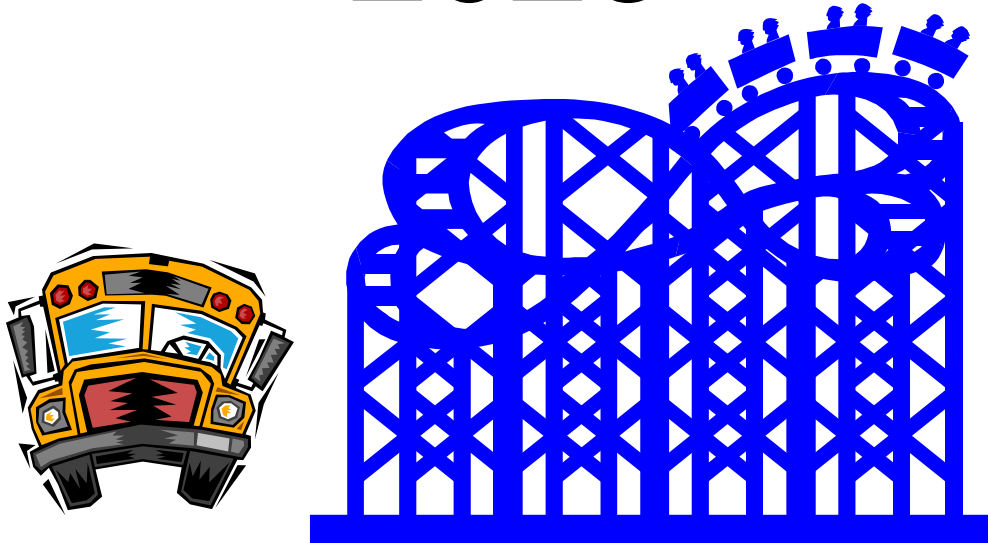


On-the-Go Camp 2023



PARENT & CAMPER HANDBOOK

Recreation & Parks Department Phone #:

238-3909

On-the-Go Phone #:

438-6114 (active starting on June 27th)

E-mail:

otgcamp@gmail.com

More Camp Info can be found at:
www.mynewcastle.org/camps

ON THE GO CAMP INFORMATION

DATES, TIMES and LOCATION:

Dates: Full 6 Weeks: Monday, June 26th – Friday, August 4th
** Weekly sessions are available for purchase

Times: Monday through Friday, 8:30am – 3:00pm*

Location: Recreation Field (200 South Greeley Ave, Chappaqua, NY 10514)

***Please note:** There will be a number of trips that will return after 3:00pm. These late returns will be clearly communicated to parents and campers prior to the start of the camp season. Late return pickups will be at Town Hall.

ELIGIBILITY:

On the Go is open to all boys and girls who will be entering the 5th through 8th grades in September 2023. Guests are not permitted to attend camp or camp trips. Trips missed are not refundable or transferable.

STAFF AND SUPERVISION:

On the Go will maintain a **1:8 ratio on trips and 1:12 in Camp, staff to campers**. The camp is staffed by an experienced Director and Assistant Director. Most counselors are college students and others are at least entering their senior year of high school.

COMMUNICATIONS:

Our department and camp administration rely primarily on email communication. Please check your email and our website regularly for the latest information. If you have any concerns or questions, we would be happy to hear from you over the course of the summer. Weekly updates will be emailed out to keep you informed all summer long. Be sure to sign up for REMIND, which will give you updates and camp information all summer long.

On the Go email address: otgcamp@gmail.com

Camp Phone: 914-438-6114

Recreation Office: 914-238-3909

MEDICAL:

All campers are **required** by the New York State Health Department to have a complete 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 take medication in camp are **required** to complete a special medical form (this includes inhalers) that must be signed by both the doctor and the parent. This form will be available on the camp website for download and available at the Recreation Office.

The staff person in charge of first aid will dispense all medicine. Parents are asked to bring in medication in the original container with a doctor's prescription. Every time a child is given their medication, it will be recorded in the daily medical log.

