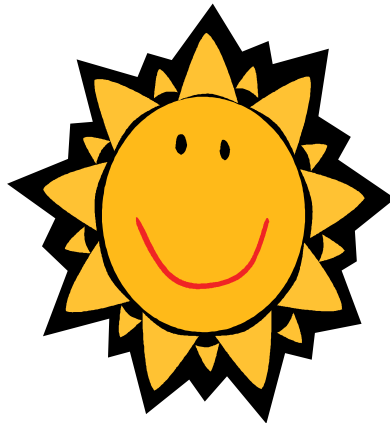


# Town of Malta

DEPARTMENT OF PARKS, RECREATION & HUMAN SERVICES

## Summer Recreation Program



## Parent Handbook

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# **TOWN OF MALTA SUMMER RECREATION PROGRAM**

## **Welcome**

The Malta Summer Recreation Program is a six-week program for children entering Kindergarten – grade 9 in September 2016. Children who are fifteen years old are encouraged to register and participate as a Counselor in Training (CIT).

The program meets from 9:30 am until 12:30 pm, Monday through Friday. Optional field trips may extend the camp hours for those children participating in them. Camp is held at the Malta Community Park for children Kindergarten-Grade 9 and at the Shenantaha Creek Park for children Kindergarten – Grade 9 Children usually attend the park that is closest to their home.

The Malta Community Park is located on Plains Road and is convenient for the Town of Malta's northern and northeast areas.

The Shenantaha Creek Park is located south of Route 67 off of East Line Road and is convenient for the Town of Malta's southern and northwest areas and the Village of Round Lake.

The Teen Program is held Monday – Thursday from 9:30 am until 12:30 pm. The Teen Program does not meet on Fridays, except on July 8, 2016.

Campers are grouped by the grade they will be entering in September and have a counselor assigned to them to lead age appropriate activities. Take the time to meet your child's counselor during the first week of camp. Counseling staff is trained in first aid, playground safety, and program development. The program requires a strict counselor to camper ratio to provide a safe, fun experience for your camper. This structured, well-supervised program is licensed by the New York State Health Department and provides an opportunity for children to use their summer leisure time constructively.

To help with staffing:

- It is important that you notify your child's head counselor if your child is not going on a field trip but will be attending camp at the park;
- it is your responsibility to drop your child off and pick your child up on time. Counseling staff is not available to watch campers before or after camp.

## **Program Objectives**

The objectives of the Summer Recreation Program are to:

1. provide opportunities and relationships which will help develop personal awareness, independence, social interaction skills, and a positive use of leisure time;
2. provide opportunities for self expression through arts and crafts, sports, and socialization with peers; provide trips and excursions that enable campers to visit points of interest for fun and enjoyment;
3. conduct sports activities in order to provide motor skill development, the development of good sportsmanship, and social relationships as a part of a team and as a competitor; and foster an environment which will allow development of each camper's potential for self growth, social interaction and leadership.

## **Services Provided**

The Summer Recreation Program offers children a variety of appropriate and diverse activities and optional trips. Activities include arts and crafts, sports and games and playground time. There are weekly themes and activities scheduled to coordinate with these themes.

## **Registration Information**

Registration forms for Malta programs record each child's parent, medical and emergency contact information. The form asks for any special accommodations a child may need to participate, any medical or behavioral problems such as behavioral or anxiety disorders and any personal situations such as a restraining order or problems with other children that we should be made aware of. Pertinent information is provided to the Counselor but kept confidential.

Registration packets are available in April at the David R. Meager Malta Community Center and on the Department's web site ([www.maltaparksrec.com](http://www.maltaparksrec.com)). Registration is from 8:30am - 7:30pm Monday-Friday and on Saturdays from 9:00am -11:30am at the Malta Community Center. There is a \$75 registration fee for children who reside in Malta with a \$150 maximum per family for residents or a \$265 registration fee for non-resident children. Registration fees are non-refundable. Proof of residency may be a current tax or utility bill with your name and address on it. **Check the registration forms for registration deadlines and additional fees.**

**In order to register you must provide the following:**

- 1. a current immunization record from your child's doctor (we need this form each year as we do not keep it on file);**
- 2. a proof of residency;**
- 3. a proof of legal guardianship (when applicable);**
- 4. appropriate fees \$75 per child resident fee/ maximum \$150 per family or \$265 per child non-resident fee;**
- 5. completed registration forms.**

A packet of information regarding optional field trips with the weekly calendar is available with the registration forms. Children may be registered for trips at the same time they are registered for camp. Malta Summer Recreation T-shirts that are required to be worn on all trips are also available for purchase. Trip shirts are not required if your child is in the teen group.

