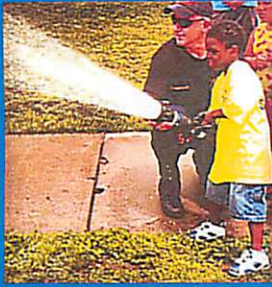


CAMP SARADAC

REGISTRATION
INFORMATION



Camp Saradac Registration Info.

Registration Dates: City Residents: March 2 — May 17

All Residents: March 16 — May 17

Mon.— Sat. 9:00am—7:00pm & Sundays 12:00pm—5:00pm

Camp Dates: June 29—August 14 Closed July 3

Camp Hours: Regular 9:00am—4:30pm Drop off: 8:45am-9:00am Pick Up: 4:30pm-4:45pm

Before Care 7:30am-9:00am and After Care 4:30pm-6:00pm

THIS PROGRAM IS FIRST COME FIRST SERVED

Sorry No Exceptions:

Registration forms will not be accepted without shot records

Registration Fees

	<u>City Resident</u>	<u>Non City Resident</u>
Weekly	\$ 170	\$ 235
Full 7 Weeks	\$ 695	\$ 950
Before Care Weekly	\$ 30	\$ 40
After Care Weekly	\$ 30	\$ 40

Before and after care reservations must be made in advance

PAYMENT DUE DATES (if registered for full summer)

1ST PAYMENT DUE—AT REGISTRATION

2ND PAYMENT DUE—MAY 18

3RD PAYMENT DUE—June 1

Limited Scholarship Available!

To apply for a scholarship please complete and submit the scholarship application along with a registration form. Verification of family-household income is required. The following are acceptable forms for verification.

1. Federal or State Income Tax Returns
2. Proof of residency i.e. property tax bill or renter's agreement- if relevant
3. Child support papers-if relevant
4. Social Services required paper work- if relevant



Saratoga Springs Recreation Center
 15 Vanderbilt Ave
 Saratoga Springs, NY 12866
 518-587-3550 ext. 2300
 recreservations@saratoga-springs.org
 www.SaratogaRec.com



About our Day Camp

Camp Saradac, located at the Saratoga Springs Recreation Center, is a NYSDOH licensed full day summer camp for children ages 5-15. Our camp offers exciting weekly field trips, creative recreational and educational programs, arts & crafts, weekly swimming, and themed weeks. Camp activities are designed to promote fun and fitness while providing opportunities for campers to grow. The Camper's favorites: the Saratoga County Fair, the Fun Spot, the Great Escape, Tri-City Valley Cats and of course our weekly visits to the Peerless Pool will all be a part of our 2015 field trip line-up. Check our website for a complete schedule of all of our field trips and our Parent Handbook. All campers must bring a towel, swimsuit, lunch, beverage, and snacks each day, rain or shine. Campers will receive one shirt with registration.

In order to register, parents MUST bring:

1. Child's immunization records- with out these we can not sign your child up for camp.
2. Registration and payment to the Recreation Center.
3. Proof of residency: (City of Saratoga Springs Property Tax Bill, S/B/L#, Lease Agreement, or Water bill).



Saratoga Springs Recreation Department 15 Vanderbilt, Saratoga Springs, NY 12866
Camp Saradac Registration - Form 3 of 3

CHILD'S NAME: PARENT NAME: PHONE: Street Address City State Zip Select Age Group: S/6 7/8 9/10 11/12 13/15

ENROLLMENT DATES

Circle ALL and FEES if choosing Full Summer

Camp Hrs 9:00-4:30pm	City	6CS7CC	Non City	6CS7CN	City	6CBACR	Non City	6CAACR	Balance Due
ALL 7 Wks	\$695	\$950	\$210	\$280	\$210	\$280	\$280	\$	

OR

Circle DATES and FEES if choosing specific weeks

Camp Hrs 9:00-4:30pm	City	6CS1CC	Non City	6CS1CN	City	6CBACR	Non City	6CAACR	Balance Due
After Care 7:30-9:00am	Before Care 7:30-9:00am	After Care 4:30-6:00pm	City	6CAACR	Non City	6CAACR	Non City	6CAACR	Balance Due

