

# JEFFERSON SUMMER CAMP

## PARENT HANDBOOK

2019



Jefferson Elementary School  
250 Athens Blvd  
Buffalo, NY 14223

Youth, Parks & Recreation Department  
299 Decatur Road  
Buffalo, NY 14223  
831-1001p 831-1006f  
nfields@tonawanda.ny.us

4/30/19

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## Camp Hours, Drop-Off & Pick-Up

### **Camp Dates:**

Monday-Friday, July 1-August 23

*Jefferson will be closed June 27-28, July 4, and August 26-September 2*

### **Camp Hours:**

7:30am-6:00pm

*These are the hours our camp is open, but your child is not required to attend for the entire duration; it is simply for your convenience.*

### **Absences:**

Please let us know if your child will be absent, arriving late, or leaving early by notifying the camp director by 9:00am in person, sending a note, or calling us at 462-8262.

### **Transportation:**

Transportation to and from camp is the responsibility of the parent/guardian.

### **Sign-In:**

We require all children be properly signed in by an adult and turned over to a camp staff person. Jefferson Summer Camp does not assume responsibility for children that arrive before the start time (7:30am) or who are not properly signed in by a parent/guardian. If you arrive after 9:00am, your child's group may be at a different location on campus and you may need to escort him/her to their counselor.

### **Pick-Up:**

All children must be signed out by an adult when picked up from camp. Children will be released only to those authorized by the parent in the child's registration packet. It is the parent's responsibility to notify the camp in writing of any changes in authorization. If someone other than these people must pick-up your child, a written note must be sent in ahead of time. Anyone picking up children should be prepared to show proper photo identification to the camp staff member daily. We ask that you check your child's mailbox each day, and follow up with a camp staff member regarding any notes/issues if necessary.

Please note, depending on what time you pick up your child, he/she may be at the playground, at Lincoln Pool, or in the middle of an activity. You will be required to sign your child out before picking them up from their group.

Please enter and exit through the main doors only (door 1 on Athens or door 3 from the parking lot on Oakvale).

### **Walking Home:**

If you would like your child to walk home alone from camp and sign himself or herself out of camp, you must indicate that in their registration forms.

**Late Pick-Up:**

Children are not to be dropped off before 7:30am or picked up after 6:00pm, based on the Kronos clock in the entryway near door 3 at Jefferson.

You will receive a late pick-up notice and be charged a \$10.00 per child late pick-up fee for every 15 minutes a child remains at the program after 6:00pm (\$10 for 6:01-6:15pm, \$20 for 6:16-6:30pm, etc.). Chronic late pick-ups or early drop-offs will be up for review to be removed from the program at the discretion of the director. Please be considerate of our staff in following the program times, with the exception of an extreme emergency. If a parent or authorized adult will be late, it is their responsibility to notify the camp as soon as possible. You can reach us at 462-8262.

We understand that emergencies arise. We also understand that traffic and weather can be challenging or hectic, but expect all children to be picked up on time. When your child is picked up late, our staff is required to remain on duty, therefore unable to attend to commitments outside of work.

**Emergency Notifications:**

If your child is ill or injured or if there is severe weather, a natural disaster, or hazardous environmental concerns (i.e. power or water outage), you will be notified to pick up your child. Your child must be picked up within 45 minutes of this notification. If a child has an accident and no extra clothes are provided, your child must also be picked up within 45 minutes.

Please do not call to speak to your child unless it is an emergency, as we have limited phone lines. Campers are not allowed to have cell phones or any other electronic devices at our camp, for any reason.

**Parking:**

Please drive slowly and carefully along Oakvale, Athens, Loretta, and Janes. For our campers' safety, only park in designated parking spots, or along side streets.

