



## TOWN OF WEST SENECA

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

**LAUREN J. MASSET**  
RECREATION SUPERVISOR

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**TO:** Honorable Town Board / Town of West Seneca

**FROM:** Lauren J. Masset  
Recreation Supervisor

**DATE:** December 10, 2019

**RE:** 2020 Summer Day Camp

Kindly move to approve the attached documents for Summer Day Camp 2020.

Attached:

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

Please note the Day Camp Safety Plan will appear on a future Town Board agenda after the 2020 Regulations are released from New York State & Erie County.



**TOWN OF WEST SENECA YOUTH & RECREATION**  
**SUMMER DAY CAMP 2020**  
**CAMPER REGISTRATION PACKET**

**CONTAINED IN THIS PACKET:**

- SUMMER DAY CAMP 2020 FLYER
- SUMMER DAY CAMP 2020 PARENT INFORMATION SHEET
- DAILY CHECK LIST
- SUMMER DAY CAMP 2020 PARENT HANDBOOK
- SUMMER DAY CAMP 2020 REGISTRATION FORM
- OP SPLASH PAD PERMISSION SLIP\*

**REGISTRATION CHECK LIST**

- REGISTRATION FORM COMPLETED IN FULL (PAGES 1-7). REGISTRATION FORMS MUST BE COMPLETED IN FULL AND CONTAIN ORIGINAL SIGNATURES. WEST SENECA YOUTH & RECREATION WILL NOT ACCEPT ANY FORM THAT IS NOT COMPLETED IN FULL AND/OR DOES NOT CONTAIN ORIGINAL SIGNATURES. SIGNATURES THAT ARE SCANNED, COPIES, FAXED, ELECTRONIC, ETC... WILL NOT BE ACCEPTED.
- REGISTRATIONS MUST HAVE UPDATED/COMPLETE IMMUNIZATION RECORDS ATTACHED FOR THE CAMPER. REGISTRATION FORMS WILL NOT BE PROCESSED WITHOUT PROPER IMMUNIZATION RECORDS.
- VALID RESIDENT ID CARD FOR EACH CAMPER YOU ARE REGISTERING MUST PRESENT AT TIME OF REGISTRATION. NON-RESIDENTS CANNOT REGISTER UNTIL AFTER **MARCH 2, 2020**
- IF NEEDED – PHYSICIANS SIGNATURE ON PAGE 2 AND A VALID PRESCRIPTION FROM THE DOCTOR.
- **PAGE 6 FILLED OUT AND SIGNED BY BOTH THE PARENT/GUARDIAN AND CAMPER.**
- DOWN PAYMENT - \$50 PER EACH WEEK PER EACH CAMPER YOU ARE REGISTERING. THIS FEE IS NON-REFUNDABLE SHOULD YOU CHOOSE TO UN-ENROLL YOUR CHILD.
- IF YOUR CAMPER IS ATTENDING WEEK #2, AND/OR WEEK #4 AND/OR WEEK #6 YOU MUST COMPLETE THE ORCHARD PARK SPLASH PAD WAIVER AND TURN IT IN DURING TIME OF REGISTRATION. IF THIS IS NOT COMPLETED YOUR CHILD WILL NOT BE ABLE TO USE THE SPLASH PAD ON THE FIELD TRIP. \*

**PARENT REMINDERS:**

- SPOTS FOR CAMP ARE LIMITED. SPOTS FOR CAMP ARE ON A FIRST COME, FIRST SERVE BASIS.
- REGISTRATION CLOSES WHEN SPOTS ARE FULL OR ON **JUNE 1, 2020**. NO REGISTRATIONS WILL BE ACCEPTED AFTER JUNE 1, 2020.
- YOU MUST HAVE A VALID RESIDENT ID CARD FOR EACH CHILD YOU ARE REGISTERING TO OBTAIN THE RESIDENT RATE. RESIDENT ID CARDS CAN BE OBTAINED AT THE RECREATION OFFICE VISIT [WWW.WESTSENECA.NET](http://WWW.WESTSENECA.NET) FOR MORE INFORMATION.
- REMAINING/FINAL PAYMENT IS DUE ONE **JUNE 1, 2020 AT 4:00 PM**. PAYMENTS MADE AFTER THIS DATE ARE SUBJECT TO A \$5.00 PER DAY LATE FEE. IF WE DO NOT RECEIVE YOUR PAYMENT BY **JUNE 1, 2020 AT 4:00 PM** YOUR CAMPER(S) COULD LOSE THEIR SPOT IN THE PROGRAM. FEES PAID BEFORE **JUNE 1, 2020** WILL NOT BE REFUNDED.
- DOWN PAYMENTS MUST BE PAID AT TIME OF REGISTRATION. DOWN PAYMENTS ARE NON-REFUNDABLE SHOULD YOU CHOOSE TO UN-ENROLL YOUR CHILD.
- ANY PAYMENT MADE AFTER **JUNE 1, 2020** IS NON-REFUNDABLE SHOULD YOU CHOOSE TO UN-ENROLL YOUR CHILD.
- THE FEE IS THE SAME PRICE REGARDLESS IF YOUR CHILD ATTENDS 1 DAY, 2 DAYS, 3 DAYS, 4 DAYS OR 5 DAYS OR THE SESSION THEY ARE REGISTERED FOR.

TOWN OF WEST SENECA RECREATION

# SUMMER DAY CAMP 2019

**What:** A highly active outdoor summer camp that promotes health, wellness, physical activity and more! Activities include field trips, swimming, sports, games and more!

**Who:** This camp is for Boys & Girls ages 6 – 12 years old (whose birth dates are between 8/7/2007 – 6/30/2014).

**Where:** West Seneca Ice Rink located at 1250 Union Road, West Seneca, NY 14224.

**Camp Hours:** Monday – Friday 9:00 AM – 4:00 PM with FREE pre-camp (7:30 AM – 9:00 AM) and post-camp (4:00 – 5:30 PM) supervision.

**Camp Schedule:**

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Week #1</b> <i>June 30 – July 2, 2020</i>	Staff Training	<b>First Day of Camp</b> Griffis Sculpture Park	Buffalo Harbor State Park / Outer Harbor Playground	Buffalo Museum of Science	<b>CLOSED</b> <i>Happy 4<sup>th</sup> of July!</i>
<b>Week #2</b> <i>July 6 – July 10, 2020</i>	Guest Speaker Amy Kobler, Town Clerk	Green Lake/Orchard Park Splash Pad	Canal Side	Broadway Driving Range <i>Make Your Own Sunday</i>	Punkin the Clown
<b>Week #3</b> <i>July 13 – July 17, 2020</i>	Character Courts w/ Mr. Mark Fenz	Hidden Valley Animal Adventure	Vigilant Fire Hall	Delaware Park	Tie Dye Day <i>Wear Tie Dye &amp; Bring An Item To Tie Dye!</i>
<b>Week #4</b> <i>July 20 – July 24, 2020</i>	Character Courts w/ Mr. Mark Fenz	Green Lake/Orchard Park Splash Pad	Canal Side	Buffalo & Erie County Botanical Gardens	Punkin the Clown
<b>Week #5</b> <i>July 27 – July 31, 2020</i>	Character Courts w/ Mr. Mark Fenz	Aquarium of Niagara	Buffalo Harbor State Park / Outer Harbor Playground	West Seneca History Museum	Talent Show
<b>Week #6</b> <i>August 3 – August 7, 2020</i>	Character Courts w/ Mr. Mark Fenz	Green Lake/Orchard Park Splash Pad	Burchfield Nature & Art Center / Park	Buffalo & Erie County Naval & Military Park	<b>Last Day of Camp</b> Punkin the Clown

