

Dear Parents and/or Guardians,

Welcome to Camp Castleton Kids! We are looking forward to a safe summer filled with a lot of fun and excitement.

This program is in session from 7:30am – 5:45pm, Monday through Friday and operates June 27 – August 26.

This camp manual is designed to acquaint parents with the policies under which Camp Castleton Kids operates. This manual was devised to inform parents of the program and parent responsibilities. Please refer back to this manual throughout the summer.

In order to operate we are required by the New York State Department of Health to have a permit and be inspected twice a year. The inspection reports are on file with the Rensselaer County Department of Health, Troy Office Building.

You and your children are invited to our camp orientation on Monday, June 6th or Tuesday, June 7th from 5:45 – 6:45pm. Parents are asked to attend **ONE** of these sessions. Here you will have the opportunity to meet your children's counselors and campmates, as well as receive answers to any questions that you may have. Pizza will be provided. Please speak to Scott if you are unable to attend one of these dates. You are responsible for the information you may miss.

If you have any additional questions, comments or suggestions throughout the summer please do not hesitate to contact us. We are interested in your feedback and input. After all, this camp is for you and your children.

We look forward to seeing all of you and anticipate a wonderful summer!

Scott Mocerine and the Camp Counselors.

CAMP PHILOSOPHY

Camp Castleton Kids dedicates itself to providing quality care, at affordable rates, to school age children (entering Kindergarten through entering 7th grade) during times which parents must work. We provide exciting and stimulating summer experiences. We strive to provide a safe, fun and educational atmosphere in which staff, children and parents treat one another with respect and fairness.

All of the children in the program are encouraged to expand and perfect their social and recreational skills. Daily interaction within group situations emphasizes the importance of sharing, problem solving and decision making. Campers are provided with opportunities that promote fun through play and exercise, as well as opportunities to expand their horizons as they take part in new activities. Camp Castleton Kids strives to give each child a positive self-image. Individual expression of feelings and concerns are always encouraged throughout the day.

CAMP OBJECTIVE

Camp Castleton Kids' objective is to make parents feel comfortable that their children's summer vacation is being used constructively in an environment of stimulation, learning and positive role modeling.

SUMMER HOURS

Camp Castleton Kids is in session from June 27th through August 26th (9 weeks).

Camp will open at 7:30am and close at 5:45pm.

All scheduled camp activities will officially begin at 9:00am and will end at 4:00pm.

DROP OFF AND PICK UP

All children arriving before 9:00am and leaving after 4:00pm must be dropped off at and picked up from the Castleton Elementary playground. If the weather is poor they should be dropped off at and/or picked up from the Trinity Lutheran Church. Parents must escort their children onto the playground in the morning and check with staff when they are leaving in the afternoon.

If you are late picking up your child/ren (anytime after 5:45pm) parents will be charged the year-round rate of \$1.00 per minute for each child. This fee is necessary to cover additional expenses incurred by the program.

If someone else is picking up your child and they are not listed on the authorization form we must be given a note stating who will be picking up the child and at what time prior to the pick up.

CAMP ACTIVITIES

Children will be split into 3 separate groups based on the grade they're entering in the fall.

- Pre-Kindergarten through entering grade 1
- Entering grade 2 and entering grade 3
- Entering grade 4 through entering grade 7

These units of camp offer your child/ren a variety of social contacts, a sharing of experience with peers, and a chance to be self-sufficient and independent. These three units of camp are fun filled programs designed to meet the varied age levels and interests of the children by presenting a diverse and well-rounded camping program.

DAILY:

Camp activities will begin at 9:00am with a large group meeting at the Castleton Elementary playground. At this meeting we will discuss details of any large camp activities that will be taking place including where and when they will be held. Children will then split into groups based on their entering grade levels (as listed above). Attendance will be taken and then the day's events will begin. The remainder of the camp day will vary according to the age group and daily/weekly theme. At each site a complete day-to-day schedule of activities will be posted. Such activities will include arts and crafts, sports, nature, and field trips. Pre-Kindergarten and first grade children will also be allowed time for a rest period each day.

WEEKLY:

Field Trips – Every Wednesday (unless otherwise noted) we will be going on a special field trip (please see the attached calendar

Arts and Crafts – This will be offered twice a week to each group. Children will be encouraged to allow their imaginations and creativity flow.

Sports – This will be offered to each group twice a week and we'll focus on the rules of many different games. Good sportsmanship will be emphasized as well as learning how to work with a team to accomplish a goal.

Ice Cream at Stewart's – Children will walk down to Stewart's every two weeks for a choice of their favorite ice cream.

CAMP COUNSELORS:

Each site is under the direction of a site supervisor. The Program Director and Assistant Program Director oversee the site supervisors. Our counselors and specialists are mature, warm, experienced young men and women whose compassion makes Camp Castleton Kids a special place. The staff members are selected for their ability to understand the special needs of children. All staff receives pre-camp training as well as on-going supervision.

According to the Rensselaer County Department of Health, summer camps must obtain a constant ratio of 1:12 (counselors to children). Our camp strives to operate at a 1:8 ratio daily and on a 1:6 ratio for field trips.

