

SOMERS PARKS & RECREATION



DAY CAMP

2021
PARENT
HANDBOOK

The information below contains some guidelines to help you understand the town of Somers Day Camp program during Covid-19.

REGISTRATION

Registration will be done on a **first-come, first-serve basis**, beginning on April 21 at 10am through our online registration system. If you do not have an account or need assistance please call the office at **914-232-8442** before April 21st. All registration will be done online. After you have completed the registration, you will need to provide the office with:

- Current immunization records signed or stamped by your child's doctor's office
Please email a copy to parks@somersny.com or drop off a copy at the Recreation Office in Reis Park as soon as possible or by Monday, May 31st at the very latest.

CAMP REFUND POLICY

- Any refund request received prior to May 1, will be issued for 90% of the fee paid.
- Any refund request received between May 1 and May 31, will be issued for 50% of the fee paid.
- Any refund request received after June 1, will not be issued.
- *All refunds will include a \$20.00 processing fee.*

There will be no refunds for days missed for rain, COVID-19 Protocol, etc. Refunds will only be issued if the Recreation Department is mandated to close due to NYS regulations.

The Park Superintendent may in instances of demonstrated hardships (i.e. loss of income, serious illness or injury) alter this policy with notice to the Town Board in individual situations. By resolution of the Town Board June 11, 2009.

LOCATION

Day Camp will be held in Reis Park. **No Rain Site**

CAMP TIMES

- Arrival: **8:30 - 9:00 am**
- Dismissal: **2:30 - 3:00pm**

Parents will not be allowed on camp grounds at drop off or pickup, must stay in vehicle.

Please see traffic flow diagram & camp map on last page.

CAMP DATES

Monday June 28th to Friday August 6th. No Camp 7/5

GROUP ASSIGNMENTS

Grouping is done by grade entering in the fall 2021 and by gender.

The grouping is as follows:

- K Girls/Boys.....Entering Kindergarten
- 1 Girls/BoysEntering 1st Grade
- 2 Girls/Boys.....Entering 2nd Grade
- 3 Girls/BoysEntering 3rd Grade
- 4 Girls/BoysEntering 4th Grade
- 5 Girls/Boys.....Entering 5th Grade
- 6 Girls/Boys.....Entering 6th Grade
- 7 Girls/Boys.....Entering 7th Grade

PLEASE NOTE: Groups may be combined due to registration numbers.

STAFF

Westchester County Department of Health requires day camps to maintain a counselor/camper ratio of 1:12. All are required to attend a mandatory staff pre-camp orientation training. Our administrative staff are all trained in Responding to Emergencies and CPR for the Professional Rescuer.

DIRECTOR Ellen Mager
CAMP PHONE # 914-482-3518 (Beginning 6/28)

STAFF IDENTIFICATION

- White shirts: director, assistant director, division heads and specialists (ages 20+)
- Red shirts: Counselors (ages 16+)

PERMIT

The Town of Somers Day Camp program:

1. Must have a permit from the Westchester Department of Health in order to operate.
2. Is required to be inspected twice yearly.
3. Is required to have camp safety plans, medical and fire safety plans, and inspection reports, which are on file at the Westchester County Department, Bureau of Public Health Protection, 25 Moore Avenue, Mt. Kisco, NY, and are available for your review.

ACTIVITIES

Our camp offers a variety of both active and passive activities. Counselors conduct various games and activities throughout the day.

SPECIAL PROGRAMS

During the camp session, in addition to the daily activities, there will be numerous special events. These will include special theme days, shows by professional entertainers, etc. The recreation and parks staff plan some of the activities, while our camp staff plans others.

LUNCH AND DRINKS

All campers should bring their lunch and drinks. In addition, you may want to send a separate snack and extra drinks (water). There is no refrigeration at Camp. Therefore, insulated lunch bags or small personal coolers with freezer (ice) packs should be used. To ensure a cold drink, you may want to freeze your child's drink (juice box/s) overnight and allow to thaw during the day. All Campers will be reminded by their Counselors to drink plenty of fluids throughout the day.

PLEASE NOTE: All lunch bags should be labeled with child's name.

Food, drinks and ice cream will be available for purchase each morning from the concession stand. A detailed lunch menu and instructions on how to order will be sent out as soon as possible.

