

Town of Halfmoon Recreation Department
2 Halfmoon Town Plaza
Halfmoon, NY 12065



Halfmoon Summer Recreation
Brochure / Parent Handbook

Resident Registration Dates

April 22nd – May 6th ONLINE ONLY

In office registration will begin May 6th by appointment only

Registration is not finalized until we receive ALL the following:

- ✓ 2 proofs of residency (License, Tax bill, Utility bill, etc.)
 - ✓ Completed registration form.
- ✓ Current immunization records (new copy required every year)
 - ✓ Payment in Full

Welcome!

We hope the information in this booklet answers your questions about our program and allows you to help us to work together in providing a fun and safe summer for your child. Halfmoon's Summer Program is to benefit all the youths of Halfmoon. Our plan is laid out to best accommodate campers who are in regular attendance.

Please be aware that schedules, activities, and locations may vary daily to accommodate the logistics of our daily program. Open communication between the staff, children and parents is necessary for a program to run positively and effectively. Please do not hesitate to bring any concerns to our attention.

Also, you must sign the "Brochure / Parent Handbook Signature" page in our Registration Form. This certifies that you have read, acknowledged, and understood all information provided to you and that you have relayed this information to your child.

Thank you,
Jim Hayes
Recreation Director
518-371-7410 x2274

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Reminders

- The Summer Full Day Program will be available for youths entering 1st grade to entering 8th grade. The site will be broken down 1st-3rd at the Clubhouse (Town Park) and 4th-8th at the Pavilion (Town Municipal Center).
- Please carefully read over the registration form, as policies have been added and changed.

Deadlines

<u>Event/Form:</u>	<u>Due Date:</u>
Last Day to Register for Summer Camp	June 21 st
Last day to withdraw from Wrap Around	June 28 th
Last day to withdraw from program	July 5 th

Summer Programs

Full Day Camp

All sites offer activities including sports, arts n' crafts, special activities/visitors, as well as other recreational, social, and educational experiences. To participate in the full day program children must have completed Kindergarten and be at least 5 years old.

Days and Times: Monday - Friday, 9am - 3pm, June 26th - August 4th, closed Tuesday, July 4th

<u>Site Name</u>	<u>Grades (entering in the Fall)</u>	<u>Location</u>
Clubhouse	1 st -3 rd	162 Rte. 236 (Town Park)
Pavilion	4 th -8 th	2 Halfmoon Town Plaza (Town Hall Complex)

Wrap-Around Program

The Before and After Care Programs are located at the Clubhouse. These programs are limited to 75 campers who are enrolled in the full day program (kids entering 1st through 8th grade) and on a first come, first served basis. The AM program runs from 7am-9am and the PM program from 3pm-6pm. Additional fees apply.

Transportation: Parents must provide transportation for this program. At no time should a child be brought to camp before 7am or picked up after 6pm. Repeat offenders may be removed from this program at the discretion of the Director.

Full Day Program (One-time fee paid at the time of registration)

1st child: \$450.00 Each additional child: \$400.00

Wrap Around Program (6-week fee)

AM Wrap: \$175.00 PM Wrap: \$225.00

Payment Methods:

Payment forms: cash, check, credit card (**Master Card, Discover & Visa carry a 3% convenience fee**).

Payment in full at the time of registration:

- Registration Fee
- Wrap Around

All checks can be made payable to: Town of Halfmoon

Return Check Fee: A \$20 fee will be added on all returned checks. Returned checks must be paid for within one week. Cash or money order must be used when paying for the returned check and must include the original amount of the check and the \$20 returned check fees. If a check is returned, **ALL** future payments **MUST** be in cash or by money order.

Registration Information

IMPORTANT: Children are registered and separated by GRADE level. For the safety of the children, organization of our Program and reliability of our staff, a child **MUST REMAIN IN HIS/HER GROUP ALL SUMMER LONG**. At the time of registration, make sure that the "Grade entering in the Fall" column is correct. Take into consideration your child's peers and grade level. **All changes after you are registered must be submitted in writing (no fax or e-mails) before June 21st**. If a parent mistakenly signs their child up in the wrong group and June 21st has passed, the parent must reregister their child.

