

# Town of Malta

DEPARTMENT OF PARKS, RECREATION & HUMAN SERVICES

[www.maltaparksrec.com](http://www.maltaparksrec.com)



## Parent Handbook 2016

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# **CAMP MALTA**

## **Welcome**

Camp Malta is an eight-week program for children entering Kindergarten through Fifth grade in September 2016. The program starts on Monday, June 27 and continues until Friday, August 19. The program meets from 9:00 am until 4:00 pm with additional morning or afternoon hours available for a fee. This structured, well-supervised program is licensed by the New York State Health Department and provides an opportunity for children to use their summer leisure time constructively. Camp is held at the David R. Meager Malta Community Center located at One Bayberry Drive.

Campers are assembled in age appropriate categories and have a counselor assigned to them. Counseling staff is required to complete training that includes first aid, playground safety and recognizing abuse. The program requires a strict counselor to camper ratio to provide a safe, fun experience for your camper.

To help with staffing:

- you must pre-register for the extended care hours available in the morning and afternoon when you register your child for Camp;
- you must drop your child off and pick your child up on time.

## **Program Objectives**

The objectives of Camp Malta are to:

1. provide opportunities and relationships which will help develop personal awareness, independence, social interaction skills, and a positive use of leisure time;
2. provide opportunities for self expression through arts and crafts, sports, and socialization with peers; provide trips and excursions that enable campers to visit points of interest and cultural significance;
3. conduct sports activities in order to provide motor skill development, the development of good sportsmanship, and social relationships as a part of a team and as a competitor; and
4. foster an environment which will allow the development of each camper's potential for self growth, social interaction and leadership.

## **Services Provided**

Camp Malta offers children a variety of appropriate and diverse activities and trips. These include arts and crafts, sports and games, music and movement, playground and library time and a variety of trips and visits to Town parks.

## **Registration Information**

Registration forms for Malta programs record each child's parent, medical and emergency contact information. The form asks for any special accommodations a child may need to participate, any medical or behavioral problems such as behavioral or anxiety disorders and any personal situations such as a restraining order or problems with other children that we should be made aware of. Pertinent information is provided to the Counselor but kept confidential.

Registration packets are available at the David R. Meager Malta Community Center and on the Department's website ([www.maltaparksrec.com](http://www.maltaparksrec.com) or at [www.malta-town.org](http://www.malta-town.org)). **You must register for a minimum of two weeks.**

**In order to register you must provide the following:**

- 1. a completed Camp Malta registration form;**
- 2. a current immunization record from your child's doctor (we need this form each year as we do not keep it on file);**
- 3. proof of residency;**
- 4. proof of legal guardianship (when applicable);**
- 5. appropriate fees**
  - a. \$140/week for Malta residents (Week 2: 7/5 – 7/8 is \$112)**
  - b. \$155/week for non-residents (Week 2: 7/5 – 7/8 is \$124)**
  - c. \$20/week for extended care hours in the morning**
  - d. \$20/week for extended care hours in the afternoon**

Registration begins on March 1 and ends on June 8. Registration is from 8:30 am - 7:30 pm Monday-Friday and on Saturdays from 9:00 -11:30 am at the Malta Community Center.

There is a \$140/week fee per child for residents. Proof of residency may be a 2016 tax bill or a current utility bill with your name and address on it. Out of town families are required to pay a \$155/week fee per child. Trips are included in the program fee.

The first week fee is non-refundable upon registering. The remaining fees are non-refundable after June 8. Requests for refunds must be made in writing (e-mail is acceptable) before June 8. **Refund requests after this time will not be considered.** Please allow up to four weeks for refunds to be issued. There is a \$5 service charge for refunds. All fees are due upon the time of registration.

All payments must be delivered or mailed to:  
Malta Community Center  
One Bayberry Drive  
Malta, NY 12020

There is a \$20 service charge for all returned checks.

### **Early Drop-Off/Late Pick-Up & Fees**

The full day summer program hours are from 9:00 am to 4:00 pm. Please do not drop your child off prior to 9:00 am as their counselor is preparing for the day's activities.