**Camp Fees:**

FEES (per week)	Weeks 2,3,4,5,6	Week 1
<b>Resident</b>	\$250	\$150
<b>Resident Each Additional Child</b>	\$225	\$135
<b>Non-Resident</b>	\$325	\$195
<b>Non-Resident Each Additional Child</b>	\$300	\$180

*Space is Limited, \$50 non-refundable down payment is required for each slot, for each week for each child you are registering. Remaining payment is due in full no later than June 1, 2020 at 4:00 PM. Payments made after this date will be subject to a \$5.00 a day late fee. Transaction fees will be applied to each credit card payment. Immunization records are due at time of registration. Registration includes two camper t-shirts. Size quantities are limited and are on a first come first serve basis. In order to qualify for the resident rate you must have a valid resident ID Card (valid until the last day of the program) for each child you are enrolling.*

**Registration:**

**Registration Begins:** For Residents who possess a valid resident ID Card (for each camper being registered) begins February 3, 2020.

Resident ID Cards must be valid until August 7, 2020. For Non-Residents registration begins March 2, 2020.

**Registration Ends:** June 1, 2020 at 4:00 PM OR when spots are full. Spots are limited, Registration is on a first come, first serve basis.

**No registrations will be accepted after June 1, 2020 at 4:00 PM.**

**Registration Location:** 1300 Union Road, West Seneca, NY, 14224

**Registration Hours:** Monday – Friday between 10:00 AM – 4:30 PM.



# Summer Day Camp 2020

## Parent Information Sheet

- We recommend you apply sunscreen to your child each day prior to coming to camp.
- Each camper needs the following items daily: Water Bottle, Bathing Suit, Towel, Lunch and **Sneakers**. These items should be listed with the campers first and last name.
- Campers should arrive no later than 9:00 AM
- Like us on Facebook "West Seneca Youth & Recreation".
- Please review your 2020 Summer Day Camp Parent Handbook
- Campers should wear their camp shirt daily.
- All campers' personal items should have their first and last names listed on them.
- Field Trips & Activities are subject to change without notice.
- Please reference the schedule on the reverse side for any items they need in addition to the items listed above on select days.
- Should you choose to un-enroll your child your \$50 deposit per each week, per each child will not be refunded.
- Remaining Balance is due June 1, 2020 at 4:00 PM – After this date all fees paid will not be refunded
- Late Fee goes into effect June 1, 2020 at 4:00 PM.
- West Seneca Youth & Recreation Office Phone Number is 674-6086

**CAMP SCHEDULE IS LOCATED ON THE BACK OF THIS PAGE**

**Trip Return Times Are Estimated and Cannot Be Guaranteed – Trips are subject to change or be canceled at any time, for any reason, without notice**

Date:	Field Trip or Special Activity:	Additional Items Needed:
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## □Session 1

Monday, June 29, 2020	Staff Training / No Camp	
Tuesday, June 30, 2020	First Day of Camp / Griffis Sculpture Park	Trip Return by 3:30 PM
Wednesday, July 1, 2020	Buffalo Harbor State Park Outer Harbor Playground	Trip Return by 3:30 PM
Thursday, July 2, 2020	Buffalo Museum of Science	Trip Return by 3:30 PM
Friday, July 3, 2020	Camp Closed	Happy 4 <sup>th</sup> of July!

## □Session 2

Monday, July 6, 2020	Guest Speaker Amy Kobler, Town Clerk	
Tuesday, July 7, 2020	Green Lake Orchard Park Splash Pad	Bathing Suit Towel (Child Should Arrive Dressed In Swim Gear, wearing sneakers). Trip Return By 3:30 PM
Wednesday, July 8, 2020	Canal Side	Trip Return by 3:30 PM
Thursday, July 9, 2020	Broadway Driving Range	Trip Return by 3:30 PM
Friday, July 10, 2020	Punkin the Clown	

## □Session 3

Monday, July 13, 2020	Character Counts w/ Mr. Mark Fenz	
Tuesday, July 14, 2020	Hidden Valley Animal Adventure	Trip Return by 3:30 PM
Wednesday, July 15, 2020	Vigilant Fire Hall	Trip Return by 3:30 PM
Thursday, July 16, 2020	Delaware Park	Trip Return by 3:30 PM
Friday, July 17, 2020	Tie-Dye Day	1 (one) white item to tye-dye and a plastic bag labeled with the campers first and last name.

## □Session 4

Monday, July 20, 2020	Character Counts w/ Mr. Mark Fenz	
Tuesday, July 21, 2020	Green Lake Orchard Park Splash Pad	Bathing Suit Towel (Child Should Arrive Dressed In Swim Gear, wearing sneakers). Trip Return By 3:30 PM
Wednesday, July 22, 2020	Canal Side	Trip Return by 3:30 PM
Thursday, July 23, 2020	Buffalo & Erie County Botanical Gardens	Trip Return by 3:30 PM
Friday, July 24, 2020	Punkin the Clown	

## □Session 5

Monday, July 27, 2020	Character Counts w/ Mr. Mark Fenz	
Tuesday, July 28, 2020	Aquarium of Niagara	Trip Return by 3:30 PM
Wednesday, July 29, 2020	Buffalo Harbor State Park Outer Harbor Playground	Trip Return by 3:30 PM
Thursday, July 30, 2020	West Seneca History Museum	Trip Return By 3:30 PM
Friday, July 31, 2020	Talent Show	Items for Talent Show


## □Session 6

Monday, August 3, 2020	Character Counts w/ Mr. Mark Fenz	
Tuesday, August 4, 2020	Green Lake Orchard Park Splash Pad	Bathing Suit Towel (Child Should Arrive Dressed In Swim Gear, wearing sneakers). Trip Return By 3:30 PM
Wednesday, August 5, 2020	Burchfield Nature & Art Center / Park	Trip Return by 3:30 PM
Thursday, August 6, 2020	Buffalo Erie Count Naval& Military Park	Trip Return by 3:30 PM
Friday, August 7, 2020	Last Day of Camp Punkin the Clown	(Child Should Arrive Dressed In Swim Gear, wearing sneakers).

WEST SENECA YOUTH & RECREATION

# SUMMER DAY CAMP PARENT HANDBOOK

2020

  
West Seneca Town Board Approved 1/18/2019

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## **Summer Day Camp 2020**

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 had 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 (with your camper) 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 six weeks for children ages 6-12. 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 SERVE BASIS.*

REGISTRATION CLOSES WHEN ALL SPOTS ARE FILLED OR ON JUNE 1, 2020 whichever comes first.

