

TOWN OF WEST SENECA



LAUREN J. MASSET  
RECREATION SUPERVISOR

TOWN SUPERVISOR  
GARY DICKSON  
TOWN COUNCIL  
WILLIAM HANLEY  
WILLIAM BAUER  
JOSEPH CANTAFIO  
JEFFREY PIEKAREC

**TO:** Honorable Town Board / Town of West Seneca  
**FROM:** Lauren J. Masset  
Recreation Supervisor  
**DATE:** February 12, 2021  
**RE:** 2021 Summer Day Camp

Kindly move to approve the attached documents for Summer Day Camp 2021.

Attached:

- Program Schedule
- Program Fees
- Program Aide Criteria
- Parent Handbook / Program Policies
- Registration Dates

Please note the Day Camp Safety Plan will appear on a future Town Board agenda after the 2021 Regulations are released from New York State & Erie County.

Due to COVID-19 this program will be limited to residents only this season. A resident is any person who resides at an address that pays Town of West Seneca property taxes.

Please note that due to COVID-19 this season will look dramatically different than previous seasons. A detailed outline is attached.

West Seneca Youth & Recreation reserves the right to alter these plans based on the rapidly changing COVID-19, unknown NYSDOH/ECDOH regulations or staffing availability at any time without further Town Board approval.

West Seneca Youth & Recreation reserves the right to cancel or end a program/close a facility at any time for any reason, including but not limited to weather, staffing levels, attendance levels, COVID-19, NYSDOH/ECDOH, etc. Last minute updates will be posted on the department's Facebook page.

Program Schedule – As outlined on the “Parent Info Flyer\*.”

Program Fees – As outlined in the “Parent Handbook\*.”

Program Aide Criteria – As outlined on the “Request for Aide Form\*.”

Parent Handbook\* / Program Policies\*

Registration Dates – As outlined on the “Parent Info Flyer\*.”

\*Attached

West Seneca Summer Day Camp 2021

A highly active outdoor sports camp for ages 6-10. The registration age cutoff date if the first program date (7/6/21).

The program is limited to 30 campers, per week.

Due to COVID-19 this program is limited to Town of West Seneca Residents only. Any person who resides at an address that pays Town of West Seneca property taxes is considered a resident (school taxes do not qualify you as a resident).

The program will run weekly from 7/6/2021 – 8/6/2021.

Due to COVID-19 this program is limited to Town of West Seneca Residents only.

The program will follow all NYSDOH/ECDOH Children's Camp regulations, the departments approved NYSDOH/ECDOH Safety Plan and all NYSDOH/ECDOH COVID-19 Children's Camp regulations. Due to this the program could change its policies at any time, trips/on-site guests could be cancelled at any time, activities could change at any time.

This program is contingent upon proper staffing levels and could be cancelled for any length of time at any time, including before the program starts and/or after the program starts. There could be no notice or warning if a last minute shut down occurs.

The program could shut down at any time due to COVID-19. There could be no notice or warning if a last minute shut down occurs.

Fees

Per Child, Per Week.	Resident First Child	Resident Additional Children
	\$208	\$20 discount per child, per week. Discount is taken off during cash out.
Week 1	\$208	\$188
Week 2	\$260	\$240
Week 3	\$260	\$240
Week 4	\$260	\$240
Week 5	\$260	\$240

We do not offer the ability to sign up for one, two, three or four days per week. We only offer the ability to register on a weekly basis. We must follow NYS Health Department camper to staff ratios. We would not be able to fill the spot with another camper on the days your camper is not attending. You may choose to only send your campers on certain days, but you do pay for the full week of programming. There is no discount, credit or refund issued for missed days.

A down payment is required to secure your spot, to avoid any late fees final payment is due by June 1, 2021. Down payment requirements and late fees are outlined in the Parent Handbook.

You must submit your child's immunization records at time of registration for your registration to be processed. Please have them ready to upload to your MyRec account.

F:\Rec Center\2021 Recreation\2021 Summer Camp\Parent Info Flyer.docx

Registration Starts

March 1, 2021 at 10:00 AM

Registration Ends

June 1, 2021 or when spots are full, whichever comes first.

Final Payments Due

June 1, 2021 at 3:00 PM. Late fees will be added to all accounts with outstanding balances at 3:00 PM.

How to Register

We are proud to provide you with our activity registration system and website. For an overview, please visit: [http://www.westsenecanet.net/application/files/5016/0743/5963/MyRec\\_FAQ.pdf](http://www.westsenecanet.net/application/files/5016/0743/5963/MyRec_FAQ.pdf)

To get started please Create an Account at [www.WestSenecaRecreation.com](http://www.WestSenecaRecreation.com) ([https://westsenecanymyrec.com/info/household/add\\_step\\_01.aspx](https://westsenecanymyrec.com/info/household/add_step_01.aspx)) with all your household information. The data provided - emergency contacts, medical information, etc. - will help us better serve you. This info will also be automatically placed into your registration forms.

When you're ready to start registering for activities such as Summer Day Camp, be sure to review the How to Register for an Activity (<https://westsenecanymyrec.com/info/tutorial/>) page. This page gives written and video step by steps on how to register for an activity.

Regardless of the registration method, you must have an online account created. You can register one of two ways:

1. Online – Instant Registration visit [www.WestSenecaRecreation.com](http://www.WestSenecaRecreation.com)
2. Paper Form – Visit [www.WestSenecaRecreation.com](http://www.WestSenecaRecreation.com) to complete the paperwork and then submit it with payment to our office.
  - a. Via Mail: Recreation, 1250 Union Road, West Seneca, NY, 14224
  - b. In Person: Recreation Office, 1300 Union Road, West Seneca, NY, 14224. Please make an appointment (appointments are Monday – Friday between 9:30 AM – 11:30 AM or 2:30 PM – 4:30 PM).
  - c. Please note that you cannot come into our office without the proper paperwork from our website completed. If you do not have access to a computer, internet or printer, please visit this link to explore your options: [http://www.westseneca.net/application/files/5016/0743/5963/MyRec\\_FAQ.pdf](http://www.westseneca.net/application/files/5016/0743/5963/MyRec_FAQ.pdf)
  - d. Please note that online registration is instant, if spots are available after you register and check out, the program participant is registered. Paper forms registrations spots are not secured until the department receives your form completed in full with payment in full. If there are zero spots left when the department receives your paperwork and payment, the registration is not processed, the paperwork and payment will be returned to you and a spot in the program will not be reserved. We highly suggest registering online.

Required Items

Your camper must bring the following items every day. Failure to do so could result in (a) the camper not being permitted into the program or (b) you being charged a fee or (c) the camper not being permitted to part take in activities.

F:\Rec Center\2021 Recreation\2021 Summer Camp\Parent Info Flyer.docx

and having to sit out (d) the camper being ejected from the program for the remainder of the year (no refund will be issued). All items must be labeled with the campers first and last name.

- Face Covering
- Water Bottle
- Lunch (non-perishable, we will not have coolers/fridges or anywhere to store and keep lunches cool)
- Bathing Suit
- Towel
- Change of Clothes in a plastic bag.
- Sneakers and Socks

**Summer Day Camp 2021 On-Site Trips & Guests**

Please note that the below listed on-site trips and guests could change at any time or be cancelled at any time with no notice and they will not be re-scheduled. Hands-on activities could be limited or not allowed due to COVID-19.

**Week #1**

Monday, July 5, 2021 – CAMP CLOSED

Tuesday, July 6, 2021 – Reinstien Woods “Amazing Owls” - Owls are amazing creatures of the night. Participants will learn about the adaptations that make them so well suited to their nocturnal lifestyle through hands-on activities.

Wednesday, July 7, 2021 – Guest Speaker Councilman Joseph Cantafio, better known to WSCSD students as Mr. Cantafio. Activity TBD.

Thursday, July 8, 2021 – Explore & More “Mini Golf” - Mini Golf explores the engineering process while creating your own themed mini golf hole! Once this project is done, campers will have a chance to play through the entire mini golf course that their fellow campers built!

Friday, July 9, 2021 – Magic w/ Punkin the Clown – West Seneca Summer Day Camp favorite clown will be on site for a Magic Show!

