



Saratoga Springs Recreation Department

# 2022 Summer Camp Handbook



*Our mission is to create fun, safe, affordable activities, and to enrich the community's quality of life through outstanding recreation programs, resources, and facilities for all individuals.*

# Welcome to Camp Saradac

**CAMP SARADAC** is a NYSDOH licensed summer day camp for children ages 5-12. For over 75 years, Camp Saradac has offered campers creative recreational & educational programs, intriguing arts & crafts, and memories that last a lifetime.

For the 2022 summer season, Camp Saradac will be offering two locations: Saratoga Springs Recreation Center on Vanderbilt Ave. and East Side Rec Park on Lake Ave. Families may choose the most convenient location for them. Each site offers indoor and outdoor spaces, an interactive splash pad, and playgrounds. Camp runs weekly Monday through Friday starting June 27 and ending August 19. (No July 4)

The before and after care program **will only be** offered at the Recreation Center location. Campers registered for before care may be dropped off at 7:30am and campers registered for after care may be picked up as late as 6:00pm.

Registration is on a first-come, first-serve basis. Visit our website at [www.SaratogaRec.com](http://www.SaratogaRec.com)

## 1. **Dates of Operation and Contact Information:**

**Locations:** Recreation Center, 15 Vanderbilt Ave. & East Side Rec., 226 Lake Ave.

**Dates:** Monday – Friday, June 27 - August 19

**Hours:**

East Side Rec.	9:00 am-4:30 pm	<i>(drop off 8:45-9:00 am / pick up 4:30-4:45pm)</i>
Recreation Center	9:00 am-4:30 pm	<i>(drop off 8:45-9:00 am / pick up 4:30-4:45pm)</i>
Rec. Center Before Care	7:30 am – 9:00 am	
Rec. Center After Care	4:30 pm – 6:00 pm	

Recreation Department: 518-587-3550 x2300

Email: [Recreservations@saratoga-springs.org](mailto:Recreservations@saratoga-springs.org)

Website: [www.SaratogaRec.com](http://www.SaratogaRec.com)

## 2. **Registration:**

Registration for this program may be done online, by mail, or in person. Registration is on a first come, first served basis.

**Campers must submit immunization records prior to the first day.**

Fax immunization records to: 518-584-1748

Email immunizations records to: [RecReservations@Saratoga-Springs.org](mailto:RecReservations@Saratoga-Springs.org)

To receive the City Rate, campers must have a City Rec Card or show proof of residency **before** registration.

Registrations and payment for before and after care must be in advance.

There are no per day or prorated prices.

## 3. **Staffing:**

One of the most important components of a good camp experience is the staff. We are very proud of our outstanding staff that provides leadership and experience. Staff members are carefully selected for their character, commitment to youth development, and skills. Each summer, our staff is trained in the areas of safety, programming, and medical to ensure the campers have the best possible experience. Our general ratio of counselors to campers is 1:12 for campers 7-12 years old and 1:8 for campers 5-6 years old.

#### 4. Daily Schedule:

Weekly schedules will be provided. Should you need information about specific programs your child will be participating in, please speak with your counselor.

##### Sample Daily Schedule

8:45- 9:15am	Attendance/group gather	12:45-1:15pm	Quiet Group Activities
9:15-10:00am	Group Activities/Clinics	1:15-3:15pm	Theme Activities
10:00-10:30am	Snack/Break	3:15-4:00pm	Counselor/Group Planned Activity
10:30-12:00pm	Group Activities/Clinics	4:30-4:45pm	Camper Pick Up
12:00-12:45pm	Lunch		

#### 5. On Site Visitors/Activities:

All trips are included in your camp fee. If you do not want your child to attend a specific trip, please let the staff know at least a week in advance. There will be no onsite care if your child cannot attend a field trip. You will receive a calendar by the beginning of camp outlining the trips your child will be going on.

Please have your child at camp NO LATER THAN 9:00a.m. The bus will leave as soon as possible so that your child may enjoy the trip. It is the parent/guardians responsibility to transport their camper to the field trip if they miss the bus. Each camp site will also host weekly visitors and activities.

#### 6. What to Wear and Bring to Camp:

All items brought to Camp must be labeled with the campers first and last name. **Camp Saradac is not responsible for the items your child brings to camp.**

Each day campers should have: **camp T-shirt, sneakers, socks, towel, sunscreen, healthy lunch, healthy snack, water, change of clothes (socks, undies).**

**Campers should not bring: Computers, electronic games, headphones, rollerblades, HEELYs, skateboards, or sandals/flip-flops. Campers with cell phones must leave them in their bags.**

Campers will be provided one T-shirt at registration and additional T-shirts may be purchased for \$6.00 with cash or check (payable to Commissioner of Finance) only.

#### 7. Lunch and Snack: NEW Lunch Program

Camp now offers a new free lunch program. Registration is not required but to ensure we have enough lunches please notify the Recreation Department if you plan to participate. Snacks are not provided with the lunch program. All campers not participating in the lunch program must provide their own lunch and snack. Please pack lunches with ice packs. We encourage families to pack a healthy snack and lunch to help keep your camper energized throughout the day. If camper does not have lunch in his/her possession for that day, the staff shall then notify the parents and provide lunch for the camper or request a lunch be brought.

#### 8. Splash Pads

Please be sure that your child brings a swimsuit and towel regardless of the weather, as well as warm clothing, should the weather change. Also, please provide your child with socks and sneakers each day.