Care is provided by our camp nurse/EMT or staff certified in CPR for the Professional Rescuer and Responding to Emergencies. If any camper needs immediate emergency care, EMS will

be called to determine the severity of the emergency and choose the appropriate healthcare facility to transport the camper.

Sunscreen: Parents must complete the Sunscreen Authorization Form in order for campers to carry and apply their own sunscreen. This is a Westchester County Health Department regulation.

WAIVERS:

Certain locations require liability waivers to be completed by the campers' parents prior to our arrival. Please make sure to fill out all necessary paperwork when required. Waivers and consents will be emailed and/or sent home with your child. They will also be posted the Town's web page under Recreation & Parks.

DAILY PROCEDURES:

DROP-OFF/PICK-UP:

On the Go campers are dropped off at Recreation Field each morning – **RAIN OR SHINE**. Specific drop-off location will be provided prior to the start of camp.

Camper pick up will be at 3:00pm at Recreation Field, unless otherwise noted in camp schedule. If you wish for your camper to walk or bike home, a note informing the Camp Director is required.

Please note a number of trips will return after 3pm, pick up for these trips will always be at Town Hall.

**** Please refer to _____ for more information regarding After Camp Care.**

ATTENDANCE:

Daily attendance will be conducted at 8:30 a.m. Since the camp will be traveling on all days, it is important that campers show up on time so that we can reach our destinations and not impact our return time. We cannot hold busses for late campers. If campers are delayed in arriving, campers may miss bus departures or have to wait until his/her group returns to the camp to take part in the day's activities. **Please do not "drop & run"**.

ILLNESS:

It is not necessary to contact the Camp Director if your camper is out for one day. If you expect that your camper will miss multiple days, please contact the Camp Director by calling the On the Go phone number.

DAILY NEEDS:

All campers should be appropriately prepared for the specific camp day's activities. A backpack to carry personal belongings and water bottle are highly recommended.

Please note: On travel days, the personal appearance of each camper conveys to the public a general impression of our camp. Clothing should be casual, in good taste and suitable for the day's activities. Campers are required to wear camp shirts on trip days.

CAMP SHIRTS:

All campers will receive two camp shirts for 6-week registrations. If your camper is scheduled for only one week, they will receive one shirt. Camp shirts must be worn on all trips.

LUNCH:

Campers need to bring a lunch and beverage daily, unless informed otherwise. On occasion, we will have special lunch days and some trip locations will have lunch available for purchase. The cost of these lunches will be the camper's responsibility. **All lunches brought from home should contain non-perishable foods, we do not have access to a refrigerator. We are a "peanut aware" camp.**

SPENDING MONEY:

During most of the trips there will be opportunities to purchase additional items, i.e. souvenirs, snacks, etc. Aside from lunch money, extra spending money is advised and will be the responsibility of each camper. This will need to be an area of discussion with your child in order to best manage their purchases.

INSURANCE:

The Town of New Castle **DOES NOT** carry insurance to cover hospitalization or medical costs of persons injured during participation or as a spectator at any recreation program. The cost incurred will be the responsibility of one's personal insurance company.

PARTICIPANTS PARTICIPATE AT THEIR OWN RISK.

PLEASE NOTE: The New York State Health Department requires the licensing of all camps. Camps are inspected twice a year. Additional information may be obtained from the district office: Westchester County Department of Health, 145 Huguenot Street, 7th Floor, New Rochelle, NY 10801, (914) 813-5147.

REFUND POLICY:

Processing Fees charges:

- Processing Fees charged:
- Any refund request made prior to 5/5/2022: 0% of Camp Fee
- Any refund request received between 5/5/2022-6/2/2022: 10% of Camp Fee
- Any refund request after 6/2/2022 and prior to 6/26/2022: 50% of Camp Fee
- Any refund request made (on or after 6/26): No refunds
- **Any refund request due to a medical reason must be made in writing to the Assistant Superintendent of Recreation & Parks.**

CELL PHONES/HANDHELD DEVICES:

The use of devices at camp is solely at the discretion of the Camp Director. The camp is not responsible for lost or damaged devices.

