

**Town of Milton  
Summer Recreation Program  
At Burgess-Kimball Memorial Park  
Rowland Street, Ballston Spa**



**PARENT HANDBOOK**

Town of Milton  
Summer Recreation Program



## Table of Contents

<b>Welcome</b>	<b>page 3</b>
<b>Camp Objectives</b>	<b>page 3</b>
<b>Mask Usage</b>	<b>page 4</b>
<b>Drop-off/Pick-up</b>	<b>page 4</b>
<b>Arrival/Departure Policies</b>	<b>page 4</b>
<b>Pedestrian and Bike Safety</b>	<b>page 4</b>
<b>Rules of the Road</b>	<b>page 5</b>
<b>Personal Information</b>	<b>page 5</b>
<b>Program Orientation</b>	<b>page 5</b>
<b>Camp Attire</b>	<b>page 6</b>
<b>Sunscreen/Insect Repellent</b>	<b>page 6</b>
<b>Personal Items</b>	<b>page 6</b>
<b>Special Needs</b>	<b>page 6</b>
<b>Field Trip Information</b>	<b>page 7</b>
<b>Transportation</b>	<b>page 7</b>
<b>Field Trip Rules</b>	<b>page 8</b>
<b>Medical Information</b>	<b>page 8</b>
<b>Inhalers and Epi-Pens</b>	<b>page 8</b>
<b>Children at Risk</b>	<b>page 9</b>
<b>Weather Information</b>	<b>page 10</b>
<b>Emergency Procedures</b>	<b>page 10</b>
<b>Address and Phone Numbers</b>	<b>page 10</b>
<b>General Information for Parents</b>	<b>page 11</b>
<b>Contacting Child at Camp</b>	<b>page 11</b>
<b>Appropriate Behavior</b>	<b>page 11</b>
<b>Discipline Procedures</b>	<b>page 12</b>
<b>Director Contacts</b>	<b>page 12</b>
<b>Registration Information</b>	<b>page 13</b>

**Town of Milton  
Summer Recreation Program**



**TOWN OF MILTON SUMMER RECREATION PROGRAM**

**Welcome**

The Milton Summer Recreation Program is a six-week program for children entering first grade – 8<sup>th</sup> grade in September 2024. The program runs from Monday, July 8 through Friday, August 16, 2024, and meets every day Monday-Friday from 9am to noon. This structured, well supervised program is licensed by NYS Health Department and provides an opportunity for children to use their summer, leisure time constructively. Camp is held at the Burgess-Kimball Memorial Park on Rowland Street, Ballston Spa.

Campers are grouped by age and have a counselor assigned to them to lead age-appropriate activities. All of our counseling staff are required to complete training that includes first aid, CPR, playground safety and recognizing abuse. Our program requires a strict counselor to camper ratio to provide a safe, fun experience for your camper.

To help with staffing:

It is important that you notify your child's head counselor if your child is not going on a field trip

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

**Summer Program Objectives**

The objectives of the Summer Recreation Program are to:

1. Provide opportunities and relationships which will help develop personal awareness, independence, social interaction skills and a positive use of leisure time;
2. Provide opportunities for self-expression through arts and crafts, sports and socialization with peers;
3. Provide trips and excursions that enable campers to visit points of interest and cultural significance;
4. Conduct sports activities in order to provide motor skill development, the development of good sportsmanship and social relationships as part of a team and as a competitor;
5. Foster an environment which will allow development of each camper's potential for self-growth, social interaction and leadership.

## Town of Milton Summer Recreation Program



### **Mask Usage**

NYS Department of Health guidelines for camps does not require masks for the children at this time.

### **Drop Off & Pick Up Times**

Staff are hired to supervisor your children during camp hours of 9am to noon. It is your responsibility to drop and pick up your child on time. If you need to pick your child up early, please provide your child's head counselor with a written note stating what time and who will be picking your child up.

### **Arrival and Departure Policies**

#### **Morning Drop Off:**

Parents must escort campers up to 5<sup>th</sup> grade, into the pavilions and sign them in.

#### **Afternoon Pick-Up:**

At the end of camp, campers must be signed out by a parent or their approved representative.

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 notice in advance, notifying the Summer Camp Directors. Phone calls are only accepted in cases of extreme emergencies. Our staff will require identification from anyone picking your child up that they do not recognize. Any time you need to make a change to the registration form, call the Summer Camp Directors.

### **Pedestrian and Bike Safety**

If your child is walking or riding their bike to the park, alone, you must give them permission to do so. Please check the box on the registration form that gives your child permission to walk or ride to the park alone. The campers who walk or ride their bikes will be dismissed from the Summer Program after all the other campers have been picked up. If your child does bring a bike, make sure it can be locked. The Town of Milton is not responsible for missing or stolen items. Please make sure your child learns the rules of the road. **Remember, kids see the world differently than adults.** When your child goes to camp alone or with friends, they are joking, laughing, talking and fooling around. It is more of an exploratory walk, and they are oblivious to traffic.

## Town of Milton Summer Recreation Program



### **Rules of the Road:**

- #1 Stop before going out into traffic. Look left, right and then left again. When you are absolutely sure there is no traffic, enter the road.
- #2 Stay on the far-right side of the road
- #3 Obey stop signs
- #4 Look back and yield to traffic coming from behind you before turning left at any intersection or proceeding across intersections.

### **Personal Information**

Inform us of any personal information that may affect your child's day in camp. We want your child to have a fun experience every day. Make the staff aware of health, physical or other challenges. There is an area on the registration form to confidentially provide this information.

### **Program Orientation**

Orientation is given to campers on the first day of the program. Orientation is given to all campers and includes general information, rules, tour of the grounds, requirements for field trips, general activities and explanation of possible site hazards. Campers who are not present on the first day receive their orientation on the first day that they attend. Campers are reminded throughout camp of the following information:

- Tour of campgrounds
- Description of camp hazards
- Reporting illnesses
- Injury and other incidents (first aid)
- Discipline procedures
- Snack procedures
- Program procedures
- Buddy system
- Lost camper plan
- Fire drills, evacuations and fire safety
- Lightning plan
- Rabies exposure
- Tick and Lyme disease
- Open discussion (questions and concerns)

**Town of Milton  
Summer Recreation Program**



**Camp Attire**

The summer program is an outdoor camp. Your child will get dirty and occasionally wet. Don't send your child to camp in new clothes. Please do not send your child to camp in flip-flops. Camp is about having fun.

**Sunscreen/Insect Repellent Policy**

The summer program regularly participates in outdoor, and water related activities. We strongly recommend adherence to the following sunscreen policy. Summer camp staff are not allowed to apply sunscreen or bug protection to campers.

All campers should wear sunscreen with an SPF of at least 30 (or greater) on all exposed skin, daily.

Parents or legal guardians are responsible for applying sunscreen and/or insect repellent prior to drop-off to the program each morning.

**Personal Items**

In order to help us provide opportunities and relationships and help your child to develop personal awareness, independence, social interaction skills and a positive use of leisure times, children who bring personal items and electronics will not be allowed to play with them during camp. **The Town of Milton is not responsible for lost or stolen property. Campers are not allowed to use cell phones during camp.**

**Special Needs**

The summer program requires strenuous physical activity and endurance during various sports and activities that are played. If your child is not able to participate in any activity, please notify us and speak to the Camp Director. Any special needs or concerns you may have must be brought to our attention.

**Town of Milton**  
**Summer Recreation Program**



**Field Trip Information**

Field trip information is included with the camp calendar and posted weekly at the campgrounds. Field trips are paid for, in full, by the Town of Milton. Campers can supply their own lunch if field trips last all day or a lunch can be purchased by the campers, if food is offered on the premises of the destination. Campers will also be responsible for the paying any extras, such as souvenirs.

It is very important that you pay attention to the date for your camper's trips. Permission slips are passed out a week prior to each trip. We cannot accept late registration after the due date, because arrangements need to be made for transportation and chaperones.

All children must wear a Milton Summer Recreation T-shirt on all trips. The T-shirts are available for purchase at the Town Clerks Office. You will be asked to place your order with your registration paperwork; it is a \$5 fee. If a camper is not wearing his or her camp T-shirt on the field trip day, that camper will not be allowed to attend the field trip and will be sent home.

**Transportation** – The Milton Summer Recreation Program uses the Ballston Spa Central School District buses and drivers for field trips. All children are required to wear seat belts on the buses. *An emergency bus evacuation drill is held during camp.* The bus includes all the necessary equipment such as a first aid kit, tolls, fire extinguishers and flares. The Milton Summer Recreation Staff are also required to bring a fully stocked first aid kit on each trip.