Week Dates

Jun 29-July 2	City	6CS1CC	Non City	6CS1CN	City	6CBACR	Non City	6CAACR	\$40
July 6-10	City	6CS1CC	Non City	6CS1CN	City	6CBACR	Non City	6CAACR	\$40
July 13-17	City	6CS1CC	Non City	6CS1CN	City	6CBACR	Non City	6CAACR	\$40
July 20-24	City	6CS1CC	Non City	6CS1CN	City	6CBACR	Non City	6CAACR	\$40
July 27-31	City	6CS1CC	Non City	6CS1CN	City	6CBACR	Non City	6CAACR	\$40
Aug 3-7	City	6CS1CC	Non City	6CS1CN	City	6CBACR	Non City	6CAACR	\$40
Aug 10-14	City	6CS1CC	Non City	6CS1CN	City	6CBACR	Non City	6CAACR	\$40

Weeks registration must be paid in full at time of registration
 EACH CAMPER RECEIVES ONE FREE SHIRT - Only fill in quantity if you wish to pay for additional shirts

Extra T-Shirt Quantity Price: \$5 per (6C7SHR)

Shirt Size Youth: Sm Med Lg Adult: Sm Med Lg XL

LATE FEE \$25

TOTAL COST \$

OFFICE USE ONLY

City Proof (tax bill, s/b/l number, lease agreement, state/fed tax) School District Proof (tax bill, s/b/l number, lease agreement, state/fed tax)

TOTAL COST \$

Full/Initial Payment due at Registration \$ Date: Batch #: Cash or Check# Staff Initials:

Balance \$

2nd Payment due May 18 \$ Date: Batch #: Cash or Check# Staff Initials:

Final Payment due June 1 \$ Date: Batch #: Cash or Check# Staff Initials:

Balance \$

There will be no reminder phone calls about the clinics/programs, please keep the calendar of dates!
 Please make checks payable to the Commissioner of Finance.
THIS IS YOUR BILL. THIS WILL SERVE AS YOUR ONLY RECEIPT FOR TAX PURPOSES.
 FEDERAL I.D.#14-6002423 STATE I.D.#69-0211590



Saratoga Springs Recreation Department 15 Vanderbilt, Saratoga Springs, NY 12866

Camp Saradac Registration - Form 1 of 3

Print Clearly *MUST SUBMIT IMMUNIZATION RECORDS TO REGISTER*

CHILD'S INFORMATION					
Child's Last Name	First	Middle	Male Female	School	Birth Date
Street Address	City	State	Zip	Select Age Group: 5/6 7/8 9/10 11/12 13/15	
Email			Primary Phone ()		

PARENT/GUARDIAN INFORMATION				
1	Parent/Guardian Last Name	First	Middle	Work ()
	Street Address	City	State	Zip
	Email (if different)			Home ()
2	Parent/Guardian Last Name	First	Middle	Work ()
	Street Address (if different)	City	State	Zip
	Email (if different)			Home ()

In addition to the guardians listed above, I give permission to the following people to pick up my camper from camp.
The individual shall be required to provide identification every time.

EMERGENCY CONTACTS / AUTHORIZED FOR PICKUP				
1	Last Name	First	Relationship to Child	Primary Phone ()
2	Last Name	First	Relationship to Child	Primary Phone ()
3	Last Name	First	Relationship to Child	Primary Phone ()
4	Last Name	First	Relationship to Child	Primary Phone ()

My Camper has permission to ride his/her bike to & from camp ___ My Camper has permission to walk to & from camp ___

MEDICAL INFORMATION (use additional pages if necessary)		
Pertinent Medical Information: Please list any allergies/medical problems, including those requiring maintenance medications.		
Allergies/Medical Diagnosis/ (mark NONE, if none)	Medication (If Any)	Dosage and Frequency of Dosage
Special Needs/Disabilities: (Please indicate any issues the camp may need to address)		
Date/Provider of Last Tetanus Toxoid Booster :		

Any minor injuries that occur at camp are routinely treated with over the counter remedies such things as you might find in your medicine cabinet at home. Enclosed is a list of items approved by our camp physician for treating injuries including scrapes, bug bites, bumps, and bruises and other minor injuries. Any medication other than those listed below will not be dispensed without a written doctor's order.

