BEDFORD HILLS DAY CAMP

2014

Parent Information

5/2/2014

Important Names, Numbers, Dates, and Locations

Bedford Hills Day Camp…….830-2946
Recreation Hotline ……..864-3777

Jen Stroud	Director
Valerie DeResta	Assistant Director
Catherine Weiner	Arts and Crafts Specialist
Andrew Calo	Athletics Specialist
Phil Kenney	Pool Director in charge of Lessons
Kim O'Brien	Sr. Recreation Leader -Day Camp Coordinator (666-7004)

Location:

- Bedford Hills Memorial Park
- Rainy Day -Bedford Hills Elementary School

Camp Times:

- Arrival: **9:00-9:15**
- Dismissal: **2:45-3:00**
- **Dismissal to the Pool is only allowed for campers age 10 and over. Any camper under the age of 10 must be escorted to the pool by person's age 14 and older.**

Camp Sessions Options:

- **Full Session:** Tuesday, July 1 – Friday, August 8th
- **Session I:** Tuesday, July 1 – Monday, July 21st
- **Session II:** Tuesday, July 21st - Friday, August 8th

  **** No camp Friday, July 4th**

  →**All Permission Slips for Camp Trips will be due Wednesday, July 2nd**

Group Assignments:

Grouping is done by grade entering in the fall and by gender. The grouping is as follows:

1 Girls/Boys ……Entering 1st Grade
2 Girls/Boys……Entering 2nd Grade
3 Girls/Boys ……Entering 3rd Grade
4 Girls/Boys ……Entering 4th Grade
5 Girls/Boys……..……..Entering 5th, 6th and 7th Grades

