

Little Explorers Camp



2016

Parent Handbook

LITTLE EXPLORERS CAMP (6/28/16 to 8/5/16)
PLEASE NOTE: CAMP BEGINS ON TUESDAY, JUNE 28th
PARENT AND CAMPER ORIENTATION IS ON MONDAY, JUNE 27th

Summer 2016

Dear Parents:

We would like to welcome you and your child to the 2016 Lewisboro Day Camp Season! We are very excited about the upcoming camp program. We have many entertainers, activities and special events planned which we are confident your child will enjoy.

Little Explorers will be located at Meadow Pond Elementary School in South Salem. The swim schedule will continue to include swimming three times a week for the Little Explorers Camp along with sprinkler time at the Elementary School. As always, Little Explorers Camp will be offering a variety of activities, special days and theme weeks for the campers to enjoy. In addition, Arts & Crafts, Sports and Games, Nature, and Music will compliment this well-rounded program. Every day is a special day at camp! Please make sure to read all flyers daily to be informed about all of the exciting things we have planned.

The first day of camp is often a difficult time for parents, campers and staff. With your cooperation, we can minimize much confusion by following the policies and procedures outlined in this booklet. Therefore, we encourage you to take the time to read and understand this booklet and please feel free to call us should you have any questions.

Do not forget to sign up for our email blasts at-

www.lewisborogov.com/newsletter/subscriptions to make sure you get up to date schedule changes, rainy day locations, camp newsletters and upcoming events at camp.

We look forward to having your children with us this summer and we are committed to providing a safe, fun-filled camp experience for them.

Sincerely yours,

THE LEWISBORO RECREATION DEPARTMENT
AND THE LEWISBORO DAY CAMP STAFF

LITTLE EXPLORERS DAY CAMP

All camps operate Monday through Friday.

Parent and Camper Orientation will be on Monday June 27th.

Camp will start on Tuesday, June 28th and ends Friday, August 5th

No camp on Monday, July 4th

LIL' TYKES (3 to 4 ½ yrs old who **must be potty trained** by the start of camp)

Will meet at Meadow Pond Elementary School

8:45 AM - 12:15 PM (Half Day)

8:45 AM - 2:45 PM (Full Day)

LITTLE EXPLORERS (entering Kindergarten through Second Grade)

Will meet at Meadow Pond Elementary School

8:45 AM - 2:45 PM

Please do not drop off your campers before 8:45 AM. Our staff needs time to prepare for the day. Campers will not be allowed in the school before 8:45 AM.

STAFF

The Lewisboro Day Camp Program is run under the direction of a trained staff of professionals and counselors. This is Lisa Cilione's third year as our Camp Director for Little Explorers and Lil' Tykes. She is a full time teacher at Yorktown Heights School District and has worked as a Director for Teatown Lake Camp in Ossining. She is very excited to be with us again and looks forward to a happy and safe summer! Our Assistant Director this year will be Alex Pandolfi. This is Alex's fifth year as an assistant director at Little Explorers and he has been with the camp for 13 years. Our Counselor Supervisors this year are Diana Pisera and Marisa Drpich.

The Town of Lewisboro works cooperatively with the Katonah-Lewisboro School District which provides all transportation to and from camp and camp trips under the direction of our bus coordinator Annie Heffernan. This is her fourth year at the helm of transportation and she has been working with the camps for the past seventeen years.

Our camp specialists have experience in their area of specialty as well as working with children. Our Head Counselors are all college students or graduates who have a background in elementary education and/or in working with day camps. In addition, all of our counselors are a minimum 16 years old or over, have experience in working with children, and must attend a mandatory staff training program as mandated by Westchester County and New York State Board of Health.

Our Aquatics Director is Valerie Kaplan. This is Valerie's first year with us as the aquatics director and he has approximately 5 years of aquatic experience. Valerie holds the following aquatic certifications: CPR for the Professional Rescuer, First Aid and Lifeguard Training, Lifeguard Management and Water Safety Instructor. Valerie will oversee a staff of thirteen camp lifeguards/instructors.

Under New York State and Westchester County Health Department regulations, we must have one staff member per 200 campers certified in American Red Cross Responding to Emergencies First Aid and one staff member per 200 campers certified in CPR for the Professional Rescuer. The Town of Lewisboro Day Camp exceeds these requirements.

