SOMERS PARKS & RECREATION

DAY CAMP

2023
Parent Handbook

Parent Orientation & T-Shirt Pick up

Wednesday, June 7
7:00 p.m.
Reis Park Pavilion

Somers Department of Parks & Recreation
P.O. Box 46
Somers, NY 10589
(914) 232-8441
www.somersny.com
parks@somersny.com

Andrew Johnson
Assistant Superintendent

Dear Parents:

We would like to welcome you and your children to the 2023 Somers Day Camp season. We are committed to providing a quality program for our residents and dedicated to making your children's Camp experience a safe, rewarding and enjoyable one.

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

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

Sincerely,

Andrew Johnson
Assistant Superintendent

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Guidelines	To run our Camp, we must obtain a permit to operate from the State of New York and the Westchester County Health Department. Per their regulations, we must have one staff member per 200 Campers certified in American Red Cross RTE (Responding to Emergencies) First Aid and one staff member per 200 Campers certified in CPR. We must maintain a ratio of one (1) staff member to twelve (12) children for on-site activities and one (1) staff member to ten (10) children for off-site activities. All staff must be at least 16 years of age prior to the beginning of Camp to be employed and must attend an extensive orientation and training program. The Camp is inspected twice seasonally by the Health Department. Inspection reports and written Camp safety, medical and fire safety plans are required to be kept on file. The Town of Somers, Department of Parks and Recreation Summer Day Camp meets or exceeds these requirements. **DIRECTOR:** Farah Cleary **CAMP PHONE #** 914-482-3518 – begining 6/26
Dates, Times & Locations	Camp will be held at Reis Park, Monday, June 26 through Friday, August 4, 8:30 a.m. to 2:30 p.m. The Director's Office and First Aid Station will be located in a trailer between the Recreation Office and the pavilion. In the event of inclement weather, Camp will be held at Somers Intermediate School. *Please see page 11 for Rain site information.* **Camp will not be held on Monday, July 3rd & Tuesday July 4th.**
Communication	Notifications will be sent to the email account used to register your child. If you are having trouble with emails, please call the Recreation Office 914-232-8442 for help. *To receive **text alerts** for notices, please include your cell phone provider in your account contact info.*
Weather	If it is raining and/or thundering and lightning in the morning prior to the start of Camp, there will be an email & text message sent out by 7:30 a.m. stating the Camp location for the day. There will also be a message on the Recreation Office Main number at 232-8442 after 7:30 a.m. Once we have started Camp at one Camp site, we cannot move Campers to another site. In other words, if we start the day at Somers Intermediate School because of rain during the day, dismissal **will be at** Somers Intermediate School even if the weather clears. In the event of severe weather during the Camp day at Reis Park, we will seek shelter until the storm passes. You may wish to pick your child/ren up prior to dismissal time if there are signs, warnings and news reports of an approaching storm, or in the event of prolonged rain during the Camp day.
Emergency Evacuation	In the event of an emergency that requires evacuation of the Day Camp grounds at Reis Park or the rain site at Somers Intermediate School, the following procedure will be enforced: • 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 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.