Since staff is not scheduled to watch children beyond the programmed camp time, an additional \$5 late fee is charged for each five minute increment that you are late (unless your child is signed up for the Extended Care option). Payment for a late pick-up is due by the next day. If the designated pick up person is expected to be late, the parent or caretaker must call and let staff know what time to expect the child to be picked up and/or what alternate transportation

arrangements have been made. If your child has not been picked up by 4:30 pm and we cannot reach you, individuals on your emergency contact list will be called to pick your child up. In the event we are unable to contact you or an emergency contact by 6:00 pm, the Saratoga County Sheriff and/or the Child Protective Services will be contacted.

### **Extended Care Program**

The Extended Care Program is provided as a convenience for parents who work or for emergency and other situations. It provides for an extra hour of care in the morning and/or afternoon for an additional \$20/each.

If your child has not been picked up by 5:15 pm and we cannot reach you, individuals on your emergency contact list will be called to pick your child up. In the event we are unable to contact you or an emergency contact by 6:00 pm, the Saratoga County Sheriff and/or the Child Protective Services will be contacted.

As Extended Care times are not programmed, children are allowed to play board games or with their personal toys (no personal electronic devices). In the morning children will be allowed to watch appropriate TV or CD'S and in the afternoon play Wii.

If a child is sent with any personal toys, they are not allowed to use them during the regular, programmed camp hours and the Town is not responsible for lost or stolen property. Personal electronic devices are not allowed at Camp Malta at any time.

### **Arrival & Departure Policies**

A parent or other authorized person must sign their child in with a counselor at the beginning of the day and sign the child out at the end of the day.

Campers may only leave with their parent or other authorized person listed on the registration form. If someone else has to pick up your child you must send in a written note ahead of time notifying your child's Head Counselor. Phone calls are not acceptable. Our staff will require identification from anyone picking up your child that they do not recognize.

Pay attention to the hours that Camp starts. Counselors are available at 8:00 am for those enrolled in the Extended Care option or 9:00 am for the regular Camp day. If your child is dropped off earlier, staff is not available to care for your child.

### **Attendance**

If your child is to be absent or late, please call 899-4411 to notify us. As bus trips are a regular occurrence in the Camp schedule, children should be dropped off by 9:15 am.

### **Personal Information**

It is important to let us know personal information that may affect your child's day in Camp. This will help us make sure your child has a fun experience every day and staff is aware of health, physical or other challenges. There is an area on the registration form to provide this information; it will be kept confidential.

## **Program Orientation**

Camp orientation is held on the first day of the program and every Monday thereafter. Rules and other information such as requirements for field trips and special activities are provided to children to prepare them for camp.

- Tour of facility
- Description of camp hazards
- Reporting Illnesses
- Injury and other incidents (first aid)
- Bus rules
- Discipline procedures
- Camp Trips (rules and regulations)
- Lunch procedures
- Lesson procedures
- Buddy system
- Lost camper plan
- Fire drills, evacuations and fire safety
- Lightning plan
- Open discussion (questions and concerns)

## **Personal Items / Electronic Devices**

In order to help us provide opportunities and relationships and help develop personal awareness, independence, social interaction skills and a positive use of leisure time, children who bring personal toys will not be allowed to play with them during the Camp Malta program. **The Town is not responsible for lost or stolen property.**

Campers should not bring personal electronic devices to Camp Malta.

## **Program Attire**

Camp Malta is an active program. Your child will get dirty and occasionally wet! Don't send your child to Camp in new clothes – Camp is about having fun! **For your child's protection, gym shoes are required.**

## **Outdoor / Sunscreen Policy**

Children will have an opportunity to be outside on a daily basis (weather permitting). Just a few serious sunburns can increase a child's risk of skin cancer later in life. It only takes 15 minutes of exposure of the sun's UV rays to damage the skin. Since children in Camp Malta regularly participate in outdoor and water related recreational activities, we strongly recommend adherence to the following sunscreen policy.

1. All campers should wear sunscreen with a SPF of at least 15 (or greater) on all exposed skin daily.
2. Parent or legal guardian is responsible for applying the first layer of sunscreen prior to drop-off to the program each morning.
3. Parents or legal guardians are responsible for providing (over-the-counter) sunscreen for their child in a sealed container with their name on it. Children are not allowed to use any

other product or share. Children will need to be instructed by parent or guardian on how and where to apply the sunscreen.