- Triple Antibiotic Ointment
- First Aid Antiseptic Spray
- Caladryl
- Ace Wraps
- Sterile Isotonic Eye Wash
- Sting Relief Antiseptic and Pain Reliever Pads
- Hydrocortisone Cream 1%
- BZK Antiseptic Towelettes
- Instant Cold Packs
- Sun Screen: Sun X SPF 30+ Cold Packs



Camp Saradac Registration - Form 2 of 3

CHILD'S NAME:

PARENT NAME:

PHONE:

RECREATION AGREEMENT

Each child will be requested and required to adhere to the following rules of play:

- 1. Keep hands, feet and objects to themselves.
2. Follow directions the first time they are given.
3. Use appropriate language when working with other children and camp staff.
4. Respect themselves, fellow campers, and camp staff.
5. Stay with their playgroup at all times.

There will be no refund of monies for camp suspensions due to behavior issues. Should your child break a rule contained within the Handbook, the following disciplinary procedure will be followed:

- First Offense: Verbal warning to your child with a written note home indicating the next disciplinary step will be the loss of a full day at camp.
Second Offense: Call home to Parent/Guardian with written notification at time of pickup that the child is suspended from camp the immediate following day for a total of one (1) camp day.
Third Offense: Call home to Parent/Guardian with written notification at time of pickup that the child is suspended from camp the immediate following day for a total of three (3) camp days.
Fourth Offense: Call home to Parent/Guardian with written notification at time of pickup that the child is suspended from camp the immediate following day for a total of ten (10) camp days.
Fifth Offense: Call home to Parent/Guardian with written notification at time of pickup that the child is suspended from camp the immediate following day for the entire camp season.

In that your child has expressed a desire to participate in a City sponsored Recreation Program, it is important for you and your child to understand the goals and rules established for the Program. Each child will have Rules of Conduct explained to him/her prior to the start of any activity. He/she must observe the rules as explained and accept the consequences of behavior modification if needed as outlined in the Recreation Handbook. Field trips will be available to your child over the course of this Program. You will be required to provide additional permissions as are necessary.

My camper has my permission to participate in all recreational activities at the Saratoga Springs Summer Recreation Program. I certify that my camper is in satisfactory physical condition. I will notify the Staff of the Saratoga Springs Recreation Program twenty four hours in advance of any change in my camper's physical condition that may impact his/her ability to participate in the Summer Recreation Program activities. I understand that my camper may be photographed or videoed and his/her name may be used for publicity purposes for the Saratoga Springs Recreation Program.

In signing this agreement, you acknowledge that you fully understand there are inherent risks and dangers associated with your child's participation in Recreation sponsored activities. You also understand and acknowledge your child's participation in these activities and use of any equipment related to such activities may result in injury, illness or death and damage to personal property. You understand other participants, accidents, forces of nature or other causes may cause these risks and dangers and you hereby accept those risks.

In the event of an emergency, I hereby authorize my child to be treated by Certified Emergency Personnel. It is understood that reasonable efforts shall be made to contact the undersigned prior to rendering treatment, but that any treatments will not be withheld if the undersigned cannot be reached.

I hereby agree to give permission for my child to participate in City sponsored Recreation Program activities and acknowledge no physical or emotional issue which would prohibit him/her from participation. I agree to indemnify and save harmless the City of Saratoga Springs from and against all claims, damages, losses and expense (including, but not limited to, attorneys' fees), arising out of my child's participation in Recreation Commission sponsored events provided that any such claim, damage, loss or expense is not directly attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of property caused by the negligent act or omission of the City, its agents or employees.

Parent / Guardian Signature:

Date:

FIELD TRIP PERMISSION

I understand that my child may be attending the following off site trips. Please initial any of the trips that you DO NOT want your child to attend.

- Build a Bear Workshop, Million Dollar Beach, NYS Albany Museum, Glenville Sportplex, Lake George Fun Sport, Moreau Lake State Park, Saratoga County Fair, Tri City Valley Cats, The Great Escape, Veterans Memorial Park, Sar Spr Public Library, Saratoga Strike Zone, Police/Fire Dept. Tour, Peerless Pool, Fandango/Regal Cinemas, Sar Spr Congress Park, Sar Spr Children's Museum, Saratoga Spa State Park, Adirondack Animal Land, Dance Party, Circus Smurcus, Ben & Jerry's, East Side Rec Field, West Side Rec Field, Ice Skating Rink. *Other may be designated at a later date with approval*

I Hereby agree to give permission for my child to participate in City- Sponsored program activities including off-site activities unless I have initialed that I DO NOT want my child to attend the trip. I acknowledge no physical or emotional issue which would prohibit him/her from participation

