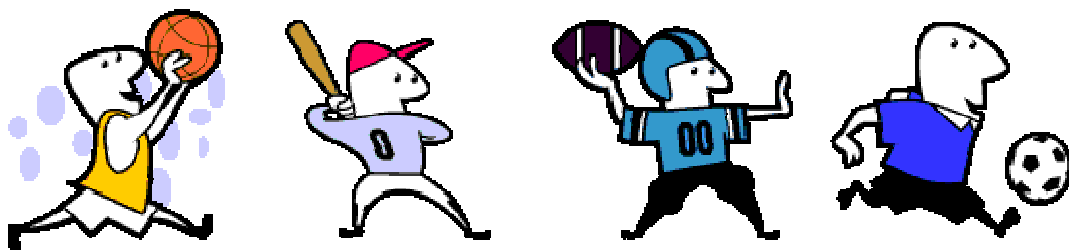


# The Saratoga Springs Summer Recreation Program 2015 CAMP SARADAC HANDBOOK

June 29-August 14, 2015

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



Contents	Page
Table of Contents	1
Dates of Operation	2
Daily Schedule	2
Field Trips	3
Discipline	3
Rainy Days	4
Transportation	4
Summer School	4
Lunch and Snack	4
Interactive Spray Fountain	5
Fire Drills	5
Medication	5
Attendance	5
Parent Involvement	5
Dismissal	6
Withdrawal from Program	6
Billing	6
Camp Telephone	6

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 4<sup>th</sup> 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.