**Please do not send campers in sandals or flip-flops.**

#### 9. Sunscreen:

Sunscreen should be applied prior to arriving to camp. Campers should bring sunscreen each day so they can reapply. Camp staff will do sunscreen checks daily. If your child needs assistance with sunscreen you must provide camp a written note authorizing camp to apply sunscreen if you didn't authorize it at time of registration.

## 10. Arrival and Pick Up:

- All Campers must be signed in and out each day.
- All drop offs and pickups for the Rec. Center will be done in the Recreation Center's back parking lot. East Side's location is TBD.
- Campers designated as walkers must sign themselves in and cannot sign out until 4:30pm at the Rec Center unless a written note from the parent is provided.
- Campers must be signed up for before and/or after care if they arrive early or picked up late.
- Please notify camp if your camper will be late and/or absent. It is beneficial to keep your child at home if they are sick so germs are not spread and your child has a chance to rest and get better. Communicable diseases or illnesses are not allowed in camp. Should your child contract any of these, please contact Camp. Any child found with any communicable illness will be sent home immediately.

### Drop Off Procedure:

- Drive to the designated drop off location.
- Be patient please!
- Pull up to sign that says "Drop Off"
  - Do not have campers exit the vehicle, until you are at the "Drop Off" sign
- Parents are to stay inside the vehicle at all times
- A staff member will walk over and check campers in
- Exit the parking lot by going around the circle and out
- Campers arriving late should be escorted by the parent to the lobby doors located near the parking lot.

### Pick Up Procedure:

- Drive to the designated pick up location.
- Be patient please!
- Pull up to the sign that says "Pick Up"
- Parents are to stay inside the vehicle at all times
- A staff member will walk over and greet the parent and check the camper out
  - Do not have campers enter the vehicle, until you are at the "Pick Up" sign
  - **Only individuals listed on the Camper's Pickup Authorization Form may pick up. PHOTO IDs ARE REQUIRED AT PICKUP!**
- Exit the parking lot by going around the circle and out
- Parents picking up a camper early should notify camp. Counselors will bring the camper to the lobby entrance door or parking lot to meet the parents.

## 11. Medication/Emergency Medical Assistance:

Campers must be able to self-medicate. All required medication should be listed on the camper's registration form. All medication will be stored with Camp and must have a Doctor's order, be labeled correctly, and be in their original container. Campers are not permitted to carry medication with them. Parents/Guardians are required to complete the MEDICAL INFORMATION SECTION on the Camp Saradac Registration form for every Camper registering. It is important to communicate any medical needs **prior** to camp with the Recreation Department.

## 12. Discipline:

We encourage parents to discuss appropriate behavior with the child prior to camp and during the program. Please review and complete the attached Recreation Behavior Agreement.

Each child will be required to adhere to the following rules of play:

1. Keep hands, feet and objects to themselves.
2. Follow directions the first time they are given.
3. Use appropriate language.
4. Respect themselves, fellow campers, and camp staff. **NO BULLYING**
5. Stay with their playgroup at all times.

Should your child break a rule contained within the Handbook, the following disciplinary procedures will be followed:

**First Offense:** A Verbal warning to your child with a written note home, indicating that the next disciplinary step will be the loss of a full day at camp.

**Second Offense:** A Call home to Parent/Guardian with written notification at time of pickup that the child is suspended from camp effective immediately for a total of one (1) full camp day.

**Third Offense:** A Call home to Parent/Guardian with written notification at time of pickup that the child is suspended from camp effective immediately for a total of three (3) full camp days.

**Fourth Offense:** A Call home to Parent/Guardian with written notification at time of pickup that the child is suspended from camp effective immediately for a total of ten (10) full camp days.

**Fifth Offense:** A Call home to Parent/Guardian with written notification at time of pickup that the child is suspended from camp effective immediately for the entire camp season.

**There will be no refund for camp suspensions due to behavior issues.**

**SEVERE CLAUSE:** Should a camper have a safety or severe issue, the camp reserves the right to utilize a more severe consequence than those listed above. We work with each family to provide a safe and healthy environment for all children.

### **13. Rainy Days:**

The campers will be doing various activities depending upon inclement weather. There will be indoor activities on rainy days.

### **14. Transportation and Summer School:**

It is the parent's responsibility to provide transportation to and from camp each day. Please include, on the registration form, all persons other than the parent who may transport your child at the end of the day. Parents must give written permission on the Registration form for Campers to be designated walkers/bike riders to sign themselves into camp in the morning and out of camp in the evening. No child may leave during the day other than with a parent or an authorized adult.

Summer School children will be allowed in camp, they will have to be checked off as walkers. It is the parent/guardians responsibility to transport their camper to the field trip or Camp.

### **15. Fire Drills:**

An alarm signal begins an immediate and orderly evacuation of the building. Weekly fire drills will be conducted throughout the season to comply with the NYS Health Department.

### **16. Parental Involvement:**

There are no parent volunteers this summer.

### **17. Parent Orientation:**

Our Parent Orientation will be held either in person on Thursday, June 24 at 7:00pm.

### **18. Withdrawal from the Program:**

There will be no refunds for withdrawal from the program except for extenuating circumstances. Request for refunds must be made in writing. If your child is on scholarship, a written note stating reason for withdrawal must be made to the Administrative Director.

### **19. Billing:**

Weekly Registrations must be paid at Registration. If you need a payment plan, or have any questions, please contact the Recreation Department at 518-587-3550 ext. 2300.

*For Additional information on Camper rights and responsibilities please visit [www.SaratogaRec.com](http://www.SaratogaRec.com) and under Camp Saradac click on Children's Camps in NYS.*