

Town of Rhinebeck



Camper's Handbook For Parents/Guardians

www.rhinebeckrec.com

Dear Parents/Guardians,

The Town of Rhinebeck Summer Camp is offered for 6 weeks. The camp provides children with various scheduled activities throughout the day such as arts & crafts, sports, free play, games, swimming, and more.

This Parent Guide is intended to inform parents/guardians of the policies and procedures of our Summer Camp program and prepare children for a fun and educational experience at camp. Please be sure to read through the Parent Guide in its entirety as it offers a great deal of information regarding our program.

Summer Camp has been in existence for more than 20 years. The camp is approved by the NYS Department of Health and meets all regulations pertaining to day camps. We strive to hire the most knowledgeable, kind, responsible and reliable staff for our summer programs. We're proud to say that many of our Counselors were once our campers! Each camp counselor is First Aid/CPR/AED trained and well prepared to operate a fun and exciting program.

Rhinebeck recreation would not be possible without the support from the Rhinebeck Town Board and volunteers that serve on our Recreation Committee. Both of these groups continue to research ways to enhance our summer programs and we welcome any suggestions or ideas you may have.

Thank you for enrolling your child in our Summer Camp Program.

Sincerely,
The Recreation Department
Town of Rhinebeck, New York

Town of Rhinebeck Recreation Staff

Recreation Director - Elaine Fernandez - 518-256-0714

The Recreation Director oversees all aspects of the Town of Rhinebeck Recreation Department.

Park Manager, TTSM Park - Chrissy Eighmy - 845-416-3832

The role of the Park Manager is to supervise the operations of Summer Rec at TTSM Park (ie: i.e. Camp and the Pool).

Aquatics Director - Nick Craig - 845-233-4453

The Aquatics Director (AD) is responsible for overseeing and supervising all pool operations and assessing campers' swimming abilities to determine appropriate swimming levels.

Camp Director - Katherine Mustello - 845-705-0191

The Camp Director is responsible for the operation of the 6 week Rec Program. The director oversees and supervises all camp staff and is responsible for all children enrolled in the program.

Assistant Camp Director - Samantha McClenahan - 845-594-7160

The Asst. Camp Director will work with the Camp Director and will act as the director in the absence of the Director.

Health Director - Chrissy Eighmy - 845-416-3832

The Health Director is responsible for ensuring the health and safety of all participants in our summer programs.

Sports Director - Kyle Veith - 845-763-0857

The sports director is responsible for planning and executing all sports activities for our Summer Camp program.

Arts & Crafts Director - Carri McCurdy - 845-380-6358

The Arts & crafts Director is responsible for planning and executing all arts & crafts activities for our Summer Camp program.

Counselors

Counselors are responsible for supervising children enrolled in summer camp. All Counselors are certified in First Aid/CPR/AED.

Counselors in Training (CIT)

CITs are individuals at least 15 years of age who volunteer for summer camp with the goal of becoming a Counselor in the future. CITs participate in activities and assist Counselors with the supervision of campers.

Daily Schedule

9:00 am - 9:15 am - Drop-off of campers, attendance, camper orientation (Monday only)

9:15 am -10:15 am - Morning Activities/Games

10:15 am - 10:45 am - Morning Swim Session for Campers

10:45 am - 11:45 am - Sports, Games and/or Arts & Crafts

10:45 am - 11:45 am - Swim Lessons for those registered
Free Play for all other campers

12:00 pm - 12:30 pm - Lunch

12:30 pm - 1:00 pm - Recess

1:00 pm - 2:00 pm - Sports, Games and/or Arts & Crafts

2:00 pm - 2:45 pm - Afternoon Swimming for Campers

2:45 pm - 3:30pm - Cooperative Activities

3:30 pm - 4:00 pm - Prepare for the End of the day, Pick -up

4:00 pm - Walkers & bike riders are released from camp

*Schedule is subject to change based on special events and themed activities.

Parent Communications

Parents/guardians should contact the Camp Director with any questions or concerns. In the event that your questions or concerns are not addressed, parents/guardians may then contact the Park Manager. The Summer Camp Program also utilizes our Facebook page for important messages. Please be sure to like and follow *Rhinebeck Summer Camp* on Facebook.

Residency

In order to qualify as a resident, campers must be immediate family members and residents of the household registering the child(ren) for camp. Verification is required in the form of a driver's license or ID card and utility bill with your street address indicated on the bill. To be a "Resident," you must live within the Rhinebeck Town/Village borders. Please note that a 12572 zip code address does not mean you live in the Town of Rhinebeck. Please check Dutchess County ParcelAccess maps to confirm residency. A screenshot from ParcelAccess showing your address is acceptable verification and may be emailed to the Camp Director at Campdirector@rhinebeckny.gov.

