

Putnam Valley Parks & Recreation Staff

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Please visit us at our new website!

www.pvpr.com

The Putnam Valley Day Camp is starting a mass email list! To sign up, please visit:
<http://feedback.putnamvalley.com/cgi-bin/batchmail931/rebatch.cgi>

Important Dates

June 15 - Parent Orientation
6:00 PM - 7:00 PM

June 28 - July 9, Session #1

July 12 - July 23, Session #2

July 26 - August 6, Session #3

Aug. 9 - Aug. 20, Session #4

2010

**Putnam Valley
Day Camp**

**Parent
Handbook**



**150 Brookfalls Road
Putnam Valley, New York 10579
(845) 528-7777**

Welcome!

Thank you for choosing Putnam Valley Day Camp!

We have developed an exiting program that will provide your child with a rewarding experience this summer. There are exciting rotations with fantastic activities and fun-filled special events planned.

The information in this booklet is designed to provide you with a better understanding of the camp and it's policies and procedures. It was developed based upon questions we have received from parents and guardians in the past. Please take a few minutes to familiarize yourself with this valuable information.

The camp staff is committed to assisting you and your camper. If you have any questions or comments, please contact us. We are always happy to hear from you!

Mission Statement:

To provide a safe, respectful and fun environment for all campers.

Camper's Rights:

Putnam Valley Parks and Recreation will not discriminate based on ability, gender, race, sexual orientation, or religious affiliation.

Staff:

We carefully select our staff for their interest and commitment to working with children. Staff members attend a comprehensive training workshop prior to camp to ensure a safe, fun camp experience for everyone.

Behavior:

The enjoyment and safety of all campers is the primary concern of the staff. We ask that you explain to your camper that the same behavior that is expected during school, is expected of the campers at camp. Parents/guardians will be notified of any behavior problems by the Camp Director or Senior Counselor. Enrollment at the camp is a privilege which may be removed, if a camper's behavior warrants suspension or expulsion. We reserve the right to deny entry to or remove any camper from any activity due to behavior problems or to avoid creating a staffing hardship situation, which is beyond reasonable expectations.

Activities:

We make every effort to provide a safe environment for our campers. Campers have the responsibility as a voluntary participant, to abide by all rules, to listen to and follow all instructions given by the camp staff as well as using their own common sense and exercise reasonable personal care and alertness. Many activities at camp and on off-site trips, involve a known and reasonable risk. However, as with any type of high-energy physical activity, there is always the possibility of the unforeseen. In the event of an accident or injury, preceded by a camper failing to obey a rule, procedure, instruction or specific directive, then the parent/guardian hereby indemnifies the camp for that and any such purposeful action. The Town of Putnam Valley does not provide accident insurance.

Sun Safety:

Please send campers to camp with waterproof sun screen already applied (at least SPF-30) as well as a bottle of sunscreen. Campers will be reminded to reapply sunscreen liberally throughout the day. Due to camp policy, staff may not apply sunscreen to campers.

Things Not to Bring to Camp:

For the safety of your camper and their belongings, the following items are not permitted in camp: candy, gum, valuables, trading cards, sports equipment, cell phones, handheld computer systems, Walkmans, Discmans, I-Pods, any audio-visual electronic equipment, MP3 Players, jewelry, knives, firearms, fireworks, matches, lighters, cigarettes (or other tobacco product), x-rated or inappropriate magazines, alcoholic beverages, illegal drugs or any other dangerous or illegal items. Any prohibited items brought to camp will be confiscated and returned to the parent/guardian.

The camp is not responsible for any items lost at camp.

Substance Abuse/Misuse & Zero Tolerance Policy:

Camper possession or use of any tobacco products, alcoholic beverages or illegal drugs at camp is strictly prohibited. Camper possession or misuse of any prescription or over-the-counter medications while at camp is in violation of the medication policy and is strictly prohibited. Violation of these rules will subject the camper to immediate dismissal. There will be no refund of tuition. We ask parents to discuss this policy with their camper before they come to camp.

Camp Permit & Inspection Certificate:

Our camp operates in accordance with New York State Health Department Regulations. The camp is inspected at least twice each session by the Putnam County Department of Health. Inspection records are available for review at the Putnam Valley Parks and Recreation Office or at the Putnam County Department of Health Office, 4 Geneva Road, Brewster, New York, 10509. Their phone number is (845) 278-6130.

Income Tax Child Care Credit:

Camp tuition fees and Children's Center fees are eligible for income tax child care credit for working parents. Our Federal ID Number is 146002391.

Pin Number:

For the protection of your camper, you have provided a 4-digit PIN code number on your camper's registration form. Please be sure to give this number to anyone who will be picking up your camper. If the person picking up your camper does **not** know the PIN code, your camper will not be released. Please understand that this procedure is to ensure the safety of your camper.

Camper Drop-Off & Pick-Up Procedure:

We meet at the Putnam Valley Middle School Parking Lot and then bus the campers to and from the camp site. You may drop your camper off starting at 8:45 a.m. until 9:05 a.m. Campers can be picked-up beginning at 3:40 p.m. until 4 p.m. If you anticipate occasional delays, we suggest you register your camper with the Children's Center. Due to safety reasons, cars are not permitted to drive up to camp.

Camper Drop-Off & Pick-Up Continued:

If someone other than a camper's parent or guardian will be picking them up, please send in a note with your camper confirming the person's name. The camp reserves the right to request photo identification from the person picking-up. Please understand this procedure is for the camper's safety. To arrange for an early pick-up, please call the camp office (845) 528-7777.

Activity Calendar:

Please refer to the activity calendar daily so you can send your camper prepared for special events. We will also have an email program that parents should subscribe to. Be sure to check for emails daily. Email address can be found on the back of this handbook.

Clothing:

Campers will be participating in a variety of physical activities rain or shine. With this in mind, please dress your camper appropriately. Campers should also wear sneakers, as they will be doing a lot of walking! Sandals, flip-flops, Crocs, and Heelies are not permitted at camp for safety reasons.

Campers need to bring a swimsuit and towel daily.

Please label all camper's clothing. We make every attempt to keep track of all belongings, however if your camper is missing something, please check with your camper's counselor. Any belongings not identified by the end of camp will be available for pick-up at the Parks & Recreation office for only 1 week.

Food Service:

We do not provide lunch. Campers must bring their lunch in a water proof container labeled with their name. Lunches will be refrigerated and all left-over's will be discarded. Glass and other breakables are not permitted for safety reasons. Campers will occasionally be given ice pops for special events. Please do not send in candy, and especially gum. Gum is not permitted at camp. Microwaving is not available, so please consider this when preparing your camper's lunch.

Medical Unit:

Our Health Staff is comprised of a Health Director (Emergency Medical Technician), as well as a number of CPR/First Aid certified personnel. Any medications (prescription or over-the-counter) that will be taken at camp require prior parent/guardian and physician authorization forms. Medications must be given to the Health Director in its original container with camper's name, prescribed dosage and administration instructions. Medications will be stored in a locked cabinet in the Medical Unit. Physician approved Asthma Inhalers and Epi-Pens may remain with the camper if necessary. All medication will be self-administered under the supervision of our Health Staff. Please communicate any changes to your campers medication immediately.

Illness:

If a camper arrives at camp ill or becomes ill during the camp day, a parent/guardian will be notified for pick-up. If the parent/guardian is not available, the emergency contact will be notified to pick-up the camper. Please understand this procedure is for the camper's safety.