There are five ways to register your camper for a **field trip**.

1. Mail the trip registration form and your payment to Class Registration, Malta Community Center, One Bayberry Drive Malta, New York 12020.
2. Register in person at the Malta Community Center, Monday-Friday 8:00 am to 7:30 pm and Saturday 9:00 am to 11:30 am. We accept cash, check, Visa, Discover, and MasterCard.
3. Drop off your registration form and fees in our After Hours Night Drop Box located outside the main entrance of the Center.
4. Register on-line at [www.maltaparksrec.com](http://www.maltaparksrec.com) (not all trips are available online).
5. Fax the completed, signed, registration form with credit card information to (518) 899-4448. We accept MasterCard, Discover, or Visa.

6. Please be sure to use and completely fill out the trip registration form with your child's name, grade, park location and desired trip(s) when registering by mail, fax or drop box.

Requests for refunds for trips must be made in writing (e-mail is acceptable) or in person a full week prior to the start of the trip. Requests after this time will not be considered. There is a \$5 service charge for each activity refund. There is not a service charge if you accept a credit on your account. Only amounts greater than \$10 will be refundable. For refund requests under \$10, money will be credited to your customer account. In the event that an activity is filled or cancelled, a full refund will be made. Please allow up to four weeks for refunds to be issued. There is a \$20 service charge for all returned checks.

### **Drop Off & Pick Up Times**

Staff is hired to supervise children from 9:30am until 12:30pm or, if supervising a field trip, until the time listed on the trip information sheet. It is your responsibility to drop your child off at these times. If you need to pick your child up earlier, please provide your child's head counselor with a written note stating what time and who will be picking your child up.

### **Arrival and Departure Policies**

**Campers Grades K-5:** A parent or other authorized person must sign their child in with a counselor at the beginning of camp and sign the child out at the end of camp.

**Campers Grades 6-9:** Campers are required to sign in at the beginning of camp and at the conclusion of camp with their counselor. Campers in this age group can be dropped off and picked up at the entrance gate. If you do not want your child to be waiting at the entrance gate, you must let their counselor know. Campers are not allowed to leave the camp grounds during the regular camp hours without a signed note from their parents.

Campers may only leave with their parent or other authorized person listed on the registration form. If someone else has to pick up your child, or if your child goes home with a sibling or friend, you must send in a written note ahead of time notifying your child's Head Counselor. Phone calls are not acceptable. Our staff will require identification from anyone picking your child up that they do not recognize. Any time you need to make a change to the registration form, call the Parks & Recreation office at 899-4411.

### **Personal Information**

It is important to let us know personal information that may affect your child's day in camp. This will help us make sure your child has a fun experience every day and staff is aware of health, physical or other challenges. There is an area on the registration form to provide this information. It will be kept confidential.

### **Program Orientation**

Orientation is held on the first day of the program by staff. Orientation is given to all campers and includes general information, rules, tour of the camp grounds, requirements for field trips, special activities and an explanation of possible site hazards. Campers who are not present on the first day receive their orientation on the first day that they attend. Campers are prepared for camp by listening to all of the rules and regulations and are reminded throughout camp of all of the following information.

