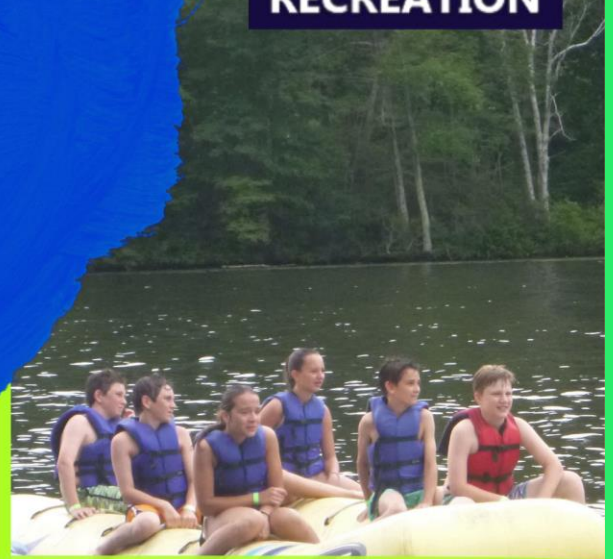
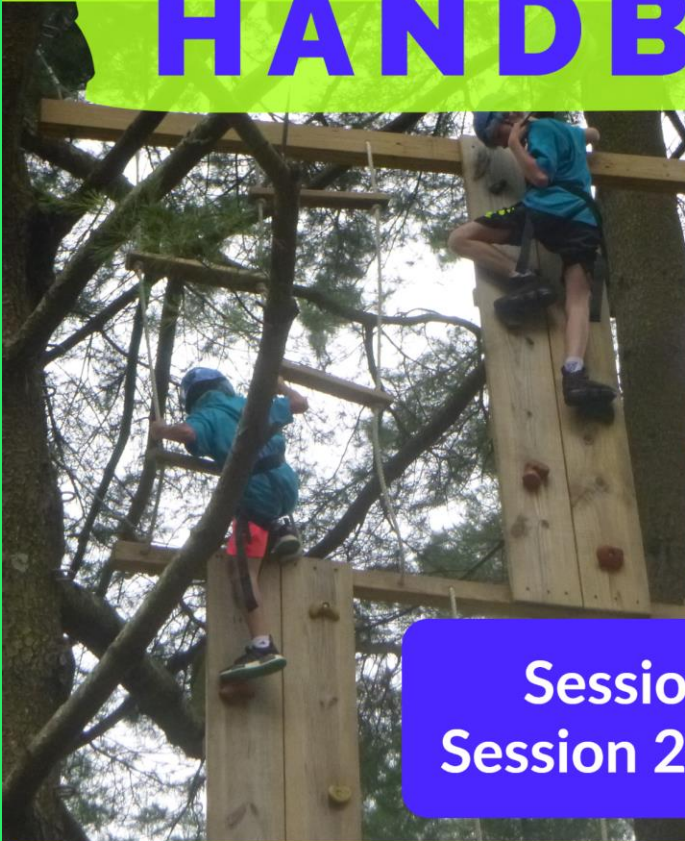


Teen Travel Camp



HANDBOOK 2023



Session 1: July 10 - 21
Session 2: July 24 - August 4

WWW.TOWNOFMAMARONECKNY.ORG/RECREATION

CAMP OBJECTIVES

The underlying goal of all day camp programs is to provide the children of our community with a safe, healthy, stimulating, and enjoyable summer camp experience. Our camp objectives are consistent with the Recreation Department's overall mission to:

- Provide a comprehensive choice of high-quality leisure services for residents of all ages, ethnic and economic backgrounds.
- Provide aesthetically pleasing, safe, and well-maintained recreational facilities.
- Improve the quality of life through creative and constructive use of leisure time.
- Provide participants with the experiences and activities which will allow for the development of each person's growth and maturity.
- Make a positive contribution to the physical and mental health of the community.
- Protect and conserve the environment.
- Enrich the cultural and creative life of the community and to supplement the formal education process for all ages.
- **Provide campers in the Teen Travel Camp a memorable experience.**

General Information

Dates and Times

Session 1: July 10 – July 21

Session 2: July 24 – August 4

The length of the day is determined by the length of the trip. Refer to the trip itinerary for details.

Medical

All teens are required by the New York State Health Department to have a completed immunization record on file. If your child needs to take medication during the camp hours, the “*Medication Authorization*” form **MUST** be completed, signed by the child’s parent or guardian as well as the child’s physician and be on file with the Recreation Department. All medication **MUST** be kept with the Camp Director. The Medication Authorization form is available online.

