

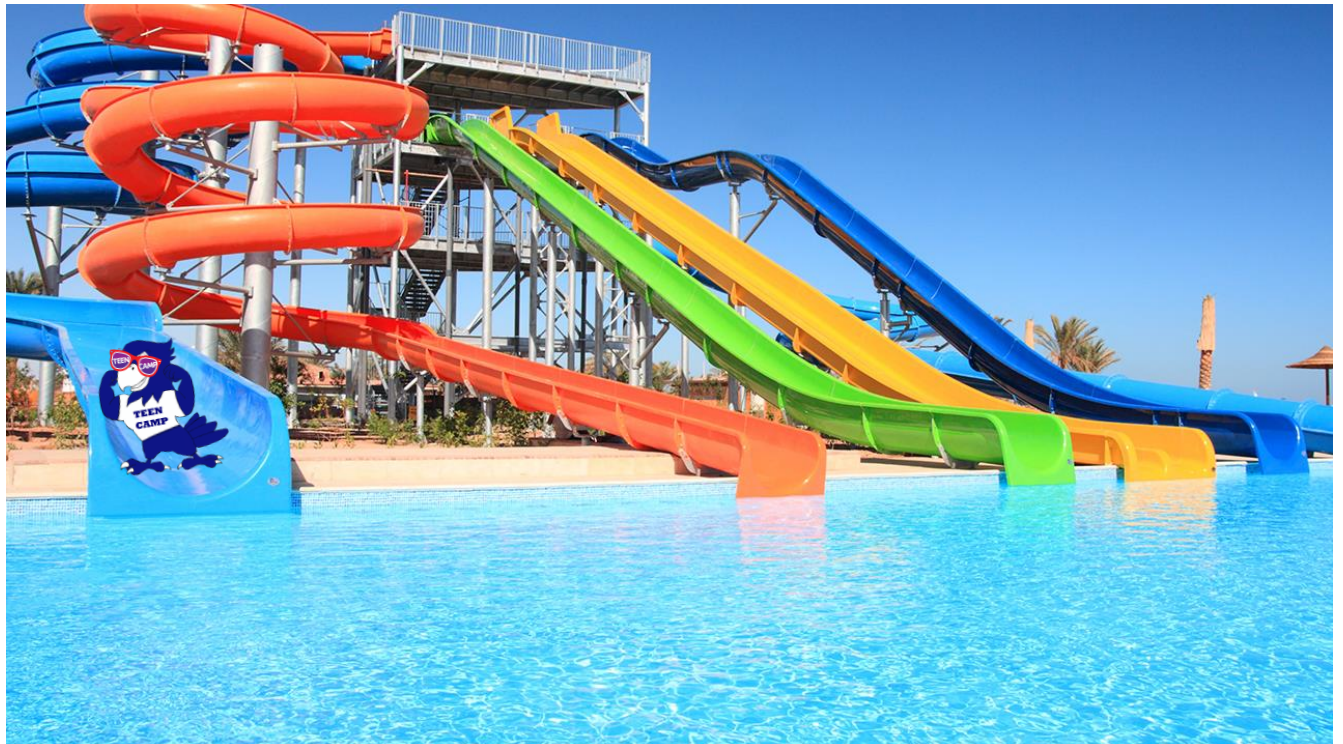
The Village of Dobbs Ferry

Recreation Department



# DOBBS FERRY TEEN CAMP 2018

## Parent Handbook



## 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 Teen Camp a memorable one!**

## General Information:

**Dates and Times:** July 2<sup>nd</sup> – August 10<sup>th</sup> (no camp July 4<sup>th</sup>) Last day of camp (Aug. 10<sup>th</sup> camp ends at 1pm) Camp runs 9am – 3pm unless otherwise noted.

### ALL TRIPS WILL BE TAKEN ON YELLOW SCHOOL BUSES

**Medical Forms:** All teens are required by the New York State Health Department to have a complete immunization record on file. If your child needs to take medication during camp hours, the "*Medication Authorization*" **MUST** be completed, signed by the child's parent or guardian as well as the child's physician, and be on file with the Recreation Department. All medication **MUST** be kept with the Camp Director.