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 camper's 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 1, 2020 at 4:00 PM. After June 1, 2020 all payments/fees are non-refundable.

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.

Registration closes June 1, 2020. No further registrations will be accepted after this date.

After June 1, 2020 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 two camper t-shirts. Size quantities are limited and are on a first come first serve basis.

Early Bird Registration Fees are non-refundable and non-transferable after February 25, 2020.

West Seneca Youth & Recreation will not sell additional t-shirts in 2020.

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 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.

FEES (per week)	Weeks 2,3,4,5,6	Week 1
Resident	\$250	\$150
Resident Each Additional Child	\$225	\$135
Non-Resident	\$325	\$195
Non-Resident Each Additional Child	\$300	\$180

### **Swimming**

During camp when the Veterans Park Pool is open the campers will walk to Veterans Park Pool for free swim. The campers will visit the pool 0-3 times each week. They will be tested 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 deep end only (no diving board), and red for shallow end and splash pad only. Campers must have a bathing suit to participate in swim. We suggest you campers brings a bathing suit and towel daily.

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.

Campers must have a towel and bathing suit in order to participate. If there are missing an item they will sit out. If campers do not follow pool rules they will sit out.

### **Swim Lessons at Camp**

We will not be offering Swim Lessons in 2020 due to schedule conflicts with field trips.

### **Arrival and Departure Procedure**

Parents and/or Guardians are required to walk their camper in for the day and pick them up for the day. Campers will not be admitted in for the day without a parent or Guardian. Campers will not be released from the program without an approved (see below) Parent or Guardian.

All campers are required to be signed in on the attendance sheet within the Ice Rink lobby when they arrive by their parent or guardian. 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.

Campers will not be admitted into the program if they do not arrive without sneakers on their feet, a water bottle (separate drink from their lunch drink) or a lunch.

\*\*\*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. There are no exceptions to this policy. Campers must be picked up on time.

### **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 a highly active outdoor program. Please send your child to camp in their light blue camp shirt they were provided, shorts, socks and sneakers. *Please be advised that their clothes may get dirty and wet during the camp day.* We understand that it may be difficult to have the camp shirt washed every day. 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. If a camper is not wearing a light blue shirt on field trip days, they will not be permitted into the program at drop off. 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 MUST 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. SANDALS 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 to refill bottles with will be readily available for campers throughout the day. 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. Campers will not be permitted into the program if they are missing their lunch or water bottle at time of drop off.

Camper's lunch and water bottle should be labeled with their first and last name every single day.



It is the parent/guardians who drops the camper off responsibility to ensure the campers lunch is placed in the correct cooler. Failure to do so could result in (a) the lunch spoiling (b) the camp leaving for a Field Trip without the campers lunch (c) the camper believing they forgot their lunch. In this case you will be charged the below fees for the camper not having a lunch.

In the event your (a) campers lunch is not placed in the correct cooler at drop off by the parent/guardian (b) camper is brought to camp without a lunch /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 three (3) or more times during the program 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 three (3) or more times during the program the camper may be ejected from camp. West Seneca Youth & Recreation will not refund any fees for the current or future sessions.

### **Money**

We highly suggest that your child does not bring money to camp. The Town of West Seneca is not responsible for any camper's lost money. Staff members are not allowed to hold campers 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 behavioral issue 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. In the event the child is not able to wear his/her camp shirt, please substitute it with a similar light blue shirt. Campers who are not wearing their light blue shirt on field trip days will not be permitted into the program at drop off.

Information regarding field trip days is on the camp calendar you received.

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

In the event they are unable to wear their blue camp shirt, they can wear a shirt a similar shade of blue.

Field Trips & Activities are subject to change without notice and without refund for any reason.

Field Trips that take place outdoors on days with inclement weather will not take place, the trip will not be rescheduled and a refund will not be issued.

The decision to cancel a field trip will be made by 9:15 AM, the morning of the field trip. Again, Field Trips that take place outdoors on days with inclement weather will not take place, the trip will not be rescheduled and a refund will not be issued.

In order for your camper to attend camp and go on the field trip, they must arrive at camp no later than 9:00 AM. 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**

We believe making new friends is a rich component of the camp experience. We will make every effort to accommodate requests in compliance with our placement policies. There are multiple large group activities at camp so even friends who are not in the same group will see each other throughout the day.

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 for staff members will not be permitted. Grouping requests made after time of registration will not be accepted. Assignments for campers and groups are planned for all six weeks before the program begins. Again, we will not accept grouping requests after the time of registration.

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

Groups are 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.

### **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.

For the health and well being of all, a child with a communicable/contagious illness within 24 hours of the camp date may NOT attend camp. Campers must have a doctor's note stating they can return to the program, before they are allowed to return. Contagious illnesses include (but are not limited too) a cold, cough, sore throat, excessively runny nose, fever, chills, conjunctivitis (pink eye), lice, signs of general fatigue/discomfort, upset stomach, diarrhea, vomiting, etc. Should a child exhibit any symptoms of a contagious illness, Recreation staff will call the child's contacts to have the child picked up from camp.

We ask that you call/email Recreation Supervisor Lauren J. Masset ([lmasset@twsny.org](mailto:lmasset@twsny.org) or 674-6086) if your child is diagnosed or has come in contact with any of these communicable illnesses. In the event of the presence of communicable illnesses will be shared with the camp group (without showing names) by a note from the Recreation Department.

For strep throat, pink eye, or any contagious illness being treated with antibiotics, the CDC recommends 24 hours on medication before returning to camp. You must also provide a doctor's note stating your child can return to camp.

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, Epi-pens and Medicine**

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 do 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. Campers who have peanuts in their lunch will sit separately from campers who do not have peanuts in their lunch.

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. At the time of drop off, please provide the medicine and a second copy of the doctors prescription note to camp staff. At this time you will complete a medicine sign in form. This policy is for both over the counter and prescription medicine. In the event your child is found to have any medicine of any kind with them at camp that does not follow the above policy (such as in their bag, on their person, etc) they may be ejected from the program.

Remember, these policies are to protect your child, other campers and staff. 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.

We will also report any threats of violence or harm a camper makes towards themselves or someone else to the proper authorities.

West Seneca Youth & Recreation reserves the right to contact the West Seneca Police Department regarding any situation, at anytime, for any reason.

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

The temperature, storms and other weather conditions 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. For more information see the Field Trips section of this handbook.

### **Responding to Extreme Heat**

Your camper is required to 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.

### **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 are 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 email Lauren J. Masset, Recreation Supervisor at [lmasset@twсны.org](mailto:lmasset@twсны.org) 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. West Seneca Youth & Recreation may eject a camper from the program and/or turn the camper over to the West Seneca Police Department, OCFS or the proper authorities at any point, if the parents/guardians do not report that their contact information has changed and/or we do not have a working phone number on file for the parent/guardian.

