

The Village of Dobbs Ferry

Recreation Department



DOBBS FERRY DAY CAMP 2018



Parent Handbook



Dear Parents,

The Dobbs Ferry Recreation Department welcomes you and your child to the 2018 Dobbs Ferry Day Camp, which will be held at Springhurst Elementary School this year. We welcome Lissa Hogan back as camp director again this year. We have planned a variety of special events, added some new trips and are very excited to have your child join us this summer.

If you have any questions, the camp staff can be reached via email at: dobbsferrydaycamp@gmail.com and please remember to follow them on Facebook at: facebook.com/dobbsferrydaycamp.

Thank you,

The Dobbs Ferry Recreation Department

Camp Objectives:

The underlying goal of our summer day camp is to provide the children of our community with a safe, healthy, stimulating and enjoyable summer camp experience. Our camp objectives are consistent with the Recreation Department's overall mission to:

- Provide a comprehensive choice of high quality leisure services for residents of all ages, ethnic and economic backgrounds and physical conditions.
- Provide aesthetically pleasing, safe and well maintained recreational facilities.
- Improve the quality of life through creative and constructive use of leisure time.
- Provide participants with the experiences and activities to allow for the development of each person's growth and maturity.
- Make a positive contribution to the physical and mental health of the community.
- Offer special services needed by the poor or the physically, mentally or socially disabled, who have unique leisure needs whenever possible.
- Protect and conserve the environment.
- Enrich the culture and creative life of the community and to supplement the formal education process for all ages.
- **Make their stay at Dobbs Ferry Day Camp a memorable one!**

General Information:

Camp Medical Forms: Your child's registration will **NOT** be accepted until his/her medical form is on file. If your child needs to take medication during camp hours, the **Medical Authorization** for **MUST** be completed and signed by the child's parent/guardian as well as the child's physician. It must be on file with the Village of Dobbs Ferry Recreation Department. All medication **MUST** be kept with the Medical Director.

Clothing: Campers should come to camp as comfortable as possible. We recommend that your child wear a pair of sneakers and bring flip flops. Remember to bring a bathing suit and towel daily. It is advised that all clothing be labeled.

Shirts: Each child will get a camp t-shirt. **Camp t-shirts are required to be worn on all camp trips.** If you would like to purchase an additional t-shirt – you may do so for \$5.00.

Illness: If your child is going to be absent from camp ***only on trip days***, it is necessary that you call the Recreation Department at 693-0024 or the day camp directly, 693-2406. If your child becomes ill during camp hours, parents will be notified first and then the contact person listed on the registration form.

Lunch: Campers must bring a lunch and drink each day. All uneaten lunches will be sent home with the camper.

Special Camper Problems: If your child is having difficulty with something, please feel free to contact the Day Camp Director or Superintendent of Recreation. All information is strictly confidential.

Emergency Procedures: Our camp is staffed with a Registered Nurse or EMT and several certified First Aid personnel. In the event of a serious incident, the Dobbs Ferry Police Department will be called. An incident report will be retained on file with the Village of Dobbs Ferry.

Lost or Stolen Items: The Village of Dobbs Ferry or its employees are not responsible for items lost or stolen. Please label all items and check the Lost & Found at camp or Gould Park.

Rainy Days: On rainy days, camp will proceed with a limited schedule.

Special Events: Please check the camp calendar for a complete listing of special events.

Senior Camp Picnic: On the last day of camp, there will be a BBQ at Gould Park. Hot dogs, hamburgers, and drinks will be available. Parents are invited to attend the picnic. **Camp will be dismissed at 1:00 P.M. on this day. There is NO After-Camp the last day!**

Early Dismissal: If you would like to pick up your child prior to the end of the camp day, you should send a note to the Camp Director with your signature. Please report to the Director when you arrive to pick up your child so that our staff is aware that he/she has been released to you.

Transportation: Parents are responsible for their child's transportation to and from camp. A detailed drop-off and pick-up plan is presented under the Transportation Information section of this Handbook.

Insurance: The Village of Dobbs Ferry does not carry insurance to cover hospitalization or medical costs of any persons injured, whether as a participant or spectator at any recreation program. Campers participate at their own risk.

Evaluation: The only way to provide you with the service you desire is for you to let us know how we are doing. At the end of camp we will be emailing a survey out. PLEASE take the time to complete the survey. Please feel free to let us know how we are doing throughout the six weeks of camp. Thanks!

Communications: Throughout the six-week season, you will be receiving informational flyers as well as a Camp Newsletter by email. Please feel free to contact the Village of Dobbs Ferry Recreation Department during Day Camp hours at: 693-0024. We also recommend that you join our Village wide e-mail list: www.dobbsferry.com/subscribe.

