

Town of Halfmoon Recreation Department
2 Halfmoon Town Plaza
Halfmoon, NY 12065

Winter Camp Handbook



Resident Registration Dates

Monday – Friday:
January 9 – 13
9am—3pm

Wednesday, January 11
9am—7pm

All registrations will be held in the Recreation Office (Town Hall)
Maximum of 75 campers, first come first served!!

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Welcome!

We hope the information in this booklet answers your questions about our program and allows us to work together in providing a fun and safe experience for your child.

Please be aware that schedules, activities and locations may vary daily to accommodate the logistics of our program. Open communication between the staff, children and parents is necessary for a program to run positively and effectively. Please do not hesitate to bring any concerns to our attention.

Also, you must sign the “Brochure / Parent Handbook Signature” page in our Registration Booklet. This certifies that you have read, acknowledged and understood all information provided to you and that you have relayed this information to your child.

Winter Camp Program

This Program is offered for children grades 1 – 6, **maximum of 75 children**. Daily activities will include a trip, arts n' crafts and other recreational, social and educational experiences. In order to participate, children must be enrolled in Grades 1 – 6 and must be a Town resident.

Days and Times: Tuesday – Friday, February 21 – February 24 from 9am - 3pm

Fee: \$ 135.00 per child (this fee includes all trip fees & 1 shirt)
\$ 6.25 for additional shirts

Registration Information

***Forms will be available beginning **January 2nd** ***

Resident Registration Dates

Monday - Friday, January 9 – 13 9am – 3pm

Wednesday, January 11 9am – 7pm

To register RESIDENTS need:

- Proof of residency: Current phone, gas or electric bill with your name and current address
- Picture ID (driver's license or passport)
- To have read and understood this handbook
- **IMMUNIZATION RECORDS:** Due to Department of Health regulations, **everyone** must submit new immunization records every time they register. The records can be obtained from the child's primary physician or school nurse. The record must include the child's name. Even if your child has attended programs previously, you must provide a new copy. **NO** child will be allowed to register without new immunization records.
- Current Doctor's name and phone number
- All payments must be in the form of cash or check
- Payment in full for:
 - Registration Fee
 - T-shirt(s)

Return Check Policy: A \$20 fee will be added on all returned checks. Returned checks must be paid for within one week. Cash or money order must be used when paying for the returned check and must include the original amount of the check plus the \$20 returned check fees. If a check is returned, **ALL** future payments **MUST** be in cash or by money order.

Refund Policy:

- As there is one fee for the camp, no refunds for trips will be given
- Registration fees must be requested. All requests must be submitted in writing and received in our office **BY** February 3rd. If a child has attended camp and then requests a refund, no refund will be given
- Refund requests received **AFTER** February 3rd **WILL NOT BE HONORED**
- **Emailed & faxed refund requests will NOT be honored. Requests must be dropped off to our office or sent by mail**

Arrival & Departure

Parents will provide transportation for this Program. Children need to be brought to the Town Hall and signed in when arriving and signed out when leaving. Children are **NOT** to be dropped off at the entrance of the Town Hall; they must be accompanied into the Town Hall by an adult. At no time should a child be dropped off before 9am or picked up after 3pm. Repeat offenders may be removed from this program at the discretion of the Director.

Any persons picking up a child from camp **MUST** be able to show Picture Identification. **ONLY PERSONS** designated on the registration form may pick up a child. If someone else needs to pick up a child **A NOTE MUST BE SENT TO THE SITE, ON OR BEFORE THE DATE OF PICK-UP.**

What To Bring / Wear

Please bring / wear clothing appropriate for the activity or trip. Boots, gloves, hats, snow pants, tote bags ...**SHOULD ALL BE LABELED & BROUGHT NO MATTER WHAT KIND OF WEATHER.**

Recreation Shirt Policy

Every child in the Halfmoon Recreation Program must have a long sleeve shirt. Each child will receive a shirt as part of the registration fee. Additional shirts can be purchased for \$6.25 each. These shirts must be worn on indoor trips and are for the safety and well being of our youths.

Responsibilities Of Parent & Child

Please prepare your child for camp. Explain all rules and regulations to him / her. Talk with your child about wanting or not wanting to spend his / her week with us. Please make us aware of any problems that your child may be experiencing at Camp. Parents must guide their child(ren) to display appropriate, acceptable behavior. Children must be prepared to be accountable for their actions. Parents should know and understand the rules their children are expected to follow and be aware of the consequences for any violations. (See section “Discipline Policy”).

Please talk with your child about responsibility and safety:

- For actions and language toward staff and other campers
- For belongings; all clothing, bags, etc. (LABEL)
- For money; do not send small children with spending money in hand, it will NOT last long; please plan, waist pouch or money pouch is recommended.
- For respect of the building / facility they are in.

**ANY DAMAGE / VANDALISM CHARGES WILL
BE PAID BY THE CHILD’S GUARDIAN!!**

Appropriate Behaviors

- Non -aggressive actions
- Respectful of others, staff and equipment
- Uses appropriate language

Behavior Rules On The Bus

- Remain in seat at all times
- Respect others. Keep your hands to yourself.
- All objects inside bus windows
- Keep the bus clean (no garbage / writing on the seats)
- Listen to all Bus Drivers, Counselors, etc.