Resident Registration Dates

April 22nd – May 3rd ONLINE ONLY

In office registration will begin May 6th by appointment only

To register RESIDENTS, need:

- Proof of residency: Utility bill (i.e.: electric) with your name and address & Picture ID (driver's license or passport)
- To have read and understood this handbook.
- **IMMUNIZATION RECORDS:** Due to Department of Health regulations, **everyone must** submit new immunization records every year. Records can be obtained through your primary physician or school nurse. The record must include the child's

name. Even if your child has attended camp in previous years, a new copy must be provided for our records. **NO** child will be allowed to register for camp without new immunization records.

- A completed registration forms.
- Payment forms: cash, check, credit card (Master card, Discover & Visa carries a 3% convenience fee).

Recreation Policies

Refund Policy:

- Registration refund requests must be submitted in writing and received in our office BY **July 5th Requests** received AFTER the deadlines WILL NOT BE HONORED.
- Wrap around refund requests must be submitted in writing and received in our office BY **June 28th**. Requests received AFTER the deadlines WILL NOT BE HONORED.

Payment Policy

Wrap Around Payment: If I do not submit a written withdraw request from the program by the end of day on **June 28th**. I am responsible for paying any remaining balance. Each participant must pay for all 6 weeks of Wrap Around regardless of usage.

Lunch Policy

Children may bring lunch from home or purchase daily from site. **NO GLASS BOTTLES**. Remember, refrigeration is not available. Purchase of lunch and drinks are optional, choices available are pizza, chicken fingers with fries, turkey sub with chips. Lunch is ordered promptly at 9:30am. Therefore, children ARRIVING AFTER 9:30am **MUST** bring lunch. Please provide the exact amount only, no change will be given. Payments must be made in cash; no checks will be accepted.

Electronics Policy

We DO NOT allow campers to bring game systems, cell phones etc. to camp. Any of these devices found will be confiscated, held by the Site Director, and given back to the child as he / she leaves the site. There will be no cell phone use during the day. If a camper needs to call a parent, they may do so at the site office. Children may use site phones for emergencies only. Lost or stolen items are not the Town of Halfmoon's responsibility. No special accommodation will be made to find or reunite these items with their owner.

Inclement Weather Policy

Our on-site activities occur daily, rain or shine. During rainy days, the children play indoor games, do arts & crafts, and watch movies.

Behavior "Three Strikes You're Out" Policy

- 1) **Warning:** Staff separates children from groups and rules / policies are reinforced. Considered a WARNING; child sits in the office; a call to parent is made.
- 2) **Strike One:** Staff fills out Referral Form, calls the parent, and the child is removed from camp for one day.
- 3) **Strike Two:** Staff fills out Referral Form, calls the parent, and the child is removed from camp for one week.
- 4) **Strike Three:** Staff fills out Referral Form, calls the parent, and the child is removed for the remainder of the program.

Depending on the severity of the inappropriate behavior, one or all the above steps may be skipped. A child may be removed immediately without warning or referral at the Director's discretion (records are kept). Any staff member can give referrals. If a parent is unable to pick up a child due to his / her referral, they will remain in the office until their ride is available. If your child is dismissed from camp, all program fees will be forfeited.

Rules & Responsibilities

Please prepare your child for camp. Explain all rules and regulations to him / her. Talk with your child about wanting or not wanting to spend his / her summer with us. Please make us aware of any problems that your child may be experiencing at Day Camp. Parents must guide their child(ren) to display appropriate, acceptable behavior. Children must be prepared to be accountable for their actions. Parents should know and understand the rules their children are expected to follow and be aware of the consequences of any violations.

