

# Camp Malta

## Full Day Summer Camp

### Parent Handbook 2019



DEPARTMENT OF PARKS,  
RECREATION & HUMAN SERVICES

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[www.MaltaParksRec.com](http://www.MaltaParksRec.com)  
Phone: 518-899-4411

*Creating Community through People, Parks & Programs*

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# CAMP MALTA

## **Welcome**

Camp Malta is an eight-week program for children entering Kindergarten through Sixth grade in September 2019. The program runs from Monday, July 1st through Friday, August 23rd. The program meets from 9:00am - 4:00pm with additional morning or afternoon hours available for an additional 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 Malta is held at the David R. Meager Malta Community Center located at One Bayberry Drive.

Campers are assembled in age appropriate groups 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 any desired extended care hours upon registration 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 to 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 advancement of good sportsmanship, and social relationships as a part of a team and as a competitor; and
4. foster an environment to 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, emergency contact and medical information. The form asks for any special accommodations a child may need to participate, any medical or behavioral concerns such as behavioral or anxiety disorders and any personal situations such as a restraining order or struggles with other children that we should be made aware of. Pertinent information will be confidentially provided to the counselor.

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)).

**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 Malta residency (must be one of the following: a current tax bill, utility bill or lease agreement);**
- 4. Proof of legal guardianship (when applicable);**
- 5. Appropriate fees (trips are included in the program fee)**
  - a. \$155/week for Malta residents (Week: 7/1 – 7/5 is \$124)**
  - b. \$170/week for non-residents (Week: 7/1 – 7/5 is \$136)**
  - c. \$25/week for extended morning care (8:00am – 9:00am)**
  - d. \$25/week for extended afternoon care (4:00pm – 5:00pm)**

Registration will open February 15<sup>th</sup> and runs through June 14<sup>th</sup> (or when full) from 8:30am - 7:30pm Monday-Friday and on Saturdays from 9:00am - 11:30am at the Malta Community Center. The maximum camper capacity is 55 campers per week.

The first week fee is non-refundable upon registering. The remaining fees are non-refundable after June 14th. Child must attend a minimum of two weeks of camp. Requests for refunds must be made in writing (e-mail is acceptable) before June 14th. **Refund requests after this time will not be considered.** Please allow up to four weeks for refunds to be issued. There is a \$10 service charge for refunds via check per week per child. All fees are due upon the time of registration. There is a \$20 service charge for all returned checks due to insufficient funds.

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

Please do not drop your child off prior to 9:00am unless he/she is registered for morning care, 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. Payment for a late pick-up is due the following day. If the designated pick up person is expected to be late, the parent or caretaker must call and inform staff 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 4:30pm 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 reach you or an emergency contact by 6:00pm, the Saratoga County Sheriff and/or the Child Protective Services will be contacted.

### **Extended Care Program**

The Extended Care Program provides for an extra hour of care in the morning and/or afternoon for an additional \$25 per week per child.

If your child has not been picked up by 5:15pm 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 6:00pm, 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, DVDs or use board games and have special activities planned by the staff. In the afternoon, children will have extra supervised time in the gym and on the playground.

If a child is sent with any personal toys, they are not allowed to use them during the regular, programmed camp hours. The Town of Malta 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 and out with a counselor. Campers may only leave with authorized persons listed on the registration form. If someone else has to pick up your child you must send in a written note in advance notifying your child's counselor or the site director. Parents can also telephone the Malta Community Center if there is an emergency and someone else must pick up their child after camp. The Camp Malta staff will require identification from anyone picking up your child that they do not recognize.

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

### **Attendance**

If your child is to be absent or late, please call 518-899-4411 to notify the staff. As bus trips are a regular occurrence in the camp schedule, please make sure that your child is at camp by 9:15am.

### **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. You may confidentially provide this information on the registration form.

### **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. Campers will begin with a tour of the building. Then the following will be discussed.

- Bus rules
- Discipline procedures
- Camp trips (rules and regulations)
- Snack and Lunch procedures
- Daily schedule review
- Buddy system
- Lost camper plan
- Fire drills, evacuations and fire safety and Lightning plans
- 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 items/electronic devices will not be allowed to play with them during the Camp Malta program. **The Town is not responsible for lost or stolen property.**

## **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. Sandals or flip-flops are not allowed.**

## **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. We strongly recommend adherence to the following sunscreen policy.

