

Williston Recreation

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ENRICHMENT CAMPS

(Sports, Specialty & STEM Camps)

INFORMATION PACKET



Williston Enrichment Camps

Preparing Your Child- What to Bring, Pack, and Procedures

Financial Responsibilities

FINAL BALANCE- The balance of your payment for the camps that your child will be attending must be paid by the **First** Friday in June. If the final payment is not made before this date your child will be removed from the camp list and will not be allowed to attend until the balance is finalized.

Camp Registration

- Online Registration, with the online payment option of a credit card, is open until midnight Thursday of each week, for the next week's camps.
- Registration with a check or cash must be done at the Rec. Dept. before 4:00 pm Thursday of each week, for next week's camps.
- Camp registrations must be paid in full at the time of registration after the second Friday of June.

Camp Deadlines

1st Deadline for Enrichment Camps- The Last Friday in May

- This deadline is used to determine if the Enrichment Camps- Sports, Specialty & STEM- have met the minimum number required to be offered.
- The instructors are notified on this date of their numbers and can choose to cancel or offer their camp.
- Participants of any camps canceled will be contacted the following week and offered a transfer to a different camp or a full refund.
- This deadline is done so families can find other opportunities for their children if an enrichment or sports camp is canceled.

2nd Deadline for Enrichment Camps

- Registration for camps closes the Thursday before the start date of each camp.
- Fridays are for preparing for the next week of camps.

Camp Cancellation Policy The following refund policy is specific for all Camps.

- The Recreation Dept. reserves the right to cancel or consolidate any camps that do not meet the minimum participation required. The deposit and a full refund will be issued if any camp is canceled.
- If you decide to cancel your child's registration in camp, refunds are granted up to ten (10) days before the start of a camp.
- The Non-Refundable \$25 deposit is deducted from all camps that you cancel. If there is an outstanding balance, the refund will be automatically applied, and any remainder will be refunded. Refund checks take approximately three weeks to process and receive.

Transportation

- Parents or guardians must transport their children to and from camps each day.
- **Walkers or Bikers:** Any child, allowed by parents or guardians to walk or bike to and from camps must provide the instructor with a written note, on the first day of camp, permitting the child to do so.
- The time of arrival and departure of the camper from our camp must be written on the note.
- Parents must accompany the child on the first day of camp to check in and give notes to the instructor.

Parking

- Parking is only allowed in designated parking spaces.
- Do not park in Fire or Bus lanes. They are still in use during the summer months. You could be towed or ticketed if you do.

Camp Times

- Campers are **NOT** to be dropped off early for camps and they must be picked up promptly at the end of camps.
- Please be sure to make every effort to have your child in camp during the camp hours.

Check-In/Check-Out

- Check-in for the camps at Williston Central School is on the west side of the building near the "After Hours Entrance."
- Campers must be checked in and checked out each day they are at camp by a parent or guardian.
- Parents and/or guardians must accompany their child for check-in each day.
- No child is to leave camp or the property with any adult, without first checking out with the instructor or designee.
- Children must inform the instructor if they are not to leave with a certain adult or are uncomfortable going with any adult.

Appointments/Early Pick -Up

- Late Arrivals & Early Pick-ups are highly discouraged during the camp day. It interrupts your child's experience and is distracting to the camp community.
- Parents should avoid making appointments when their child is attending camp. If you do so, you will need to plan around the camp schedule.
- Camp Staff must be informed of the appointment at check-in in the morning. Plan for extra time when picking up your child. Campers will have to be retrieved from their groups' activity.

How To Reach Camp

- If you must get a message to camp during camp hours, an email will be provided in the welcome email that is sent before the camp's first day.
- Do not call the Rec. Dept as the Rec. The staff is out at camps and doesn't have access to phone messages.
- Do not call the school, the secretaries are not there to take messages and don't have regular hours in the summer.

Visitors

- Personal visits by parents, relatives, and/or friends during camp are not allowed.
- All people at camp must be a registered participant.

Camp Property

- No camper is to leave the camp property at any time.
- If a camper runs away or does not remain with the group, parents will be notified and required to pick up their child from camp.

Labeling

- It is very important that all personal items and clothing be marked with your child's name with permanent ink or labels.
- The camps are not responsible for lost, misplaced, or stolen items.

Lost & Found

- Please be sure to check for lost and found items daily.
- At the end of the summer all lost and found items will be kept at the Recreation Office until the end of the Fall season, at that time all items are donated to a local charity.

Health And Safety Information

- The health and safety of each camper is always our primary concern. Please read the following information.

Illness:

- Do not send your child to camp if they are not feeling well.
- There is not a nurse on staff or accommodation for ill children.
- Parents will be contacted to pick up their child from camp if their child is ill.

Emergencies:

- In the event of an accident or sudden illness, the instructor is equipped with the supplies and certified staff to administer first aid/CPR/AED.
- If the situation warrants further attention, the proper emergency services will be contacted.
- Parents will be notified by phone if any injury or illness requires medical attention. If parents cannot be reached the emergency contact person, that is indicated, will be notified.
- If a minor injury or illness occurs, parents will be notified at the time of pick-up.