**Payment:**

Camp fees (\$175/week for residents, \$225/week for non-residents) are due at time of registration, unless you signed up for a payment plan. If you are on a payment plan, you must make your scheduled payments on time in order to hold your child's spot in the program. Please make your payment online at [www.ttypr.com](http://www.ttypr.com), in-person at the Youth, Parks & Recreation office (cash, check, or credit card) or by mail to the Youth, Parks & Recreation office (check). We cannot accept payments over the phone or at any other facilities, including Jefferson. We hope to make Jefferson a payment site soon – we will notify families when we are able to begin accepting payments and registrations here.

Please note: Payments must be made manually by the due dates (we do not automatically withdraw funds from your checking account or charge your credit card).

Please refer to your Payment Plan Agreement for more details.

Please make checks payable to Town of Tonawanda.

**Cancellations & Refunds**

Please let us know as soon as possible if you need to cancel. If you are registered for a week of camp that you need to cancel, you must let us know at least ten full business days in advance. For example: If your child is

registered for the week of July 29, you must notify us by 8:00am on Monday, July 15 in order to receive a refund. If you do not give us two weeks' notice we will not be able to offer a refund, as we have to schedule our staff and activities and pay for field trips in advance based on enrollment. All cancellations must be made through the Youth, Parks & Recreation office (831-1001). A receipt will be mailed to you upon processing. It may take 2-3 weeks to receive a refund. We do not offer refunds for no-shows, as we have held a spot in our program for you.

Cancellations and changes in registrations can be made in the office at Jefferson during camp hours or at the main office at 299 Decatur Road between 8am and 4pm Monday-Friday. We can only accept checks or credit card at Jefferson, we are a cash-free site.

## Camp Schedules

### A Typical Day at Camp

This is an example of what our days will look like. Schedule subject to change at any time.

7:30am Camp opens, children may not be dropped off before 7:30am

7:30-8:30am Free time: Gym, lounge, game room, computer room

*Apply sunscreen, use restroom, fill water bottle*

8:45am Morning meeting & cheer

9-9:30am Activity period 1 (playground, sports, arts and crafts, team building, group game)

9:35-10:05am Activity period 2 (playground, sports, arts and crafts, team building, group game)

10:05-10:15am Snack (must bring your own)

*Apply sunscreen, use restroom, fill water bottle*

10:20-10:50am Activity period 3 (playground, sports, arts and crafts, team building, group game)

10:55-11:25am Activity period 4 (playground, sports, arts and crafts, team building, group game)

11:30am-12pm Activity period 5 (lunch or group time)

12:05-12:35pm Activity period 6 (lunch or group time)

12:40pm Get ready for swimming\* - *Apply sunscreen, use restroom, fill water bottle*

1-2:30pm Pool

*Change, apply sunscreen, use restroom, fill water bottle*

3:10-3:20pm Snack (must bring your own)

3:25-3:55pm Activity period 7 (enrichment, daily activity, free time)

4-4:30pm Activity period 8 (enrichment, daily activity, free time)

4:35-5:05pm Activity period 9 (enrichment, daily activity, free time)

5:10-5:40pm Activity period 10 (enrichment, daily activity, free time)

5:45-6pm Clean up

6:00pm Camp closes, children must be picked up by 6:00pm

\*See attached swimming schedule

Campers participate in a variety of activities each day. Camp activities have been designed to fit the campers' abilities and the theme/lesson of the day/week. Sometimes we have special events that parents are invited to attend. The camp director will provide information regarding these events during camp.

### Swimming:

Lifeguards will test campers on their swimming abilities on their first day of camp. Please send your child to camp with a swimsuit, towel, hat, and sunscreen every day, along with a plastic bag for their wet items. You may send a Coast-Guard approved floatation device in as well.

Camp staff and certified lifeguards will supervise campers while swimming.

### Swimming Rules:

- Listen to and follow directions from camp staff and lifeguards.

- Stay in assigned section of the pool.
- No roughhousing in the water.
- Do not dunk other swimmers.
- Do not hold anyone under water.
- No running in the pool area.
- Jumping and diving
  - Lincoln Pool: Diving is permitted in diving areas only.
  - Lincoln Wading Pool: No diving or jumping.
- Do not splash other pool patrons.
- Tubes, mats “water wings” and non-coast guard approved flotation devices are not permitted.