Please talk with your child about responsibility and safety:

- For actions and language toward staff and other campers

- For belongings; all clothing, uniforms, towels, etc. (LABEL)
- For money, do not send campers with lunch or spending money in hand, it will NOT last long. Please plan; waist pouch, money pouch or backpack are recommended.
- For respect of the building / facility they are in.

Please realize that your child is at Recreation Day Camp, and everything is open to view / hands of all campers. There are no separate rooms or lockers to keep money, toys, clothing, etc. Halfmoon Recreation is not responsible for lost, stolen or damaged items. Do NOT send any non-essential items to camp (toys/ electronics/ etc.)

ANY DAMAGE / VANDALISM CHARGES AT A SITE, ON A BUS, OR AT A FIELD TRIP WILL BE PAID BY THE PARENT.

Appropriate Behaviors

- Non-aggressive actions
- Respectful of others, staff, and equipment
- Uses appropriate language.
- Active listening and observation of all rules/ directions

What To Bring / Wear

Please bring / wear clothing appropriate for the activity or trip. Swimsuits, towels, sun protection, tote bags should all be LABELED & brought no matter what kind of weather. Due to the nature of the activities, we request that your child **WEAR SNEAKERS DAILY. DO NOT** send your child in flip-flops or sandals, as they will not be able to participate in the activities of summer camp. Money given to a child will be his / her responsibility.

Health & Safety

Illness

Your child's health is very important to us. For the health & safety of the children, a child must be fever free when coming to the program. If your child becomes ill and you are called to pick him/her up, you will be expected to pick him/her up within approximately 1 hour. It is important that you let us know if your child has been exposed to a contagious disease such as measles, chicken pox, rubella, mumps, conjunctivitis, skin infections, or head lice, so other parents can be notified. Any child with a contagious infection will be excluded from the program. Please note that a communicable disease may begin with symptoms of a mild cold, tiredness, irritability, or loss of appetite, before a fever or rash appears. THEREFORE, it is advisable to keep the child at home for at least a day, to see what develops. We will request a report from the child's physician stating that the child is free of communicable and contagious diseases and is able to return to the program, whenever deemed appropriate.

Your child shall not participate in summer camp if he or she experiences symptoms of COVID-19, including without limitation, fever, cough, loss of taste or smell, or shortness of breath, or has a suspected or diagnosed/confirmed case of COVID-19.

Due to the ever-changing impacts of the corona virus pandemic, the Town reserves the right to alter the provisions of this Agreement should the Town determine that alteration is necessary to protect the health, safety, and wellbeing of our residents.

Accidents and Injuries

In the event of an accident or illness requiring medical attention, the Director or other person in charge will immediately call for an ambulance and emergency medical treatment and notify the parents. The program will obtain written consent at the time of registration from the parent, which authorizes the provider to obtain emergency health care for the child. The staff will fill out Incident Reports whenever a child becomes injured or ill while at the program. Parents will be notified of all major injuries.

Medication

IF YOUR CHILD TAKES MEDICATION: Medical Release Forms are available at Registration. This form must be completed by the Parent & Doctor and handed into the Site Office on the first day of camp with the medication (Please do not bring medication or authorization form to the Recreation Office). **Medications must be brought to camp in a zip lock bag with the child's name on it. Please make sure the medication is in the original packaging and the release is signed by both the parent and doctor.** The medication must stay in the Site Office for the remainder of the program. Campers are not permitted to carry their own medication at camp.

Transportation

Parent Transportation:

Parents of children arriving after 9:00 am or departing early are required to go to the Site Office to sign in/out their child.

IMPORTANT: If you deliver your child late to camp and they miss a shuttle to/from another site, you must transport your child to that site & sign them in there. Any person picking up a child from camp **MUST** be able to show Picture Identification. **ONLY PERSONS** designated on the registration form may pick up a child. If someone else needs to pick up a child **A NOTE MUST BE SENT TO THE SITE, ON THE DATE OF PICK-UP.**

From the NYS Department of Health

Children's Camps in New York State

In New York State, summer camps must have a state, city or county health department permit to operate legally. These permits are issued only if the camp is following the state's health regulations. The permit to operate must be displayed in a conspicuous place on the premises.