PERMIT

The Town of Lewisboro Day Camp Program:

- 1) Must have a permit to operate from the Westchester County Health Department
- 2) Is required to be inspected twice yearly by the Westchester County Department of Health

Inspection reports and required camp written safety, medical, and fire safety plans are on file at the Westchester County Health Department (Bureau of Public Health Protection) located in Mount Kisco, NY and are available for your review.

RAINY DAY/THUNDERSTORM PROCEDURES

In the event of rainy days or thunderstorms, the Little Explorers will go directly into Meadow Pond Elementary School and continue with their activities. Our site and hours of operation do not change (with the exception of swim) on rainy days.

If it is only raining, drop off and pick up procedures will remain the same.

IN THE EVENT OF A THUNDERSTORM DURING DISMISSAL TIME, THE FOLLOWING PROCEDURE MUST BE IMPLEMENTED AS MANDATED BY THE WESTCHESTER COUNTY BOARD OF HEALTH AND AS OUTLINED IN THE LEWISBORO DAY CAMP SAFETY PLAN:

- Parents are strongly encouraged to pick up their child prior to dismissal time/prior to the thunderstorm if there are signs/warnings/news reports of an approaching thunderstorm.

- If parents cannot pick up their child early, parents are strongly encouraged to wait until the storm passes and then pick up their child at the usual dismissal time. Staff will remain with the campers until campers are picked up.

- If parents pick-up their child while it is still lightening or thundering, parents MUST park their car in the designated parking area, and come into the camp office to sign out and pick

up their child.

AS PER WESTCHESTER COUNTY BOARD OF HEALTH INSTRUCTIONS, CAMP STAFF CAN NOT ESCORT CAMPERS TO CARS DURING A THUNDERSTORM.

NOTE: AFTER HOURS CAMPERS RAINY DAY LOCATION IS CYRUS RUSSELL COMMUNITY HOUSE ON ROUTE 35 IN CROSS RIVER. AFTER HOURS CAMPERS WILL BE TRANSPORTED TO CYRUS RUSSELL COMMUNITY HOUSE AFTER REGULAR PICK-UP HAS ENDED, AND PARENTS SHOULD PICK UP AT CYRUS RUSSELL COMMUNITY HOUSE.

ANY QUESTIONS SHOULD BE DIRECTED TO: 232-6162 (RECREATION DEPT.) OR the camp office.

Any changes in our daily schedule will be updated on our program hotline 232-6166, our website at www.lewisborogov.com under Parks and Recreation “program updates” or friend us on Facebook at Lewisboro Parks and Recreation Department.

MEDICAL FORMS

New York State and Westchester County Health Department regulations require that all children attending private or public day, travel, or sleep away camps must have their medical history on file **BEFORE** they may start camp. If your form is not on file prior to the start of camp, your child will not be admitted into camp until the form is complete. If your child is required to take any type of medication during camp hours, a Medical Authorization Form **MUST** be filled out by the parent **AND** physician, and handed in with the medication the first day your child attends camp. This includes inhalers that may only be utilized on an as needed basis. Medication will be left with the camp's Health Director who will oversee and supervise the child in self-administering their own medication. By law, camp personnel cannot dispense internal medications to the child unless they are a NYS licensed physician, nurse practitioner, physician assistant or registered nurse. Written permission can be given by both the physician and parent to allow the camper to carry medication that is needed for emergency purposes (i.e.; epi pen; asthma inhaler).

SWIMMING

Lil' Tykes Campers will receive recreational swim in the Town's interactive pool and in the zero depth entry of the main pool.

Kinder Kids and First Grade campers will receive instructional swim lessons which follow the Red Cross guidelines by our Aquatics Director and swim staff. Kinder Kids and First Grade campers will be tested the first week of camp to determine their level of competency. They will then be placed into groups according to their ability within their grade group. Late entering campers will be tested prior to their first swim session. Kinder Kids and First Graders could utilize both the

interactive pool and the zero depth entry of the main pool.