### **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 towards oneself, counselors and other campers
- Regarding responsibility for their clothing, snacks, backpacks, money, etc.
- Aggressive behavior is not appropriate and will not be tolerated.
- Respect for others, staff, and equipment
- Use of appropriate language and topics of conversation 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

### **CAMP CHARACTER PLEDGE**

- ❖ HAVE FUN AND WEAR A SMILE!
- ❖ RESPECT: RECOGNIZE & APPRECIATE THE VALUE OF: YOURSELF, FELLOW CAMPERS, & ADULTS.

- ❖ RESPONSIBILITY: YOU ARE RESPONSIBLE FOR YOUR ACTIONS.
  - ❖ TOLERANCE: RESPECT THE DIFFERENCES THAT EXIST AMONG US.
  - ❖ DIGNITY: PROMOTE AN ENVIRONMENT FREE FROM HARASSMENT & DISCRIMINATION & DEMONSTRATE CONDUCT THAT FOSTERS CIVILITY, KINDNESS & ACCEPTANCE.
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## **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 a child receives three behavior notices (for one or a combination of reasons) during camp they will be ejected from the program. West Seneca Youth & Recreation reserves the right to immediately eject a camper without giving three notices for any behavioral issue.

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.

Campers will be sent home and may be ejected from the program 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, for the entire length of the season, with no refund.

Any camper who intentionally injures or is a threat to another camper will be dismissed from the program for the current session and any future sessions. The West Seneca Police will also be notified.

Any child who intentionally destroys camp property may be dismissed from the program for the current session and any future sessions.. Any vandalism charges will be charged to the camper involved and to his or her parent(s) or guardian(s). The West Seneca Police will also be notified.

Any camper who bullies another camper, staff member or other person(s) will be dismissed from the program for the current session and any future sessions. The West Seneca Police will also be notified.

Any camper who has non-approved medicine (non-prescription or prescription), lighters, tobacco products, e-cigarettes, illicit substances, drugs, alcohol or weapons of any kind on them will be ejected from the program for the current session and any future sessions. The West Seneca Police will also be notified.

*Campers who are suspended/dismissed/ejected for any reason will not be refunded for current or future session fees.*

*Campers who are suspended/dismissed/ejected 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 or body parts 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 roll 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**

If applicable to the year. 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.

### **Tie-Dye Day**

If applicable to the year. Tie-Die day takes place on site at the West Seneca Ice Rink. Campers are required to bring a white cloth item to tie-dye. This could be a shirt, socks, pillowcase, etc. Campers will be allowed to tie-dye a maximum of one (1) item. If your camper does not bring an item, one will not be provided for him/her.

#### **Tie Dye Instructions**

- Leave Tie Dyed item in the bag you brought it home in for 24 HOURS.
- Once you are ready to wash your item, open the bag up in a sink, tub, outside, or somewhere you can easily clean and won't be ruined if some dye gets on it. ASK AN ADULT where you should rinse it!
- Take your item out of the bag, remove all the rubber bands and unfold you tie dyed item and take a look! Rinse the shirt with water, first cold, then warm, then hot. Rinse the item a couple of times at each temperature until the water runs almost clear.
- Wash your item before using it. Put it in a washing machine, WITH NOTHING ELSE and wash the fabric, with soap, as you normally would.
- Once the fabric has been washed, it is ready to wear or use and can be washed and dried with your regular laundry.

### **Orchard Park Splash Pad / Green Lake**

If your child is attending a week where the camp visits Orchard Park Splash Pad / Green Lake you must complete and submit the Orchard Park Splash Pad / Green Lake Permission Slip (attached to the registration form) and submit it and time of registration. Otherwise, your camper will not be allowed to participate in aquatic activities during the trip. The camper will be permitted to participate in dry land activities (if any) during the trip.

### **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. Campers who are found to have personal items on them during the camp day will be instructed to place these items in their bag. 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. Also, 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.

If your campers arrives at camp without sneakers on their feet, a water bottle or a lunch they will not be permitted into the program. No refund will be issued.

If you camper arrives at the camp without a bathing suit and towel they will be required to sit out from swimming.

**Questions, Comments or Concerns:**

Please contact Lauren J. Masset, Recreation Supervisor.

Email: [lmasset@twсны.org](mailto:lmasset@twсны.org)

Phone: 716-674-6086

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

Notes:

**CAMP CHARACTER PLEDGE:**

- ❖ HAVE FUN AND WEAR A SMILE!
- ❖ RESPECT: RECOGNIZE & APPRECIATE THE VALUE OF YOURSELF, FELLOW CAMPERS, & ADULTS.
- ❖ RESPONSIBILITY: YOU ARE RESPONSIBLE FOR YOUR ACTIONS.
- ❖ TOLERANCE: RESPECT THE DIFFERENCES THAT EXIST AMONG US.

❖ DIGNITY: PROMOTE AN ENVIRONMENT FREE FROM HARASSMENT & DISCRIMINATION & DEMONSTRATE CONDUCT THAT FOSTERS CIVILITY, KINDNESS & ACCEPTANCE.

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**WEST SENECA YOUTH & RECREATION CONTACT INFORMATION:**

OFFICE/REGISTRATION/PAYMENT ADDRESS: 1300 UNION ROAD, 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"

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**IMPORTANT DATES**

FEBRUARY 3, 2020 - RESIDENT REGISTRATION BEGINS

MARCH 2, 2020 – NON- RESIDENT REGISTRATION BEGINS

JUNE 1, 22020 – FINAL PAYMENTS DUE (TO AVOID LATE FEES)

JUNE 1, 2020 – REGISTRATION CLOSES (IF THERE ARE STILL SPOTS OPEN)

JUNE 1, 22020 - LATE FEE GOES INTO EFFECT at 4:00 PM.

## RESIDENT ID CARD ISSUANCE POLICY

A RESIDENT ID CARD IS REQUIRED TO BE ELIGIBLE FOR THE RESIDENT RATE AT TOWN-OWNED FACILITIES AND PROGRAMS, SUCH AS THE WEST SENECA ICE RINK, VETERANS PARK POOL, SUMMER DAY CAMP AND MORE.

### **RESIDENT ID CARD FEES:**

RESIDENT ID CARDS ARE \$10.00 FOR THOSE UNDER THE AGE OF 60.

ACTIVE DUTY MILITARY, VETERANS AND SENIOR RESIDENTS (60 YEARS OF AGE OR OLDER) NO FEE WILL BE CHARGED.

### **VALIDITY PERIOD**

EACH CARD IS VALID TWO YEARS FROM THE DATE ISSUED.

### **REQUIREMENTS TO OBTAIN A RESIDENT ID CARD FOR ADULTS:**

PROOF OF AGE: BIRTH CERTIFICATE OR DRIVERS LICENSE

PROOF OF RESIDENCY: CURRENT TAX OR UTILITY BILL

### **REQUIREMENTS TO OBTAIN A RESIDENT ID CARD FOR CHILDREN:**

PROOF OF AGE: BIRTH CERTIFICATE OR PREVIOUS RESIDENT ID CARD

PARENTS PROOF OF RESIDENCY: PARENTS CURRENT TAX OR UTILITY BILL

### **REPLACEMENT CARDS:**

PLEASE NOTE, THE RESIDENT MUST BE PRESENT FOR THE ISSUANCE OF A RESIDENT ID CARD. IF A RESIDENT ID CARD IS LOST, A NEW ONE MUST BE APPLIED FOR AT THE COST OF \$10.