BEHAVIOR:

All campers must be mature enough to be responsible for their own behavior, their own property and the rights and property of others. There is to be no excessive "horseplay",

loudness, unruly or abusive language, throwing food, smoking, use of alcoholic beverages, or drugs during any part of the day.

It will also be expected that campers will pay attention and follow all rules and regulations for the establishments that we plan to visit. Parents are asked to review these rules with campers and withhold permission for going if the camper does not find these rules acceptable.

INFRACTIONS OF THESE RULES MAY RESULT IN THE LOSS OF PRIVILEGE FROM PARTICIPATING IN FUTURE TRIPS AND/OR THE IMMEDIATE RETURN HOME UNDER PARENTAL RESPONSIBILITY AT THE CAMP DIRECTOR'S DISCRETION WITH NO REFUND OF FEES PAID.

DISCIPLINE/SUSPENSION:

It is important for each camper to realize that their behavior not only reflects upon that individual but also upon his/her group and the Town of New Castle Recreation Department. Campers must be aware that any action not regarded as positive or supportive in nature within the guidelines and policies of this program is subject to disciplinary action and/or dismissal from further participation in the program with **NO REFUND OF FEES PAID**.

Such causes may include:

1. Smoking
2. Use of drugs, intoxicants or alcohol
3. Failure to adhere to official regulations, safety precautions, instruction or order/directions given by recreation staff or area officials or instructors
4. Offensive conduct or language used in public during participation in this program
5. Any illness carried by the camper, which may be transmitted to other campers
6. Shoplifting OR taking items from other campers or anything that does not belong to them.
 - a. Camper's involved in shoplifting are usually handled by the local authorities and punishment is up to the discretion of the establishment management. Parents will be called if this should occur. Taking items that belong to others will not be tolerated.
7. Aggressive/assaultive behaviors towards others.

ANY OF THE ABOVE MAY WARRANT IMMEDIATE DISMISSAL FROM THE PROGRAM

Any questions relating to discipline will be discussed with the Camp Director. It will be the responsibility of the Camp Director to discuss any disciplinary action directly with any camper in question. The matter will be discussed on a one-to-one basis. Should the final decision be to dismiss the camper, the Recreation Supervisor and Assistant Superintendent will be notified and a conference between the Recreation Supervisor, Assistant Superintendent, Camp Director and Staff will be held. If necessary, the camper will be called into the conference for clarification of the matter.

Children's Camps in New York State

- the camp is required to be inspected twice yearly; and
- the inspection reports and required plans are filed (address of state, county or city health department) and available for their review.

Responsibilities of Local Health Departments

- To review and approve the required written camp plans for compliance.
- To inspect camps to assure that: (1) all physical facilities are properly operated and maintained, and (2) adequate supervision exists to provide a healthy and safe environment in accordance with the New York State Sanitary Code.
- To issue a permit to operate when the required plans and inspection results are satisfactory.
- To investigate reports of serious incidents of injury, illness and all allegations of abuse or maltreatment.
- When requested, to provide parents or guardians of prospective campers an opportunity to review inspection reports and required plans.

The time and effort spent in selecting the camp your youngster will attend is important. Keep in touch, especially if it is your child's first camp experience. If possible, visit the camp before and during the camping season.

Information

For further information about New York State health laws relating to summer camps, call the State Health Department's Bureau of Community Environmental Health and Food Protection in Troy at 1-(800) 458-1158, ext. 27600.



In New York State, summer camps must have a state, city or county health department permit to operate legally. These permits are issued only if the camp is in compliance with the state's health regulations. The permit to operate must be displayed in a conspicuous place on the premises.

The camp must be inspected twice yearly by a health department representative. At least one inspection must be made during the time the camp is in operation. Each camp is checked to make sure that the physical facilities are safe and that supervision is adequate.

When choosing a summer camp for your child, consider the following:

Staff Credentials/Supervision

What are the qualifications of the camp director?

The New York State Health Code requires that the director of an overnight camp be at least 25-years-old or hold a bachelor's degree; a day camp director must be at least 21-years-old.

