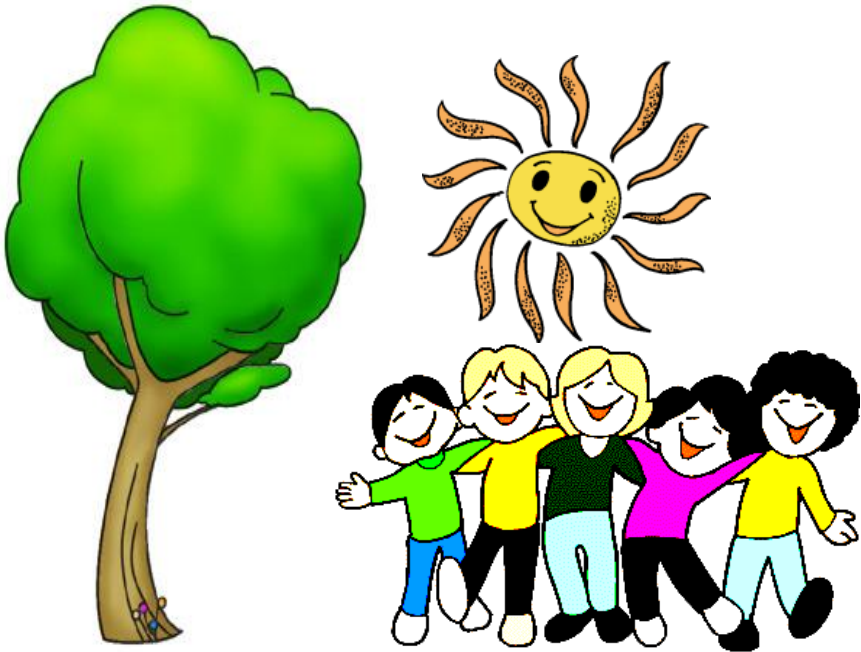


THREE VILLAGE CENTRAL SCHOOL DISTRICT

Summer Recreation

July 5 – August 12, 2022



Parent/Guardian & Camper Handbook

Please review all of the guidelines in this handbook before registering your child for camp. As part of the registration form, you will need to acknowledge that you understand and agree to all of the districts policies.

PHILOSOPHY

The Three Village Summer Recreation Program was organized 33 years ago to accommodate a community need for a program that would provide a safe, healthy, and fun-filled summer for our students. Our program is designed to offer age appropriate activities during which the children in the community can develop socially, physically, and emotionally. We strive to make the summer one that the campers will remember and want to experience again.

Our staff is committed to making your son/daughter feel special. We encourage them to develop a good relationship with each camper to achieve this goal. We train our staff to be enthusiastic, friendly, compassionate, and above all, supportive of each child. We expect them to supervise the children in a caring and safe environment at all times.

There will be an optional parent informational meeting on 6/14 @ 6pm in the Ward Melville High School Auditorium.

GENERAL POLICIES

REGISTRATION

Camp is open to all students who will be entering grades K-6 in September 2022. Students entering kindergarten must be five (5) years old by December 31, 2022. Campers turning five (5) after December 31, 2022 may sign up for camp provided they have a letter from the district showing that the child is registered for kindergarten. This letter is available when you register at North Country. Nonresident campers must show proof from their respective school district on district letterhead.

Our regular registration period will run from Tuesday, March 15th – Tuesday, April 12th. During this time, nobody will be closed out. Once regular registration closes, we cannot guarantee acceptance into our program as this will be dependent on several factors such as group sizes and staffing. All optional field trips will be closed to late registrants as busing, tickets, etc. would already be secured. There is a non-refundable \$50 fee that will be deducted from any refund requests prior to the beginning of camp. There will be no refunds issued once camp begins.

In order to fully register for camp, you must log into myschoolbucks, open and complete the attached google form at the bottom of the registration page and pay for camp on myschoolbucks. Once both of these tasks are complete, you are officially registered. This must be done for each child you are registering for camp. Non-residents must provide proof of vaccination and a physical clearance form that must be completed by a doctor before camp begins. Forms can be accessed by visiting: <https://sites.google.com/3villagecsd.org/3vmedical-forms/home>

CONTACT

Before the start of camp on July 5, all questions/concerns can be directed to the Athletic Office at Ward Melville High School: 631-730-4980.