Camp Groups	Campers will be divided into groups according to the grade they will be entering in September 2023. Kindergarten groups will be co-ed; all other groups will be divided by gender. *In the event that there are not enough children in one grade to form a group, grades may be combined.*
Drop off	Morning drop off is between 8:30 and 9:00 a.m. Parents and campers are to remain in their cars and follow flow diagram & camp map on page 10. Children will be helped out of your car by Camp Administrative Staff and escorted by Counselors to their assigned group location. You do not need to call in if your child/ren are sick or will not be attending camp that day. If your child/ren are going to miss consecutive days of Camp, please let Camp Staff know. **Children who arrive later than *9:15 a.m.*** For the Safety of your camper, a parent/guardian must park and escort campers from the parking lot to the Director's Office. To maintain order and a secure atmosphere, we request that you leave the campgrounds after dropping your children off. If there are extenuating circumstances, we should be aware of, please notify Administrative Staff at drop off to setup a time to talk to the Camp Director.
Pick Up	Afternoon pick-up is between 2:30 and 3:00 p.m. Children must be signed out before they are released. **Identification will be required!** We will ONLY release your child/ren to your listed Parent/Guardian 1, Parent/Guardian 2 or anyone you have listed as AUTHORIZED PICKUP's when you registered online. If someone from your AUTHORIZED PICKUP will be picking your child up, please send in a note when you drop off that morning or please call the **Camp Phone (914) 482-3518** so our staff is aware. **If** additional people will pick up your children, please send a permission slip (see page 12) on that day. **Parents are expected to be at the Campsite promptly at dismissal time.** We realize that sometimes there are unforeseen circumstances, if you are running late, please call the **Camp Phone (914) 482-3518** to let our staff know the situation. However, repeated lateness will **not** be tolerated. If repeated lateness occurs, then you must enroll your child/ren in the Extended Day Program
Early Dismissal	**Early pick-up will be held at 12:00 noon ONLY** Parent's will need to park and sign out their children from the Directors Office. Please send a permission slip (see page 13) on that day. If someone other than yourself will be picking up your child/ren, please send a permission slip (see page 12) on that day. If you forget to send in a note, please call the **Camp Phone (914) 482-3518** so our staff is aware. Children must be signed out before they are released by Camp Staff.
Extended Day Program	This program is an extension of the Camp day and is designed to aid the working parent who needs additional care for their children after the Camp day ends. These hours are available for an additional fee. After Camp 3:00-6:00 PM: $250.00. This fee is for the entire six weeks. Day-to-day fees are not available. **Registration for these programs will not be accepted after June 9th.** The **Extended Day Program**, **June 26 – August 3**, from 3:00 to 6:00 p.m., Monday through Friday, at Reis Park. **There will be NO Extended Day Program on August 4, the last day of Camp.** Children may be picked up at the pavilion any time during these hours. They do not have to remain until 6:00 p.m.

Extended Day Program Cont.	Parents will need to park and sign out your child up from the pavilion. * Administrative staff and Counselors will supervise this semi-structured program. ***Late pick-ups will not be tolerated!*** ***There is no supervision after 6:00 p.m.*** ***If repeated lateness occurs, your child will be withdrawn from the Extended Day Program.***
Clothing	**PLEASE NOTE: Anything that is sent to Camp should have your children's full name and group # printed on the inside.** A Lost & Found box will be located in the Director's office. If your child is missing an item, please check there on a regular basis. **The box will be cleaned out each week.** **Campers in grades K-3rd *MUST* wear their blue Camp T-shirt each day.** **Campers in grades 4th -8th must wear their blue Camp T-shirt on the first day of Camp and on all trips.** 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. All Campers should bring a bathing suit and towel daily. To avoid having your child to change during the camp day, your child can come to camp in their bathing suits.
Personal Belongings	We request that you **not** allow your children to bring personal belongings to Camp. (i.e., toys, books, **cell phones,** electronic games, trading card sets, etc.) unless requested by Camp staff to do so. We cannot be responsible for their safe keeping on a day-to-day basis. If your child loses an item, please check the lost and found box located in the Camp Office. The use of **cell phones by campers is prohibited during camp hours**. The Camp phone used by the Director is to be used for all phone calls. If your child brings a cell phone for use after camp hours, Division Heads will ask the campers each morning to hand in their cell phones and he/she will lock them in the camp trailer until the end of that day. If your child is caught with a cell phone, or using it inappropriately the Director will hold it until a parent arrives to pick the child up. **Repeated offenses will result in loss of trip/special event privileges or dismissal from camp**.
Sun Screen/ Insect Repellent	We suggest you liberally apply sunscreen and/or 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.**
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.