### **WHEN AND WHERE ARE ID CARDS ISSUED:**

RESIDENT ID CARDS ARE ISSUED AT THE RECREATION OFFICE LOCATED IN THE COMMUNITY CENTER & LIBRARY (1300 UNION ROAD) DURING THE BELOW DAYS AND TIMES:

- MONDAY - FRIDAY
- BETWEEN THE HOURS OF 9:30 AM - 11:30 AM AND 2:30 PM - 4:30 PM. IF YOU DO NOT ARRIVE BY 4:30 PM YOU WILL NOT BE ISSUED AN ID CARD.

### **2020 RECREATION OFFICE CLOSED BY DATE / ID CARDS ARE NOT ISSUED ON THE BELOW DATES:**

THESE DATES ARE SUBJECT TO CHANGE WITHOUT NOTICE. CHECK OUR WEBSITE FOR AN UPDATED LIST.

RECREATION OFFICE CLOSED BY DATE:

- NEW YEARS DAY 1-1-2020
- MARTIN LUTHER KING DAY 1-20-2020
- PRESIDENTS DAY 2-17-2020
- GOOD FRIDAY 4-10-2020
- MEMORIAL DAY 5-25-2020
- INDEPENDENCE DAY 7-3-2020
- LABOR DAY 9-7-2020
- COLUMBUS DAY 10-12-2020
- VETERANS DAY 11-11-2020
- THANKSGIVING DAY 11-26-2020
- DAY AFTER THANKSGIVING 11-27-2020
- CHRISTMAS DAY 12-25-2020





PAGE 1: CAMPER INFORMATION

NON-RESIDENTS CANNOT REGISTER UNTIL AFTER MARCH 2, 2020

CAMPER NAME:	
SPECIFIC NEEDS & ALLERGIES	
CHECK ONE:	0 NON-RESIDENT 0 RESIDENT ID CARD VALID # _____ 0 Expiration Date ___/___/___
AGE IN YEARS & MONTHS AS OF JULY 1, 2020	YEARS: _____ MONTHS: _____ CHILD MUST BE ATLEAST 6 YEARS OF AGE BY THE FIRST DAY OF CAMP (7/1/2020). CHILD MUST BE A MAXIMUM OF 12 YEARS OF AGE ON THE LAST DAY OF CAMP (8/7/2020). DATE OF BIRTHDAY MUST BE BETWEEN 08/07/2007 – 7/1/2014).
Date of Birth	Month: _____ Date: _____ Year: _____
Gender	
Home Address	
Phone Number	
Health Insurance	Policy/Group: _____ Policy/Group Number: _____

PARENT #1 - PRIMARY PARENT OR GUARDIAN TO CALL DURING THE DAY

NAME:	FIRST: _____ LAST: _____
RELATIONSHIP:	PERMISSION TO PICK UP(CIRCLE) YES NO
Phone #	
Email Address:	
Name of Work	

PARENT #2 - WILL BE CALLED IF PRIMARY PARENT OR GUARDIAN IS UNREACHABLE FOR 10 MINUTES OR MORE

Name:	First: _____ Last: _____
Relationship:	Permission to Pick Up(Circle) YES NO
Phone #	
Email Address:	
Name of Work	

**EMERGENCY CONTACT & ADDITIONAL PICK UP - WILL BE CALLED IF PARENT #1 AND #2 OR GUARDIAN IS UNREACHABLE IMMEDIATELY IN THE EVENT OF ILLNESS OR EMERGENCY. THIS PERSON WILL BE AUTHORIZED TO PICK UP YOUR CAMPER** 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. 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.

ER #1/Add'l Pick Up	Name: _____ Relationship _____ Phone #: _____
ER #2/ Add'l Pick Up	Name: _____ Relationship _____ Phone #: _____
ER #3/ Add'l Pick Up	Name: _____ Relationship _____ Phone #: _____

SESSION REGISTRATION – LIMITED SPACE, FIRST COME, FIRST SERVE.

- ( ) Week 1 (6/30 – 7/2/2020) ( ) Week 2 (7/6 – 7/10/2020) ( ) Week 3 (7/13 – 7/17/2020)  
 ( ) Week 4 (7/20 – 7/24/2020) ( ) Week 2 (7/27 – 7/31/2020) ( ) Week 3 (8/3 – 8/7/2020)

CAMPERS NAME (LAST, FIRST) \_\_\_\_\_

This must be filled out on every page



**CAMPER HEALTH INFORMATION**

**IMMUNIZATIONS** - IF YOU SUBMITTED THESE RECORDS IN A PREVIOUS YEAR, YOU MUST STILL RE-SUBMIT THEM THIS YEAR.

CAMPERS ARE REQUIRED TO MEET THE SAME IMMUNIZATION REQUIREMENTS AS SCHOOL-AGED CHILDREN AS INDICATED IN PUBLIC HEALTH LAW (PHL) ARTICLE 21, TITLE 6, SECTION 2164. REFER TO NEW YORK STATE IMMUNIZATION REQUIREMENTS FOR SCHOOL ENTRANCE/ATTENDANCE, AVAILABLE AT: [HTTP://WWW.HEALTH.NY.GOV/PUBLICATIONS/2370.PDF](http://www.health.ny.gov/publications/2370.pdf). **IT IS REQUIRED YOU ATTACH YOUR CHILD'S IMMUNIZATION RECORDS FORM FROM THEIR DOCTOR TO THIS FORM. RECORDS ARE DUE AT TIME OF REGISTRATION, NO EXCEPTIONS.**

**MEDICATIONS:**

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:	Dosage:	Schedule:
Comments:	Side Effects:	Rx 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. I UNDERSTAND THE TOWN OF WEST SENECA IS NOT RESPONSIBLE FOR ANY MEDICATION LOST OR STOLEN.

○ PARENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**IN CASE OF EMERGENCY OR ILLNESS:**

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: \_\_\_\_\_

**SPECIFIC NEEDS**

REQUIRED: PLEASE USE THE FOLLOWING SECTION TO PROVIDE INFORMATION TO THE FOLLOWING QUESTIONS. INFORMATION PROVIDED WILL HELP OUR STAFF MAXIMIZE YOUR CHILD'S CAMP EXPERIENCE WITH US, 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.

CAMPERS NAME (LAST, FIRST) \_\_\_\_\_

This must be filled out on every page



**WAIVER AND POLICIES**

**PERMISSION TO WALK:**

UPDATE: NO CAMPERS WILL BE PERMITTED TO LEAVE WITHOUT A PARENT OR GUARDIAN OR PERSON LISTED ON PAGE 1.

