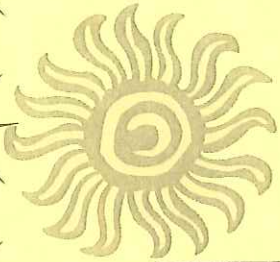
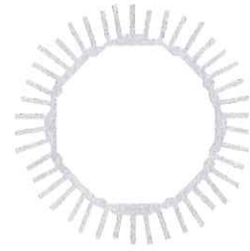


# Katonah Day Camp



# Parent Handbook



Dear Parents:

We would like to welcome you and your child to the 2010 Town of Bedford Day Camp Season! We are very excited about the upcoming camp program as we have trips, activities and special events planned which we're sure your child will enjoy.

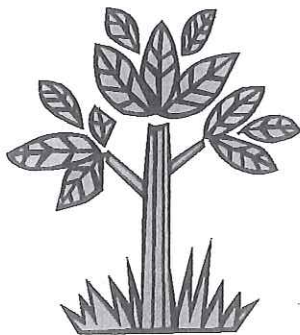
Each hamlet park will host a day camp for youngsters Entering 1 – 7<sup>th</sup> grade in the fall. Our Day Camps do have rain location incase of in climate weather. Our Tiny Tot program will be held at local school buildings and is available for youngsters 3 ½ to 5 year olds.

Our camps will be offering a variety of activities and special events for the campers to enjoy each day. Arts and crafts, athletics, science and nature, and music are all part of our fun filled day. Daily swimming lessons will compliment well with our well-rounded Day Camp program. For Tiny Tots there is an additional fee for lessons and parents are responsible for transportation between locations.

The first day of camp can be a difficult time for parents, campers and staff. With your cooperation, we can minimize a lot of confusion by following the policies and procedures outlined in this booklet. Therefore, we encourage you to take the time to read and understand this booklet and please feel free to call us should you have any questions.

Sincerely yours,

The Town of Bedford Recreation and Parks Department  
And the Bedford Day Camp and Tiny Tots Staff



Have a Great Summer!!

## Camp Sessions Options:

- Full Session: Tuesday, June 29<sup>th</sup> - Friday, August 6<sup>th</sup>
- Session I: Tuesday, June 29<sup>th</sup> - Monday, July 19<sup>th</sup>
- Session II: Tuesday, July 20<sup>th</sup> - Friday, August 6<sup>th</sup>  
    \*\* No camp Monday, July 5<sup>th</sup>

→All Permission Slips for Camp Trips will be due Thursday July 1<sup>st</sup>

## Permit

The Town of Bedford Day Camp Program:

1. Must have a permit from the Westchester Department of Health in order to operate.
2. Is required to be inspected twice yearly.
3. Required camp safety plans, medical and fire safety plans and inspection reports are on file at the Westchester County Department, Bureau of Public Health Protection, North Bedford Rd. Mt. Kisco, NY, and are available for your review.

## Staff

Westchester County Department of Health requires day camps to maintain a counselor/camper ratio of 1:12. Most of our camp directors are certified teachers and well qualified. All Staff must attend pre-camp orientation training. Our specialists and directors are all trained in Responding to Emergencies and CPR for the Professional Rescuer.

## Staff Identification

White Shirts- Directors, Assistant Directors, and Specialists- Ages 20 and older  
Gray Shirts- Senior Counselors- Ages 16 and older  
Blue Shirts- Junior Counselors -Ages 15 – 17  
Green Shirts- Counselors in Training- Ages 15

## Group Assignments:

Grouping is done by grade entering in the Fall and by gender. The grouping is as follows:

- 1 Girls/Boys .....Entering 1<sup>st</sup> Grade
- 2 Girls/Boys.....Entering 2<sup>nd</sup> Grade
- 3 Girls/Boys .....Entering 3<sup>rd</sup> Grade
- 4 Girls/Boys .....Entering 4<sup>th</sup> Grade
- 5 Girls/Boys.....Entering 5<sup>th</sup>, 6<sup>th</sup> and 7<sup>th</sup> Grades

\*\*\* There are times that we may split groups due to size\*\*\*

## Daily Routines:

### Morning-9:00-12:00

We start the day with a 20 minute camper arrival and announcement period. The rest of the morning will consist of five 30 -minute periods. During that time groups will be lead through various activities, which include swimming lessons, Arts and Crafts, Athletics, Tennis and many other counselor run activities. For the younger campers there may also be a short snack time.

