

Halfmoon Recreation Winter Camp Brochure



Resident Registration Dates

We will be registering
January 11th-February 5th
Monday- Friday from 8am-4pm

All registrations will be held in the Recreation Office (Town Hall)
Minimum of 20 participants to run program, max of 50. Registration is
first come first served!!

Town of Halfmoon Recreation Department
2 Halfmoon Town Plaza
Halfmoon, NY 12065

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Welcome!

We hope the information in this booklet answers your questions about our program and allows us to work together in providing a fun and safe experience for your child.

Please be aware that schedules, activities and locations may vary daily to accommodate the logistics of our program. Open communication between the staff, children and parents is necessary for a program to run positively and effectively. Please do not hesitate to bring any concerns to our attention.

Also, you must sign the “Brochure / Parent Handbook Signature” page in our Registration Booklet. This certifies that you have read, acknowledged and understood all information provided to you and that you have relayed this information to your child.

Winter Camp Program

This Program is offered for children grades 1 ó 8, **minimum of 20 with a maximum of 50 children**. Daily camp activities will include a trip, arts nœcrafts and other recreational, social and educational experiences. In order to participate, children must be enrolled in Grades 1 ó 8.

Days and Times: Tuesday ó Friday, February 16 ó February 19 from 8:30am ó 3:30pm

Fee: \$125.00 per child

Registration Information

Registration Dates

Starting January 11th Monday-Friday 9am ó 3pm

To register:

- To have read and understood this handbook
- **IMMUNIZATION RECORDS:** Due to Department of Health regulations, **everyone must** submit new immunization records every time they register. The records can be obtained from the childœ primary physician or school nurse. The record must include the childœ name.
- Current Doctorœ name and phone number
- Payments can be made in the form of cash, check or credit card (Master or Visa)
- Registration fee must be paid in full.

Return Check Policy: A \$20 fee will be added on all returned checks. Returned checks must be paid for within one week. Cash or money order must be used when paying for the returned check and must include the original amount of the check plus the \$20 returned check fees. If a check is returned, **ALL** future payments **MUST** be in cash or by money order.

Refund Policy:

- As there is one fee for the camp, no refunds for trips will be given
- Registration fee refunds must be requested. All requests must be submitted in writing and received in my office **BY** February 5th. Requests must be dropped off or sent by mail; emailed or faxed request will **NOT** be honored.
- Refund requests received **AFTER** February 6th **WILL NOT BE HONORED**

Arrival & Departure

Parents will provide transportation for this Program. Children need to be brought to the Town Hall and signed in when arriving and signed out when leaving. Children are NOT to be dropped off at the entrance of the Town Hall; they must be accompanied into the Town Hall by an adult. At no time should a child be dropped off before 8:30am or picked up after 3:30pm. Repeat offenders may be removed from this program at the discretion of the Director.

Any persons picking up a child from camp **MUST** be able to show Picture Identification. **ONLY PERSONS** designated on the registration form may pick up a child. If someone else needs to pick up a child **A NOTE MUST BE SENT TO THE SITE, ON OR BEFORE THE DATE OF PICK-UP.**

What To Bring / Wear

Please bring / wear clothing appropriate for the activity or trip. Boots, gloves, hats, snow pants, tote bags í **should all be labeled & brought no matter what kind of weather.**

Responsibilities Of Parent & Child

Please prepare your child for camp. Explain all rules and regulations to him / her. Talk with your child about wanting or not wanting to spend his / her week with us. Please make us aware of any problems that your child may be experiencing at Camp. Parents must guide their child(ren) to display appropriate, acceptable behavior. Children must be prepared to be accountable for their actions. Parents should know and understand the rules their children are expected to follow and be aware of the consequences for any violations. (See section õDiscipline Policyö).

Please talk with your child about responsibility and safety:

- For actions and language toward staff and other campers
- For belongings; all clothing, bags, etc. (LABEL)
- For money; do not send small children with spending money in hand, it will NOT last long; please plan, waist pouch or money pouch is recommended.
- For respect of the building / facility they are in.

**ANY DAMAGE / VANDALISM CHARGES WILL
BE PAID BY THE CHILD'S GUARDIAN!!**

Appropriate Behaviors

- Non -aggressive actions
- Respectful of others, staff and equipment
- Uses appropriate language

Behavior Rules On The Bus

- Remain in seat at all times
- Respect others. Keep your hands to yourself.
- All objects inside bus windows
- Keep the bus clean (no garbage / writing on the seats)
- Listen to all Bus Drivers, Counselors, etc.
- Keep feet out of the aisles; no changing seats
- Listen carefully to all role-calls whenever necessary
- Eating / drinking on the bus is at the discretion of Bus Drivers

ANY DAMAGE / VANDALISM CHARGES AT A REC SITE, ON A BUS, OR AT A FIELD TRIP WILL BE PAID BY THE CHILD / PARENT.