**Week #2**

Monday, July 12, 2021 – Mark Fenz “Character Counts” – West Seneca Summer Day Camps favorite motivational speaker returns for his weekly Character Counts series!

Tuesday, July 13, 2021 – James Pace, Town Historian tells tales about “Old Shep” the Hermit of Leydecker Road.

Wednesday, July 14, 2021 – Guest Speaker Town Supervisor Gary Dickson. Activity TBD.

Thursday, July 15, 2021 – Evangola State Park – Mammal Mania! Includes an up-close look at the furs and skull replicas of different species of mammals. The habitat needs, life history of mammals and the animal’s adaptations needed to survive are some of the subjects covered. Mammal Mania is a very interactive program where the campers get asked lots of questions and really get to participate in the program. Hands-on activities could be limited or not allowed due to COVID-19.

F:\Rec Center\2021 Recreation\2021 Summer Camp\Parent Info Flyer.docx

Friday, July 16, 2021 – Games w/ Punkin the Clown – West Seneca Summer Day Camp favorite clown will be on site for games and clowning around fun!

**Week #3**

Monday, July 19, 2021 – Mark Fenz “Character Counts” – West Seneca Summer Day Camps favorite motivational speaker returns for his weekly Character Counts series!

Tuesday, July 20, 2021 – Reinstien Woods “Skull Science” using skulls from New York State wildlife, participants will explore how the physical features of different species help them to survive in their environment.

Wednesday, July 21, 2021 – Mad Science “Detective Science” Discover how science is used to solve real crimes. Watch as the classroom is transformed into a crime lab for this exploration into the fundamentals of forensics. Become a science sleuth as we discover how police use chemistry, and the five senses to “clue in” at a crime scene...so much fun, it’s criminal!

Thursday, July 22, 2021 – Niagara Climbing Center portable rock wall. Scale to new heights by rock climbing on NCC portable rock wall!

Friday, July 23, 2021 – Balloon Animals w/ Punkin the Clown – West Seneca Summer Day Camp favorite clown will be on site for balloon animals!

**Week #4**

Monday, July 26, 2021 – Mark Fenz “Character Counts” – West Seneca Summer Day Camps favorite motivational speaker returns for his weekly Character Counts series!

Tuesday, July 27, 2021 – Explore & More “Invention Exchange” will explore the different steps in the invention process all while inventing new things! Each group will build an invention!

Wednesday, July 28, 2021 – Mad Science “Junior Engineering Workshop” The campers will learn about structures then build castles and shoot at each other’s castles with catapults.

Thursday, July 29, 2021 – Vigilant Fire – West Seneca Summer Day Camps favorite field trips in the past will be on site this year!

Friday, July 30, 2021 – Crafts w/ Punkin the Clown – West Seneca Summer Day Camp favorite clown will be on site for crafts and clowning around fun!

**Week #5**

Monday, August 2, 2021 – Mark Fenz “Character Counts” – West Seneca Summer Day Camps favorite motivational speaker returns for his weekly Character Counts series!

Tuesday, August 3, 2021 – Buffalo Fenians GAA “Gaelic Games Clinic” – Learn about Gaelic Games and pick up some new skills!

Wednesday, August 4, 2021 – Guest Speaker, Town Clerk Amy Kobler. Activity TBD.

F:\Rec Center\2021 Recreation\2021 Summer Camp\Parent Info Flyer.docx

Thursday, August 5, 2021 – Hawk Creek “Tiny Tailors” – Birds on site!

Friday, August 6, 2021 –Punkin the Clown Activity Choice – West Seneca Summer Day Camp favorite down will be on site for an activity of her choice.

# West Seneca Youth & Recreation Summer Day Camp Parent Handbook

## 2021

Dated: 2/12/2021  
Town Board: 2/22/2021

4	Welcome
4	Camp Overview
4	New York State Department of Health (and ECDOH)
5	Registration/Refund Policy
6	Late Fee(s) on Final Balance
7	<b>Swimming and Water Activities</b>
7	Arrival and Departure Procedure
9	Camper Orientation
9	Camp Attire
9	Lunch and Snacks
11	Money
11	Specific Needs
11	Field Trip & Guests Information
12	Grouping Requests
12	Grouping
12	Medical Information
13	Allergies, Inhalers, Epi-pens, and Medicine
14	Children at Risk
15	Weather Information
15	Responding to Extreme Heat
15	Sunscreen Utilization at Camps
16	Emergency Procedure
16	Address & Telephone Numbers
17	Contacting Your Child
17	Appropriate Behavior of Children at Camp
17	CAMP CHARACTER PLEDGE
18	Discipline Procedures
19	School Bus Rules for Off Site Field Trips
19	Trip Rules
20	Roller Rink Day

20 Tie-Dye Day

20 Orchard Park Splash Pad / Green Lake

21 Personal Belongings

22 COVID-19

22 COVID-19 Screening:

23 Program Cancelled due to COVID-19.

23 Other COVID-19

24 Questions, Comments or Concerns:

24 Notes:

24 WEST SENECA YOUTH & RECREATION CONTACT INFORMATION:

24 Waivers:

25 Participant Release & Waiver of Liability and Indemnity Agreement

25 PARENT PERMISSION TO TAKE PICTURES AND VIDEO FOOTAGE:

25 Hand Sanitizer

25 PARENT PERMISSION FOR CHILD TO USE POOL:

26 CAMP HOURS

26 REFUND/PAYMENT POLICY:

27 REQUIRED ITEMS AGREEMENT

28 PARENT HANDBOOK (ONLINE AT ANYTIME)

28 CAMP CHARACTER PLEDGE

28 PARENT/GUARDIAN AGREEMENT

29 Program

30 Assumption of Risk

30 Waiver, Release, Indemnification & Covenant Not to Sue

31 Drop Off / Pick Up

31 Health

32 COVID-19

33 Refunds/ Prorate

34 Cancellations

34 Personal Items

34 Facility and Program Rules

34 Character Pledge

35 Other

## Welcome

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 always supervised, 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 five weeks for children ages 6-10. 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.

## New York State Department of Health (and ECDOH)

In New York State, when a children's program qualifies as a camp, it must have a state, city, or county health department permit to operate legally and must operate in compliance with [Subpart 7-2](#) of the

State Sanitary Code requirements. A permit is issued only when the camp follows the state's health regulations.

Children's camps must be inspected twice yearly by a health department representative. At least one inspection must be made during the time the camp is in operation. Each camp is checked to make sure that the physical facilities are safe and that supervision is adequate.

Not all summer programs for children qualify as children's camps. Parents are encouraged to ask the camp director if the camp has a permit from their local health department. Contact the local health department having jurisdiction in the city or county that the camp is located, if you have questions.

New York State Sanitary Code Subpart 7-2, Children's Camps, requires that children's camp operators develop, review annually, update and implement a written safety plan. This plan must be submitted to the Local Health Department (LHD) or State District Office that has jurisdiction in the county or city where the camp is located for their review and approval. The plan must accurately describe the camp's procedures for personnel, facility operation and maintenance, fire safety, medical, general and activity safety, staff training, and camper orientation. The Town of West Seneca approved safety plan can be found on our website after it has been approved.

The Town of West Seneca is required to follow all state and county health department rules and regulations in order to operate our Summer Day Camp Program. More information: <https://www.health.ny.gov/environmental/outdoors/camps/>

By enrolling your camper in the program you automatically agree to understand and follow all procedures as outlined in NYS Sanitary Code Subpart 7-2, the camp Safety Plan and this Parent Handbook.

## 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, 2021 whichever comes first.**

Immunization records and health history forms/questions are due at time of registration. If we do not have your camper's immunization records, health history form/questions at time of registration, your registration will be cancelled, and you will not receive a refund. If you submitted these documents 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). NO EXCEPTIONS.**

We do not offer the ability to sign up for one, two, three or four days per week. We only offer the ability to register on a weekly basis. We must follow NYS Health Department camper to staff ratios. We would not be able to fill the spot with another camper on the days your camper is not attending. You may choose to only send your campers on certain days, but you do pay for the full week of programming. There is no discount, credit or refund issued for missed days.