- Tour of camp grounds
- Description of camp hazards
- Reporting Illnesses
- Injury and other incidents (first aid)
- Bus rules
- Discipline procedures
- Camp Trips (rules and regulations)
- Snack procedures
- Program procedures
- Buddy system
- Lost camper plan
- Fire drills, evacuations and fire safety
- Lightning plan
- Rabies exposure
- Tick and Lyme disease
- Open discussion (questions and concerns)

### **Personal Items**

In order to help us provide opportunities and relationships and help develop personal awareness, independence, social interaction skills and a positive use of leisure time, children who bring personal toys and hand held computing devices will not be allowed to play with them during the Camp Malta program. **The Town is not responsible for lost or stolen property.**

### **Program Attire**

The summer program is an outdoor camp. Your child will get dirty and occasionally wet! Don't send your child to camp in new clothes – camp is about having fun! **For your child's protection, gym shoes are required. Sandals or flip-flops are not allowed.**

### **Outdoor Policy**

Just a few serious sunburns can increase a child's risk of skin cancer later in life. It only takes 15 minutes of exposure of the sun's UV rays to damage the skin. Since children in the Summer Recreation Program regularly participate in outdoor and water related recreational activities, we strongly recommend adherence to the following sunscreen policy.

1. All campers should wear sunscreen with a SPF of at least 15 (or greater) on all exposed skin daily.
2. Parent or legal guardian is responsible for applying sunscreen prior to drop-off to the program each morning.

### **Lunch/Snacks**

There is a time during the camp program for a snack break. Children are responsible for their own snack and drink every day, except party days. If your child is on a field trip that will extend the day, please make sure that you include their lunch. It is also important that children have plenty to drink while at camp. Labeled water bottles are great for this. Both parks have water fountains to refill empty drink containers. **Because there are some children enrolled at camp with serious nut allergies, it is extremely important that your child's snacks do not contain**

**any nut products or oils.** Although the Town of Malta endeavors to provide nut free programs, the Town cannot guarantee that the program or the premises in which it is held is totally free of exposure to nuts and nut-products. The Town of Malta encourages you to send whole foods such as fruits, vegetables and grains as a snack to camp to help promote healthy eating habits.

Please do not allow your child to bring money to camp except on days that Mr. Ding-A-Ling visits or there is a trip. Please check the camp calendar for those dates. If your child is purchasing lunch on a trip day, please make sure that they wear pants or shorts with button pockets or a belt pouch. Do not send a large amount of cash with them. **Staff members are not allowed to hold children's money.**

If your child does not like what is being planned for food for a special event, feel free to send in their own food.

### **Special Needs**

The summer program requires strenuous physical activity and endurance during various sports and activities that are played. If your child is not able to participate in any activity, please speak to your child's Counselor. Any other special needs or concerns you may have must be brought to the attention of the Head Counselor.

### **Medical Information**

The Town of Malta Summer Recreation Program is a day camp and Malta staff is not allowed to dispense medication. If your child shows up to camp ill or becomes ill during camp hours, you will need to pick them up immediately or arrange to have them picked up. Please do not send your child to camp if they have such illnesses as:

- conjunctivitis (pink eye);
- a fever within the last 24 hours;
- vomiting or an upset stomach;
- signs of general fatigue or discomfort;
- a rash;
- head lice; \*
- a chronic cough or runny nose.

Malta Summer Recreation staff is not allowed to apply sunscreen or bug protection to campers. You should do this before sending your child to camp.

\* Teach your children to not share combs, hairbrushes, hats or head scarves with other children.

If head lice are detected during camp, you will be called to pick your child up immediately. A physician's note that the child is clear of head lice is required prior to the child returning to the program. When there has been a case of head lice at camp all children within that age group will be screened the next camp day. Parents will receive written notification within the next two camp days.

## **Inhalers and Epi-pens**

Some children enrolled in the summer recreation program have asthma or other serious allergies. **Please do not send in snacks for your child that may contain nut products that could seriously harm another camper.** Although the Town of Malta endeavors to provide nut free programs, the Town cannot guarantee that the program or the premises in which it is held is totally free of exposure to nuts and nut-products.

In order to protect these children, our staff needs to be aware of all children who have inhalers or epi-pens. It is important to mark this information on your registration forms and have your doctor's permission to bring the medication to camp.

The Department of Health regulations prohibit the administration of medicine, including but not limited to Benadryl, Tylenol, aspirin, Advil, or Motrin by an unlicensed individual. The two exceptions are asthma inhalers and epi-pens which camp personnel are permitted to assist in administering. No other medication can be brought to camp.