***** There are times that we may split groups due to size*****

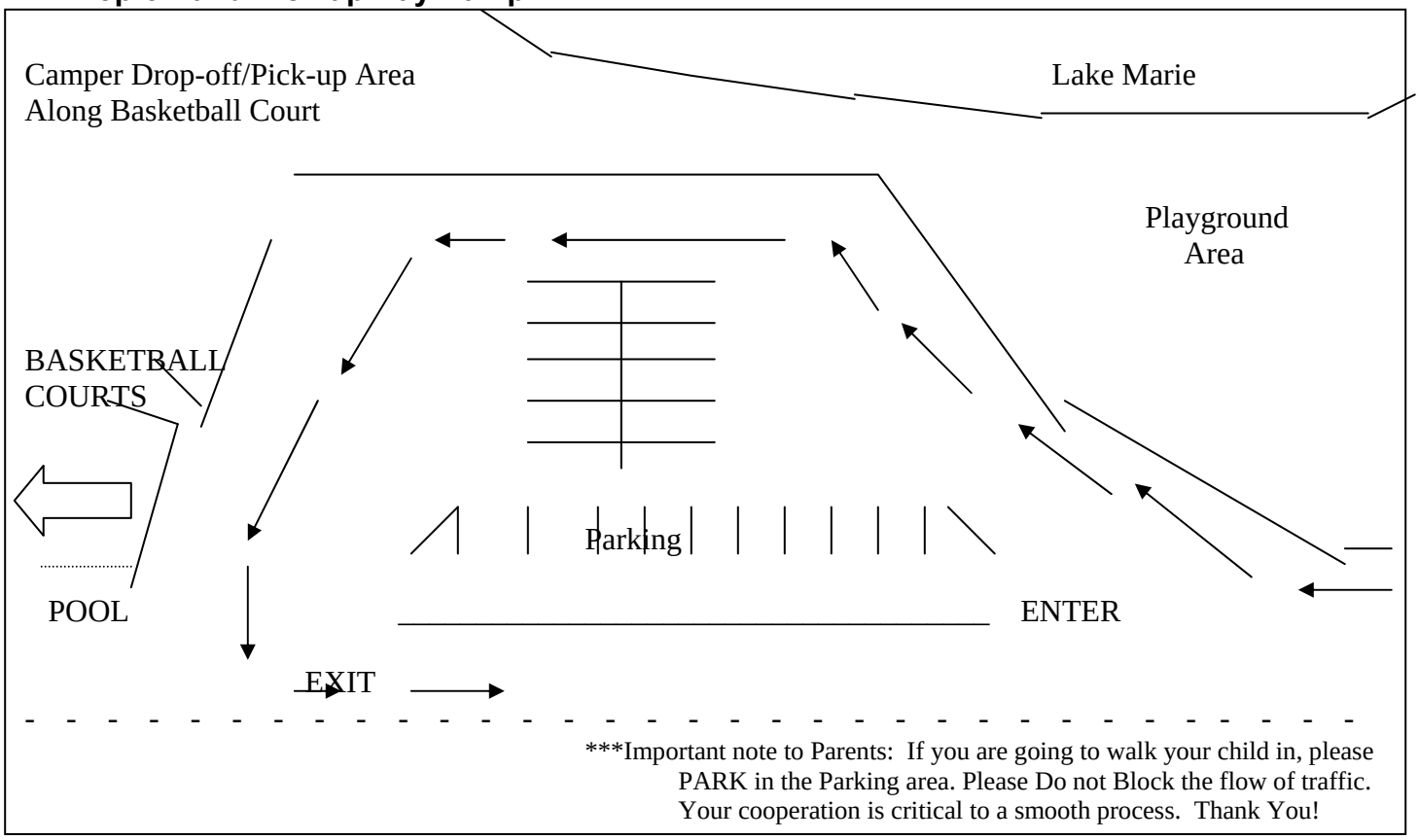
Staff

Westchester County Department of Health requires day camps to maintain a counselor/ camper ratio of 1:12. Most of our camp directors are certified teachers and well qualified. All Staff must attend pre-camp orientation training. Our specialists and directors are all trained in Responding to Emergencies and CPR for the Professional Rescuer.

Staff Identification

White Shirts- Directors, Assistant Directors, and Specialists- Ages 19 and older
Gray Shirts- Senior Counselors- Ages 17 and older
Blue Shirts- Junior Counselors –Ages 15 -17
Green Shirts- Counselors in Training- Ages 14-15

Drop off and Pick up Day Camp:



The Town of Bedford Day Camp Program:

1. Must have a permit from the Westchester Department of Health in order to operate.
2. Is required to be inspected twice yearly.
3. Required camp safety plans, medical and fire safety plans and inspection reports are on file at the Westchester County Department, Bureau of Public Health Protection, 25 Moore Avenue, Mt. Kisco, NY, and are available for your review.

Daily Routines:

Morning-9:00-12:00

We start the day with a 15 minute camper arrival and announcement period. The rest of the morning will consist of five 30-minute periods. During that time groups will be lead through various activities, which include swimming lessons, Arts and Crafts, Athletics, Science and many other counselor run activities. For the younger campers there may also be a short snack time.

Lunch- 12:00-12:35

Campers have the option to buy lunch from our lunch concessioner or bring.

Afternoon- 12:35-2:40

The afternoon consists of five 25-minute periods, where the campers will take part in several different activities. This may include free swim, big camp games, interest groups, special entertainers, and counselor run activities.

Pick-up- 2:50-3:00

**Parents are asked to please be prompt in picking up their campers.

Swimming

All campers will participate in swimming lessons using American Red Cross guidelines. The campers will be tested the first week of camp to determine their level of competency. They will then be placed into groups according to their abilities. In addition to lessons, we try to offer free swim in the afternoons.

As required by the Westchester County Department of Health, non-swimmers/beginner swimmers must wear identification (i.e. colored wristbands) in both swim lessons and free swim. We require that all campers wear wristbands. In addition, a Buddy System with Buddy Checks accruing every 15 minutes is also required when the campers are in the pool.

Swim Attire/Gear

Campers should wear their bathing suits under their clothing, and bring their change of clothes in their bags/knapsacks to change into after their swim time. This will alleviate the need for two complete changes, which is extremely helpful particularly with our younger campers. The following items are necessary for swim time: Bathing suit, towels, hair ties (campers with long hair). The following items are optional: goggles, bathing cap, brush/comb, earplugs, and sunscreen. *****All towels, clothes, bags, should be clearly labeled with your child's name to prevent their valuables from ending up in lost and found. *****

Activities

Each camp day offers a variety of both active and passive activities. In addition to swim lessons, our athletics specialist conducts a sports program teaching sports skills and games, while our arts and crafts specialist engages the campers in creative art projects. Counselors conduct various games and activities throughout the day.

