



PARENT HANDBOOK

EVERYTHING YOU NEED TO KNOW ABOUT The Bolton Summer Day Camp

Bolton Summer Day Camp
Veteran's Memorial Park
5034 Lakeshore Drive
Bolton Landing, NY 12814
518.928.3176 • boltonnewyork.com
Summer 2016

DEAR PARENTS,

Welcome to Bolton Summer Day Camp! We are so thrilled you and your child have decided to spend the summer with us! In this booklet, you'll find information about policies, schedules and special events. Please hold on to this as a reference until camp is over. Day Camp is open to children who are six years of age on or before the first day of camp, and will not exceed the age of thirteen years old before camp ends.

ARRIVAL AND DISMISSAL AT CAMP (Veteran's Memorial Park)

Standard Day is from 9am—3pm

- Campers will only be released to individuals who are authorized to pick the child up, who also are over the age of 18 and have proper photo ID.
- At morning drop-off adults (over the age of 18) should park and escort the child to the sign-in table to sign-in. You may sign in beginning at 8:45.
- At pick up time authorized individuals must show proper ID to sign their child out. Individuals without proper ID or who are not noted on the pick-up authorization **WILL NOT** be permitted to pick-up a child under any circumstances.
- Sign-in/out will be at the picnic table under the pavilion attached to the restrooms.
- On rainy days we will hold camp in the Recreation Center at the Town Hall, but if at all possible we will have camp outside in Veteran's Memorial Park.

PLEASE NOTE

At the time of registration, you should list all individuals 18 and older who have permission to pick-up your child. Our staff will not release your child to anyone but those individuals. Anyone picking a child up will be asked to present a proper photo ID. If you wish to make alternative arrangements (like a play date or a visit with Grandma) please inform our camp staff at drop-off **in writing** who will be picking your child up (remind that person to bring their ID!). If you need to make changes or additions to the Pick-Up Authorization Form you can do so at the picnic table in the morning drop off.

Late Fees

Campers who are not picked up by 3PM will be charged \$15.

Late fees must be paid before the camper returns to camp.

CAMPER CODE OF CONDUCT

Please review with your child.

It is the goal of the Bolton Summer Day Camp to provide a healthy, safe, secure environment for all camp participants. The BOLTON SUMMER DAY CAMP teaches the core values of honesty, caring, respect and responsibility. Camp participants are expected to follow the Code of Conduct below:

- We are all responsible for our actions.
- No use of profanity, offensive language or name-calling will be tolerated.
- No use or possession of alcohol, tobacco, weapons or any controlled substances.
- No physical aggression, e.g. hitting, kicking, pulling, fighting, spitting, etc.
- Complete respect for all Bolton Camp equipment, facility and grounds.
- Appropriate and respectful interactions with program participants and BOLTON SUMMER DAY CAMP staff are at all times expected. Non-BOLTON SUMMER DAY CAMP patrons will also be treated in a manner that is consistent with the BOLTON SUMMER DAY CAMP mission.
- Remain enthusiastic, thoughtful, open minded and involved!

Disciplinary Procedures

When a camp participant does not follow the Code of Conduct, we may take the following steps:

1. Staff will redirect the child to more appropriate behavior.
2. The child will be reminded of the Camper Social Contract and camp rules in the form of a discussion.
3. The Camp Director will be notified of the problem and will meet with the child.
4. If the behavior persists, a parent will be notified.
5. If a problem persists and a child continues to disrupt the program, the BOLTON SUMMER DAY CAMP reserves the right to suspend or remove the child from camp. If this were to happen, the BOLTON SUMMER DAY CAMP will not grant a credit or refund for any camp payments. Campers who are suspended, expelled or whose illness prohibits participation must be picked up from camp within **60 minutes of notification.**

CAMPERS WITH MEDICATION

- Medication must be in the original container with its original label.
- Container can only contain dosages needed for that camp day.
- Containers, Epi-pens, inhalers, etc MUST go home with the parent/guardian each day at pick-up.
- No over the counter medications can be used at camp.
- We cannot accept medication for campers who cannot self-administer their own medication.

