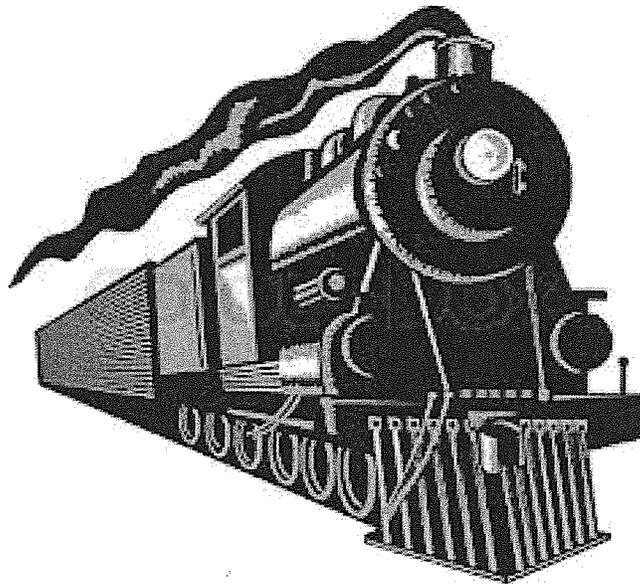


**Pleasantville Express**

**Travel Camp 2014**

**Parents Handbook**



## Pleasantville Express Travel Camp

Dear Parents:

Summer 2014

We would like to welcome you and your child to the 2014 Pleasantville Express Travel Camp program. We are very excited to bring a travel camp to our residents. We hope the following information will be helpful in make your child's summer an enjoyable one.

This camp will be offered to children going into 6<sup>th</sup>, 7<sup>th</sup> & 8<sup>th</sup> grades. Children will be going on a variety of trips that will take place on Tuesday, Wednesday and Thursday. Camp will start on July 1<sup>st</sup> and end on July 31<sup>st</sup>. Camp will begin and end each day outside (or inside because of weather) the Recreation Department building.

The first day of camp is sometimes a difficult situation for parents, campers and staff. We hope the information outlined in this booklet will minimize the confusion or questions you may have. Therefore, we encourage you to take the time to read and understand this booklet and the policies and procedures contained within, and to please feel free to call should you have any question.

We look forward to having your children with us this summer and we are committed to providing a safe, fun-filled camp experience for them.

Sincerely yours,

Village of Pleasantville Recreation Department

## Staff

The Village of Pleasantville Travel camp will be under the direction of a trained staff of professionals and counselors. Our counselors are all college students or graduates with prior experience as camp counselors, or experience working with children.

Under New York State and Westchester county health department regulations, we must have one staff member per 200 campers certified in CPR for Professional Rescuer and one staff member per 200 campers certified in American Red Cross Responding to Emergencies First Aid. The Village of Pleasantville Travel camp exceeds these requirements.

## Permit

The Village of Pleasantville Travel Camp Program:

- 1) Must have a permit to operate from Westchester County Health Department
- 2) Is required to be inspected twice yearly

Inspection reports and required camp written safety, medical and fire safety plans are on file at Westchester County Health Department, Bureau of Public Health Protection located in Mt. Kisco and are available for review.

## Rainy Day

In the event of inclement weather/rain, a rainy day schedule will be implemented, i.e.; bowling, movie or rearrangement of trips. Please be advised that trips that are cancelled due to bad weather may not always be able to be rescheduled. Also, please note trips that are cancelled due to inclement weather that were scheduled for late pick-up (after 3:00 pm) will be picked up at **3:00 pm**, therefore, campers must be picked up at where they were dropped off that morning. Should you have any questions as to the time of pick-up, please call the recreation office at 769-7950 or Mike Newman, Recreation Assistant (914)760-4317.

## Notes

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

-If your child is leaving camp with a friend, neighbor, relative or someone other than their usual ride.

If your child's counselor does not receive a note, your child will not be released until you have been contacted. For car pools or arrangements that will last the summer, one note specifying the day and the person 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 car pool, a new note must be sent.

### **Swimming**

Under New York State and Westchester County health department regulations, all non-swimmers must be readily identifiable, i.e; wear a bathing cap, wrist band, etc. The Village of Pleasantville will be using wristbands to identify swimmers. Wristbands for swimmers will be given to each camper each day.