Under New York State and Westchester County Health Department regulations, all non-swimmers must be readily identifiable, i.e.; wear a bathing cap, head band, wrist band, etc. The Town of Lewisboro Day Campers will be using neon wristbands to identify our non-swimmers. Wristbands will be given to each non-swimmer at the beginning of their swim time and collected at the conclusion of their swim time. In addition, our campers who are classified as swimmers will be wearing different neon colored wristbands. This has been added as an extra level of safety to ensure that a non-swimmer cannot take off their wristband and proceed to a swimmer area (which formerly did not use wristbands). Therefore, all campers must wear a wristband in order to swim. Any swimming concerns/notes should be sent in writing to your child's counselor. The note should be placed in an envelope and marked on the outside: Attention, Valerie Kaplan, Aquatics Director.

SWIM ATTIRE/GEAR

Campers must wear their bathing suit under their clothing and bring their change of clothes in their bag/knapsack to change into after their swim time on their regularly scheduled swim days (see schedule). This will alleviate the need for two complete changes which is extremely helpful particularly with our younger campers. On days that your child is not scheduled to swim, bathing suit and towel should be sent as they may be using sprinklers (particularly on hot days). **We strongly recommend sending your Little Explorers camper with an extra change of clothes for that occasional accident.** Please send their change of clothes in a labeled shoe box, which will be stored for the summer. The following items are necessary for swim time: bathing suit, towel, hair ties (for children with long hair) and SUNSCREEN. The following items are optional: goggles, bathing cap, brush/combs, ear plugs/wax. We strongly suggest you apply sunscreen to your child prior to going to camp each day and send sunscreen with your child to camp. Counselors will be asked to remind their campers to apply sunscreen throughout the day and at your request will assist younger campers who need help applying it.

All towels, clothes, lunch boxes/bags should be clearly labeled with your child's name to prevent their valuables from ending up in the lost and found.

RELEASE FORM

When you registered your child for camp, the release form you signed indicates that your child(ren) will participate in regularly scheduled camp activities (i.e.; arts & crafts, swimming) and special events (i.e.; water carnival, moon bounce). If there is an activity you do not wish your child to participate in, you should notify the Camp Director in writing.

TRIPS/SPECIAL EVENTS

Little Explorers campers will be provided with an abundance of special event entertainment, special days and activities to be held at camp. Some examples include Pajama Day, Silly Outfit Day and various performances from magicians or

LATE ARRIVALS/EARLY DEPARTURES

Daily attendance will be taken at camp. If you arrive late in the morning or pick up your camper before regular dismissal time, you must sign your camper in/out at the Day Camp office. The Day Camp Office at Meadow Pond Elementary School is located in front of the gym. If you will be picking your camper up early, it is helpful if you send a note with your camper to give to his/her counselor. **PLEASE INCLUDE YOUR CHILD'S FULL NAME, GROUP, DAY, DATE, and TIME you will be picking up your camper.**

NOTES

For the safety of your camper, written parental permission (note) must be sent for the following:

- **If your camper is to leave camp with a friend, neighbor, relative, or someone other than their usual ride.**

** If a note is not received by your child's counselor, your child will not be released until you have been contacted. For car pools or arrangements that will last for the summer, one note specifying days and persons picking up/dropping off your camper will be kept on file for the summer. Each parent within the car pool must send a note specifying the above. If something changes in your car pool, a new note must be sent. **Notes should specify your camper's name, date, group, and counselor as well as any other pertinent information.**

CAMP PICTURES

Camp pictures will be taken on **Wednesday, July 20th**, please have your camper wear their **RED CAMP SHIRT**. More detailed instructions will be sent home with your camper, as the date gets closer.

END OF CAMP DAY

Please be sure to check your child's bag/knapsack daily for any camp memos or projects that may be coming home with your child.

LATE PARENTS

Parents are expected to be at the camp site promptly at dismissal time. If a parent will be late, he/she must have someone at the camp site to pick up their child AND must call and notify the camp director. We realize that sometimes unforeseen circumstances may occur; however, repeated lateness will **not** be tolerated.

CLOTHING

Campers should come to camp as comfortable as possible. Shorts, short sleeve shirts, and sneakers should be worn. **Sandals, flip-flops, or clogs without secure backs should not be worn.** Rain coats and rain gear should be worn in rainy weather.

** Swimsuits should be worn to camp on swim days and brought to camp on all other days. Towels should be brought daily. **

LUNCH AND DRINK

(Lil' Tykes (Full Day), Kinder Kids - Second Grade)

All full day campers should bring a lunch and drink each day. In addition, please send a **separate** snack and drink for snack time. Lunch boxes or insulated lunch bags should be used. Lil' Tykes half day campers should bring a snack and drink each day. Please, no glass containers!