**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, YOUTUBE AND OTHER SOCIAL NETWORKING SITES.

o PARENT/ GUARDIAN SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_

**PARENT PERMISSION FOR CHILD TO USE POOL:**

THE TOWN OF WEST SENECA SUMMER DAY CAMP UTILIZES THE VETERANS PARK 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 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. ANY CAMPER WHO DOES NOT HAVE A BATHING SUIT AND TOWEL WILL NOT BE ALLOWED TO SWIM. ANY CAMPER WHO DOES NOT FOLLOW POOL RULES WILL NOT BE ALLOWED TO SWIM. PLEASE SIGN BELOW TO GIVE PERMISSION FOR YOUR CHILD TO SWIM AT THE POOL DURING THE SUMMER CAMP SESSION(S).

o 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. I UNDERSTAND THAT TRIPS MAY BE CANCELED, SWITCHED, RE-SCHEDULED, CHANGED, ETC. AT ANY TIME. WEST SENECA YOUTH & RECREATION IS NOT REQUIRED TO NOTIFY PARENTS/GUARDIANS OF THIS.

o PARENT/ GUARDIAN SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_

**GROUPING REQUESTS:**

GROUPING REQUESTS MUST BE MADE AT THE TIME OF REGISTRATION. NO REQUESTS WILL BE ACCEPTED DURING CAMP. WEST SENECA YOUTH & RECREATION WILL MAKE THEIR BEST ATTEMPT TO HONOR THESE REQUESTS. HOWEVER, THERE IS NO GUARANTEE. WRITE YOUR CAMPER'S GROUPING REQUESTS HERE:

\_\_\_\_\_

**CAMP HOURS**

I UNDERSTAND CAMP HOURS ARE 9:00 AM - 4:00 PM. PRE-CAMP SUPERVISION IS OFFERED FREE OF CHARGE BETWEEN 7:30 - 9:00 AM. POST CAMP SUPERVISION IS OFFERED 4:00 - 5:30 PM. I UNDERSTAND THAT MY CHILD MUST ARRIVE BY 9:00 AM OR THEY MAY NOT BE PERMITTED TO STAY FOR THE DAY & IF I FAIL TO PICK UP MY CHILD BEFORE 5:30 PM THERE WILL BE A \$2.00 PER MINUTE CHARGE DUE AT TIME OF PICK UP (SAME DAY) OR AT DROP OFF (NEXT DAY) BEFORE THE CHILD WILL BE ALLOWED TO STAY AT CAMP. (IF YOU ARE LATE MORE THAN 3 TIMES YOU MAY BE EJECTED FROM THE PROGRAM, WITH NO REFUND FOR CURRENT OR FUTURE SESSIONS.)

o PARENT/ GUARDIAN SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_

CAMPERS NAME (LAST, FIRST) \_\_\_\_\_

This must be filled out on every page





**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 CAMPER'S SPOT. THIS IS NON-REFUNDABLE SHOULD YOU CHOOSE TO UN-ENROLL YOUR CHILD. THIS DEPOSIT ONLY APPLIES TO THE WEEK IT IS ORIGINALLY APPLIED FOR. IT CANNOT BE TRANSFERRED TO ANOTHER WEEK(S)/SESSION(S) SHOULD YOU CHOOSE TO CHANGE OR REMOVE ENROLLMENT FOR WEEK(S)/SESSION(S). SHOULD YOU CHOOSE TO UNENROLL YOUR CHILD - YOU MUST NOTIFY US VIA EMAIL [lmasset@twswy.org](mailto:lmasset@twswy.org) no later than **JUNE 1, 2020** OR THE FINAL PAYMENT WILL STILL BE DUE FOR THE SESSIONS WHICH YOU ARE CHOOSING TO UNENROLL YOUR CHILD FROM. YOUR CHILD IS NOT ENROLLED FROM ANY SESSION UNTIL YOU RECEIVE CONFIRMATION IN WRITING FROM THE RECREATION OFFICE.

-REMAINING PAYMENT IS DUE NO LATER THAN **JUNE 1, 2020** AT 4:00 PM. 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. ALL PAYMENTS MADE AFTER THIS DATE ARE NON-REFUNDABLE. IF YOU ARE MAILING YOUR PAYMENT IT MUST BE POSTMARKED BY **JUNE 1, 2020**.

-LATE REGISTRATION - IN THE EVENT SLOTS ARE OPEN AFTER THE **JUNE 1, 2020** (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 ANY/ALL REGISTRATION FEES SHOULD THE PARTICIPANT WISH TO WITHDRAW FROM THE PROGRAM PRIOR TO ITS SCHEDULED START DATE.

-NO PROGRAM REGISTRATION FEES ARE REFUNDABLE AFTER **JUNE 1, 2020**

- FEES PAID DURING THE EARLY BIRD REGISTRATION PERIOD ARE NON-REFUNDABLE AND NON-TRANSFERABLE AFTER 2/25/2020. *I UNDERSTAND AND ACCEPT THESE RESPONSIBILITIES UNDERSTAND AND AGREE TO ABIDE BY THE TOWN OF WEST SENECA YOUTH & RECREATION REFUND POLICIES.*

o PARENT/ GUARDIAN SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_

**REQUIRED ITEMS AGREEMENT**

I UNDERSTAND THAT MY CHILD MUST BRING A WATER BOTTLE AND LUNCH DAILY. I UNDERSTAND THAT THE WATER BOTTLE MUST BE IN ADDITION TO THE DRINK IN MY CHILDS LUNCH. I UNDERSTAND THAT IF MY CHILD DOES NOT HAVE THESE ITEMS A SEPARATE FEE WILL BE CHARGED. THIS FEE WILL BE DUE THE FOLLOWING MORNING. IN THE EVENT THE FEE IS NOT PAID IN FULL THE CAMPER WILL NOT BE ADMITTED INTO CAMP. NO REFUNDS WILL BE GIVEN. WEST SENECA YOUTH & RECREATION IS NOT REQUIRED TO CONTACT THE PARENT/GUARDIAN IF THE CHILD DOES NOT HAVE THE LUNCH AND/OR WATER BOTTLE. I UNDERSTAND THAT MY CAMPER IS REQUIRED TO WEAR SNEAKERS AND SOCKS EVERY DAY. I UNDERSTAND THAT THEY MUST WEAR THEIR CAMP SHIRT OR A SIMILAR BLUE SHIRT ON TRIP DAYS. I UNDERSTAND MY CHILD MUST BRING A BATHING SUIT AND TOWEL DAILY.

o PARENT/ GUARDIAN SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_

**PARENT HANDBOOK** (PROVIDED DURING THE REGISTRATION PROCESS).

I UNDERSTAND AND AGREE TO THE INFORMATION RELATING TO OPERATIONS, INCLUDING BUT NOT LIMITED TO BEHAVIOR GUIDELINES, NUT POLICY, PAYMENT, RECORDS, HOURS AND INFORMATION PERTAINING TO THE SUMMER DAY CAMP HANDBOOK, AVAILABLE SEPARATELY FROM THIS APPLICATION. THE PARENT HANDBOOK CAN BE FOUND ANYTIME AT WWW.WESTSENECA.NET.