\$100 per each household account that 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.

Transactions fees will be applied to each credit card payment. Credit Cards transactions fees are non-refundable. Credit card transactions fees cannot be returned under any circumstance as they are charged by the processing company not the Town of West Seneca. If the Town of West Seneca issues a refund for any reason, the transaction fees will not be refunded and/or included in the refund.

Registration fees will not be refunded or adjusted should the participant fail to attend a class or program regardless of the reason. 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 the Town of West Seneca's control. Sessions, trips, guests, and activities are not required to be rescheduled if they are canceled for weather related issues. Refunds will only be issued if the program is canceled by the Town of West Seneca. Credit Card transactions fees will never be refunded.

Registration includes two camper t-shirts. Size quantities are limited and are on a first come first serve basis. Please enter your requested size at time of registration. The Town of West Seneca will not sell additional t-shirts in 2021.

Rate per week/per child	Resident First Child	Resident Additional Children \$20 discount per child, per week. Discount is taken off during cash out.
Week 1	\$208	\$188
Week 2	\$260	\$240
Week 3	\$260	\$240
Week 4	\$260	\$240
Week 5	\$260	\$240

## Late Fee(s) on Final Balance

Final payments are due June 1, 2021 at 3:00 PM. Remaining payments for all sessions registered are due in full to avoid any late fees, all payments/fees are non-fundable after this date and registration closes/no further registrations will be accepted after this date. Failure to pay your remaining balance by



the due date could result in your child losing their spot on or after June 1, 2021 at 3:00 PM. In the event of this down payments will not be refunded. After June 1, 2021 at 3:00 PM all fees paid are non-refundable should you choose to un-enroll your child.

If your final balance is not paid on or before June 1, 2021 at 3:00 PM you will be charged a \$20 late fee per child. In addition your child(ren) could lose their spot in the program. We will not issue a refund of any fees paid prior.

### Swimming and Water Activities

Due to COVID-19 campers will not be visiting the Veterans Park Aquatics Complex during the 2021 season. B&G is working to set up a sprinkler area for our campers. Campers and camper items may get muddy. Campers are required daily to bring a towel, bathing suit and water shoes to participate. All items must be in a plastic bag labeled with the campers first and last name. If your camper does not have all the required items they will not be permitted to participate and will sit out. Campers who do not follow camp rules or sprinkler area rules will sit out.

In the event we can visit the pool the following also applies:

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 your campers bring 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 must 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 to participate in the pool.

### 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. Parents/Guardians cannot leave until any required prescreening is completed. Campers will not be admitted in for the day without a 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. – OR -

Due to COVID-19, we may need to implement a drop off/pick up lane. **DROP OFF:** Parents/Guardians would not be permitted into the rink during drop off times. Campers would require to be dropped off between 7:30 AM – 9:00 AM. A staff member would meet you at your vehicle, you should not exit your

vehicle. The staff member may screen your camper (COVID-19 questions and/or temperature) if your camper(s) passed the screening the camper would be checked for required items and admitted into the program. If your camper does not pass the screening and/or not have the required items he/she will be sent home for the day (no refund will be issued). If you arrive after 9:00 AM we will reserve the right to not allow the camper into the program (no refund will be issued). **PICK UP:** Parents/Guardians would not be permitted into the rink during pick up times. A staff member will be outside, when it is your cars turn in the lane, the staff member will meet you at your car and radio for your camper. The adult picking up the child **MUST** have their PHOTO ID ready when the staff member arrives at their car. The name on the ID will be documented along with the pickup time (and any other information we feel is necessary). Campers will be required to be picked up between 4:00 PM – 5:30 PM. **We suggest leaving extra time for DROP OFF and PICK UP as this system will require more time than the traditional method.**

We will not be able to decide regarding drop-off/pick-up until the NYSDOH/ECDOH guidelines are released for 2021 and we know the status of COVID-19. We reserve the right to implement any of the DROP OFF / PICK UP plans at any time or come up with a completely new plan. We will notify parents of the plan before camp starts.

#### Regardless of the method:

All campers must be signed out by a parent or an authorized person designated on the camper's registration form. If someone else must 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 or they must be listed at time of registration. Phone calls are not acceptable. Our staff will require identification from anyone picking up your child which they do not recognize. Our staff reserve the right to not release the camper to any person who does not have proper ID and/or is not listed as an approved pick up on the registration form (regardless if a note was sent in).

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.

A staff member may screen your camper (COVID-19 questions and/or temperature) if your camper(s) passed the screening the camper would be checked for required items and admitted into the program. If your camper does not pass the screening and/or not have the required items he/she will be sent home for the day (no refund will be issued).

**Campers will not be admitted into the program if they arrive without sneakers on their feet, a water bottle (separate drink from their lunch drink) and 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 5:30 PM Town of West

Seneca staff will make the attempt to contact the campers Emergency Contacts for pick up. If we cannot reach any of the contacts by 5:40 PM and/or the child is not picked up by 6:00 PM the West Seneca Police will be contacted. 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 (or a similar light blue shirt), shorts, socks, and sneakers. *Please be advised that the camper and 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 offsite 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 or light blue shirt is worn every day for safety reasons. If a camper is not wearing a light blue shirt on off site 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. WATER SHOES ARE OK FOR THE POOL/SPRINKLER ONLY. NO SANDALS.

## 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 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.**

We have many campers with food allergies. To ensure safety we wash our hands before lunch and immediately after. Campers with allergy items in their lunch sit apart from campers who do not have allergy items in their lunch. Our staff are also trained to recognize the signs and symptoms of anaphylactic shock and how to use an epi pen. The Town of West Seneca does not provide Epi-Pens.

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

We do not have a fridge and we suggest packing lunches that are able to be unrefrigerated or pack lunches in the insulated lunch boxes with lunch cold packs. All lunch items should be labeled with the campers first and last name.

It is the parent/guardians who drops the camper off responsibility to ensure the camper has a lunch.

In the event it is discovered throughout the day that a camper does not have 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 10 minutes of contact the Town of West Seneca 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. The Town of West Seneca will not refund any fees for the current or future sessions.

Due to COVID-19 we may not be able to utilize our cooler system as we have in the past, lunches will be stored in each camper's locker-room (hook) or backpack and out of the sun until lunch time. We still suggest that campers pack lunches that can be unrefrigerated or pack lunches in the insulated lunch boxes with lunch cold packs. All lunch items must have the campers name on them.

In the event it is discovered throughout the day that 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. Town of West Seneca 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 camper's 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 Town of West Seneca of this on the registration form when they register their camper – the child will not be permitted to stay at camp.

## Field Trip & Guests Information

Due to COVID-19 campers will not go on any off-site field trips during the 2021 season. However, we will have several on-site field trips and guest speakers. Please note that any camp activities including on-site guests/trips could be canceled at any time for any reason with no notice, the activity or guest may not be re-scheduled, an alternative activity will run, no refund will be issued. Hands on activities by guests may not be allowed due to COVID-19.

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.

A decision to cancel an on-site trip or guests can be made at any time, if the on-site trip or guest is canceled a refund will not be issued.

Town of West Seneca staff is not permitted to transport any camper in their cars for any reason.

## Grouping Requests

Due to COVID-19 we will not accept grouping requests. Due to COVID-19 campers will only be able to interact with members of their group, groups will not intermix (in previous years groups may participate in an activity together and/or spend pre- and post-camp together). Members of the same household will be grouped together regardless of age. Groups will be determined based on who is signed up for which weeks. We must make it priority that campers stay with the same campers throughout the summer. If this changes we will notify you ASAP via the email address you use at time of registration.

If we do end up accepting 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 and/or by a deadline outlined in the notification email. 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 weeks before the program begins. Again, we will not accept grouping requests after the time of registration or deadline.
- Requests are not required to be granted. Grouping is at the discretion of the West Seneca Youth & Recreation Department.

## Grouping

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. Campers must be picked up within 20 minutes of their parent/guardian being notified. Failure to do so could result in your camper being ejected from the program for the remainder of the season and no refund will be issued.

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 to) 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@twstny.org](mailto:lmasset@twstny.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 it 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 suggest you teach your child how to apply these items to themselves before sending them to camp.

