



West Seneca Youth & Recreation
Summer Day Camp
Parent Handbook

West Seneca Youth & Recreation Contact Information

Office/Registration/Payment Address: 900 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

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 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 CLOSES 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 20, 2016 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 20, 2016(late fee date) – New registrations will not be assessed the late fee; however payment in full will be due day of registration.

After June 20, 2016 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 27, 2016 for \$7. Quantity and sizes of shirts will be limited.

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 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 the Bi-Centennial 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 driving 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.

Swim Lessons at Camp

Swim lessons will be offered to campers during camp hours for an additional fee.

The swim lesson will be conducted for campers on Monday and Wednesdays at 9:00 am when there is no planned trip during this time. 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.

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.

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 \$7 at the Recreation Department Office. 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 everyday 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.

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 arrange to bring their child lunch West Seneca Youth & Recreation will provide lunch. A \$7.00 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.

Special 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 notify us with any special needs or concerns that you may have.

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.

Campers shirts should be labeled with their first and last name.

Field Trips & Activities are subject to change without notice.

Grouping Requests

Are due at 9:00 AM the Tuesday the week prior to the session you are placing the request for.

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

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. Therefore 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.

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 lighting 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.

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. If the behavior problem continues the child may be dismissed from the program without further warning. Campers who are dismissed will not be refunded 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).

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.

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 expectations.

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.

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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, 2016 – Resident Registration Begins
- March 1, 2016 – Non-Resident Registration Begins
 - June 20, 2016- Remaining Balance Due
- June 21, 2016 – Late Fee / Late Registration Begins
 - June 27, 2016 – First Day of Camp

Notes: