

Cairo Summer Recreation Handbook



Welcome

The Cairo Summer Recreation program is a six week program for children entering Kindergarten - Grade 6. There is also a supervised park program for grades 7-9. The Program runs Monday thru Friday, 9am to 11:45am, July 6 - August 11, 2023, hours may differ on certain field trip days. The program is free to residents of the Town of Cairo and its Hamlets. A daily event calendar will be available on the first day of the program. Updates, sneak peaks and more will also be posted on our closed Facebook group page. See the program director for access. This program is licensed by the New York State Health Department and provides an opportunity to use summer leisure time constructively.

- It is your responsibility to drop your child off and pick your child up on time. Counseling staff is not available to watch campers before or after camp

Services Provided:

The Cairo Summer Recreation Program offers children a variety of appropriate and diverse activities. Activities include arts and crafts, sports and games and playground time. A daily calendar is provided at the start of camp.

Mask Usage:

New York State Department of Health guidelines for camps do not require masks for children at this time. However, if a parent wants their child to wear a mask during camp, this is acceptable.

Drop Off & Pick Up Times:

Staff are hired to supervise children from 9:00am until 11:45am. It is your responsibility to drop your child off at these times. If you need to pick your child up earlier, please provide the Camp Director with a written note stating what time and who will be picking your child up.

Arrival and Departure Policies:

- Parents must escort campers in grades K-5 to the check-in table and sign them in. At the end of camp, campers in this age group must be signed out by a parent or their approved representative. Campers in grades 6-9 can sign themselves in and out of camp.
- Campers may only leave with an authorized person listed on the registration form. If someone else is to pick up your child, you must send in a written note in advance notifying the camp staff. Phone calls are only accepted in case of an emergency. Our staff will require identification from anyone picking your child up that they do not recognize. Anytime you need to make a change to the registration form, call the Camp Director at 518-423-9934.

Program Orientation:

Orientation is held for campers on the first day. Orientation includes general information, rules, tour of the park, special activities and an explanation of possible site hazards. Campers not present on the first day will receive their orientation on the first day that they attend.

What to Bring/Wear:

- Summer Recreation is an outdoor program, wear clothing appropriate for an outdoor setting. For your child's protection, gym shoes are required. Sandals or flip-flops are not allowed.
- Bring a **LABELED WATER BOTTLE** daily.
- Please do not send your child with personal items and electronics. Everything is open to view/hands of all campers. There are no separate areas to keep money, toys, etc.. ***The Town is not responsible for lost or stolen property. Campers are not allowed to use cell phones.***
- Sunscreen is recommended and should be applied before the start of the program. Counselors can not apply sunscreen.

Responsibilities of Parent and Child:

Please prepare your child for Summer Recreation. Explain all rules and regulations to him/her. Talk to your child about wanting or not wanting to spend his/her summer with us. Please let us know of any problems your child may be experiencing at summer recreation.

Appropriate Recreation Behavior:

- Respect for others, counselors and property
- Use of appropriate language
- No hitting, tripping, pushing, tackling, kicking, fighting or wrestling
- Children may not leave the recreation area without permission from a counselor
- Children may not leave the program without signing out
- Everyone is expected to help in picking up after games and activities

Discipline Procedures:

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. The following procedures are followed regarding disciplining children:

- If a child does something unacceptable, the counselor will try to redirect the child by getting them interested in another activity and an explanation will be provided as to why the child cannot behave in that manner.
- If the child persists, if the behavior warrants it, a time out will be used as a cooling off period. After the timeout period, the behavior and appropriate choices that should be made will be discussed with the child.
- The counselor will discuss recurring discipline challenges with the parent.
- In cases of recurring or severe misbehavior, parents will be contacted for a conference to discuss the behavior to try to work things out.
- If the misbehavior continues, the Director may place the child on a probationary period.
- 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.
- 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.

Behavior Rules on Field Trips:

- Always listen for directions from Counselors
- Make sure you can see your counselors at all
- Always go with a buddy, never alone
- Keep money in a labeled sealed envelope
- Wear appropriate clothing

Emergency Procedures:

When children are in Camp, they run, yell, play hard and occasionally fall and skin their knees. 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:

Emergency fire drills are held two times during the program.

Inclement Weather Policy:

On occasion camp may be canceled due to severe weather in the forecast. A decision to cancel will be made by 8:30am the day of camp. In the event of cancellation a notification will be posted on our Facebook page. There will be camp if weather conditions call for a light drizzle. If conditions change to extremely heavy rain, wind, or an

electrical storm, all parents/guardians must pick up their child immediately.

Volunteers

Parent volunteers are always welcome and appreciated. If you would like to volunteer please see the program director.

Non-Residents

Non-residents may join the program if there is room. There will be a \$50.00 activity fee when registering. Field trip fees will be separate. All rules and policies for Recreation will apply.

Junior Counselor Program

A Junior Counselor is a volunteer position that includes assisting counselors with various activities and general supervision of children during the program. The Junior Counselor position is open to teens 13 to 15 years old. A junior counselor must exhibit qualities of leadership, maturity and responsibility. See the Camp Director if interested or for more information.

