



## SUMMER RECREATION PROGRAM

### GUIDE AND HANDBOOK

Philip H. Herrington, Town Supervisor

## DEADLINE FOR REGISTRATION FRIDAY JUNE 7, 2019

Summer Program begins Tuesday, July 2, 2019 and runs through Friday, August 9, 2019.

### Phone Numbers

Town of Brunswick (Clerk's Office): (518) 279-3461 Ext. 103 or 104  
Community Center: (518) 279-4484                      Bus Dispatcher: (518) 279-4600 Ext. 2822

### Summer Program Registration Fees

#### **Town of Brunswick Residents**

\$400.00 for one child  
\$275.00 each additional child

#### **Non-residents residing within the Brunswick Central School District**

\$775.00 for one child  
\$550.00 each additional child

# POLICIES AND PROCEDURES

## TOWN OF BRUNSWICK - DAY CAMP

### A. ADMISSION

Children will be enrolled in the Town of Brunswick Day Camp after meeting the following criteria:

- 1) They must be a resident of the Town of Brunswick or reside within the Brunswick Central School District.
- 2) They must ***not*** be older than 12 years of age; and no younger than 5 years of age.
- 3) Registration must be completed.
- 4) A copy of the child's immunization record and proof of residency must be attached to the registration form.

### B. ATTENDANCE

The children of the Town of Brunswick may use the Day Camp as little or as often as they wish. It is not necessary to contact the camp if your child is not attending for one or several days.

**Note: Children in the Town of Brunswick Day Camp are not permitted to leave the program without being signed out. Written permission is needed for others to sign the child out, and identification will be required. If there is an emergency; please call the camp to make alternate arrangements.**

### C. CLOTHES AND OTHER BELONGINGS

The staff is not responsible for any of the children's belongings, therefore you should send as little as possible with the children.

Here are a few suggestions that may be helpful to you:

- 1) Have the children wear their bathing suits under their clothing.
- 2) Children should wear sneakers in order to participate in both indoor and outdoor games.
- 3) It is not recommended that children bring any toys or any other personal items to camp.

**BACKPACKS** – Each child should bring a backpack or bag to store their lunch, clothing, and any other items they may need.

**MONEY** – Please **DO NOT** send money to camp, unless it is for the soda machine or some other camp activity.

### D. SNACKS AND LUNCHESES

All children need to bring their lunches and any drinks they will need. There is a soda and juice machine available, but it is not always stocked.

It is recommended that extra food be sent with the younger children (5 and 6 year old), due to the fact there will be a scheduled snack time each morning.

# POLICIES AND PROCEDURES

## TOWN OF BRUNSWICK - DAY CAMP

### E. TRANSPORTATION

The children of the Town of Brunswick Day Camp will need to be transported to the Brunswick Family Community Center, 19 Keyes Lane. Children may be picked up from the beach (Community Center on inclement days) or will be transported to selected bus stops. There is a listing attached that indicates where the buses will be letting children off. If it is convenient for you to meet the bus at these stops, the service is available to you. (This service is recommended for children who know where their stop is.) It is recommended that the same method of departure be used daily. If there is a change in transportation home, then Senior Staff and the Director need to be notified in writing.

**Note: The children on the Brunswick Day Camp's bus routes will be discharged on the right side of the buses only. Parent(s) or another responsible adult needs to meet the children at the door of the bus.**

1<sup>st</sup> drop off time will be approximately 3:15 pm and the bus will follow the attached routes. The last approximate drop off will be 4:00 pm. Please be sure to arrive at the bus stop at least 10 minutes early, due to the variations in traffic patterns.

In order to prevent confusion with the children, staff and bus drivers, there will not be alterations in the bus schedule. Hopefully these bus routes can accommodate both you and your children.

### F. PERSONAL INFORMATION

Please let a Senior Staff and/or Director know if there has been any major change in the child's life, such as the birth of a sibling, a death of someone close, a divorce or separation so that we will be able to help your child during a difficult time. This will give us a better understanding of any possible behavior changes. Please make sure we are kept informed of any telephone number changes (new or unlisted) emergency numbers or any other pertinent information needed to keep our files up to date.

