids throughout the day.</p> <p>Please <u>DO NOT</u> send any <i>glass</i> containers.</p> <p>Lunch Schedule:</p> <table data-bbox="548 1619 1495 1730"> <tr> <td>Tot Group-2nd Grade,</td> <td>11:30 a.m. – 12 noon</td> <td rowspan="3"><i>Please note: times are subject to change due to trips & special events.</i></td> </tr> <tr> <td>Grades 3-4,</td> <td>12:00 noon – 12:30 p.m.</td> </tr> <tr> <td>Grades 5-6,</td> <td>12:30 – 1:00 p.m.</td> </tr> </table>	Tot Group-2 nd Grade,	11:30 a.m. – 12 noon	<i>Please note: times are subject to change due to trips & special events.</i>	Grades 3-4,	12:00 noon – 12:30 p.m.	Grades 5-6,	12:30 – 1:00 p.m.
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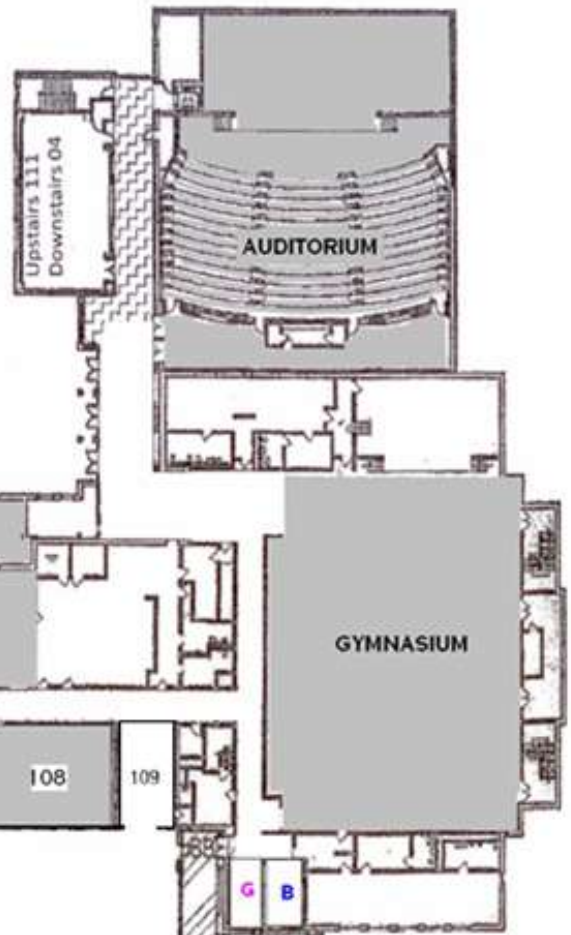
<p>Lunch & Drink Continued</p>	<p>Food, drinks and ice cream will be available for purchase each morning for your children from the concession stand.</p> <p>Detailed information will be sent out as soon as possible.</p>
<p>Behavior</p>	<p>Day Camp is for the enjoyment of all its Campers. We expect all Campers to be respectful to the Staff and their peers at all times. Any child whose actions disrupt the normal flow of the group’s daily program will be subject to disciplinary action.</p> <p>Disciplinary problems will be noted in the Director’s logbook and parent/s will be contacted. Each situation will be handled on a case-by-case basis. <u>Somers Day Camp reserves the right to suspend and/or dismiss any child from the Camp program due to extensive disciplinary problems.</u> Anyone suspended or dismissed will forfeit all funds paid.</p> <p>All special events and trips are a privilege. Somers Day Camp reserves the right to not allow a Camper to participate in these activities due to disciplinary problems.</p> <p>We fully expect things to break and/or wear out under normal use during the course of the Camp season. These items will be replaced as soon as possible. However, intentional vandalism or damage to Camp/School property or equipment by Campers will not be tolerated and immediate recourse will be taken, including repair and/or restitution.</p>
<p>Activities</p>	<p>Activities will be held on the lower fields in Reis Park. The library, basketball courts, gaga pits, tennis courts, and playground will also be used.</p> <p>Groups will follow a daily schedule including age-appropriate arts and crafts, sports and various games. To avoid the heat, high impact activities will be planned for the morning; low impact activities will be held in the afternoon.</p>
<p>Special Events</p>	<p>Groups will be combined as follows for trips and special events: *Tot Group & Kindergarten, Grades 1-3 and Grades 4-6.</p> <p>*Children in the Tot Group are not eligible to go on trips.</p> <p>Special events include our on-site WATER SLIDE, Field Day, DJ Dance Party, and Fun Day. Visits by various entertainers, education oriented presenters, movies and trips to the library are also scheduled.</p> <p>Special events will supersede daily scheduled activities.</p>