- the camp is required to be inspected twice yearly; and
- the inspection reports and required plans are filed (address of state, county or city health department) and available for their review.

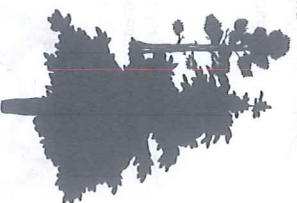
Responsibilities of Local Health Departments

- To review and approve the required written camp plans for compliance.
- To inspect camps to assure that: (1) all physical facilities are properly operated and maintained; and (2) adequate supervision exists to provide a healthy and safe environment in accordance with the New York State Sanitary Code.
- To issue a permit to operate when the required plans and inspection results are satisfactory.
- To investigate reports of serious incidents of injury, illness and all allegations of abuse or maltreatment.
- When requested, to provide parents or guardians of prospective campers an opportunity to review inspection reports and required plans.

The time and effort spent in selecting the camp your youngster will attend is important. Keep in touch, especially if it is your child's first camp experience. If possible, visit the camp before and during the camping season.

Information

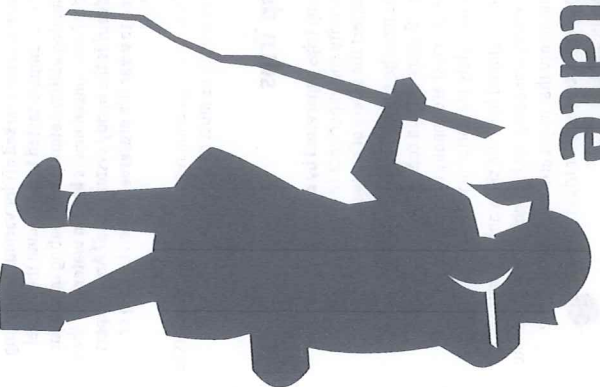
For further information about New York State health laws relating to summer camps, call the State Health Department's Bureau of Community Environmental Health and Food Protection in Troy at 1-(800) 458-1158, ext. 27600.



State of New York
Department of Health

6/08

Children's Camps in New York State



In New York State, summer camps must have a state, city or county health department permit to operate legally. These permits are issued only if the camp is in compliance with the state's health regulations. The permit to operate must be displayed in a conspicuous place on the premises.

The camp must be inspected twice yearly by a health department representative. At least one inspection must be made during the time the camp is in operation. Each camp is checked to make sure that the physical facilities are safe and that supervision is adequate. When choosing a summer camp for your child, consider the following:

Staff Credentials/Supervision

What are the qualifications of the camp director?

The New York State Health Code requires that the director of an overnight camp be at least 25-years-old or hold a bachelor's degree; a day camp director must be at least 21-years-old.

All directors must have experience in camping administration or supervision. Camp directors' backgrounds are screened by the Office of Children and Family Services Central Register Database for reported incidents of child abuse and maltreatment. Their backgrounds are also screened by the Health Department for criminal convictions. Only individuals who are considered to pose no risk to campers are accepted by the Health Department as camp directors.

What are the qualifications of the camp counselors and how are campers supervised?

Counselors must have experience in camping and supervision of children or have completed an acceptable training course. Stringent counselor-to-camper ratios and staff qualifications are mandated for supervision of swimming, archery, riflery and camp trip activities.

At overnight camps, 80 percent of the camps' counselors must be at least 18-years-old; up to 20 percent may be 17-years-old. There must be at least one counselor for every 10 children aged eight years or older, and one

counselor for every eight children younger than eight years old.

At day camps, counselors must be 16 years of age or older. There must be a minimum of one counselor for every 12 children.

Camps that must provide at least 10 counselors may choose to use counselors-in-training (CITs) to meet 10 percent of the required number of counselors. These CITs must be at least 16 years of age at an overnight camp and 15 years of age at a day camp. They must work with senior staff, have had previous experience as a camper and complete a training program. Ask the camp operator if any of their counselors are CITs and how they are used to supervise campers.

Ask about the camp's staff and supervision procedures, including discipline policies. Do they meet your expectations?

Health

Ask about medical coverage and when you will be notified if your child becomes ill or injured. Is a doctor or nurse in residence or on call for campers at all times?

Physicians or nursing services must be available. All summer camps in New York State are required to have a health director and a written medical plan approved by the Health Department. The written

plan must include, among other things, provisions for medical, nursing and first aid services. Injuries and illnesses must be reported to the Health Department and are thoroughly reviewed.

Does the camp require medical records for campers?

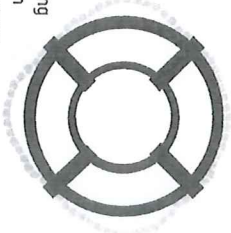
Camps must keep current medical history reports on file for all campers. Be sure to detail your child's history of immunization, illness, disability or allergy. Specify special diets and activity restrictions. Provide instruction for any medication your child must take.



Camp Safety

Are the camp facilities and activities safe?

The camp operator must develop a written plan to include maintenance of facilities, provisions for training staff members and orientation of campers, supervision of campers, campsite hazards, emergency procedures and drills, safety procedures and equipment for program activities.



