

2025 Preschool Summer Camp

Information Guide

Thank you for choosing Ogden Parks and Recreation Preschool Summer Camp Program! If you have any questions regarding our program, please contact our Administrative Office at [617-6174/recreation@ogdenny.com](tel:617-6174). Please read all pages thoroughly, information is subject to change.

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: 3-5 years (Must be 3 before June 1, 2025)

LOCATION/DATE/TIME: Camp will be held either at the Ogden Community Center, 269 Ogden Center Road, Spencerport
Dates: July 7- 10 & July 14-16
Time: 9:30-11:30am

DROP OFF/PICK UP: Sign in will begin at 9:25am. Sign out will take place beginning at 11:25am. Your promptness is appreciated as arrival/departure time helps with routine and consistency. Repetitive, late pick-ups will be assessed at \$1 per minute per child. An adult is expected to bring their child to the South Recreation Entrance for drop-off and pick-up. Upon registration, you will list (4) persons as acceptable pick up people; please include any parents on this list.

ABSENTEE: If your child is going to be absent, please call our administrative 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.

MINIMUM/MAXIMUM: Enrollment is limited. A minimum number of students must be registered for the program to run; programs may combine if minimum is not met. Maximum numbers are in effect and are subject to change based on staff availability.

WHAT TO BRING & WEAR: Your child will receive a detailed list of what to bring each day. Please place all items in a labeled backpack or beach bag.

Children should dress in clothing that they can play and create in. For your child's safety, NO SANDALS/flip flops, please.

PLEASE LEAVE ANY PERSONAL TOYS, INCLUDING ELECTRONICS AT HOME.

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.

ALLERGIES: Upon registration, please make us aware of any allergies or sensitivities your child may have, such as animals, foods (juice, dye, nuts, etc.), environmental, etc.

ILLNESS: 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.

MEDICATIONS: We ask that any medications your child requires be administered at home, before or after class. If you administer medications at home that may have an adverse effect on your child during the class time (i.e. laxatives), please keep them at home. Our teachers will only administer emergency medication- epi pen or inhaler. If this type of medication is required during class time, it will only be administered to your child if:

- It is in a properly labeled ORIGINAL container.
- It is accompanied by a doctor's prescription note.
- The parent has given written directions to do so.

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.

BEHAVIOR POLICY: Although aggressive and defiant behaviors can be commonly seen in preschool, we strive to encourage our students to "use words", "be kind", and show respect for others. We will work with parents to readjust negative and/or defiant behaviors (such as scratching, biting, hitting, using aggressive behavior, not following directions), our responsibility for the safety and welfare of others may dictate that after (2) two incidents we reserve the right to remove a child from our program. Refunds may not be given in the case of a removal from the program.

We use a variety of different methods to help correct unacceptable behaviors, including positive reinforcement, redirection, and reminders. Occasionally, a child may be asked to sit for a few minutes for aggressive or repeated difficulties. Parents/guardians will be informed of situations that arise.

SNACK: A snack will be provided each day.

PLAYGROUND: The Playground will remain closed to outside visitors between the hours of 9:30am-11:30am. This is to ensure that only our program members are using the space. If you and your child wish to use the playground, please return after 11:45am.

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/information 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; a wait list may be available when the program fills.
- 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 extremely limited. Camps not reaching the minimum number may be combined or cancelled. MAXIMUM NUMBERS ARE IN EFFECT and will be strictly adhered to.
- RATES: All fees are per week, per child. Register online at www.ogdenparksandrec.com. Rates are not pro-rated for planned or unplanned absences. Daily registration is not available; you must pay for the entire session 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 will 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.