



TOWN OF WILLSBORO
PARKS DEPARTMENT

Willsboro-Essex Summer Camp Program at Noblewood

Camper Handbook



CONTACT INFORMATION:

Recreation & Parks Department Phone:	518-963-8933
Noblewood Camp Phone:	518-963-4482
E-mail:	summerprogram@townofwillsborony.gov
Website:	willsboroyouthcommission.weebly.com
Camp Director:	Victoria Wilkins



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PROGRAM INFORMATION

CAMP DATES:

Monday-Friday: Monday, July 8th - Friday, August 9th

LOCATION & TIMES:

96 Noblewood Park, Willsboro, NY 12996

Drop-off: 9:00 am

Pick-up: 3:00pm

GROUPING:

Grades P-1

Grades 2-3

Grades 4-6

Children will be grouped by year of birth and the grade they will be entering in the fall of 2019. There may be more than one group per grade level depending on number of campers. Groups will be assigned by the camp's Director and will be determined with the goal of creating well balanced, evenly numbered and appropriately staffed groups.

The health department mandates a 12:1 ration for the groups.

In order for 4-year-old children to attend the Willsboro-Essex Summer Camp Program at Noblewood, the child must be preschool ready and able to meet these developmental benchmarks:

- Be able to use the toilet independently
- Adhere to structure, routines, and rules
- Able to sustain a full day schedule of activities with no nap time

If a child is found to not be able to meet these preschool readiness benchmarks the Camp Director reserves the right to dismiss the child from the program. **NO REFUNDS** will be given for time missed; including trips. □



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STAFFING:

The number of staff assigned to each group is mandated by the NYS Health Department. The mandate is 12:1 ration. 1 counselor to 12 campers.

ACTIVITIES:

On a daily basis activities will focus on swimming, active outdoor play, consisting of a variety of sports and group games. Campers will also be offered arts & crafts, indoor games, library, and other engaging activities. Many fun special events, theme days, educators and entertainers will be scheduled throughout the summer.

WATER/HYDRATION:

We will have water stations set up throughout the Camp and on grounds in shaded locations when necessary, and the campers will be given numerous opportunities throughout the day to stay hydrated. We do recommend that each camper bring a reusable water bottle.

LUNCH:

Noblewood Summer Camp provides a healthy snack and lunch to all our campers. We will eat family style to allow site staff and children to eat together, creating a relaxing eating environment that promotes healthy eating habits and attitudes toward food.

SWIMMING:

Each grade level will swim everyday. The swim schedule will not be finalized until the week prior to camp start and is subject to change. All campers will be swim tested as required by the NYS Department of Health prior to the first swimming session. **Swim test will be on July 11th**. Each camper will be **required to wear a swim bracelet identifying them as either a “swimmer” or “non-swimmer”**. Campers **will not** have the opportunity to be re-tested during the camp season. If a camper misses the camp swim test they will automatically be non-swimmers. Non-swimmers must remain in the shallow end of the water. During the swimming periods, Noblewood certified lifeguards and our day camp counselors will supervise the children.

Swim Program Reminder:

- To assist in maximizing camper swim time, campers are to wear their bathing suits to camp and bring a change of clothes.
- **Campers are expected to change and go to the beach area with their assigned group.** However, campers are not required to go in the water.



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COMMUNICATIONS: □

The Recreation Department and Camp Administration rely **primarily** on email communication. Please check your email and our website regularly for the latest information. If you have any concerns or questions, we would be happy to hear from you over the course of the summer. There will always be extra hard copies of important camp information available in the camp office for those who don't have access to email.

The Camp phone number is **518-963-4482**. The Recreation Administration Office is **518-963-8933**.

Camp Email Address: summerprogram@townofwillsborony.gov

Camp Website: <https://willsboroyouthcommission.weebly.com>

MEDICAL: □

All campers are **required** by the New York State Health Department to have a complete medical history and immunization record up-to-date and on file. No child will be permitted in camp without this completed record on file in the camp office. □Children who take medication in camp are **required** to complete a special medical form (this includes inhalers, epi-pens) that must be signed by both the doctor and the parent. This form will be available on the camp website for download and available at the Recreation Office. Medical care is provided by our camp Health Director or staff certified in CPR for the Professional Rescuer and Responding to Emergencies. If the camper needs immediate □emergency care, EMS will be summoned to determine the severity of the emergency and choose the appropriate healthcare facility to transport to.

Allergies:

If your child has any severe allergies please let the Camp Director know immediately and note it on the medical form. When noting it on the medical form please make sure to list as much detail as possible, (causes, reaction, treatment). Also know that the Camp Director may request a meeting or a phone call at any time to understand your child's allergy better.

****Note: Camp is NOT a Peanut Free Camp.** Food allergies also need to be noted on the medical form.

Special Needs:

If your child is in need of any special assistance in order to attend camp, please note this on the camp registration form. A Recreation and Parks staff will contact you to gather more information. The Camp Director reserves the right to request a meeting with the parents/guardians to ensure an appropriate plan is designed to ensure the child's success in the program.

Sunscreen: Please be aware that you must sign a Sunscreen Authorization form in order for your child to have and apply their own sunscreen/bug spray at camp. This is a County Health Department regulation.

RAINY DAYS:

Camp will be held on rainy days. Please have your child dressed appropriately for the rain, as they may still have activities held outdoors and/or need to walk outside to the various activity sites.



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Drop Off Process:

Parking Lot Speed Limit: 5 MPH ALL TIMES

Please adhere to the following rules for the safety of our campers! Your cooperation is essential and appreciated. Please bring patience and courtesy with you!