Drop off/ Pick up site

- The Hommocks Middle School parking lot by the Hommocks Park Ice Rink entrance.
- The return time will differ (*refer to itinerary*). **PLEASE** be available within 15 minutes of the printed time to pick up your child. We realize there are sometimes unforeseen circumstances; however, repeated lateness will not be tolerated.
- Those who walk will be dismissed at the time the trip returns. (See Walkers below).

Walkers

Campers that will be walking need permission to do so. Please send a note if your child will be walking home.

Attendance

Daily attendance will be taken at the designated departure time. Please follow the specific times listed on the itinerary. **THE BUS WILL NOT WAIT FOR LATE CAMPERS!**

Illness

If your camper is not going to attend that day’s trip, please call ahead. ***Camp cell phone TBA. The camp cell phone number will be emailed to parents before the start of the camp season.***

Clothing

It is important that on all trips, especially in inclement weather or at a water related site, that your teen bring a change of clothing. It can be a very long ride home in wet clothing.

The personal appearance of each camper in our group conveys to the public a general impression of our camp. Clothing for trips should be casual, in good taste and suitable for each trip. Campers should come to each trip as comfortable as possible and dressed for the weather of that particular day. Campers are expected to dress respectably. Shorts, short sleeve shirts and sneakers are examples of what should be worn. Torn clothes are not permitted. Sneakers must be worn daily and sandals should be kept in backpacks. Campers will not be permitted on a trip if they are not properly dressed for the day’s activity.

Clothing (*continued*)

Each camper will be provided with (3) three camp t-shirts. **ON ALL TRIPS, CAMPERS MUST WEAR THEIR CAMP T-SHIRTS.** Alterations are not permitted to the camp t-shirts. Any alterations to camp attire may result in camper suspension of that trip. If alterations are made to camp attire a replacement shirt will be provided at the expense of the parent.

Spending Money and Lunch

During some of our trips there will be many opportunities for shopping and eating during the course of the day. Aside from lunch money (refer to itinerary when lunch money is required), extra spending money would be advised and will be the responsibility of each camper. This might be an area of discussion with your child in budgeting for their purchases.

Some trips require the camper to bring their own lunch and beverage. Lunches should contain non-perishable foods. If a trip requires the camper to bring money (an estimated amount for lunch money should be between \$10 -\$20) for each trip. Campers will be responsible for their own money. It is recommended that each camper carry a wallet or something to keep their money in.

No glass containers are allowed on trips.

Rainy Days

In the event of inclement weather/rain, a rainy-day schedule will be implemented, i.e. bowling, movie, etc. Please be advised that trips that are cancelled due to bad weather may not always be able to be re-scheduled. Also, please note, trips that are cancelled due to inclement weather that were scheduled for a late pick-up (after 3:00 pm), will be picked up at 3:00 pm. Should you have any questions as to the time of pick-up, please call the Recreation Department at 914-381-7865 or the camp cell phone.

Written Notes

For the safety of the camper, written parental permission (note) must be sent for the following:

1. If your child is to leave camp with a friend, neighbor, relative, or someone other than their usual ride.
2. To give your child permission to walk home.

If no note is received by your child's counselor, your child will not be released until you have been contacted. For carpools or arrangements that will last the summer, one note specifying the days and persons picking up/dropping off your camper will be kept on file for the summer. Each parent must send a note specifying the above. If something changes in your carpool, a new note must be sent.

Swimming

We will be testing your child's swimming abilities prior to the first day of camp. If your child does not take the swim test, your child will not be allowed in the pool or on water trips. *Under New York State and Westchester County Health Department regulations, all non-swimmers must be readily identifiable, i.e. wear a wristband. Wristbands will be given to each non-swimmer and then collected after their swim time.*

Supervision

On many of the trips, such as amusement parks, the campers will be able to move around the park in their own group with a counselor and meet at pre-arranged times with the rest of the groups. It is therefore essential that campers be with their assigned buddy so that no one is alone. It will be each camper's responsibility to stay

Supervision*(continued)*

with the group at all times when they are in amusement parks or areas where they are paired up. The buddy system will also be mandatory when they are in the swimming areas.

Personal equipment

Personal equipment (i.e. airpods, smart watches, cell phones, portable gaming equipment) will be allowed although the Recreation Department and the Town of Mamaroneck will not be responsible for any damages or loss of any personal equipment.

Equipment is not to be used during camp hours unless approved by the Camp Director. Campers must receive approval by the Camp Director prior to using their cell phone and any equipment. Campers will be allowed to call their parent/guardian to inform them of change in pick up time. If you need to reach your child in an emergency, please call the Camp Director directly on the camp cell phone.

