

**TOWN OF OGDEN
PARKS AND RECREATION DEPARTMENT**

269 Ogden Center Road
Spencerport NY 14559
Phone: (585) 617-6174

www.ogdenparksandrec.com



**Recess Camp
Information Handbook**

PLEASE READ ALL PAGES THOROUGHLY, INFORMATION *SUBJECT TO CHANGE*

WELCOME!

Thank you for choosing Ogden Parks and Recreation Recess Camp Program! If you have any questions regarding our program, please contact our Administrative Office at 617-6174/recreation@ogdenny.com

Our Recess Camp program offers a wide range of recreational activities and experiences, as well as a social connection to friendships. Children will stay active in a safe setting, which includes a full-size gymnasium and a variety of activity centers. Our team goes through staff training including, leadership, games, activities, and social emotional communication.

Please note, our program is subject to change/cancellation at any time based on current COVID rates and CDC, NYSDOH, and Monroe County guidelines.



GENERAL INFORMATION

MINIMUM/MAXIMUM: Enrollment is limited. Our capacity is limited by NYS guidelines and staff ratios. A minimum number of students must be registered for the program to run. Maximum numbers are in effect and are subject to change based on staff availability.

SIGN IN/SIGN OUT: All children must be verbally checked in and/or out each day. Parents will check in with the staff, who will release your child. Only children will be admitted into the building. For safety purposes, photo identification will be required for all persons picking up children, until we recognize you. Please be courteous of program hours. All sign in/out policies will be communicated via email as the start of the program approaches.

LATE PICK UP: Please be courteous of our pickup time. A late fee of \$2 per minute per child will apply for pickups after this time. If there is an emergency, please have another authorized person pick up your child. In the event of repeat late pickups, your child may be removed from the program. In the event we cannot reach you or an authorized person within 30 minutes of the scheduled pick-up time, Child Protective Services and the Town of Ogden Police Department will be notified. **This policy is strictly enforced.**

ABSENTEE: If your child is going to be absent, please call our office at **617-6174** as soon as possible. It is your responsibility to notify us if your child is going to be absent. Program credits are not provided for absences. Please note, this phone number is not answered by OPR Program staff and will go to voicemail before/after administrative office hours.

INCLEMENT WEATHER: If weather creates unsafe travel conditions, Ogden Parks and Recreation reserves the right to terminate or adjust program times to keep our staff and participants as safe as possible.

TRIPS & VISITORS: Scheduled trips and visitors are subject to change, additional costs and fees may apply and will be communicated prior to the start of camp. The Spencerport School District Transportation Department provides buses for trips. Parents or guardians are not allowed to pickup or drop off at trip sites.

GYM/PLAYGROUND USE: All children are required to wear/bring safe sneakers if they will be using the gym or playground. Sandals or shoes are not permitted. Appropriate outdoor wear may also be needed. We reserve the right to refuse gym or playground use if we feel your child is not dressed appropriately. **This policy is strictly enforced.**

PERSONAL ITEMS: Please leave all personal belongings at home. For health reasons, we cannot allow sharing of any of these items, so please leave these items to be enjoyed at home. **Electronics, including cell phones are not permitted during program hours.** We reserve the right to prohibit certain toys, items, etc. we feel are causing a disruption to the program. If you are

concerned about your child's clothing, please send a smock for craft time. We cannot assume responsibility for damaged clothing.

LOST AND FOUND: Please label your child's items in case they are left behind. Items not claimed within 48 hours may be donated or thrown away.

BATHROOM POLICY: Children must be able to indicate verbally that they need to use the bathroom, be independent while in the bathroom, and pull-up free. If your child does have an accident, we will call you to pick them up. Frequent accidents may result in your child's removal from the program.

MEDICATION: If your child has a healthcare need (including, but not limited to: medical, behavioral, developmental, emotional, or physical), please complete the Recess Camp: Healthcare Information Form thoroughly upon registration.

- EpiPen or Inhalers may be dropped off at the Administrative Office prior to the program.
- Healthcare Information Form must be submitted.
- Medication must be in the original package with the prescription label on it.

ILLNESS/INJURY: Children will not be permitted into the program if they are ill or have been ill in the past 24 hours, including, but not limited to: a temperature of 100°+, cough, difficult time breathing, sore throat (not due to allergies), body aches, loss of taste or smell, severe fatigue, congestion/runny nose, loss of appetite, nausea/vomiting/diarrhea. If your child becomes sick while at the program, the child will be separated from the group and you will be asked to pick him/her up immediately.

