

RYE RECREATION LOWER CAMP 2018 Grades K - 2



Parent Handbook

CAMP PHONE NUMBER: 914-806-8214

CAMP E-MAIL: lowercamp@ryeny.gov

RYE RECREATION: 914-967-2535

CAMP WEBSITE: www.ryeny.gov/recreation.cfm

RYE REC HOTLINE: 914-967-3077

CAMP DATES: Tuesday, June 26th through Friday, August 3rd.

- ✓ Wednesday, July 4th -- No camp
- ✓ Friday, August 3rd - Camp will close at 12:00 noon.

LOCATION & TIMES:

Camp Day: 8:30 a.m. – 3:30 p.m.

Rye Recreation Park, Midland Avenue

Rainy day locations: Damiano Center and Midland School

RYE RECREATION LOWER CAMP PROGRAM

IMPORTANT DATES:

Monday, June 25	Meet and Greet (2:15 p.m.) at Rye Recreation Tennis Courts
Tuesday, June 26	First Day of Camp
Wednesday, July 4	No Camp - Happy Fourth of July!
Tuesday, July 10	Camp Photos—Wear Camp Shirt!
Thursday, July 26	Lower Camp Show and Picnic
Thursday, August 2	Camp Carnival in the afternoon
Friday, August 3	Last Day of Camp (Noon Dismissal)

GROUPING:

Grade K - Coed
Grade 1 - Coed
Grade 2 - Coed

Children will be grouped by the grade they will be entering in the Fall of 2018. There will be more than one group per grade level and each group will be based on swimming.

Requests will not be taken for group assignments.

STAFFING:

The number of staff assigned to each group is mandated by the NYS Health Department. Staff to camper ratios are 1:8 for our campers.

CAMP ADMINISTRATIVE STAFF:

Camp Director:	Matt Maloney
Office Administrator:	Emily DePauw
Office Admin Assistant:	Adrienne Scott
Sports Director:	Thomas Fabiani
Sports Director:	Connie Morizio
Sports and Games Coordinator:	TBD
Arts & Crafts Director:	Regina Cullivan
Camp EMT:	Kenneth Capellan
Pool Supervisor:	TBD

ACTIVITIES:

A variety of sports & games along with arts & crafts will be offered. There will be entertainment as well as various special events throughout the summer that relate to different themes. Some of these events might require the campers to bring items from home (like costumes for Halloween Day). We will also send out daily emails as reminders for events. In addition, on Fridays at 1:30 campers will be treated to various entertainers. We will have our Family Picnic/Camp Show event and the summer will finish with the camp carnival.

LUNCH:

All campers will eat lunch at camp every day. Each group will receive two to three bins to hold all of their camper’s belongings, including lunch boxes. These bins will be brought into an air conditioned space until lunchtime. We do provide the opportunity to purchase lunch four times a week. If you wish to purchase lunch for your camper, please fill out a Lunch Form (which will be emailed to you) and attach payment (**exact change/cash only**) and hand it to your child’s head counselor or the camp office that morning.

On **Mondays and Fridays** pizza is offered for \$2 a slice. Price includes a bottle of water.

On **Tuesdays and Wednesdays** sandwiches are offered for \$6 per sandwich (turkey, ham or bologna on whole wheat bread). This includes a bag of chips and water bottle.

No lunch will be provided on Thursdays since those are Camp Trip days and/or Camp Show. Please pack a lunch on Thursdays regardless of your camper(s) attendance on the field trips.

SWIMMING LESSONS (if enrolled):

Rye Recreation swim lessons are designed in conjunction with the Rye Golf Club. Swim periods are held in the morning from 9:00am until 12:00 noon (each period is approximately 35 minutes in length). Children are **required to wear a swim bracelet for identification purposes (Board of Health mandated)** during the swimming periods. Our swimmers will have excellent supervision between the Rye Golf Club lifeguards and our day camp counselors. Dates and times are subject to change. Space is limited.