- The town's health director, a licensed medical doctor, develops and over-see's the use of epinephrine auto-injectors in camp.
- All counselors are trained by Malta-Stillwater EMS personnel on how to administer the Epi-Pen in case of an emergency.
- All children who require an Epi-Pen must have an authorization form signed by their doctor and parent.
- Children must come to the office to demonstrate they can self-administer the medication or, **if they are too young, to demonstrate that they can tell people around them about their allergy and what happens if they are exposed to an allergen. It is important that your child is educated about the signs and treatment of anaphylaxis as this knowledge will significantly improve the safety of your child.**
- A parent is required to bring the medication in its original container **showing the prescribed information on it** to camp every morning and **give it to the child's head counselor who will safely store the medicine. Children will not be responsible to carry the medication on them. It will accompany them wherever they go via their head counselor.**
- A parent is required to pick the medication up after camp each day. Medication is not stored at camp.
- If a camper comes to camp without their prescribed Epi-Pen, their parent will be called to bring the medicine in immediately or the child will be sent home.

Remember, these policies are to protect your children and we trust that everyone will help ensure that they will be carried out. The signed authorization form and training demonstration must be completed before your child is allowed to attend camp.

As your child grows, you may see an area where we can improve. We appreciate your feedback and collaboration and appreciate your input. Feel free to call anytime with questions or comments.



## **Children at Risk**

All child care agencies are required by law to report suspected child abuse or maltreatment if they have reasonable cause to suspect it. Our staff is trained in recognizing abuse and maltreatment. Maltreatment can be such things as failing to provide proper medical care, excessive punishment, misuse of alcohol, drugs, etc.

Parents who bring or pick their child up under the influence of alcohol or drugs present a risk not only to their child but to others. Our staff is required in these circumstances to:

- call the other parent or someone on the child's emergency contact list;
- contact a neighbor or friend, or;
- call a taxi.

If any of these arrangements cannot be agreed upon, staff is required to notify the proper authorities.

If you suspect a child may be at risk of child abuse or neglect, contact the New York State Child Abuse Hotline (State Central Register) at 1-800-342-3720. If you feel that a child may be in immediate danger, call 911 or contact your local law enforcement.

## **Emergency Procedures**

When children are in Camp, they run, yell, play hard and occasionally fall and skin their knees. We do not call you for every bump and bruise unless the child is upset. Otherwise, if a camper is injured, a health problem arises or professional medical help is needed, the following steps are taken:

- 911 is immediately called;
- immediate first aid is administered by our trained staff until professional help arrives;
- the parent or guardian, or if not available, your emergency contact person is notified;
- an appropriate staff member accompanies your child to the hospital and remains until a family member or an emergency contact person arrives.

## **Emergency Drills**

Emergency fire drills are held three times during the program.

## **Trip Information**

Campers have the option of attending an optional weekly off-site trip for an additional fee that may extend the camp hours or remain at the park for scheduled daily activities. If your child does not participate on a trip, please notify the Head Counselor that they will be attending camp prior to the field trip to assist us with proper staffing. The hours for children who remain at the park are 9:30 am to 12:30 pm. Since trips have limited opportunities for enrollment, make sure you sign up early and before the due date or your child might miss out on a trip. Trips are on a first come, first serve basis. There are a limited amount of children on each trip. This is listed on the trip information form.

A packet of information regarding field trips is included in the Trips & Calendar packet available at registration in April and on the Town website. Remember to pick one up with your registration form. **The last day of registration for a trip is listed in this packet for each age group. We**

**do not accept late registrations after the due date.** If you are going on vacation, plan ahead! If your child has not signed up or paid for a trip, they will participate in the camp activities held at the park.

Be aware of drop off and pick up times for trips as times may vary from the regular camp hours. Times are listed on the field trip information form. The times are also on your receipt. Children must be at the park and ready to board the bus by the listed start time. Refunds will not be given for missing the bus. As we cannot control the weather, there are times when a trip day may have to be changed due to rainy weather. We do our best to reschedule that same week.

To assist campers entering kindergarten through second grade adjust to an off-site trip, a parent of a kindergartener may accompany their child on the bus and on the trip. A parent of a camper entering first or second grade may meet their child at the trip location but may not ride the bus.

Your child is still a camper and under the supervision of their counselor and all of the rules and directives of the camp. You are not allowed to separate them from the rest of their group. Other siblings and family members are not allowed on the camp trips. These accommodations are for our kindergarten through second grade campers only. Although you are responsible for your own admission, you must notify the office if you will be riding the bus or accompanying camp on the trip when you register your child for the trip.