Behavior Rules On All Trips

- Always listen for directions from Counselors & Camp Supervisors
- Make sure you can always see your counselor
- Always go with a Buddy, Never Alone!
- Keep track of the time (lunches; departures)
- Be aware of the 1st Aid Station and alert counselors of any problems
- Wear appropriate clothing (boots, hats, gloves, snow pants, etc.)
- No glass bottles!

Please realize that your child is at Recreation Day Camp and not at school or daycare. Everything is open to view / hands of all campers. There are no separate rooms or lockers to keep money, toys, clothing, etc.

HALFMOON RECREATION IS NOT RESPONSIBLE FOR LOST OR STOLEN OR DAMAGED ITEMS. DO NOT BRING ANY TOYS / ITEMS TO REC.

“Discipline Policy”

- 1. Warning:** Staff separates child from group and rules / policies are reinforced. Considered a WARNING; child sits in the office; a call to parent is made.
- 2. “Referral”:** Staff fills out Referral Form, calls the parent, and removes the child from camp, the length of removal will depend on the severity of the incident and is at the discretion of the Camp Supervisors and Director.

A child may be removed immediately without warning or referral at the Director's discretion (records are kept). Any staff member can give referrals. If a parent is unable to pick up a child due to his / her referral, they will remain in the office until their ride is available. If your child is dismissed from camp, all program fees will be forfeited.

Lunches

Lunches will be provided on the trip or at camp each day. Please read the Trip Schedule for more details.

Health

Your child's health is very important to us. For the health & safety of the children, a child must be fever free when coming to the program.

If your child becomes ill and you are called to pick him/her up, you will be expected to pick him/her up within approximately one hour. Any child with a contagious infection e.g. chickenpox, will be excluded from the program. It is important that you let us know if your child has been exposed to a contagious disease such as measles, chicken pox, rubella, mumps, conjunctivitis, skin infections, or head lice. Other parents are notified that such a case has been reported.

Please note that a communicable disease may begin with symptoms of a mild cold, tiredness, irritability or loss of appetite, before a fever or rash appears. THEREFORE, it is advisable to keep the child quiet and at home for at least a day, to see what develops. We will request a statement from the child's physician stating that the child is free of communicable and contagious diseases and is able to return to the program, whenever deemed appropriate.

IF YOUR CHILD TAKES MEDICATION: Medication Forms are available at Registration. This form needs to be completed by the Parent & Doctor and handed into the Site Office with the medication, before any medication can be taken on site.

ACCIDENTS AND INJURIES: In the event of an accident or illness requiring medical attention, the Director or other person in charge will immediately call for an ambulance and emergency medical treatment, and notify the parents. The program will obtain written consent at the time of admission from the parent, which authorizes the provider to obtain emergency health care for the child. The staff will fill out Incident Reports and/or Illness forms whenever a child becomes injured or ill while at the program.

Inclement Weather Policy

Our on-site activities occur daily, snow or shine. During the snowy days, the children play indoor games, do arts & crafts and are shown G and PG movies. Trips on snow days are taken at the discretion of the facility and Camp Director. We will make every effort to board the buses and head to our destination. If weather continues to be poor, the trip will be cancelled and all children will return back to the site. Legal Guardians will be contacted by phone or email to make them aware of the situation. If in the event the Town Hall is closing early, parents are responsible to pick up their children by the time the Town Hall is due to close.

Trips

Our Winter Camp is considered a "Trip Camp" meaning that trips are included in the cost and attendance is required. If your child is signed up for camp, they are also signed up for the daily trip. Unlike our Summer Camp, we are not able to offer a separate on-site program for the children if they do not want to participate in that day's trip.

Children must be at camp by 9:00am to secure getting on the bus. We cannot guarantee your child will make the trip if they are not here at 9:00am. If your child misses the bus for the trip, they will not be able to stay at camp for the day as we will have no supervision.

AT NO TIME will a parent be allowed to DROP OFF / PICK UP A CHILD FROM A TRIP. If this should occur, the child will no longer be able to participate in camp.

Trip Schedule (tentative):

TUESDAY

Willard Mountain

2 hours of tubing

Lunch: Pizza & drink

Need: Snow suit, gloves, hat, boots

Optional: Extra money for snack bar items

WEDNESDAY

Ciccotti Center

Use of the indoor water park and gym facilities

Lunch: Subs, chips & drink

Need: Swim suit, towel, sneakers

THURSDAY

Bowling @ Saratoga

Spare Time

2 hours of bowling and/or ballcity, shoe rental, 1 bumper car

Lunch: Pizza and drink

Need: Socks

Optional: Extra money for arcade/snack bar items

FRIDAY

On- Site Day

A visit from Saratoga Children's Museum, lunch, arts n crafts, indoor games, outdoor play