### Lunch- 12:00-12:35

### Afternoon- 12:35-2:40

The afternoon consists of five 25-minute periods, where the campers will take part in several different activities. This may include free swim, big camp games, interest groups, special entertainers, and counselor run activities.



## Notes From Home

For the safety of your camper, written parental permission (note) must be sent for the following:

- If your camper is to leave camp with a friend, neighbor, relative, or someone other than his or her usual ride. If your child's counselor does not receive a note, your child will not be released.
- **For car pools or arrangements that will last for the whole summer**, one note specifying days and person picking up/ dropping off your camper will be kept on file for the summer. Please note that we will need written permission for everyone in the car pool.
- **Please arrange in advance a plan for early dismissal due to inclement weather. We will need to know who we can and cannot release your child to.**
- **For KATONAH DAY CAMP-** Drop off is on the Wildwood side of the park. There will be two pick up locations (Wildwood and by the oak tree near the playground. Parents must write a note if you would like to pick up on the Poolside of the park.

\*\*\*Notes should specify your camper's name, group, and counselor as well as the other pertinent information.

## First Aid

In the event that your child becomes ill or injured during the camp day they will be escorted to the camp office and cared for by one of our trained staff or our camp EMT. If the situation warrants, the camp staff will contact you. Depending on the severity of the injury the child will either stay at camp, be picked up, or if needed the Bedford Police and ambulance will be called to assist with medical issues.

## Medical Forms

If your child is required to take any type of medication during camp hours, a Medical Authorization Form **MUST** be filled out by the **parent and physician**, and handed in with the medication the first day your child attends camp. Medication will be kept in the camp office and our staff will oversee and supervise the child in self-administering their own medication. By law, camp personnel cannot dispense internal medication to the child unless they are a NYS licensed physician, nurse practitioner, physician assistant or registered nurse.

Written permission can be given by both the physician and parent to allow the camper to carry medication that is needed for emergency purposes (i.e.; epi pen; asthma inhaler).

All medication must be in their original container and labeled correctly.



## Allergies

The Town of Bedford cannot guarantee an absolute allergen-free environment. However, it is the goal of this policy to create a peanut/nut awareness camp. We ask for your cooperation in working towards this goal.

It is important that children with risk of anaphylaxis or an anaphylactic reaction to any substance (food, insect bites, drugs ect.) be identified. We encourage families of campers with life threatening or serious food allergy to meet with directors during the start of camp.

We have the following guidelines in effect:

- We will not do any craft projects that include peanuts
- We will keep a box of wipes in the office. If a camper eats peanut butter for lunch he or she will be asked to wash their hands of the oils.



## Trips

**ALL TRIP PERMISSION SLIPS ARE DUE BY THURSDAY JULY 1<sup>st</sup>**

Our day camp takes three trips per age group. The trips are an additional fee and parents must sign up by due date in order for your child to attend the trip. All campers who attend a trip must wear their camp shirt!!

### ALL CAMPERS (Grades 1-7)

#### **Thursday July 15<sup>th</sup> - Lake Compounce, Bristol, CT**

This trip includes a "Ride all Day" admission ticket for both the amusement park and water park. Bring a bag lunch. You may want to bring extra spending money for snacks and games. Water and soda are free all day. We provide a small bottle of water and snack for the ride home. **THIS TRIP IS A LATE RETURN PICK UP IS AT 5:15.** Visit their website at [www.lakecompounce.com](http://www.lakecompounce.com).

#### **Monday August 2<sup>nd</sup> - Krazy City (Palisades Mall) Nyack, NY**

Enjoy this trip to exciting Krazy City. The campers will play video games, go on thrilling indoor rides, and choose from different attractions such as Miniature Golf, Thunder Bowling, and Prehistoric Fossil Dig. Pizza lunch will be served. Visit their website at [www.krazycity.com](http://www.krazycity.com).

### Grades 1-2

#### **Tuesday July 6<sup>th</sup> – My Three Sons, New Canaan, CT**

The children will have great time, playing arcade games, unlimited laser tag and softball play. Pizza lunch is provided. Visit them on the web at [www.mythreesonsfun.com](http://www.mythreesonsfun.com)

### Grades 3-7

#### **Friday July 9<sup>th</sup> – New Rock City, New Rochelle, NY**

Campers will take the bus to the fun and exciting New Roc City facility for a day of bowling, games, rides and lunch.

