# BEDFORD VILLAGE TINY TOTS

## 2015

## Parent Information

4/13/2015

Dear Tiny Tot Parents:

We would like to welcome you and your child to the 2015 Tiny Tot season! We are very excited about the upcoming program as we have activities and special events planned which we're sure your child will enjoy.

The camp locations are as follows:

Bedford Village Tiny Tots – St. Patrick's Parochial School

Bedford Hills- Katonah Tiny Tots – Katonah Elementary School –Huntville Road, Katonah

We will be kicking off the camp season by offering a "Meet Your Counselor" Cookie Social. This is designed to alleviate those first day apprehensions, and give the parents an opportunity to ask questions, and discuss concerns without trying to do so as we start activities on the first day. I highly encourage you to attend, particularly if you feel it will help your child to know who they will be looking for on the first day.

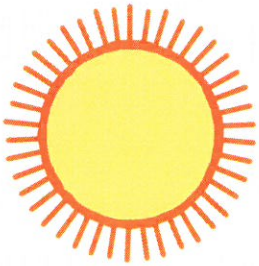
We will have our fun and exciting Carnival Day at the Katonah Elementary School in Katonah for both camps on Wednesday July 22. This day is filled with fun and games. More information will follow.

I look forward to a fun filled program this season, complete with age-appropriate themes, games and activities. The daily activities are filled with variety, structure, and festivities. Daily activities include arts and crafts, games, music, storytelling, outdoor play and various special events.

We are committed to providing a safe, fun and caring environment. Please feel free to share feedback with the directors and me.

We look forward to having your Tiny Tot in our program. Enjoy your summer.

Sincerely yours,



Kimberly O'Brien
Recreation Supervisor

**Have a Great Summer!!**

## Important Names, Numbers, Dates, and Locations

### Town of Bedford Recreation and Parks .....666-7004

Kimberly O'Brien — Recreation Supervisor - Camp Coordinator

### Bedford Village Tiny Tots

| | |
|---|---|
| Caitlin McNamee | Director |
| Caitlin Chiulli | Assistant Director |
| Vera Bueti | Arts and Crafts Specialist |
| Peter Grippi | Athletic Specialist |

### Locations:

- Bedford Village Tiny Tots - St. Patrick's Parochial School

### Camp Times: Monday - Friday

- Arrival: 9:00am
- Dismissal: 11:40 - 11:50 am

### Camp Sessions Options:

- **Full Session:** Tuesday, June 30 – Friday, August 7th
- **Session I:** Tuesday, June 30 – Monday, July 20th
- **Session II:** Tuesday, July 21st - Friday, August 7th

  **** No camp Friday July 3th**

### Permit

The Town of Bedford Tiny Tots Program:

1. Must have a permit from the Westchester Department of Health in order to operate.
2. Is required to be inspected 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, North Bedford Rd. Mt. Kisco, NY, and are available for your review.

### Staff

Westchester County Department of Health requires 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, & Specialists- Ages 20 + |
| Gray Shirts- | Senior Counselors- Ages 17 and older |
| Blue Shirts- | Junior Counselors -Ages 15 -17 |
| Green Shirts- | Counselors in Training- Ages 15 |

## Group Assignments:

Generally our grouping is as follows:

| | |
|---|---|
| Girls/Boys | 3 $\frac{1}{2}$ yrs old |
| Girls/Boys | 4 yrs old |
| Girls/Boys | 4 $\frac{1}{2}$ yrs old |
| Girls/Boys | 5 yrs old |

We do try to keep those kids entering kindergarten together. On the registration form there is spot for parents to request friends being together. We do are best to fulfill all request but there are no guarantees.

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

Each group will have an average of 12 campers. Each group will be staffed with one senior counselor and 1-2 Junior Counselors and/or CIT's. The camper to counselor ratio meets or exceeds standards set up by the Department of Health.

## Daily Routines:

## Morning-9:00-11:35

We start the day with a 15 minute camper arrival and announcement period. The rest of the morning will consist of four 30-minute activity periods. During that time groups will be lead through various activities, which include arts and crafts, outdoor play, games, music and movement, story telling and many other counselor run activities. The children do have a 15-minute snack time in-between the activity periods. . The end of the days ends with a 15-minute dismissal period, which often includes announcements and distribution of flyers, and parent pick up.

**Parents are asked to please be <u>prompt</u> in picking up their campers.

**9:00 - 9:15-** Arrival and Announcements

**9:15 - 10:15**- Two 30-minute activity periods. During that time groups will be lead through various activities, which include arts and crafts, outdoor play, games, music and movement, story telling and many other counselor run activities.

**10:15 – 10:30** - Snack time – We provide a light snack- parents are welcome to send in their own snacks for their campers.

**10:30 – 11:35** - Two 30-minute activity periods

**11:40- 11:50** – The end of the days ends with a 10-minute dismissal period, which often includes announcements and distribution of flyers, and parent pick up.