4. Camp staff will routinely remind campers to apply their sunscreen and make it available for use.
5. Day camp staff will be responsible for ensuring thorough follow-up applications after one hour in water, after two hours of activity in the sun and/or any other time as needed. This may mean that camp staff will need to assist in the application of the sunscreen in the case the camper is not able.
6. Should camp staff need to apply sunscreen it will be done in the following manner:
  - Staff will confirm that a parental permission form has been signed.
  - Staff will use camper's sunscreen.
  - Staff will apply sunscreen only to exposed areas (except head and face).
  - Staff will do this in the presence of others and will not apply sunscreen to any area that a bathing suit covers.

### **Lunch/Snacks**

Children bring their lunch and snacks unless you are notified of a trip or special event. Make sure that all containers are labeled with your child's name on it. The Town of Malta encourages you to send whole foods such as fruits, vegetables and grains as a snack to Camp to help promote healthy eating habits.

**\* Please do not send in food items for your child that may contain nut products that could seriously harm another camper.**

If your child is purchasing lunch on a trip day or if you allow them to use the vending machines, please make sure that they wear pants or shorts with button pockets or a belt pouch. Do not send a large amount of cash with them. **Staff members are not allowed to hold children's money and are not responsible for missing money.**

Children will be allowed to use the vending machines on Mondays. All other vending purchases should be made prior to or after camp time.

If you would like to send in a special snack for your child's birthday, let us know at least a week in advance. Please provide the list of ingredients from the box, mix and/or frostings so we can notify parents with children with allergies. We appreciate canned juice as well. Feel free to send in non-food items instead of food - such as pencils or stickers.

If your child does not like what is being planned for food for a special event, feel free to send in their own food.

### **Special Needs**

Camp Malta requires strenuous physical activity and endurance during various sports and activities that are played. If your child is not able to participate in any activity, please notify us and speak to your child's Head Counselor. Any other special needs or concerns you may have must be brought to our attention.

## **Medical Information**

Camp Malta is a day camp and Malta staff is not allowed to dispense medication. If your child shows up to Camp ill or becomes ill during Camp hours, you will need to pick them up immediately or arrange to have them picked up. Please do not send your child to Camp if they have such illnesses as:

- conjunctivitis (pink eye);
- a fever within the last 24 hours;
- vomiting or an upset stomach;
- signs of general fatigue or discomfort;
- a rash;
- head lice; \*
- chronic cough or runny nose.

Staff is not allowed to apply bug protection to campers. You should do this before sending your child to Camp.

\* Teach your children to not share combs, hairbrushes, hats or head scarves with other children.

If head lice are detected during Camp, you will be called to pick your child up immediately. A physician's note that the child is clear of head lice is required prior to the child returning to the program. When there has been a case of head lice at Camp all children will be screened the next Camp day. Parents will receive written notification within the next two Camp days.

## **Inhalers & Epi-pens**

It has come to our attention that some children enrolled in our programs have asthma or other serious allergies. **Please do not send in snacks for your child that may contain nut products that could seriously harm another camper.** Although the Town of Malta endeavors to provide nut free programs, the Town cannot guarantee that the program or the premises in which it is held is totally free of exposure to nuts and nut-products.

In order to protect these children, our staff needs to be aware of all children who carry inhalers or epi-pens. It is important to mark this information on your registration forms and have your doctor's permission to carry the medication to Camp. The Department of Health regulations prohibit the administration of medicine, including but not limited to Benadryl, Tylenol, aspirin, Advil, or Motrin by an unlicensed individual. The two exceptions are asthma inhalers and Epi-pens which Camp personnel are permitted to assist in administering. No other medication can be brought to Camp.

- The town's health director, a licensed medical doctor, develops and over-see's the use of epinephrine auto-injectors in camp.
- All counselors are trained by Malta-Stillwater EMS personnel on how to administer the Epi-Pen in case of an emergency.
- All children who require an Epi-Pen must have an authorization form signed by their doctor and parent.
- Children must come to the office to demonstrate they can self-administer the medication or, **if they are too young, to demonstrate that they can tell people around them about their allergy and what happens if they are exposed to an allergen. It is important that your child is educated about the signs and treatment of anaphylaxis as this**



**knowledge will significantly improve the safety of your child.**

- A parent is required to bring the medication in its original container **showing the prescribed information on it** to camp every morning and **give it to the child's head counselor who will safely store the medicine. Children will not be responsible to carry the medication on them. It will accompany them wherever they go via their head counselor.**
- A parent is required to pick the medication up after camp each day. Medication is not stored at camp.
- If a camper comes to camp without their prescribed Epi-Pen, their parent will be called to bring the medicine in immediately or the child will be sent home.

