

**TOWN OF OGDEN
PARKS AND RECREATION DEPARTMENT**

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Spencerport NY 14559
Phone: (585) 617-6174
www.ogdenparksandrec.com



**2024 Youth Summer/Nature Camp
Information Guide**

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

WELCOME!

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

Our Youth Summer/Nature Camp Program offers a wide range of activities and experiences, as well as a social connection to friendships. The children will stay active in a safe setting, as our sites are certified with the Monroe County Health Department. Our team goes through extensive staff training including, leadership team meetings, first aid, CPR and AED, games, activities, and social emotional communication.

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



GENERAL INFORMATION

AGE REQUIREMENTS: Must be *ENTERING* grades 1, 2, 3, 4, 5, 6. Pending enrollment, grades may be split into grade appropriate groups/sites.

LOCATION: Camp location will be determined based on enrollment. Locations may vary between Boetcher Lodge and Owens Lodge at Pineway Ponds Park. The Ogden Community Center may be used as a location, if necessary. Camp is held rain or shine. Further drop off/pick up directions will be sent via email the Friday prior to each week. Please note, our campers are active and may not be in the facility at drop-off/pick-up. Facility changes will be noted on doors upon arrival. Be courteous of camp hours.

SIGN IN/SIGN OUT: All children must be checked in and/or out each day. A parent/guardian must accompany the child to the sign in/out table; our parking lot gets busy. Only children will be admitted into the building. Please be courteous of program hours.

Campers will only be released to those individuals on the Authorized Pick-up List. Parent/Guardian must walk to the building to pick up their child. To keep dismissal process simple, we ask each camper to have a list of (2) authorized pick-up persons, in addition to the parents and emergency contact listed on the account. **ALL PICKUP PERSONS (AND THEIR PHONE NUMBERS) MUST BE LISTED WHEN REGISTERING.** Any changes to this list must come via email. While we understand last-minute changes may happen, we cannot make changes to this list after 11am the day of camp. The pick-up person will be asked for identification (until staff are familiar with you).

PROGRAM TIMES:

AM CARE: Drop-off will take place beginning at 7:30am.

SUMMER CAMP: Summer Camp takes place from 8:30am-4:30pm. Drop-off will begin at 8:30am. If care is needed prior to 8:30am, please register for AM CARE; those not registered for AM CARE will NOT be admitted until 8:30am. Care ends BY 4:30pm. Late fees of \$2/minute/child will be assessed and charged to your account for any late pick-ups. 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, the Town of Ogden Police Department will be notified. **This policy is strictly enforced.**

NATURE CAMP: Nature Camp takes place from **8:00am-4:00pm**. There is no AM or PM CARE option. Late fees of \$2/minute/child will be assessed and charged to your account for any late pick-ups. 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, the Town of Ogden Police Department will be notified. **This policy is strictly enforced.**

***Note:** You may pick up and/or drop off at any time during this time frame. Summer Camp may be enjoying other areas of the park away from their respective lodges between 9:00 am - 4:00 pm. Simply locate an OPR team member for dropping off and picking up your child. For camper and staff safety, we are not able to accommodate drop-offs or pickups on field trips or during our VICS walking trips (weather permitting).

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.

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.

DRESS: Come dressed to play! We will be taking advantage of the great outdoors. We encourage you to send your child to camp in clothes they can run around in, play in, paint in, and have fun in without worrying about keeping clean and neat. **Sneakers are required EVERY DAY.** We will be active on rainy days, so bring boots and a raincoat when the forecast looks wet. With summertime comes heat! We will utilize the splash pad at Pineway Ponds. Remember to bring the following items every day: swimwear, towel, sunscreen, hat, and a change of clothing. All items should be labeled with the camper's first and last name and placed in a labeled backpack. **All children are required to wear camp T-shirts for all off-site trips.** Shirts (one per camper) will be provided prior to the first trip. Due to a nationwide shirt shortage, we are unable to guarantee shirt sizes or colors.

Parents are responsible for **applying sunscreen** to their child prior to arrival at camp. We suggest bringing labeled sunscreen for reapplication during the camp day. Please note, our staff may not apply the sunscreen to your child, but we will give reminders for reapplication throughout the day.