The camp 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. When choosing a summer camp for your child, consider the following:

Staff Credentials / Supervision

What are the qualifications of the camp director?

The New York State Health Code requires that the director of a day camp must be at least 21 years old or hold a bachelor's degree. All directors must have experience in camp administration or supervision. Camp director's backgrounds are screened by the State Department of Social Services Central Register of Child Abuse and Maltreatment for reported incidents of child abuse and maltreatment. Their backgrounds are also screened by the Health Department for criminal convictions. Only individuals who are considered to pose no risk to campers are accepted by the Health Department as camp directors.

What are the qualifications of the camp counselors and how are campers supervised?

Counselors must have experience in camping and supervision of children or have completed an acceptable training course. Stringent counselor to-camper ratios and staff qualifications are mandated for supervision of swimming and out of camp activities. At day camps, counselors must be 16 years of age or older. There must be a minimum of one counselor for every 12 children. Camps that provide at least 10 counselors may choose to use counselors-in-training (CITs) to meet 10 percent of the required number of counselors. These CITs must be at least 16 years of age at an overnight camp and 15 years of age at a day camp. They must work with senior staff, have had previous experience as a camper and complete a training program. Ask the camp operator if any of their counselors are CITs and how they are used to supervising campers. Ask about the camp's staff and supervision procedures, including discipline policies. Do they meet your expectations?

Health

Ask about medical coverage and when you will be notified if your child becomes ill or injured. Is always a doctor or nurse in residence or on call?

Physicians or nursing services must be available. All summer camps in New York State are required to have a health doctor and a written medical plan approved by the Health Department. The written plan must include, among other things, provisions for medical, nursing and first aid services. Injuries and illnesses must be reported to the Health Department and thoroughly reviewed.

Does the camp require medical records for campers?

Camps must keep current medical history reports on file for all campers. Be sure to detail your child's history of immunization, illness, disability, or allergy. Specify special diets and activity restrictions. Provide instructions for any medication your child must take.

Camp Safety

Are the camp facilities and activities safe?

The camp operator must develop a written plan to include maintenance of facilities, provisions for training staff members and orientation of campers, supervision of campers, campsite hazards, emergency procedures and drills, safety procedures and equipment for program activities.

Swimming

Are waterfront personnel qualified? Are campers always supervised while in the water?

All waterfront activities at camps in New York State must be supervised by an experienced certified lifeguard or water safety instructor. On site, one qualified lifeguard is required for every 25 bathers. All aquatic staff are required to be trained in cardiopulmonary resuscitation (CPR). Camps that use off-site pools or beaches operated by others must make special arrangements to provide a safe activity. Even off site, the camp remains responsible for supervising campers.

Some children's camps use sites for swimming that are not inspected by local health departments. Parental permission is required in these instances, and the camp must follow established guidelines to protect campers. While campers are involved in aquatic activities on site and off site, there must be one counselor for every 10 campers eight years or older; there must be one counselor for every eight children aged six and seven; and one counselor for every six children younger than six years old.

Are bathing areas marked off for various swimming skills? Are campers tested to determine their level of swimming ability before participating in aquatic activities? Are non-swimmers kept in water less than chest deep? Is the buddy system used? Are campers required to wear life preservers when boating or canoeing?

New York State regulation requires that the answers to all these questions must be "yes"

Out-of-Camp Trips

Are out-of-camp trips supervised by counselors who have the maturity and experience to make decisions that could affect the safety of campers?

