

# CAMP 78 2019

## HANDBOOK FOR PARENTS & TEENS

Camp Director: Lauren Adessa  
Assistant Director: Darianne Cardino

## **Camp 78 POLICIES AND PROCEDURES**

### **DATES, TIMES and LOCATION:**

- ❖ Camp 78 meets Monday through Friday beginning Monday, July 1st until Friday, August 2nd. Every day will be different with arrival/dismissal times; however, we dismiss at 12pm on all Fridays. We will not meet on Thursday, July 4<sup>th</sup> or Friday, July 5<sup>th</sup>. Each week a schedule will be emailed out with drop off times, pick up times and other misc. instructions. Camp 78 members should meet at **Rye Recreation Park Lower Picnic Shelter each morning. If the weather is not cooperating please check your emails for updates.**

### **COMMUNICATION:**

- ❖ It is very important that the lines of communication between camp and home be kept open. We will do our best to keep you informed of all camp activities through weekly calendars, hotline, emails and camp website. We ask in return that you inform us of any changes as well. For instance, if there is something different in your campers' routine (ex. someone new picking up); please send a note to camp so that we may prepare the staff. If the changes are of the last minute variety, or if you have a question, you may always give a call or send us an email. If you have any questions prior to June 25<sup>th</sup>, please call the Recreation office.

#### Important Contact Information

Camp E-mail: [camp78@ryeny.gov](mailto:camp78@ryeny.gov)  
Camp 78 Cell Phone: 646-300-3591  
Rye Recreation: 914-967-2535  
Camp Website: [www.ryeny.gov/recreation.cfm](http://www.ryeny.gov/recreation.cfm)

### **STAFF AND SUPERVISION:**

- ❖ Camp 78 will maintain a 1:12 ratio, staff to teens.

### **FIRST AID:**

- ❖ Camp 78 is fortunate to have on staff several employees certified in Responding to Emergencies (RTE) and CPR. Both are American Red Cross

certification which the State Health Department requires each day camp to have on staff for the well being of their participants.

### **DAILY PROCEDURES:**

#### **DROP-OFF/PICK-UP SITE:**

- ❖ Each week a schedule will be emailed with location and times to drop off and pick up for each day.
- ❖ At the time of registration you filled out a permission slip regarding pick up procedures (whether your teen may bike or walk home at the end of the day or if the child will be picked up).

#### **ATTENDANCE:**

- ❖ Daily attendance will be taken at the start of each camp day. Since the group will be moving from location to location, it is important that teens show up on time. If they are delayed in coming, they may have to wait until the group returns to the campsite to take part in the day's activities. Please do not "drop & run". On trip dates, the bus **will not wait** for LATE CAMPERS!! We have a schedule to keep so it's important everyone remains on the same page with times!!

#### **ILLNESS:**

- ❖ If your child is not going to attend camp, please call or email the Camp Director at least a half hour before campers are supposed to arrive.

#### **DAILY NEEDS:**

- ❖ The personal appearance of each camper in our group conveys to the public a general impression of our camp. Clothing should be casual, in good taste and suitable for the day's activities. **A camp T-shirt is required each day** and is mandatory by the New York State & Westchester County Health Department. It is important to have easily identifiable campers and counselors. Camp T-shirts are available for pick up at Rye Recreation. T-Shirts or jerseys may not be altered in any way. Campers who cut their t-shirt will be asked to purchase another t-shirt.

#### **LUNCH:**

- ❖ Campers need to bring their lunch and beverage daily, unless the weekly schedule says otherwise. Certain trips will allow campers to purchase their lunch

as well. The cost of those lunches will be the teen's responsibility. On certain days, special lunches may be planned.

- ❖ All teens should come prepared with a backpack and water bottle daily.

**All lunches should contain non-perishable foods.**

### **SPENDING MONEY:**

- ❖ During some of the trips there may be opportunities for shopping and eating during the course of the day. Aside from lunch money, extra spending money is advised and will be the responsibility of each camper. This might be an area of discussion with your child in how to budget their purchases.
- ❖ On some trips it will be required and easier for campers to put there belongs in a locker. We recommend campers to share lockers with each other to help keep cost down. Lockers average, depending on size, between \$13-18.

### **INSURANCE:**

- ❖ The City of Rye DOES NOT carry insurance to cover hospitalization or medical costs of persons injured during participation or as a spectator at any recreation program. The cost incurred will be the responsibility of ones personal insurance company.