Our Illness Policy, including quarantines and facial coverings after illness, will align with current CDC, NYSDOH, Monroe County, NYSED, and Spencerport School District guidelines. This policy is not all-inclusive; we reserve the right to send a child home for any health-related concerns. We will err on the side of caution.

HEALTH/SAFETY: Safety is Paramount. With the health and safety of our campers and staff as our top priority, the following requirements are being implemented (please note, these guidelines are subject to change at any time):

- Each child may be temperature checked upon arrival. Anyone with a fever of 100° or above will be denied entrance.
- Each child may be asked health questions upon arrival. Persons may be denied entrance due to responses.
- Each staff member and child, regardless of vaccination status may be required to wear a facial covering while indoors or within 3 feet of each other outdoors. The Town will not provide facial coverings. If face covering requirements are not met, immediate termination or suspension from the program may result.
- Cleaning and sanitizing – including handwashing – will be increased throughout the day.
- Social distancing will be observed to the extent possible.
- Our program is subject to closure at any time. In the event of an occurrence in our facility, we will follow the recommendations of the Monroe County DOH. Please make sure that you have a back-up plan in place, in the event our program is closed/cancelled.

DISCIPLINE/BEHAVIOR POLICY: Our staff will use positive methods of child management, which will encourage self-control, self-direction, self-esteem and cooperation. Our staff understands that each child is an individual, and we will make every effort to handle the needs of each child. We believe that rules, expectations, and limits should be applied consistently and explained in a clear and age-appropriate manner. Communication between staff and parents concerning any changes in the child's routines will enable us to work as partners to provide the best care for your child.

Children in the program are entitled to a safe and secure environment. This means that no child may jeopardize the well-being of his/herself or any other child or staff, in the program. All participants will be introduced to the program rules and reminded of them when necessary. Positive behavior will be encouraged. Our efforts will be to help children identify inappropriate behavior and teach them to redirect their actions in a positive way. If behavior issues are continuous parents will be kept informed of issues as they arise. We utilize a yellow/red sheet system.

Yellow Sheet- states a child has been talked to numerous times and their behavior has not changed. Yellow sheets help the child to think about their behaviors and how they can correct them. If issues continue that day and/or a more extreme action occurs (damage to equipment/facility, inappropriate language, physical altercation, etc.) they will receive a Red Sheet.

Red Sheet is given when there are no behavior changes. The parent/guardian is notified and will have to sign the form upon pick up. Please note that if your child(ren) receives a Red Sheet they will need to be pick up immediately from camp.

Our Recess Camp Behavior Management Policy is designed to assist staff in creating an atmosphere that is safe and fun for all participants. Ogden Parks and Recreation reserves the right to remove a participant from the program as well as limit participation as deemed necessary. Each situation will be handled on an individualized basis. Refunds or credits will not be issued if a child is suspended or dismissed for inappropriate behavior.

Our goal is to work together to ensure the safety and well-being of each other for a successful program.

BREAKFAST: Please make sure a healthy nutritious breakfast is enjoyed PRIOR to arrival at our program.

MORNING & AFTERNOON SNACKS: Morning and Afternoon snack times will be implemented throughout the day. Your child should bring a snack for both Morning and Afternoon snack times. Any and all outside snacks must be nut free.

PARENT INFORMATION: Any pertinent program information will be emailed out. Please check your www.ogdenparksandrec.com account information periodically to confirm all information is up-to-date. We strongly encourage your email notification settings be set to accept emails for general notices and cancellations. From time to time, your email setting may deactivate due to internal email bounce backs or full inboxes. Please check this periodically to continue receiving emails. We are not responsible for emails not received due to inactive accounts, incorrect email settings, or mail going to spam/junk folders.

REGISTRATION INFORMATION

- Enrollment is only confirmed with full payment Registration may be completed online at www.ogdenparksandrec.com. Take note of registration deadlines. We cannot accept registrations after deadlines. Late fees will apply when registering after deadlines.
- **WITHDRAWALS/REFUNDS:**
 - Please note the following withdrawal policy:
 - All withdrawals must be submitted via email to recreation@ogdenny.com a minimum of 7 working days prior to the activity start date and are subject to a processing fee of 25% of program charge.
 - Refunds may take 2-4 weeks to process/receive.
 - We are unable to refund any credit/debit card processing fees.
 - No refunds, transfers, or credits will be given for withdrawals within 7 working days of activity start date or once activity begins unless:
 - The activity is cancelled/suspended by Ogden Parks and Recreation.
 - There is a medical reason associated with the withdrawal (doctor's excuse is required); 25% processing fee will still apply.
- **LATE REGISTRATIONS:**
 - Deadlines apply for registration. A late fee will be assessed for any registration received on/after this date.
 - Registrations will not be accepted once the program begins.