

HILTON-PARMA PARKS & RECREATION

# SUMMER CAMP 2024

PARENT HANDBOOK



## Hilton-Parma Recreation Summer Camp Contact Details

Hilton-Parma Recreation Department  
59 Henry Street  
Hilton, NY 14468  
392-9030  
[www.hprecreation.org](http://www.hprecreation.org) (HPREC WEBSITE)  
[www.facebook.com/hprecreation](https://www.facebook.com/hprecreation)

Tom Venniro  
Director of Parks and Recreation  
[tvenniro@parmany.org](mailto:tvenniro@parmany.org)  
392-9030

Ally Williams  
Summer Camp Coordinator  
[awilliams@parmany.org](mailto:awilliams@parmany.org)  
392-9030

This summer camp handbook includes, but is not limited to, Hilton-Parma Recreation’s program goals, program information, emergency information and code of conduct. If you have any questions regarding our summer camp, please feel free to call our office at 392-9030.

### About Hilton-Parma Recreation Summer Camp

Our program is in session Monday – Friday, for six weeks. Camp runs from July 1, 2024 – August 9, 2024. Camp remains open rain or shine. If there is inclement weather, we will keep the campers inside. We are certified by Monroe County Health Department and have strict guidelines to follow for the safety of the children

#### **Our Goals**

- 1) Make sure that everyone is safe and having fun!
- 2) Exceed parents’ expectations
- 3) Create memories
- 4) Do the little things
- 5) Create smiles - A smile is infectious 😊
- 6) Conduct operations professionally

### What and Why Camp?

Summer Camp offers a wide range of activities and experiences as well as a social connection to new friendships. The children will stay active in a safe setting as our sites are certified by the Monroe County Health Department. Our team goes through program training as well as CPR & First Aid. We maintain a staff to camper ratio between 1:8 and 1:12 depending on the age group. Our team is excited to be with your campers for another year of for games, crafts, athletics, field trips, socialization, new friendships and much more fun!

## Other Camp Information

### **Camp Site Groups**

Summer Camp is open to children who are entering kindergarten through 7th grade. Our program is split into three grade appropriate groups: Youth entering grades K-1, 2-4, and 5-7. Each camp site has their own Site Director and Counselors.

### **Health and Immunization Records & Medications**

Upon registration, you will be required to submit immunization records. In addition, a participant medical information form is prompted in the registration process before you get to the payment cart.

Our Summer Coordinator, Ally Williams, will review all health information for each child attending camp. If possible, we ask that any medications your child requires be administered at home, before or after camp. Camp staff members ARE NOT permitted to administer medications or apply sunscreen/bug spray.

**All medications should be given to the Site Director in their original packaging in a Ziploc bag with your child's name on it. It is required to be labeled with a doctor's note and specific instructions for administering.**

The medication should stay at camp during the weeks your child is attending and cannot go to and from daily. All medications will be locked in a medical kit. If your child needs medication during camp hours, it is to be self-administered with supervision from the Site Director. Please make sure to specify all details on your child's medical information upon arrival at camp. There will be no exceptions to these procedures.

If you have any medical related questions, please feel free to email Ally at [awilliams@parmany.org](mailto:awilliams@parmany.org).

## Camp Hours & Locations

### **Hours of Operation**

Base day camp runs from 8:30 a.m. – 3:30 p.m. Monday, July 1st – Friday, August 9<sup>th</sup> with our camp closed on July 4<sup>th</sup> and July 5<sup>th</sup> for the holiday. Camp runs rain or shine. Please do not drop your child off early prior to 8:30 a.m. or pick them up later than 3:30 p.m. If care is needed before 8:30 a.m., please register your child for AM B&AR. If care is needed after 3:30 p.m. please register your child for PM B&AR.

### **Summer Camp & B&AR Locations**

K-1 Camp: Village Elementary School - Multipurpose Room

2-4 Camp: Village Elementary School - HJ Café

5-7 Camp: Merton Williams Middle School - Multipurpose Room

#### **Village Elementary School-Multi-Room** **Village Elementary School-HJ Cafe**

100 School Lane

Hilton, NY 14468

Drop Off/Pick Up: Door 16

Parent Pick-Up Loop at Village

100 School Lane

Hilton, NY 14468

Drop Off/Pick Up: Door 16

Parent Pick-Up Loop at Village

#### **Merton Williams Middle School**

200 School Lane

Hilton, NY 14468

Drop Off/Pick Up: Door I

Aquatic Door at Merton Williams

**Sign In/Sign Out**

Like last year, in 2024 parents will not be allowed in the district school site locations unless it is a camp emergency. Children must be signed in and out each day. It is expected that parents walk their children to/from the door. Children may not be picked up by anyone other than the authorized pickups listed on their account. If someone other than those listed on your account is picking up your child, please let the Site Director know beforehand or call the Recreation office. **Our staff will be checking parent/guardian identifications when picking up your child. Please have your ID ready to show our staff.**