CLOTHING

Campers should come to camp dressed as comfortably as possible. Shorts, shirt, and **sneakers** should be worn. Flip flops are **NOT** permitted. Please label your camper's clothing.

Campers in grades **K-3** will receive **3** blue camp shirts and **MUST** wear their shirts **each day**. Campers in Grades **4-7** will receive **1** blue camp shirt and Must wear their shirts on the **First day of camp**.

PERSONAL BELONGINGS

We ask that parents do not allow their children to bring their own personal belongings to camp (i.e. i-Pods, cell phones, toys, trading cards, electronic games, etc.). We cannot be responsible for their safekeeping and it sometimes causes friction within the groups.

SUNSCREEN/INSECT REPELLENT

We suggest you liberally apply sunscreen and insect repellent to your child/ren each morning, as well as, send sunscreen with your child/ren to Camp. Counselors will be asked to remind their Campers to apply these products throughout the day. Many products, make a combined sunscreen/insect repellent that may make it more convenient than sending individual bottles.

COUNSELORS ARE NOT PERMITTED, TO APPLY SUNSCREEN AND/OR BUG REPELLENT TO YOUR CHILD/REN

COMMUNICATION

Email and text notifications will be sent to the email account used to register your child for camp. If you are having trouble with emails please check your accounts that you elected to receive notifications. Any questions with your account or email please call the Recreation Office at **914-232-8442** we would be happy to answer any questions.

NOTES FROM HOME

For the safety of your camper, written parental permission (note) must be sent for the following:

- If your camper is to leave camp with a friend, neighbor, relative, or someone other than his or her usual ride. If your child's counselor does not receive a note, your child will not be released.

Please arrange a plan in advance for early dismissal due to inclement weather. We will need to know who we can and cannot release your child to. Only parent guardians listed on registration and any additional people listed as authorized pickups will be approved to pick up your child.

DISCIPLINE POLICY

The purpose of our camp is to have fun in a safe environment. We expect all campers to be respectful to the staff and their peers at all times. Any child whose behavior disrupts the normal flow of their groups' daily program will be subject to disciplinary actions. Counselors will try to reinforce good, positive behavior in all the children.

Discipline problems will be noted in the Director Behavior logbook and handled on a case-by-case basis. It is the policy of this camp that staff members will work as a team to develop an appropriate plan to help campers who are exhibiting poor or antisocial behavior. If the problem continues to exist, the camper will be sent to the office, parents may be called and or the child may be sent home.

In the event of severe or ongoing disciplinary problems, parents will be contacted. Somers Day Camp reserve the right to suspend or dismiss your child from the camp program without a refund due to extensive disciplinary problems.

PLEASE NOTE: we reserve the right to ask campers to leave depending of the severity of the actions

ILLNESS/INJURY

In the event that a child becomes ill or injured during the Camp day, they will be escorted to the First Aid Station where the severity of the situation will be assessed. If the situation warrants, you will be contacted. If you are not available, the emergency contact person on your registration form will be called. A Camp staff person will discuss the severity of the problem with you, and will make a recommendation as to whether your child should be picked up. All trips to the First Aid Station will be recorded in the Camp logbook.

Please keep your child home if they:

- Have a fever (100 or higher) or have had a fever within the past 24 hours
- Are coughing frequently
- Have a bad cold/runny nose
- Vomited within the last 24 hours
- If they just don't feel/look right

If your child has been diagnosed with a contagious illness (i.e. COVID-19, strep, pink-eye, etc), please call the camp phone 914-482-3518 as soon as possible to let us know!

MEDICAL FORMS

If your child is required to take any type of medication during camp hours, a Medical Permission Form **MUST** be filled out by the **parent and physician**, and handed in with the medication the first day your child attends camp. Medication will be kept in the camp office or in your child's bag, and our staff will oversee and supervise the child in self-administering their own medication. By law, camp personnel cannot dispense medication to the child unless they are a NYS licensed physician, nurse practitioner, physician assistant or registered nurse.

Written permission can be given by both the physician and parent to allow the camper to carry medication that is needed for emergency purposes (i.e.; EpiPen; asthma inhaler).

All medication must be in their original container and labeled correctly.

ALLERGIES

The Town of Somers cannot guarantee an absolute allergen-free environment. However, it is our policy and goal to create a peanut/nut-awareness camp. We ask for your cooperation in working towards this goal.

