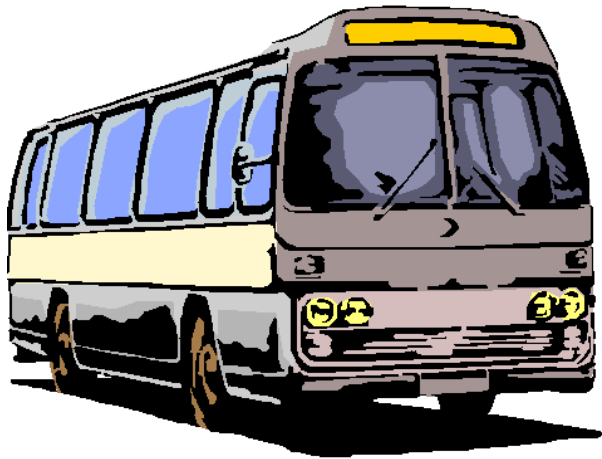


THREE VILLAGE CENTRAL SCHOOL DISTRICT

SUMMER RECREATION TRAVEL CAMP



Parent/Guardian/Camper Handbook

IMPORTANT: Please sign the Parent/Guardian acknowledgment statement stating you have read and understand the policies noted in this handbook at <https://threevillage-ny.finalforms.com>.

PHILOSOPHY

The Three Village Summer Recreation Program was organized 29 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 children 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. It is our expectation to develop a relationship with you and your child that allows you to trust us and know that we will treat your children as our own.

GENERAL POLICIES

REGISTRATION

Travel camp is open to all students entering grades 7-9.

CAMP HOURS

1. Travel camp runs from 9:00 a.m. to 4:00 p.m. (Times may vary based on location of trip)
2. Extended A.M. care starts at 8:00 a.m.
3. Extended P.M. care ends at 5:00 p.m. *sharp!*
4. Only those campers who have registered for the extended day will be allowed to stay after.
There is an additional fee for extended care.
5. Some trips leave prior to 8:00 a.m. and some trips return after 4:00 p.m. Please refer to the calendar and/or “*Week at a Glance*” which will be posted on our district website.

The late fee policy is as follows:

\$10.00 fee for every 5 (five) minutes past 5:00 p.m. extended day or 4:00 p.m. regular day. There will be no exceptions and this fee must be paid at the time of pickup. If this should occur more than 2 (two) times your child will be removed from the program WITHOUT refund.

CELL PHONE POLICY

Campers will not be permitted to carry cell phones throughout the day. Cell phones will be collected by the camp supervisor on a daily basis, and returned on the bus ride back to Ward Melville, in time to call home regarding pick-up time.

CAMP GUIDELINES

1. All campers are expected to wear safe and appropriate clothing to camp. Please do not allow them to wear t-shirts or other clothes that have negative or inappropriate sayings, language, or images. Each camper will be provided with two t-shirts. This shirt **MUST** be worn on a daily basis.
2. All campers are expected to behave in a safe, positive, and compassionate manner with the other campers and counselors. Parents will be kept informed of any problems during the summer. Campers unable to follow camp rules will be disciplined appropriately. The following disciplinary actions will be taken:
“The Three Strike Rule”*
1st offense: warning & phone call home
2nd offense: 1-day suspension and phone call home
3rd offense: removal from camp **WITHOUT** refund
***Please Note: Depending on severity of 1st or 2nd offense, the disciplinary action for a 3rd offense may take place, if deemed appropriate by supervisor/director**
3. Fighting will not be tolerated nor accepted as appropriate behavior. Failure to adhere to this policy will result in the following:
“The Two Strike Rule”**
1st offense: automatic suspension plus phone call home
2nd offense: automatic removal from camp **WITHOUT** refund
****Please Note: Depending on severity of 1st offense, the disciplinary action for a 2nd offense may take place, if deemed appropriate by supervisor.**
4. All campers are expected to wear appropriate footwear at all times. Trip destination will determine proper footwear. Refer to the “*Week at a Glance*.”
5. Campers are expected to remain with their counselors at all times.
6. Your child’s/children’s clothing should be labeled. This will help us in returning any lost or misplaced items.
7. The lost and found is located outside the recreation office in the gymnasium.

