



**Town of Brookhaven**  
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# Summer Fun Day Camp

## ABOUT SUMMER FUN DAY CAMP 2021

**Summer Fun** is a program for children six years old on or before July 1, 2021 through eleven years old until August 20, 2021. **You must submit birth certificate and immunization records\*\*** in order to register your child for camp. The Summer Fun Program operates from 8:00 am to 4:00 pm. Before and after care are offered for additional fee. A variety of age-appropriate indoor and outdoor activities will be scheduled every day including arts and crafts, swimming, quiet & active games and sports. **\*\*Please note: According to NYS Law, all children are required to have current immunizations to attend.**

We have local organizations come to our sites to teach the children about a variety of topics as well as spirit days and special events scheduled throughout the summer. You will receive an activities calendar the first day of camp.

Summer Fun is a fast-paced, group oriented, social, hands-on learning experience that can have a positive impact on children. That being said, every child needs to be ready for camp! All instruction is full group instruction. Our groups are made up of approximately 10-15 children. In order to maintain safe staff/counselor ratios our counselors do not provide individualized or small group instruction. Campers need to stay within their group during all activities of the daily rotation. Our counselors do not have the training to carry out individualized plans. Considering this fast pace, it requires each child to have a level of independence to participate in all activities and handle transitions with ease. Our program has the structure and behavior expectations of school, yet does not have school related professionals such as a nurse, school psychologists, behavior specialists, 1:1 aides, etc.

Campers are under the direction of their camp counselors and site supervisors and need to follow instructions from the counselors and follow behavior guidelines. In a group atmosphere they need to be able to change themselves to go in the pool. Campers also need to be able to advocate for themselves if they are hurt or not feeling well.

## SUMMER FUN REGISTRATION INFORMATION

**\*\*Registration is all online. \*\***

To receive updates for camp, please email us at [summerfun@brookhavenny.gov](mailto:summerfun@brookhavenny.gov)

There is no registration deadline and you may register at the site of your choice *provided there is room.*

You may register for whatever weeks you need or for all available weeks. **We suggest registering early to secure your place.**

All fees are due at the time of registration. Registration is not accepted without payment.

**\*Please be advised that centers are subject to close and registration is based on a first come, first served basis.** To uphold a safe ratio of counselors per number of children, all sites have limited enrollment. To maintain the success of the program, no accommodations can be made to register children once a center is closed. We apologize in advance for any inconvenience this may cause but once a center is closed registration will not be accepted! There can be no exceptions!

### Registration Checklist:

- Please complete the online form with accurate information.** Please fill out forms with full first and last names and no nicknames.
- Have a credit card/checkbook ready for payment.** See program details for fees/payment methods.
- Verify that the medical history and information for your child is correct.** By giving false or misleading information you place your child's safety and care at risk, as well as the safety of our staff and other campers.
- Include a copy of your child's immunization records. Children cannot attend camp without submitting their immunization records.** These records need to be submitted within two weeks of submitting your online form.
  - **You can attach your immunization record to the online form.** Do so by clicking "select" under "Attach Immunization Files," If you have them saved on your computer or USB drive you can attach it to the online form.
  - You can also submit your immunization records by **emailing to:** [summerfun@brookhavenny.gov](mailto:summerfun@brookhavenny.gov)
- Include a copy of a birth certificate to verify your child/children's birthdate(s). Children cannot attend camp without submitting their birth certificate.** These records need to be submitted within two weeks of submitting your online form.
  - **You can attach a copy of their birth certificate to the online form.** Do so by clicking "select" under "Attach Birth Certificate or Proof of Age." If you have them saved on your computer or USB drive you can attach it to the online form.
  - You can also submit the copy by **emailing to:** [summerfun@brookhavenny.gov](mailto:summerfun@brookhavenny.gov)
- Verify your contact information.** We use the contact information that you enter on the registration forms so please make sure to give a valid email address, mailing address and phone numbers. Once you hit submit this is the only contact information we have. You will be able to review your information you entered prior to hitting submit. Please review all information prior to submitting your application.
- Hit Submit only once!** *Clicking submit multiple times could lead to multiple charges. Be sure to hit the submit button only once to avoid any additional charges.*
- Keep your receipt.** You will receive an email address to the email you entered on your online form with a receipt showing that you have been registered at your chosen location. **Please retain your receipts for tax purposes!** We ask that you hold on to your receipt or obtain a receipt for your records during the summer. We are a seasonal program so our staff is not available during the winter months/tax season to obtain these documents.