PERSONAL BELONGINGS

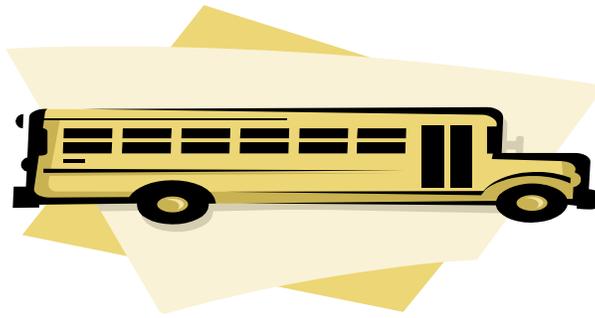
We ask that parents do not allow their children to bring their own personal belongings to camp (i.e.; toys, books, etc.) unless your camper's group will be having Show and Tell. We cannot be responsible for their safe keeping, and it sometimes causes friction within the groups, particularly with our younger campers.

CAR SEATS

All Lil' Tykes campers who are not 4 years old by the beginning of camp season **MUST** use a car seat when being transported back and forth to the pool for swim time. The Town of Lewisboro purchased Century car seats for this. If a camper will be turning four during camp, they will still use the car seat for the remainder of the summer. Please review this rule with your camper to ensure smooth transitions to and from the pool.

LEWISBORO DAY CAMP TRANSPORTATION PLAN

Bus transportation is once again offered this camp season from specific areas within Lewisboro **for Kinder Kids - Second Graders only.** Details about the transportation program are provided in the next section. Please read all the information carefully, as it is very important that these procedures be adhered to so that we can ensure the safety of all involved.



BUSES

If your child is registered for bus transportation, below you will find the morning and afternoon drop off/pick up schedule. Please be advised these times are approximate and unforeseen traffic, road construction, weather, etc. may cause an occasional delay.

PLEASE ANTICIPATE DELAYS IN TRANSPORTATION DURING THE FIRST WEEK OF CAMP.

IF SOMEONE BESIDES A CHILD'S PARENT WILL BE PICKING UP A CHILD AT THE BUS STOP, A NOTE MUST BE SENT TO THE CHILD'S COUNSELOR. CHILDREN WILL NOT BE RELEASED TO OTHERS IF NO NOTE IS PROVIDED.

BUS 1 Little Explorers

	PICK UP	DROP OFF
JOHN JAY HIGH SCHOOL	8:10 AM	3:20 PM
OAKRIDGE COMMONS	8:25 AM	3:05 PM
VISTA COMMUNITY HOUSE	8:35 AM	2:55 PM
MEADOW POND	8:45 AM ARRIVAL	2:45PM DEPARTURE

BUS 2 Little Explorers

	PICK UP	DROP OFF
KATONAH ELEMENTARY SCHOOL	8:05 AM	3:25 PM
INCREASE MILLER ELEMENTARY SCHOOL	8:15 AM	3:15 PM
LEWISBORO ELEMENTARY SCHOOL	8:30 AM	2:55 PM
MEADOW POND	8:45 AM ARRIVAL	2:45PM DEPARTURE
***DROP OFF AT AFTER CAMP/Lewisboro Town Park		3:00PM**

**** PM Town Park drop-off is only for those enrolled in the AFTER CAMP program**

NOTE:

(1) DUE TO THE LARGE NUMBER OF BUS RIDERS AND THE MAXIMUM BUS CAPACITY, WE ASK THAT BUS TRANSPORTATION BE USED ON A REGULAR

BASIS AND THAT YOU PRE-REGISTER FOR THIS SERVICE.

(2) WE CANNOT ACCOMMODATE GUESTS ON YOUR CHILD'S BUS. THEREFORE, IF YOUR CHILD IS BRINGING A FRIEND HOME FROM CAMP AND THE OTHER CHILD IS NOT A BUS RIDER; BOTH CHILDREN MUST BE PICKED UP AT THE CAMP SITE.

(3) THERE IS NO TRANSPORTATION FROM THE AFTER HOURS PROGRAM. CAMPERS MUST BE PICKED UP AT THE TOWN PARK OR CYRUS RUSSELL AT THE END OF THE DAY.