About the Program:

Camp Season: Camp will start on Monday, July 2nd and run through Friday, August 10th. There will be **NO Camp** on July 4th. Camp hours are from 9:00am - 3:00pm. There is an extended day option available for parents for an additional fee.

Camp Activities: Campers will participate in the following activities on a daily basis: Swim Instruction, Art, Sports and Free Swim.

Sample of a Daily Schedule:

9:00- 9:15	Arrive at Camp/Attendance
9:15 – 10:45	Sports
10:25 – 11:00	Swim Lessons
11:00 – 11:45	Playground
11:45 – 12:45	Lunch
12:45 – 1:30	Arts & crafts
1:30 – 2:00	Free Swim
2:00 – 2:45	Organized Games
2:45 – 3:00	Dismissal Time

SWIMMING:

All Dobbs Ferry campers will receive swim lessons from American Red Cross WSI's (Water Safety Instructors) at the Gould Park Pool. Lessons will take place in the morning hours. According to the Westchester County Department of Health, each camper must be assigned a swim classification. Every camper who attends the Dobbs Ferry Day Camp will be tested during the first week of camp to

determine their swim classification. The classifications are Non-Swimmer, Beginner, and Swimmer (descriptions can be found below). These classifications will be used for swim lesson groups as well as free swim time.

-Non-Swimmer is a camper who is unable to demonstrate to the staff that they can swim from one side of the shallow end to the other end without stopping. Non-Swimmers MUST remain with a counselor at a ratio of 1 counselor to 3 non-swimmers. These campers may only swim in the shallow end and must wear a bracelet.

-Beginner is a camper who can successfully demonstrate to the staff that they can swim from one end of the shallow end to the other without stopping. Beginners do not have to be accompanied directly by their counselor but must remain in the shallow end of the pool.

-Swimmer is a camper, who can successfully demonstrate the ability to swim two laps without stopping in the middle of a lap and can tread water for one minute. When treading water campers may not touch the wall and must keep their head above water during the minute. These campers are allowed in the deep water and throughout the pool, provided that a counselor is in that area of the pool.

Buddy Checks: We are mandated by the Westchester County Department of Health to implement a buddy system. This Buddy System is the only way to ascertain the accountability of a swimmer. As mentioned above each camper is assigned swim ability. Each morning every camper is assigned a buddy with the same swim ability. The pool staff performs a buddy check when the camp group enters the pool, then every 15 minutes thereafter. When the group leaves the pool, a final buddy check is performed, prior to them returning to camp. It is the camper's responsibility to report to his or her counselor if his or her buddy is missing. These buddies must swim together in the same pool area. If one buddy leaves the pool, the other must leave as well. In the event, when a buddy check is done, a camper is missing, the waterfront director will put the "Lost Swimmer Plan" into action.

Please Note: Starting the second week of camp, 5th and 6th graders should be dropped off at Gould Park before 9:00 A.M. Lessons will start at 9:00 A.M. sharp. In case of rain please take your child to Springhurst Elementary School.

Lessons Schedule:

Monday – Friday

9:00 -9:30am	5 th & 6 th Graders
9:30 – 10:00am	4 th Graders
10:00 – 10:30am	3 rd Graders
10:30-11:00am	2 nd Graders
11:00 – 11:30am	1 st Graders
11:30 – 12:00pm	Kindergarten

*Times subject to change

Transportation Information:

Drop – Off: Drop off will be done at the back of Springhurst Elementary school under the overhang. For your convenience, we will have staff outside to assist with the check in process.

***Please DO NOT drop off your child before 8:45 A.M.**

Pick- Up: Pick up will be done in the same place as drop – off. Groups will be outside and parents must sign his/her child out of camp. Each child will receive two (2) “pick-up tags” before the start of camp. Any person wishing to pick up a child from camp must have one of the two (2) tags in order to be authorized to pick up a child. If someone other than yourself or spouse is picking up your child, you must submit a signed note stating who will pick up your child that day and have them use the extra pick-up tag. Failure to do so will result in having to visit the directors table, and provide proper ID before a child can be released.

***Please make sure that you pick up your child no later than 3:05 P.M.**

***Special Note:** If your child will be walking or riding a bicycle home, please be sure to fill out the special permission slip on the back of the registration form.

Off Campus Trips: Dobbs Ferry Day Camp will participate on a few out of camp excursions this summer. Transportation costs and admission fees are built into the Camp Registration Fee. If your child’s grade level has a trip scheduled and he/she does not want to attend please DO NOT send them to camp and please call or email the camp or Recreation office letting them know.

Spending Money: If spending money is needed, you will be notified prior to the trip. Camp staff is not responsible for holding camper money.

Lunches for Trips: On camp trips, ALL campers are required to have disposable lunch bag.

***Please put your child’s name and group on the bag**

A Camp Calendar with all special events and trip dates will be emailed out prior to camp and can be found on our website: www.dobbsferry.com/recreation-department