## SUMMER FUN PROGRAM DETAILS:

**TIME:** Monday-Friday: 8:00A.M. until 4:00P.M.

**LOCATIONS:**

- 1) **Mastic Day Camp:** William Floyd High School, 240 Mastic Beach Road, Mastic Beach NY 11951
- 2) **Centereach Day Camp:** 286 Hawkins Road, Centereach, NY 11720
- 3) **Holtsville Day Camp:** Ecology Site, 249 Buckley Road, Holtsville, NY 11742 **\*Fee waived for parking at Holtsville-**you will receive a drop-off/pick-up pass in the mail or by email.\*

**DATES:** July 6, 2021 –Aug. 20, 2021

**PAYMENT INFORMATION:**

- **Credit Card** \*2.35% convenience fee will apply, minimum \$1.50
- **E-Check** \*flat fee of \$1.75 will apply
- Also, please be sure to obtain a receipt at the time of payment as this will be your only record of enrollment. **Please retain your receipts for tax purposes!**

**FEES:** All fees are due at the time of registration. Registration cannot be submitted without payment.

- **Weekly rate of \$180.00** per child
- **ALL WEEKS:** \$1260 per child\*

All fees are due at the time of registration.

- **ADVANCE DISCOUNT-**You may sign your child up for **ALL 7 WEEKS** for **\$1185, IF PAID IN FULL PRIOR to June 28, 2021.**\*
- You do not need to send your child for the full week or day.
- **However, there are no daily or hourly rates for either registration or early/late pick-up or drop off.** We cannot prorate days or weeks. Registration is based on the full week regardless of how many hours or days your child attends.
- Once fee is paid and registration is accepted, **NO REFUNDS** will be granted. **NO EXCEPTIONS!**

**EARLY DROP-OFF/LATE PICK-UP FEES:**

- **Early Drop-Off:** 7:00AM- 8:00AM is **\$30** per week (per child)
- **Late Pick-Up:** 4:00PM – 5:00PM is **\$30** per week (per child)
- **BOTH early drop-off and late pick-up:** is **\$60** per week (per child)
- **NO DAILY RATES AVAILABLE**
- **\*5pm is the latest pick-up available**
- *There will be a charge of \$10.00 per 10 minutes, or any portion thereof, for any unscheduled late pick up*

**CAMP INFO:** Each child should bring the following items to camp daily

- Lunch
- Two (2) Mask
- Snack(s)- nut free (due to allergies)
- Bathing suit & towel (We suggest that they wear their bathing suit to camp and change out of it after pool time)
- Spray sunscreen and sunscreen stick for face
- Change of clothes/Hat
- Water Bottle
- Backpack to carry everything in

**\*Items brought to camp by the children should be clearly marked with the child's name.** Please encourage your child to leave valuable items at home. Staff is not responsible for your child's toys or personal possessions. Don't send any valuable items that you don't want your child to lose or break. In addition, Summer Fun Day Camp is a camp that is encouraging our children to unplug from electronics to maintain a traditional camp experience with face-to-face interactions.

**PLEASE NOTE:**

- Parents of children with special needs please refer to the Special Recreation Program at 631-451-6108. If your child's behavior interferes with their safety and the safety of others, they will be subject to dismissal.

**ADDITIONAL REGISTRATION INFO:**

- Please email us at [summerfun@brookhavenny.gov](mailto:summerfun@brookhavenny.gov) or call 631-451-6113 if you have any questions.

## SUMMER FUN PROGRAM POLICIES:

Summer Fun Day Camp prides itself in being an action-packed program. Allowing children to continually sit out activities is not allowed. Of course, exceptions can be made in the case of injury or illness but parents will be informed if the request to not participate becomes an issue for counselors.