Camper Registration

Camp registration must be done online at www.rhinebeckrec.com. Registration CLOSES at 7:00PM the FRIDAY prior to the camp week you are registering for. All required forms must be submitted with your registration. Proof of residency can be emailed to the Camp Director at Campdirector@rhinebeckny.gov or dropped off at the Town Pool in our after-hours drop box located at the entrance, next to the cashier's gate at the pool. Medical and immunizations forms should be emailed to the Health Director at Healthdir@rhinebeckny.gov or dropped off in the pool's after-hours drop box. Failure to submit all required forms will result in your child not being able to attend camp. Full payment is due at registration. ***All camp registrations fees are non-refundable.***

Health Forms

A current immunization record and medical statement (dated within the last 12 months for each registered camp week) must be submitted at the time of registration. Children **WILL NOT** be able to attend camp if valid documents are not received. Absolutely NO EXCEPTIONS will be made! Please be sure to notify the Health Director of any allergies/illnesses/medications that may require special attention (ie; peanut/bee sting allergies) as these conditions will require a separate Health Care Plan (HCP).

Camp Hours

Camp hours are from 9 am - 4 pm, Monday - Friday. Parents/guardians are expected to drop their child(ren) off no earlier than 9 am and must pick up no later than 4 pm. Late pick-ups will result in late pick up fees. If you intend to drop off your child late or pick up early, please advise the Camp Director at your earliest convenience. This information is helpful when planning our daily activities.

Drop off - Parents/guardians may only drop off their children at the gate near the large camp pavilion. Children who are walking/riding their bike to camp must check in with their camp counselor immediately. Children are not permit-

ted to engage in any other activities at the facility prior to checking in to camp.

Pick-up - All children must check out of camp with their camp counselor and/or the Camp Director. Children who have permission to walk or ride their bike home from camp without adult supervision must have a permission slip on file and will not be permitted to leave until 4 pm unless otherwise indicated in writing by a parent. Written permission must be obtained in order to release any child to someone other than a parent/guardian.

Late pick-up Fees

Parents/guardians must arrive on time, each day for pick up. If you intend to address any concerns at pick up please arrive with enough time to address your concerns and still adhere to the closing time.

- Late pick up fees will be accrued at the following rates:
 - 1-15 minute late = \$15.00 fee
 - 16-30 minutes late = \$45.00 fee (plus \$15 from the first 15 minutes)

Police will be contacted after 30 minutes of no call, no-show from parent/guardian.

Camp Location/Property Use

The Town of Rhinebeck Summer Camp program utilizes all aspects of the Thomas Thompson-Sally Mazzarella Park, including the pool, playground, library, tennis courts, sports fields and trails.

Daily Camp Schedule

Children will participate in activities such as arts & crafts, sports, games, swimming, local nature walks and more. All children are encouraged to participate in planned activities. Weekly themed activities and schedules will be issued to parents/guardians at the start of each camp week. This information will also be posted on our Facebook page.

Inclement Weather Policy and Cancellations/Early Pick-up

Summer Camp is an outdoor program and the safety of our campers and staff is our utmost priority. Therefore, inclement weather may result in cancellations, delays and/or shortened days. In accordance with state and county regulations and for patron safety, the Town of Rhinebeck is restricted from allowing anyone near the pool when there is thunder or lightning until 30 minutes after the last clap of thunder is heard. If this occurs during camp hours, we have the ability to relocate the children to the Starr Library. However, the Library is only a suitable solution for up to 2 hours and not before 10am. Parents/Guardians will be notified of any delayed openings or other schedule changes via email and the information will also be posted on our Facebook page. While every effort will be made to avoid cancellations whenever possible, pro-rated refunds in the form of credits are given when camp is cancelled (for a full day) due to inclement weather for two or more days in the same week.

Daily Camper Needs

Campers should arrive at camp ready to participate in daily activities. Please bring the following each day:

- Bathing suit
- Towel
- Appropriate foot attire for activities
- Change of clothes (including socks and underwear)
- Sunscreen - recommended a min. of 50 SPF
- Lunch & snacks (see snack bar policy)
- Plenty of water (large water bottle is suggested)

All items must be labeled with your child's first & last name.

Disciplinary Procedures

Please refer to the *Code of Conduct* included in your online registration packet. You may also request a written copy by emailing the Camp Director: Campdirector@rhinebeckny.gov.

Incident Reports/Injuries while at Camp

In the event that your child is injured at camp, he/she should immediately notify his/her assigned Counselor. At such time, the Counselor will determine the appropriate course of action (ie: first aid, parent/guardian notification, Health Director notification, 911, etc.). An incident report will be completed and sent home with your child describing the incident and action taken.