### G. SIGNING IN AND OUT

Once the children enter the building they will be arranged in the gym, by their age group and attendance will be taken. After attendance is taken the children will be grouped with other children of similar age and interest.

Whether a child is picked up from the Day Camp, or the Brunswick Beach, the Senior Staff, Director and/or Assistant Director need to be notified and the child signed out. If a child is to be picked up by another person other than the parent, a written note will be needed.

Note: The staff at the Day Camp reserves the right to ask for identification from a person. If a child does not know the person, then the child will not be released into his or her custody.

# **POLICIES AND PROCEDURES**

## **TOWN OF BRUNSWICK - DAY CAMP**

### **H. PARENT PARTICIPATION**

Parent participation is important to our program. Parents are encouraged to visit and take part in any activity. If you or someone you know has a special talent, hobby or interest and would like to share it with the children, please let us know so that we can incorporate it into the program. We are always open to suggestions and parent input is always welcomed.

### **I. DISCIPLINE STATEMENT**

The staff at the Town of Brunswick Day Camp will deal with the normal day to day minor behavioral problems. Excessive and very disruptive behaviors include but may not be limited to the following:

- Physically or verbally hurting other children
- Property damage
- Stealing
- Use of foul or vulgar language
- Leaving camp grounds without parental permission

Excessive and very disruptive behaviors will be handled in the following manner:

The child's behavior will be logged; this will include a narrative of the incident.

- First Time – The child will be isolated from the other children
- Second Time – The parent will be called
- Third Time – The child will not be allowed to enter the program for at least 2 days
- Fourth Time – The child will not be allowed to return to the program

### **J. LOST AND FOUND**

Although the staff at the Town of Brunswick Day Camp cannot be responsible for lost items, there will be a box in the main room of items that are not claimed. There will also be a clothes line at the Beach for lost towels. If your child has lost an item, please check these locations.

### **K. HEALTH AND SAFETY POLICIES**

In the best interest of your child, as well as the other children and the staff, please do not send your child to the program when he/she is ill.

If your child should become ill while at the program, you will be notified to come and pick up your child. We do not have the facilities or the staff to supervise and care for sick children.

# **POLICIES AND PROCEDURES**

## **TOWN OF BRUNSWICK - DAY CAMP**

### HEALTH AND SAFETY POLICIES (Continued)

We ask the following:

1. Make arrangements for alternate care before your child becomes ill.
2. Be sure that alternate and emergency numbers are up to date.
3. Please keep the staff at the Town of Brunswick Camp informed of any significant medical incidents that may be cause for concern such as:
  - a. Exposure to communicable disease
  - b. Updates on any allergies your child may have
  - c. Any medication being given at home

If your child needs to take any medication while at the program, you MUST have a doctor's permission slip. This must state the type of medication, the dosage and be addressed to the Town of Brunswick Day Camp. The medication MUST be in its original container. If your child has an Epi-pen, please contact the Town Office for instructions. If a child needs emergency attention, all efforts to notify the parent(s) about the circumstances will be made. In the event the parent(s) cannot be reached, the director at the Town of Brunswick Day Camp will notify the Emergency Medical Team and continue to phone the parent(s) until they can be reached. Please remember to sign the medical release at the end of the application.

### L. CALENDAR

The Town of Brunswick Day Camp will operate for 6 weeks during the summer months. The hours of operation are 8:30 A.M. to 3:00 P.M. The staff of the Town of Brunswick Day Camp is not responsible for the children until 8:30 A.M.

During the camp's operation, swimming lessons, indoor and outdoor games, sports, arts and crafts and other activities will be offered. The children will also be transported daily to the Town of Brunswick Beach for recreational swimming. There will be special programs as well. Last year's events included Make Your Own Sundae, Water Day, Sandcastle Day, Field Day, Carnival Day and a Pizza Party. An updated calendar of events will be available at the Town Hall.