INCLEMENT WEATHER/AIR: Our Summer Camp is held outdoors, utilizing lodges at the park. Our Summer Camp program entails being outdoors and active. If weather creates unsafe conditions, Ogden Parks and Recreation reserves the right to terminate or adjust program times/itineraries to keep our staff and participants safe.

TRIPS, VISITORS & THEME DAYS: A camp schedule will be communicated prior to the start of the camp week outlining trips, special themes, and guest visitors. Scheduled themes, trips, and visitors are subject to change, additional costs and fees may apply and will be communicated prior to the start of the camp week. All trips are rain/shine/hot/cold. In the event of extreme inclement weather, inclement weather forecasts, or other unforeseen circumstances, trips may be rescheduled or cancelled (*refunds will not be issued). All children will be expected to participate in the trip if they arrive at camp on Trip Day; we do not provide alternative accommodations. If you feel that your child will not want to participate in the scheduled trip that day, please have him/her stay home from camp that day. Participants must arrive at camp by 9:30am on trip days. Parents/guardians will not be allowed to drop off or pick up children at the trip site. **All children are required to wear camp T-shirts for all off-site trips.** Shirts (one per camper) will be provided prior to the first trip; we are unable to guarantee shirt sizes or colors. Our camp will follow all policies in place for trip destinations (when applicable, policies will be outlined in the weekly email). Transportation is provided by the Spencerport School District. All campers are required to follow Spencerport School District bus rules at all times.

PERSONAL ITEMS: Please leave all personal belongings at home. **Electronics, including cell phones and smartwatches, are not permitted during program hours.** We reserve the right to prohibit any item that may disrupt our program. Permitted items may be

collected and returned at the end of the day. 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.

HEALTHCARE INFORMATION: If your child has a healthcare need (including, but not limited to: medical, behavioral, developmental, emotional, or physical), please complete the Healthcare Information Form thoroughly and accurately. This form must be submitted a minimum of 3 weeks prior to camp start date.

- All medications must be self-administered (with the exception of emergency medications).
- EpiPen or Inhalers may be dropped off at the Administrative Office prior to the program.
- Medication must be in the original package with the prescription label on it.

HOW TO UPLOAD HEALTHCARE INFORMATION FORM (if necessary):

1. Sign into your account at ogdenparksandrec.com
2. Click on camper name under account members
3. Scroll down and click on "add custom forms"
4. Choose "Summer Camp: Healthcare Information Form"
5. Answer questions and click "submit"
6. All immunization forms are reviewed. An OPR Team member may contact you for further information.

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, health and safety requirements (including temp checks, masking, etc.) **MAY BE implemented at any given time**. Our program is subject to closure at any time. In the event of closure, 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.

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 with a child, parents will be notified to discuss the situation. If negative behavior continues and becomes disruptive to the program, we reserve the right to remove the child from the program either temporarily or permanently depending on the severity of the situation.

Parents will be kept informed of issues as they arise and may be asked to follow through at home in special situations. 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.

Our Youth Summer/Nature 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.

Some methods of positive reinforcement will include:

1. Verbal Warning to Child
2. Yellow Light "Think About It" Sheet (if applicable)
3. Red Light "Disciplinary Report" Sheet

Inappropriate behaviors may result in one or all the following consequences (in no applicable order):

- Loss of privileges (e.g. participation in activity)
- Meeting with Camp Director
- Suspension from the program
- Immediate pick-up by parent
- Immediate termination from the Youth Summer/Nature Camp Program

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

LUNCH/SNACK: Children must provide a bagged lunch, 2 snacks (AM & PM), and a water bottle each day. Please label child's lunch, snacks, and water bottle. There is no available use of a refrigerator or microwave. Eating times will be designated throughout the day; we cannot allow eating outside of these times. Any child with a nut-allergy will eat at a separate nut-free table. Please make sure a healthy nutritious breakfast is enjoyed prior to arrival at our program.

IMMUNIZATION RECORDS: Our Camp is certified through Monroe County Health Department; current Immunization Records are required with your registration. You may obtain records from your child's school or doctor. **Registration and payment will not be accepted without immunization records.** Immunization records must be uploaded to your member page prior to registration. You will not be able to register without this item uploaded.

HOW TO UPLOAD IMMUNIZATION RECORDS:

1. Sign into your account at ogdenparksandrec.com
2. Click on camper name under account members
3. Scroll down and click on "add new member document"
4. Choose "current immunization record"
5. Upload your file and click "submit"
6. All immunization records are reviewed. Any incorrect documents may result in removal from our program.