**Field Trips:**

Children must arrive to camp wearing their camp t-shirt on field trip days and bring any items indicated in the notice (i.e. a disposable lunch, water bottle, sunscreen, bug spray, etc.).

Transportation to and from trips may include transportation on a bus or walking.

All children attending camp on field trip days must go on the trip – we do not have staff that remain at Jefferson. If your child is not allowed to go on the trip because of behavioral concerns, or if your child arrives late, you will be responsible for finding alternate care for that day. If your child becomes ill or has behavioral issues during a field trip, you will be notified by a staff member and must pick him/her up from our field trip destination immediately.

Anticipated field trip schedule attached.

If you need to cancel and your child is signed up for a field trip, you must cancel at least 5 days in advance or you will be charged a \$15 fee. Too often we have parents/guardians sign their kids up for field trips and not show up, which results in unnecessary admission, transportation, and staffing costs, and also makes it difficult for our host/destination, who often have to bring in additional staff for us or even close to the general public because of our group. We understand things come up, and we would appreciate it if you let us know of any emergency situation. We know life gets crazy sometimes, and we want to work with you! However, we cannot continue to hold spots just in case your child attends, while still striving to make our programs affordable.

If you choose to send your child with spending money for food, games, souvenirs, etc., it is their own responsibility. Camp staff is not responsible for lost or stolen money.

**Camp T-Shirts:**

Each camper will receive one t-shirt for the entire summer. For safety and identification purposes, camp t-shirts must be worn on field trips. If t-shirt is not worn on field trip day, your child will not be able to attend and you will be contacted to either bring your child’s t-shirt or pick up your child.

If your child’s shirt is lost or damaged, you may purchase another for \$6.00 in the office at Jefferson by check or credit card.

**Grouping Campers Together:**

We divide our camp into groups by age and/or ability. We are not able to accommodate requests for camper groups or counselors. Because rosters change each week and children may have birthdays over summer, groups may change from week to week. We will not be able to let you know which group your child is in until close to the camp start date. The camp director reserves the right to change group assignments at any time. If your child has an issue with his or her group, please notify the camp director.

Our youngest campers will be based in our Funland classroom.

**Weather & Clothing:**

Outdoor play is an important part of our daily camp schedule. Parents are asked to dress their children appropriately for the weather conditions. This might mean shorts and t-shirts, light jackets or sweatshirts for chilly mornings, and athletic shoes or sneakers. Baggy pants, short shorts, and revealing tops are not permitted. Flip flops are discouraged, as they can be dangerous with our active schedule! Sunscreen should be sent each day. A swimsuit, towel, hat, and closed-toe shoes should be sent on pool days (we will be walking to Lincoln Pool). All items sent to camp should be in a bag, labeled with the camper's name, and hung neatly on the camper's assigned coat hook. LABEL EVERYTHING! Lunches and snacks that need to be refrigerated can be placed in the appropriately labeled fridge in the cafeteria.

In case of inclement weather, alternative indoor activities have been planned.

**Sunscreen:**

Parents should apply sunscreen to their camper prior to arriving at camp each morning. Counselors will remind campers to apply sunscreen at regular intervals, supervise the application, and help them apply it if needed. Jefferson Summer Camp is not able to provide sunscreen; it is very important that you send your child to camp with sunscreen each day, labeled with their name. If you have multiple children attending camp, please send them each with their own sunscreen, as groups will be in different areas of the campus throughout the day. Hats and protective swim shirts are also encouraged. When at the pool or on a trip to a beach or waterpark, children who are not in the water must be wearing a shirt.

**Items from Home:**

Toys, electronics, money, valuables, and other personal belongings should be left at home. We have plenty of toys and activities planned to keep your child busy! Jefferson Summer Camp is not responsible for lost, stolen, traded, or damaged belongings. No gum or hard candy allowed.