**Reminder: We must leave for the pool on time so please be prompt.
Children are to wear their bathing suits to camp on swim days.**

SWIM SCHEDULE EXAMPLE

<u>Groups</u>	<u>Bus leaves</u>	<u>Swim lesson time</u>
2A AND 2B	9:10	9:30-10:05
KA	9:45	10:05-10:40
KB	10:20	10:40-11:15
1A AND 1B	10:55	11:15-11:50

TRAFFIC PROCEDURES:

Camper drop-off will take place in the Tennis Court parking lot at Rye Rec.

Pick-up will take place in the main parking lot at Rye Rec (in front of the Damiano Center).

To ensure that this part of the day is both safe and efficient, **PLEASE** adhere to the following procedures:

1. Stay in line along the curb on Midland Ave.
2. Follow the direction of the traffic staff.
3. Do not park and/or leave your car on the curb or in the lot.

Camp staff will escort your children to or from your car.

PLEASE stay in your vehicle.

If you do need to park, please do so in the Rye Arts Center or on Midland Avenue beyond the traffic.

4. Please display your car identification card (which you will be given), complete with camper's first and last name and group name, in your front passenger side windshield.
5. Be careful when crossing Midland Ave. at rush hour times.
6. Children should not travel to and from camp without a parent or guardian.
7. During inclement weather, the campers will be situated in the Rec. building or Midland gym (depending on the severity of the weather). We may ask you to come inside to pick-up your camper so that Matt doesn't get wet.
8. Do not arrive too early for pick up. If cars start to line up 15 and 20 minutes early, we will get backed up too far and this will wreak havoc with Midland Avenue traffic and our neighbors.
9. NO LEFT TURNS ☺ But you know this already! For new families, this means you may only make a right turn to enter or exit the parking lots for drop-off and pick-up, no left turns are permitted.

We thank you in advance for making sure traffic is conducted in a safe and efficient manner.

EXTENDED DAY:

Extended care is available from 8:00 – 8:30 a.m. and from 3:30 – 5:30 p.m. for an additional fee.

- ✓ **Children may not be dropped off before 8:00 a.m.**
- ✓ **Children must be picked up by 5:30 p.m.**
- ✓ Child must be picked up by a parent or guardian or have a note stating who is picking them up.
- ✓ If you are late picking up your child, he/she may be brought to Rye Recreation's main office for supervision.
- ✓ If you need occasional extended care, arrangements can be made with the the main office at Rye Recreation for a fee of \$4 for a morning and/or \$9 for an afternoon.
- ✓ Any child who is dropped off too early or not picked up on time may be subject to an extra fee.

Extended Morning Drop Off Location:

- McDonald Building

Extended Afternoon Pick Up Location:

- McDonald Building

TRIPS:

Camp trips are scheduled periodically during the summer. All trip registration is online through your Community Pass account. Log into your [Community Pass](#) account, select season "Camp 2018" and make sure your child's grade reflects the grade for the upcoming school year (2018-2019). The final **deadline FOR ALL field trips is the Thursday prior to the date of the trip.**

Campers **must wear** their camp shirts or purchase a new one to be able to attend a camp trip, **no exceptions!!**

TRIP REFUND POLICY:

Refunds will only be given (as a credit) IF the camp office is notified prior to the trip's departure AND a written request is received by the main office in the form of an email (registration@ryeny.gov) by the Friday of the same week of the trip.

EXTRA MONEY ON TRIPS:

Counselors are not responsible for holding money for the children on any trips, but will assist the child in the purchases being made. If extra money is sent, please make sure it is sent in an envelope with the child's name on it and a note specifying what it is for (drink, snack, souvenir, etc). Please make sure the child is responsible enough to hold onto it. On most trips an additional \$5-10 for souvenirs or a snack is sufficient (this is at the parent's discretion).

COMMUNICATIONS:

We rely on email communication. All important information will be sent out using your Community Pass email address. Please check your email daily for the latest information. If you have any concerns or questions we would be happy to hear from you over the course of the summer.

MEDICAL:

If your child needs to take medication during camp, a special [medical form](#) signed by both the doctor and parent is required. Please put the medication (in its original container) and medical form in a Ziploc bag labeled with your child's name and bring it with you on your child's first day of camp. Each time the child is given their medication, it will be recorded in the daily medical log. The staff person in charge of first aid, Camp EMT, will monitor the medication process. Children must be able to take their medication independently.

