

Important Parent Information

Important Dates to Remember

February 10 th – March 25 th	Camp Lottery Registration Discount Program Eligibility Registration
Saturday, April 10 th	Summer Camp Registration Day
Thursday, April 15 th	Open Registration for Camp
June 28 th – September 3 rd	Camp in Session

Camp Weeks Offered:

Week # 1	June 28 – July 2
Week # 2	July 5 – July 9
Week # 3	July 12 – July 16
Week # 4	July 19 – July 23
Week # 5	July 26 – July 30
Week # 6	August 2 – August 6
Week # 7	August 9 – August 13
Week # 8	August 16 – August 20
Week # 9	August 23 – August 27
Week # 10	August 30 – September 3

Health Forms and Waivers

New York State Department of Health mandates that health forms must be turned in on the first day of camp. Children will not be allowed to attend camp without them. Those children participating in Swim Classes, Personalized Swim Instruction, and Instructional Courses are not required to have a Health Form on file. Parents may turn in the health form attached to our parent information packet handed out at registration, pick them up at the Athletic Office, print it from our website at www.casperkillcamp.com, or bring a health form from your child's physician. On the health form, it is important to list contact phone numbers, immunization records, health history and all other background information we should know about your child. **Health forms handed in for previous Casperkill camps will not be accepted for the 2010 Summer Camp programs. New Forms must be Submitted**

Waivers must be signed at the time of registration for **all programs** including Swim Classes, Personalized Swim Instruction, and Instructional Courses. Additional Health Forms and Waivers are located in the Athletic Office or in the Main Lobby at Casperkill.

Picture & Video Waiver

Bright Horizons at Casperkill will be taking group and individual photos of children in our programs. Still and video photos may be used for promotional materials. You must sign off for each child attending camp whether or not you wish your child to be photographed or videotaped, please sign the waivers given to you at camp registration.

Medication & Health Concerns

All medications and health concerns should be explained to the EMT and the child's head counselor the first day of each week your child is registered for camp. The EMT will be located in the Auxiliary Gym at the EMT table during camp sign-in. An EMT will be located in the Recreation Center during the Early Program starting at 7am each Monday.

Camp "Prescription" Medication Forms

The NYS Health Department recommends that the Prescription Medication Form be filled out by your child's physician if the child will be taking any prescription medications while attending camp. A physician's form and notes will be accepted. Completed forms must be handed in on the first day of camp with the required Health Form. The camp **Medication Form** is attached to our parent information packet, on our website at www.casperkillcamp.com or can be picked up at the Athletic Office.

Camp "Over the Counter" Medication Forms

The NYS Health Department recommends that each child's physician complete the "Over the Counter" **Medication Form** that approves or disapproves the use of each over-the-counter medication that Casperkill might stock in its health office. All medications are considered to be disapproved if a form is not signed and handed in. Completed forms must be handed in on the first day of camp with the required Health Form. The camp **Medication Form** is attached to our parent information packet, on our website at www.casperkillcamp.com or can be picked up at the Athletic Office.

Sun Safety

Please apply sunscreen to your child each day before camp with waterproof sunscreen (SPF 30 or more is suggested) and put an extra bottle in your child's bag. For a second application, ask your child's counselor and they will make every effort to apply sunscreen to your child. If your child is capable, please teach them to apply sunscreen to themselves during the day.

Rain Days & Extremely Hot Days

Although Casperkill offers excellent facilities, when it rains or when it is extremely hot out, the outdoor programs must move inside for the safety of the children. When this happens, most camp schedules and offerings will be altered. Camps may be combined, videos shown and alternative activities offered.

Camp Movies

Age appropriate movies will be shown to campers on rain days, extremely hot days and as part of our special events. Movies will not be shown during the average camp day.

Deep End / Shallow End Swimming

This year all camps and campers with the exception of Pre-Kinder Camp are eligible to take the deep end swimming test. Those who pass the test will be given a blue band around their wrist and will be allowed to swim in the deep end of the pool. Those who do not pass or take the test will be restricted to the shallow end of the pools.

Lunch

Children participating in the **Sports Camps, Mini Camps, Bum Out, Theater, Science, Engineering & Technology, Lego Robotics, CIT Program, Big Bro, Big Sis Camp, Travel Camp or Advanced Camps, Race Car Making, Movie Making, Rock Star, Girls Only, DJ Party and Clubhouse Making** may either bring lunch or purchase their lunch at the Spunky Monkey Grille.

Children participating in all other Camp Programs must bring their lunch and a beverage. Lunches and beverages will be refrigerated. If your child is participating in the Early/Late program you may also send in a snack and beverage.

ID Checks

To ensure the safety of each child, parents or adults picking up campers must know the child's **ID Number**.

This number will be given to you on the first day of camp. Each and every day the child will not be released without knowing this number.

If you would like the identity of the individual picking up your child at the end of the day to be checked, please let the counselor and camp EMT know each Monday morning that your child attends camp. The EMT will be located in the Auxiliary Gym during camp sign-in and in the EMT Office in the Recreation Center every Monday Morning at 7am. A form must be filled out with a list of people who are eligible to pick up your child. Picture ID's of those persons listed along with your child's camp ID Number will only be accepted at pick-up for parents who opt for this plan. This person will be ID'd every day, even if it is the same person as the day before. Your child will not be able to leave with this person if ID is not presented.

Ages 12 & Under Sign in and Sign Out

All children 12 years and younger must be signed in and out by an adult each day. This is for all programs except for Swim Classes, Personalized Swim Instruction and Instructional Courses. Instructional Courses require only a sign-out.

Ages 13 & Over Drop Off and Pick Up

Children 13 years of age and older do not have to be signed in or out. They must be dropped off at the start of the program and picked up immediately at the end of the program, unless they are a minimum of 14 years of age and have valid membership at Casperkill. Campers 13 and over can **not** sign out younger siblings.