- Keep feet out of the aisles; no changing seats
- Listen carefully to all role-calls whenever necessary
- Eating / drinking on the bus is at the discretion of Bus Drivers

ANY DAMAGE / VANDALISM CHARGES AT A REC SITE, ON A BUS, OR AT A FIELD TRIP WILL BE PAID BY THE CHILD / PARENT.

Behavior Rules On All Trips

- Always listen for directions from Counselors & Camp Supervisors
- Make sure you can always see your counselor
- Always go with a Buddy, Never Alone!
- Keep track of the time (lunches; departures)
- Be aware of the 1st Aid Station and alert counselors of any problems
- Wear your Recreation shirt whenever possible
- Wear appropriate clothing (boots, hats, gloves, snow pants, etc.)
- No glass bottles!

Please realize that your child is at Recreation Day Camp and not at school or daycare. Everything is open to view / hands of all campers. There are no separate rooms or lockers to keep money, toys, clothing, etc.

Electronics Policy: We do not allow campers to bring game systems, cell phones etc. to camp. Any of these devices found will be confiscated, held by the Site Director and given back to the child as he / she goes home. There will be no cell phone use during the day. If a camper needs to call a parent, they may do so at the site office.

HALFMOON RECREATION IS NOT RESPONSIBLE FOR LOST OR STOLEN OR DAMAGED ITEMS. DO NOT BRING ANY TOYS / ITEMS TO REC.

“Discipline Policy”

- 1. Warning:** Staff separates child from group and rules / policies are reinforced. Considered a WARNING; child sits in the office; a call to parent is made.
- 2. “Referral”:** Staff fills out Referral Form, calls the parent, and removes the child from camp, the length of removal will depend on the severity of the incident and is at the discretion of the Camp Supervisors and Director.

A child may be removed immediately without warning or referral at the Director’s discretion (records are kept). Any staff member can give referrals on a bus, trip, or site.

If a parent is unable to pick up a child due to his / her referral, they will remain in the office until their ride is available. If your child is dismissed from camp, all program fees will be forfeited.

Lunches

Lunches will be provided on the trip each day. Please read the Trip Schedule for more details.

Health

Your child's health is very important to us. For the health & safety of the children, a child must be fever free when coming to the program.

If your child becomes ill and you are called to pick him/her up, you will be expected to pick him/her up within approximately one hour. Any child with a contagious infection e.g. chickenpox, will be excluded from the program. It is important that you let us know if your child has been exposed to a contagious disease such as measles, chicken pox, rubella, mumps, conjunctivitis, skin infections, or head lice. Other parents are notified that such a case has been reported.

Please note that a communicable disease may begin with symptoms of a mild cold, tiredness, irritability or loss of appetite, before a fever or rash appear. THEREFORE, it is advisable to keep the child quiet and at home for at least a day, to see what develops. We will request a statement from the child's physician stating that the child is free of communicable and contagious diseases and is able to return to the program, whenever deemed appropriate.

IF YOUR CHILD TAKES MEDICATION: Medication Forms are available at Registration. This form needs to be completed by the Parent & Doctor and handed into the Site Office with the medication, before any medication can be taken on site.

ACCIDENTS AND INJURIES: In the event of an accident or illness requiring medical attention, the Director or other person in charge will immediately call for an ambulance and emergency medical treatment, and notify the parents. The program will obtain written consent at the time of admission from the parent, which authorizes the provider to obtain emergency health care for the child. The staff will fill out Incident Reports and/or Illness forms whenever a child becomes injured or ill while at the program.

Inclement Weather Policy

Our on-site activities occur daily, snow or shine. During the snowy days, the children play indoor games, do arts & crafts and watch movies. Trips on snow days are taken at the discretion of the facility and Camp Director. We will make every effort to board the buses and head to our destination. If weather continues to be poor, the trip will be cancelled and all children will return back to the site. Phone calls and e-mails will be made to the Legal Guardians to make them aware of the situation. Also our voicemail will keep you updated in case of a trip returning early. If in the event the Town Hall is closing early, parents are responsible to pick up their children by the time the Town Hall is due to close.

Trips

Our Winter Camp is considered a “Trip Camp” meaning that trips are included in the cost and attendance is required. If your child is signed up for camp, they are also signed up for the daily trip. Unlike our Summer Camp, we are not able to offer a separate on-site program if children do not want to participate in the trips.

Children must be at camp by 9am to secure getting on the bus. We cannot guarantee your child will make the trip if they are not here at 9am. If your child misses the bus for the trip, they will not be able to stay at camp for the day as we will have no supervision.

AT NO TIME will a parent be allowed to DROP OFF / PICK UP A CHILD FROM A TRIP. If this should occur, the child will no longer be able to participate in camp.

Trip Schedule:

TUESDAY

Treepaad
Malta, NY
Includes admission & lunch
Lunch: Pizza & drink
NEED SOCKS
www.treepaad.com

WEDNESDAY

Willard Mountain
Greenwich, NY
Includes Rental & Lift (tubing)
Lunch: Hotdog, chips & drink
NEED WARM CLOTHES
www.willardmountain.com

THURSDAY

Bowling
Mechanicville, NY
Includes 3 games, rental & lunch
Lunch: Chicken fingers, fries & drink
NEED SOCKS
www.hometownlanes.com

FRIDAY

Troy Museum
Troy, NY
Includes program and planetarium show, museum visit & lunch
Lunch: Pizza & drink
www.cmost.org