**Lost & Found:**

Items left behind are put in the lost and found. Unclaimed items will be discarded or donated periodically throughout the summer, so please check it if you are missing something.

**Lunch:**

You must send your child with a lunch, drink, and utensils each day. Food may only be eaten in the cafeteria, Funland, or at the picnic tables outdoors. Do not send soda or glass containers. Please mark all lunches and



containers. Please do not send your child with food that will need preparation, cutting, heating, or microwaving. Camp staff are not responsible for food preparation or pre-heating meals. Lunches and snacks may be kept in one of the refrigerators in the Cafeteria or in the camper's backpack. We throw out leftover food from the fridges at the end of each day, so please be sure to check the fridges at pick-up if your child brought in a lunch. Children are not permitted to share or trade lunches or snacks.

We will be a site for the Niagara County Free Summer Lunch program. A calendar will be available in late June indicating what lunch will be each day (often a PB&J, chicken fingers, or ham/chicken sandwich with a cheese stick, fruit, milk, and juice). Any registered camper is eligible for a free lunch, no questions asked. You will need to sign your child up to receive free lunch(es) one week in advance at the front desk. Unfortunately we cannot guarantee that alternate options will be available, so if your child is allergic to or does not like the lunch being offered on a certain day, please plan to send them with something else.

To help keep our campers safe, an allergy table monitored by a staff person will be set up for those with food allergies. Please make sure you indicate any food allergies or dietary restrictions in your camper's registration packet.

**Snacks:**

We have two designated snack times; food will not be provided at these times, all snacks must come from home and be labeled.

**Food Provided from Camp:**

From time to time, we may have treats like freezie pops. We may also provide food for certain special events (such as popcorn at our camp carnival). We will notify parents of this, and ask that you let us know if your child is not allowed to have any. Other than these circumstances, we do not provide food to campers.

## Medical Information

### **Illness:**

Children must be healthy enough to participate in the camp's daily routine. If your child is not feeling well, please keep them home until they are better and no longer present the danger of passing on their illness. If we notice your child arrives sick, we will send them home. Please contact us at 462-8262 by 9:00am to let us know if your child will be absent.

If your child becomes ill at camp, we will notify you as soon as possible. If we are unable to reach you, other guardians and adults authorized to pick up your child as indicated in your child's registration packet will be contacted in the order listed. Your child must be picked up within 45 minutes of notification.

Please notify the camp director if your child or another member of your immediate household develops a communicable condition, such as pink eye, chicken pox, or lice.

Here are some examples of when to keep your child home from camp:

1. If a child has diarrhea, runny nose (colored discharge), or vomiting.
2. If a child's temperature is over 101 degrees.
3. In the event that your child contracts a case of head lice. *It is our policy that a child must be treated for lice before returning to camp.*

### **Accidents & Emergencies:**

All precautions will be taken to prevent serious health risks to campers.

In the event that a minor injury occurs, First Aid will be administered at camp by the nurse or camp staff.

In the event that a major injury or health problem arises and professional medical care is required, the nurse or camp staff will administer First Aid, contact you, call 911 if necessary, file an incident report, and notify the Erie County Department of Health.

Please notify us immediately if there is a change in your emergency contact information. Jefferson Summer Camp does not incur the cost of medical treatment.

### **Emergency Plan:**

- Evacuating indoor facility: Signs are posted in each room indicating quickest escape route. All exits have ramps. Fire drills will occur two times during the camp session.
- Inclement weather/thunderstorms: Counselors will assemble group and take attendance. The children will walk to Thomas Jefferson Elementary School or nearest shelter and remain there until the storm passes.
- Lost camper plan: All staff will be notified and check entire activity area. If not found, entire campus will be checked. If no results, parents and police will be notified and given full description. When on field trips, park officials and other employees will also be notified. Local officials will be notified if child is not found within one half hour.

