



CHILI RECREATION SUMMER CAMP '20



CAMP HANDBOOK

EVERYTHING YOU NEED TO KNOW FOR THIS SUMMER!



Town of Chili Recreation Department
4400 Buffalo Road, North Chili, NY 14514
(585) 889-4680 email: recreation@townofchili.org townofchili.org

Dear Parents,

We recognize that your children are your most precious, valuable and prized responsibilities. Our overriding goal is to protect the emotional, and physical well-being of your children - our campers - during their time at camp.



To meet that goal, we train our counselors to foster community in their small groups, build trust among campers, and to help each participant feel comfortable in unfamiliar surroundings. Campers are encouraged to share their ideas and be themselves without the fear of embarrassment or ridicule from others. We teach our staff and campers that adult conversation, gossip, put-downs, and similar things may happen elsewhere, but are not appropriate in a day camp environment.

As a camp licensed by Monroe County Health Department we have a standard of training in camp safety plans as well as annual first aid and CPR. We teach our staff to recognize camp-related risks when leading activities and to take preventative measures, such as making sure campers drink plenty of fluids, wear insect repellent and sunscreen, and wear the proper footwear for a particular activity. We provide additional training to our staff who lead or coordinate the areas of our program that have a higher degree of risk (e.g. archery).

As we desire Chili Rec Day Camps to be a safe place for all of our participants, campers and staff, we ask for some help from you, the parents.

Included with your "Welcome to Camp" materials are a number of forms that we are asking you to complete with your child. Some of these are needed so that we may comply with state health & safety standards and maintain the best practices of Recreation Departments. Others are used by camp staff in various areas to facilitate the day-to-day programming in a smooth and efficient manner. All of what we are asking you to complete and sign makes it possible for us to better prepare for and provide a successful camp experience for you and your child. Thanks in advance for your cooperation.

Forming a Partnership with Parents

We equip our counselors to handle any number of situations they may encounter with campers during the summer. But when it comes to helping your child have a successful experience at camp, you as parents are our number one resource. You know your children better than we will ever know them, especially in the short span of time that we see them at camp.

Know that if a situation involving your child arises, be it homesickness, a behavioral issue, or a healthcare concern, you may be contacted by one of our Camp Directors or a Chili Recreation staff member. We want to include you throughout the process, to help in working toward a solution, not just at the end, at the point of no return. We may call you to let you know what's going on in your child's group, to keep you "in the loop". We may call you to ask for some advice, or to see if you could help in a particular situation. We may even call just to let you know how great a day your child is having.

If you do get a call from camp this summer, don't panic. Just relax and remember, by working together, we can help your child have a positive and memorable camp experience like no other.

In Closing

We encourage you to share your concerns and thoughts about Chili Recreation Day Camp with the camp staff or any member of the Chili Recreation Department. Your feedback is welcome and requested. We need to know from you what we should be doing more of and what we should be doing less of, as well as what you think we're doing well! What services or programs can Chili Recreation provide that would benefit you and your family?

If you have any questions, concerns or would like to discuss something related to summer camp, now or at any point in the future, please feel free to email me at recreation@townofchili.org or call us at (585) 889-4680. The Chili Recreation staff & camp counselors are looking forward to seeing you this summer!

Thanks,

Chili Recreation Staff



Important Information For Camp

Camp Locations

Day Camp Grades K-3: Chestnut Ridge Elementary (Pending) (Weeks 1-6, June 29-August 7)

Day Camp Grades 4-6: Paul Rd Elementary (Pending) (Weeks 1-6, June 29-August 7)

Day Camp Grades 7-9: Union Station Park Lodge (Weeks 1-6, June 29-August 7)

Program Times

Day Camp: 8:00AM to 3:30PM

Campers are not allowed to be dropped off prior to 8:00 AM. Additionally, camp closes promptly at 3:30 PM, all campers must be signed out by this time. Repeat offenders will need to meet with our Program Director. We will charge a late fee of \$1.00 a minute after our meeting about late pick-ups. All fees must be paid before camper can return. Failure to follow protocol could result in dismissal from the program.

NO CAMP JULY 3, 2020. See you at the Chil-E Fest on July 4!

After Care is a program that extends the camp to later in the afternoon. This option requires a separate weekly registration. The late pick-up policy still applies to this program. Space is limited for this service.