**Please note, our campers will be active and may not be in the facility at drop-off/pick-up and may be located outdoors. A-Frame signs at the Drop Off/Pick Up location will have information on where the group is and how to contact our office.**

**Summer Camp Schedule**

**Week 1: July 1-3**

**Week 4: July 22-26**

**Week 2: July 8-12**

**Week 5: July 29-August 2**

**Week 3: July 15-19**

**Week 6: August 5-9**

**Camp Costs**

**Full Summer K-1 & 2-4 Camp 6-Week Cost:**

\$775 resident/district all six weeks discount  
\$150 resident/district one week option

\$850 non-resident all six weeks discount  
\$175 non-resident one week option

**Full Summer 5-7 Camp 6-Week Cost:\***

\$790 resident/district all six weeks discount  
\$150 resident/district one week option(Except Week 3)

\$865 non-resident all six weeks discount  
\$175 non-resident one week option (Except Week 3)

\*Please note that Week 3 includes an additional \$15 fee that is associated with Week 3's trip to Seabreeze.

**B&AR Costs:**

Before Care \$215 all six weeks discount; \$45 weekly option for residents

After Care \$270 all six weeks discount; \$55 weekly option for residents

\*Non-resident rates can be found on our website

## Field Trips/Visits

Each site will go on one trip per week and the trip destinations for each site will vary. Please check the summer camp calendar for specific trips; we will email this to all families. Each site will also have a visit from the Parma Public Library and/or special visitors in addition to visiting Abbott's, The Creamery or Kona Ice once per week (All sites).

## Camper Preparation

### What to wear & bring

Come dressed to play! We will be taking advantage of the great outdoors as much as we can. Each child must wear closed toe **SHOES OR SNEAKERS EVERY DAY** 😊. Dress comfortably in shorts, t-shirts, tank top and/or sweatpants. Open toe sandals and flip flops ARE NOT PERMITTED DUE TO SAFETY. In addition, it is good to have a backpack with extra clothes daily.

Camp Shirts - All children will receive a camp T-shirt. Please label your shirt with the child's name on the tag; they will get one t-shirt for the entire summer and be expected to wear it on trip days.

### Lunch and Snack Time

Send your child to camp each day with a **non-perishable, NUT FREE** lunch as well as morning and afternoon snacks. There is no refrigeration or microwave available for use. Please also send your child to camp with a reusable water bottle each day. Remember to pack sunscreen too! Please apply sunscreen and/or bug spray prior to coming to camp if you can. We will be able to spray sunscreen on your child but will not be able to apply/rub it on them.

## Staff

We are very proud and excited to have such a fun staff! A program is only as good as its team 😊. We have 12 returning staff from 2023. We welcome back Megan - 5<sup>th</sup> year, Aliya - 5<sup>th</sup> year, Audrey - 4<sup>th</sup> year. Along with them we welcome back Amanda, Shane, Evan, and Madden for their 3<sup>rd</sup> year with us and Makayla, Julia, Carolyn, Autumn, and Cara for their 2<sup>nd</sup> year. This year we welcome: Abby, Izzy, Cameron, Hannah, Ella N., Liliana, Morgan, Ella C., and Mason!

## Procedures

### Registration

You **MUST** pre-register for Summer Camp as we have limits and staff hired according to our limits. Registration is completed at [www.hprecreation.org](http://www.hprecreation.org).

### **Illness & Absences**

Please do not bring your child to camp if they are ill or are running a fever. If your child becomes ill during the day, the Site Director will call you to make arrangements to pick up your child as soon as possible.

In addition, if you know your child will be absent, please call our office and we will make sure the Site Director is made aware.

### **Visitors**

Due to the popularity of our summer camp program, no visitors related to any camper will be permitted on the premises during camp hours.

### **Lost & Found**

Each site will have its own lost and found area as each year we have many items left behind. Please also remember to label all your child's items. Ask your Site Director for help with the location of lost and found.

### **Cell Phone/Electronics**

Camp is generally a cell phone and electronic free zone. If cell phones come to camp, they must remain in your child's backpack during the day and HP Rec is not responsible for the loss or damage of any personal item. If a camper is continually reminded to put their cell phone/electronic away, staff may hold the device until the end of the day. There may daily allotted electronic time and this time will be specified by the Site Director.