### M. OPERATING

The Town of Brunswick Day Camp is inspected twice during the summer months. The first time is before camp begins in order to examine the facilities and the second time is during the camp's operation. The Rensselaer County Division for Youth regulates the necessary staffing and guidelines, which the Town of Brunswick Day Camp and Beach both follow.

# **POLICIES AND PROCEDURES**

## **TOWN OF BRUNSWICK - BEACH**

### **A. ADMISSIONS**

The Town of Brunswick Beach operates during the summer months for the residents of Brunswick. Beach permits are required and are available at the Town Hall. **IMPORTANT!** Passes are in the form of a sticker which must be attached to your vehicle as specified. **This sticker is required for admission to the beach.** In order to receive a beach pass it is necessary to prove residency with the use of your **driver's license and vehicle registration** confirming your Brunswick address. Each vehicle you may potentially bring to the beach will need its own permit and requires presentation of its current registration. Passes will be issued only to the head of household, parent or guardian.

### **B. SWIMMING LESSONS**

“Learn to Swim” American Red Cross Program will be offered during the morning hours the second through fifth weeks. In order to enroll the children for swimming lessons please complete the attached form. The swim program is offered at other dates and times but transportation and supervision is not provided.

If parents are not sure which group their child belongs in, the swimmers will be tested by the instructors and Water Safety Instructor (WSI).

Once the child passes swimming lessons, they will receive a signed card from the American Red Cross.

# DAY CAMP - REGISTRATION FORM

Please complete this registration form (five pages) for **each child** attending and return with payment to the Town Hall on or before **Friday, June 7, 2019** to attend Day Camp.

Child's Name: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_ Sex:  Male  Female

Parent or Guardian Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Home Phone #: \_\_\_\_\_ Work Phone #: \_\_\_\_\_  
Cell Phone #: \_\_\_\_\_ EMAIL Address: \_\_\_\_\_

**If not available in case of emergency, notify:**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Home Phone #: \_\_\_\_\_ Work Phone #: \_\_\_\_\_  
Cell Phone #: \_\_\_\_\_ Other Phone #: \_\_\_\_\_

Child Doctor: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Home Phone #: \_\_\_\_\_ Work Phone #: \_\_\_\_\_  
Cell Phone #: \_\_\_\_\_ Other Phone #: \_\_\_\_\_

**HEALTH HISTORY:** Check by giving approximate dates

Ear Infections	_____	Hay Fever	_____	Chicken Pox	_____	Convulsions	_____
Rheumatic Fever	_____	Ivy Poisoning	_____	Measles	_____	Insect Stings	_____
German Measles	_____	Diabetes	_____	Penicillin	_____	Mumps	_____
Behavior	_____	Other Drugs	_____	Asthma	_____	Other	_____

Operations or Serious Injuries  
(Specify/Date): \_\_\_\_\_  
Chronic or Recurring Illness: \_\_\_\_\_  
Allergies, other diseases, or details of above: \_\_\_\_\_  
Restricted Activities: \_\_\_\_\_  
Current Medication: \_\_\_\_\_  
Other Information/Comments: \_\_\_\_\_

**IMPORTANT:** If your child has an Epi-pen, please call the Town Office for instructions.

**ALSO:** Please notify the camp if your child is exposed to any communicable disease during the three weeks prior to camp attendance.

FOR TOWN OFFICE USE: Date Paid: \_\_\_\_\_ AMT: \_\_\_\_\_ CC/CA/CK#: \_\_\_\_\_ R/NR Swim: Y/N Bus: \_\_\_\_\_



## **DAY CAMP – Transportation**

Child's Name: \_\_\_\_\_

Dear Parents:

It is necessary to inform the staff at the Town of Brunswick Day Camp how your child will be getting home on a daily basis. Please check the appropriate box below. If circumstances require a change in this information, for a day or the remainder of the program, the Camp Director must be notified.

My Child Will:

- Be picked up by Parent
- Be picked up by another person \_\_\_\_\_  
(Name of other Person – they must show ID)
- Take the bus home

Please specify bus number, stop number and stop name. Refer to the Beach Departure listing attached.