There must be one counselor on an out-of-camp trip for every eight campers six years and older; for campers younger than six, there must be one counselor for every six campers. Counselors should have the skills and expertise in the off-camp activity (canoeing, rock-climbing, etc.) to handle any emergency that

might arise. Ask whether the camp conducted similar trips in the past without incident. In New York State, the drivers of camp vehicles must be licensed and at least 18-years-old. Seat belts must be worn when provided and vehicle capacities not exceeded. When transporting children in truck, only truck cab can be used.

How are activities in craft shops supervised, especially when campers are using dangerous tools, such as power saws and lathes? Are archery and rifle ranges at a safe distance for activity centers? Are spectators protected at baseball fields and similar areas? Do players wear protective equipment? State regulation requires that archery, rifle, and horseback riding be supervised by counselors with special training in those activities.

Fire Safety

Are there periodic fire drills for both campers and staff? Does each floor of every building have fire exits in two different locations? Are flammable materials (gasoline, pool chemicals, etc.) stored away from activity centers and kept under lock and key? Are functioning smoke detectors located in every sleeping room?

All the above are mandatory in New York State.

Responsibilities of the Camp Operator

- To inform you and the local health department if your child is involved in any serious injury, illness, or abuse incident.
- To screen the background and qualifications of all staff.
- To train staff in their duties.
- To provide supervision for all campers 24 hours a day at overnight camps, and during hours of operation for day camps.
- To maintain all camp physical facilities in a safe and sanitary condition.
- To provide safe and wholesome meals.
- To have and follow required written plans for camp safety, health, and fire safety.
- To notify the parent or guardian, with the enrollment application or enrollment contract that: the camp must have a permit to operate from the New York State Department of Health or the designated permit-issuing official; the camp is required to be inspected twice yearly; and the inspection reports and required plans are filed (address of state, county or city health department) and available for their review.

Responsibilities of Local Health Departments

- To review and approve the required written camp plans for compliance.
- To inspect camps to ensure that: (1) all physical facilities are properly operated and maintained; and (2) adequate supervision exists to provide a healthy and safe environment in accordance with the New York State Sanitary Code.
- To issue a permit to operate when the required plan and inspection results are satisfactory.
- To investigate reports of serious incidents of injury, illness and all allegations of abuse or maltreatment.
- When requested, to provide parents or guardians of prospective campers an opportunity to review inspection reports and requires plans.
- The time and effort spent in selecting the camp your youngster will attend is important. Keep in touch, especially if it is your child's first camp experience. If possible, visit the camp before and during the camp session.

Locations and Facilities

Are barriers erected against such natural hazards as cliffs and swamps? Are foot trails located away from such dangerous areas and from heavily traveled roads and highways? Do camp facilities (bunks, bathrooms, mess hall, recreation facilities) meet your aesthetic taste and those of your child? Is the camp located in an area that will not aggravate your child's allergies? Will your child be required to perform chores, such as cleaning or cooking?

For information on the camp's location and facilities visit the camp or interview the camp operator by telephone, prior to deciding to enroll your child at the camp.

Nutrition

Are good health practices observed in the camp kitchens, dining areas and food services? Does the camp serve food your child likes?

At camps in New York State, food must be prepared from inspected sources. Food preparation and handling activities are reviewed to ensure safe and sanitary practices. Kitchen employees must be healthy and follow hygienic practices. Potentially hazardous food must be maintained below 45°F or above 140°F.

Rights and Responsibilities

The regulatory program of the New York State Department of Health places specific responsibilities on camp operators, and on local health departments that enforce department regulations. Following is a summary of rights and responsibilities:

Rights of Parents and Guardians

- To be informed by the camp director, or his or her designer, of any incident involving your child, including serious injury, illness or abuse.
- To review inspection and investigation reports for a camp, which are maintained by the local health department issuing the camp a permit to operate (present and past reports are available).
- To review the required written plans. These are on file at both the camp and the health department issuing the permit to operate.

Information

For further information about New York State Health Law relating to summer camps, call the State Health Department's Bureau of Community Sanitation and Food Protection in Troy at 1-(800) 458-1158, ext. 27600.