

Town of Rhinebeck



Camper's Handbook For Guardians

www.rhinebeckrec.com



Dear 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 Handbook is intended to inform 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 Handbook 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, NY

Communication

Guardians should contact the Camp Director with any questions or concerns. In the event that your questions or concerns are not addressed, guardians may contact the Recreation Director. 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 rhinebeckny.myrec.com. **Registration CLOSES at 11:59PM 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 on 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/Recreation Director at Recreation@rhinebeckny.gov or dropped off at the pool in the 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 registration fees are non-refundable.

Health Forms

A current immunization record and recent physical(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/illness/medications that may require special attention (ie: peanut/bee stings, etc) as these conditions will require a separate Health Care Plan (HCP).

Camp Hours

Camp hours are from 9am-4pm, Monday to Friday. Guardians are expected to drop their child(ren) off **NO EARLIER THAN 9AM** and **MUST BE PICKED UP NO LATER THAN 4PM**. 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-Guardians may only drop off their child(ren) at the gate near the large pavilion. Children who are walking/riding their bike to camp must check with their camp counselor immediately. Children are not permitted 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 4pm, unless otherwise indicated in writing by the parent. Written permission must be obtained in order to release any child to someone other than the guardian.

Late Pick-up Fees

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 minutes late=15.00 fee
- 16-30 minutes late=\$60.00 fee (\$45 plus \$15 from the first 15 minutes).

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

Camp Location/Property Use

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

Daily Camp Schedule

Children will participate in activities such as arts & crafts, sport & 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 guardians at the start of each camp week. This information will also be posted on our Facebook page.

Inclement Weather Policy and Cancellation/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 cancellation, 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 suitable for up to 2 hours and not before 10am. Guardians will be notified of any delayed openings or other schedule changes via email and the information will also be posted on the Facebook page. While every effort will be made to avoid cancellation whenever possible, prorated refunds in the form of credits are given when camp is canceled (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 footwear and attire for activities
- Change of clothes(including socks and underwear)
- Sunscreen-(recommended a 50 SPF minimum)
- Lunch & snacks (see snack bar policy)
- Plenty of water (large water bottle is suggested)

ALL ITEMS MUST BE LABELED WITH CHILD'S FIRST AND 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, 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
- Shortness of breath/difficulty breathing
- Fatigue
- Vomiting/diarrhea
- Severe pain/discomfort
- Suspicious rash
- Conjunctivitis
- Chicken pox
- Any contagious infection (viral OR bacterial)
- Symptoms of COVID 19 including, but not limited to:
 - fever/chills
 - Sore throat/muscle or body aches
 - Cough
 - Congestion/runny nose
 - Headache
 - Nausea/vomiting
 - New loss of taste/smell
- Or any general illness in which the Camp Director feels your child is not able to actively participate in daily activities.

If any illness occurs during camp hours, guardian(s) will be notified and asked to pick up their child. The child is expected to be picked up within a ½ hour of the call. If you are unable to do so, you must have a back up plan. All children may NOT return for at least **24 hours after** the child is symptom free without the use of temporary medication (OTC or prescription).

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 the 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 medication **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 10am and brought to the Rec Camp.

Snack Bar

The snack bar is operated by a contracted 3rd party business. Campers may purchase items at the snack bar and guardians should discuss with their chil(ren) what they are permitted to purchase. Camp staff will NOT monitor purchases(except for lunch). guardians may establish prepaid 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 discussed with the snack bar staff.

Sweet Snacks will not be permitted to purchase 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 the 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/Video (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 or 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/Facebook page and used in our brochure or online newsletter. Any posts of campers will be anonymous, no names included. Guardian consent is required and included in the registration process.

Sunscreen & Bug Repellent

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

Local Field trips

From time to time throughout the six weeks of Summer Camp, 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, guardians will be notified in advance by camp staff or in person at morning drop off. If a 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 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 wristband will be issued identifying your child's swimming ability. 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!