We are required by the Erie County Health Department to have the immunization records for all campers. If you do not submit the camper's immunization records at time of registration your registration will be canceled and no refund will be issued.  
**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). NO EXCEPTIONS.**

Please see the separate section regarding COVID-19.

### 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 or other allergens...if you do send your child to camp with any products that contain nuts or other allergens, please notify camp staff at drop off. Please see our lunch section for more information.

To protect children with serious allergies our staff needs to be aware of any children who carry inhalers or epi-pens. It is important and required 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 (on our website) 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 doctor's 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 and no refund will be issued. The department may also contact West Seneca Police or OCFs.

### THE TOWN OF WEST SENECA DAY CAMP STAFF CANNOT ADMINISTER MEDICINE TO ANY CAMPER AT ANY TIME FOR ANY REASON.

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 must be completed before your child can attend camp.

### Children at Risk

All childcare 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.

Town of West Seneca reserves the right to contact the West Seneca Police Department regarding any situation, at any time, for any reason. Parents may or may not be notified.

## 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. Your child and their clothes will get dirty. Due to COVID-19 water fountains may not be available. However, water bottle fillers will be available. Due to COVID-19 campers will be outside as much as possible this includes days with high temperatures and light rain.

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 an offsite or onsite field trip, the trip may be canceled. Town of West Seneca 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. Due to COVID-19 water fountains may not be available. However, water bottle fillers will be available.

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 be in 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. We suggest teaching your camper how to apply sunscreen before they attend camp.

## 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.

Please note that the department may run drills during the camp day for fire, injury, missing camper(s) and other emergencies. Your camper could be part of these drills. If you prefer your camper not to be part of these drills please email [mmasset@twsmny.org](mailto:mmasset@twsmny.org) before the first program date.

## Address & Telephone Numbers

Please email Lauren J. Masset, Recreation Supervisor at [mmasset@twsmny.org](mailto:mmasset@twsmny.org) of any changes to your address or phone numbers. You must also update your online account. If your emergency number changes it is important that we are notified immediately to ensure proper notification of parents in case of emergency. Town of West Seneca 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.

### Discipline Procedures

Please prepare your child for the Summer Day Camp by explaining all 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. Town of West Seneca 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.

## 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-Dye 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 your 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 applicable to the year. 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 at 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.

*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 Off Site 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.

## Personal Belongings

Due to COVID-19 campers are not permitted to bring any items from home except the required daily items. Campers who are found to bring additional items from home could be ejected from the program.

The Town of West Seneca Recreation Department is not responsible for lost, stolen or misplaced property. Please do not allow your child to bring 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, water shoes, towels, water bottles, lunch, changes of clothes, etc.

**Please be sure your child has these items daily:**

- Lunch
- Snack
- Water Bottle
- Sneakers
- Water Shoes
- Bathing Suit
- Change of Clothes.
- Epi-Pen/Inhaler/RX if needed
- Face covering

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. The Town of West Seneca is not responsible for any personal items lost or stolen.

The Town of West Seneca will not be held liable for any missing items or money.

If your camper(s) arrive 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 your camper(s) arrives at the camp without a bathing suit, water shoes and a towel they will be required to sit out from all water activities.

Due to COVID-19 if your campers arrive at camp without a change of clothes, in a plastic bag, labeled with their first and last name and their clothes are soiled with any type of bodily fluid throughout the day, they will be kept separate from the other campers in the camp infirmary until a change of clothes is provided and/or they are picked up. The change of clothes must arrive or the camper being picked up within 20 minutes of the parent/guardian being notified, failure to do so could result in the camper being ejected from the program for the remainder of the season, no refund will be issued.

## COVID-19

Due to COVID-19 the Town of West Seneca reserves the right to not allow any camper into the program at drop off and/or send them home at anytime (pick up is required within 20 minutes). The Town of West Seneca reserves the right to take your campers temperature at anytime and/or ask them the COVID-19 screening questions at any time. The program could be canceled or shut down for any length of time with no notice due to COVID-19.

Campers will be required to wear face coverings for a large majority of the day except when eating, during some water activities and possibly during other activities at the Town of West Seneca discretion. Campers will not be permitted into the program without a face covering. Please discuss the face covering requirement with your camper. Furthermore, face coverings cannot be shared between persons.

## COVID-19 Screening:

Parents/Guardians must pre-screen their campers for sign/symptoms of COVID-19 each day within one hour prior to dropping your camper off. Parents/Guardians must ensure that their camper can answer NO to each question below prior to sending their camper to camp each day. If the answer is YES to any question below, you must keep your camper home.

- a. Has your camper knowingly been in close or proximate contact in the past 10 days with anyone who has tested positive through a diagnostic test for COVID-19?
- b. Has your camper or anyone in the camper's household tested positive through a diagnostic test for COVID-19 or had inconclusive test results in the past 10 days?
- c. Does your camper or anyone in the camper's household have pending diagnostic test results for COVID-19?
- d. Has your camper experienced any symptoms of COVID-19, including, but not limited to, a temperature of greater than 100.0 F in the past 14 days? If your camper is not fever free, without the assistance of medicine for 48 hours, your camper cannot attend camp.
- e. Has your camper traveled internationally or for a period of 24 hours or more within another State (other than Connecticut, Massachusetts, New Jersey, Pennsylvania, or Vermont) in the past 14 days?



## Questions, Comments or Concerns:

Please contact Lauren J. Masset, Recreation Supervisor.  
 Email: [lmasset@twstny.org](mailto:lmasset@twstny.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.

## 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](http://WWW.WESTSENECA-NET)  
 FACEBOOK: "WEST SENECA YOUTH & RECREATION"

-END PARENT HANDBOOK CONTENT-

## Waivers:

By signing below, you acknowledge that you have read, understand, and agree to all policies above (Parent Handbook) and waivers listed below.

There will be no refunds for non-attendance related to COVID-19. The requirement that Parents/Guardians must conduct a pre-screen will be strictly enforced. If we determine there has been a failure to abide by the pre-screen requirements, a camper and all other campers in the same household may be asked to leave the camp for the remainder of the 2021 camp season and may not be eligible to register for camp in 2022.

### Program Cancelled due to COVID-19.

The Town of West Seneca is subject to all government mandates related to COVID-19 and summer camp programs. The government mandates are frequently changing, and the Town of West Seneca is staying diligently abreast of all changes. It may be necessary to make changes to the camp program from time to time to comply with such mandates. The Town will make any necessary adjustments to ensure it is fully compliant at all times. Keep in mind that to operate the camp program, the Town must have sufficient staffing levels. Those staffing levels may be affected by COVID-19 and may interfere with the Town's ability to operate the camp program. If the Town must cancel all or a portion of the camp program, refunds will be issued on a pro-rated basis for all accounts paid in full. The pro-rate is \$52 per day for the first child and \$48 per day for additional campers. Pro-rated refunds will be issued for days in which the Town of West Seneca has to shut down. If you choose not send your camper for any reason and the program is running no refund will be issued.

Per Child, Per Week	Resident First Child	Resident Additional Children \$20 discount per child, per week. Discount is taken off during cash out.	Refund Per Day
Week 1	\$208 / 4 days = \$52	\$188 / 4 days = \$47	First Child \$52/day. Additional Child \$47/day.
Week 2	\$260 / 5 days = \$52	\$240 / 5 days = \$48	First Child \$52/day. Additional Child \$48/day.
Week 3	\$260 / 5 days = \$52	\$240 / 5 days = \$48	First Child \$52/day. Additional Child \$48/day.
Week 4	\$260 / 5 days = \$52	\$240 / 5 days = \$48	First Child \$52/day. Additional Child \$48/day.
Week 5	\$260 / 5 days = \$52	\$240 / 5 days = \$48	First Child \$52/day. Additional Child \$48/day.

## Other COVID-19

The Town, in sole discretion, may deem it necessary to adjust the schedule of camp activities from time to time to be compliant with COVID-19 mandates or for other good cause. There will be no refunds for camp fees due to any changes in the camp activity schedule.