Swim Lesson and Courses & Clubs Transports

If you have your child(ren) signed up for Swim Lessons, a Course or Club during their camp week, please let the camp counselor know if your child needs to be transported to and from a Swim Class, a Course or Club each day. This should be noted on the sign-in sheet when signing your child in each morning. **Please check the listing for each camp to make sure that swim lessons are allowed. Swim lessons are not permitted during many of the specialized camps due to interference with the programs curriculum and schedule.**

Camp Sign In and Sign Out and Our 15 Minute Rule

Camp sign in begins at 8:45am and goes until 9:05 am. Parents are required to sign their children in and out of camp. If you are late dropping off, please refer to our 15 minute rule. Camp sign out begins at 3:55pm until 4:15pm. Please note, parents who arrive between 3:40pm and 3:55pm will have to wait until their child has reached their sign-out destination which is 3:55pm. Parents who arrive between 4:15pm and 4:35pm will be asked to pick their child up from the early/late program at 4:35pm. Picking up children between 3:40pm and 3:55pm & 4:15pm and 4:35pm make it extremely difficult on the counselors during these transition periods. If the need arises for you to pick up your child early from camp, please leave yourself and us plenty of time. We suggest 15 minutes. If you are arriving late for camp, please keep in mind that you must remain with your child to sign them in with a counselor. Again, plan for an extra 15 minutes. Counselors are not permitted to bring your child up at a specified time, please do not ask.

If a Parent is Late

There will be a \$5.00 fee for every 5 minutes a parent and/or guardian is late for pick-up. Children attending regularly scheduled camp must pick their child up by no later than 4:15pm. Children attending Early/Late Program are to be picked up no later than 6:00pm.

Parent Visitation

Parents are not allowed to be with or near children during the camp day. This rule is for the safety of the children and for the betterment of the program. The only exceptions are for planned special events or if given permission from the camp director.

Children with Special Needs

If your child requires a 1 on 1 aid in the school environment, then the parent of that child needs to provide an aid and inform the camp director before registering for camp. If a child has a shared aid in the school environment, then the parent should call the camp director and discuss your options before registering for any camp programs.

Lost & Found

Due to the high volume of children attending Casperkill Camp, it is not uncommon for personal belongings to be misplaced or left behind. Please label all of your children's belongings and it will make camp life easier for everyone. If by chance your child is missing an item, please check the Camp Lost & Found located in the Recreation Center. Please leave the lost and found neat. At the end of each week, items will be bagged and placed the log cabin.

What Your Child Should Bring To Camp

- **Clothing for indoors and outdoors** (cold and warm weather conditions)
- **Swim Suit and Towel**
- **Baggies for wet bathing suits**
- **Proper footwear** – sneakers are suggested for safety reasons
- **Water Bottle** – water stations are available throughout the facilities for fill ups and cups are also available.
- **Sunscreen** – see “Sun Safety” on page 33
- **Lunch & Snack** – Your child's lunch will be refrigerated after sign-ins. Snack is usually eaten mid morning and will not be refrigerated. Some camps have access to snack machines. Please check with your child's counselor if this is available to them. All camps will have access to the Healthy Lunch Choice. Some of the camps are allowed to purchase lunch at the Spunky Monkey Grille. Please check each camp description for this option.
- **Back Pack** – please use something that is comfortable and easy to carry. Your child will be carrying it with them all day.

Parents: Please make sure to label all of your child's items. We are not responsible for lost items

What Your Child Should “NOT” Bring or Wear To Camp

It is highly recommended that camp children do not bring anything of value (ie: I-Pods and other MP3 players, cell phones, Gameboys or other handheld video games, etc) and/or wear Heelys or shoes with roller blades to camp. These types of items are very attractive for some children. It is not the responsibility of Bright Horizons At Casperkill and any of their staff if an item is lost, stolen or broken.

What Parents Need To Bring To Camp

- **Camp Receipts:** Each Monday morning, please bring each child's receipts for that camp week.
- **Health Forms & Waivers:** Health Forms and Signed Waivers are to be turned in on the first day that your child attends camp.
- **Change:** If you plan to give your children money for the snack machine or lunch at the Spunky Monkey (limited camps have access), please make sure that they have the proper change. Exchanging money is very limited at our facility.
- **Transportation:** If your child is registered for Swim Lessons or a Club or Course, please let their counselor know each day that they will need to be transported.

Behavior & Refunds

Camp staff will contact parents of a child who behaves inappropriately during camp. If behavior is extreme, parents may be asked to take the child out of camp without a refund.

Lost Records

There will be a \$5.00 processing fee to receive copies of Health and/or Registration Forms from the camp files.

Camp Tax ID #

04-2949680

Refunds

All camp sales are non-refundable. At the Camp Director's discretion, credits may be issued under certain circumstances.

There will be a \$10.00 administration fee for camp exchanges. There will be no refunds if you are changing to a less expensive camp. You are also responsible for any additional costs to move to a more expensive camp. You must bring in your original receipts to the Athletic Office during Camp Office Hours to make the changes.

Camp Comment Forms

Camp comment forms will be available at sign-in and sign-out tables and at the Athletic Office. We welcome parents to complete one of our forms with any comments, concerns or ideas to improve our program. Comments may be mailed to Rob Misch, **Bright Horizons at Casperkill, 2330 South Road, Poughkeepsie, NY 12601.**

Tours and Information of Camp Facility

Tours of the facility can be made by setting up an appointment with Rob Misch, Camp Director. To set up an appointment, call Rob at (845) 463-6474. Tours will be Mondays from 4:00pm to 8:00pm, by appointment only starting in February.