HALF DAY

Our Half Day Program will run from Tuesday, July 5th – Friday, August 12th, Monday – Friday. The program will run at Mount Elementary School from 9:00am to 12:30pm. Drop runs between 8:45 – 9:15. Pick up runs from 12:30 – 1:00. Early AM Care beginning at 8:00 a.m. is

available to Half Day campers at an additional fee. AM Care will not be prorated.

FULL DAY

Our Full Day Program will run from Tuesday, July 5th – Friday, August 12th, Monday – Friday. This will take place at Minnesauke Elementary School from 9:00am to 4:00 pm. Drop off runs from 8:45am – 9:15 am. Pick up runs from 3:30 – 4:00. AM Care (8:00 a.m.) and PM Care (5:00 p.m.) are each available at an additional fee. Only those children who are registered for extended care will be allowed to attend. We will not be prorating the fee for extended care. Camp ends at 4:00 p.m. sharp for those campers without extended care, and 5:00 p.m. sharp for those who do have extended care. There will be a \$10.00 fee for every five minutes late past your child's pickup time someone arrives and this fee may be billed by the district at the Directors discretion.

ARRIVAL/DEPARTURE

HALF DAY

Parents/guardians of half day campers are to drop off and pick up their children at the front bus circle at Mount Elementary School. Due of limited space, it is best to keep the drop off and pick up moving. In order to do this, please do not park your car in the bus circle. If you need to speak to someone, we ask that you park on the side of the building and walk your child around. When arriving at or leaving school grounds, parents/guardians should follow the traffic pattern designated by the security guard or summer recreation supervisor.

FULL DAY

Parents/guardians of full day campers are to drop off and pick up their children at the front bus circle at Minnesauke Elementary School which should be accessed from the school entrance off of Bennetts Rd. Due to limited space, it is best to keep the drop off and pick up moving. In order to do this, please do not park your car in the bus circle. If you need to speak to someone, we ask that you park on the side of the building and walk your child around. When arriving at or leaving school grounds, parents/guardians should follow the traffic pattern designated by the security guard or summer recreation supervisor.

CAMP GUIDELINES

1. All campers are expected to wear safe and appropriate clothing to camp. Each child will be provided with one camp T-shirt. If your child attends our optional field trips, this must be worn on days the trips are scheduled.
2. All campers are expected to behave in a safe, positive, and appropriate manner with the other campers and counselors. If campers are consistently unable to follow camp rules, parents will be notified and appropriate consequences will follow.
3. All campers are expected to wear appropriate footwear at all times. For their protection campers must wear sneakers (no flip flops) when playing both indoors and outdoors. The only exception is water shoes when the campers use the sprinklers. Please make sure that your child brings a pair of water shoes to camp if they would like to play in the sprinklers. Bare feet are strictly prohibited.
4. Campers are expected to remain with their counselors at all times.
5. Campers who need to use the bathroom must inform the counselor who will make sure the camper gets to and from the bathroom safely.
6. Campers should have a bathing suit and towel with them each day.
7. Your child's clothing and other belongings should be labeled. This will help us in returning anything that may be lost.
8. The lost and found is located in the supervisor's office.
9. No one should bring anything to camp that may be harmful to themselves or to others.
10. Absolutely no water guns are permitted at the camp.
11. Please avoid glass bottles or containers when packing food and drinks.