**ALL CAMPERS WILL BE TESTED TO DETERMINE THEIR LEVEL OF SWIMMING ABILITY. LATE ENTERING CAMPERS MUST MAKE ARRANGEMENTS THROUGH THE TRAVEL CAMP DIRECTOR AND AQUATICS DIRECTOR TO BE TESTED PRIOR TO THEIR FIRST SWIMMING ACTIVITY. CAMPERS WILL NOT BE PERMITTED TO ATTEND ANY/WATER TRIPS UNTIL THEY HAVE BEEN TESTED.**

**NON-SWIMMERS MAY BE PROHIBITED FROM ATTENDING CERTAIN WATER RELATED TRIPS WHERE DIRECT SUPERVISION IS NOT PROVIDED. FINAL TRIP APPROVAL FOR NON-SWIMMERS IS LEFT TO THE DISCRETION OF THE TEEN CAMP DIRECTOR AND THE RECREATION OFFICE.**

### **Medical Forms**

New York State and Westchester County Health Department regulations require that all children attending private or public day, travel or sleep away camp must have their medical history on file **BEFORE** they may start camp. If you do not have your forms on file prior to the start of camp, your child will not be admitted to camp until the form is complete.

If your child is required to take any type of medication during camp hours a Medical Authorization Form **MUST** be filled out by the parent **AND** Physician, and handed in with the medication the first day your child attends camp. This includes inhalers that may only be need on an as needed basis. Medication will be left with the camp director who will oversee and supervise the child in self administering their own medication. By law, camp personnel cannot dispense internal medication to the child unless they are a NYS licensed physician, nurse practitioner, physician assistant or registered nurse. Written permission can be given by the

physician and parent to allow the camper to carry medication that is needed for emergency purposes. (i.e.; epi-pen, asthma inhaler)

### Transportation

Bus rules at school apply to camp as well. Proper bus behavior will be strictly enforced. Rules to follow are:

1. Not permitted to put any part of your body out of the window
2. No throwing objects in or around the bus, or out of the bus
3. No shouting from or in the bus
4. No standing in or moving through the aisles of the bus
5. Campers and staff must remain seated until the bus has come to a complete stop
6. No rough housing on the bus
7. No speaking to, calling to, or signaling to passing motorist or other persons outside the bus
8. No gum chewing at any time on the bus
9. No eating or drinking on the bus, except water (unless special permission is give by the driver and camp director for extended trips)

### Late Parents

Parents are expected to be at the pick up area promptly at dismissal time. If parents will be late, he/she must have someone at the pick up site to pick up their child **AND** must call and notify the camp director or Recreation Office. We realize there are sometimes unforeseen circumstances; however repeated lateness will not be tolerated.

### Camp Shirts

Each camper will receive two camp shirts on their first day of camp. **THESE SHIRTS MUST BE WORN DAILY. YOUR CHILD WILL NOT GO ON ANY TRIPS WITHOUT THEIR CAMP T-SHIRT ON.** This helps us identify your camper at the various trip facilities. This is also a New York State and Westchester County Health Department regulation.

### Lunch and Drinks

There are trips that require campers to bring lunch. Campers who will be bringing lunch on trips are asked to bring non-perishable food only. **NO GLASS CONTAINERS OR GUM CHEWING ARE ALLOWED ON THE BUS.** We recommend sending lunch packed with a freezer pack.

### Additional Expenses

All trips and admissions to facilities are paid for through your registration fees. However, money for lunch (when not included), arcade money, gift shops, souvenirs, etc. are not included. Please consider this before each of your child's trips.

### Note

Travel camp is designed for the mature, responsible teen. We have a **ZERO TOLERANCE POLICY** (Please refer to the behavior policy that accompanied your registration forms) If your child is verbally or physically abusive to any of the staff, peers, or other patrons, they will be dismissed from camp without a refund. We encourage parents to explain to their campers the responsibility that comes with being a camper in this camp.

### PLEASANTVILLE EXPRESS TRIPS

*Please note that although we make every effort to arrive back on time we cannot make any guarantee regarding traffic.*

<u>Trips</u>	<u>Date</u>	<u>Drop Off</u>	<u>Pick-Up</u>
Homefield Bowl	7/1	8:45AM	3:00PM
Bronx Zoo	7/2	8:45AM	4:00PM
Big Bear Ziplines	7/3	8:45AM	4:00PM
Ice Skating	7/8	8:45AM	3:00PM
Splashdown	7/9	8:45AM	4:00PM
NYC	7/10	8:45AM	5:00PM
Lake Compounce	7/15	8:45AM	6:00PM
Grand Prix Racing	7/16	8:45AM	3:00PM

Kayaking	7/17	8:45AM	4:00PM
Medieval Times	7/22	8:45AM	3:00PM
Six Flags NE	7/23	7:45AM	8:00PM
IMAX Movie	7/24	8:45AM	4:00PM
Deep Sea Fishing	7/29	7:45AM	3:00PM
Mets	7/30	8:45AM	5:00PM
Dave & Buster	7/31	8:45AM	3:00PM

**Note:** This schedule is subject to changes & revisions. Swim suits, towel, sunscreen, etc. are needed when attending water park facilities.

