



# **PORT CHESTER RECREATION CUB CAMP AT LYON PARK**



## **Parent Handbook**

## **Summer 2022**

**Port Chester Recreation: 939-2354  
Camp Phone Number: 565-5677**

## Port Chester Recreation Cub Camp Program:

**Camp dates:** Tuesday, July 5<sup>th</sup> through Friday August 5<sup>th</sup>.

### **Times:**

Drop off – 9 a.m.

Pick up – 12 p.m.

**NO CHILD SHOULD BE DROPPED OFF BEFORE 9:00 a.m. THERE WILL BE NO ADULT SUPERVISION**

**DROP OFF & PICK UP PROCEDURES 2022** – Drop-off and pick-up will be at All Souls Parish, Entrance to Parking lot on Linden Street – Cub Camp will utilize the Fellowship Room in the back of the building entrance in parking lot on Linden Street.

**Masks:** Children **MUST HAVE THEIR MASK EVERYDAY**. It is highly recommend that each camper have a ziplock bag with their name on it for storage of their mask when not required to wear it. Masks may be worn on indoors on rainy days or as needed.

### **Activities:**

The camp director/ assistant director will schedule all activities for campers. A variety of games along with arts and crafts will be offered. Children will have many special events (entertainers and magicians) and other activities throughout the summer.

**Snack: Campers should bring snack daily.**

**Please note:** Snacks should be bagged with **name of child clearly printed on the outside of the bag.** **PEANUT FREE CAMP**

### **DISMISSAL:**

Child must be picked up by a parent or guardian or have a note stating who is picking them up. If you are late picking up your child he/she may be brought to the Port Chester Police station for supervision. Late fees will be charged for late pick up.

### **EARLY DISMISSAL:**

**\*\*Children needing early dismissal must have a note for that day allowing them to leave early. Also parents must contact the camp office staff as to time of pick up.**

## **Communication:**

Please make sure that your correct email address has been provided on your camper/campers registration form. Correspondence, updates, daily health screening information will be sent out via email to registered Parents/Guardians. Flyers will be sent home weekly with information and special events. Please make sure your child brings this information home. If you have any concerns or questions we would be happy to hear from you over the course of the summer. There will be extra handouts available in the camp office.

## **MEDICAL:**

All campers are required by the New York State Health Department to have a completed medical history and immunization record up-to-date and on file. No child will be permitted in camp without this completed record on file in the camp office.

Children who are required to take medication in camp need to have a signed note from their parent or guardian. **Medications must be brought in their original containers with name and original prescription info. The appropriate Medication Permission Form must accompany the medication and brought in to be check by the Medical Director.**

Medications are kept with the Camp Medical Director. Each time the child takes their medication, it will be recorded in the medical log.

**Please note it would be preferred if campers could take medications before and after camp so that no medications would have to be taken during the camp day. If that is not possible please abide by the above requirements for medications. The safety of your child is always our primary concern, thank you for your assistance.**

Care is provided by our Camp Medical Director also; there will be at least 2 other staff member with Responding to Emergency training as well as other staff members with first aid and CPR training. In case of emergency the child will be brought to closest hospital, Greenwich Hospital or White Plains Hospital at camp site.

## **Rainy Days:**

Camp will be held on rainy days. Please have your child dressed appropriately for rain as they may walk outside to various activity sites. Mask may be worn in doors, please make sure your camper/campers have their mask with them daily.

## **Notes from home:**

Please let us know if your child has any restriction of activities (i.e. they can't get wet if they have stitches, etc.) so that all staff is aware of special needs your child may have.

## **Sunscreen/Insect Repellent Permission Slip:**

Parents are encouraged to apply sunscreen to their campers before the start of camp. It's recommended to provide water resistant sunscreen with SPF 15 or higher and insect repellent. Parents/ guardians **must complete** a sunscreen/insect repellent permission form giving permission to carry both or either. The camp office will carry sunscreen labeled broad spectrum with SPF 15 or higher.

## **Sick Policy:**

Mildly sick campers may lay down in the office until the medical director determines if he/she is well enough to continue the day at camp or needs to be picked up by parent/guardian. In the event of picking up a sick child a parent/guardian must be available to come to camp to get the child or give permission to another adult. Please note that children exhibiting any sign of sickness this summer 2022 will be separated from staff and campers and have a parent or guardian called for pickup. When you keep your child home at the sign of a sickness, you're protecting your child, other children and staff from exposure to becoming sick. This is duly appreciated

## **Ticks:**

Counselors will do a once over sight check of children for ticks daily; parents should check children thoroughly at home.

## **Discipline:**

Cub camp is for the enjoyment of **all its campers**. Any child whose behavior disrupts the normal flow of that group's daily program will be subject to disciplinary action. Counselors will try to reinforce good, positive behavior in all children. It is the policy of this camp that staff members will work as a team to develop an appropriate plan to help campers who are exhibiting poor or anti social behavior. If problems continue to exist, the child will be sent to the office, parents may be called and/or the child may be sent home for the remainder of the day. If the problem continues to exist, suspension may be warranted. The Camp Director reserves the right to dismiss a camper from any activity at any time. NO REFUNDS will be given for time missed.

## **A REMINDER TO PARENTS**

1. Children **MUST HAVE THEIR MASK EVERYDAY**. It is highly recommend that each camper have a ziplock bag with their name on it for storage of their mask when not required to wear it. Masks may be worn indoors on rainy days or when needed.
2. Children **MUST WEAR SNEAKERS**, so they can fully participate in all day camp activities and reduce the risk of possible injury.
3. All campers should bring their camp bag **everyday, with a towel, snack and water bottle with campers name clearly printed**. Please write camper's name on their bags and articles of clothing in permanent marker.
4. Campers are not allowed to bring games, toys or cards to camp (i.e. Game boys, poke'mon cards, or yu-gi-oh cards). If they do, those items will be brought to the office, only to be picked up by the parent.
5. We cannot be responsible for any money or items lost during the camp day.
6. NO GLASS BOTTLES

### **ALL PERSONS PARTICIPATE AT THEIR OWN RISK.**

PLEASE NOTE: The New York State Health Department requires licensing from all camps. Camps are inspected twice a season. Additional information maybe obtained from the district office: Westchester County Department of Health, 25 Moore Avenue, Mt Kisco, NY 10549 (914) 813-5147.

Due to uncertainties with Covid-19, the Village of Port Chester reserves the right to delay, change or cancel any programs/activities. Thank you for your understanding