12. Please do not send your child in with electronic toys, cellphones, video games, I-pods, or the like to camp. Children who bring their cellphones to camp will be required to keep this in their bag throughout the day. The district will not be held accountable if articles are damaged, lost or stolen.
13. Campers are responsible for taking care of the supplies, equipment, and facilities at the camp in an appropriate manner. If a camper is found abusing any of the above, their parent/guardian will be responsible for the cost of repairing or replacing anything broken through misuse or vandalism.
14. Please send your child in with snacks and lunch (Full Day Camp) as well as water each day. No food will be available for purchase on site.
15. During the first week of camp schedules will be sent home as well as the camp office phone numbers and an optional remind app invitation. This will help you stay abreast of camp announcements

STAFFING

1. We staff the camp at an average ratio of 1 counselor to 10 campers (1:10). The ratio for the various grades are as follows: **K-1** is 1:6, **grades 2-3** is 1:8, **grade 4** is 1:10, and **grades 5-6** is 1:14. These numbers may vary slightly depending on enrollment.
2. All of our supervisors and special area counselors are trained in First Aid/CPR and in universal precaution strategies for the safety of the campers.
3. The majority of our counselors have experience working with children. The counseling staff is made up primarily of college students and high school students. Our supervisors are certified teachers and/or administrators.

FIRST AID

The Summer Recreation Program is committed to providing a safe and healthy environment for all the campers. Unfortunately, accidents do happen. It is required that all parents or guardians fill out TWO emergency contact cards for their camper. In the event a camper becomes ill or injured, please take note of the following:

1. Medical personnel will be on site at both camp locations.
2. Campers who become ill or injured must inform their counselor. Emergency treatment of each camper will be guided by the American Red Cross Standard First Aid procedures. Three Village Central School District Standing Medical Orders will also be adhered to.
3. Parents will be notified of all illnesses and injuries, including those that do not require a camper to go home. When a camper must go home and a parent is not available, the camp will call the emergency contact person on the emergency contact card.
4. In the event a camper is injured and must be transported to the hospital, the parent will be notified and asked to come to the school or meet the ambulance at the hospital. In the event that the parent cannot be located, a supervisor or director at the camp will escort the camper to the hospital and stay with him/her until the parent/guardian arrives.
5. Children who are required to take medication during the day must follow the district procedure for Administration of Medication including the completion of all permission forms. Please call the recreation office for additional information.

ACCIDENT INSURANCE

Our insurance is an excess coverage plan that goes into effect after the parent/guardian files a claim with their personal insurance company. All of our campers are covered on the District's Student Accident Insurance Plan within reasonable and customary charges.

In the event your child is injured at the camp, the parent/guardian may check with the recreation office if they have any questions about the district's insurance.

FIELD TRIPS

1. Scheduled field trips are based on age. The trips are organized for kindergarten through third grade, and fourth through sixth grade.
2. **Enrollment for field trips closes after the regular registration period ends. Trips cannot be added for anyone registering for camp late.**
3. All campers going on a field trip must wear their camp t-shirt on the day of a trip.
4. All campers must bring a bagged lunch for field trips. Campers may buy food at the field trip site if available.
5. Refunds for field trips will only be given for medical reasons. A physician's note is required.
6. If campers damage property on a field trip, their parent/guardian will be held responsible for the cost of repair or replacement. We expect the campers to behave appropriately at all times. Campers who are not willing to do this will be excluded from future trips, or removed from camp completely.
7. The cost of a trip is based on transportation and admission fees only.
8. There are regular camp activities for those campers who are not signed up for field trips.
9. All field trips return to our full day site at Minnesauke and some trips return after Half Day Camp has ended
10. At the beginning of each week, any child attending a field trip will receive a handout listing the particulars of that trip as far as what to bring, departure time and return to camp time.

THREE VILLAGE CENTRAL SCHOOL DISTRICT

Director of Health, Physical Education,
Recreation, and Athletics

Kevin Finnerty

Summer Recreation Program Director

Christina Driscoll

THIS FORM MUST BE ACKNOWLEDGE ON THE GOOGLE
FORM AS PART OF THE REGISTRATION PROCESS



Cheryl Pedisich, **Superintendent of Schools**
Jeffrey Carlson, **Deputy Superintendent, Business Services**
Gary Dabrusky, Ed.D., **Assistant Superintendent, Human Resources**
Kevin Scanlon, **Assistant Superintendent, Educational Services**

Board of Education

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Susan E. Megroz Rosenzweig, Vice President

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