Care is provided by our camp nurse/EMT or staff certified in CPR and Responding to Emergencies. If additional care is needed, the Rye Walk in Medical Clinic (967-3266) on Purchase Street will be utilized. If the camper needs immediate emergency care, EMS will be summoned to determine the severity of the emergency and choose the appropriate healthcare facility to transport to.

RAINY DAYS:

Camp will be held on rainy days. Please have you child dressed appropriately for the rain as they may walk outside to the various activity sites.

PICTURES:

A professional photographer will take pictures on **Tuesday, July 10th.** Pictures are sold on a **PRE-PAY** arrangement only. All children will be photographed in the group picture; only those **pre-paying** will have their individual picture taken. Information on those packages and how to sign up for this service will be sent out prior to camp.

EARLY DISMISSAL:

Parents picking up their child at any time other than the end of the camp day should notify the camp office directly by phone or email. We will make the necessary arrangements to make sure your early pickup is planned efficiently.

Rye Recreation Day Camp **REQUESTS** a note be sent from home with the camper if you plan to pick up your child during the day. **A note greatly helps the counselors get your child to you at the time you request.** This can also be sent in the form of an email to lowercamp@ryeny.gov.

If your plans during the day change, please give the office a call so we can have your child ready when you arrive. **If your child will be going home with someone else on a given day, you MUST notify the camp office in advance.**

VISITORS:

Campers **MAY NOT** bring visitors to camp. If a parent wishes to visit his or her child at camp, please contact the Camp Director.

NOTES FROM HOME:

Please let us know if your child has any restriction of activities (i.e. they can't go to the pool or they have stitches etc.) so all staff are aware of any special needs your child may have.

DISCIPLINE:

Day camp is for the enjoyment of all campers. Any child whose behavior disrupts the normal flow of their group's daily program will be subject to disciplinary action. Counselors will try to reinforce good, positive behavior in all children. It is the policy of this camp that staff members will work as a team to develop an appropriate plan to help campers who are exhibiting poor or antisocial behavior. If problems continue to exist, the child will be sent to the office, parents may be called and/or the child may be sent home for the remainder of the day. If the problem continues, a suspension may be warranted. The Camp Director reserves the right to dismiss a camper from any activity at any time. **NO REFUNDS** will be given for time missed; this includes *trips* and *swimming*.

A REMINDER TO PARENTS

1. Children **MUST WEAR SNEAKERS**, so they can fully participate in all day camp activities and to reduce the risk of possible injury.
2. If your camper arrives at camp after 9:00AM we will kindly direct you to where your child's group is at that time. Please be prepared to park your car and bring your child to his/her assigned group.
3. On the group's swim days, please have your child arrive at camp dressed in their swim attire with a bag that includes their towel, goggles, and a change of clothing. Please make sure all clothing and equipment is labeled with the child's name.
4. We cannot be responsible for any money or items lost during the camp day. We suggest your child carries exact change for his/her lunch, trips, etc. Put the money in an envelope with your child's name, the amount of money and what it is for. Please make sure all clothing is labeled and sent in a knapsack or other sturdy bag. PLEASE leave toys home.
5. Those campers who ride bikes to camp must lock them to the bike rack. Bikes are not to be ridden around the camp grounds or during camp.

**** CHILDREN WHO RIDE THEIR BIKE, ROLLERBLADE or SKATEBOARD TO CAMP MUST WEAR A HELMET ****

6. Costumes and/or equipment used in special events will be properly stored after the event for the remainder of the day. Please bring a bag with proper identification for storage of these belongings.
7. **INSURANCE**
 - a. The City of Rye **DOES NOT** carry accident or medical coverage for participants. Cost incurred will be the responsibility of family or personal insurance coverage.

ALL PERSONS PARTICIPATE AT THEIR OWN RISK.

PLEASE NOTE: The New York State Health Department requires the licensing of all camps. Camps are inspected twice a year. Additional information may be obtained from the district office: Westchester County Department of Health, 25 Moore Ave, Mt Kisco, NY 10549, (914) 813-5000.