For the children's safety, **sneakers must be worn** during active games and sports. Children can bring a change of shoes for the pool and other water activities.

Activities will be adjusted for **weather extremes (heat/rain)** but the program will not close. Every child should bring lunch, snack, sneakers, bathing suit, towel, change of clothes and sunscreen and/or protective clothing from the sun. Also, there is no refrigeration or microwave available for lunches.

We recommend that you send your child to camp with sunscreen already applied. Groups will generally reapply sunscreen throughout the day, especially before they go into the pool. For ease of reapplication we recommend using spray sunscreen, and/or a sunscreen stick for their face. Younger campers will be supervised AND assisted if necessary (see our sunscreen permission form) in their sunscreen application, older campers will be reminded and supervised.

In recent summers it has come to our attention there are a number of allergies to all kinds of nuts (not just peanuts). These allergies can range from mild to life threatening. No amount is safe. In order to prevent an emergency situation, we would appreciate your cooperation in not packing any nut products in your child's lunch or snack. Thank you in advance for your cooperation in this matter.

For your child's safety all children need to be released to a person indicated on their pick-up authorization form submitted at the time of registration. Participants of the program cannot sign themselves (or siblings) in or out of camp. A person 16 years or older must be present at time of pick up and drop off.

**Also, if there are any restrictions as to whom your child is to be released to** or if someone other than the parent or guardian is picking up your child, it is necessary to notify us in writing. This written statement will be kept on file at the site to make certain that the proper procedures are implemented.

### **CAMPER CODE OF CONDUCT:**

**It is the goal of Summer Fun Day Camp to provide a healthy, safe, and secure environment for all participants. Children who attend the Summer Fun Program are expected to follow the behavior guidelines and to interact appropriately in a group setting. Please discuss the following statements with your child before attending camp and the importance of abiding by the following behavior guidelines.**

#### **CAMPER GUIDELINES:**

- Campers need to treat everyone in the camp community with respect at all times, including showing respect for other's personal belongings, privacy and feelings.
- Campers need to understand that harassment based upon race, color, religion, creed, sex, national origin, age, sexual orientation or disability is a form of discrimination in violation of federal and state law and/or the Town of Brookhaven policy, and will not be tolerated.
- Campers need to respect the camp's facilities and equipment and not take or destroy camp property. Campers cannot misuse camp equipment and materials.
- Campers cannot use obscene or foul language or gestures and are not allowed to bring music with lyrics, which contain obscene or foul language or make reference to violent offensive actions.
- Campers cannot engage in any activity, which may put themselves, other campers or staff at risk.

- Campers must abide by the rules and regulations of the camp and understand that they are expected to follow directions and guidance provided by the camp staff.
- Campers must not bring radios, cell phones, video games or other expensive items to camp. Parents/campers must acknowledge that the Town of Brookhaven Parks and Recreation will not be responsible for loss or damage to personal property.
- If the behavior continues the supervisors/counselors will document the situation. This written documentation will include what the behavior problem is, what provoked the problem, and the corrective action taken. Parents will be notified at this point and asked to assist in helping their camper make more positive choices.
- If the behavior continues the supervisors will schedule a conference with the parent.
- If behavior or actions do not improve, parents will be notified that their child is being sent home. The camp director/program coordinators will discuss all decisions thoroughly before any child is sent home.
- **Campers asked to leave camp early for behavioral reasons will not receive a refund.**

#### **FOR PARENTS:**

**If the camper fails to abide by the behavioral expectations, the following steps will be followed:**

- Staff/counselors will redirect the child to more appropriate behavior.
- The child will be reminded of the behavior guidelines and a discussion will take place with the camper/counselors.