Medications:

- Children should take medication at home if possible.
- If meds need to be administered at camp- Parents must fill out a **Medication Authorization Form** and follow the Medication Policy
- All meds that are needed to be taken at camp will be kept with the instructor.
- A Medication Authorization Form and a week's worth of the medication must be brought in each Monday that your child attends and given to the instructor.

Epi - Pens

If your child must carry an Epi-Pen, Parents must fill out a **Medication Authorization Form** and follow the Medication Policy. Camp staff must be told where it will be carried on the first day of camp. It is the responsibility of the camper to always keep track of its location. Parents may also provide a backup Epi-pen that will be stored in the Summer Camp Director's Office unless needed.

Updating Your Contact Information & Keeping Us Informed

- The Camp Director & Assistant Director need to be able to reach you whenever necessary.
- If at any time you will be at a different location or number for the day, inform the camp staff in the morning at check-in.
- Camp staff need to be kept updated and informed on anything that could affect your child's behavior or attitude in camp.
 - For example, if things are upsetting your child about camp or if there are things outside of camp causing stress.

Lunch & Snacks

- All lunches and snacks must be healthy and provide your child with the energy to be active.
- All food must be non-perishable, as there is no refrigeration. Lunch bags/boxes with reusable ice packs work best.
- Be sure to label your child's lunch box with their name.
- Campers attending camps that are all day or attending a morning and afternoon Camp, must have snacks, lunch, and drinks.
- If your child is doing a morning and afternoon camp in the same week, the staff will meet them, have lunch, and get them to their afternoon camp. The time between camps is free. Campers must bring a lunch with them each day.

Nut Free

- Due to the high risk of nut allergies, our camps are nut-free.
- Help us provide everyone with a positive, safe camp experience. Do not send any nut food products for snacks or lunch.

Sunscreen & Repellent

- Parents must apply sunscreen to their children before coming to camp.
- This will help us to ensure that everyone has it on and our staff will encourage children to reapply throughout the day.
- Sunscreen bottles must be labeled and packed in the child's backpack.
- See the ***Sunscreen Policy***
- For camps doing outdoor activities, campers must have insect/tick repellent that can be applied when needed.

What To Wear

- **Clothing for the Day-** Campers must dress in comfortable clothing that they can play and be active in.
 - T-shirts, shorts, sweatpants or wind pants, and shoes. On cooler days- a fleece or sweatshirt. Dress in layers.
- **Shoes-** Sneakers that tie or Velcro or shoes that stay on the feet and protect the toes are required of all campers.
 - No clogs, crocs, sandals, flip-flops, flats, or other footwear that doesn't stay securely on or protect the entire foot.
 - Campers must wear shoes at all times while at camp.

What To Bring

- **Water Bottle-** Campers must have a water bottle marked with their name.
- **Snacks & Drinks-** Campers need to bring snacks and drinks for morning, afternoon, or camps that are all day.
- **Lunch-** Campers who are staying all day for camps must have a lunch.

What To Pack- Packing everything in a backpack is necessary to keep your child's gear together

- **Sun Protection-**
 - All campers must have a hat and sunglasses for protection.
 - Campers must supply their sunscreen, and the bottle must be labeled with the child's name.
 - Sprays are the best and the easiest to apply.
- **Insect/Tick Repellent-**
 - Campers must have a bottle of Insect/Tick Repellent. This must be packed and will be used as needed.
- **Warm Clothing-** Campers should dress in layers or have extra layers to put on. Pack sweatpants and a sweatshirt for layering.
- **Extra Set of Clothing-** It is important to pack an extra set of clothing for your child. They need to be prepared for all types of weather and accidents. (An extra set of shorts, T-shirt, socks, and underwear will ensure that your child is well prepared).
- **Rain Gear-** Must be packed daily. Camps may go outside during a light rain.
- **Bathing Suit & Towel-** Must be packed daily. On hot days camps may take the opportunity to cool campers.
- **Water-Specific Shoes or Sandals-** Campers are required to wear a water-type shoe for any water-type activity.
- **Personal Gear-** Pack any personal gear that your child will need during the camp.

What Not to Bring

- The camps are not responsible for any items lost or stolen that have been brought to camp.
- Parents must be aware of what their children are packing and bringing to our camps.
- **ELECTRONICS-** Cell Phones, Pads, Tablets, Games, Radios, MP3 Players, Computers, etc. All types of electronic items. We seek to provide a special experience, free from electronic distractions. The day will be busy enough that they will not have time to use them. These items also are a temptation to others to use or to have. Staff may confiscate these items to be returned to the parents at pick up.
- **TOYS-** All other types of toys, games, and personal equipment must also remain at home for the same reason as above. We are trying to provide a fun distraction-free environment.
- **PETS-** No pets are allowed at camp at any time.
- **MONEY-** Money is not needed at camp. It is not necessary for activities as well as there is nothing to purchase when at camp. Be aware that if money is brought to camp, campers are responsible for it. The instructor will not hold money for campers.