PARENT COMMUNICATION

Each day messages will be written on the dry erase board at the sign in table to alert you of activities, news, or other need to know items. On this you will find information on theme days, camp events, field trips and reminders. We are only as good as your feedback. Let us know if there is anything we can do to make Bolton Camp a better experience for your child and you. Please don't hesitate to contact us!

Camp Director-Michelle Huck 518-928-3176 or boltonrec@yahoo.com

Lead Counselor: Ed Corcoran

Counselors: TBA

WHAT TO BRING

PLEASE LABEL ALL ITEMS!

- Water Bottle (label your bottle please)
- AM Snack
- Bag Lunch w/Beverage (No refrigeration or heating is available)
- Sneakers & Socks – Closed toed sandals with straps are OK (keens etc.)
- Swim Suit & Towel with a plastic bag
- Sunscreen (label your bottle please)
- Weather Appropriate Clothing
- Necessary Medication

WHAT NOT TO BRING

- Expensive clothing, footwear or accessories
- Electronics of any kind including cell phone. Cell phones and other electronics that are not permitted at camp will be taken away and stored in a safe place until the parent picks their camper up for the day.
- Make-up, Toys & Card games
- Open toed shoes. No Sandals or Flip Flips they come off during kick ball and toes are exposed. Crocs do not provide good traction on the wet grass.
- Money unless otherwise specified for a trip

The BOLTON SUMMER DAY CAMP is not responsible for loss, theft or damage of personal property.

ABSENTEE POLICY If your child will be unable to attend camp for any reason, please call or text 518.928.3176 and let the director know.

FIELD TRIPS

Bolton Summer campers will attend 1-3 on and off-site field trips/events each week. Information on each field trip will be available in the itinerary and emailed to parents. Campers are required to wear their camper shirts to each off-site field trip. Camper shirts will be given out on their first day at camp. Each camper gets one shirt at no charge. All campers need to leave from Veteran's Park with the Bolton Summer Camp in order to participate in the field trips. No camper will be allowed to join the camp from the field trip location. Please review the field trip itinerary for departure times. If your child does not wish to participate in a trip or misses the bus they will need to remain out of camp the entire day.

Immunization Records

A copy of the child's immunization records from school or physician's office is acceptable. A new immunization record is required each year.

Photo Policy

Your child may be photographed during the **Bolton Summer Day Camp**. Please understand the photos will be used to create a camp journal and/or for promotional purposes including flyers, brochures, newspaper and on the internet. Please know that although your child's photograph may be used for advertising, his or her identity will not be disclosed.

Transportation

Campers will be transported to field trips on a Bolton Central School Bus for official **Bolton Summer Camp** activities.

Bolton Summer Day Camp Swim Lessons

Campers will be evaluated on day one and moved to an appropriate group based on their ability and/or progress. In the event of overcrowding, campers will be placed in groups that may not necessarily reflect their swim abilities; however, they will be challenged accordingly. If you wish for your child to take swim lessons on a day when there is a scheduled trip/activity, it is your responsibility to sign your child out of camp and bring them to a lesson.

New in 2015: Any child evaluated and classified as a "non-swimmer" by the Water Safety Instructor will be required to participate in swimming lessons. If your child passes the swim test you may choose to participate in lessons or opt out of the lessons.

LOST & FOUND

At the end of each camp day any items that are left behind will be placed in the lost and found. Items will be displayed at sign in - you are encouraged to check daily for any items that may belong to your camper. Anything that is unclaimed after 14 days will be removed from the box and donated.

The BOLTON SUMMER DAY CAMP is not responsible for any lost, stolen or damaged items.

Please contact Michelle Huck, Camp Director, with any questions.