All children (except those in the teen group) must wear a Malta Summer Recreation T-shirt on all trips. T-shirts are available for purchase at the Community Center for \$5.00 each.

If you have any concerns regarding a trip, please discuss them with your child's head counselor.

If you lose your trip information/registration sheet, it is available on the Town's website and at the Community Center.

Trips to the Malta Community Center and other Town parks are considered part of the daily camp activities and all children scheduled for a trip to either site on that day will be bussed to that location. There is no camp at the park on those days. For your information, the movie dates and trips to other Town parks are listed on the camp calendar.

Children do not attend the water park area at the Great Escape.

#### Trip Rules

Stop, Look & Listen -

- **STOP** always go with a buddy, never alone.
- **LOOK** to be sure you can always see your counselor.
- **LISTEN** for directions from counselors and the trip coordinator.
- Be aware of the first aid locations and alert counselors to any problems.
- Wear your recreation T-shirt on all trips.
- Wear appropriate clothing (sneakers are required footwear at Camp for safety).

## **Transportation**

The Summer Recreation Program uses professional buses and drivers for field trips. All children are required to wear seat belts on the buses. Emergency bus evacuation drills are held during the Camp period. The bus includes all of the necessary equipment such as a first aid kit, tools, a fire extinguisher and flares.

### **Bus Rules**

Remind your child:

- to remain in the seat at all times;
- to wear their seat belt;
- that no objects are to be outside of the bus windows;
- not to write on any part of the bus;
- no littering on the bus;
- to keep feet out of the aisles;
- to listen carefully for role calls;
- no eating or drinking on the bus;
- vandalism of any kind will not be tolerated.

## **Pedestrian Safety**

If your child is walking, skating or riding their bike to the park without adult supervision, you must give them permission to do so. Please check the box on the registration form that gives your child permission to walk skate or ride to the park alone. The Malta Community Park has crossing guards on Plains Road from 9:15 to 9:40 am and 12:30 – 12:45 pm. If your child crosses this road, please be sure they do it between these hours. Crossing Guards are also counselors who need to get back to their responsibilities in Camp. If your child does bring a bike, make sure it can be locked. The Town of Malta is not responsible for missing or stolen items.

Teach your children the rules of the road when bicycling to the parks. Children learn from watching and will repeat what you have taught them.

### **REMEMBER, KIDS SEE THE WORLD DIFFERENTLY THAN ADULTS...**

When your child goes to camp alone or with friends, they are joking, laughing, talking and fooling around. It is more of an exploratory walk and they are oblivious to traffic.

### **CHILDREN USING THE BIKE PATH SHOULD FOLLOW THE RULES OF THE ROAD.**

Almost all serious injuries happen when a child breaks one of these rules of the road.

**RULE #1** Stop before going out into traffic. Look left, right and left again. When you are absolutely sure there is no traffic, enter the road.

**RULE #2** Stay on the far right side of the road or path.

**RULE #3** Obey stop signs.

**RULE #4** Look back and yield to traffic coming from behind you before turning left at intersections or proceeding across intersections.

### **Weather Information**

The Town of Malta Summer Recreation Program takes place outdoors in conditions quite different from the controlled environments and predictability of buildings. Nature and weather occur on their own schedule, sometimes unexpectedly. It is appropriate in the outdoors to be aware at all times of the natural conditions around us and what changes the weather might bring.

Temperature, winds and occasional storms are factors in an outdoor day camp. Weather is unpredictable and conditions such as temperature changes, storms and other natural occurrences affect the camp day. It is important that your child is dressed appropriately for days that are overcast. These days can be very cold to young children.

There will be camp if weather conditions call for a light drizzle. If the children are at the Malta Community Park or the Shenantaha Creek Park and the conditions change to extremely heavy rain, wind, or an electrical storm, all parents or guardians need to immediately pick their child up at the park site. We are not equipped to house your child in an enclosed structure during these conditions. When in doubt, we recommend you keep your child home on that day.