Parent / Guardian Signature:

Date:

The Saratoga Springs Summer Recreation Program 2015 CAMP SARADAC HANDBOOK

June 29-August 14, 2015

REGISTRATIONS WILL NOT BE ACCEPTED WITHOUT CURRENT
CHILD'S IMMUNIZATION RECORDS



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The Saratoga Springs Summer Recreation Program is designed to further the growth and development of your child through planned recreational activities. Rules for acceptance and participation are the same for everyone without regard to race, color, or national origin. Any person who believes he/she has been discriminated against in any USDA related activity should write immediately to the City of Saratoga Springs, City Attorney, City Hall, 474 Broadway, Saratoga Springs, NY 12866.

1. Dates of Operation:

June 29 through August 14, 2015

8:45-9:00 am Drop Off Camp 9:00 a.m. - 4:30 p.m. Pickup 4:30-4:45am.

Camp is closed Friday, July 3, 2015 for the July 4th Holiday.

There will be a Before and After Camp Program from 7:30-9:00 a.m. and 4:30-6:00 p.m. The additional cost of this program is as follows:

\$30 per week per child City Resident	Before Care only
\$40 per week per child Non-City School District Resident	Before Care Only
\$30 per week per child City Resident	After Care only
\$40 per week per child Non-City School District Resident	After Care Only

Registration for this program must be done in advance and is on a first come, first served basis. **All campers must be pre-registered.**

2. Daily Schedule:

Weekly schedules will be provided. Should you need information about specific programs your child will be participating in, please speak with your counselor.

Sample Schedule:

8:45-9:15am	Attendance, Camp Sign In, gather with groups
9:15-10:00am	Group Activities/Clinics
10:00-10:30am	Snack/Break
10:30-11:15am	Group Activities/Clinics
11:15am-12:00pm	Group Activities/Clinics/Outdoor
12:00-12:45am	Lunch
12:45-1:15pm	Quiet Group Activities
1:15-3:15pm	Theme Activities
3:15-4:00pm	Counselor/Group Planned Activity
4:30pm	Line up in gym for sign out and release to parent/guardian

3. Field Trips:

All trips are included in your camp fee. If you do not want your child to attend a specific trip, please let the staff know at least a week in advance. Most trips are already planned. You will receive a calendar by the beginning of camp outlining the trips your child will be going on.

PLEASE HAVE your child at camp NO LATER THAN 8:50a.m. especially on FIELD TRIP DAYS. The bus will leave as soon as possible so that your child may enjoy the trip. It is the parent/guardians responsibility to transport their camper to the field trip if they miss the bus.

4. Discipline:

We encourage parents to discuss appropriate behavior with the child prior to camp and during the program. Please review and complete the attached Recreation Behavior Agreement.

Each child will be required to adhere to the following rules of play:

1. Keep hands, feet and objects to themselves.
2. Follow directions the first time they are given.
3. Use appropriate language.
4. Respect themselves, fellow campers, and camp staff. **NO BULLYING**
5. Stay with their playgroup at all times.

Should your child break a rule contained within the Handbook, the following disciplinary procedures will be followed:

First Offense: A Verbal warning to your child with a written note home indicating the next disciplinary step will be the loss of a full day at camp.

Second Offense: A Call home to Parent/Guardian with written notification at time of pickup that the child is suspended from camp effective immediately for a total of one (1) full camp day.

Third Offense: A Call home to Parent/Guardian with written notification at time of pickup that the child is suspended from camp effective immediately for a total of three (3) full camp days.

Fourth Offense: A Call home to Parent/Guardian with written notification at time of pickup that the child is suspended from camp effective immediately for a total of ten (10) full camp days.

Fifth Offense: A Call home to Parent/Guardian with written notification at time of pickup that the child is suspended from camp effective immediately for the entire camp season.

There will be no refund of monies for camp suspensions due to behavior issues.

SEVERE CLAUSE: Should a camper have a safety or severe issue, the camp reserves the right to utilize a more severe consequence than those listed above.

We work with each family to provide a safe and healthy environment for all children.

5. Rainy Days:

The campers will be doing various activities depending upon inclement weather. There will be indoor activities on rainy days.