I understand, agree, and accept the below for myself, my spouse, my children, my minor(s), any other member named on my recreation account (minor or adult), and/or any guests (of any age) that myself and/or anyone named on my recreation account brings to a Town of West Seneca facility, event, activity, program, etc.

**Participant Release & Waiver of Liability and Indemnity Agreement**

PLEASE READ CAREFULLY. THIS DOCUMENT AFFECTS YOUR LEGAL RIGHTS AND IS LEGALLY BINDING. BY SIGNING THIS AGREEMENT, YOU ARE RELEASING THE TOWN OF WEST SENECA FROM ALL LIABILITY AND FOREVER WAIVING ANY AND ALL CLAIMS AGAINST THE TOWN OF WEST SENECA.

**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. If you do not give permission for this, please indicate that during the registration process.

**Hand Sanitizer**

I understand that due to COVID-19 and other health/safety reasons hand sanitizer will be available for all staff and campers. I give my child permission to use all provided hand sanitizer. If my child has an allergy to hand sanitizer or any of the ingredients, I understand that I need to note to on their registration form under allergies. I understand if I do not want my child to use hand sanitizer, I must note that at time of registration on the registration form.

**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).

**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.)

**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.
- TO RECEIVE THE RESIDENT RATE THE HOUSEHOLD ADDRESS ON MYREC ACCOUNT MUST PAY TOWN OF WEST SENECA PROPERTY TAXES.
- AT TIME OF REGISTRATION A NON-REFUNDABLE DEPOSIT AS OUTLINED IN THE PARENT HANDBOOK 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@twssny.org](mailto:lmasset@twssny.org) no later than JUNE 1, 2021 OR THE FINAL PAYMENT WILL STILL BE DUE FOR THE SESSIONS WHICH YOU ARE CHOOSING TO UNENROLL YOUR CHILD FROM. YOUR CHILD IS NOT UNENROLLED FROM ANY SESSION UNTIL YOU RECEIVE CONFIRMATION IN WRITING FROM THE RECREATION OFFICE.

-REMAINING PAYMENT IS DUE NO LATER THAN JUNE 1, 2021 at 3:00 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 THE LATE FEE AS OUTLINED IN THE PARENT HANDBOOK. ALL PAYMENTS MADE AFTER THIS DATE ARE NON-REFUNDABLE. IF YOU ARE MAILING YOUR PAYMENT IT MUST BE POSTMARKED BY JUNE 1, 2021.

-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, 2021

- FEES PAID DURING THE EARLY BIRD REGISTRATION PERIOD ARE NON-REFUNDABLE AND NON-TRANSFERABLE

- CREDIT CARD TRANSACTIONS FEES ARE NEVER REFUNDABLE REGARDLESS OF IF THE TOWN OF WEST SENECA CANCELS THE PROGRAM AND/OR YOU WISH TO WITHDRAW OR FOR ANY OTHER REASON. THESE FEES ARE CHARGED BY THE PROCESSING COMPANY NOT THE TOWN OF WEST SENECA. AGAIN, CREDIT CARD TRANSACTIONS FEES ARE NEVER REFUNDABLE UNDER ANY CIRCUMSTANCE.

I UNDERSTAND AND ACCEPT THESE RESPONSIBILITIES UNDERSTAND AND AGREE TO ABIDE BY THE TOWN OF WEST SENECA YOUTH & RECREATION REFUND POLICIES.

### 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 CHILD'S LUNCH. I UNDERSTAND THAT IF MY CHILD DOES NOT HAVE THESE ITEMS A THE CAMPER MAY NOT BE PERMITTED INTO THE PROGRAM AND/OR 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. I UNDERSTAND THAT MY CAMPER MUST HAVE THE FOLLOWING ITEMS EVERY DAY.

- **Face Covering** – Camper will not be permitted into the program without a face covering.
- **Lunch** – or the camper will not be permitted into the program. If it is discovered the camper is missing their lunch and the parent has left the parent will be charged \$10 fee (other conditions apply, see parent handbook).
- **Snack**
- **Water Bottle** – or the camper will not be permitted into the program. If it is discovered the camper is missing their water bottle and the parent has left the parent will be charged at \$3 fee (other conditions apply, see parent handbook).

- **Sneakers and Socks** – On their feet, or the camper will not be permitted into the program. If it is discovered the camper is not wearing sneakers and the parent has left the camper will sit out from every activity that day.
- **Water Shoes** – or the camper will sit out from the sprinkler pad.
- **Bathing Suit** – the camper will sit out from all activities requiring a bathing suit including but not limited to the pool/sprinkler pad.
- **Change of Clothes.**
- **Epi-Pen/Inhaler/RX** if needed – Other requirements apply, see the parent handbook.

All items must be labeled with the campers first and last name. Further, campers are not permitted to bring any additional items from home.

### PARENT HANDBOOK (ONLINE AT ANYTIME)

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.

### 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. I UNDERSTAND THAT I MUST REVIEW THE CAMP CHARACTER PLEDGE WITH MY CAMPER BEFORE THEY ATTEND CAMP.

### 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, 2021 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

**Program**

In registering for this program, I attest that my child is at a level of fitness necessary to participate in the program and assume the responsibility of having my child's physical condition evaluated if any questions exist. I understand that the Town does not carry insurance to cover any medical bills that result from participating in any recreation program(s). I give my full permission for such first aid as is deemed

necessary to be provided to my child on the premises or prior to transport to a hospital for further treatment. I am aware of the Recreation Department's policies regarding emergencies, refunds, program cancellations, and program changes. I have read, understand, and agree with the preceding statement. 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 order injections and/or anesthesia and/or surgery for the person named above. I expect to be notified immediately.

I understand, agree, and accept the below for myself, my spouse, my children, my minor(s), any other member named on my recreation account (minor or adult), and/or any guests (of any age) that myself and/or anyone named on my recreation account brings to a Town of West Seneca facility, event, activity, program, etc.

**Assumption of Risk**

I, in my legal capacity as myself, my spouse, my children, my minor(s), any other member named on my recreation account (minor or adult), and/or any guests (of any age) that myself and/or anyone named on my account brings to a Town of West Seneca facility, event, activity, program, etc., acknowledge and agree that any use of the Town of West Seneca facilities, services, equipment and premises ("Facilities") and any participation in Town of West Seneca programs and activities ("Programs") comes with inherent risks including, but in no way limited to: (1) moderate and severe personal injury, (2) property damage, (3) disability, (4) death, and/or (5) sickness or disease, and (6) loss or theft of personal property. I acknowledge that there is a COVID-19 public health emergency and that I must take personal precautions by complying with public health mandates to help protect against the spread of COVID-19 when using the Town of West Seneca Facilities and when participating in said Programs. I further acknowledge that this assumption of risk is applicable to any COVID-19 exposure or infection related to use of the Town of West Seneca Facilities and participation in said Programs. I voluntarily, for myself, my spouse, my children, my minor(s), any other member named on my recreation account (minor or adult), and/or any guests (of any age) that myself and/or anyone named on my account brings to a Town of West Seneca facility, event, activity, program, etc., accept and assume full responsibility for these risks, as well as any and all other risks of the use of Facilities and participation in Programs. I agree that I have full knowledge of the nature and extent of all such risks and am not relying on all such risks being described in this document.