8. Absolutely no one is to bring anything to camp that may be harmful to themselves or to others.
9. Absolutely no water guns are permitted at the campsites.
10. Absolutely no **GLASS** bottles or containers are permitted.
11. Electronic toys, playing cards, ipods, etc. **ARE** permitted on buses, however they may **NOT** be brought into or used at trip sites. TVCSD is not responsible for lost or stolen items.
12. Campers are responsible for taking care of the supplies, equipment, and facilities at the camp in an appropriate manner. If campers are 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. 13. All campers are required to bring a bagged lunch. Campers who wish to purchase lunch may bring money when concession stands are available. Refer to “*Week at a Glance*.”
13. **Group Selections:** Campers are given the opportunity to request placement in a group with a friend by filling out the Group Request Form at <https://threevillage-ny.finalforms.com>. If your child is not presently familiar with current camp members, the staff will place your child into an age/gender appropriate group. If your child is unhappy with his/her group placement, we will do our best to accommodate him/her to the best of our abilities. The staff reserves the right to change group members when deemed necessary due to personality conflicts and/or inappropriate behavior. **It is important to fill out the Group Request Form so that we can appropriately place your child at <https://threevillage-ny.finalforms.com>.**
14. **Bus Safety:** All children are required to act in a responsible and appropriate manner at all times while riding the bus.
The following bus rules apply:
 - ◆ No standing or walking (campers will remain seated at all times)
 - ◆ All body parts must remain inside the bus at all times
 - ◆ Campers may not throw anything out of the bus windows or in the bus itself.
 - ◆ Campers will not deface bus property.
 - ◆ Campers will be kind, courteous, and respectful to bus drivers at all times.

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 and an accident report must be filed.

Arrival and Departure

1. All campers will be dropped off and picked up on the North Side of Ward Melville High School.
2. The children will then meet with their counselor(s) for attendance to begin the day's activities.
3. When arriving at or leaving school grounds, parents/guardians should follow the traffic pattern designated by the barriers for safety and to reduce traffic congestion.
4. Please be sure to pick your child/children up at the designated time. If you are going to be late please notify the camp office and/or counselors.
5. Parents/guardians must make arrangements for their child to be picked up in a timely fashion. Parent/guardians who are consistently late picking up their child/children will be assessed the extended day fee.

PLEASE DO NOT:

- ◆ **PARK YOUR CAR ALONG THE CURB**
- ◆ **DOUBLE PARK**
- ◆ **LEAVE YOUR CAR UNATTENDED**
(EXCEPT IF YOU PARK IN A MARKED STALL)

STAFFING

1. All of our staff is trained in first aid/CPR and in universal precaution strategies for the children's safety.
2. The staff is made of up certified teachers.
3. We staff the camp at an average of 1 counselor to 10 campers (1:10). These numbers vary slightly depending upon enrollment.

FIRST AID

The summer recreation program is committed to providing a safe environment for all of the campers. Parent or guardians must complete two emergency contact cards. In the event a camper becomes ill or injured the following procedures will be followed:

1. Emergency treatment of each camper will be guided by the American Red Cross Standard First Aid procedures. TVCSD Standing Medical Orders will also be adhered to.
2. 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.
3. 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 the parent cannot be located a supervisor from the camp will escort the camper to the hospital and stay with him/her until the parent/guardian can get there.
4. 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 at <https://threevillage-ny.finalforms.com>.
5. All buses will be equipped with first aid kits.

CONCLUSION

We look forward to seeing all of you this summer. Please remember, in order for camp to be an enjoyable and fun experience; positive parent, staff, and child collaboration is necessary. Thank you in advance for your support and cooperation.

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

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