### TRIP REFUND-

Please call the camp office the morning of the trip if your child will not be attending the trip.

There are **no refunds** for trips. If you think you are warranted a refund please write a letter to the Superintendent of Recreation and Parks Department

### **Extra money on trips**

Counselors are not responsible for holding money for children on any trip, but will assist the child when a purchase is being made.

**Picture Day is July 19<sup>th</sup>** Money for pictures is due 2 days prior to picture being taken. You can order individual, sibling or just the group photo.

\* My child's age group: 1 G 1 B 2 G 2B 3G 3B  
4G 4B 5G 5B

# POOL SIDE DISMISSAL

at

## Katonah Day Camp

I give permission for my child: \_\_\_\_\_  
(Please print your child's name)

to be dismissed to the Katonah Memorial Park Pool Side at 3:00 pm for the duration of camp unless I inform my child's counselor otherwise.

Please fill out the following:

- My child is allowed to enter the pool without an adult (Ages 10 or above only)
- An adult will pick up my child near the oak tree at dismissal time.

Any Camper without permission will be picked up on the Wildwood side of the park.

Parent or Guardian Signature: \_\_\_\_\_

Town of Bedford Recreation and Parks Department

### Hot Lunch

All meals are \$ 5.00

Meal, Drink and Snack  
Select 1 from each section

Please indicate any food allergies your child may have.

#### Pick one

\_\_\_\_\_ Hot Dog \_\_\_\_\_ Hamburger \_\_\_\_\_ Mini Quesadilla

\_\_\_\_\_ Chicken Nuggets \_\_\_\_\_ Turkey on Whole Wheat

#### Pick one

\_\_\_\_\_ Juice Box \_\_\_\_\_ 12 oz Water

#### Pick one\*

\_\_\_\_\_ Pretzels \_\_\_\_\_ Carrots \_\_\_\_\_ Apples Slices

\*If there is nothing selected it is up to cooks discretion

Name of Camper \_\_\_\_\_

Group \_\_\_\_\_ Allergies \_\_\_\_\_

\*\* Please fill out all information and submit form in an envelope everyday

# Katonah Day Camp Calendar 2010

	Monday	Tuesday	Wednesday	Thursday	Friday
Red White and Blue Week		June 29 <b>First Day of Camp!!</b>	30 <b>Create a Group Name and Flag</b>	July 1 <b>Permission Slips Due by 12 Noon</b>	 2 <b>Red, White &amp; Blue Day</b>
Around the World Week	5 <b>Happy 4<sup>th</sup> of July</b> NO Camp	6 <b>Mario the Magician</b> 1:00 <b>My 3 Sons</b> Grades 1-2	7 <b>China</b> 	8 <b>Mexico</b> 	9 Trip <b>New Rock City</b> Grades 3-7
Wild and Wacky Week	12 <b>Tie Dye Day</b> Bring In White Shirt to Tie DYE	13 <b>MIsmATCH DaY</b>	14 <b>Crazy Hat Day</b> 	15 <b>Lake Compounce</b> All Camp, All Staff Dismissal @ 5 PM <i>*No Camp if not attending trip.</i>	16 <b>Pajama Day</b> 
Spirit Week	19 <b>Picture Day</b> Pictures Taken in the AM Money Due 7/16	*2 <sup>nd</sup> 20 <b>Session Begins</b> Wear Your Favorite Sports Team	21 <b>Frisbee Games</b> 	22 <b>Camp Olympics</b> Don't Stop the Music DJ 1:00-2:00	23 <b>Jump Rope Contest</b> <b>Karate</b> 12:30-2:30 
Carnival Week	26 <b>Ice Cream Treat Day</b> 	27 <b>Drumming About You</b> 1:45	28 <b>Pizza Day</b> 	29 <b>Help Prep for the Carnival</b> 	30 <b>Camp Carnival @BVDC</b> Wear YELLOW
Last Bash Week	Trip Aug. 2 <b>Krazy City</b> Grades 1-7	3 <b>Show and Tell</b> <b>Share a Joke Day</b>	4 <b>Karaoke</b> 	5 <b>Water Carnival</b> 	6 <b>Last Day of Camp!!</b> 

\*\*\*\*\*Please note activities and dates are subject to change.