6. Transportation:

It is the parent's responsibility to provide transportation to and from camp each day. Please include, on the registration form, all persons other than the parent who may transport your child at the end of the day. If your child rides a bicycle or walks, please indicate this as well. You must give written permission for your child as a walker or a rider to sign themselves into camp in the morning and out of camp in the evening. No child may leave during the day other than with a parent or an authorized adult. **ALL CHILDREN MUST BE SIGNED IN EACH MORNING AND OUT EACH EVENING WITH THE COUNSELOR!**

7. Summer School:

Summer School children will be allowed in camp, they will have to be checked off as walkers. It is the parent/guardians responsibility to transport their camper to the field trip or Recreation Center.

8. Lunch and Snack:

All campers must provide their own lunch, drinks and snacks. **NO SNACKS OR DRINKS WILL BE PROVIDED BY THE CAMP.** Please pack lunches with ice packs.



9. Interactive Spray Fountain:

Please be sure that your child brings a **swimsuit and towel regardless** of the weather, as well as a warm coat or sweater, should the weather change. Also, please provide your child with socks and sneakers each day. PLEASE DO NOT SEND YOUR CHILD IN SANDALS OR FLIP-FLOPS.

10. Fire Drills:

An alarm signal begins an immediate and orderly evacuation of the building. Five fire drills will be conducted throughout the season to comply with the NYS Health Department.

11. Medication/Emergency Medical Assistance:

Should it be necessary for your child to take medication, you must fill out a Medication Authorization Form and make arrangements with Mary Egan, Camp Nurse (Health Director) prior to the first day of camp or by calling 587-3550 x2309 after the first day. Campers are not permitted to carry medication with them. Parents/Guardians are required to complete an Emergency Medical Authorization form for every Camper at registration.

12. Attendance:

Attendance will be taken each morning by the individual counselor. Parents/Guardians must sign the child in with the counselor. If the camper arrives late, he/she must be signed in at the Indoor Recreation Facility. You do not need to notify camp if there is an absence for a day or two. It is beneficial to keep your child at home if they are sick, so germs are not spread and your child has a chance to rest and get better. Communicable diseases or illnesses are not allowed in camp. Should your child contract any of these, please contact our Health Director at 587-3550 x2309. Any child found with any communicable illness will be sent home immediately.

13. Parental Involvement:

Should you wish to join us on a trip or any day, we have an open-door policy. You may come at any time to help out or just read to a group. All volunteers will have to go through a background check. Should you wish to join us on a trip, you may meet us at the activity destination, after your background check is completed. You will not be allowed to ride the camp buses. If you have a particular talent you would like to share with us, please let us know.



14. Dismissal:

ALL DROP OFFS AND PICK UPS ARE AT THE INDOOR RECREATION FACILITY. YOU MUST SIGN YOUR CHILD IN AND OUT EACH DAY!

For inclement weather please pick up your child inside the gym!

15. Withdrawal from the Program:

The Recreation Director will determine any situations that occur asking for refunds. All fees must be paid in full or this will prohibit your child from participating in any other/future Saratoga Springs Recreation Programs.

16. Billing:

You will receive a payment sheet outlining fees and due dates at registration. If you have any questions, please contact the recreation department at 587-3550 ext. 2300.

All checks should be made payable to the Commissioner of Finance

There will be a \$25 charge for all returned checks.

17. Camp Telephone:

Camp Telephone: 587-3550 x2309 (June 29, 2015-August 14, 2015 Mon-Fri.)
Recreation Department: 587-3550 x2300

SPECIAL NOTE: Camp Saradac is not responsible for the items your child brings to camp. Please make sure that **ELECTRONICS, GAMES**, etc, are not brought to camp. **ALSO**, there will be no rollerblades, HEELYs or other skateboards allowed at camp. **ALL CAMPERS MUST WEAR SNEAKERS and SOCKS** each day.

ALL CAMPERS MUST WEAR THEIR CAMP T-SHIRTS EACH DAY to camp.

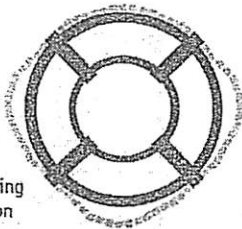
The camp will provide one t-shirt per camper and have available t-shirts for purchase at \$5.00 each. If a child forgets his/her t-shirt, either a call will be made home to bring one in or we will charge \$5.00 and the child will be given a t-shirt on that day.