After Care: 3:30PM to 5:30PM for K-3 and 4-6 only (separate registration)

Sign-in/out

Campers will need to be signed in and out each day by an adult. Each site will have a designated sign in/out table. Staff will be at the desk from 8:00-9:00 AM in the morning and 3:00 -3:30 PM in the afternoon. If you approach the desk outside these hours, please use the radio or call the site phone to contact the Camp Director. Weather permitting, this desk will be outside the site. No adults will be permitted into our camp site without photo ID. Additionally, campers will only be allowed to leave when an authorized adult signs them out. Siblings must be at least 16 years old with ID to pick up. Campers are not permitted to sign themselves out.

Chestnut Ridge Elementary K-3: Main Entrance off of Bus Loop

Paul Rd Elementary 4-6: Door 15 behind side Parking Lot

Union Station Park Teens : Inside USP Lodge

Camp Forms & Paperwork

Monroe County requires the Department to have certain forms on file for safety measures. These forms need to be submitted to the Recreation Department by **MAY 31**. Children will not be permitted to attend Summer Camps until the Recreation Department has received the proper paperwork. Print, scan and email forms to Recreation@townofchili.org. No FAX. If there are any questions on this matter please contact the office. Please note that some emails may get blocked by spam filter. It is the parents responsibility to make sure Chili Recreation receives the information. You will receive a confirmation email once we have your paperwork.

- ☐ Participation Form: Authorized Pick-up, Emergency Contact, Medical Information
- ☐ Immunization Records (if they are not up to date)
- ☐ Physician's Self-Administered Medication Approval

What to Bring to Summer Camp

What to Wear/Bring to Camp

- ☐ Sneakers
- ☐ Sunscreen - Apply at home and bring to reapply. Staff is not permitted to apply sunscreen.
- ☐ Bug Spray - Apply at home and bring for muggy days or camp hikes
- ☐ Backpack
- ☐ Bagged lunch - no microwave or refrigerator is available
Two Snacks - We will take a AM and PM break throughout the day
- ☐ Reusable Water Bottle
- ☐ Change of clothes - If younger campers have an accident staff will not be permitted to change them.

What NOT to wear/bring to Camp

- ☐ Personal belongings - stuffed animals, cards, toys, etc.
- ☐ Electronics
- ☐ Jewelry
- ☐ Cell Phones - Campers can use the camp phone if there are any issues. If a camper comes with their phone it will need to stay in their bags for the day
- ☐ Sandals or open-toed shoes

Label Everything

Put your child's first and last name on **everything** using a permanent marker. Be sure to label your child's backpack. If your child loses something, it may turn up in Lost and Found. Check Lost and Found when you pick up your child at the end of camp. Unclaimed items are disposed of or donated to charity at the end of the summer, two weeks after the last camp session ends. Chili Recreation and staff will not be held accountable for lost or broken items.

Pack Appropriate Attire For Camp

Pack clothing that is comfortable in hot summer weather, suitable for outdoor play, and has the potential to get wet or dirty. A special shopping trip is usually not needed. Old, well-worn, broken-in clothes and shoes are optimal. Campers should not pack suggestive or revealing outfits nor articles of clothing that promote alcohol, tobacco, drug use, sexual behavior or contains inappropriate language.

A Note About Swimsuits

We prefer that female campers wear modest one-piece suits while at camp and that male campers wear swim trunks or board shorts. Campers may wear T-shirts over their swimsuits if they would feel more comfortable doing so. On water days, campers should come to camp with swim gear on and we will air dry throughout the day. Our camps do not have changing facilities suitable for the amount of campers attending.

Camp T-shirts

A Chili Rec Summer Camp t-shirt will be issued to your camper. Wear it proudly! There will be 300 campers with the same shirt, please label the shirt with your child's name on the inside tag.

The Ins and Outs Of Camp

If You Are Bringing Medications To Camp

All medications (prescription, non-prescription and over-the-counter) remain with and are dispensed by our Healthcare Staff. Please pack your medications separately from your bag so you will be able to easily access them and turn them into the Healthcare Staff during Check-In. All medications must be approved on the medication list from your doctor.

Smaller Groups and Multiple Sites

At Chili Recreation we focus on building community. Smaller age appropriate groups are at the core of our program. Upon arriving at camp, children are placed in groups that are typically comprised of their grade and counselor. This group remains together for the duration of the campers' time at camp, traveling to and from and participating in activities together, eating meals together. We find this model allows the campers to form meaningful friendships and for the counselors to really get to know their campers. A genuine sense of close-knit community forms along the way among the members of the group. Within the group, each person has the opportunity to find his or her role, and contribute to the well-being of others. Campers learn to recognize and appreciate the uniqueness and inherent value of each individual in the group. There will be times when we mix groups.