**School Bus Rules** – Remind your child of the school bus rules:

- Remain in their seat at all times
- To wear their seatbelts
- No objects outside the bus windows, including hands and heads
- No writing on any part of the bus
- Do not litter on the bus
- Keep feet out of the aisles
- Listen carefully to roll calls
- No eating or drinking on the bus
- No vandalism of any kind will be tolerated

## Town of Milton Summer Recreation Program



### **Trip Rules** – Stop, Look and Listen:

- **STOP** always go with a buddy, never alone
- **LOOK** to be sure you can always see your counselor
- **LISTEN** for directions from counselors and trip chaperones
- Be aware of the first aid locations and alert counselors or chaperones to any problems
- Wear your recreation T-shirt on all trips. Any camper without their recreation T-shirts will not be allowed on the trip
- Wear appropriate clothing – sneakers for safety

### **Medical Information**

The Town of Milton Summer Recreation Program is a day camp and Milton staff are not allowed to dispense medication. If your child shows up to camp ill or becomes ill during camp hours, you will need to pick them up immediately or arrange to have them picked up. Please do not send your child to camp if they have illnesses such as:

- Conjunctivitis (pink eye)
- Fever within the last 24 hours
- Upset stomach or vomiting.
- Signs of general fatigue or discomfort
- A rash
- Head lice
- Chronic cough or runny nose

### **Inhalers and Epi-Pens**

Some children that attend our summer program have asthma or other serious allergies. **Please do not send in snacks that contain nut products.** In order to protect these children, our staff needs to be aware of all children who have inhalers or epi-pens. It is important to note this information on your registration forms and have your doctor's permission to bring the medication to camp.

NYS Department of Health regulations prohibits the administration of medicine, including but not limited to Benadryl, Tylenol, aspirin, Advil or Motrin by an unlicensed individual. The two exceptions are asthma inhalers and EpiPens which camp personnel are permitted to assist in administering. No other medication can be brought to camp. Since the staff is not allowed to dispense medication, the following policies have been established by the Town of Milton's Health Director:



## Town of Milton Summer Recreation Program



### **Inhalers and Epi-Pens con't**

- Prior to the start of camp, you must bring in the medical authorization form (included in the registration packet) signed by both you and your child's doctor with a copy of the prescription of the medicine your child will be carrying, attached.
- Prior to the beginning of camp, you must call the office to arrange an appointment to come in with your child to demonstrate that the child is able to self-administer this medication.
- A parent is required to bring the medication in its original container **showing the prescribed information on it to camp every morning and give it to the camp health director who will safely store the medicine. Children will not be responsible to carry the medication on them. It will accompany them wherever they go via the health director and head counselor.**
- A parent is required to pick the medication up after camp each day. Medication is not stored at camp.
- All counselors are trained by certified personnel on how to administer the EpiPen in case of an emergency.

Remember, these policies are to protect your child and we trust that everyone will help ensure that they are carried out. The signed authorization form and training demonstration must be completed before your child is allowed to attend camp. PLEASE NOTE: If your child does not have their medication on them on any day at camp, you will be notified immediately to bring in the medication. The child will remain in the health office until the medication is received.

### **Children at Risk**

All childcare agencies are required by law to report suspected child abuse or maltreatment if they have reasonable cause to suspect it. Our staff is trained in recognizing abuse and maltreatment. Maltreatment can be such things as failing to provide proper medical care, excessive punishment, misuse of alcohol or drugs, etc.

Parents who bring or pick up their child who are under the influence of alcohol or drugs present a risk not only to their child but to others. Our staff is required in these circumstances to:

- Call the other parent or someone on the child's emergency contact list.
- Contact a neighbor or friend; or
- Find alternative transportation

If any of these arrangements cannot be agreed upon, staff is required to notify the proper authorities.

## Town of Milton Summer Recreation Program



### **Weather Information**

The Town of Milton Summer Recreation Program takes place outdoors in conditions quite different from the controlled environments and predictability of buildings. Nature and weather occur on their own schedule, sometimes unexpectedly. It is appropriate in the outdoors to be aware at all times of the natural conditions around us and what changes the weather might bring. Temperature, winds and occasional storms are factors in an outdoor day camp. Weather is unpredictable and conditions such as temperature changes, storms and other natural occurrences affect the camp day. It is important that your child is dressed appropriately for days that are overcast. These days can be very cold to young children.

There will be camp if weather conditions call for rain. If the children are at the Milton park and the conditions change to extremely heavy rain, wind or electrical storms, the children will be brought to the Milton Town Hall at 503 Geysers Road.