PARENT/GUARDIAN 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/information not received due to inactive accounts, incorrect email settings, or mail going to spam/junk folders.

REGISTRATION INFORMATION:

- Registration will begin Tuesday, May 8. Residents may register beginning at 6am; Non-Residents may register beginning at 10:00am. A wait list will be available when program fills.
- ENROLLMENT IS ONLY CONFIRMED WITH FULL PAYMENT. Registration may be completed online at www.ogdenparksandrec.com. Immunization records are required to complete registration. Take note of registration deadlines; a wait list may be available when the program fills.
- If there are open balances on your account due to previous late payments or pick-ups, your registration may be delayed until those balances are paid.
- Please keep record of your receipt for tax purposes. Our tax id is 16-6002328.
- DSS: Unfortunately, our program cannot accommodate DSS payments.
- ENROLLMENT NUMBERS: Space is limited. Camps not reaching the minimum number may be combined or cancelled. MAXIMUM NUMBERS ARE IN EFFECT and will be strictly adhered to. A wait list will be available. If you are taken off the waitlist; payment must be made within 24 hours.
- RATES: All fees are per week/per child. Register online at www.ogdenparksandrec.com. Registration will end at 12pm the Wednesday before each session. Weekly rates are not pro-rated for planned or unplanned absences. Daily registration is not available; you must pay for the entire week regardless of how many days your child will be in attendance.
 - Residents are those that reside within the Town of Ogden. A person who attends Spencerport Schools but does not pay town or village taxes is considered a non-resident.
- LATE REGISTRATIONS:
 - Deadlines apply for registration. A late fee will be assessed for any registration received on/after this date.
 - Registrations may not be accepted once the program begins.
- WITHDRAWALS/REFUNDS:
 - Please note the following withdrawal policy:
 - All withdrawals must be submitted via email to recreation@ogdenny.com a minimum of 10 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 10 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/quarantine notice is required); 25% processing fee will still apply.

SUMMER CAMP DETAILS: Join us for a traditional summer day camp full of arts, crafts, games, sports, social interactions, and fun! Each week will feature a different theme. Our program is certified through Monroe County.

Dates: 6 weekly sessions

Week 1, June 24-28

Week 2, July 1-3 (no program July 4 & 5)

Week 3, July 8-12

Week 4, July 15-19

Week 5, July 22-26

Week 6, July 29-August 2

Times: 8:30am-4:30pm

Cost: Weeks 1, 3-6: \$170 R/\$210 NR
Week 2: \$102 R/\$126 NR
*Late fees are in effect; Price will increase \$20 two weeks prior to each week.

Location: Pineway Ponds Park, Spencerport NY (exact drop off/pick up locations to be released)

Notes: Campers will be organized by grades (based on enrollment). Camp cost includes: weekly field trip or guest, t-shirt, ice cream.

AM CAMP ADD-ON DETAILS: This is a before-camp add-on to extend the Summer Camp program. Participants will interact for an hour of play before our camp-day. Our program is certified through Monroe County.

Dates: 6 weekly sessions (see above)

Times: 7:30-8:30am

Cost: Weeks 1, 3-6: \$33 R/\$38 NR
Week 2: \$20 R/\$23 NR
*Late fees are in effect; Price will increase \$10 two weeks prior to each week.

Location: Pineway Ponds Park, Spencerport NY (exact drop off location to be released)

Notes: Child must be enrolled in Summer Camp. Campers will not be organized by grades for this program. A minimum number of participants are required each week for this option to run.

NATURE CAMP DETAILS: Our final (2) weeks of the summer expand upon our traditional Summer Camp program to explore the world around us. Our program is certified through Monroe County.

Dates: 2 weekly sessions
Week 1: August 5-9
Week 2: August 12-16

Times: 8:00am-4:00pm

Cost: \$200 R/\$240 NR per week
*Late fees are in effect; Price will increase \$20 two weeks prior to each week.

Location: Pineway Ponds Park, Spencerport NY (exact drop off/pick up locations to be released)

Notes: Campers will not be organized by grades for this program. Camp cost includes (minimum of 2) weekly field trips and/or guest, t-shirt, ice cream.