### **Drop off/ Pick up:**

- Drop off and pick up will be done at the back of Springhurst Elementary school under the overhang.
- The return time will differ. PLEASE be available within 15 minutes of the printed time to pick up your child. We realize there are sometimes unforeseen circumstances; however, repeated lateness will not be tolerated.
- Those who walk will be dismissed at the time the trip returns. (Note from parents are required).

**Bikers/Walkers:** Campers that will be walking need permission to do so. If you did not sign the permission slip giving permission please send a note if your child will be walking home.

**Attendance:** Daily attendance will be taken at the designated departure time. Please follow the specific times listed on the itinerary. THE BUS WILL NOT WAIT FOR LATE CAMPERS!

**Illness:** If your camper is not going to attend that day's trip, please call the Dobbs Ferry Recreation department at 693-0024.

### **Clothing:**

It is important that on all trips, especially in inclement weather or at a water related site, that your teen bring a change of clothing. It can be a very long ride home in wet clothing.

The personal appearance of each camper in our group conveys to the public a general impression of our camp. Clothing for trips should be casual, in good taste, and suitable for each trip. Campers should come to each trip as comfortable as possible and dressed for the weather of that particular day. Campers are expected to dress respectably. Shorts, short sleeve shirts, sneakers are examples of what should be worn. Torn clothes are not permitted. Sneakers must be worn daily and sandals should be kept in backpacks. Campers will not be permitted on a trip if they are not properly dressed for the day's activity.

**Shirts:** Each child will be provided with (2) two camp t-shirts. **ON ALL TRIPS, CAMPERS MUST WEAR THEIR CAMP T-SHIRTS. Alterations are not permitted to the camp t-shirts. Any alterations to camp attire may result in camper suspension of that trip. If alterations are made to camp attire a replacement shirt will be provided at the expense of the parent.** If you would like to purchase an additional t-shirt – you may do so for \$10.00.

**Spending Money and Lunch:**

- During most of our trips there will be many opportunities for shopping and eating during the course of the day. Extra spending money would be advised and will be the responsibility of each camper. This might be an area of discussion with your child in budgeting for their purchases.
- Campers must bring a bagged lunch to camp every day. Lunch will not be provided. Lunches should contain non-perishable foods. Lunches should be labeled.
- Campers will be responsible for their own money so it is recommended that each camper carry a wallet or something to keep their money in.
- **No glass containers are allowed on trips.**

**Rainy Days:** In the event of inclement weather/rain, a rainy day schedule will be implemented, i.e. bowling, movie, etc. Please be advised that trips that are cancelled due to bad weather may not always be re-scheduled. Also, please note, trips that are cancelled due to inclement weather that were scheduled for a late pick up (after 3:00 pm) will be picked up at 3:00 pm. Should you have any questions as to the time of pick-up, please call the Recreation Department at 914-693-0024.

**Swimming:** We will be testing your child's swimming ability on the first day of camp. If your child does not take the swimming test, your child will not be allowed in the pool or on water trips.

**Supervision:** On many trips, such as amusement parks, the campers will be able to move around the park in their own group with a counselor and meet at pre-arranged times with the rest of the groups. It is therefore essential that campers be with their assigned buddy so that no one else is alone. It will be each camper's responsibility to stay with the group at all times when they are in amusement parks or areas where they are paired up. The buddy system will also be mandatory when they are in swimming areas.

**Personal Equipment:** Personal equipment (i.e. iPods/mp3 players, cell phones) will be allowed although The Recreation Department and the Village of Dobbs Ferry will not be responsible for any damages or lose of any personal equipment.

- Cell phone usage is not permitted during camp hours. Campers must receive approval by the Camp Director prior to using their cell phone. Upon approval, campers will be allowed to call their parent/guardian to inform them of change in pick up time. If you need to reach your child in an emergency. Please call the Camp Director directly.