**Allergies:**

It is very important that you notify us of any allergies your child has (food, environmental, or drug). Separate tables for children with food allergies or dietary restrictions will be set up and monitored by a staff member.

**Bathroom Needs:**

All children must be fully toilet trained to attend camp. Staff can verbally help children but are not permitted to physically assist them.

If your child is young or is prone to having accidents, we require that you send a labeled bag of spare clothes to keep at camp. If no extra clothes are sent in, we will call home and the camper must be picked up or brought in new clothes within 45 minutes.

Campers must also be able to get themselves changed into and out of bathing suits in a timely fashion, without assistance, and be able to get themselves cleaned up/maintain proper hygiene.

**Let Us Know!**

It is very important that you notify us of any allergies, food restrictions, physical limitations, and medical or behavioral issues your child has so we can prepare and provide the best experience possible.

## Jefferson Youth Center Rules & Expectations

Rules will be established and taught to children at the beginning of camp and regularly reviewed. Please review these rules and expectations with your child.

- **Listen and follow directions.** Be cooperative, kind, and well mannered. When a counselor or supervisor is speaking or giving instructions, children should be silent and listen.
- **Children should not be alone at any time.** No leaving the camp area unless accompanied by a staff member or signed out by a parent or authorized adult. Children may not cross the street unless accompanied by a staff member.
- **No fighting!** If you have a problem, walk away from the situation and tell a counselor. There is no swearing, bad language, name-calling, bullying, taunting, lying, screaming, shouting, gossiping, making fun of, threatening, or verbal abuse of other members, staff, or visitors.
- **Keep your hands to yourself.** No physical abuse, horseplay, intimidation, or inappropriate or unwanted touching of staff or other members. This includes, but is not limited to, pushing, hitting, kicking, biting, pinching, spitting, stomping, punching, or kissing.
- **Appropriate clothing and footwear must be worn at all times.**
- **Respect our space.** No running inside the building, climbing trees, picking leaves, grass, or flowers, or throwing sticks or stones.
- **Keep camp clean.** Children must help clean up and organize before leaving or moving to another room/activity. Food is only to be eaten in designated area during lunch and snack times. Trash must be thrown away in receptacles. Littering will not be tolerated.
- **Respect our equipment.** Center equipment will be used in the proper manner and will not be damaged, destroyed, stolen, or mistreated. Children must ask a staff member before using equipment (including the telephone). Theft of equipment or other personal property may result in removal from the program. No sitting on tables, counters, or other furniture not designated for seating.
- **No cell phones or electronics allowed.**
- **Zero tolerance.** There is no use of tobacco, alcohol, or drugs permitted. No weapons allowed on the property. We do not allow toy guns, shooting games, or other such things of a violent nature.
- **Campers should always strive to be caring, honest, respectful, and responsible, and have a positive attitude.**

Jefferson Summer Camp reserves the right to change policies or to add, amend, or delete rules at any time.

Jefferson Summer Camp reserves the right to refuse entrance to or dismiss any person who does not comply with these guidelines, the direction of staff, or whose behavior is considered inappropriate. A parent or authorized adult must be available to pick child up if he/she is not complying.

Inappropriate behavior may result in a call home, dismissal for the day, parent meeting, suspension, or removal from the program.

By participating in the Jefferson Summer Camp, you are agreeing that you have read these rules and expectations and agree to follow them. Not following these rules may result in suspension or removal from the program. These rules will be posted at camp and copies will be available upon request. It is your responsibility to know them and follow them.

## Code of Conduct

To ensure safety and comfort for all, we ask individuals to act appropriately while they are in our facility or participating in Jefferson Summer Camp. This applies to staff, campers, and their parents/guardians. We expect people using our building to behave in a mature and responsible way and to respect the rights and dignity of others.