### **Other Toys**

Please leave all other personal belongings/toys/trading cards at home.

### **Swimming and Water Activities**

We will be swimming this year! During two weeks of the Summer, we will be heading over to the pool at Merton Williams. Each site will have an allotted time slot for swimming. During that time, children will be paired with a buddy and allowed to swim in the shallow end of the pool only. No one will be permitted into the deep end or diving well areas.

We also expect a towel and bathing suit to be brought to camp daily for spontaneous water days of using water balloons, squirt guns, sprinklers, etc. when it is hot out.

## **Behavior Management Plan**

Our staff will use positive methods of child management, which will encourage self-control, self-direction, self-esteem and cooperation. Staff understand that each child is an individual, and we will make every effort to handle the needs of each child. We believe that rules, expectations, and limits should be applied consistently and explained in a clear and age-appropriate manner.

Children in the program are entitled to a safe and secure environment. This means that no child may jeopardize the well-being of his/herself or any other child or staff, in the program. All participants will be introduced to the program rules and reminded of them when necessary. Positive behavior will be encouraged. Part of our efforts will be to help children identify inappropriate behavior and learn how to redirect their actions in a positive way. Staff may use time outs for behavior issues. **If behavior issues are continuous with a child, parents or guardians will be notified to discuss the situation. If negative behavior continues and becomes disruptive to the program, we reserve the right to remove the child from the program either temporarily or permanently depending on the severity of the situation.**

Parents will be kept informed of issues as they arise and may be asked to follow through at home in special situations. Communication between the Summer Camp Coordinator, Site Director and parents concerning any changes in the child's routines will enable us to work as partners to provide the best care for your child.

The Summer Camp Program Discipline Management Policy is designed to assist the Summer Camp Program staff in creating an atmosphere that is safe and fun for all participants. The Hilton-Parma Recreation Department reserves the right to remove an unruly or disruptive participant from the program as well as limit participation as deemed necessary. Each situation will be handled on an individualized basis and each site has varying behavior management reinforcers. The typical procedure will consist of:

1. Verbal Warnings to Child
2. Yellow Light "Think About It" Sheet
3. Red Light "Disciplinary Report" Sheet

Excessive negative behaviors beyond the steps above may result in **one or all** of the following consequences:

1. Parent conference with Summer Camp Coordinator and/or Parks and Recreation Director
2. Loss of privileges (e.g. participation in favorite activity, special event)
3. Suspension from the program (length TBD by the Recreation Department)
4. Immediate pick-up by parent
5. Immediate termination from Summer Camp

**GROUND FOR IMMEDIATE DISMISSAL FROM PROGRAM:**

1. Physical violence is not tolerated in this program. Any child whose behavior endangers the safety of themselves, or others, will be immediately removed from the program.
2. Any child who runs away from the staff will be removed from the program for the remainder of the program. In an extreme case, if staff cannot convince a child to return, the police may be called to assist. Staff are not permitted to leave the site.
3. Any child who abuses staff physically or verbally will be removed.
4. Any action staff deem unsafe to other children, staff, or the program itself may result in removal from the program.

It is expected that all children, staff, and parents respect each other and the summer camp site. It is our goal to work together to ensure the safety and well-being of each other.

**Parent / Guardian Code of Conduct**

Parents are expected to follow the program rules and encourage their children to follow the program rules. Parents are expected to treat the staff with respect. All program and/or staff issues, comments or concerns should be directed to the Summer Camp Coordinators or Recreation Director. A child whose parent(s) verbally abuse staff will be removed from the program. This includes bullying, yelling, screaming and/or negative comments directed at staff and/or other parents. The police will be called to remove any parent who appears to be threatening the safety and well-being of others related to the program if they are asked to remove themselves and refuse.

It is expected that all children, staff, and parents respect each other and the Summer Camp site. It is our goal to work together to ensure the safety and well-being of each other.

### **Pick-up/Drop-off**

As mentioned above, parents, guardians, and those authorized to pick-up campers will not be allowed inside sites for pick-up/drop-off per the request of the Hilton Central School District. Parents will only be allowed inside the main facility in case of an emergency.

### **PARENT INFORMATION AND POLICY HANDBOOK ACKNOWLEDGEMENT**

By registering your child for summer camp, you confirm that you have read over the program information and policy handbook yourself and reviewed its content with your child; and furthermore, understand its contents in its entirety. You and your child(ren) agree to abide by the program and department rules, policies, and regulations.

*Thank you for choosing Hilton Parma Recreation Summer Camp! If you have any questions regarding summer camp, please feel free to call the Recreation Office at 392-9030. Now, let's have some fun this year!*