

RYE RECREATION UPPER CAMP



Parent Handbook Summer 2018

RYE RECREATION: (914) 967-2535

UPPER CAMP OFFICE: (914) 967-6100 x 1999

CAMP E-MAIL: uppercamp@ryeny.gov

RYE RECREATION WEBSITE: <http://www.ryeny.gov/recreation.cfm>

RYE RECREATION HOTLINE: (914) 967-3077

RYE RECREATION UPPER CAMP PROGRAM

CAMP DATES: TUESDAY, JUNE 26TH – FRIDAY, AUGUST 3RD

Please note that on Friday, August 3rd Camp will close at 12:00 noon.

LOCATION & TIMES:

Upper Camp Grades 3 - 6 RMS, Parsons St/Milton Rd.
Full Day Option Only 8:30 a.m. – 3:30 p.m.

GROUPING:

Junior Girls - Grades 3 & 4
Junior Boys - Grades 3 & 4
Senior Girls - Grades 5 & 6
Senior Boys - Grades 5 & 6

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 schools, type of enrollment and swimming.

STAFFING:

The number of staff assigned to each group is mandated by the NYS Health Department. Staff to camper ratios are 1:10 for older campers. However, we hire more staff than required, in order to offer a well-structured, high-quality program.

CAMP ADMINISTRATIVE STAFF:

Camp Director:	Chris Taylor
Assistant Director:	Josh Kirsch
Office Administrator:	Cathy Hanretty
Sports Director:	Tanith O'Brien
Arts & Crafts:	Kathy Pasquale
Pool Supervisor:	TBD

ACTIVITIES:

A variety of sports & games along with arts & crafts will be offered. Many fun special events & theme days will be facilitated throughout the summer. In addition, several professional entertainers will visit the camp in 2018. Our Arts & Crafts Director has requested that campers assist with the collection of "everyday arts & crafts supplies", such as:

Egg Cartons	Empty Toilet Paper Tubes
Empty Paper Towel Tubes	Empty Tissue Boxes
Empty Coffee Cans	Shoe Boxes
Cardboard boxes	Etc. (If you think it might be useful, bring it in!)

FEES:

The swim program, computers, Mad Science and camp trips have additional fees associated with them. **All trips are registered online.** If you would like to register for one of our other additional fee programs (see below), please contact Rye Recreation at: (914) 967-2535.

<u>Class</u>	<u>Dates</u>	<u>Tentative Times</u>
Jewelry & Beading	June 27 th	1:00 – 2:00 p.m.
Rocketry	July 9 th , 11 th , 12 th	1:15 – 3:15 p.m.
School House Chess	July 16 th , 18 th , 19 th	1:15 – 3:15 p.m.
Robotics- ATR Robot	July 23 rd , 25 th , 26 th	1:15 – 3:15 p.m.
Brick Kids – Fun w/ Legos	July 11 th & July 30 th	10:00 – 12:00p.m. & 1:00 – 3:00 p.m.

LUNCH:

Please note: Daily lunch service will not be provided. **Please send a non-perishable lunch that your child likes and will eat. Please no glass beverage containers. Please do not send in peanut butter or any nut items for lunch.**

**** Please note that each group has one pizza day. Please check the calendar for specific group dates.**

SWIMMING:

Rye Recreation, in conjunction with the Rye Golf Club, will coordinate the camp swim program. Swim periods are held on Monday & Thursday mornings from 9:30 until 12:00 p.m. (each period is approximately 35 minutes in length). **There will be no swim groups on July 9th, and 26th** Children are **required to wear a swim bracelet for identification purposes.** During the swimming periods, Rye Golf Club lifeguards, our own certified lifeguards and our own day camp counselors will supervise the children. 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 (Mondays & Thursdays)

	<u>Bus leaves</u>	<u>In the water</u>	<u>Approximate Return</u>
Sr. Boys	9:10 a.m.	9:30 – 10:05 a.m.	10:20 a.m.
Sr. Girls	9:45 a.m.	10:05 – 10:40 a.m.	10:55 a.m.
Jr. Boys	10:20 a.m.	10:40 – 11:15 a.m.	11:30 a.m.
Jr. Girls	10:55 a.m.	11:15 – 12:00 p.m.	12:15 p.m.

TRAFFIC PROCEDURES:

Drop-off and pick-up will be off of Parsons Street, Middle School Entrance to the school. Follow staff directions on the first day of camp.

EXTENDED DAY: (additional fee apply)

- ✓ 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 or if they have permission to walk home.
- ✓ If you are late picking up your child, he/she may be brought to Rye Recreation's main office for supervision located at 281 Midland Ave.
- ✓ If you need occasional extended care, arrangements can be made with the Camp Director 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: 8:00 – 8:30 a.m.

- Upper Camp – Rye Middle School Court Yard

Extended Afternoon Pick Up Location: 3:30 – 5:30 p.m.

- Upper Camp – Rye Recreation McDonald Building

TRIPS:

You can register for all trips on-line through your community pass account.

TRIP REFUNDS:

*****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 what it is for. 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. There will always be extra handouts available in the camp office for those who don't have access to email.

MEDICAL:

All campers are **required** by the New York State Health Department to have a complete medical history and immunization record up-to-date and on file. No child will be permitted in camp without this completed record on file in the camp office.

Children who are required to take medication in camp need to complete a special [medical form](#) (this includes inhalers) that must be signed by both the doctor and the parent. This form must be sent to office before camp or with medication when beginning camp.

The staff person in charge of first aid will monitor the medication process. Children must be able to take their medication independently. Parents are asked to bring in medication in the original container with a doctors prescription. Each time the child is given their medication, it will be recorded in the daily medical log.

Care is provided by 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 will be mailed out prior to picture day with prices for each package.

EARLY DISMISSAL:

Parents picking up their child at any time other than the end of the camp day should report to the camp office first. **Please do not go to your child's group.**

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.

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, the office should be notified 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.

CELL PHONES: Children may bring a cell phone but it should be **turned off** during the camp day. If the phone goes off or if a staff member sees a camper using a phone, it may be taken from them and given to the camp director for the remainder of the day. If it is necessary for a parent to reach a child, please call the camp office before making use of a cell phone.

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. 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**. Boys must wear swimming trunks (no underwear/boxer shorts permitted under the swimming trunks).
3. 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.
4. 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 or ROLLERBLADE or SKATEBOARD TO CAMP MUST WEAR A HELMET**

5. 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.
6. **INSURANCE**
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.

IMPORTANT DATES

Monday, June 25 th	Parent/Camper Meet the Staff (1:00 -2:00 p.m.) at RHS
Tuesday, June 26 th	First Day of Camp
Tuesday, July 10 th	Camp Photos
Friday, July 20 nd	Upper Camp Show and Ice Cream Social
Thursday, August 2 nd	Woodstock Festival w/ Walters
Friday, August 3 rd	Last Day of Camp (Noon Dismissal)

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.