Special Programs

During the camp session in addition to the daily activities there will be numerous special events. These would include special theme days, trips, shows by professional entertainers, etc. The recreation and parks staff plan some of the activities, while our camp staff plans others.

Camp Trips

Our day camp takes three trips per age group. The trips are an additional fee and parents must sign up by deadline date in order for your child to attend the trip. There are no refunds given for trips unless a medical reason/note is provided before the trip date. All campers who attend a trip must wear their camp shirt!! For the list of trips please read the page marked "TRIPS"

Lunch and Drinks

All campers should either bring their lunch and drink or money to buy lunch each day. In addition, you may want to send a separate snack and drink (water). Lunch boxes or insulated bags with a freezer pack should be used. To insure a cold drink, you may want to freeze it overnight and allow it to thaw during the day. There is no refrigerator at camp so lunches should contain non-perishable foods.

**Please label all lunch bags!

Look at our concession menu at the back of the handbook. Lunch will be able to be purchased on the first day of camp. In addition camper can bring extra money to buy a snack at the concession stand. (No cooked items can be purchased other than what is offered on the lunch menu)

Clothing

Campers should come to camp as comfortable as possible. Shorts, shirt, and **sneakers** should be worn. Sandals are **NOT** recommended. Please label your campers clothing.

Personal Belongings

We ask that parents do not allow their children to bring their own personal belongings to camp (i.e. I Pods, cell phones, toys, trading cards, electronic games, etc). We cannot be responsible for their safekeeping and it sometimes causes friction within the groups.

Communication

Flyers will be sent home periodically to inform parents of camp special events. Please make sure your child brings information home. If you are concerned or have questions we would be happy to answer them at the campsite. The directors are responsible for all handouts.

Notes from Home

For the safety of your camper, written parental permission (note) must be sent for the following:

- If your camper is to leave camp with a friend, neighbor, relative, or someone other than his or her usual ride. If your child's counselor does not receive a note, your child will not be released.
- **For car pools or arrangements that will last for the whole summer**, one note specifying days and person picking up/ dropping off your camper will be kept on file for the summer. Please note that we will need written permission for everyone in the car pool.
- **Please arrange in advance a plan for early dismissal due to inclement weather. We will need to know who we can and cannot release your child to. We will use emergency contacts as approved persons to pick up you child at any time.**
- If there is an activity you do not wish your child to participate in, you should notify your director in writing.

***Notes should specify your camper's name, group, and counselor as well as the other pertinent information.

Release Form

When you registered your child for camp, the release form you signed indicates that your child will participate in regularly scheduled camp activities (i.e.; arts and crafts, sports, swimming), special events (i.e.; camp carnival, camp Olympics, water carnival), and off site trips. If there is an activity you do not wish your child to participate in, you should notify your director in writing.

Discipline Policy

The purpose of our camp is to have fun in a safe environment. We expect all campers to be respectful to the staff and their peers at all times. Any child whose behavior disrupts the normal flow of their groups' daily program will be subject to disciplinary actions. Counselors will try to reinforce good, positive behavior in all the children.

Discipline problems will be noted in the Director Behavior logbook and handled on a case-by-case basis. It is the policy of this camp that staff members will work as a team to develop an appropriate plan to help campers who are exhibiting poor or antisocial behavior. If the problem continues to exist, the campers will be sent to the office, parents may be called and or the child may be sent home.

In the event of severe or ongoing disciplinary problems, parents will be contacted. Bedford Day Camps reserve the right to suspend or dismiss your child from the camp program due to extensive disciplinary problems without a refund.

**** We reserve the right to ask campers to leave depending of the severity of the actions**

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First Aid

In the event that your child becomes ill or injured during the camp day they will be escorted to the camp office and cared for by one of our trained staff or our camp EMT. If the situation warrants, the camp staff will contact you. Depending on the severity of the illness/injury the child will either stay at camp, be picked up, or if needed the Bedford Police and ambulance will be called to assist with medical issues.