Remember, these policies are to protect your children and we trust that everyone will help ensure that they will be carried out. The signed authorization form and training demonstration must be completed before your child is allowed to attend Camp.

As your child grows, you may see an area where we can improve. We appreciate your feedback and collaboration and appreciate your input. Feel free to call anytime with questions or comments.

### **Children At Risk**

All child care agencies are required by law to report suspected child abuse or maltreatment if they have reasonable cause to suspect it. Our staff is trained in recognizing abuse and maltreatment. Maltreatment can be such things as failing to provide proper medical care, excessive punishment, misuse of alcohol, drugs, etc.

Parents who bring or pick their child up under the influence of alcohol or drugs present a risk not only to their child but to others. Our staff is required in these circumstances to:

- call the other parent or someone on the child's emergency contact list;
- contact a neighbor or friend, or;
- call a taxi.

If any of these arrangements cannot be agreed upon, staff is required to notify the proper authorities.

If you suspect a child may be at risk of child abuse or neglect, contact the New York State Child Abuse Hotline (State Central Register) at 1-800-342-3720. If you feel that a child may be in immediate danger, call 911 or contact your local law enforcement.

### **Emergency Procedures**

When children are in Camp, they run, yell, play hard and occasionally fall and skin their knees. We do not call you for every bump and bruise unless the child is upset. Otherwise, if a camper is injured, a health problem arises or professional medical help is needed, the following steps are taken:

- 911 is immediately called;
- immediate first aid is administered by our trained staff until professional help arrives;
- you, or if not available, your emergency contact person is notified;

- an appropriate staff member accompanies your child to the hospital and remains until a family member or an emergency contact person arrives.

### **Emergency Drills**

Emergency drills will be held five times throughout the program. In case of evacuation children will be taken to the Town of Malta Town Hall or Court Building located at 2540 Route 9. In the event of an evacuation, parents will be contacted to pick their child up at the site. The Emergency Evacuation Plan is available upon request.

### **Trip Information**

Camp Malta brings children on trips up to 3 times a week. Trip information for Camp Malta is available by April 1. If you have any concerns regarding a trip, please discuss them with your child's counselor. As part of the Camp program, your child will be visiting the Town parks and walking to locations in the downtown.

### **Trip Rules**

#### **Stop, Look & Listen -**

- **STOP** always go with a buddy, never alone.
- **LOOK** to be sure you can always see your counselor.
- **LISTEN** for directions from counselors and the trip coordinator.
- Be aware of the first aid locations and alert counselors to any problems.
- Wear your recreation T-shirt on all trips.
- Wear appropriate clothing (sneakers are required footwear at Camp for safety).

### **Transportation**

Camp Malta uses professional buses and drivers for field trips. All children are required to wear seat belts on the buses. Emergency bus evacuation drills are held during the Camp period. The bus includes all of the necessary equipment such as a first aid kit, tools, a fire extinguisher and flares.

### **Bus Rules**

Remind your child:

- to remain in the seat at all times;
- to wear their seat belt;
- that no objects are to be outside of the bus windows;
- not to write on any part of the bus;
- no littering on the bus;
- to keep feet out of the aisles;
- to listen carefully for role calls;
- no eating or drinking on the bus;
- vandalism of any kind will not be tolerated.

### **Weather Information**

If it is raining and your child has a field trip scheduled for an indoor activity, the trip will go on as scheduled. If the field trip is an outdoor activity, it may be canceled.

### **Address & Telephone Number Changes**

Please inform the office staff at the Malta Community Center of any changes to your address, phone numbers or other important personal information changes. If your emergency numbers change, it is important that we are notified immediately to ensure proper notification of parents in case of an emergency.