All directors must have experience in camping administration or supervision. Camp directors' backgrounds are screened by the Office of Children and Family Services Central Register Database for reported incidents of child abuse and maltreatment. Their backgrounds are also screened by the Health Department for criminal convictions. Only individuals who are considered to pose no risk to campers are accepted by the Health Department as camp directors.

What are the qualifications of the camp counselors and how are campers supervised?

Counselors must have experience in camping and supervision of children or have completed an acceptable training course. Stringent counselor-to-camper ratios and staff qualifications are mandated for supervision of swimming, archery, riflery and camp trip activities.

At overnight camps, 80 percent of the camp's counselors must be at least 18-years-old; up to 20 percent may be 17-years-old. There must be at least one counselor for every 10 children aged eight years or older, and one

counselor for every eight children younger than eight years old.

At day camps, counselors must be 16 years of age or older. There must be a minimum of one counselor for every 12 children.

Camps that must provide at least 10 counselors may choose to use counselors-in-training (CITs) to meet 10 percent of the required number of counselors. These CITs must be at least 16 years of age at an overnight camp and 15 years of age at a day camp. They must work with senior staff, have had previous experience as a camper and complete a training program. Ask the camp operator if any of their counselors are CITs and how they are used to supervise campers.

Ask about the camp's staff and supervision procedures, including discipline policies. Do they meet your expectations?

Health

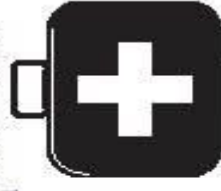
Ask about medical coverage and when you will be notified if your child becomes ill or injured. Is a doctor or nurse in residence or on call for campers at all times?

Physicians or nursing services must be available. All summer camps in New York State are required to have a health director and a written medical plan approved by the Health Department. The written

plan must include, among other things, provisions for medical, nursing and first aid services. Injuries and illnesses must be reported to the Health Department and are thoroughly reviewed.

Does the camp require medical records for campers?

Camps must keep current medical history reports on file for all campers. Be sure to detail your child's history of immunization, illness, disability or allergy. Specify special diets and activity restrictions. Provide instruction for any medication your child must take.



Camp Safety

Are the camp facilities and activities safe?

The camp operator must develop a written plan to include maintenance of facilities, provisions for training staff members and orientation of campers, supervision of campers, campsite hazards, emergency procedures and drills, safety procedures and equipment for program activities.



Swimming

Are waterfront personnel qualified?

Are campers always supervised while in the water?

All waterfront activities at camps in New York State must be supervised by an experienced certified lifeguard or water safety instructor. On site, one qualified lifeguard is required for every 25 bathers. All aquatic staff are required to be trained in cardiopulmonary resuscitation (CPR).

Camps that use off-site pools or beaches operated by others must make special arrangements to provide a safe activity. Even off site, the camp remains responsible for supervising campers.

Some children's camps use sites for swimming that are not inspected by local health departments. Parental permission is required in these instances, and the camp must follow established guidelines to protect campers.

While campers are involved in aquatic activities on site, there must be one counselor for every 10 campers eight years or older; there must be one counselor for every eight children aged six and seven; and one counselor for every six children younger than six years old. When swimming off-site, there must be one counselor for every eight campers six years or older and one counselor for every six campers younger than six years.



Fire Safety

Are there periodic fire drills for both campers and staff? Does each floor of every building have fire exits in two different locations? Are flammable materials (gasoline, pool chemicals, etc.) stored away from activity centers and kept under lock and key? Are functioning smoke detectors located in every sleeping room?

All of the above are mandatory in New York State.



Location and Facilities

Are barriers erected against such natural hazards as cliffs and swamps? Are foot trails located away from such dangerous areas and from heavily traveled roads and highways? Do the camp facilities (bunks, bathrooms, mess hall, recreation facilities) meet your aesthetic tastes and those of your child? Is the camp located in an area that will not aggravate your child's allergies? Will your child be required to perform chores, such as cleaning or cooking?