o PARENT/ GUARDIAN SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_

CAMPERS NAME (LAST, FIRST) \_\_\_\_\_

This must be filled out on every page





**CAMP CHARACTER PLEDGE**

I UNDERSTAND THAT MY CAMPER MUST SHOW RESPECT TOWARDS OTHERS, IS RESPONSIBLE FOR HIS/HERS ACTIONS, MUST SHOW TOLERANCE OF THE DIFFERENCES AMONG US, HAVE DIGNITY BY PROMOTING AN ENVIRONMENT FREE FROM HARASSMENT, DISCRIMINATION, BULLYING, ETC. I UNDERSTAND MY CAMPER MUST DEMONSTRATE A CONDUCT THAT FOSTERS CIVILITY, KINDNESS AND ACCEPTANCE. I UNDERSTAND MY CAMPER MUST FOLLOW ALL CAMP RULES INCLUDING BUT NOT LIMITED TO THOSE OUTLINED IN THE PARENT HANDBOOK AND CAMPER ORIENTATION MANUAL. I UNDERSTAND THAT IF MY CAMPERS DOES NOT FOLLOW THE CHARACTER PLEDGE OR FOLLOW CAMP RULES HE/SHE COULD BE EJECTED FROM THE PROGRAM WITHOUT WARNING, A REFUND WILL NOT BE ISSUED FOR THE CURRENT OR FUTURE SESSIONS AND THEY WILL NOT BE PERMITTED TO ENROLL IN SUMMER DAY CAMP THE FOLLOWING YEAR.

o PARENT/ GUARDIAN SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_

**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 MONITOR MY CHILD APPLY THEMSELVES WITH SUNSCREEN. I UNDERSTAND WEST SENECA YOUTH & RECREATION STAFF WILL NOT APPLY SUNSCREEN TO MY CHILD AT ANYTIME. I UNDERSTAND I MUST APPLY SUNSCREEN TO MY CHILD BEFORE THEY ARRIVE AT CAMP AND THAT MY CHILD CAN APPLY SUNSCREEN TO THEMSELVES AT CAMP. 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 1, 2020** 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

o PARENT/ GUARDIAN SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_

CAMPERS NAME (LAST, FIRST) \_\_\_\_\_

This must be filled out on every page





**CAMPER MUST READ AND SIGN:**

*\*PARENTS/GUARDIANS PLEASE REVIEW THE BELOW CHARACTER PLEDGE AND THE RULES OUTLINED IN THE PARENT HANDBOOK WITH YOU CAMPER. PLEASE COMPLETE THE BELOW SECTION WITH YOUR CAMPER.*

**CAMP CHARACTER PLEDGE**

- ❖ HAVE FUN AND WEAR A SMILE!
- ❖ RESPECT: RECOGNIZE & APPRECIATE THE VALUE OF: YOURSELF, FELLOW CAMPERS, & ADULTS.
- ❖ RESPONSIBILITY: YOU ARE RESPONSIBLE FOR YOUR ACTIONS.
- ❖ TOLERANCE: RESPECT THE DIFFERENCES THAT EXIST AMONG US.
- ❖ DIGNITY: PROMOTE AN ENVIRONMENT FREE FROM HARASSMENT & DISCRIMINATION & DEMONSTRATE CONDUCT THAT FOSTERS CIVILITY, KINDNESS & ACCEPTANCE.

BY SIGNING THE CAMP CHARACTER PLEDGE I AND MY PARENTS/GUARDIANS AGREE TO UPHOLD EACH OF THE FIVE ASPECTS EVERY DAY AT CAMP. I REALIZE THAT BY NOT UPHOLDING THE PLEDGE AND/OR THE RULES OUTLINED IN THE PARENT HANDBOOK AND/OR THE CAMPER ORIENTATION MANUAL THERE WILL BE CONSEQUENCE THAT COULD RESULTS IN BEING EJECTED FROM THE PROGRAM.

**THIS MUST BE SIGNED BY BOTH THE PARENT/GUARDIAN AND THE CAMPER BEFORE THE REGISTRATION FORM WILL BE PROCESSED.**

I, \_\_\_\_\_ (PRINT CAMPER NAME),

, \_\_\_\_\_ (CAMPERS SIGNATURE),

& I, \_\_\_\_\_ (PRINT PARENT NAME),

, \_\_\_\_\_ (PARENTS SIGNATURE),

**PLEDGE TO HAVE A SAFE, FUN AND FANTASTIC SUMMER AT CAMP and UNDERSTAND THE POLICIES OUTLINED IN THE PARENT HANDBOOK!**

DATE (M/D/Y): \_\_\_\_\_

**PLEASE USE THE BELOW SPACE TO PROVIDE ANY NOTES:**

**SWIM LESSONS**

WE WILL NOT BE OFFERING SWIM LESSONS IN 2020 DURING SUMMER DAY CAMP. THIS IS DUE TO SCHEDULING ISSUES WITH FIELD TRIPS. CAMPERS WILL STILL VISIT THE VETERANS PARK POOL AS OUTLINED IN THE PARENT HANDBOOK.

CAMPERS NAME (LAST, FIRST) \_\_\_\_\_

This must be filled out on every page



**THIS IS TO BE COMPLETED BY WEST SENECA YOUTH & RECREATION OFFICE STAFF ONLY**

REC EMPLOYEE INTAKE/PROCESSING THIS FORM: \_\_\_\_\_ IMMUN RECORDS ATTACHED (Y) (N)

CAMPER NAME: \_\_\_\_\_ SHIRT SIZE GIVEN (X2) \_\_\_\_\_

CHOOSE ONE: 0 NON-RESIDENT (OR) 0 RESIDENT ID CARD NUMBER: \_\_\_\_\_ EXP DATE: \_\_/\_\_/\_\_

CIRCLE ONE: IS THIS CAMPER RECEIVING THE ADDITIONAL CHILD FEE? YES NO Did you check DOB? (Y) (N)

If so, first child's name: \_\_\_\_\_

**FEES DUE: CHECK EACH WEEK THE CAMPER IS BEING REGISTERED FOR - THIS INFORMATION SHOULD MATCH IN INFORMATION PROVIDED ON PAGE 7.**

**DO NOT ACCEPT THIS FORM IF IMMUNIZATION RECORDS ARE NOT ATTACHED.**

**REMINDERS:**

**RESIDENT RATE** - IN ORDER TO QUALIFY FOR THE RESIDENT RATE, THE CAMPER MUST HAVE A VALID RESIDENT ID CARD AT TIME OF REGISTRATION. WE WILL NOT ACCEPT ID CARD # AT A LATER DATE. THE ID CARD MUST BE VALID UNTIL THE LAST PROGRAM DATE. NO EXCEPTIONS.

**ADDITIONAL CHILD RATE** - THE CHILD WHO IS ATTENDING THE MOST WEEKS IN CAMP IS CONSIDERED THE FIRST CHILD. THE CHILDREN ATTENDING THE LEAST WEEKS IN CAMP ARE CONSIDERED ADDITIONAL CHILDREN.