### Helpful Trip Tips

**Homefield Bowling**- Yonkers, NY- In the morning Campers will have camp orientation. In the afternoon we will be bowling and we will have a pizza lunch. They also have a snack bar where Campers can buy snacks.

**Dave & Busters**- Nyack, NY- Campers will have a chance to have unlimited video play and 72 Chip Power Car. A custom buffet of burgers, pizza bites, chicken figures and a choice of fries or pasta. **Bring extra money for more time to play on their cards.**

**Splashdown**- Fishkill, NY-Enjoy all the different water rides, slides and lazy rivers. Bring an extra set of clothes to go home with. Don't forget sunscreen. **You can buy or bring lunch!!! No glass bottles.**

**Medieval Times**- Lyndhurst, NJ. **Includes lunch, show and beverage.** Campers will feast on a medieval banquet while watching an exciting equestrian tournament. Brave knights on horseback will compete in daring medieval games, jousting matches and sword fights.

**Six Flags NE**- Agawam, MA- There's no end to the fun and entertainment at Six Flags. This trip includes all day admission to go on all the rides. **Campers must buy lunch.** You may want to bring extra money for games, drinks and souvenirs.

**Yankee Game**- Bronx, NY- Come enjoy a fun day of major league baseball!!!! **Bring or buy lunch. No Glass bottles allowed**

**IMAX Theater/ Palisades Mall**- Nanuet, NY- We will start the day by watching the newest IMAX movie and after the movie the campers will have a chance to walk around the mall. Note, the Movie time is 11:00am so bring a snack because campers will be eating lunch late. **Bring or buy your lunch today. Bring extra money for shopping.**

**Big Bear Ziplines**- Hyde Park, NY- This will be a day full of adventure! The campers will be zip lining Big Bears Hideout which has ziplines up to 1,400 feet in length! Campers will also be hiking, climbing Tarzan vines and using fire truck ladders. **Please bring lunch today.**

**Lake Compounce**- Bristol, CT- Enjoy a full day of unlimited rides at this fun amusement park. **You must buy lunch in park.** Bring swim attire, there are water rides. You may want to bring extra money for snacks, games and souvenirs.

**Mountain Valley Guides Kayaking**- Cornwall-on-Hudson, NY- A day of kayaking and hiking. Enjoy open water, calm marshes, and beautiful scenery as you kayak on the Hudson River. This Program focuses on safety and fun. Guides will Provide instruction and lead the group on a river tour. Also included is a hike up storm king Mountain. Bring your bathing suit, a towel, extra water and sunscreen. **You must bring lunch and something to drink on this trip.**

**Bronx Zoo**- Bronx, NY- This trip includes total experience tickets which include admission to the Zoo and access to special rides and attractions. Campers will be able to visit every animal exhibit and experience new attractions. **Bring or buy lunch.**

**Island Current – Deep Sea Fishing-** City Island, NY- Take a ride on Island Current IV, a 65 foot passenger carrying charter vessel. All fishing equipment and instruction will be provided to enjoy a day of fishing and sunning on the Long Island sound. **Please bring a lunch and drinks. “DON’T FORGET THE SUNSCREEN! 8:00AM DEPARTURE.**

**Grand Prix Racing-** Mt. Kisco, NY- You can imagine you and your friends being taught how to drive by professional instructor and then racing wheel to wheel in state-of-the-art indoor karting facility. After you race it’s time for food. **Lunch will be provided.**

**Mets Game** –Queens, NY- Take me out to the ballgame!! **You can bring or buy lunch. No glass bottles.**

**Ice Skating-** Brewster, NY- Join us while we cool off ice skating on a hot summer day. There will also be access to an arcade and other games. Bring extra money for the arcade and snacks. **Lunch will be provided.**

**2014 PLEASANTVILLE RECREATION TRAVEL CAMP  
REGISTRATION/MEDICAL FORM**

This form MUST be completed for EACH child. Payment must accompany form.