Swimming

Are waterfront personnel qualified?

Are campers always supervised while in the water?

All waterfront activities at camps in New York State must be supervised by an experienced certified lifeguard or water safety instructor. On site, one qualified lifeguard is required for every 25 bathers. All aquatic staff are required to be trained in cardiopulmonary resuscitation (CPR).

Camps that use off-site pools or beaches operated by others must make special arrangements to provide a safe activity. Even off site, the camp remains responsible for supervising campers.

Some children's camps use sites for swimming that are not inspected by local health departments. Parental permission is required in these instances, and the camp must follow established guidelines to protect campers.

While campers are involved in aquatic activities on site, there must be one counselor for every 10 campers eight years or older; there must be one counselor for every eight children aged six and seven; and one counselor for every six children younger than six years old.

When swimming off-site, there must be one counselor for every eight campers six years or older and one counselor for every six campers younger than six years.



Are bathing areas marked off for various swimming skills? Are campers tested to determine their level of swimming ability before participating in aquatic activities? Are nonswimmers kept in water less than chest deep? Is the buddy system used? Are campers required to wear life preservers when boating or canoeing?

New York State regulation requires that the answers to all these questions must be "yes."

Camp Trips

Are camp trips supervised by counselors who have the maturity and experience to make decisions that could affect the safety of campers?

All trips must be supervised by a trip leader who is at least 18 years old and competent in the activity. Counselors must accompany trips and all staff must review the safety plan prior to the trip.

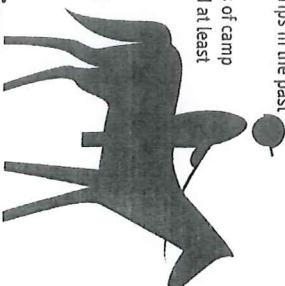
Counselors should have the skills and expertise in the camp activity (canoeing, rock-climbing, etc.) to handle any emergency that might arise. Ask whether the camp has conducted similar trips in the past without incident.

In New York State, the drivers of camp vehicles must be licensed and at least 18-years-old. Seat belts must be worn when provided and vehicle capacities not exceeded. When transporting children in a truck, only a truck cab can be used.

Sports and Activities

How are activities in craft shops supervised, especially when campers are using dangerous tools, such as power saws and lathes? Are archery and rifle ranges at a safe distance from activity centers? Are spectators protected at baseball fields and similar areas? Do players wear protective equipment?

State regulation requires that archery, rifle and horseback riding be supervised by counselors with special training in those activities.



Fire Safety

Are there periodic fire drills for both campers and staff? Does each floor of every building have fire exits in two different locations? Are flammable materials (gasoline, pool chemicals, etc.) stored away from activity centers and kept under lock and key? Are functioning smoke detectors located in every sleeping room?

All of the above are mandatory in New York State.

Location and Facilities

Are barriers erected against such natural hazards as cliffs and swamps? Are foot trails located away from such dangerous areas and from heavily traveled roads and highways? Do the camp facilities (bunks, bathrooms, mess hall, recreation facilities) meet your aesthetic tastes and those of your child? Is the camp located in an area that will not aggravate your child's allergies? Will your child be required to perform chores, such as cleaning or cooking?

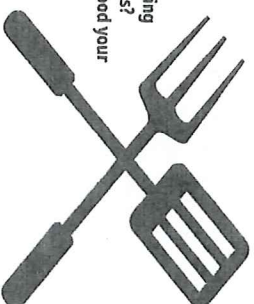
For information on the camp's location and facilities, visit the camp or interview the camp operator by telephone, prior to making a decision to enroll your child at the camp.



Nutrition

Are good health practices observed in the camp kitchens, dining areas and food services? Does the camp serve food your child likes?

At camps in New York State, food must be prepared from inspected sources. Food preparation and handling activities are reviewed to assure safe and sanitary practices. Kitchen employees must be healthy and follow hygienic practices. Potentially hazardous food must be maintained below 45°F or above 140°F.



Rights and Responsibilities

The regulatory program of the New York State Department of Health places specific responsibilities on camp operators, and on local health departments that enforce department regulations. Following is a summary of rights and responsibilities:

Rights of Parents and Guardians

- To be informed by the camp director, or his or her designee, of any incident involving your child, including serious injury, illness or abuse.
- To review inspection and investigation reports for a camp, which are maintained by the local health department issuing the camp a permit to operate (present and past reports are available).
- To review the required written camp plans. These are on file at both the camp and the health department issuing the permit to operate.

Responsibilities of the Camp Operator

- To inform you and the local health department if your child is involved in any serious injury, illness or abuse incident.
- To screen the background and qualifications of all staff.
- To train staff about their duties.
- To provide supervision for all campers 24 hours a day at overnight camps, and during hours of operation for day camps.
- To maintain all camp physical facilities in a safe and sanitary condition.
- To provide safe and wholesome meals.
- To have and follow required written plans for camp safety, health and fire safety.
- To notify the parent or guardian, with the enrollment application or enrollment contract, that:
 - the camp must have a permit to operate from the New York State Department of Health or the designated permit-issuing official;