The Day-To-Day Schedule

In Chili Recreation's small group camp model, campers themselves play a large role in determining what activities they will do, when they will do them, and other aspects of the program, all under the guidance of their counselors. Counselors will make sure the group knows what opportunities are available for their age group, then the camper group will make decisions on which activities they will actually do. We believe empowering youth in this way helps build competence and confidence. It's important to remember that every group's schedule will be different as a result of this unique planning process.

An element of this small group model that is sometimes frustrating for campers is that each camper will not get to "have their way" all the time! (For example, a camper may not want to go to archery when the group as a whole has decided to do so). With the guidance of their counselors, campers learn to consider the needs, desires and perspectives of all members of the group. Through weekly team-building challenges counselors and campers learn to work together toward compromise, reaching agreements and creating win-win solutions to the situations they encounter where differing opinions and personal priorities are in play.

Campers are encouraged to participate enthusiastically and to the best of their ability in all aspects of camp, even if the activity or decision made by the group is "not their favorite." Ultimately, though, while we do require campers to remain with their group at all times, no camper will be forced to participate in any activity they don't want to, or are not comfortable with. We call this "Challenge by Choice."

Theme Days

We want to create a summer experience second to none. Creating a camp culture is a huge part of this. We hope you and your camper join the staff with the silly activities and go all out for the themes. This may even require a little prep at home. Don't spend big bucks on this. Dive into the closets or visit a thrift store for your preparation. Get your camper excited about camp by making them a part of this process.

What Else You Need To Know

Sample Daily Schedule

Here is an idea of what will happen on a daily basis at our camps! Each grade will have a different schedule that changes daily. This is just a sample.

8:00-9:00 Morning Sign-in/ Playground
9:00-9:15 Morning Meeting!
9:15-9:30 Morning Snack
9:30-10:30 Capture the Flag
10:30-11:30 Art and Crafts Activity
11:30-12:30 Lunch Period/ Playground
12:30-1:30 Gym Activity
1:30-2:30 Archery Range
2:30-3:00 Afternoon Snack
3:00-3:30 Afternoon Sign-out
3:30-5:30 After Care (Registration required) *for K-3 and 4-6 only*

New environment, New Friends

As a parent/guardian, you can help to prevent nerves by talking honestly about your expectations for your child and of camp before the camp starts. Help your child think about all the fun to be had. Talk about meeting new people and how much is learned from making new friends. Help your child to remember how he or she has made new friends in similar situations in the past. Help your child set realistic goals for things that he or she wants to learn or ways that she or he wants to grow while at camp. Let them know that they may not get to do everything that they want to do all the time... they may need to make compromises.

Camp Rules

We have made it really simple for everyone! Please review the rules with your camper. We encourage thinking before doing. If a camper thinks they might break one or more of these rules it is likely best we don't do what we are thinking.

- ***Be Kind***
- ***Be Safe***
- ***Be Respectful***

Behavioral Challenges and Discipline Strategies

We want camp to be a great experience for everyone who attends. Creating community requires that everyone be willing to work together to achieve the goals of the group. Sometimes a camper, for a variety of reasons, has a difficult time behaving or speaking in an appropriate manner. Should that occur, we will take the following steps:

1. Counselor and camper will talk through the issue and try to resolve it in a positive manner using the camp rules as the starting point for this discussion. Our goal in this process will always be to help the camper to take responsibility for her or his own choices and actions and to understand the consequences of those choices, both for themselves and the people around them.
2. If the camper continues to make inappropriate choices they will fill out a Yellow Light sheet. They create consequences, for example, they may be removed from the immediate activity for a period of time.
3. If the camper continues to choose to disregard camp policies or agreements. they will fill out a Red Light sheet and there may be a conference with the Director and a call home. The camper's stay at camp will be shortened if the issue cannot be resolved to the satisfaction of the Camp Director. If throughout the summer a child receives 5 Red Light slips, the child will be removed from the program, with no refund to the parent or guardian. Please remember if your child receives 3 Red Light sheets, you will be called for consultations. Please note that there are exceptions to this procedure. Each situation will be handled individually by the Summer Camp staff and Recreation Staff.



Communicating with Camp & Chili Rec

Weekly Newsletter and Camp Calendar

The newsletter is a weekly reminder of our game plan. Look it over closely! You won't want your camper to miss out on any fun.

The Camp Calendar highlights the big happenings of each day at camp. This tool will help you decide what weeks are best for your camper.

Social Media

Can't remember what last week's newsletter said about camp? Misplace the Camp Calendar? Follow Chili Recreation on Facebook, Twitter and Instagram for daily reminders on what is going on. Check throughout the day for fun updates.