**Please Print**

**FEE: \$1100 NO REFUNDS**

Camper's Name \_\_\_\_\_ Male \_\_\_\_\_ Female \_\_\_\_\_

Complete Address \_\_\_\_\_ Phone \_\_\_\_\_

Date of Birth \_\_\_\_\_ Grade in September 2014 \_\_\_\_\_

Daytime/Business/Cell Phones (other than home phone)

Mother \_\_\_\_\_ Father \_\_\_\_\_

Doctor's Name \_\_\_\_\_ Phone \_\_\_\_\_

Emergency Contact \_\_\_\_\_ Phone \_\_\_\_\_

Child's Specific Health Problems, Insect Sensitivities, Allergies, Etc. \_\_\_\_\_

**TRIPS**

July 1- Homefield Bowling  
July 2- Bronx Zoo  
July 3- Big Bear Ziplines  
July 8- Brewster Ice Areana  
July 9- Splashdown  
July 10- NYY Game  
July 15- Lake Compounce  
July 16- Grand Prix Rcing

July 17- Kayaking  
July 22- Medieval Times  
July 23- Six Flags New England  
July 24- IMAX Movie  
July 29- Deep Sea Fishing  
July 30- Mets Game  
July 31- Dave & Buster

**This schedule is subject to changes & revisions**

**Medical History – Immunization Record**

Required by NYS Law – Please list exact dates (e.g. 3/20/85)

Information Must Be Written On Form – No Attachments

Diphtheria/Tetanus/Tetraimmune (4 doses)	Dates: 1) _____ 2) _____ 3) _____ 4) _____
Polio Vaccine (IPV) (3 or more doses)	Dates: 1) _____ 2) _____ 3) _____ 4) _____
MMR Vaccine (2 doses)	Dates: 1) _____ 2) _____
HIB Vaccine (1 dose)	Dates: 1) _____ <b>EPI-PEN</b> _____ <b>YES</b> _____ <b>NO</b>
Varicella (1 dose)	Dates: 1) _____
Hepatitis B (3 doses)	Dates: 1) _____ 2) _____ 3) _____

**HOSPITAL RELEASE AND PERMISSION**

**Hospitalization Insurance Company** \_\_\_\_\_ **ID #** \_\_\_\_\_

I hereby, for myself, my children, my heirs, executors and administrators, waive and release and any all rights and claims for damage against the Village of Pleasantville, its trustees, employees, representatives and volunteers for any and all injuries suffered by myself or my child(ren) at any activities sponsored by these groups.

I understand that my signature here as a parent or legal guardian indicates that all the above information is true, that my child is in satisfactory health with no specific health problems other than those noted above, that I agree to comply with all department and Day Camp policies, and that I give my permission for my child to participate in all Day Camp activities, including transportation by bus to such activities as necessary. I also understand that all participants ARE NOT covered by Village of Pleasantville insurance. By signing below, I also give permission, in case of injury, to take my child to a hospital for treatment, to include evaluation of injuries, X-rays and needed care.

SIGNATURE OF PARENT/LEGAL GUARDIAN \_\_\_\_\_ CHECK # \_\_\_\_\_ CASH \_\_\_\_\_ AMT. PD. \_\_\_\_\_ DATE \_\_\_\_\_

**Pleasantville Express Travel Camp**

**Behavior Policy**

Please sign and return this at registration or before the first day of camp. If we do not receive it by the end of the first week of camp, your child will not be able to attend camp until it is returned. Thank you for your cooperation in this matter.

**Rules of Camp:**

1. Campers are required to stay with their group at all times unless otherwise told by camp staff.
2. Campers are expected to respect all staff members as well as other campers.  
This includes following the rules and following the directions of the staff.
3. No fighting, verbal abuse or destruction of property (destruction of property will result in being billed for damages) will be tolerated.