Trips	<p>Please note: <u>All participants must wear their blue Camp T-shirt on the days they are attending trips.</u></p> <p><u>Anyone who does not wear their shirt will not be allowed to leave the Camp grounds.</u></p> <p>Most trips will leave the Camp grounds at approximately 9:15 a.m. Therefore, anyone who is late will automatically not be allowed to participate in the trip. All trip fees will include admission and transportation. Trips that include lunch will be noted. You may want to send spending money with your child/ren on these days. It is up to you to advise them of what they may or may not spend it on. Please do not send large amounts of money since we will not hold it and will not be held responsible for it. We suggest that you send exact change in a sealed white envelope. Put your child's name, group number and how much money is included on the envelope and place it in with their lunch.</p> <p>The children who do not attend a trip may be combined with other groups and will have a regularly scheduled day at the Camp site.</p>
Registration	<p>Registration for all trips will be ONLINE ONLY! Registration begins June 4th at 8:00AM at www.somersny.com. (click on Parks & Rec. , Program Registration Site and click on the tab Day Camp Trips) and will continue until all spaces are filled or until June 23rd</p> <p>TRIP REGISTRATION IS ON A FIRST COME FIRST SERVE BASIS. We will need a minimum of 40 registrants to run any trip and we will take a maximum of 46 registrants per school bus. The only trip that will be different is the Kindergarten trip to American Gymnastics. That bus is limited to a maximum 14. We expect to take at least 2 buses to all locations. All buses will arrive and leave Reis Park unless we are at our rain site that day.</p> <p style="text-align: center;"><u>CAMPERS MUST WEAR THEIR CAMP T-SHIRT TO BE PERMITTED TO ATTEND ANY TRIP.</u></p>
Trip Refunds	<p>REFUNDS WILL BE AUTHORIZED ONLY IF THE TRIP IS CANCELLED BY THE RECREATION DEPARTMENT.</p>

Rain Site Information	CAMP ADDRESS: Somers Middle School , 250 Route 202, Somers PHONE #: 621-8326
Dates & Times	If it is raining and/or thundering and lightning in the morning prior to the start of Camp, parents will receive an email or can call Recreation Hotline at 232-8441 ext. 4 after 7:30 a.m. A message will notify you of the campsite for the day. Camp will be held at Somers Middle School only in the event of rain, 9:00 a.m.-3:00 p.m. Please do not report to the Middle School unless notified to do so.
Drop off & Pick up	Morning drop off is between 9:00 – 9:15 a.m. in the Middle School Cafeteria. Please park in the Middle School staff parking lot. We will only be using the entrance by the cafeteria. All other entrances are off limits. Please do not use the parking lot between the Intermediate and Middle Schools. Children will be met by their Counselors who will take attendance. Children who arrive later than 9:00 a.m. must report to the Director’s Station. Please see page 9. Afternoon pick up is between 2:45 and 3:00 p.m. Everyone must park in the Middle School staff parking lot and pick their child/ren up in the Cafeteria. We will only be using the entrance by the cafeteria. All other entrances are off limits. Please do not use the parking lot between the Intermediate and Middle Schools. Children must be signed out before they are released by their Counselors. Parents are expected to be at the campsite promptly at dismissal time.
Early Dismissal	Early pick up will be held at 12:00 noon only , in the cafeteria. Everyone must park in the lot behind the school and pick your child/ren up at the Director’s Station in the Cafeteria. Please see page 9.
Extended Day Program AM	Children should be dropped off at the Cafeteria any time between 8:00 and 9:00 a.m. They will remain there until camp begins.
Extended Day Program PM	Children may be picked up at the Cafeteria any time between 3:00 and 6:00 p.m.
Lunch & Drinks	Lunch should be packed the same way as for Camp at the park.
Activities	The daily schedule will be followed as closely as possible with modified activities.
Special Events	Due to space constraints, most special events will be rescheduled.
Trips	Trips to indoor facilities will be held. All trips will leave from and return to the parking lot behind the school.