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

## Snack

Some children in the camp program are HIGHLY allergic to nuts. We offer snack without peanuts or made in peanut areas some examples of our food choices are goldfish, pretzels, crackers, and cheerios. On occasion we may provide a special snack. If you would like to provide your child with their own snack please feel free to do so.

## Special Programs

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

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## 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.
- **We will use emergency contacts as approved persons to pick up you child at any time.**

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

## 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 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.

*****WE CARE!** Should your child have to visit our health office for any reason during the camp day, a pink slip, or "boo boo report" will accompany your child home with all of the details. You will be notified of every scrape, bump and belly ache. If you know of a "boo-boo" that was not attended to, please inform the camp director, in order to help us keep staff reminded that nothing is to be ignored.

## 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, 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
- If your child eats peanut products for breakfast we would greatly appreciate your making them wash their hand with soap and water before leaving for camp.
- 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.

## Clothing

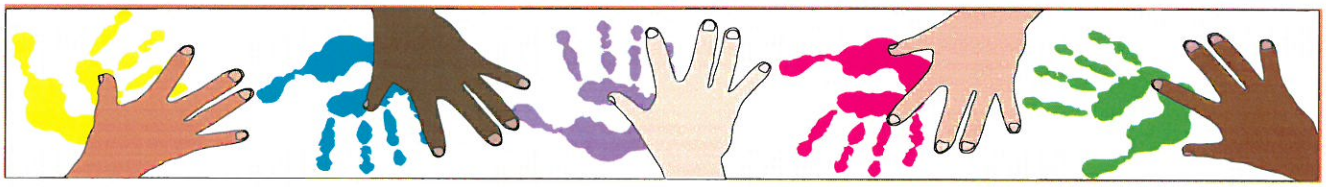
All Campers should wear SNEAKERS each day so they can full participate in camp activities. Sandals, teva's and dress shoes Are NOT appropriate for camp activities. Please be advised that when necessary, campers' may be prohibited from participating in certain activities for safety reasons. Come to camp as comfortable as possible. Shorts, shirt, and **sneakers** should be worn. Please label your campers clothing.

## Refunds

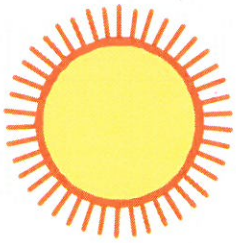
The Town of Bedford will refund your camp fee less $25 if requested in writing prior to the beginning of camp. No refunds will be given once camp begins except for documented medical reasons.

## Before Camp

** Monday June 29th we will be hosting a Meet-Your-Counselor 'Cookie Social' at your child's camp site from 1:45-2:30pm, for those of you who would like to know which face to look for and get a chance to say hello. We recommend the event for younger campers, who might have apprehensions or normal first-day concerns and curiosities. We're here. Stop by!



We wish you the very best for a safe, healthy and enjoyable experience with our Tiny Tot program. We take pride in our programs and staff, and rely 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. We are dedicated to making camp enjoyable for EVERY child, and will be happy to listen to your concerns. Enjoy your summer!



Kim O'Brien – Recreation Supervisor

# Bedford Village Tiny Tots 2015

| | Monday | Tuesday | Wednesday | Thursday | Friday |
|---|---|---|---|---|---|
| Me Myself, My Country | Meet Your Counselor Cookie Social 1:45-2:30 pm June 29th | June 30 First Day of Camp!! | July 1 Music with ZEV 11:00- 11:45 | 2 Show your American Spirit | 3 Happy 4th of July NO Camp |
| Color My World | 6 My Many Colored Day | 7 RED DAY | Sammie & Trudie Entertainment 11:00 – 11:45 YELLOW DAY 8 | 9 BLUE DAY | 10 WEAR YOUR FAVORITE COLOR TO CAMP |
| Nature Week | 13 Picture Day The worlds Around Us | 14 Animals and Plants of New York | 15 New York States Fruit and flower. | 16 WEST-MORELAND Sanctuary Visits | 17 Scavenger Hunt In Nature |
| Fantasy Week | 20 Prince and Princesses | *2nd Session Begins 21 Lets Play Pretend | 22 Carnival Day *All Camps go to Katonah Elementary School* | 23 *Who is your Superhero?* | 24 Be a Super Hero Day No masks or guns |
| Community Helpers Week | 27 Community Helpers All around | 28 Bring in a Stuffed Animal to be taken care of at the Veterinarian | 29 Seth Dale Magician 11:00 - 11:45 | 30 What is that noise? Sirens and other fun noises. | Day at the Park! 31 We are going to move TT to the Katonah Park for the morning! |
| The Show Week | Aug. 3 Directors Choice | 4 Directors Choice | 5 Directors Choice | 6 Ice Cream Treat Day! | 7 Last Day of Camp!! Camp Show @ 11:00 am |

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