ARRIVAL/DEPARTURE PROCEDURES AT THE CAMPSITE

The arrival and departure procedure at each campsite is of utmost importance. We ask that you follow the flow of traffic and the instructions of the traffic coordinator(s). Counselors will escort your camper to your car in the pick up line. If you park, you will need to escort your child to your car. Parking should only be in designated parking areas and for the safety of the campers, please do not pass while on line.

****NOTE (3 - 4 ½ year olds):** In the morning, your Lil' Tykes camper must be walked in and dropped off with their counselor in the designated meeting place. At pickup time the Lil' Tykes will be picked up at the curbside (in the front of the school). Please stay in your car as your Lil' Tykes will be placed in the car seat and belted in by their counselors.

BUS STOPS

It is the parent's responsibility to be at the bus stop to pick up their child. A written note from the parent must be turned into the bus driver if the child is to be picked up by someone other than their parent or if the child will not be taking the bus home on a particular day. If a parent is going to be delayed, he/she must notify the Camp Director and have someone at the bus stop to pick up his or her camper. We cannot leave a child unattended. **If after five minutes of waiting your child is not picked up, he/she will be brought to the after hours program at the Lewisboro Town Park where the parent is expected to pick up the camper.** Although we understand there are extenuating circumstances, repeated lateness will not be tolerated. At times, two to three buses may be arriving at a bus stop at one time. In order to ensure that all campers are unloaded safely and to account for the children at all times, the parent or authorized guardian must approach the bus door to retrieve their child at which time your child will be let off the bus.

BUS RULES

Bus rules are implemented for the safety of your children. Our bus drivers are committed to safely transporting your child to his/her destination. We encourage you to go over these rules with your child. Failure to follow these rules can result in loss of bus privileges.

- No sticking any part of the body out of the windows
- No throwing objects in or around the bus or out of the bus
- No shouting from or in the bus
- No standing in or moving through the aisles of the bus
- Campers and staff must remain seated until the bus has come to a complete stop
- No rough housing on the bus
- No speaking to, calling to, or signaling to passing motorists or other persons outside the bus
- No gum chewing at any time on the bus
- No eating or drinking on the bus

PARENT AND CAMPER ORIENTATION

There will be an orientation for campers and their parents on **Monday, June 27th at the Meadow Pond Elementary School**. You will have a chance to meet the summer camp staff and get familiar with the camp set-up and procedures and the campers will have an opportunity to take a quick bus ride. This seems to alleviate some of the first day of camp jitters.

10:00AM-10:45AM - Lil' Tykes

11:00AM-11:45PM - Kinder Kids

12:00PM-12:45PM - 1st Grade

1:00PM-1:45PM - 2nd Grade

TRIPS

MUSCOOT FARM HAYRIDES– Katonah, NY – LT and Kinder Kids

The purpose of Muscoot Farm is to preserve and interpret, for the public benefit, the agricultural, cultural and natural heritage of a Westchester County farm, circa 1880 – 1930. **Campers will spend the day visiting the farm animals and will tour the property by hayride. Please bring a lunch.**

MARITIME AQUARIUM– Norwalk, CT – 1st and 2nd Grade

The Maritime Aquarium is the only aquarium devoted to Long Island Sound, the “Estuary of National Significance” just outside our doors. As an arm of the Atlantic Ocean, the Sound is an environment rich in aquatic life. The marine population exhibited includes varieties of sharks, big and small, stingrays, harbor seals, sea turtles, game fish, jellies, crabs, lobsters, mollusks and more. We also exhibit tropical travelers that follow the Gulf Stream north to our waters. Plus it has some other fun animals, from those with "dragon" in their names to meerkats. We offer lots of touch experiences including stingrays, sharks, jellyfish and intertidal animals. **Please bring a lunch.**

IMAX – Danbury, CT – 2nd Grade

Scrat's epic pursuit of the elusive acorn catapults him into the universe where he accidentally sets off a series of cosmic events that transform and threaten the Ice Age World. To save themselves, Sid, Manny, Diego, and the rest of the herd must leave their home and embark on a quest full of comedy and adventure, travelling to exotic new lands and encountering a host of colorful new characters. **Please bring a lunch.**