Be proud! Like or share our posts to show friends and family all the fun your camper is having right in their Community.

Contact Information

Recreation Office: 585-889-4680 or recreation@townofchili.org

No FAX Machine.

Camp Director Email: mtermine@townofchili.org

Site Cell Phones*

Grades K-3 Chestnut Ridge Site Phone: 585-278-8330

Grades 4-6 Paul Rd Site Phone: 585-278-4770

Grades 7-9 Union Station Park Site Phone: 585-507-7582

* Camp phone will not have text capabilities and will only be operational from 8AM to 5:30PM on days when camp is running.

Online Payments

Teen Camp Families- Families will be able to prepay for trips. These are listed online. If a camper misses the online deadline they will not be able to participate in the said activity. These are not mandatory. These are opportunities to add excitement to camp if you wish to purchase. For this reason the fee is not included in the price of summer camp.

All Families– Sweet Treats are included in the camp fee

Specialty Camps

These aren't for the casual campers! Specialty camps start week 7 of the summer. More details online and on Camp Calendar.

Nature Camp: Union Station Park Lodge

(Week 7 August 10-14)

Sports Camp: Chili Community Center

(Week 7 August 10-14)

* No after care for these camps

4 Things You Can Do To Set Your Camper Up For Success

- 1. Discuss the camp's policies with your child beforehand**
Make sure your child understands what the policies are and that he or she has to honor them. Establishing boundaries before camp will help make clear expectations.
- 2. Talk with your child about his or her concerns and what he or she is looking forward to**
Acknowledge your child's concerns positively. Let them know that you understand that he or she is anxious, unsure, or nervous and that it is okay to feel that way. Resist the temptation to "rescue" your child from homesickness. Acknowledge in a positive way that you will miss your child and you are confident that he or she will be able to complete the camp session.
- 3. Plan together with your child**
Plan things your child will be comfortable wearing for theme days. Our goal is to create a fun and whacky camp culture. This can be a trip to the thrift store or digging through your closets. Don't spend money on new stuff, this is half of the fun!
- 4. Let your child know that the camp staff is there to help them**
Make sure they understand that if they have a problem, they should let their counselor know.

4 Things You Can Avoid That Set Your Child Up For Failure

- 1. Avoid making deals or using bribes**
For example, avoid saying, "If you don't like it, Mommy will come and pick you up" or "If you stay at camp, Daddy will get you a new bike when you come home."
- 2. Avoid statements or actions that conflict with camp policies**
Avoid saying things like "If you get homesick, you can call me," when camp has a policy that does not permit campers to call home, or allowing your child to pack a tablet, Pokémon cards or cell phone when the packing list says to leave it at home.
- 3. Avoid keeping helpful information from camp staff about your child**
For example, not letting staff know your child is prone to behavior issues or asthma is counterproductive. By providing our staff with as much information as possible, you help us help your child. Having information ahead of time saves us from having to "troubleshoot" a puzzling situation in search of a solution. Instead, we can be pro-active.
- 4. Avoid taking your child off of prescription medications for their week at camp**
Camp is a less structured environment than your child may be used to at school. Children are more active and encouraged to get a little crazy at times. If your child requires medication while at home under normal circumstances, it is beneficial for him or her to remain on those medications and continue a routine the body's metabolism is familiar with.





Chili Recreation Summer Camp 2020

PARTICIPATION FORM & AUTHORIZED PICK UP

**Complete this form AND provide proof of immunizations. Both are required to attend camp.
We do not need physicals! Just records that show most recent immunizations.**

Participant Information

Participant Name _____ Date of Birth _____ Age _____

School attending _____ Grade Entering _____

*Campers cannot wear diapers or diaper alternatives. Everyone must be toilet trained and able to independently use the bathroom.

Parent/Guardian Information contact information should be best for during camp hours

Name _____ Relationship _____

Cell Phone _____ Wireless Phone Provider _____ Alt. Phone _____

Name _____ Relationship _____

Cell Phone _____ Wireless Phone Provider _____ Alt. Phone _____

Alternative Emergency Contact Name _____ Relationship _____ Phone _____

Authorized Pick-Up List (Other than Parent/Guardian): *must be 16 years or older to pick up camper

Name _____ Relationship _____ Phone _____

Name _____ Relationship _____ Phone _____

Name _____ Relationship _____ Phone _____

Name _____ Relationship _____ Phone _____

Required Medical Information: The NYS Dept. of Environmental Health requires an immunization history filled out as completely as possible, for each camper under the age of 16. Please notify camp if child is exposed to any communicable disease during the 3 weeks prior to camp (especially chicken pox or shingles). **Proof of Immunizations must be returned to Chili Recreation, 4400 Buffalo Rd., North Chili, NY 14514, or emailed to recreation@townofchili.org.**

