

ALBANY PARKS AND RECREATION

SUMMER CAMP GUIDELINES

Thank you for choosing an Albany Parks and Recreation Camp for your child. We are looking forward to a wonderful summer full of activities, fun, and adventures. Please read through these guidelines carefully and review them with your child. *Your child will need to bring a lunch, beverage, towel, swimsuit, and sunscreen each day of camp.* If we can provide you with any additional information, please do not hesitate to contact us at 917-7771.

ABSENCES

If your child is not going to attend camp for the day, please report his/her absence by calling camp staff at 917-7771 or 917-7777. If your child will be leaving early, please notify the camp staff on the morning of the designated day.

ARRIVAL

Please do not arrive prior to the start time of camp. When dropping your child off, please leave them with a staff member. Do not leave them unattended on the playground.

DEPARTURE

If campers are not picked up by the closing time of camp, there will be a late fee of \$2.00 per minute per child. If you are running late, please contact the staff at 926-3471 or 917-7771.

CLOTHING

Children should wear clothing suitable for an active day at camp. Appropriate items include shorts, t-shirts, athletic shoes, or sandals. Please bring a towel, sunscreen, and swimming suit each day as we will be visiting COOL! Please do not send expensive clothing or video games, trading cards, or other items of value to camp.

CONDUCT

Our code of conduct is committed to providing a safe and welcoming environment for all of our camp participants and staff. We ask that individuals act appropriately while they are in our programs. Our code of conduct does not permit language or actions that can hurt or frighten another person or falls below a generally accepted standard of conduct. Specifically this includes:

- **Angry or vulgar language including swearing, name calling, or shouting.**
- **Physical contact with another person in an angry or threatening way.**
- **Any demonstration of sexual activity or contact with another person.**
- **Harassment or intimidation with words, gestures, body language, or other menacing behavior.**
- **Carrying or concealing any weapons or devices that may be used as weapons.**

Participants are responsible for their own personal comfort and safety and should ask any person whose behavior threatens their personal comfort to refrain from doing so.

Staff are trained and expected to respond to any reported violation of our code of conduct. Please do not hesitate to notify a staff person if you need assistance. Dismissal from a program or camp may result from any violation of the code of conduct. No refunds will be given for camp dismissals.

DISABILITIES

In order for us to best provide the best day camp experience for your child, we ask that prior to registration you consult the camp director regarding any special needs your child may have.

ILLNESSES

We have the right to refuse any child who is ill or has a fever. If a child becomes ill during camp, a parent will be notified and asked to pick-up the child. If the parent is unavailable, an emergency contact will be called.

DISCIPLINE

If your child has been receiving assistance in behavior management during the school year, it is imperative that this information be shared with the camp staff. This will enable us to work more effectively and productively with your child. Good behavior will be elicited in a positive and kind way. Children will be given understandable guidelines for their behavior so that they develop internal control of their actions. The staff will work cooperatively with parents, keeping them informed of problems and methods used to teach and guide the child towards socially acceptable behavior. Behavior problems that cannot be resolved may result in the child's dismissal from camp without a refund. Certain abusive behaviors will result in immediate dismissal.

LUNCHES AND SNACKS

All campers should bring a non-perishable lunch and beverage to camp each day. An additional beverage is strongly encouraged for the afternoon. Please mark all lunches with the camper's first and last name. On most days we will provide a small morning and afternoon snack.

EMERGENCY PROCEDURES

All precautions will be taken to prevent serious health risk to all of our campers. In the event that a minor injury occurs, a certified staff person will administer first aid at the campsite and an incident form will be filled out.

The following procedures will be implemented in the event of a major injury or health problem:

- 1) 911 will be called**
- 2) A First Aid certified staff person will administer immediate first aid at the campsite until professional services arrive. All efforts will be made by the staff to make your child comfortable.**
- 3) The parent will be contacted. If the parent can't be reached, the emergency contact person will be notified.**
- 4) A staff person will accompany the child to the hospital and will remain with the child until the parent or emergency contact person arrives.**
- 5) The incident will be recorded on an Albany Parks and Recreation Safety Incident report form.**

MONEY

Do not allow your child to bring money to camp.

RULES AND SAFETY

Safety is important to our camp program. All children MUST be brought to and picked up from camp by a parent or authorized person.

Camp rules will be established and discussed with the children at the beginning of each camp and regularly reviewed to ensure the safety of all campers. Please review the following list of rules with your child:

General Rules

- 1) No climbing on gates, fences, or trees.**
- 2) No horseplay, screaming, or yelling while in the mini-bus.**
- 3) No inappropriate or abusive language is permitted.**
- 4) No hitting, kicking, or other physical abuse is permitted.**
- 5) Listen to and respect the rules and boundaries of any games played in camp.**
- 6) Listen to and respect camp counselors and camp participants.**
- 7) Participate and cooperate during activities.**
- 8) All campers will be expected to display *good teamwork*.**
- 9) Bring a lunch, snack, and beverage each day.**
- 10) Please come prepared for outside activities (i.e. sunscreen, hat, etc.)**



BEHAVIOR AGREEMENT

At Albany Parks and Recreation, we strive to make the recreational experience for participants a positive and enjoyable one. Therefore, we work hard at creating an environment that will allow this to happen. Along with our efforts, we need the children to help us create that environment by following some simple, but effective rules. Below is our Behavior Agreement, please read over it with your child and be sure they understand what is expected of them and why they are signing it. This will help us help them have a wonderful experience at Albany Parks and Recreations programs and camps. Thank You!

- ___ I will listen to the staff and follow their directions.
- ___ I will respect other people's belongings by not touching/using their stuff without permission.
- ___ I will sit properly with my feet facing forward, bottom in my seat, and all legs of the chair on the floor.
- ___ I will respect other's person space by keeping my hands and feet to myself.
- ___ I will not hit or fight with other people.
- ___ I will not yell while inside the campsite building and will use my inside voice while speaking.
- ___ I will use appropriate language, which does not include swear words or negative remarks, ("Shut-up", "Stupid", "Dumb", etc.)
- ___ I will respect other's feelings by having a positive attitude when talking to them and not talking to other.

Not abiding by these rules can result in suspension from the program. All incidents will be on a 3 incident system with the exception of hitting/fighting. Hitting/fighting will be an immediate 1-day suspension from the program. All other incidents will be handled as follows:

*1st Incident: Verbal Warning

*2nd Incident: Written Warning/Parent Meeting

3rd Incident: 1-day suspensions

At the camp director's discretion, campers that receive 3 written warnings during a session may be asked to leave the program for the remainder of the session.

Parent Signature _____ Date _____

Camper Signature _____ Date _____

Parent Acknowledgement

I have read and understand the information contained in these guidelines. I agree that both I and my child/children will abide by the policies and procedures presented herein:

Printed Name: _____

Signature: _____

Date: _____

Childs/Children's Name: _____