Medical Forms

If your child is required to take any type of medication during camp hours, a Medical Permission Form **MUST** be filled out by the **parent and physician,** and handed in with the medication the first day your child attends camp. Medication will be kept in the camp office or in your child's bag, and our staff will oversee and supervise the child in self-administering their own medication. By law, camp personnel cannot dispense internal medication to the child unless they are a NYS licensed physician, nurse practitioner, physician assistant or registered nurse.

Written permission can be given by both the physician and parent to allow the camper to carry medication that is needed for emergency purposes (i.e.; epi pen; asthma inhaler).

All medication must be in their original container and labeled correctly.

Allergies

The Town of Bedford cannot guarantee an absolute allergen-free environment. However, it is the goal of this policy to create a peanut/nut awareness camp. We ask for your cooperation in working towards this goal.

It is important that children with risk of anaphylaxis or an anaphylactic reaction to any substance (food, insect bites, and drugs ect.) be identified. We encourage families of campers with life threatening or serious food allergy to meet with directors during the start of camp.
We have the following guidelines in effect:

- We will not do any craft projects that include peanuts
- We will keep a box of wipes in the office. If a camper eats peanut butter for lunch he or she will be asked to wash their hands of the oils.
- If your child eats peanut products for breakfast we would greatly appreciate you're making them wash their hand with soap and water before leaving for camp.
- Camp will provide a separate lunch table at the parent request, when child has been identified with a nut allergy.
- We do not encourage homemade birthday treats or special snacks. If you wish to celebrate at camp please discuss with the director before the event.

Throughout the course of the summer if you have any questions or concern about food allergy related issues, please do not hesitate to ask the staff.

Sun Screen

We suggest you apply sunscreen to your child in the morning and send sunscreen with them to camp. Counselors will be asked to **remind** their campers to apply sunscreen throughout the day.

Counselors **may not apply** sunscreen on your child.

Reminders

- Children MUST WEAR SNEAKERS, so they can fully participate in all camp activities and to reduce the risk of possible injury.
- Please have your child arrive to camp **dressed in their swim attire** with a bag that includes their towel, and a change of clothing. All clothes should be labeled with your child's name.

- Lunch money and slip must be turned in first thing in the morning. Please send exact change.
- **Camp drop off is 9:00 – 9:15 am**
- **Pick up is 2:50- 3:00 pm**

Trips

ALL TRIP PERMISSION SLIPS ARE DUE BY WEDNESDAY JULY 2nd

Our day camp takes three trips per year. The trips are an additional fee and parents must sign up by due date in order for your child to attend the trip. All campers who attend a trip must wear their camp shirt!!

ALL CAMPERS (Grades 1-7)

Wednesday, July 9th - Movie and Lunch, Mohegan Lake, NY
The campers will start their day with a screening of **How to Train Your Dragon 2** at the Regal Cinemas Cortlandt Town Center. We will then be bussed over to Piazza Roma for a pizza and pasta lunch. Tickets are limited to the movies register early.

Thursday July 17th - Lake Compounce, Bristol, CT
This trip includes a "Ride all Day" admission ticket for both the amusement park and water park. Bring a bagged lunch. You may want to bring extra spending money for snacks and games. Water and soda are free all day. We provide a small bottle of water and snack for the ride home. **THIS TRIP IS A LATE RETURN PICK UP IS AT 5:15.** Visit their website at www.lakecompounce.com.

Monday, August 4th – Maritime Aquarium, Norwalk, CT
This trip to the Maritime Aquarium will be fun and educational for the campers. The children will have a great time, watching sharks, jellyfish, sea turtles and more than 1,000 other marine animals in their trip to the aquarium. Plus we will also watch an IMAX film. Send a bagged lunch. We will not visit the gift store no need to send money. Visit them on the web at www.maritimeaquarium.org

TRIP REFUND-
Please call the camp office the morning of the trip if your child will not be attending the trip. There are **no refunds** for trips.

Extra money on trips
Counselors are not responsible for holding money for children on any trip, but will assist the child when a purchase is being made.

Picture Day is July 21st Money for pictures is due on or before picture day.

Town of Bedford Recreation and Parks Department

Daily Hot Lunch

All meals are $ 5.50

Meal, Drink and Snack
Select 1 item from each section

Please indicate any **food allergies** your child may have.