The Community Center Departure list is slightly different and would be in effect if, due to inclement weather, campers are not transported to the beach.

Bus #	Stop #	Stop Name
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**Parent's Signature (Required):** \_\_\_\_\_

**Date:** \_\_\_\_\_

## DAY CAMP – Swimming Lessons

### “Learn To Swim Program”

The “Learn to Swim Program” is taught by certified American Red Cross Instructors.

- NO - My child **will not** be participating in swim lessons
- YES – My Child **will** be participating in swim lessons.  
(PLEASE COMPLETE THE FOLLOWING INFORMATION)

*YOU MAY SELECT EITHER OR BOTH SESSIONS FOR YOUR CHILD*

- Monday, July 8, 2019 – Friday, July 19, 2019 11:00 am – 11:30 am
- Monday, July 22, 2019 – Friday, August 2, 2018 11:00 am – 11:30 am

*These sessions are offered to campers from age 5 – 12 years old.*

**Level I – VI will be offered at this time.**

Child’s Name: \_\_\_\_\_  
Parent or Guardian Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Daytime Phone #: \_\_\_\_\_ Child’s Age \_\_\_\_\_ Level • \_\_\_\_\_

**Please be advised that the beach will be closed at least one day in July and one day in August for water treatment.**

**Parent’s Signature (Required):** \_\_\_\_\_

**Date:** \_\_\_\_\_

## DAY CAMP - Sunscreen

Dear Parents,

Due to the amount of sun exposure your child gets each day at summer camp we would like to provide the opportunity to help protect your child from harmful UV rays. Below is a permission slip for you to allow or not allow us to help apply sunscreen onto your child. You must provide the sunscreen each day. We **WILL NOT** provide sunscreen due to the possibility of allergies.

**Name of child:** \_\_\_\_\_

- I \_\_\_\_\_, give permission for the staff at the Brunswick Summer Camp to help my child apply sunscreen that I have provided.
  
- I \_\_\_\_\_, **DO NOT** give permission for the staff at the Brunswick Summer Camp to help my child apply sunscreen that I have provided

**Parent/Guardian's Name:** \_\_\_\_\_

**Parent/Guardian's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## **DAY CAMP – 2019 Bus Routes**

### **Bus 1**

1. North Lake Ave. and Liberty Rd.
2. North Lake Ave. and Valley View Dr.
3. North Lake Ave. and Strain Ave.
4. North Lake Ave. and Genesee St.
5. M & T Bank
6. Walmart Parking Lot
7. Plum Blossom
8. Wayne Street
9. South Lake Ave. and Chelton Ave.
10. Kenworth Ave.
11. Diana Lane
12. Pinewoods Ave. and Colehamer Ave.
13. George Washington School
14. Miller Ave. and Mountain View Ave.
15. Euclid Ave. and Mountain View Ave.
16. Carolina Ave. and Mountain View Ave.

### **Bus 2\***

1. ACE Hardware (Old Feather's Furniture)
2. Community Center, Keyes Lane
3. Town Office Road and Route 7
4. Springbrook Road and Route 7
5. Moonlawn Road and Route 2
6. Maple Ave. & Route 2
7. Brunswick Elks Club and Route 2
8. Langmore Lane and Route 2
9. Tamarac School

### **Bus 3**

1. Easy Street & Route 142
2. Plank Rd. & Gypsy Ln.
3. Plank Rd. & Chester Ct.
4. Plank Rd. & Russell Ct.
5. Riverview Credit Union  
(Rt. 40 & Rt. 142)
6. Larry Ct. & Rt. 40
7. Speigletown Firehouse
8. John Snyder Rd. & Rt. 7
9. Terrace Haven & Rt. 7
10. Deepkill Rd. & Rt. 7
11. Carrols Grove Rd. &  
Tamarac Rd.

\*If the beach is closed for any reason, this route will leave from the Community Center instead of the beach, and any children not using bus transportation will already be at the Community Center ready for pick up at 3:00.