It is important that children with risk of anaphylaxis or an anaphylactic reaction to any substance (food, insect bites, and drugs etc.) be identified. We encourage families of campers with life threatening or serious food allergies to meet with directors during the start of camp. We have the following guidelines in effect:

- We will not do any craft projects that include peanuts.
- We will keep a box of wipes in the office. If a camper eats peanut butter for lunch he or she will be asked to wash their hands of the oils.
- If your child eats peanut products for breakfast we would greatly appreciate your making them wash their hands with soap and water before leaving for camp.
- Camp will provide a separate lunch table at the parent's request, when child has been identified with a nut allergy.
- We do not encourage homemade birthday treats or special snacks. If you wish to celebrate at camp please discuss with the director before the event.

Throughout the course of the summer if you have any questions or concern about food allergy related issues, please call the camp phone **914-482-3518** to speak with camp staff.

EMERGENCY EVACUATION

In the event of an emergency that requires evacuation of the Day Camp grounds at Reis Park

- Roll call of each group will be taken by the group Counselor.
- Staff and Campers will exit the Park and surrounding areas and proceed to Primrose School, approximately ¼ mile from Reis Park on a separate campus.
- Roll call will again be taken at the meeting place.
- Emergency personnel, appropriate to the emergency, will be notified (fire, police, etc.)
- Parents will be notified by email and/or text message that children should be picked up, as soon as possible, at Primrose School.
- No child will be dismissed until signed out by a parent or guardian.

The local radio/news Station will be monitored to determine when it is safe to return to the campgrounds.

REMINDERS

- Children **MUST WEAR SNEAKERS** so they can fully participate in all camp activities and to reduce the risk of possible injury.
- Please pack **EXTRA WATER AND COLD DRINK DAILY**.

We wish you the very best for a safe, healthy and enjoyable experience with our day camp program. We take pride in our facilities and staff, and rely heavily on input from parents to be sure we are delivering the best program possible. Please feel free to share feedback or concerns at any time. Please don't wait for the end of the season to inform us of something that can be rectified at the time. Be assured that we recognize that there are sometimes issues between children, which are delicate, and require attention and sensitivity. We are dedicated to making camp enjoyable for **EVERY** child, and will be happy to listen to your concerns.

Have a wonderful summer!

COVID-19 POLICIES FOR CAMP

- Children will be grouped in group sizes from 12 – 15 campers with as many as two counselors. They will not be able to cross paths or interact with anyone outside their groups while at camp.
- Group requests cannot be accommodated.
 - Groups will be made according to the camper's grade entering in the fall and by gender. There may be times we need to mix grades and gender because of group size allowances.
- Arrival and dismissal times will be
 - (Arrival: 8:30 - 9:00am, Dismissal: 2:30 – 3:00pm)
- There will be no field trips.
- Camp will be cancelled on inclement weather days.
- A Covid-19 waiver/agreement will be required at the time of registration.
- Parents will need to agree **not** to send their child to camp while sick or experiencing any Covid-19 or Multisystem Inflammatory Syndrome (MIS-C) symptoms.
- A daily wellness check will be done every day for campers and counselors. For campers, staff will fill out a form each day and will check campers temperature when arriving at camp.
- Campers will be required to sanitize their hands after each activity.
- Campers will be required to sanitize their hands before eating.
- Campers will be required to wear a face covering throughout the day (exceptions are when eating lunch and participating in an athletic event).
- Supplies will be separated per group or individual (bagged sports supplies per group; art supplies, etc.).
 - When supplies will be shared between groups, all supplies will be sanitized before and after use.
- All staff members will be wearing face coverings at all times.
- Campers will be required to bring their own water for the entire day.
- If you need to pick your child up before regular dismissal, arrangements will need to be made with the camp director



Rain-day Procedure



There are **three scenarios** in which rain can affect our outside fun-filled day at camp:

1. CAMP IS CANCELLED

When there is rain in the early morning and/or the forecast predicts rain will most likely continue, we will cancel camp for the day. Camp could also be cancelled due to severe weather disturbances in the area. There is no camp make up days.

2. CAMP HAS A DELAYED START

If it is raining in the morning but expected to stop before 11:00am we will delay the start of camp. Delayed start can be one or two hours.

3. CAMP ENDS EARLY

When, at any time during the day, there is a sudden, unexpected rain/storm, or a prediction of bad weather we will cancel camp for the remainder of the day. We ask parents to pick up their campers as soon as possible.