Behavior

All campers must be mature enough to be responsible for their behavior, their own property and the rights and property of others. There is to be no excessive “horseplay”, loudness, unruly or abusive language, throwing of food, smoking, and use of alcoholic beverages or drugs during any part of the trips. It will also be expected that campers will pay attention and follow all rules and regulations for all the areas that we plan to visit.

Parents are asked to review these rules with the campers and withhold permission if the camper does not find these rules acceptable. **Please note that this travel camp is unique because unlike a day camp, the campers have to have a sense of responsibility for themselves.**

INFRACTIONS OF THESE RULES MAY RESULT IN THE LOSS OF PRIVILEGE FROM PARTICIPATING IN FUTURE TRIPS AND/OR THE IMMEDIATE RETURN HOME UNDER PARENTAL RESPONSIBILITY AT THE CAMP DIRECTOR’S DISCRETION WITH NO REFUND OF FEES PAID.

IT IS IMPORTANT FOR EACH CAMPER TO REALIZE THAT THEIR BEHAVIOR NOT ONLY REFLECTS UPON THEMSELVES, BUT PROJECTS AN IMPRESSION OF THE GROUP AND THE TOWN OF MAMARONECK.

Discipline and Suspension

Campers must be aware that any action not regarded as positive in nature within the guidelines and policies of this program is subject to disciplinary action and/or dismissal from further participation in the program with NO REFUND OF FEES PAID.

Such cases include:

1. Use of drugs, alcohol, or tobacco products.
2. Failure to adhere to official regulation, safety precautions, instructions, or orders/directions given by recreation counselors or area officials or instructors.
3. Offensive conduct or language used in public.
4. Any physical or verbal altercations.
5. Any illness carried by the camper which may be transmitted to other campers.
6. Shoplifting....Campers involved in shoplifting are usually handled by local authorities, and up to the discretion of the establishment management. Parents will be called if this should occur.

Discipline and Suspension *(continued)*

THIS WILL MEAN IMMEDIATE DISMISSAL FROM THE PROGRAM.

Any questions relating to discipline will be discussed with the program supervisor. It will be the responsibility of the program supervisor to discuss any disciplinary action directly with any camper in question. The matter will be discussed on a one-on-one basis. Should the final decision be to dismiss the camper, the Recreation Department will be notified and a conference between a Recreation Representative, Camp Director, and Staff will be held. If necessary, the camper will be called into the conference for clarification of the matter.

Insurance

THE TOWN OF MAMARONECK DOES NOT CARRY INSURANCE TO COVER HOSPITALIZATION OR MEDICAL COSTS FOR PERSONS INJURED DURING PARTICIPATION OR AS A SPECTATOR AT ANY RECREATION PROGRAM. CAMPERS PARTICIPATE AT THEIR OWN RISK.

Parent Rights

Responsibilities of the Camp Director

- To inform you and the local health unit if your child is involved in any injury, illness, or abuse incident.
- To screen the background and qualifications of all staff.
- To provide supervision for all Campers.
- To maintain all camp facilities in a safe and sanitary condition.
- To have and follow required plans for camp safety, health, and fire safety.

Rights of Parents and Guardian

- To be informed by the Camp Director or his/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 unit issuing the camp a permit to operate (present and past reports are available).
- To notify a 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. The camp is required to be inspected twice yearly and the inspection reports and required plans are filed and available for review.

Responsibilities of Local Health Units

- To review and approve the required camp safety, medical, and fire safety plans.
- 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 investigate all reported incidents of injury, illness, and abuse or maltreatment allegations.
- When requested, provide parents or guardians of prospective campers with 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 camp season.

New York State Public Health Law Disclosure

The Town of Mamaroneck is licensed by the New York State Department of Health. Every camp site is inspected twice per season by the Westchester County Health Department. Information may be obtained from: Westchester County Health Department, Mt. Kisco District Office, 25 Moore Avenue, Mt. Kisco, NY 10549.

Sample Form

This form is a sample. A form will be mailed to you when your packet is mailed home to you with the itinerary and the other trip waivers.



TOWN OF MAMARONECK RECREATION Teen Travel Camp Parent/Child Agreement

Parent & Camper are responsible for reading and understanding the camp policy.

I have read the program handbook and understand it fully. Any questions I may have had regarding any area of these trips were discussed with the program supervisor prior to signing this agreement.

I have read the “**Behavior**” section of the handbook and have discussed its contents with my child. *We are both aware of the consequences for misbehavior.*

I understand that the staff will be committed to making the Teen Travel Camp a safe and positive experience for all campers.

I understand that _____ is to
Print Camper's Name
participate in all trip activities unless medical reasons otherwise prohibit him/her from doing so.

Signature of Parent/Guardian

Date

Signature of Camper

Date