For information on the camp's location and facilities, visit the camp or interview the camp operator by telephone, prior to making a decision to enroll your child at the camp.

Nutrition

Are good health practices observed in the camp kitchens, dining areas and food services? Does the camp serve food your child likes?

At camps in New York State, food must be prepared from inspected sources. Food preparation and handling activities are reviewed to assure safe and sanitary practices. Kitchen employees must be healthy and follow hygienic practices. Potentially hazardous food must be maintained below 45°F or above 140°F.



Food preparation and handling activities are reviewed to assure safe and sanitary practices. Kitchen employees must be healthy and follow hygienic practices. Potentially hazardous food must be maintained below 45°F or above 140°F.

Rights and Responsibilities

The regulatory program of the New York State Department of Health places specific responsibilities on camp operators, and on local health departments that enforce department regulations. Following is a summary of rights and responsibilities:

Rights of Parents and Guardians

- To be informed by the camp director, or his or her designee, of any incident involving your child, including serious injury, illness or abuse.
- To review inspection and investigation reports for a camp, which are maintained by the local health department issuing the camp a permit to operate (present and past reports are available).
- To review the required written camp plans. These are on file at both the camp and the health department issuing the permit to operate.

Responsibilities of the Camp Operator

- To inform you and the local health department if your child is involved in any serious injury, illness or abuse incident.
- To screen the background and qualifications of all staff.
- To train staff about their duties.
- To provide supervision for all campers 24 hours a day at overnight camps, and during hours of operation for day camps.
- To maintain all camp physical facilities in a safe and sanitary condition.
- To provide safe and wholesome meals.
- To have and follow required written plans for camp safety, health and fire safety.
- To notify the parent or guardian, with the enrollment application or enrollment contract, that – the camp must have a permit to operate from the New York State Department of Health or the designated permit-issuing official;



Please return form to the New Castle Recreation & Parks Department

**New Castle Recreation
Chappaqua, NY 10514**

New Castle Day Camp

PERMISSION FOR MEDICATION SELF ADMINISTRATION

New York State Law and the New Castle Recreation Department require that campers who need medication during camp hours provide the camp health office with the following:

- This form signed by the prescribing physician, or a written doctor's order completed by the prescribing physician
- Parent/Guardian permission and signature (see below)
- The medication in the original prescription container

Name of Camper: _____ Birth Date: _____

To be completed by the Physician
(please print)

MEDICATION NAME: _____
DOSAGE: _____ ROUTE: _____ FREQUENCY: _____
TIME(S) TO BE TAKEN DURING CAMP HOURS: _____
DATE TO START: _____ DATE TO END: _____
POSSIBLE SIDE EFFECTS: _____
SPECIAL CONSIDERATIONS: _____

Printed Name of Physician

Signature of Physician

Physician's Address

Physician's Phone Number: _____ Date: _____

PERMISSION FOR MEDICATION SELF-ADMINISTRATION



TO BE COMPLETED BY PARENT

I give permission for my child: _____
to self-administer the above medication as directed and under the
supervision of the camp health personnel.

Signature: _____

Daytime phone number: _____

Date: _____



TOWN OF NEW CASTLE CAMPS

SUNSCREEN AUTHORIZATION FORM

Chapter 242 amended NYS Public Health Law permitting a child to possess and use sunscreen at camp when all the following apply:

- (1) It is used to protect against overexposure to the sun*
- (2) It is approved by the FDA for over the counter use*
- (3) The parent or guardian provides written permission for the child to carry and use sunscreen*

Please complete and sign this form if you would like your child to use, carry and/or would like assistance applying sunscreen during camp

Child's Name _____ Group: _____

Sunscreen Permission:

- I consent to have my child carry and use sunscreen s/he has brought to camp, which is FDA approved for over the counter use to avoid overexposure to the sun

Parent/Guardian Signature: _____

Print Name: _____ Date: _____

- I consent to have a day camp member assist with the application of sunscreen when my child is unable to do so, or if my child requests assistance **(spray sunscreens only)**

Parent/Guardian Signature: _____

Print Name: _____ Date: _____