Pick one meal

_____ Hot Dog _____ Cheeseburger _____ Grill Cheese on Whole Wheat

_____ Chicken Nuggets _____ Turkey on Whole Wheat

Pick one drink

_____ Juice Box _____ 12 oz Water

Pick one snack*

_____ Pretzels _____ Carrots _____ Apples Slices
*If there is nothing selected it is up to cooks discretion

Name of Camper_____

Group _____ **Allergies**_____

Amount Enclosed $_____ Change $_____

** Please fill out all information and submit form in an envelope everyday

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Rainy Day Procedure

There are **three scenarios** in which rain can affect our outside fun filled day at camp.

1. When there is rain in the early morning and/or the forecast predicts rain will most likely continue, we will start and end our day at our rain location.
   Web Alerts will be sent by 8:30 to those who have registered their e-mail addresses **or call the Recreation Hotline at 914-864-3777 for** our announcement stating that The Town of Bedford Camps will be at their rain locations today.
   Bedford Hills' rain location is Bedford Hills Elementary School.

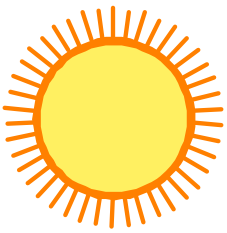
2. When, at any time during the morning **(up until 12:00)** there is sudden, unexpected rain, and it is **predicted to continue** we will be bussed to our rain location. Parents will be sent an E-mail Alert that the pick up location is now at the Rainy Day Site. Parents are expected to pick there children up from the rain location between 2:45 and 3:00 pm.

3. **If rain occurs at 12:00 or later** during the camp day, and it is **expected to continue** we will close camp via E-mail Alert System and Recreation Hotline. We then ask parents to pick up their campers as soon as possible. We will handle dismissal from the pool house.

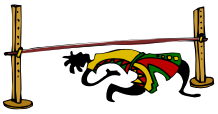
Please note: Should a thunderstorm occur; the campers will be kept under the pool shelter, until it is deemed safe. If you would like to pick your child up during those conditions, you must park your car and retrieve them yourself.

We wish you the very best for a safe, healthy and enjoyable experience with our Day Camp program. We take pride in our facilities and staff, and rely heavily on input from you (parents) to be sure we are delivering the best program possible. Please feel free to share feedback or concerns at any time. Please don't wait for the end of the season to inform me of something that can be rectified now. Be assured that we recognize that there are sometimes issues between children, which are delicate, and require attentive tact. We are dedicated to making camp enjoyable for EVERY child, and will be happy to listen to your concerns. Have a wonderful summer!

Kimberly O'Brien
Sr. Recreation Leader



Bedford Hills Day Camp Calendar 2014

	Monday	Tuesday	Wednesday	Thursday	Friday
Me, Myself, My Country		July 1 First Day of Camp!!	2 Permission Slips Due	3 Show your American Spirit Yo Joe Magic Entertainer 2:00	4 Happy 4th of July NO Camp
Moovin and Groovin	7 Line Dance 	8 Acrobat Li Liu Performs 2:00 pm	Trip 9 Movie and LUNCH Permission Slips Due 7/2	10 Feel the Beat Drums/ Rhythm 	11 Dance Contest 
We Are All Mixed Up	14 MIsmATch DaY	15 Tie Dye Day Bring In White Shirt to Tie DYE	16 Crazy Hat Day 	Lake 17 *Compounce* All Camp, All Staff Dismissal @ 5:15 Permission Slips Due 7/2	18 PJ Day Wear your pajamas to camp
Rainforest Adventure	Picture Day 21 $ due before pictures **Predator & Prey** 	*2nd 22 Session Begins Sounds of the Rainforest 	23 Taste of the Rainforest 	24 Animals of the Rainforest Animal Embassy 1:30	25 **What do you know about the Rainforest?**
Color Wars	28 Ready, Set Race 	29 Time to think about how to do this one! 	Pizza Day 30 Sports Day Events	31 Wacky Olympic Events	Aug. 1 Camp Carnival @BVDC Wear BLUE
Last Blast Directors Pick	Trip 4 Maritime Aquarium Permission Slip Due 7/2	5 Ice Cream **Treat Day** 	6 Directors Choice	7 Seth Dale Magic 2:00 	8 Last Day of Camp!!

*****Please note activities and dates are subject to change