Lunch: Chicken tender, fries & drink

Town of Halfmoon WINTER Camp Registration

REGISTRATION BEGINS JANUARY 11th

Name (Last, First) List in Age Order	Current Grade	D.O.B.	Age	Sex (M or F)	**Medical Information <i>current medications, limitations, allergies, , diagnosis or special situations</i>

****Any child bringing medication to camp must have a completed Town of Halfmoon medical release formed signed by the parent/ guardian and doctor**

REQUIRED INFORMATION

Mailing Address _____ **City** _____ **Zip** _____

Email Address _____

Legal Guardian # 1:

Name: _____

Relationship to Child: _____

Ph #1: _____

Ph #2: _____

Legal Guardian #2

Name: _____

Relationship to Child: _____

Ph #1: _____

Ph #2: _____

Emergency Contact

(REQUIRED-must be different than Legal Guardians)

Name: _____

Relationship to Child: _____

Ph #1: _____

Ph #2: _____

Additional Authorized Pick Ups

Optional (not otherwise listed above)

Name: _____

Name: _____

Name: _____

Please turn over

Please READ and INITIAL next to each sentence

1. _____ I have received a brochure and have read and acknowledge the policies of Halfmoon Recreation. I will explain the rules carefully to my child(ren) and will prepare them for a safe and enjoyable time with Halfmoon Recreation and understand that if any inappropriate behavior is displayed, my child(ren) will be dismissed from the program and no fees will be refunded.
2. _____ The included medical information and immunization records are all up to date, true and exact. I acknowledge the Town of Halfmoon reserves the right to require that an aid be present to assist in the care of any child participating in the program as deemed appropriate by the Town.
3. _____ I acknowledge that I will need to provide transportation to and from camp, I will provide a photo ID and I will sign them out each day. I understand that any additional authorized pick-ups must be submitted in writing before allowed to pick up and I will make sure they provide a photo ID when picking up my child.
4. _____ I give my child (ren) permission to attend all scheduled trips and activities. I understand that Halfmoon Recreation is required to transport my child (ren) to and from all trips. I acknowledge that I will not be able to drop off/pick up my child(ren) from any trips. I further acknowledge that it is my responsibility to know what each trips requires and understand that if my child does not come to camp prepared, they will not be allowed to participate at camp that day.

RECREATION STATEMENT

All sections must be completed in order to participate in the Town of Halfmoon Program

* * Authorized Participation * *

I, _____ parent / guardian of _____ certify that my child / children can participate in the 2016 Winter Recreation Program with the Town of Halfmoon. I further agree that if he / she becomes injured, the Town of Halfmoon and the Town of Halfmoon Recreation Department, through its servants, officers, employees, or agents, may obtain emergency medical treatment / and transportation as deemed necessary by them to provide individual safety and well being. I further understand that the Town of Halfmoon will first attempt to contact me at the numbers listed on the registration form to obtain consent for treatment if the conditions and time permits.

* * Waiver Statement * *

The undersigned states that he/she understands that the Town of Halfmoon is not and shall not be responsible for or liable for any illness, injury to person or damage to property resulting from the program, activities occurring during the program and/ or transportation during the program, and the undersigned hereby releases and holds harmless the said Town of Halfmoon from all claims of any kind that the undersigned or his/her heirs, executors, administrators, or assigns may have either individually or as a parent and natural guardian for any claim that has resulted from the child's participation in the said program. Also, the undersigned waives any and all claims that he/she alleges or his/her heirs, executors, administrators, or assigned may have or claim to have resulting from a photograph (black/white or color) or video taken of said person while participating in the program.

* * Indemnification Waiver * *

I, _____, hereby agree to indemnify and hold the Town of Halfmoon, its employees, servants, officers and agents free and harmless from and against any and all losses, liabilities, causes of action, all other types of claims of every kind and character arising out of, relating to, and occurring either directly out of the use of any or all of the Halfmoon facilities, parks, municipal buildings, streets, highway or other lands by the undersigned either as individuals / parents of minor children or as member of a group or as result of any acts and or omissions including negligence by the Town of Halfmoon, its officers, servants, employees, and agents. I further agree to investigate, handle, respond to, provide defense for and defend any such cause of action, loss or other claims at my sole expense and agree to bear all other costs and expenses related there to.

*** I Have Read & Understand the Registration, Authorized Participation And Waiver Statement and Indemnification Waiver.** I understand that if any clause, sentence, paragraph, section or part of the Recreation Statement is judged by any court of competent jurisdiction to be invalid, such judgment shall not affect, impair or invalidate the remainder thereof, but shall be confined in its operation to the clause, sentence, paragraph, section or part there of directly involved in the controversy in which such judgment shall have rendered.

This _____ Day Of _____, 2016 (Registration Invalid Without Signature)

Signature

Printed Name