NOTIFICATION OF RAIN DAYS

- **E-mail alert** will be sent by 8:00am to the household registered e-mail addresses
- **Call the Recreation Hotline at 914-232-8441 EXT 4** for our weather announcement

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

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SOMERS DAY CAMP RELEASE AUTHORIZATION

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

✂-----

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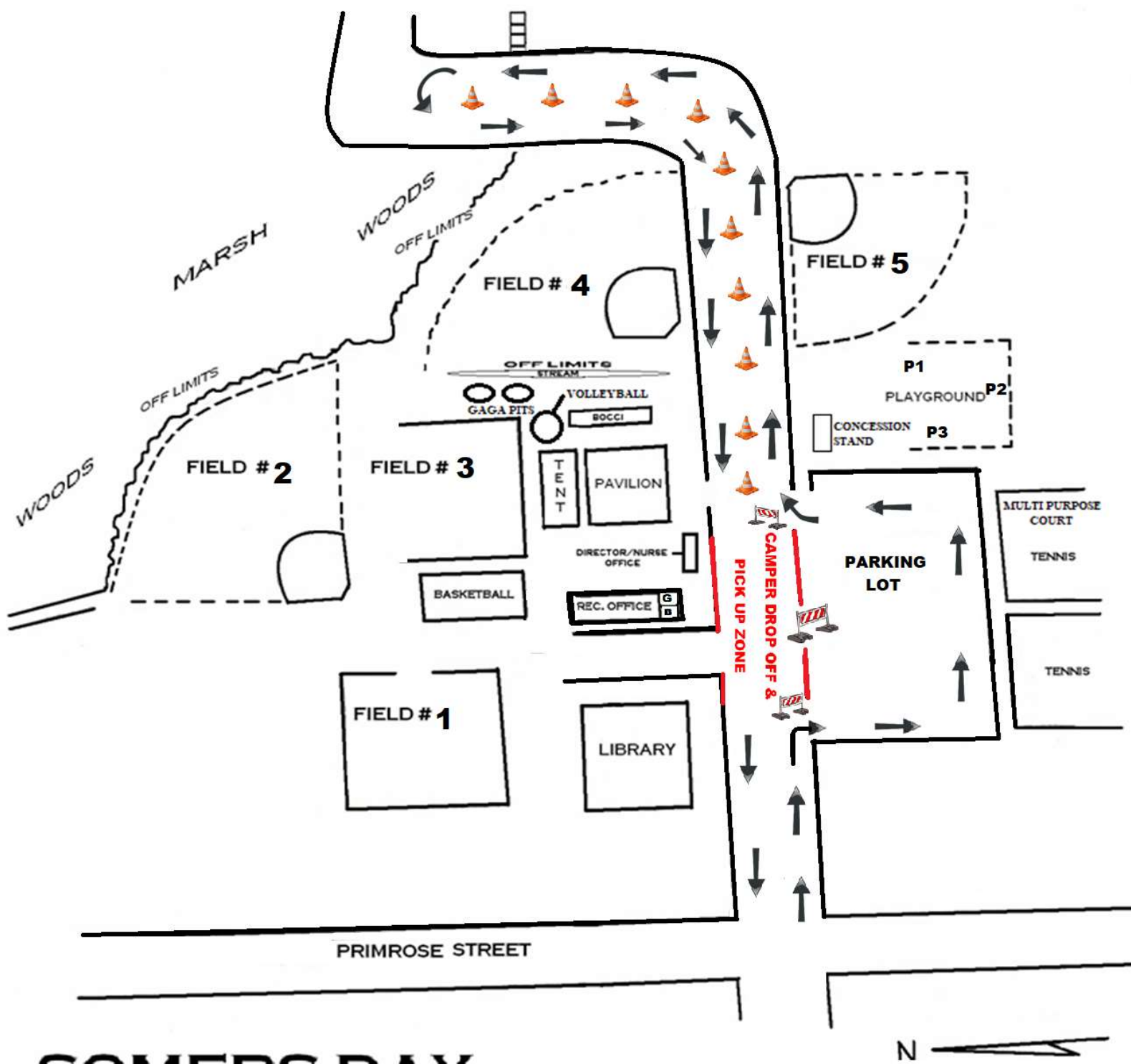
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SOMERS DAY CAMP REIS PARK MAP