A permission form must be filled out in order for your child to apply sunscreen and insect repellent throughout the camp day.

1. All campers should wear sunscreen with an 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 Malta staff will routinely remind campers to apply their sunscreen and make it available for use.
5. Camp Malta 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.

## **Tick and Insect Repellant Policy**

1. Parent or legal guardian is responsible for applying the first layer of insect repellant prior to drop-off to the program each morning.
2. Parents or legal guardians will be responsible for providing their children with enough insect repellant (in a sealed container) to take with them for later day applications. One container per child with his/her name clearly indicated on the bottle. Children will not be allowed to use any other product or share. Only over-the-counter insect repellants are accepted.
3. Children will need to be instructed by parent or guardian on how and where to apply the insect repellant.
4. Camp staff will routinely remind campers to apply their insect repellant and make it available for use.
5. Should camp staff need to apply insect repellant, it will be done in the following manner:
  - Staff will confirm that a parental permission form has been signed.
  - Staff will use camper's insect repellant.

## **Lunch/Snacks**

Children are responsible for their own lunch and snacks unless there is special event. Label all containers with your child's name. The Town of Malta encourages you to send whole foods such as fruits, vegetables and grains as a snack to help promote healthy eating habits.

**\* Because there are some children enrolled at camp with serious nut allergies, it is extremely important that your child's snacks do not contain any nut products or oils.**

If your child is purchasing lunch on a trip day or snacks from a vending machine, send him/her with clothing with closeable pockets. Do not send your child with a large amount of cash. **Staff members will not hold children's money and are not responsible for missing money.**

Children will be allowed to use the vending machines on Tuesday. 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, inform staff at least a day in advance. Please provide the list of ingredients from the box, mix and/or frostings so we can notify parents of children with allergies.

If your child does not like what is being planned for food for a special event, feel free to provide their own food. If there is a special food activity planned, it will be announced in the weekly newsletter.

## **Special Needs**

The children at Camp Malta are involved in daily physical activity 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 are not allowed to dispense medication. If your child shows up to camp ill or becomes ill during camp hours, you must 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.

\* 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. In the event 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 & EpiPens**

Some children in our programs have serious allergies. **Please do not send in food for your child that contain nut products.** 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 EpiPens. It is important to note this information on your registration forms with the child's 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 only medication that can be brought to camp is an inhaler and EpiPen, which Camp personnel are permitted to assist in administering.

- 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 certified personnel on how to administer the EpiPen in case of an emergency.
- All children who require an EpiPen must have an authorization form signed by their doctor and parent.
- Children must come to the Parks & Recreation office to demonstrate they can self-administer the medication or **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**



**counselor who will give it to the site director 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 the site director of their 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 EpiPen, their parent will be called to bring the medicine in immediately or the child will be sent home.

These policies are to protect your children. 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.

### **Children At Risk**

All childcare 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 include 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;
- call a taxi.

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

### **Emergency Procedures**

Being in such an active environment, children are likely to injure themselves. 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;
- a staff member accompanies your child to the hospital until a family member or an emergency contact person arrives.

### **Emergency Drills/Fire Drills**

Emergency drills/fire drills will be held four times throughout the program. In case of real emergency 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.

### **Trip Information**

Camp Malta brings children on trips up to 3 times a week. Trip information for Camp Malta will be available by April 8th. Any concerns regarding a trip may be discussed with your child's counselor.

## **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 Town of Malta uses Upstate Transit buses.

## **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 or postponed.

## **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, notify us immediately to ensure proper notification of parents in case of an emergency.

## **General Information for Parents**

Newsletters are sent home with children each week and usually emailed on the Friday prior to the following camp week. Please check daily for notices or messages in your child's papers and projects. Check white board near the main area near classrooms (near couches) for weekly calendar of 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 518-899-4411 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, and money;
- do not send a small child with money in hand;
- please do not allow your child to bring cellphones or other electronic 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 peers, 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.

### **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/her 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.

### **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 518-899-4411.

Alyssa Benway	Acting Director of Parks, Recreation & Human Services	ext. 303
Barbara Mazurak	Camp Director	ext. 304