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 NYS Dept of Health licensed summer day camp for children ages 5-12. For over 70 years Camp Saradac has offered exciting field trips, creative recreational & educational programs, intriguing arts & crafts and weekly swimming. For the 2019 summer our new location will be the St. Clement’s School on Lake Avenue in Saratoga Springs. The location provides the opportunity to host daily trips to the East Side Rec Park to take advantage of the wide open outdoor spaces, playgrounds, and the interactive spray fountain. In addition, many of last season’s favorites and exciting new adventures will be part of our 2019 field trip line-up!

This handbook will help you prepare your child for camp and answer frequently asked questions. We encourage you to read and become familiar with our handbook.

1. Dates of Operation and Contact Information:

| Location: | St. Clement’s School, 231 Lake Avenue. |
| Dates: | Monday – Friday, July 1 - August 23 (closed July 4th) |
| Hours: | Regular 9:00 am – 4:30 pm (drop off 8:45-9:00 am / pick up 4:30-4:45pm) |
| Before Care | 7:30 am – 9:00 am |
| After Care | 4:30 pm – 6:00 pm (no after care on the last day of camp) |

Recreation Department: 518-587-3550 x2300
St. Clement’s Camp: # will be provided before 1st day of camp Active July 1 - August 23 Mon-Fri
Email: Recreservations@saratoga-springs.org
Website: www.SaratogaRec.com

2. Registration:

Registration for this program must be done in advance and is on a first come, first served basis. All registrations must be mailed to or done in person at the Recreation Center, 15 Vanderbilt Ave. Registration forms will not be accepted without immunization records. To receive the City Rate, campers must have a City Rec Card or show proof of residency with registration.

Registrations and payment for before and after care must be in advance. There are no per day or prorated prices.

Rules for acceptance and participation are the same for everyone without regard to race, color, or national origin. Any person who believes he/she has been discriminated against in any USDA related activity should write immediately to the City of Saratoga Springs, City Attorney, temporary location, Saratoga Springs Recreation Center, 15 Vanderbilt Avenue, Saratoga Springs, NY 12866.

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**

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:45-9:15am</td>
<td>Attendance/group gather</td>
</tr>
<tr>
<td>9:15-10:00am</td>
<td>Group Activities/Clinics</td>
</tr>
<tr>
<td>10:00-10:30am</td>
<td>Snack/Break</td>
</tr>
<tr>
<td>10:30-12:00pm</td>
<td>Group Activities/Clinics</td>
</tr>
<tr>
<td>12:00-12:45pm</td>
<td>Lunch</td>
</tr>
<tr>
<td>12:45-1:15pm</td>
<td>Quiet Group Activities</td>
</tr>
<tr>
<td>1:15-3:15pm</td>
<td>Theme Activities</td>
</tr>
<tr>
<td>3:15-4:00pm</td>
<td>Counselor/Group Planned Activity</td>
</tr>
<tr>
<td>4:30-4:45pm</td>
<td>Camper Pick Up</td>
</tr>
</tbody>
</table>

5. **Field Trips:**

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 8:50a.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.

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 $5.00 with cash or check only. If a child forgets his/her T-shirt, either a call will be made home to bring one in or we will charge $5.00 and the child will be given a T-shirt on that day.

7. **Lunch and Snack:**

All campers must provide their own lunch, drinks and snacks. **No snacks or drinks will be provided by the Camp.** 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 of any problem and request a lunch be brought to the camper.

8. **Interactive Spray Fountain:**

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.
10. Arrival and Pick Up:
Campers must be signed in and out each day. All drop offs and pickups are at the St Clement’s School Main Door, 231 Lake Avenue. If the camper arrives late or is picked up early, he/she must still be signed in or out. Campers designated as walkers must sign themselves in and cannot sign out until 4:30pm unless a written note from the parent is provided.

Only individuals listed on the Camper’s Pickup Authorization Form may pick up. PHOTO IDs ARE REQUIRED AT PICKUP! Campers that are not picked up by 4:45pm will be brought to after care and parents will be billed for the weekly cost. There is a $5 charge for all campers picked up after 6:00pm.

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.

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:**
Should you wish to join us on a trip or any day, we have an open-door policy. You may come at any time to help out or just read to a group. All volunteers will have to go through a background check. Should you wish to join us on a trip, you may meet us at the activity destination, after your background check is completed. You will not be allowed to ride the camp buses. Parents must also pay own admission, if field trip requires a fee.

17. **Parent Orientation:**
Camp Parent’s are welcome to attend our Parent Orientation night on June 27 at 7pm in the St. Clement’s School Gym, 231 Lake Ave. At the orientation the Summer Camp Handbook will be reviewed, camp Staff will be introduced, and parents will learn what to expect at Camp. In addition, there will be time for questions and answers.

18. **Withdrawal from the Program:**
There will be no refunds for withdrawal from the program unless 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 Registration and Camp T-shirts must be paid at Registration. Full Camp/Before/After Care Registration Payment plan is ½ down at Registration, ¼ due May 29 and must be paid in full by June 10. Any registrations after June 10 must be paid in full at the Recreation Center, 15 Vanderbilt Avenue. If you have any questions, please contact the Recreation Department at 518-587-3550 ext. 2300. All checks should be made payable to the Commissioner of Finance. There will be a $25 charge for all returned checks.

*For Additional information on Camper rights and responsibilities please visit www.saratogarec.com and under Camp Saradac click on Children’s Camps in NYS.*