If it is raining and your child has a field trip scheduled for an indoor activity, the trip will go on as scheduled. If the field trip is an outdoor activity, it will be cancelled, and every effort will be made to reschedule at another time.

### **Emergency Procedures**

When children are in the park, 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 attention 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 contacts person is notified
- A staff member accompanies your child to the hospital until a family member or an emergency contact person arrives

### **Address and Telephone Numbers**

Please inform the Milton Summer Recreation Program directors of any change to your address and/or phone numbers. If your emergency numbers change, it is important that we are notified immediately to ensure proper notification of parents in case of an emergency.

**Town of Milton  
Summer Recreation Program**



**General Information for Parents**

Please check daily for notices or messages on our announcement board located at the sign in/out tables.

**Contacting your Child at Camp**

During the program, the counselors are supervising children in various activities and not available to answer the phone. Routine questions can be asked at drop-off or pick-up times. If you need to contact your child at camp for an emergency, please call the Camp Directors at Please limit your calls only for urgent matters. **Campers are not allowed to use cell phones at camp.**

**Appropriate Behavior of Children at Camp**

Please realize that your child is at a day camp and not at school and that:

- Everything is open and accessible to all campers. The Town is not responsible for lost or stolen items
- There are no separate classrooms or lockers in which to safely store a camper's personal items or money.

Please talk with your child about responsibility and safety:

- Regarding actions and language toward counselors and other campers
- Regarding responsibility for their clothing, snacks, backpacks, bikes and money
- Do not send a small child with money in hand
- Children should eat clothing with zipper or snap pockets
- Children should wear a belt pouch or wrist pouch
- Please plan your child's day, every day

Talk to your child about:

- Non-aggressive behavior is appropriate
- Respect for others, staff and equipment
- Use of appropriate language
- No hitting, tripping, pushing, tackling, kicking, fighting or wrestling
- Your child may not leave camp without your permission and permission from their counselor
- All children are expected to assist in picking up their games/activities

## Town of Milton Summer Recreation Program



### **Discipline Procedures**

Please prepare your child for the Milton Summer Recreation Program by explaining all the rules and regulations and discuss any concerns that he or she may have. Please discuss with us any problems that your child may be experiencing while at camp.

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 violence. Any time a child is disciplined, staff are required to fill out a discipline form. The form is kept on file by the Camp Directors. If a problem continues, the Camp Director will meet with the camper and counselor to discuss and review appropriate behavior.

Any significant or continual behavior problems will be brought to the attention of the parent. If the behavior problem continues, (3 strikes and you're out rule applies) the child may be dismissed from the program without further warning.

Any child that intentionally injures another child while at camp may be dismissed from the program.

Any child who intentionally destroys camp property may be dismissed from the program. Any vandalism charges to camp property will go directly to the camper involved and to his or her parents or guardian.

### **Questions and Additional Information**

If you have any additional questions or concerns, please feel free to call the Town Hall at 518-885-9220 x110; Camp Director email [recreation@townofmiltonny.org](mailto:recreation@townofmiltonny.org)

**Town of Milton**  
**Summer Recreation Program**  
**REGISTRATION INFORMATION**



**Registration Information**

Registration forms for the Town of Milton Summer Recreation Program records each child's parent, emergency contact and medical information. The forms ask for any special accommodations a child may need to participate, any medical or behavioral concerns such as behavioral or anxiety disorders and any personal situations such as a restraining order or struggles with other children that we should be made aware of. Pertinent information is confidentially provided to the counselor.

Registration packers are available at the Town of Milton offices, online at [www.townofmiltonny.org](http://www.townofmiltonny.org) and on the new [www.MyRec.com](http://www.MyRec.com) site.

A parent or guardian must register his/her own children by mail, in-person at Town Hall, 503 Geysers Road, Ballston Spa or on the new [www.myrec.com](http://www.myrec.com) site.

In order to register, you must provide:

1. A current immunization record from your child's doctor (we need this form each year as we do not keep it on file);
2. Proof of residency in the Town of Milton (can be a driver's license, current tax or utility bill or a lease agreement);
3. Custody agreement, when applicable;
4. Fully completed Registration Packet

Registration starts May 1<sup>st</sup> and runs until Jun 26<sup>th</sup>, 2024

**If any documents are missing,  
we will not be able to register your child  
or hold a spot for them**