Yes, Immunizations **are** up to date

No, Immunizations **are not** up to date

Initial: _____

Name of Primary Care Physician _____ Phone _____

Name of Dentist _____ Phone _____

Name of Orthodontist _____ Phone _____

Do you carry family medical/hospital insurance? Yes No

If yes, Carrier (required info) _____ Policy or Group # (required info) _____

Known Allergies _____

List any/all Medications participant is currently taking and what it is for. _____

Is participant on a special diet? If so, explain. _____

Has participant been under any medical care within the past three months? If so, explain. _____

Is there anything else we should know about your child to help us provide the best care? _____

FORM DUE BY: May 31, 2020. No Fax or photos of forms! Please scan and email.



TOWN OF CHILI

STATE OF NEW YORK * COUNTY OF MONROE



David J Dunning
Supervisor

Virginia L. Ignatowski
Town Clerk

Michael Curley
Director of Parks & Recreation

RECREATION DEPARTMENT

Mark L. DeCory

Michael S. Slattery

Mary C. Sperr

James V. Valerio

Town Council Members

March 1, 2020

Dear Parent/Guardian of Chili Recreation Summer Camp Participant:

Due to New York State Health Department regulations, if your child needs to have any type of medication during their time at our Summer Day Program, the **attached form must be completed by your child/children's physician**. Parental permission by itself is not sufficient. This includes prescription and non-prescription medications.

Medications should not be transported daily to and from camp. All medications will be stored per product directions (e.g. refrigerate, avoid excessive heat) and kept in a secure (locked) area accessible only to the camp health designated staff, except when required to be available to the patient for emergency use (e.g. "epi-pen" prescribed for severe allergies, Asthma Inhalers). Those individuals that need emergency medications may carry the medications themselves. When necessary, staff may be assigned to carry the medication; assigned staff will ensure that at all times the patient and medication will remain in close proximity and are not separated. Medications must be in their original container(s).

All children must be able to administer the drug to themselves. Self-administration of medications will only be allowed for those individuals determined to be able to administer the drug correctly by their Physician. Determination is based on the campers' ability to:

1. Identify the correct medication (e.g., color, shape)
2. Identify the purpose of the medication (e.g., to improve attention)
3. Determine that the correct dosage is being administered (e.g., one pill)
4. Describe what will happen if medication is not taken (e.g., unable to pay attention.)

The camp director will keep a list of all campers in their charge requiring medications, the medication needed, time and dosage to be taken. Camper will not be allowed to self-administer "as needed" (PRN) medications, except for emergency medications such as inhalers and Epi-pens.

These forms are due by **MAY 31, 2020**. If you have any questions, please feel free to contact us at 889-4680.

Sincerely,

Michael Curley
Director Parks and Recreation



Chili Recreation Summer Camp 2020

SELF-ADMINISTRATION MEDICATION USAGE FORM

The NYS Dept. of Environmental Health requires medication and dosage instructions for each camper under the age of 16, to be filled out by the child's primary care physician.

Participant Name

Age

Date of Birth

Primary Care Physician

Phone

Physician Address

List any/all Medications including over the counter/non-prescription drugs participant is currently taking and what it is for:

Medication

Dosage

Reason

Our Camp Permit states all children must be able to administer the drug to themselves. Self-administration of medications will only be allowed for those individuals determined to be able to administer the drug correctly by their Physician. Determination is based on the campers' ability to:

1. Identify the correct medication (e.g., color, shape)
2. Identify the purpose of the medication (e.g., to improve attention)
3. Determine that the correct dosage is being administered (e.g., one pill)
4. Describe what will happen if medication is not taken (e.g., unable to pay attention.)

The camp director will keep a list of all campers in their charge requiring medications, the medication needed, time and dosage to be taken. Camper will not be allowed to self-administer "as needed" (PRN) medications, except for emergency medications such as inhalers and Epi-pens.

Physician's Signature

Date

Summer Camp & Location (check box):

Day Camp: K-3 Chestnut Ridge Elementary (*pending*)

Day Camp: 4-6 Paul Rd Elementary (*pending*)

Day Camp: 7-9 Union Station Day Camp

Nature Camp, Sports Camp

FORM DUE BY: **May 31, 2020.** *No Fax or photos of forms! Please scan and email.*