Illness Cont.	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. strep, pink-eye, impetigo, COVID, etc), please call the camp phone 914-482-3518 as soon as possible to let us know!
Medications	Children are NOT allowed to bring ANY medications to camp. This includes common over-the-counter medications. If your child is required to take **ANY** type of medication during camp hours or has an allergy that requires any medication, a **Medical Authorization Form** MUST be filled out by the parent and physician, and brought in to the **Recreation Office for approval before the start of 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 internal 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.; epi pen; asthma inhaler). **All medication must be in their original container and labeled correctly.** PLEASE NOTE: • Any Camper needing to take/have medication during the camp day must submit Permission for Medication Forms. • Please use the Town of Somers Medical Forms. *School forms are not valid.* • There are **two forms-** one for medication and one for Epi Pen/ Inhalers. Permission needed for OTC medications that are prescribed by physician (ex Benadryl). Please fill out the appropriate form. • Please remember that all medication must be **current** and in its **original package or prescription bottle.** Please be sure to bring all medications and completed form into the **Recreation Office** starting the **6/1-6/23 BEFORE CAMP,** between the hours of 8:00 a.m. and 3:30 p.m. **Campers WILL be held out of camp until the proper medical forms are on file.** • All Medicine should be brought in Ziploc bag in its original container, with child's name and picture. If your child is to carry his/her own medication, please make sure it is clearly labeled and easily accessible. • Medication **should** be picked up on the campers last day of camp. After camp ends all medications can be picked up at the Recreation Department.
Allergies	Please be advised, our camp will be "**NUT FREE**". Item's containing PEANUTS and TREE NUTS (Almond, Walnut, Pecan, Pistachio, Cashew, Hazelnut, Brazil nut, Macadamia nut, etc), and SESAME will be prohibited at camp. We are asking for your cooperation, because **a life-threatening allergic reaction can result from either ingestion or contact with the food allergen.** We ask that you do your best to help us minimize any risk to these children. Please review the foods that you send for lunch and avoid sending any food with tree nuts and peanuts or foods that may contain nuts products. It is important to read labels. If your child comes to camp with one of these products, parents will be contacted and will have to return to camp to exchange out these items.

Allergies Continued

We have the following guidelines in effect:

• We will not do any craft projects that include peanuts

• We do not encourage homemade birthday treats or special snacks. If you wish to celebrate at camp, please call the Camp Phone to 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 do not hesitate to ask the staff.

Lunch & Drink

All Campers should bring a lunch, drink(s) and snack daily. Although water will be available, it is recommended that you send **additional drinks** with your child/ren so they will have personal cold drinks during the day. There is no refrigeration at Camp. Therefore, insulated lunch bags or small personal coolers with freezer (ice) packs should be used. To ensure a cold drink, you may want to freeze your child's drink (juice box/s) overnight and allow to thaw during the day. All Campers will be reminded by their Counselors to drink plenty of fluids throughout the day.

Please DO NOT send any glass containers.

Lunch Schedule:

K-2nd Grade,	11:30 a.m. – 12 noon
Grades 3-5,	12:00 noon – 12:30 p.m.
Grades 6-8,	12:30 – 1:00 p.m.

***Please note**: times are subject to change due to trips & special events.*

Food, drinks and ice cream will be available for purchase each morning for your children from the concession stand.

Detailed information will be sent out as soon as possible.

Behavior

Day Camp is for the enjoyment of all its Campers. We expect all Campers to be respectful to the Staff and their peers at all times.

Any camper whose acts disrupt the normal flow of the group's daily program, and any excessive "horseplay", loudness, unruly or abusive language, throwing of food, any physical or emotional abuse, such as hitting, punching, biting, taunting or verbal attacking will be subject to disciplinary action.

Campers must be aware that any action not regarded as positive in nature within the guidelines and policies of this program is subject to disciplinary action and/or dismissal from further participation in the program with NO REFUND OF FEES PAID.

Disciplinary problems will be noted in the Director's logbook and parent/s will be contacted. Each situation will be handled on a case-by-case basis. Somers Day Camp reserves the right to suspend and/or dismiss any child from the Camp program due to disciplinary problems.