**POLICY:**

**Date:**

\_\_\_\_\_ **1st Occurrence: Warning and phone call home**

\_\_\_\_\_ **2nd Occurrence: Camp Suspension – 2 Days**

\_\_\_\_\_ **3rd Occurrence: Dismissal from camp – NO REFUND**

**Parent/Guardian Signature :** \_\_\_\_\_

**Date:** \_\_\_\_\_



Village of Pleasantville  
 Recreation and Parks Department  
 48 Marble Avenue Pleasantville, New York 10570



LINDA BELLOFATTO  
 Superintendent

General Information: (914) 769-7950  
 (914) 769-7879  
 Fax: (914) 741-5157

**PLEASANTVILLE DAY CAMP MEDICATION ORDER FORM**

**ALL MEDICATIONS MUST BE SENT TO CAMP BY A PARENT OR GUARDIAN.**

*It is against camp policy to allow children to carry medication to or from camp, or while at camp. Any medication that is to be dispensed to a camper must be given by a nurse only, unless the camper has been deemed self-medicated which would be determined by the physician or health director of the Pleasantville Day Camp.*

**ADMINISTRATION OF MEDICATION**

The medication administration policy is consistent with NY State guidelines, accepted medical practice and children's safety. **MEDICATIONS MUST BE DELIVERED TO THE CAMP AND TAKEN HOME BY A PARENT OR GUARDIAN ONLY. THERE WILL BE NO EXCEPTIONS.** It must be in a prescription bottle with a pharmacist's label attached. Over the counter medication is to be labeled with the child's name and must be in an unopened original container.

**TO BE COMPLETED BY PARENT/GUARDIAN:**

I hereby request that the camp nurse administer medication as prescribed by my child's physician.

Camper's Name \_\_\_\_\_ DOB: \_\_\_\_\_

Parent/Guardian's home phone:( \_\_\_\_\_ ) \_\_\_\_\_

I hereby release **Pleasantville Day Camp** from any and all liability arising from the administration of this medication.

Parent/Guardian signature \_\_\_\_\_

**TO BE COMPLETED BY THE PHYSICIAN FOR EVERY MEDICATION (prescription & over the counter)**

Patient Name: \_\_\_\_\_ Diagnosis: \_\_\_\_\_

Medication: \_\_\_\_\_ Dose: \_\_\_\_\_ Frequency: \_\_\_\_\_

Dates for administration: From \_\_\_\_\_ Through: \_\_\_\_\_

If PRN, signs & symptoms for administering medication: \_\_\_\_\_

Possible Side Effects: \_\_\_\_\_

Restrictions (Be Specific): \_\_\_\_\_

❖ Self Medicated ❖ Yes \_\_\_\_\_ No \_\_\_\_\_

M.D. Signature: \_\_\_\_\_ Date: \_\_\_\_\_ NYS Reg # \_\_\_\_\_  
 Physician Stamp



Village of Pleasantville  
 Recreation and Parks Department  
 48 Marble Avenue Pleasantville, New York 10570



LINDA BELLOFATTO  
 Superintendent

**Pleasantville Day Camp  
 Food Allergy Action Plan**

General Information: (914) 769-7950  
 (914) 769-7879  
 Fax: (914) 741-5157

**ALLERGY TO:** \_\_\_\_\_

Name: \_\_\_\_\_ D.O.B: \_\_\_\_\_

Asthmatic Yes \_\_\_\_\_ No \_\_\_\_\_

\*High risk for severe reaction\* Yes \_\_\_\_\_ No \_\_\_\_\_

◆ **SIGNS OF AN ALLERGIC REACTION** ◆

**System Symptoms:**

- MOUTH** - itching & swelling of the lips, tongue, or mouth
- THROAT\*** - itching and/or a sense of tightness in the throat, hoarseness, and hacking cough
- SKIN** - hives, itchy rash, and/or swelling about the face or extremities
- GUT** - nausea, abdominal cramps, vomiting, and/or diarrhea
- LUNG\*** - shortness of breath, repetitive coughing, and/or wheezing
- HEART\*** - “thready” pulse, “passing-out”

*The severity of symptoms can quickly change. \*All above symptoms can potentially progress to a life threatening situation.*

◆ **ACTION FOR MINOR REACTION** ◆

1. Symptom(s) : \_\_\_\_\_

Give \_\_\_\_\_  
medication/dose/route

Then call:

2. Mother \_\_\_\_\_, Father \_\_\_\_\_,  
 or emergency contacts.

◆ **ACTION FOR MAJOR REACTION** ◆

1. Symptom(s): \_\_\_\_\_

Give \_\_\_\_\_  
medication/dose/route

Then call:

2. Rescue Squad (ask for advanced life support)

3. Mother \_\_\_\_\_, Father \_\_\_\_\_,  
 or emergency contacts.

Parent’s Signature \_\_\_\_\_ Date \_\_\_\_\_

Doctor’s Signature \_\_\_\_\_ Date \_\_\_\_\_  
 (Doctor’s Stamp)