**Behavior:**

All campers must be mature enough to be responsible for their behavior, their own property and the rights and property of others. There is to be no excessive "horseplay", loudness, unruly or abusive language, throwing of food, smoking, and use of alcoholic beverages or drugs during any part of the 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 the campers and withhold permission if the camper does not find these rules acceptable. **Please note that this travel camp is unique because unlike a day camp, the campers have to have a sense of responsibility for themselves.**

**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 THEIR BEHAVIOR NOT ONLY REFLECTS UPON THEMSELVES, BUT PROJECTS AN IMPRESSION OF THE GROUP AND THE VILLAGE OF DOBBS FERRY.**

**Discipline and Suspension:** Campers must be aware that any action not regarded as positive in nature within the guidelines and policies of this program are subject to disciplinary action and/or dismissal from further participation in the program with NO REFUND OF FEES PAID.

Such cases include:

1. Use of drugs, alcohol, or tobacco products.
2. Failure to adhere to official regulation, safety precautions, instructions, or orders/directions given by recreation counselors or area officials or instructors.
3. Offensive conduct or language used in public.
4. Any physical or verbal altercations.
5. Any illness carried by the camper which may be transmitted to other campers
6. Shoplifting... Campers involved in shoplifting are usually handled by local authorities, and up to the discretion of the establishment management. Parents will be called if this should occur.

**THIS WILL MEAN IMMEDIATE DISMISSAL FROM THE PROGRAM.**

Any questions relating to discipline will be discussed with the program supervisor. It will be the responsibility of the program supervisor 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 Recreation Department will be notified and a conference between a Recreation Representative, Camp Director, and Staff will be held. If necessary, the camper will be called into the conference for clarification of the matter.

**Insurance:** THE VILLAGE OF DOBBS FERRY DOES NOT CARRY INSURANCE TO COVER HOSPITALIZATION OR MEDICAL COST FOR PERSONS INJURED DURING PARTICIPATION OR AS A SPECTATOR AT ANY RECREATION PROGRAM. CAMPERS PARTICIPATE AT THEIR OWN RISK.

## **Parent Rights**

### **Responsibilities of the Camp Director:**

- To inform you and the local health unit if your child is involved in any injury, illness, or abuse incident.
- To screen the background and qualifications of all staff.
- To provide supervision for all Campers.
- To maintain all camp facilities in a safe and sanitary condition.

### **Rights of Parents and Guardian:**

- To be informed by the Camp Director or his/her designee, of any incident involving your child, including serious injury, illness, or abuse.
- To review inspection and investigation reports for a camp, which are maintained by the local health unit issuing the camp a permit to operate (present and past reports are available)
- To notify a parent or guardian, with the enrollment contract, that the camp must have a permit to operate from the New York State Department of Health or the designated permit – issuing official. The camp is required to be inspected twice yearly and the inspection reports and required plans are filed and available for review.

### **Responsibilities of Local Health Units:**

- To review and approve the required camp safety, medical, and fire safety plans.
- To inspect camps to assure that: (1) all physical facilities are properly operated and maintained and (2) adequate supervision exists to provide a healthy and safe environment in accordance with the New York State Sanitary Code.
- To investigate all reported incidents of injury, illness, and abuse or maltreatment allegations
- When requested, provide parents or guardians of prospective campers with an opportunity to review inspection reports and required plans.
- This time and effort spent in selecting the camp your youngster will attend is important. Keep in touch, especially if it is your child's first camp experience. If possible, visit the camp before and during the camp session.

# Teen Travel Camp

## Parent/Child Contract

I have read the program handbook and understand it fully. Any questions I may have had regarding any area of these trips were discussed with the program supervisor prior to signing this contract.

I have read the “**Behavior**” section of the handbook and have discussed its content with my child. ***We are both aware of the consequences for misbehavior.***

I understand that the staff will be committed to making the Teen Travel Camp a safe and positive experience for all participants.

I understand that \_\_\_\_\_ is to  
(Print Campers Name)

participate in all trip activities unless medical reasons otherwise prohibit him/her doing so.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Participant

\_\_\_\_\_  
Date