Our code of conduct does not permit language or action that can hurt or frighten another person or that falls below a generally accepted standard of conduct. This includes:

- Angry or vulgar language including swearing, name calling, shouting, and negative remarks (ie “shut up,” “dumb,” “stupid,” etc.).
- Physical contact with another person in an angry or threatening way.
- Any demonstration of sexual activity or sexual contact with another person.
- Harassment or intimidation with words, gestures, body language, or other menacing behavior.
- Behavior which intends to or results in the theft or destruction of property.
- Carrying or concealing any weapons or devices that may be used as weapons.

Please be responsible for your own personal comfort and safety. If someone’s behavior threatens your personal comfort or safety, please ask that person to refrain. 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.

Town of Tonawanda Youth, Parks & Recreation will investigate all reported incidents. Dismissal from a program or termination of membership privileges may result from any violation of the code of conduct. No refunds will be given.

## Expectations

Campers are entitled to a pleasant and safe environment while participating in Jefferson Summer Camp. We know that everyone is not always going to get along or agree on things, but we expect these disagreements to be handled in a non-violent and non-threatening manner. We want everyone at camp to feel that they are in a safe environment where they are valued. All campers should get the attention of a counselor if any altercation happens.

Our camp reserves the right to withdraw a participant from our program if he or she is unable or unwilling to adjust to our schedule and program.

All camp expectations and guidelines will be covered and explained by camp staff on the first day. Please review with your child the types of behaviors that we expect and their importance, so that we may all have a successful and enjoyable time at camp.

**Friends help friends:** Honesty and respect will be the basis for all relationships and interactions. Reach out and make a new friend each week. We respect each other and the environment. If we listen to others; they will listen to us. Say please and thank you often. Be kind with the words you use. Inappropriate language, verbal threats, fighting, and tactics used to humiliate or intimidate another will not be tolerated.

**Social inclusion:** Teamwork and cooperation will be the basis for including every one. Politeness and kindness go a long way. People are responsible for their actions. Use positive language at all times. Speak for yourself, not anyone else. Encourage others by avoiding put downs. Show respect. Everyone is important! Keep your hands and feet to yourself at all times.

**Building a community:** Every child is part of the Jefferson Summer Camp. You are here to make new friends, play with old friends, learn new games, try something new, build on an old skill, and just have fun. Respect all staff, counselors, campers, and visitors. The proper use and cleanliness of the building, restrooms, park, equipment, supplies, etc. is the responsibility of all. Clean up is important and we need your help. We are all responsible for our words and actions. Stay in program areas with your counselor; running away is not acceptable. Cooperate with staff and follow directions.

### **Bullying Policy**

Bullying is when one or more people exclude, tease, taunt, gossip, hit, kick, or put down another person with the intent to hurt another. Bullying is not acceptable at our camp. We will address all issues of bullying. We want our campers to feel safe, and to approach a counselor if they ever see or are a victim of bullying.

### **Discipline**

Campers are entitled to a pleasant and safe environment while at camp. We will make every effort to help your child adjust to our camp. Jefferson Summer Camp reserves the right to withdraw a participant from our program if he or she is unable or unwilling to adjust to our schedule and program.

Good behavior will be encouraged in a positive manner. Staff will work cooperatively with parents, keeping them informed of behavior problems and methods used to teach and guide them toward socially acceptable behavior. We follow a behavior modification system to award positive and appropriate behavior. For children who need a more structured behavior plan, we use a point system to keep track of camper behavior

throughout the day. Failure to follow the rules will result in the loss of points, which may result in the loss of special activity or field trip privileges. Counselors will issue warnings before taking away a point.

If a child continues to be non-compliant, they may be escorted to the office to speak with the camp director. If necessary, the recreation coordinator may be asked to speak with a child and determine the appropriate action.

If your child needs to be disciplined, acceptable measures may include: stern verbal warnings, time-out from activity, removal from activity, suspension from camp, or removal from camp.

The following disciplinary policy will be followed for general misbehavior:

1<sup>st</sup> offense: Camper will be redirected and given a verbal warning.