Health Policy

Children may not attend camp if they exhibit any of the following symptoms:

- Fever higher than 100.5 degrees
- Vomiting or Diarrhea
- Severe Pain or Discomfort
- Suspicious rash
- Conjunctivitis
- Chicken Pox
- Any contagious infections (viral or bacterial)
- Or any general illness in which the Camp Director feels your child is not able to actively participate in daily activities.

*If any illnesses occur during camp hours, parent/guardian(s) will be notified and asked to pick up your child. You will be expected to do so within a ½ hour of the call. If you are unable to do so, you must have a back-up plan in place. Ill children may not return for at least **24 hours after** your child is symptom free without the use of any temporary medication (OTC or prescription) use.

Medications

Medications necessary for sustaining life, such as inhalers & Epi-Pens, will only be administered with a written Health Care Plan (HCP) established between the Health Director and Parent/Guardian. All medications must be prescribed by the child's current physician and be in their original container with a pharmacy label indicating

the child's name, medication name, dosage, and frequency. Additionally, all medications must be self-administered by the child and the child must be able to exhibit an understanding of when and how to use the medication; camp staff is only able to assist the child in administration. All policies and procedures established by the Health Director must be followed. Medications that are not deemed essential for sustaining life (ie: antibiotics) will not be administered during camp.

Swim Team/Swim Lessons

Campers who participate in swim lessons will be escorted to and from the pool by a camp counselor or CIT. Children who participate in Swim team will be picked up at the pool at 10 am and brought to the Rec Camp group.

Snack Bar

The snack bar is operated by a contracted 3rd party business. Campers may purchase items at the snack bar and parents/guardians should discuss with their child(ren) what they are permitted to purchase. Camp staff will not monitor purchases (except for lunch). Parents/guardians may establish pre-paid accounts with the snack bar. Any specific purchase details should be discussed with the snack bar operator. All snack bar related questions/issues must be addressed with the snack bar staff.

Sweet Snacks - Children are not permitted to purchase sweet snacks prior to 12:30pm.

Lunch Purchases - Children may purchase lunch at the snack bar. Lunch forms will be available upon drop off each day and must be filled out by a parent/guardian. Payment is expected (unless there is an account on file) with each lunch order. Lunch orders will then be submitted to the snack bar by camp staff.

Photographs/Videos (use of)

At Summer Camp we take photos and videos to document our fun weekly activities! These photos/videos may be used to create projects that may be displayed at camp or used in promotional materials by the Town in any format, including but not limited to electronic, digital or print. Photos and videos may be posted on our website and/or Facebook page and used in our brochure or online newsletter. Any posts of campers will be anonymous; no names will be included. Parent/guardian consent is required and included in the registration process.

Sunscreen & Bug Repellant

Children may bring their own sunscreen and bug repellant to camp. Children must be responsible and familiar with the application. With your written permission, Counselors may assist your child in applying the topical ointment should they request it. All ointments should be labeled with your child's first and last name. Please note: The Town of Rhinebeck does NOT supply insect repellent or sunscreen. If you would like your child(ren) to use either of these products, please make sure your child(ren) brings them to camp each day.

Local Field Trips

From time to time throughout the six week summer camp duration, camp directors and/or counselors will take summer campers on local field trips for educational purposes, including but not limited to nature walks and visits to locally owned small businesses. In the event that a field trip is planned, parents/guardians will be notified in advance by camp staff or in person at morning drop-off. If parent/guardian is not present or available at drop-off, he/she will be notified using the preferred method of contact indicated on the camper's Authorization Form completed and signed by parents/guardians at registration.

Emergency Preparedness Drills

Fire drills will be conducted on Monday morning of each camp week. All children are required to participate in the drills and must do so respectfully and responsibly. These drills are intended to provide children with knowledge as to what they should do during a true emergency.

Free Swim Time

Free swim times are offered to all campers. Campers are required to be respectful of other pool attendees and listen to the lifeguards instructions. Children who act inappropriately will be subject to disciplinary action (*see Code of Conduct*).

Swimmer Assessments - Each Monday, the Aquatics Director (AD) or his/her designee will assess the swimming ability of all campers. The AD will then determine what level each camper may participate in (ie: kiddie pool, shallow end, deep end) and a wrist band will be issued identifying your child's swimming ability. Any time a child and/or a parent/guardian feels the swimming ability has increased, they may request a reevaluation. *Swimming levels are at the sole discretion of the AD.*

Buddy Checks - A system that ensures the safety and accountability of all swimmers. Each camper will be assigned a buddy according to swim levels.

Welcome to Camp!