Camp Safety

Are the camp facilities and activities safe?

The camp operator must develop a written plan to include maintenance of facilities, provisions for training staff members and orientation of campers, supervision of campers, campsite hazards, emergency procedures and drills, safety procedures and equipment for program activities.



Swimming

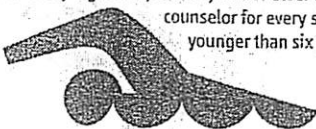
Are waterfront personnel qualified?

Are campers always supervised while in the water? All waterfront activities at camps in New York State must be supervised by an experienced certified lifeguard or water safety instructor. On site, one qualified lifeguard is required for every 25 bathers. All aquatic staff are required to be trained in cardiopulmonary resuscitation (CPR).

Camps that use off-site pools or beaches operated by others must make special arrangements to provide a safe activity. Even off site, the camp remains responsible for supervising campers.

Some children's camps use sites for swimming that are not inspected by local health departments. Parental permission is required in these instances, and the camp must follow established guidelines to protect campers.

While campers are involved in aquatic activities on site, there must be one counselor for every 10 campers eight years or older; there must be one counselor for every eight children aged six and seven; and one counselor for every six children younger than six years old. When swimming off-site, there must be one counselor for every eight campers six years or older and one counselor for every six campers younger than six years.



Are bathing areas marked off for various swimming skills? Are campers tested to determine their level of swimming ability before participating in aquatic activities? Are nonswimmers kept in water less than chest deep? Is the buddy system used? Are campers required to wear life preservers when boating or canoeing?

New York State regulation requires that the answers to all these questions must be "yes."

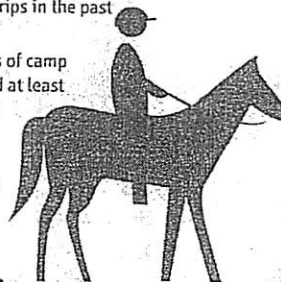
Camp Trips

Are camp trips supervised by counselors who have the maturity and experience to make decisions that could affect the safety of campers?

All trips must be supervised by a trip leader who is at least 18 years old and competent in the activity. Counselors must accompany trips and all staff must review the safety plan prior to the trip.

Counselors should have the skills and expertise in the camp activity (canoeing, rock-climbing, etc.) to handle any emergency that might arise. Ask whether the camp has conducted similar trips in the past without incident.

In New York State, the drivers of camp vehicles must be licensed and at least 18-years-old. Seat belts must be worn when provided and vehicle capacities not exceeded. When transporting children in a truck, only a truck cab can be used.



Sports and Activities

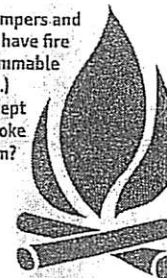
How are activities in craft shops supervised, especially when campers are using dangerous tools, such as power saws and lathes? Are archery and rifle ranges at a safe distance from activity centers? Are spectators protected at baseball fields and similar areas? Do players wear protective equipment?

State regulation requires that archery, riflery and horseback riding be supervised by counselors with special training in those activities.

Fire Safety

Are there periodic fire drills for both campers and staff? Does each floor of every building have fire exits in two different locations? Are flammable materials (gasoline, pool chemicals, etc.) stored away from activity centers and kept under lock and key? Are functioning smoke detectors located in every sleeping room?

All of the above are mandatory in New York State.



Location and Facilities

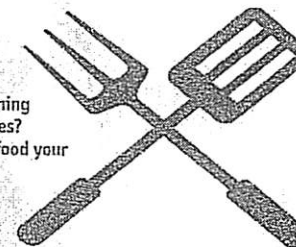
Are barriers erected against such natural hazards as cliffs and swamps? Are foot trails located away from such dangerous areas and from heavily traveled roads and highways? Do the camp facilities (bunks, bathrooms, mess hall, recreation facilities) meet your aesthetic tastes and those of your child? Is the camp located in an area that will not aggravate your child's allergies? Will your child be required to perform chores, such as cleaning or cooking?

For information on the camp's location and facilities, visit the camp or interview the camp operator by telephone, prior to making a decision to enroll your child at the camp.

Nutrition

Are good health practices observed in the camp kitchens, dining areas and food services? Does the camp serve food your child likes?