**Waiver, Release, Indemnification & Covenant Not to Sue**

I, agree on behalf of myself, my spouse, my children, my minor(s), any other member named on my recreation account (minor or adult), and/or any guests (of any age) that myself and/or anyone named on my account brings to a Town of West Seneca facility, event, activity, program, etc., that the Town of West Seneca, its officers, directors, agents, employees, volunteers, insurers and representatives ("Releasees") will not be liable for any personal injury, property damage, disability, death, sickness or disease incurred by any person named on my account, including any minor, however occurring including, but not limited to, the negligence of Releasees. I understand that all persons named on my account and their guest(s), including any minor, will be solely responsible for any loss or damage, including personal

injury, property damage, disability, death, sickness or disease sustained from the use of Facilities and participation in Programs. I, on behalf of those individuals named on my account and any guests brought by said persons: 1) HEREBY RELEASE, WAIVE AND COVENANT NOT TO SUE the Town of West Seneca for any causes of action, claims, suits, liabilities or demands of any nature whatsoever including, but in no way limited to, claims of negligence, personal injury, property damage, loss or theft of personal property, disability, death, sickness, disease or accident of any kind, arising out of or in any way related to the use of Facilities or participation in Programs, and give up any claim seeking damages, whether that participation is supervised or unsupervised, however the injury or damage occurs..

and 2) INDEMNIFY AND HOLD HARMLESS Releasees from any and all causes of action, claims, demands, losses, suits, liabilities or costs of any nature whatsoever, including claims of negligence, arising out of or in any way related to the use of Facilities and participation in Programs. I specifically acknowledge the contagious nature of COVID-19 and that this waiver, release, indemnification, and covenant not to sue are applicable to any COVID-19 exposure or infection related to use of the Town of West Seneca Facilities and participation in said Programs

### Drop Off / Pick Up

I understand that the Town of West Seneca will not release my child to any person who is not listed as an Emergency Contact on my child's account. I understand that if I need to list someone last minute that I can send in a handwritten note with an original signature, date, and my phone number, allowing someone who is not listed as an Emergency Contact to pick up on the child on the date the note is dated for only.

I understand any person picking up my child must show photo-ID or the Town of West Seneca will not release my child to them.

I understand that I must pick up my child no later than the program end time. Failure to pick up my child could result in the emergency contacts being called and/or your child being turned over to the West Seneca Police Department. If this occurs two times the child will not be permitted to register for the Town of West Seneca programs for one year and will be ejected from any and all current programs (no refund will be issued). Furthermore, there could be a late fee added. Any late fee will be listed on the Program information page. Fees may vary by program.

I understand in the event of an emergency situation or urgent issue the Town of West Seneca staff will first attempt to reach a parent or guardian. If a parent or guardian cannot be immediately reached, the staff will contact the listed emergency contacts for the child.

### Health

I understand the Town of West Seneca requires a doctor's physical and immunization records at the time of registration for some programs. I understand that if I fail to upload these documents during the time of registration, a space in the program will not be held and a refund will not be issued.

I understand that I am required to list any and all health issues which include physical, mental, specific needs, allergies, etc., for each person on my account. I understand that if a program participant

attends a program and the Town of West Seneca becomes aware that they were not informed of any physical, mental, specific needs, allergies, etc., at the time of registration, the program participant will not be allowed to stay at the program and no refund will be issued.

I understand the Town of West Seneca cannot administer medicine to any adult or child, including, but not limited to, sunscreen.

I understand no medicine for any youth or adult is allowed at any Town of West Seneca program unless discussed with the Town of West Seneca first. I understand that I must contact the Town of West Seneca to discuss this.

I agree to list each person on my account health history correctly and update my account as the information changes. I agree that I, all persons on my account, and guests have permission to engage in recreational activities. I understand the Town of West Seneca reserves the right to contact 9-1-1 at any time, for any health issue, illness, or injury for any program participant without notifying parents, guardians, spouses, emergency contacts, etc. I understand that the Town of West Seneca will attempt to contact the injured or ill persons - parents, guardians, spouses, emergency contacts after calling 9-1-1. I hereby give permission for 9-1-1 services to take custody of the person and/or care.

I understand that if myself, my spouse, my children, my minor(s), any other member named on my recreation account (minor or adult), and/or any guests (of any age) that myself and/or anyone named on my account brings to a Town of West Seneca facility, event, activity, program, etc., does not have updated immunizations that I am obligated to notify the Town of West Seneca at time of registration for any program or facility.

### COVID-19

I, on behalf of myself, my spouse, my children, my minor(s), any other member named on my recreation account (minor or adult), and/or any guests (of any age) that myself and/or anyone named on my account brings to a Town of West Seneca facility, event, activity, program, etc.:

1. I acknowledge that the novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization and is reported to be extremely contagious.
2. I acknowledge it is our sole responsibility to pre-screen ourselves within one hour prior to entering the Town's Facilities or participation in a Town Program. The screen must include answering the following questions:

i) Have you experienced any of the following symptoms in the past 48 hours:

- Fever or Chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat

Congestion or runny nose  
Nausea or Vomiting  
Diarrhea

- ii) Within the past 14 days, have you been in close physical contact (6 feet or closer for at least 15 minutes) with a person who is known to have laboratory-confirmed COVID-19 or with anyone who has any symptoms consistent with COVID 19?
- iii) Are you isolating or quarantining because you may have been exposed to a person with COVID-19 or are worried that you may be sick with COVID-19?
- iv) Are you currently waiting on results of a COVID-19 test?
- v) Within the past 14 days, have you traveled internationally or returned from a state identified by New York state as having widespread community transmission of COVID-19 (other than just passing through the restricted state for less than 24 hours)?

- 3. I agree that if any of the answers to the questions in number 2 above are "yes" then the person who answered "yes" will not enter the Town's Facilities or participate in the Town's Programs until such time as the person obtains a medical evaluation and are approved by the medical provider to enter the Town's Facilities or participate in the Town's Programs.
- 4. I agree to adhere to all guidelines and rules of the Centers for Disease Control and Prevention (CDC), New York State Department of Health, Erie County Department of Health, and Town of West Seneca, if applicable, as it relates to wearing masks and social distancing.
- 5. I understand that the failure to abide by numbers 2 through 4 above may result in my being asked to leave the Town's Facilities or being denied entry to the Town's Facilities or Programs. In this event, no refund will be issued.

### Refunds/ Prorate

I understand the Town of West Seneca does not offer any refunds for any reason, at any time, except if the Town of West Seneca cancels the entire length of a program.

I understand the Town of West Seneca does not pro-rate any program fees.

Fees will not be refunded or adjusted should the person be removed/ejected from a program, fail to attend a program, withdraw from a program, leave a program, etc.

I understand that all fees are due in full at the time of registration unless otherwise noted. I understand that if fees are not paid in full, on time, a space in the program/event will not be reserved, and I will not receive a refund on any fees already paid.

I understand that transaction fees for online payments (check/credit card) and/or walk in credit card payments are applied to every transaction and are non-refundable regardless of the circumstance. This includes if the Town of West Seneca cancels a program and issues a refund. I understand under no circumstance will the credit card transactions fees be refunded. I understand that this is due to the credit card/check processing company charging the transaction fee and not the Town of West Seneca.

### Cancellations

I understand the Town of West Seneca reserves the right to cancel any program (session, date, time, activity, trip, etc.) at any time, without notice, for any reason and that the program (session, date, time, activity, trip, etc.) is not required to be rescheduled.

### Personal Items

I understand that if a program participant must label all personal items with their first and last name. I understand that program participants should always bring a full water bottle with them. I understand the Town of West Seneca is not responsible for any lost or stolen items.

### Facility and Program Rules

I understand that myself, my spouse, my children, my minor(s), any other member named on my recreation account (minor or adult), and/or any guests (of any age) that myself and/or anyone named on my account brings to a Town of West Seneca facility, event, activity, program, etc., are required to follow any and all Town of West Seneca Facility and/or Program rules. Failure to do so will result in ejection from the program or facility.

### Character Pledge

I understand that myself, my spouse, my children, my minor(s), any other member named on my recreation account (minor or adult), and/or any guests (of any age) that myself and/or anyone named on my account brings to a Town of West Seneca facility, event, activity, program, etc., must:

- 1. Show respect towards others (this includes but is not limited to Town employees, volunteers, guests, program participants, peers, etc.), 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.
- 2. Demonstrate a conduct that fosters civility, kindness, and acceptance.

Failure to follow the character pledge and/or facility and/or program rules may result in ejection from the program on that date and being asked not to return to the program. No refund will be issued in this instance.

**Other**

I understand that NYS, Erie County or the Town could change any plans, procedures, policies, etc at any time with no notice. I could arrive at the program and there could be a change I was not notified of (due to the time the change was made and the town's ability to notify). I understand that I must follow and adhere to the change. Further, I understand the Town of West Seneca will notify me of any changes to any policy when they are able too.

