



Saratoga Springs Recreation Department

2020 Summer Rec Program 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 Summer Rec

Summer Rec is a modified version of our traditional Day Camp, Camp Saradac. Our Summer Rec program will be a full day program for children ages 5-12. In lieu of field trips, participants will enjoy in-house activities such as water games, arts and craft, modified sports, and enrichment programs. The program will be operating at the Rec Center located at 15 Vanderbilt Ave in Saratoga Springs, NY.

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: Saratoga Springs Recreation Center, 15 Vanderbilt Ave.
Dates: Monday – Friday, July 13 - August 14
Hours: Regular 9:00 am – 4:30 pm **No Before or After Care**

Recreation Department: 518-587-3550 x2300
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 completed online at www.saratogarec.com or mailed to Recreation Center, 15 Vanderbilt Ave. **Registration forms will not be accepted without immunization records.**

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 and Groups:

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.

- Camper to Staff Ratio will be 10:1 or less
- Children will be placed in smaller group sizes
- All planned activities will be fun! Our creative staff team has planned activities that are engaging and that will also keep your children as safe as possible while allowing for social distancing, and no large group interaction
- Children will remain with the same children and counselor throughout the week and rotate to activities
- Groups will not be combined into larger groups. (There will be no field trips or excursions.)

4. New Safety Measures and Health Screening:

- All staff and children will undergo the following screening at drop off each day before the camper is accepted into camp. See arrival/pick up for procedure:
 - Temperature checks. If a staff member or child records a temperature of 100.4 or greater, they will not be allowed into camp that day.
 - Children and staff may return when they have had a temperature of less than 100.4 F for a minimum of 24 hours without the use of fever reducing medications. Staff and Children tested for COVID-19 can return upon receiving a negative test result if they have had a temperature of less than 100.4 F for 24 hours without the use of fever reducing medications.
 - 3 COVID related questions- If staff or child answer YES to any of the following questions they will not be allowed into camp that day:
 - Have you had COVID-19 symptoms in past 14 days;
 - Have you had a positive COVID-19 test in past 14 days;
 - Have you had close or proximate contact with confirmed or suspected COVID-19 case in past 14 days.
- Masks are required for Summer Rec staff.
- Masks are encouraged for children, but not required.

5. Daily Schedule:

- There will be no large group play
- While children will remain with their group and counselors, activities will be smaller group and individually focused
- Activities will include, but not limited to, nature walks, water games, splash pad, playground, color runs, basketball skills and drills, soccer skills and drills, archery, arts and crafts, racket sports, volleyball, talent shows, obstacle courses, and more

Sample Daily Schedule

9:00- 9:15am	Attendance/group gather	12:00-12:30pm	Lunch
9:15- 9:40am	Morning Exercise	12:30-1:05pm	Group Time
9:40- 9:50am	Snack/Break	1:10-2:10pm	Group Activities
9:50-10:50am	Group Activities	3:00-3:15pm	Snack/Break
10:55-11:55am	Group Activities	3:15-4:15pm	Camper Choice

6. Field Trips:

No field trips requiring transportation will be offered this year. Campers will walk to Congress Park for a day at the park and Ice Cream.

7. What to Wear and Bring to Camp:

- All items brought to Camp must be labeled with the campers first and last name. **Camp is not responsible for the items your child brings to camp.**
- Each day campers should have: **sneakers, socks, towel, bathing suit, 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. .

8. 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.

9. 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.

10. 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.

11. Arrival and Pick Up:

- All Campers must be signed in and out each day.
- All drop offs and pickups will be done in the Recreation Center's parking lot. **We will NOT be using the street side doors.**
- Campers designated as walkers must sign themselves in and cannot sign out until 4:30pm unless a written note from the parent is provided.
- There is a \$5 charge for all campers picked up after 4:30pm.
- 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 back of the building
- 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, take campers temperature, and ask a few questions regarding COVID-19
- 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 back of the building
- 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.

12. 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 Registration form for every Camper registering. It is important to communicate any medical needs **prior** to camp with the Recreation Department.

13. 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.

14. Rainy Days:

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

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 will be no Parent Volunteers allowed this year.

17. 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.

18. Billing:

All fees must be paid at Registration. 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.