If it is raining and your child has a field trip scheduled for an indoor activity, the trip will go on as scheduled. If the field trip is an outdoor activity, it may be canceled. Every effort will be made to reschedule the trip at another time.

**Check the Department's webpage at [www.maltaparksrec.com](http://www.maltaparksrec.com), or call the Center at 899-4411 to check cancellation schedule.**

### **Address & Telephone Number Changes**

Please inform the office staff at the Malta Community Center any changes to your address, phone numbers or other important personal information changes. If your emergency numbers change, it is important that we are notified immediately to ensure proper notification of parents in case of an emergency.

### **General Information for Parents**

Messages and newsletters are frequently sent home with children. Please check daily for notices or messages in your child's papers and projects.

### **Contacting Your Child**

During the program, the counselors are supervising children in various activities and not available to answer the phones and routine questions. For routine matters, counselors are available during the drop off or pick up times. If you need to contact your child at camp for an emergency, please call the Department of Parks, Recreation and Human Services office at 899-4411 and a staff member will relay a message. Please limit your calls only to urgent matters.

Campers are not allowed to use cell phones at camp. The Town of Malta is not responsible for lost or stolen cell phones or other personal items.

## **Appropriate Program Behavior**

Please realize that your child is at a day camp and not at school and that:

- everything is open and accessible to all campers - the Town is not responsible for lost or stolen property;
- there are no separate classrooms or lockers in which to safely store a camper's personal items or money.

Please talk with your child about responsibility and safety:

- regarding actions and language toward counselors and other campers;
- regarding responsibility for their clothing, snacks, backpacks, bikes and money;
- do not send a small child with money in hand;
- Campers should wear clothing with zipper/snap pockets or a belt pouch.
- Campers are not allowed to bring cellphones or other electronics such as video games, etc.

It is your responsibility to talk to your child about these things:

- non-aggressive behavior is appropriate;
- no bullying of other campers;
- respect for others, staff and equipment;
- use of appropriate language;
- no hitting, tripping, pushing, tackling, kicking, fighting , or wrestling;
- Campers are expected to assist in picking up after games and activities.

Plan your child's day, every day!

## **Discipline Procedures**

Please prepare your child for the Malta Summer Recreation Program by explaining all of the rules and regulations to your child and discussing any concerns that he/she may have. Please discuss any problems that your child may be experiencing while at Camp with your child's counselor.

Campers must display acceptable behavior and must be accountable for their actions. Parents must know and understand the rules that their child is expected to follow and be aware of the consequences for any violations. The following procedures are followed regarding disciplining children

1. If a child does something wrong, the counselor will try to redirect the child by getting him interested in another activity and an explanation will be provided as to why he cannot behave in that manner.
2. If the child persists, if the behavior warrants it, a time out will be used as a cooling off period. After the time out period, the behavior and appropriate choices that should be made will be discussed with the child.
3. The counselor will discuss recurring discipline challenges with the parent.
4. All discipline problems will be documented and parents may review the reports if requested.
5. In cases of recurring or severe misbehavior, parents will be contacted for a conference to discuss the behavior to try to work things out.
6. If the misbehavior continues, the Director may place the child on a probationary period.

7. If the situation does not improve, or a plan cannot be implemented for improvement during the probationary period, parents may be requested to withdraw their child from Camp.
8. Parent conferences will be documented and kept in the child's record.
9. Any child who intentionally destroys camp property may be dismissed from the program. Any vandalism charges will go directly to the camper involved and to his or her parent(s) or guardian.
10. Any child who intentionally injures or is a threat to another child may be dismissed from the program.

### **Party Day Supplies**

If you would like to send in something for party day, please check the calendar, weekly newsletter, or white board for party items. Parents can send in fruit juice for the parties. Children can give the items to their counselor. These items are used by the counseling staff throughout the summer for various parties. The children will receive notification from the counseling staff as to when a camp party will be held and what the party food of the week will be. If your child does not like what is being planned for food, they can bring their own snack.

### **Questions & Additional Information**

If you have any additional questions or concerns, please feel free to call the Department of Parks, Recreation and Human Services at 899-4411.

Audrey Ball	Director of Parks, Recreation & Human Services
Carla Bearup	Assistant Director of Parks, Recreation & Human Services
Barbara Mazurak	Camp Director