Once in the **Drop Off Zone**, pull as far forward as you can before stopping to drop off your camper. □

All campers **MUST** exit the vehicle on the passenger's side. □

Absolutely **NO** parking in the drop off area before 9:00 AM.

If you need to drop something off, you **MUST** use the beach parking designated area and come to the lodge.

****Note:**

Two staff members will meet all arriving campers, beginning at 8:50 am each morning. These staff members will have the day's alphabetized master sheet containing the names of all campers who are registered for the program. At this time they will take attendance. Please be patient with our counselors as you drop off your camper(s). Once attendance is taken the check-in staff will then direct the camper to the main building for morning activity.

Pick Up Process:

Two staff members will meet all arriving drivers beginning at 2:55 pm each afternoon. These staff members will have the day's alphabetized master sheet containing the names of all campers who are registered for the program. At this time they will ask **all** people picking up children physically to "sign out" all children by signing their name and noting the time of departure. Our staff may request photo identification of those picking up children from camp.

If you need to see a counselor or the Director at the end of the day, please use **Beach parking** area. Do not park in the drop off/pick-up circle as this will cause traffic.

Parking for all campground visitors is located in the designated beach parking area.

EARLY PICKUPS:

Please send in a note or email stating what time you will be picking up your child. Advanced notice greatly helps the counselors get your child to you at the time of your request.

Parents picking up their child at any time other than the end of the camp day **should report to the camp office first**. Please do not go to your child's group. Also, parents are not allowed to pick up their child from any off site activities, i.e. field trips, without a written note and permission from the Camp Director. Again, our staff may request photo identification of those picking up children from camp.

If your plans during the day change, please call the office so staff can have your child ready when you arrive. If your child will be going home with someone else on a given day, the office should be notified in advance in writing. Again, our staff may request photo identification of those picking up children from camp.



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VISITORS:

For safety reasons, Campers **MAY NOT** bring visitors to camp. If a parent wishes to visit and/or volunteer and spend time with his or her child at camp, they must stop in the Camp Office or contact the Camp Director.

NOTES FROM HOME:

It is important to let staff know if your child has any restriction on activities (i.e. they can't go swimming, limited activity due to injury, etc.).

CELL PHONES/HANDHELD DEVICES: □

Please NO CELL PHONES. The camp is not responsible for broken, missing or lost devices.

If your child is permitted to bring a device to camp we will ask they remain in their backpacks and only be used for emergencies. The appropriate use of devices is left up to the discretion of the Camp Directors. □

Inappropriate use of these devices will be handled following our discipline policies below.

DISCIPLINE: □

Day camp is for the enjoyment of all campers. Any child whose behavior disrupts the normal flow of their group's daily program will be subject to disciplinary action. Counselors will work to reinforce good, positive behavior in all children. 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 problems continue to exist, the child will be sent to the camp director, parents may be called and/or the child may be sent home for the remainder of the day. If a camper is sent home 3 times we will dismiss that camper for the remainder of the summer and **NO REFUNDS** will be given for time missed; this includes *trips* and *swimming*. □

The Camp Director reserves the right to dismiss a camper from any activity at any time.

FOOTWEAR

Water shoes are required for Swimming.

Campers must wear **appropriate footwear** so they can fully participate in all day camp activities and to reduce the risk of possible injury. *Sandals, flip flops, and flimsy shoes/sandals* greatly increase the potential for foot injuries and are not permitted. We suggest campers wear socks and sneakers.

Certain "closed ankle" shoes/sandals may be allowed. If a camper chooses to wear this type of shoe, we suggest they pack sneakers in case an activity arises they want to participate in that may require sneakers. "Required footwear" for an activity will be left up to the discretion of the counselors.

See examples of allowed footwear below. If you have questions about certain footwear please contact the camp Director.





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Miscellaneous:

1. We cannot be responsible for any money or items lost during the camp day. To help keep track of your child's money, put the money in an envelope with your child's name, the amount of money and what it is for. □
2. Please make sure all clothing is labeled and sent in a backpack or other sturdy bag. We always end up with lots of "lost" clothing at the end of camp. Lost and found items can be viewed at the camp and at the Recreation Parks Office for 2 weeks after the close of camp. □□
3. Costumes and/or personal equipment used in special events will be properly stored after the event for the remainder of the day. Please bring a bag with proper identification for storage of these belongings. □
4. Please be sure you apply sunscreen to your children prior to camp. Camp staff is not permitted to apply sunscreen to campers. Be sure to complete the Sunscreen Authorization Form so your camper can carry their sunscreen and apply it as necessary. □

ALL PERSONS PARTICIPATE AT THEIR OWN RISK.

The New York State Health Department requires the licensing of all camps. Camps are inspected twice a year.

Helpful Reminders for Parents

1. Please have your child wear their bathing suit everyday to camp and pack water shoes for swimming.
2. Please have your child wear appropriate footwear everyday.
3. Supply your child with a bottle of water to bring to camp daily.
4. Send your child with a bag/backpack large enough to carry their belongings.
5. Please label all clothing, shoes, water bottles, bag/backpack, and towels with your child's name. □
6. Apply sunscreen to your child every day before they arrive at camp. (Counselors cannot re-apply sunscreen unless you have signed permission). The Sunscreen Authorization form if you think your child will need help applying is located in the camp application. Spray lotion only.
7. Camp is NOT a Peanut Free Camp

Family BBQ and Talent Show: The camp show is scheduled for **Friday, August 9th**. Please plan on attending as the campers "love" having an audience. After the performances we will have a family BBQ with live music.

Thank you,

Director & Camp Staff