2<sup>nd</sup> offense: Camper will lose a point and will be asked to take a time-out.

3<sup>rd</sup> offense: Camper will lose some or all of the privilege of participating in a special activity.

4<sup>th</sup> offense: Camper will talk with the camp director and parent will be called to discuss a positive plan for change.

5<sup>th</sup> offense: Parent will be called to pick up child early.

6<sup>th</sup> offense: Camper will be suspended based on severity of the offense.

7<sup>th</sup> offense: Camper's enrollment will be terminated for the remainder of the summer.

### **Zero Tolerance Policy**

Jefferson Youth Center has a zero-tolerance policy for serious behavior infractions since our goal is to provide a healthy, safe, and fun environment for every camper. The behaviors below are grounds for immediate removal from camp for the remainder of the current day and additional days as deemed necessary by the recreation coordinator. Each incident will be considered on a case-by-case basis to determine if the child is capable of functioning in a group setting while at camp. The camp director will meet with the camper's parents to determine a course of action and the length of suspension. If a child is removed from camp no refunds will be given.

Serious behaviors that may result in immediate camp suspension:

- Any behavior that endangers the health and safety of children, staff, or visitors.
- Leaving Jefferson Youth Center without permission, or refusing to remain with assigned group.
- Inappropriate touching of other campers or sexual misconduct.
- Theft, defacing, or destruction of property belonging to Jefferson or others.
- Any kind of physical assault such as hitting, kicking, or biting.
- Gang-related activity.
- Possession of weapons, tobacco, alcohol, or illegal drugs.

### **Child Abuse Policy**

The safety, support, and care of our children is very important. Our staff is trained to watch for the following signs or symptoms amongst all campers: neglect, abandonment, withdrawal, malnutrition, bruises, sexual assault, and body trauma. If any of these symptoms are evident, or staff witnesses any questionable

interactions, counselors are directed to notify both the camp director and the health director. At this time the proper procedures will be followed which may include contacting the police and/or Child Protective Services.



## Daily Checklist

Did you remember to send...?

- Backpack (labeled)
- Healthy lunch with utensils (labeled and dated, no glass) – *Nothing that will need preparation, cutting, heating, or microwaving*
- 1 or 2 snacks (labeled and dated, no glass)
- Water bottle (labeled)
- Sunscreen (labeled)
- Swim suit (labeled) – on pool days only
- Towel (labeled) – on pool days only
- Coast Guard-approved flotation device if needed (labeled) – on pool days only
- Plastic bag for wet items (labeled) – on pool days only
- Poncho or rain jacket on wet days (labeled)
- Sweatshirt or light jacket on cool days (labeled)
- Sneakers, athletic shoes, or closed-toe shoes for outdoor play
- Old shoes on muddy days
- Hat on sunny days (labeled)
- Additional set of clothing if needed (required for Funland campers)
- Any additional items required for special activities or field trips (i.e. camp t-shirt)

### Daily Drop-Off Checklist

- Sign your child in
- Help your child hang their bag on their assigned hook
- Help your child put their lunch in the refrigerator if necessary
- Escort your child to their group
- Let Camp Director, desk monitor, or counselor know of any concerns or special circumstances for the day (ie. child being picked up early)

### Daily Pick-Up Checklist

- Show photo ID
- Sign your child out
- Check your child's mailbox
- Check in with your child's counselor or the Assistant Director for a behavior report if necessary
- Grab your child's bag and all belongings

Please feel free to contact us with questions or concerns at 462-8262.

Let's have a great summer!