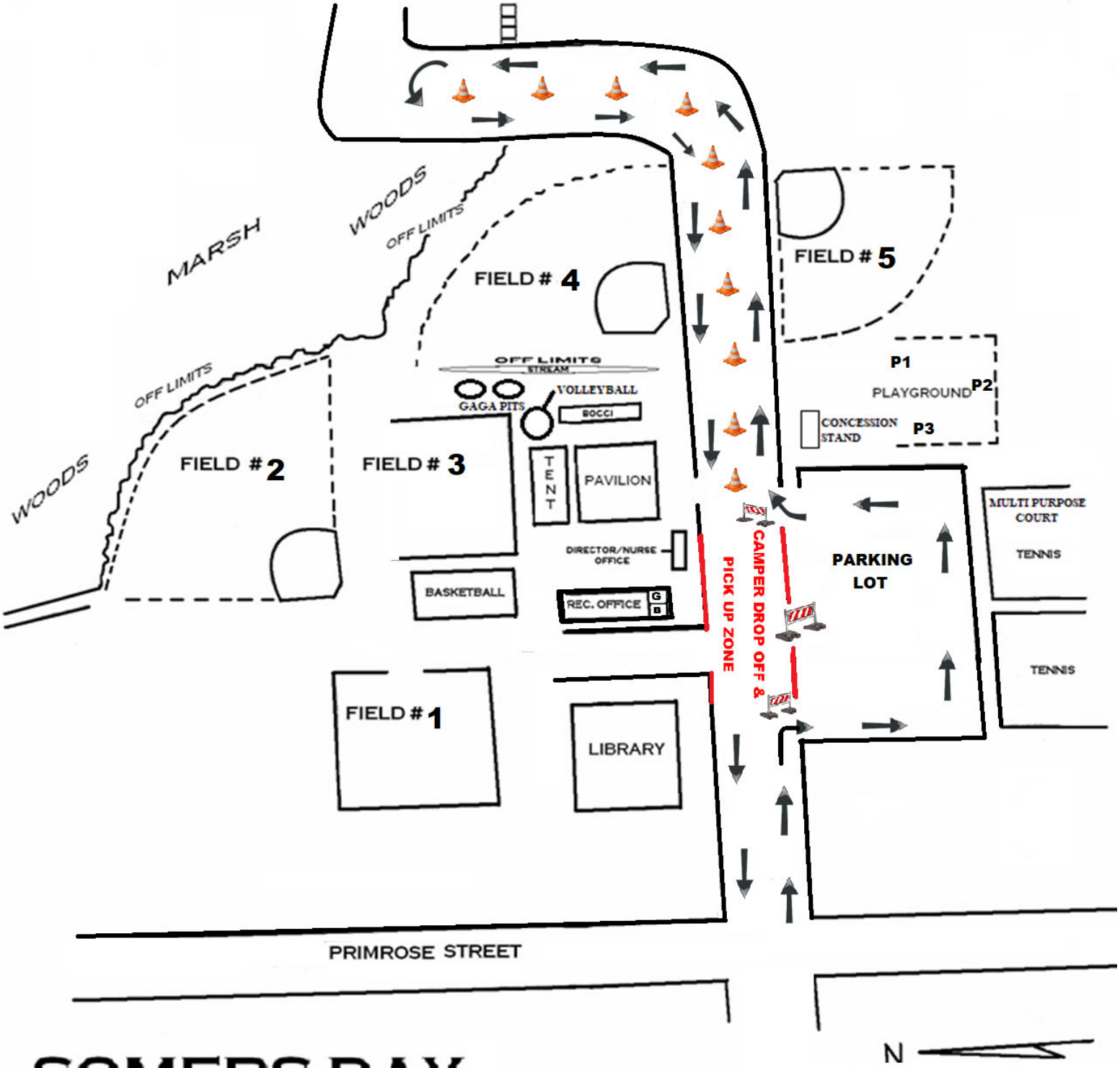
Anyone suspended or dismissed will **forfeit all funds paid.**

All special events and trips are a privilege. Somers Day Camp reserves the right to not allow a Camper to participate in these activities due to disciplinary problems.

We fully expect things to break and/or wear out under normal use during the course of the Camp season. These items will be replaced as soon as possible. However, intentional vandalism or damage to Camp/School property or equipment by Campers will not be tolerated and immediate recourse will be taken, including repair and/or restitution.

Activities	Activities will be held on the lower fields in Reis Park. The library, basketball courts, gaga pits, tennis courts, and playground will also be used. Groups will follow a daily schedule including age-appropriate arts and crafts, sports and various games. To avoid the heat, high impact activities will be planned for the morning; low impact activities will be held in the afternoon.
Special Events	Groups will be combined by grade for special events Special events include our **on-site** Waterslide, Field Day, visits by various entertainers, education-oriented presenters, and trips to the library. Please see our Activity Calendar for more information. Special events will supersede daily scheduled activities.
Trips	**Trips will be available for grades 5-8th ONLY for an additional fee.** **CAMPERS MUST WEAR THEIR CAMP T-SHIRT TO BE PERMITTED TO ATTEND ANY TRIP.** ***Anyone who does not wear their shirt will not be allowed to leave the Camp grounds.*** Most trips will leave the Camp grounds at approximately 9:30 a.m. Therefore, anyone who is late will automatically not be allowed to participate in the trip. All trip fees will include admission and transportation. Trips that require to bring a bag lunch will be noted. You may want to send spending money with your child/ren on these days. It is up to you to advise them of what they may or may not spend it on. Please do not send large amounts of money since we will not hold it and will not be held responsible for it. The children who do not attend a trip may be combined with other groups and will have a regularly scheduled day at the Camp site.
Trip Registration	Registration for all trips will be **ONLINE ONLY!** Registration begins **May 3rd** at 10:00AM at www.somersny.com. (click on Parks & Rec. , Program Registration Site and click on the tab Day Camp Trips) and will continue until all spaces are filled or until **June 30th.** TRIP REGISTRATION IS ON A FIRST COME FIRST SERVE BASIS. We will need a minimum of 40 registrants to run any trip and we will take a maximum of 46 registrants per school bus. All buses will arrive and leave Reis Park unless we are at our rain site that day.
Trip Refunds	**REFUNDS WILL BE AUTHORIZED ONLY IF THE TRIP IS CANCELLED BY THE RECREATION DEPARTMENT.**