### **PARTICIPANTS PARTICIPATE AT THEIR OWN RISK.**

THE NEW YORK STATE HEALTH DEPARTMENT REQUIRES THE LICENSING OF CAMPS. ALL CAMPS ARE INSPECTED TWICE A SEASON. ADDITIONAL INFORMATION MAY BE OBTAINED AT THE WESTCHESTER COUNTY HEALTH DEPARTMENT, 25 MOORE AVE, MT KISCO, NY 10549.

### **BEHAVIOR:**

- ❖ All campers must be mature enough to be responsible for their own behavior, their own property, and the rights and property of others. There is to be no excessive "horseplay", loudness, and unruly or abusive language, throwing food, smoking, use of alcoholic beverages, or drugs during any part of the day or on our bus trips.
- ❖ It will also be expected that campers will pay attention and follow all rules and regulations for all the areas that we plan to visit. Parents are asked to review these rules with campers and withhold permission for going if the camper does not find these rules acceptable.

**INFRACTIONS OF THESE RULES MAY RESULT IN THE LOSS OF PRIVILEGE FROM PARTICIPATING IN FUTURE TRIPS AND/OR THE IMMEDIATE RETURN HOME UNDER PARENTAL RESPONSIBILITY AT THE CAMP DIRECTOR'S DISCRETION WITH NO REFUND OF FEES PAID.**

- ❖ It is important for each camper to realize that each camper's behavior not only reflects upon that individual but also projects an impression of the group, the City of Rye and Rye Recreation.

**DISCIPLINE/SUSPENSION:**

- ❖ Campers must be aware that any action not regarded as positive or supportive 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.

Such causes may include:

1. Smoking
2. Use of drugs, intoxicants or alcohol
3. Failure to adhere to official regulations, safety precautions, instruction or order/directions given by recreation staff or area officials or instructors
4. Offensive conduct or language used in public during participation in this program
5. Any illness carried by the camper, which may be transmitted to other campers
6. Shoplifting OR taking items from other campers that do not belong to them. Campers involved in shoplifting are usually handled by the local authorities and punishment is up to the discretion of the establishment management. Parents will be called if this should occur. Taking items that belong to others will not be tolerated

**ANY OF THE ABOVE WILL WARRANT IMMEDIATE DISMISSAL  
FROM THE PROGRAM**

Any questions relating to discipline will be discussed with the Camp Director. It will be the responsibility of the Camp Director to discuss any disciplinary action

directly with any camper in question. The matter will be discussed on a one-to-one basis. Should the final decision be to dismiss the camper, the Superintendent will be notified and a conference between the Superintendent, Camp Director and Staff will be held. If necessary, the camper will be called into the conference for clarification of the matter.

### **CELL PHONES, IPODS, AND ANY OTHER PORTABLE ELECTRONIC DEVICES:**

If you and/or your child choose to bring a cell phone, iPod, or any other electronic device to camp, please be advised that it is their responsibility...and only their responsibility. Rye Recreation will not be held responsible for any lost items. This will include items left on the bus or stored in lockers at various parks and attractions. We understand that cell phones are a part of everyday life; however, there isn't a place for them in a camp setting.

Staff members are not to hold any of the campers' belongings; and we don't encourage bringing these expensive devices to the pool, beach, water parks, and other various trips, as they may be disturbing to others, as well as not permitted. If campers decide to have cell phones on them, please note that they should be turned off and kept in their bags during the day. If there is a need to contact your child during camp, we ask that you please contact either Rye Recreation or the camp director so we can get the necessary information to them. It is understood that sometimes campers need to call their parents for certain issues that need to be addressed (i.e. not feeling well, forgot money or a bathing suit, running late coming home from a trip, etc...); however if this were the case, it is imperative that the camper notify their counselor before doing so. iPods and other MP3 players are allowed to come on all bus trips, as well as to the beach and the pool; but we just ask that campers limit the use of these devices.

### **BUS TRANSPORTATION & SAFETY:**

- ❖ We here at Rye Recreation are thrilled to have County Coach as our bus provider. They have been with us for many years, and they never cease to amaze us! All of the bus drivers with County Coach are 19-A certified which entails that they have to pass numerous tests to be employed with the company. We also want all parents/campers to know that we are fortunate enough to be able to take coach buses to the majority of our destinations; however, when trips are considered to be more local, we will be taking school buses. Coach buses do not have seatbelts, whereas schools buses do have them.

It is imperative to make sure everyone behaves appropriately and maturely on the bus while going to and returning from our trips!

**OTHER**

- ❖ Trips missed are not refundable or transferable.
- ❖ Guests are not permitted...Sorry 😞