## Member Behavior Agreement

*Found on page 2 of the membership registration packet*

- I will listen to the staff and follow their directions.
- I will respect the camp's equipment and other people's belongings and not use them without permission.
- I will not hit, fight with, or touch others in an inappropriate or unwanted manner.
- I will not leave the activity area without asking for permission from a staff member.
- I will help clean up when I am finished with an activity/meal time.
- I will not run inside, climb trees, pick grass, leaves, or flowers, or throw things.
- I will use appropriate language (which does NOT include swear words or negative remarks, ie. "shut up," "stupid," etc.).
- I will leave my electronics, valuables, personal items, and toys at home or in my bag.
- I will always strive to be caring, honest, respectful, responsible, and have a positive attitude.

## Parent Agreement

*Found on page 3 of the membership registration packet*

- I, the undersigned, certify that my child has my permission to take part in the program conducted by the Town of Tonawanda Youth, Parks & Recreation department. I allow my child to participate in all walking and bussed field trips. In consideration of the acceptance and enrollment of my child in the program, I do hereby expressly waive any claim for injuries sustained by said child participating in the program.
- I understand this is a well child program. I will not send my child to the program if he/she is ill. I understand my child must be picked up within 45 minutes of notification in case of injury, illness, emergency, or other issue.
- I have read and agree to all terms in this application. I understand specific information relating to camp operations, including but not limited to camp hours, cancellation and refund policies, and behavior guidelines, which may be obtained in the parent handbook (separate).
- I understand that my child cannot be dropped off before 7:30am or picked up after 6:00pm and will be signed out by an adult on my authorized pick-up list. A \$10.00 late pick-up fee per child will be issued for every 15 minutes a child remains at camp past 6:00pm. I will receive a late pick-up notice from staff. Chronic late pick-ups or early drop-offs may result in removal from the program.
- I understand I am responsible for my child's transportation to and from the Jefferson Youth Center. I will take all steps necessary to insure that any/all individuals authorized to pick-up my son/daughter will be drug/alcohol free and will conduct themselves in a courteous/respectful manner when they arrive on site.
- The included health form is complete and correct. I understand this will be kept confidential and only used to provide appropriate care for my child.
- I have provided the staff with any pertinent information which may assist Town of Tonawanda Youth, Parks & Recreation in caring for my child, including, but not limited to: allergies, previous or existing illness or condition, sunburn sensitivity, diet requirements, long-term medications, disability or limiting conditions, emotional, developmental, or behavioral challenges. I agree to notify Town of Tonawanda Youth, Parks & Recreation immediately in writing of any changes in address, phone numbers, emergency contacts, etc. I understand that not providing the information above may put my child's health and safety at risk.

- Town of Tonawanda Youth, Parks & Recreation has my permission to use photos, videos, and audio recordings or other likenesses taken of my child(ren) for the purpose of publicizing its programs and activities.
- I understand I must send my child with a lunch, drink, and snacks each day. I will be contacted to bring in food/drink, or to arrange for food/drink to be delivered, if my child does not arrive with any.
- I understand that my child must come dressed in appropriate clothing. I will be contacted to bring in appropriate clothing if needed.
- I understand that I must pay for each week of camp that my child is registered for, by the payment deadline, or be subject for removal for any unpaid weeks.
- I authorize Town of Tonawanda Youth, Parks & Recreation staff to act for me according to their best judgment in the event of a medical emergency and/or routine medical care. I grant permission for emergency medical treatment and/or routine medical care by the Jefferson Summer Camp staff, a rescue squad, or private physician and/or hospital or emergency health care facility staff, under the same circumstances as above, if needed. Any such action will be taken in the best interest of my child and will be reported to me as soon as possible. My signature waives and/or releases Town of Tonawanda Youth, Parks & Recreation from any and all liability and/or financial responsibility for any medical expenses incurred.
- I understand refunds are not issued for non-attendance.

#### Parent/Guardian Acknowledgement

By sending your child to Jefferson Summer Camp, you acknowledge the policies and procedures that all participants and their family members are expected to follow. This handbook is available in print and electronically for your convenience; it is your responsibility to familiarize yourself with the materials. You also acknowledge that the program may change, add, or delete any policies, procedures, or provisions in this handbook as it sees fit.