Rain Site Information	CAMP ADDRESS: **Somers Intermediate School**, 240 Route 202, Somers CAMP PHONE #: 914-482-3518
Dates & Times	If it is raining and/or thundering and lightning in the morning prior to the start of Camp, parents will receive an email or text. can call after 7:30 a.m. A message will notify you of the campsite for the day. Camp will be held at Somers Intermediate School only in the event of or threat of rain forecast during our scheduled camp day, between 9:00 a.m.-3:00 p.m. Please do not report to the Intermediate School unless notified to do so.
Drop off & Pick up	Morning drop off is between 8:30 – 9: 15 a.m. Outside the Intermediate school front entrance. *Please follow the flow diagram &* **rain site map on page 11**. This is similar to the school practiced parent drop off and pickup during the school year at SIS. We will only be using the entrance by the cafeteria. All other entrances are off limits. **Please do not use the parking lot between the Intermediate and Middle Schools.** Children will be met by their Counselors who will take attendance. Children who arrive later than 9:15 a.m. must report to the Director's Station. Please see page 9. Afternoon pick up is between 2:30 and 3:00 p.m. *Please follow the flow diagram &* **rain site map on page 11**. Pickup will only be outside the cafeteria entrance. All other entrances are off limits. **Please do not use the parking lot between the Intermediate and Middle Schools.** Children must be signed out before they are released from camp. Parents are expected to be at the campsite promptly at dismissal time.
Early Dismissal	Early pick-up will be held at 12:00 noon ONLY *Please follow the flow diagram &* rain site map on page 11. Please send a permission slip (see page 13) on that day or call the Camp Phone ahead of time. If someone other than yourself will be picking up your child/ren, please send a permission slip (see page 12) on that day. Children must be signed out before they are released by Camp Staff.
Extended Day Program	Children may be picked up at the Cafeteria any time between 3:00 and 6:00 p.m. Parents will need to park between SIS and SMS and sign out your child up from the SIS cafeteria.
Lunch & Drinks	Lunch should be packed the same way as for Camp at the park.
Activities	The daily schedule will be followed as closely as possible with modified activities.
Special Events	Due to space constraints, most special events will be rescheduled.
Trips	Trips to indoor facilities will be held. All trips will leave from and return to the parking lot between SIS and SMS.