Each site will have at least one counselor certified in First Aid and CPR/BLS. Our camp also has one counselor who is a Certified Lifeguard for our swimming field trips.

RETURNED CHECKS given to the Village of Castleton are charged a \$15.00 service fee. Payment must be made within one week of notification of the returned check.

REFUNDS are not issued for any reason.

HEALTH AND SAFETY POLICIES:

MEDICAL FORM and personal history must be completed and submitted to the camp office for each child as mandated by New York State Law. If your child was enrolled in Castleton Kids After-School Program the previous school year and has an up to date medical record on file with the camp office then no additional form is required. NO child will be admitted to camp without having this form on file.

EMERGENCY NOTIFICATION – The name and phone number of a responsible relative, family friend and physician who can be reached in case of an emergency must be supplied to the camp.

HEALTH RESTRICTIONS – A physician's note must be sent to the Camp Director if a child must be restricted from participating in any activity (i.e., swimming, running, etc.). This note should indicate the duration and detailed explanation of the restriction.

ILLNESS – If your child is ill, please exercise good judgement about sending them to camp. If children are found to be ill, they will be placed on a cot in a quiet area to rest. Parents will be contacted to pick up their child immediately. It is the parent's responsibility to find alternate care in this situation. PARENTS MUST NOTIFY THE PROGRAM IF THEIR CHILD IS ILL WITH A COMMUNICABLE DISEASE (i.e., measles, chicken pox) OR IF THEIR CHILD HAS LICE.

MEDICATIONS – A doctor's note must be submitted to the Camp Director listing all medications accompanying a child. All prescription drugs must be in their original containers. Prescription and non-prescription drugs must be labeled with specific instructions and given to a staff member before the start of camp each day. Please inform the Director if the medication needs refrigeration.

PROGRAM POLICIES:

DROP OFF – Parents MUST escort their children onto the Castleton Elementary playground each morning. If the weather is poor, children should be dropped off at the Trinity Lutheran Church and escorted into the building. Please contact the program if you plan on dropping your child/ren off later than 9:00am.

PICK UP – All children will be located at the Castleton Elementary playground after 4:00pm. When picking up children from the playground, you must get out of your car and check your child/ren out with the person holding the clipboard. If the weather is poor, children will be at the Trinity Lutheran Church. Please come inside and notify staff when you pick up your child/ren. Please contact the program if you plan on picking up your child/ren before 4:00pm.

VISITING HOURS – Parents are encouraged to visit at any time of the day so long as it does not conflict with normal program operations. Parents are also welcome to attend field trips and must obtain prior approval from the Program Director.

ATTENDANCE will be taken every day. Please notify the Program of any absences or vacations that were not taken into consideration when you registered. You are reminded that payment is still required for these days/weeks.

UPDATING PERSONAL INFORMATION – Please be sure to notify the Program Director, in writing, as soon as any personal information changes (home address and/or phone number, work number, emergency contacts). Keeping this information up to date will ensure the program’s ability to contact a parent or other designated adult in an emergency.

GRIEVANCES – All grievances, no matter what their nature, must be brought before the Parent Board. The family and the Program Director will each state their case and then the Parent Board will vote to make a final decision. Until the Board reaches such decision, the Program Director and the Parent Board President will make a temporary decision that will remain in effect until the next Parent Board meeting.

DISCIPLINE:

Behavior management is essential to ensure safety and enjoyment for all children. Discipline and behavior management helps children feel secure and builds self-control and self-esteem. Discipline and behavior management also promotes behavior that is beneficial to the child’s development and welfare, and will help to change and/or eliminate behaviors that are harmful or distressing to the child or others. This is different from punishment.

At Camp Castleton Kids we use the following methods of behavior management:

1. We talk about rules at the beginning of each week.
2. We compliment and praise appropriate behavior and give a great deal of encouragement.
3. We display positive behavior ourselves.
4. We use distraction, suggestion or redirection (Have you tried...?).
5. We hold quiet, brief and private talks with children to discuss behavior issues.
6. We use “when – then” statements (“When we finish our project then...”). This is more effective than using “If you don’t... then we can’t...”
7. We problem solve with the children.
8. We remove children from a problem area.
9. We separate children.
10. We remove toys, equipment or supplies from children who are behaving inappropriately.
11. We give choices.
12. It is the policy of Camp Castleton Kids, as well as a licensing requirement, not to use physical punishment such as hitting, shaking, threatening, pro-longed isolation, denial of meals or derogatory remarks about the child or with the family. Every staff member is familiar with discipline policies.

In the case of a child who presents persistent discipline problems, the Director may choose to implement any of the following, on a case-by-case basis:

1. Logging of the child’s behavior which will be placed in the child’s file.
2. Parent – Director or Parent – Child – Director Conferencing.
3. After 3 behavioral reports a written plan of action will be developed. This will include conditions under which periods of suspension or termination from the Program would be warranted.
4. Camp Castleton Kids reserves the right to terminate services if there is not a positive change in the child’s behavior.

Parents/guardians are responsible for picking up their child immediately if suspension during a camp day should be necessary.

NO REFUND will be issued if the child is suspended or terminated from the program.