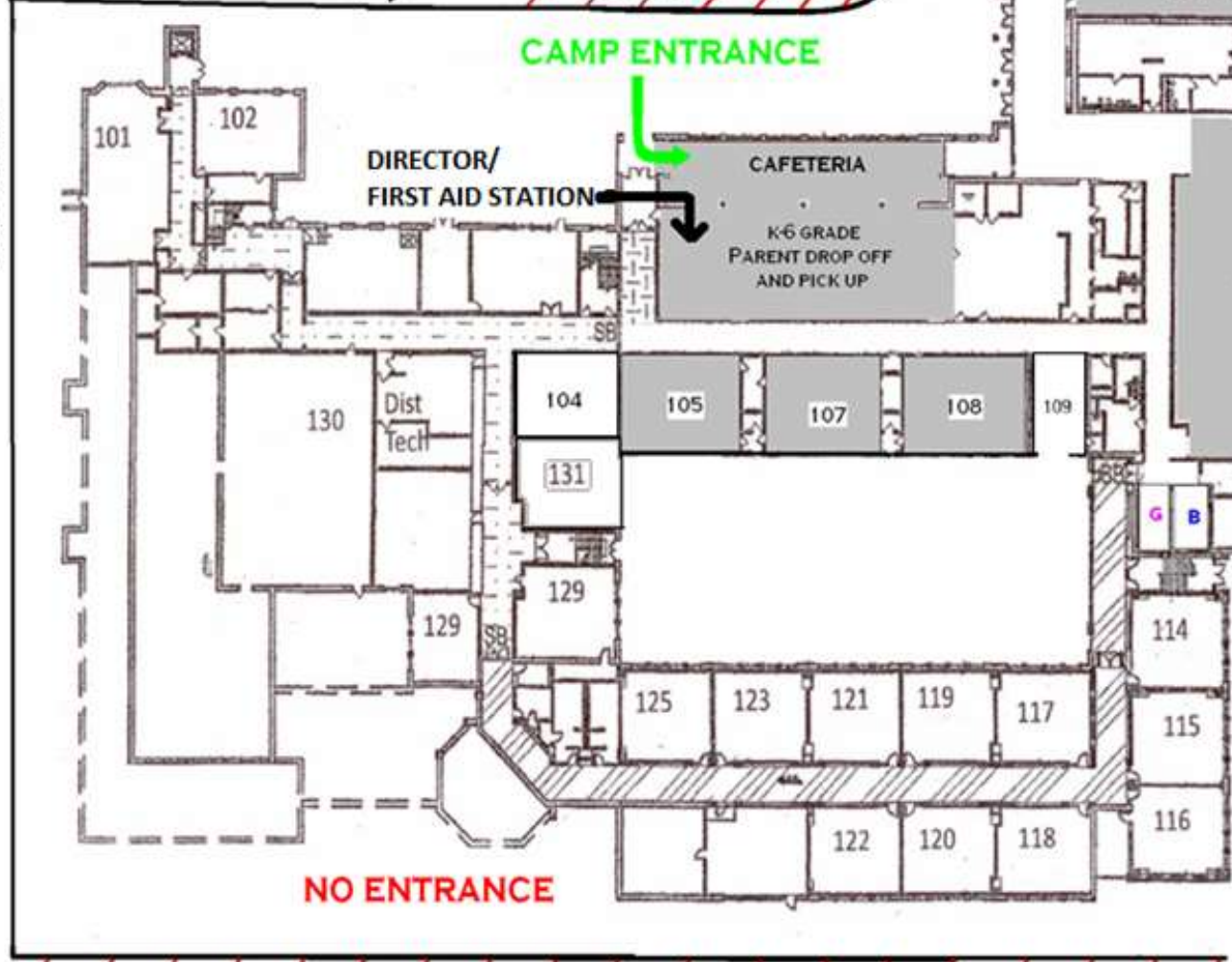
SOMERS DAY CAMP RAIN SITE

SOMERS MIDDLE SCHOOL



ROUTE 202

CAMP ENTRANCE



NO PARKING NO PARKING NO PARKING

Please use the following if your child will be picked up by someone other than the person(s) noted on your registration form. Detach and hand it in to your child's Counselor on the appropriate day. **ONE FORM PER CHILD PLEASE.** Additional forms will be available in the Director's Office. Thank you for your cooperation.

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SOMERS DAY CAMP RELEASE AUTHORIZATION

I _____ give _____ permission to pick
up my child _____ in group _____
today's day/date _____ Signature _____

✂-----

SOMERS DAY CAMP RELEASE AUTHORIZATION

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today's day/date _____ Signature _____

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SOMERS DAY CAMP RELEASE AUTHORIZATION

I _____ give _____ permission to pick
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today's day/date _____ Signature _____

✂-----

SOMERS DAY CAMP RELEASE AUTHORIZATION

I _____ give _____ permission to pick
up my child _____ in group _____
today's day/date _____ Signature _____

Please use the following form if your child will be picked up at 12 noon. Detach and hand it in to your child's Counselor on the appropriate day. **ONE FORM PER CHILD PLEASE**. Additional forms will be available in the Director's Office. Thank you for your cooperation.

✂-----

SOMERS DAY CAMP RELEASE AUTHORIZATION

I will be picking up my child _____ in group _____
at 12 noon today day/date _____ Signature _____

✂-----

SOMERS DAY CAMP RELEASE AUTHORIZATION

I will be picking up my child _____ in group _____
at 12 noon today day/date _____ Signature _____

✂-----

SOMERS DAY CAMP RELEASE AUTHORIZATION

I will be picking up my child _____ in group _____
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