**SWIM LESSONS** - SWIM FEE DUE AT TIME OF REGISTRATION

**IMMUNIZATIONS** ARE DUE AT TIME OF REGISTRATION. NO EXCEPTIONS.

**REGISTRATION FORM** MUST BE FILLED OUT COMPLETELY.

WEEK/SESSION #	Fee per session	WSREC Employee Initials
Week 1 (6/30 – 7/2/2020)		
Week 2* (7/6 – 7/10/2020)		
Week 3 (7/13 – 7/17/2020)		
Week 4* (7/20 – 7/24/2020)		
Week 5 (7/27 – 7/31/2020)		
Week 6* (8/3 – 8/7/2020)		
Total Camp Fee (ADD FEES FROM ABOVE)		
Early Bird Registration		
*OP Splash Pad waiver attached mandatory	YES NO	
<b>TOTAL DUE</b>		

**FEES PAID - ONLY INCLUDE THE AMOUNT PAID FOR THIS CAMPER NOT ANY ADDITIONAL CHILDREN IN THE FAMILY**

FEES (per week)	Weeks 2,3,4,5,6	Week 1
Resident	\$250	\$150
Resident Each Additional Child	\$225	\$135
Non-Resident	\$195	\$325
Non-Resident Each Additional Child	\$180	\$300

	Amount Paid	Cash, Check #, CC Transaction #	Date	Receipt #	New Balance (Previous Total Due – Amount Paid Today)	WSREC Employee Initials
Down Payment \$50 per each week, per each child. Due @ Time of Registration.						
Payment 2						
Payment 3						

CAMPERS NAME (LAST, FIRST) \_\_\_\_\_  
 This must be filled out on every page

**PARENT OR GUARDIAN REGISTRATION CHECKLIST**

- IMMUNIZATIONS RECORDS FROM THE CAMPER'S DOCTOR, ATTACHED TO THIS FORM.
- PAGES 1-7 OF THIS FORM COMPLETED IN FULL.
- VALID RESIDENT ID CARD FOR EACH CAMPER YOU ARE REGISTERING TO PRESENT AT TIME OF REGISTRATION. NON-RESIDENTS CANNOT REGISTER UNTIL AFTER MARCH 2, 2020.
- IF NEEDED – PHYSICIANS SIGNATURE ON PAGE 2 AND A VALID PRESCRIPTION FROM THE DOCTOR.
- PAGE 6 FILLED OUT AND SIGNED BY BOTH THE PARENT/GUARDIAN AND CAMPER.
- DOWN PAYMENT - \$50 PER EACH WEEK PER EACH CAMPER YOU ARE REGISTERING. THIS FEE IS NON-REFUNDABLE SHOULD YOU CHOOSE TO UN-ENROLL YOUR CHILD.
- IF YOUR CAMPER IS ATTENDING WEEK #2 AND/OR WEEK #4 AND/OR WEEK #6 YOU MUST COMPLETE THE ORCHARD PARK SPLASH PAD WAIVER AND TURN IT IN DURING TIME OF REGISTRATION. IF THIS IS NOT COMPLETED YOUR CHILD WILL NOT BE ABLE TO USE THE SPLASH PAD ON THE FIELD TRIP.

**PARENT REMINDERS:**

- SPOTS FOR CAMP ARE LIMITED. SPOTS FOR CAMP ARE ON A FIRST COME, FIRST SERVE BASIS.
- REGISTRATION CLOSES WHEN SPOTS ARE FULL OR ON JUNE 1, 2020. NO REGISTRATIONS WILL BE ACCEPTED AFTER JUNE 1, 2020.
- YOU MUST HAVE A VALID RESIDENT ID CARD FOR EACH CHILD YOU ARE REGISTERING TO OBTAIN THE RESIDENT RATE. RESIDENT ID CARDS CAN BE OBTAINED AT THE RECREATION OFFICE VISIT [WWW.WESTSENECA.NET](http://WWW.WESTSENECA.NET) FOR MORE INFORMATION.
- REMAINING/FINAL PAYMENT IS DUE ONE JUNE 1, 2020 AT 4:00 PM. PAYMENTS MADE AFTER THIS DATE ARE SUBJECT TO A \$5.00 PER DAY LATE FEE. IF WE DO NOT RECEIVE YOUR PAYMENT BY JUNE 1, 2020 AT 4:00 PM YOUR CAMPER(S) COULD LOSE THEIR SPOT IN THE PROGRAM. FEES PAID BEFORE JUNE 1, 2020 WILL NOT BE REFUNDED.
- DOWN PAYMENTS MUST BE PAID AT TIME OF REGISTRATION. DOWN PAYMENTS ARE NON-REFUNDABLE SHOULD YOU CHOOSE TO UN-ENROLL YOUR CHILD.
- ANY PAYMENT MADE AFTER JUNE 1, 2020 IS NON-REFUNDABLE SHOULD YOU CHOOSE TO UN-ENROLL YOUR CHILD.
- THE FEE IS THE SAME PRICE REGARDLESS IF YOUR CHILD ATTENDS 1 DAY, 2 DAYS, 3 DAYS, 4 DAYS OR 5 DAYS OR THE SESSION THEY ARE REGISTERED FOR.

CAMPERS NAME (LAST, FIRST) \_\_\_\_\_

This must be filled out on every page

# Quaker Splash Permission Slip

## Orchard Park Recreation Department

Parents Last Name: \_\_\_\_\_

Parents First Name: \_\_\_\_\_

Parents Phone Number: \_\_\_\_\_

Parents DOB: \_\_\_ / \_\_\_ / \_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

I understand the rules of Quaker Splash, understand the risks associated with these aquatics facilities and I choose to give permission for the following individuals to use Quaker Splash upon passing the swim test. I am over 18 years of age and choose to assume liability for the individuals listed.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### Individual's Names

(Please print first and last names)

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_

7. \_\_\_\_\_

8. \_\_\_\_\_

Valid Resident ID Cardholder Early Bird Registration Special

All six weeks of camp \$1,250 per camper.

Special Starts: February 3, 2020 at 10:00 AM

Special Ends: February 25, 2020 at 4:00 PM

Early Bird Registration Fees must be paid in full at time of registration. If fees are not paid in full at time of registration then campers are charged the regular 2020 program fee for each week.

All fees paid during the early bird registration special are non-refundable and non-transferable after February 25, 2020. After February 25, 2020 the early bird registration ends and all regular fees are applied. The special only applies to campers being enrolled in all 6 weeks of the program whose fees are being paid in full at time of registration during the promotional period (2/3/2020 – 2/25/2020).

Camper's resident ID card must be valid through August 7, 2020

**Regular Fees**

Resident

Week 1	Week 2, 3, 4, 5, 6	
\$150	\$250	Valid Resident ID Cardholders First Camper – Fee is per each week
\$135	\$225	Valid Resident ID Cardholders Sibling Campers - Fee is per each week
\$195	\$325	Non-Resident Camper - Fee is per each week
\$180	\$300	Non-Resident Camper Sibling - Fee is per each week