### **General Information for Parents**

Messages and newsletters are frequently sent home with children. Please check daily for notices or messages in your child's papers and projects. Check white board at entrance to the building for weekly events. Any special changes might also be listed on this board. Notices may also be communicated via email so be sure you have provided us with adequate contact information.

### **Contacting Your Child**

If you need to contact your child at Camp please contact the Department of Parks, Recreation and Human Services office at 899-4411 and a staff member will relay a message. Please limit your calls only to urgent matters.

Children are not allowed to use cell phones during the program. The Town of Malta is not responsible for lost or stolen cell phones or other personal items.

### **Appropriate Program Behavior**

Please realize that your child is at a day camp and not at school and that:

- everything is open and accessible to all campers - the Town is not responsible for lost or stolen property;
- there are no separate classrooms or lockers in which to safely store a camper's personal items or money.

Please talk with your child about responsibility and safety:

- regarding actions and language toward counselors and other campers;
- regarding responsibility for their clothing, snacks, backpacks, bikes and money;
- do not send a small child with money in hand;
- Campers should wear clothing with zipper/snap pockets or a belt pouch.
- We advise that you do not allow your child to bring cellphones or other electronic or personal items to camp.

It is your responsibility to talk to your child about these things:

- non-aggressive behavior is appropriate;
- no bullying of other campers;
- respect for others, staff and equipment;
- use of appropriate language;
- no hitting, tripping, pushing, tackling, kicking, fighting, or wrestling;
- Campers are expected to assist in picking up after games and activities.

## **Plan your child's day, every day!**

### **Discipline Procedures**

Prepare your child for Camp Malta by explaining all of the rules and regulations to them and discussing any concerns that he/she may have. Please discuss any problems that your child may be experiencing while at Camp with your child's counselor.

Campers must display acceptable behavior and must be accountable for their actions. Parents must know and understand the rules that their child is expected to follow and be aware of the consequences for any violations. Please explain the following procedures with your child.

1. If a child does something wrong, a counselor will explain why the behavior is inappropriate and try to redirect the child by getting him interested in another activity.
2. If the behavior persists, a time out will be used as a cooling off period.
3. In cases of recurring or severe misbehavior, parents are contacted for a conference to discuss the behavior and to try to work things out. Parent conferences are documented and kept in the child's record.
4. If the misbehavior continues, the Director may place the child on a probationary period.
5. If the situation does not improve or a plan cannot be implemented for improvement during the probationary period, parents may be requested to withdraw their child from Camp.

All discipline problems are documented and parents may review the reports if requested.

Any child who intentionally destroys camp property may be dismissed from the program. Any vandalism charges will go directly to the camper involved and to his or her parent(s) or guardian.

Any child who intentionally injures or is a threat to another child may be dismissed from the program.



### **Stop Light Program – How was my child's day?**

Camp Malta uses a stoplight behavior system. On the first day of Camp, each child is provided a stick to decorate that is used in the stoplight pocket chart. This is how the program works.

- If your child has a good day, their stick remains in the GREEN pocket.
- If your child misbehaves, they will receive a verbal warning and an opportunity to remain in the GREEN.
- If the behavior continues, your child will move their stick to the YELLOW warning pocket and will receive a cooling off period. The child will be encouraged to improve their behavior to return to GREEN.
- If the inappropriate behavior continues, your child will move his stick to the RED pocket and receive a time out.

- Some behaviors such as hitting, threatening or injuring another child will result in an immediate jump to RED. In these situations, the counselor will notify you.
- At the end of the each week children who have sticks that remained in the GREEN pocket will receive a small token or reward for doing an excellent job.

Every day upon picking your child up, check and see what color your child's day was. Talk to them about their day. If it ended in RED, make sure you discuss it with their counselor.

GREEN =	KEEP GOING! You are doing an excellent job!
YELLOW =	SLOW DOWN you made a mistake. Try your hardest to get back to GREEN!
RED =	STOP the behavior immediately!

Our aim is a great camp day for everyone!

### **Questions & Additional Information**

If you have any additional questions or concerns, please feel free to call the Department of Parks, Recreation and Human Services at 899-4411.

Audrey Ball	Director of Parks, Recreation & Human Services
Carla Bearup	Assistant Director of Parks, Recreation & Human Services
Barbara Mazurak	Camp Director