At camps in New York State, food must be prepared from inspected sources. Food preparation and handling activities are reviewed to assure safe and sanitary practices. Kitchen employees must be healthy and follow hygienic practices. Potentially hazardous food must be maintained below 45°F or above 140°F.



Rights and Responsibilities

The regulatory program of the New York State Department of Health places specific responsibilities on camp operators, and on local health departments that enforce department regulations. Following is a summary of rights and responsibilities:

Rights of Parents and Guardians

- To be informed by the camp director, or his or 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 department issuing the camp a permit to operate (present and past reports are available).
- To review the required written camp plans. These are on file at both the camp and the health department issuing the permit to operate.

Responsibilities of the Camp Operator

- To inform you and the local health department if your child is involved in any serious injury, illness or abuse incident.
- To screen the background and qualifications of all staff.
- To train staff about their duties.
- To provide supervision for all campers 24 hours a day at overnight camps, and during hours of operation for day camps.
- To maintain all camp physical facilities in a safe and sanitary condition.
- To provide safe and wholesome meals.
- To have and follow required written plans for camp safety, health and fire safety.
- To notify the parent or guardian, with the enrollment application or 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 (address of state, county or city health department) and available for their review.

Responsibilities of Local Health Departments

- To review and approve the required written camp plans for compliance.
- 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 issue a permit to operate when the required plans and inspection results are satisfactory.
- To investigate reports of serious incidents of injury, illness and all allegations of abuse or maltreatment.
- When requested, to provide parents or guardians of prospective campers an opportunity to review inspection reports and required plans.

The 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 camping season.

Information

For further information about New York State health laws relating to summer camps, call the State Health Department's Bureau of Community Environmental Health and Food Protection in Troy at 1-(800) 458-1158, ext. 27600.



State of New York
Department of Health

Children's Camps in New York State



In New York State, summer camps must have a state, city or county health department permit to operate legally. These permits are issued only if the camp is in compliance with the state's health regulations. The permit to operate must be displayed in a conspicuous place on the premises.

The camp must be inspected twice yearly by a health department representative. At least one inspection must be made during the time the camp is in operation. Each camp is checked to make sure that the physical facilities are safe and that supervision is adequate. When choosing a summer camp for your child, consider the following:

Staff Credentials/Supervision

What are the qualifications of the camp director?

The New York State Health Code requires that the director of an overnight camp be at least 25-years-old or hold a bachelor's degree; a day camp director must be at least 21-years-old.

All directors must have experience in camping administration or supervision. Camp directors' backgrounds are screened by the Office of Children and Family Services Central Register Database for reported incidents of child abuse and maltreatment. Their backgrounds are also screened by the Health Department for criminal convictions. Only individuals who are considered to pose no risk to campers are accepted by the Health Department as camp directors.

What are the qualifications of the camp counselors and how are campers supervised?

Counselors must have experience in camping and supervision of children or have completed an acceptable training course. Stringent counselor-to-camper ratios and staff qualifications are mandated for supervision of swimming, archery, riflery and camp trip activities.

At overnight camps, 80 percent of the camps' counselors must be at least 18-years-old; up to 20 percent may be 17-years-old. There must be at least one counselor for every 10 children aged eight years or older, and one

counselor for every eight children younger than eight years old.

At day camps, counselors must be 16 years of age or older. There must be a minimum of one counselor for every 12 children.

Camps that must provide at least 10 counselors may choose to use counselors-in-training (CITs) to meet 10 percent of the required number of counselors. These CITs must be at least 16 years of age at an overnight camp and 15 years of age at a day camp. They must work with senior staff, have had previous experience as a camper and complete a training program. Ask the camp operator if any of their counselors are CITs and how they are used to supervise campers.

Ask about the camp's staff and supervision procedures, including discipline policies. Do they meet your expectations?

Health

Ask about medical coverage and when you will be notified if your child becomes ill or injured. Is a doctor or nurse in residence or on call for campers at all times?

Physicians or nursing services must be available. All summer camps in New York State are required to have a health director and a written medical plan approved by the Health Department. The written plan must include, among other things, provisions for medical, nursing and first aid services. Injuries and illnesses must be reported to the Health Department and are thoroughly reviewed.

Does the camp require medical records for campers?

Camps must keep current medical history reports on file for all campers. Be sure to detail your child's history of immunization, illness, disability or allergy. Specify special diets and activity restrictions. Provide instruction for any medication your child must take.