**The camp director reserves the right to send home any camper if it is decided that it is in the best interest of the Day Camp program and campers.**

**The following behaviors are considered very serious and will result in suspension or, in some cases, immediate expulsion from camp:**

- Possession or use of weapons, illicit, illegal drugs or other controlled substances, tobacco products of any kind and alcoholic beverages.
- Physical abuse of any kind including hitting, kicking, biting, choking or pushing another camper or staff member.
- Failure to follow staff instructions thereby resulting in situations that put themselves, other campers or staff in physical danger.
- Leaving camp property or assigned program area without the permission of the staff member supervising the area or activity.
- Verbal abuse of or toward other campers or staff, which includes swearing, teasing or bullying.
- Behavior that is constantly interfering with the quality of the program other campers are receiving.
- Campers threatening to harm themselves or other campers.

#### **IMPORTANT INFORMATION FOR PARENT(S) OF DAY CAMP PROGRAM PARTICIPANT(S)**

Summer Fun Day Camp Program operates Monday through Friday from 8:00 AM to 4:00 PM. NO CHILD IS TO BE DROPPED OFF AT SITE BEFORE 8:00 AM unless enrolled in the early drop-off program. NO CHILD IS TO BE PICKED UP AT SITE after 4:00 PM unless enrolled in the late pick-up program.

**The parent of any child left at the site after 5:00 PM will be subject to the fees and sanctions explained below in the LATE PICK-UP POLICY.**

### LATE PICK UP POLICY:

- (1) Organized activities end at 3:55 PM and Camp is closed at 4:00 PM except for late pick-up participants where pick-up is until 5:00 PM.
- (2) If you encounter an *emergency* please call the camp directly, not the recreation office. This number can be obtained from the site director at the beginning of camp.
- (3) If you are registered for the program ONLY and cannot get your child until after 4:00 PM, you will automatically be charged the late pick-up fee. Lateness will be determined according to the clock at the site and the camp program director will have the final word on ALL disputes. **There will be a charge of \$10.00 per child, per 10 minutes, or any portion thereof, for any unscheduled late pick up. All monies for late pick-up fees are payable in cash before the child(ren) may again be allowed on the site.**
- (4) If late pick up becomes a continuous problem, the child(ren) will be exited from the program and all fees will be forfeited. Please help the camp run smoothly by adhering to the pick-up times.

*\*NOTE: Should carpooling result in a late pickup, the parents of **all** children involved will be subject to late fees and sanctions as listed in items 3 and 4 of this section. Please take this into consideration if you should decide to make such arrangements for your child(ren).*

### INJURY/ILLNESS/MEDICATION POLICY:

If your child is sick or injured, we ask that you keep them home for the day to allow time for rest and healing. Please notify the camp supervisor upon arrival if your child has an injury that will keep your child from participating in particular activities. We will require a doctor's note explaining their limitations. We will also need medical clearance from a doctor after their limitations are lifted. This will ensure they are receiving proper care while at camp. We also ask you to notify us of any medical conditions and diagnoses that we should be aware of. One example is a concussion. If your child has been diagnosed with a concussion, we require a doctor's note clearing the child to attend camp/participate in all activities. We cannot let them participate/attend camp until we have a doctor's note giving medical clearance to return to play. Failure to notify us of such a condition puts your child's safety at risk. **If your child has allergies/requires medication:**

In accordance with the New York State Department of Health, Summer Fun has adopted the following policy regarding the administration of medication.

- Our summer program limits medication usage to camper self-administration of medication. This means medication will be self-administered by the camper but under close supervision by a staff member.
- To keep in accordance with New York State Department of Health we need to have proper documentation of these medications. Therefore, medications must be in the original container and labeled with the child's name, name of medication, directions for medical administration with the date of the prescription.
- In addition, we also need the authorized prescriber's order (physician, dentist, physician assistant, etc.) for all medications (including over-the-counter). This can be obtained from the doctor and is the same form used by many school districts.
- If your child brings an EpiPen, inhaler or other prescribed oral or topical medication, or a non-prescribed (over-the-counter) oral or topical medication that may need to be provided, the camper must be able to self-administer. Of course our First Aid/CPR/ EpiPen trained staff or EMT will provide assistance, if necessary.
- Considering that children need to be able to self-administer medication, we cannot allow any medications on site that are a controlled substance.