I AGREE FOR myself, my spouse, my children, my minor(s), any other member named on my recreation account (minor or adult), and/or any guests (of any age) that myself and/or anyone named on my account brings to a Town of West Seneca facility, event, activity, program, etc.,

Print Name
Signature
Date

**HHS POVERTY GUIDELINES FOR 2021**  
The 2021 poverty guidelines are in effect as of January 13, 2021  
Federal Register Notice, February 1, 2021 - Full text.

**2021 POVERTY GUIDELINES FOR THE 48 CONTIGUOUS STATES AND THE DISTRICT OF COLUMBIA**

**PERSONS IN FAMILY/HOUSEHOLD**

**POVERTY GUIDELINE**

For families/households with more than 8 persons, add \$4,540 for each additional person.

1	\$12,880
2	\$17,420
3	\$21,960
4	\$26,500
5	\$31,040
6	\$35,580
7	\$40,120
8	\$44,660

There are two slightly different versions of the federal poverty measure: poverty thresholds and poverty guidelines. The poverty thresholds are the original version of the federal poverty measure. They are updated each year by the Census Bureau. The thresholds are used mainly for statistical purposes — for instance, preparing estimates of the number of Americans in poverty each year. (In other words, all official poverty population figures are calculated using the poverty thresholds, not the guidelines.) Poverty thresholds since 1973 (and for selected earlier years) and weighted average poverty thresholds since 1959 are available on the Census Bureau's Web site. For an example of how the Census Bureau applies the thresholds to a family's income to determine its poverty status, see "How the Census Bureau Measures Poverty" on the Census Bureau's web site. The poverty guidelines are the other version of the federal poverty measure. They are issued each year in the Federal Register by the Department of Health and Human Services (HHS). The guidelines are a simplification of the poverty thresholds for use for administrative purposes — for instance, determining financial eligibility for certain federal programs. The poverty guidelines are sometimes loosely referred to as the "federal poverty level" (FPL), but that phrase is ambiguous and should be avoided, especially in situations (e.g., legislative or administrative) where precision is important. Key differences between poverty thresholds and poverty guidelines are outlined in a table under Frequently Asked Questions (FAQs). See also the discussion of this topic on the Institute for Research on Poverty's web site. The January 2021 poverty guidelines are calculated by taking the 2019 Census Bureau's poverty thresholds and adjusting them for price changes between 2019 and 2020 using the Consumer Price Index (CPI-U). The poverty thresholds used by the Census Bureau for statistical purposes are complex and are not composed of standardized increments between family sizes. Since many program officials prefer to use guidelines with uniform increments across family sizes, the poverty guidelines include rounding and standardizing adjustments.

F:\Rec Center\2021 Recreation\2021 Summer Camp\Uploaded to Web\2021 Aide Document.docx

In order to qualify for aid, the household must fall into the current years Federal Poverty Limits (<https://aspe.hhs.gov/poverty-guidelines>). A 1040 or tax return (for each adult in your household) from the previous year, must be presented as proof. The Town Board Liaison for the Recreation Department must approve the request for aid. Aid is given up to 50% off, the cost per session. At the time of registration, the down payment, is still due (as well as all other documents). This is for valid Resident ID Cardholders only. A meeting does not guarantee aid. A meeting does not guarantee the campers' spot will be reserved in the program.

If you would like to begin the aid process, we can set up a time Monday-Friday, between 10:00 AM – 3:30 PM to meet at the Recreation Department (1300 Union Road, West Seneca, NY, 14224) to begin filling out the request forms. You will need to bring your 1040 or tax return for each adult in your household from 2019 to the meeting. You will also need to provide the campers' valid Resident ID Card. The ID Card must be valid until the final date of the program. Please email [lmasset@townofwvsny.org](mailto:lmasset@townofwvsny.org) three dates and times which fall on a Monday-Friday, between 10:00 AM – 3:30 PM. Lauren J. Masset, Recreation Supervisor, will respond to the email to schedule a meeting. After the request forms are completed Lauren J. Masset, Recreation Supervisor, will send them to the department's Town Board liaison to review and approve or deny.

Parent Name:	
Phone Number:	
Email:	
# of Children	
Children(s) Name(s)	
Household Account Address	
MYRec Family Account #	

First Contact	
Meeting Date	
Follow Up Date	
Request Sent to	
Department Liaison	
Date Department Liaison Approved	
and % Amount	
1040 Provided	YES NO
# of Adults in the household	
Income Level	
Meets Criteria	YES NO
If no, why	

# of Weeks Reg For	
Discount %	
Cost for Weeks	2,3,4,5
Cost for Week 1	
Notes:	

F:\Rec Center\2021 Recreation\2021 Summer Camp\Uploaded to Web\2021 Aide Document.docx



Notes / Other Documents For Your Review

**Please note the following CHANGES for 2021 (compared to the previous year) due to COVID-19.**

- The program will be limited to Town of West Seneca Residents only. Previously, resident and non-residents could attend.
- The program will be limited to 30 campers per session. Previously, we accepted 40 campers.
- We will not accept grouping requests.
- The program will be outdoors as much as possible. This includes in high heat and light rain. Expect for restrooms and bad weather.
- Face coverings will be required expect when eating, during water activities and other activities when it will interfere with safety. Previously, face coverings were not required.
- Off-site field trips will not take place. We have scheduled several on-site guests and trips. Previously, Off-site trips took place 3 days per week.
- Campers will not visit the Veterans Park Aquatics Complex. B&G will set up a sprinkler area for them. Previously, campers visited the Veterans Park Aquatics Complex.
- No game tables. In previous years we had a foosball table.
- Groups will remain the same for the entire session, same campers, same staff. In previous years, staff sometimes varied during pre/post camp.
- Each group will have their own equipment pack, no sharing, items used will be easy to sanitize. In the past, each group had their own packs, but items varied, and they were able to be shared.
- Any items that cannot be sanitized between use will not be used, this will limit our ability for crafts and board games. In previous years we had limited crafts and lots of board games.
- Campers will not be permitted to bring any non-required items from home. In previous years, we sometimes allowed items from home.
- Siblings will be grouped together. In previous years, if the age difference was wide, we did not group them together.
- Groupings will be kept as consistent as possible throughout the summer, same campers, same weeks, same staff.
- Groups will have very limited interaction with other groups. They will be kept separate as much as possible.
- Coolers will not be available for lunch storage. Campers must bring lunch that are non-perishable. Previously we used a cooler system, non-perishable lunches were still required.
- The ECDOH/NYSDOH could change regulations at any time. If this is the case the Town will also change regulations at any time, with no notice. We will do our best to notify families, however, notification will take place after the change as been made. Which means there may be time between the change and the notification that families are not aware of the change and are still required to abide by the change.

**Other Due to COVID-19**

- Parents are required to pre-screen their campers one hour before their arrival. The Town of West Seneca reserves the right to not allow a camper into the program with no refund at arrival if they are showing signs and symptoms of COVID-19 and/or have a temperature. The Town of West Seneca may still screen campers at drop off, this will be depend on ECDOH regulations.

- If a child becomes ill or begins to show signs and symptoms of COVID-19 during the camp day, they will be isolated and must be picked up within 20 minutes.
- The program could be cancelled at anytime with no notice, due to COVID-19 (if there is a single case or outbreak).

**Other**

- The program will be 5 weeks instead of 6 (this is due to WSCSD schedule, TWS set up time not COVID-19.
- If the town does not have enough staff the program will shut down morning off, parents may not be notified until they arrive at drop off. This could or could not be caused by COVID-19. See the Parent Handbook for information on refunds if this happens.
- The required down payment is now \$100 per child, regardless of the number of weeks signed up. In previous years, the down payment required was \$50 per child, per week.
- All fees are due in full by June 1 at 3:00 PM or a \$20 late fee is charged, and the child could lose their spot in the program, no refunds of any previous fees paid will be issued. Previously, fees were due in full by June 1 at 4:00 PM, the late fee was \$5 per day, the child could have lost their spot in the program and fees were not refunded.
- Enrollment fees have increased from previous years.