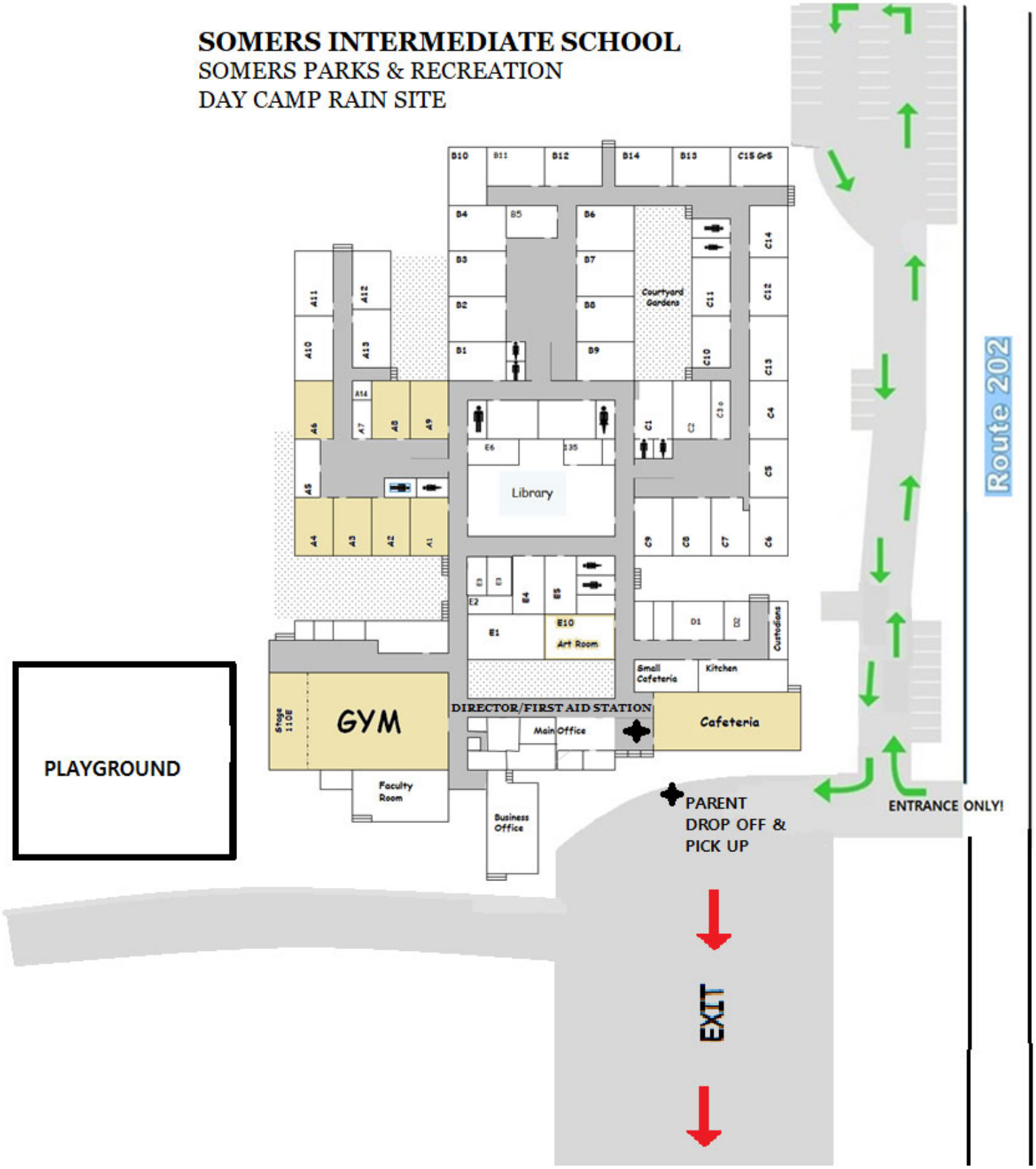


SOMERS DAY CAMP REIS PARK MAP

SOMERS INTERMEDIATE SCHOOL

SOMERS PARKS & RECREATION

DAY CAMP RAIN SITE



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

✂- -

SOMERS DAY CAMP RELEASE AUTHORIZATION

I ____________________________ give______________________________ permission to pick

up my child_____________________________ in group __________________

today's day/date_________________________ Signature_______________________________

✂- -

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I ____________________________ give______________________________ permission to pick

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SOMERS DAY CAMP RELEASE AUTHORIZATION

I ____________________________ give______________________________ permission to pick

up my child_____________________________ in group __________________

today's day/date_________________________ Signature_______________________________

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

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SOMERS DAY CAMP RELEASE AUTHORIZATION

I will be picking up my child__________________________ in group_________________

at 12 noon today day/date____________________ Signature________________________

✂- -

SOMERS DAY CAMP RELEASE AUTHORIZATION

I will be picking up my child__________________________ in group_________________

at 12 noon today day/date____________________ Signature________________________

✂- -

SOMERS DAY CAMP RELEASE AUTHORIZATION

I will be picking up my child__________________________ in group_________________

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SOMERS DAY CAMP RELEASE AUTHORIZATION

I will be picking up my child__________________________ in group_________________

at 12 noon today day/date____________________ Signature________________________

✂- -

SOMERS DAY CAMP RELEASE AUTHORIZATION

I will be picking up my child__________________________ in group_________________

at 12 noon today day/date____________________ Signature________________________