**This document is not limited to all changes.**

**Please note that NYSDOH and ECDOH have not released their 2021 Children's Camp Guidelines and ANYTHING could change between now and the start of camp.**

**West Seneca Youth & Recreation reserves the right to change any program details, policies, procedure, activities, etc. at anytime without further Town Board approval.**

**ESTIMATED TRIP COST: \$5,990**

Date	Visitor Name	Estimated Cost
Monday, July 5, 2021	4th of July	\$ -
Tuesday, July 6, 2021	Reinstein Woods "Amazing Owls"	\$ 160.00
Wednesday, July 7, 2021	Guest Speaker Councilman and Mir "Joseph Cantafio"	\$ -
Thursday, July 8, 2021	Explore and More "Mini Golf"	\$ 1,000.00
Friday, July 9, 2021	Magic w/ Punkin the Clown	\$ 200.00
Monday, July 12, 2021	Mark Fenz - Character Counts	\$ -
Tuesday, July 13, 2021	James Pace, Town Historian "'Old Shep" - the Hermit of Leydecker Road"	\$ -
Wednesday, July 14, 2021	Guest Speaker Gary Dickson, Town Supervisor	\$ -
Thursday, July 15, 2021	Evangola State Park "Mammal Mania"	\$ 120.00
Friday, July 16, 2021	Games w/ Punkin the Clown	\$ 200.00
Monday, July 19, 2021	Mark Fenz - Character Counts	\$ -
Tuesday, July 20, 2021	Reinstein Woods "Skull Science"	\$ 160.00
Wednesday, July 21, 2021	Mad Science "Detective Science"	\$ 850.00
Thursday, July 22, 2021	NCC Rock Climbing Wall	\$ 600.00
Friday, July 23, 2021	Balloon Animals w/ Punkin the Clown	\$ 200.00
Monday, July 26, 2021	Mark Fenz - Character Counts	\$ -
Tuesday, July 27, 2021	Explore and More "Invention Exchange"	\$ 1,000.00
Wednesday, July 28, 2021	Mad Science "Junior Engineering Workshop"	\$ 850.00
Thursday, July 29, 2021	Vigilant Fire	\$ -
Friday, July 30, 2021	Crafts w/ Punkin the Clown	\$ 200.00
Monday, August 2, 2021	Mark Fenz - Character Counts	\$ -

F:\Rec Center\2021 Recreation\2021 Summer Camp\Program Est Cost.docx

Date	Visitor Name	Estimated Cost
Tuesday, August 3, 2021	Buffalo Fenians GAA "Gaelic Games Clinic"	\$ -
Wednesday, August 4, 2021	Guest Speaker Amy Kobler, Town Clerk	\$ -
Thursday, August 5, 2021	Hawk Creek "Tiny Talons"	\$ 250.00
Friday, August 6, 2021	Punkin the Clown Activity Choice	\$ 200.00
<b>Total</b>		<b>\$ 5,990.00</b>

**ESTIMATED STAFFING COST: \$35,280 - \$48,240**

- We cannot determine the group size / staff # until NYSDOH/ECDOH released 2021 COVID-19 regulations.
- The below leaves no extra staff, if one person at a leadership level or desk level calls off, no call/show or is sick the program cannot run. If two camp group staff call off, no call/no show or is sick the program cannot run. Adding additional staff to ensure the program can run regardless of call off will add additional estimated cost of \$15 per hour, per person.
- If the below does not meet the NYSDOH/ECDOH COVID-19 regulations, we may need to add more staff, with an estimated cost of \$15 per hour, per person.
- The estimated cost below does not add the employee cost for training and orientation which is estimated at 23 hours per employee.
- The estimated cost below does not add the employee cost for set up (8-16 hours).
- The estimated cost below does not add the employee cost for breakdown (8 hours).
- The estimated cost does not include the employee cost for pre-season preparation for the Director or Assistant Director.

**Staff (For Groups) Shift 1 1.8H/Day/Per Group**

7:00 AM – 12:45 PM  
 (6:55 AM – 12:50 PM)  
 Total: 5H 55 M round to 6H per day

**Staff (For Groups) Shift 2 1.8H/Day/Per Group**

12:15 PM – 6:00 PM  
 (12:10 PM – 6:05 PM)  
 Total: 5 H 55 M round to 6H  
 X 3 staff per group = 18 H per day/ per group

**Desk #1 6H/Day/PP**

7:00 AM – 12:45 PM  
 (6:55 AM – 12:50 PM)  
 Total: 5H 55 M round to 6H per day

**Desk #2 6H/Day/PP**

12:15 PM – 6:00 PM  
 (12:10 PM – 6:05 PM)  
 Total: 5 H 55 M round to 6H

F:\Rec Center\2021 Recreation\2021 Summer Camp\Program Est Cost.docx

Director 7H/Day/PP  
7:00 AM – 2:45 PM (1 hour lunch)  
6:55 AM – 2:50 PM  
Total Rounds to 7H

Assistant Director 7H/Day/PP  
10:00 AM – 6:00 PM  
Total: 7 H (1 Hour Lunch)

(Staff Shift 1 x # of groups) + (Staff Shift 2 x # of groups) + Desk #1 + Desk #2 + Director + Assistant Director.

**If we have two groups of 15:**

$(18h \times 2) + (18 \times 2) + 6 + 6 + 7 + 7$

$36 + 36 + 6 + 6 + 7 + 7 = 98$  hours per day x est. \$15/hour = \$1,470 estimated staffing cost per day.

\$1,470/day x 24 program days = \$35,280

**If we have three groups of 10:**

$(18h \times 3) + (18 \times 3) + 6 + 6 + 7 + 7$

$54 + 54 + 6 + 6 + 7 + 7 = 134$  hours per day x est \$15/hour = \$2,010 estimated staffing cost per day.

\$2,010/day x 24 program days = \$48,240

**OTHER SUPPLIES AND ITEMS NOT ACCOUNTED FOR (COST NOT INCLUDED)**

- Staff t-shirts
- Camper t-shirts
- Camp / Sports / Craft supplies, equipment
- First Aid supplies
- Any additional items needed due to COVID-19 items (thermometers, PPE, etc.)
- Pre-camp set up employee costs.
- Post-camp set up employee costs.
- Employee training and orientation costs.
- Other

**PROGRAM REVENUE \$37,440**

This assumes no camper qualifies for the additional child rate, all weeks are at maximum capacity and we do not need to cancel the entire season (refund) or cancel for a limited amount of time (pro-rated refunds).

30 campers x \$208 = \$6,240 for Week 1

30 campers x \$260 = \$7,800 per week x 4 weeks = \$31,200

\$31,200 + \$6,240 = \$37,440

**OTHER:**

It is assumed that based off of the above this program will cost more than the revenue it will produce.

Town of West Seneca  
General Fund  
2021 Adopted Budget

Account Code	2017 Actual	2018 Actual	2019 Actual	2020 Adopted Budget	2021 Adopted Budget	Increase (Decrease) From 2020
<b>Recreation</b>						
Salary of Director	44,717	49,470	54,225	59,289	63,855	4,566
Salary of Client - Part Time	7,109	3,511	16,100	26,500	30,000	3,500
Salary of Other Employees - Part Time	122,481	83,662	74,864	183,700	90,000	(93,700)
Salary of Umpires & Referees	4,675	4,096	4,000	5,000	4,000	(1,000)
Recreation Department Overtime	939	284	870	-	500	500
Computer Software	-	-	-	-	9,000	9,000
Sports / Recreation Equipment	3,385	5,212	8,394	13,000	6,500	(6,500)
Clothing Allowance	2,754	2,704	2,064	4,180	2,500	(1,680)
Membership Dues & Mandated Training	470	348	555	542	600	58
Supplies	-	-	-	-	6,500	6,500
Telephone	1,635	1,235	739	1,500	1,500	-
Equipment Repair & Maintenance	63,856	691	700	2,000	1,000	(1,000)
Printing & Advertising	-	-	232	1,800	1,000	(800)
Youth Materials and Supplies	-	206	797	500	-	(500)
Youth Summer Day Camp	6,404	3,384	4,960	14,266	10,000	(4,266)
<b>Total Recreation</b>	<b>258,626</b>	<b>155,002</b>	<b>168,502</b>	<b>312,217</b>	<b>226,955</b>	<b>(85,262)</b>