



LET THE ADVENTURE BEGIN

Welcome to Camp Sunny Days!

Camp Sunny Days Families,

We can't believe camp is almost here! This summer is going to be filled with fun, friendships and adventure for your child and we can't wait to be a part of that. Thank you for trusting us with your camper and allowing us to facilitate growth, responsibility, and belongingness especially at our new camp facility this summer.

Our summer camp is regulated and inspected by the Dutchess County Department of Health. Your child's file is subject to random inspection at any point in the summer by the DOH. For this reason, registration forms must be complete before fully enrolling your child.

Please note that this handbook is merely a guide to the program and the policies and procedures within it may be changed at any time. This document is intended for informational purposes only and is not to be construed as an offer, acceptance, or the creation of a contract or any other binding obligation. Any representation, warranty, course of dealing or trade usage not expressly contained herein is hereby expressly disclaimed

CAMP SUNNY DAYS @NOOTEEMING
22 Camp Nooteeming Road
Salt Point, NY 12578
Susan Poole-Di Salvo
Camp Director

General Information

Administrative Staff

Susan Poole-Di Salvo, Camp Director

sunnydayscampdirector@gmail.com

(845) 242-4201 (during camp hours)

Camp operating hours are Monday through Friday 9:00 am-3:00 pm with early and late pick up options. Please see below for specific drop-off and pick-up times

Drop off/Pick up:

- Early Care is available from 7:30-9:00 am
 - Early Drop off will be at the Dining Hall.

- Drop off is from 8:45-9:00: This will be a kiss and go process.
 - Drive up to the basketball court where you will meet staff who will welcome you and your child and safely bring your child to their group.
 - Parents must stay in the car during regular drop off. Please have your child exit the car from the *driver side* of the car to ensure a safe exit.
 - PLEASE DO NOT PASS CARS for the safety of our campers.
 - If you would like to speak with a Director please loop around and park at the Welcome Center.
 - On day one campers will check in with the camp directors and staff will bring them to their appropriate group.

- Pick up will be between 2:45-3:00
 - Please pull up in the same manner you dropped off
 - **On the first day of camp you will be issued a Car Tag** at drop off-Please come prepared with your photo ID to pick up your child. This is for your protection until we get to know all of the parents.

- Keep your Car Tag on your dashboard and we will walkie talkie their group for your child.
- Campers picked up after 5:00pm will be charged a late fee a dollar a minute.
- After care is available from 3:00-5:00 pm
 - Pick up will be at the Dining Hall
- Late Drop Off/Early Pick Up
 - It is important to have your child to camp on time in order to ensure they have the best camp experience!
 - If arriving late (after 9:05am) to camp, you must park at the Welcome Center's main lot and bring your child into the main building to find a staff member.
 - If you need to pick your child up early for any reason (before 2:45 pm) please walk into the Welcome Center to sign out your child. It is always helpful to have advance notice if you are picking up your child early to avoid a delay in your schedule. Please let us know via phone, email or written note.

Medical Form REMINDER:

- These documents are required to be on file and must be current (within the last year): 1) Physical Form 2) Immunization Record 3) Physicians Order Form
- If we do not have ALL paperwork on file your child will NOT be permitted to attend camp and no refunds will be given. NO EXCEPTIONS.
- All forms are required to participate in any camp program according to the NYS Department of Health.
- These forms MUST be emailed, delivered directly to the camp office (during summer hours) or the recreation office (preseason) as soon as possible:
- The physical form must be updated each year. Medical forms expire after one full year.

Camper Educational/Physical Needs/Visitor Policy

Visitors are limited to essential personnel for campers and staff (i.e. one-on-one support, any school-provided therapies in the summer such as OT, PT, Speech, etc.).

Medication & Illness:

- Any medication in your child's possession MUST be accompanied by a doctor's note before arriving to camp.
- Child MUST be able to self-administer medication which will be overseen by the Health Director or a Health Designee.
- All prescription medication must be kept in the actual container in which it was received from the pharmacy. The container should include the prescribing doctor's name, name of the medication, procedures for use, and the child's name. Any medication sent to camp MUST be checked in with the Health Director. Do not rely on your child to deliver medications.
- Without proper doctor documentation on file, medications cannot be allowed on site.
- A child will be sent home if any of the following conditions are apparent:
 - A temperature of 100 degrees or more within 24 hours
 - Vomiting or diarrhea
 - Rash (if cause is unknown)
 - Suspected communicable disease (Pink eye, chickenpox, fifth disease, etc.)
 - Severe cold with fever, coughing, unclear mucus
 - Bronchitis or other throat infections, such as strep
 - Head lice or similar parasitic infestation

Should your child be ill with a fever or vomiting, it is recommended by the Department of Health that they do not return to camp for 72 hours after being symptom-free.

- Do not send a child to camp with flu/covid symptoms. Monitor your child's health daily before allowing them to be dropped off.
- Please notify the camp office if your child was absent due to a health-related issue so that we can properly document any cases of illness and recognize patterns to keep everyone healthy by being aware of symptoms.

What to Bring

- **Mark all personal belongings with campers first and last name**
 - Socks and sneakers daily
 - Water shoes for walking to and from the pool (example: Crocs)
 - Bathing suit
 - Towel
 - Reusable water bottle filled up daily
 - Lunch appropriate for summer camp
 - Snack-Please no candy or soda
 - Bug spray
 - Sunscreen
- Please keep electronics at **home**
 - Your child **MUST** communicate with you through a designated counselor or camp director, not with their personal phone. We can be reached at: **800-485-3328**
- Toys/Electronics **should be left at home** unless directed by a counselor for a special activity.
- Lost & Found: Photos of lost and found will be uploaded to our Facebook, typically on a weekly basis. If you see something that is your campers on the Facebook page, please notify the office so that we can put the object back in your camper's backpack. If the camper is no longer in camp we will make

arrangements with you to pick up the item. Camp will keep these items for no longer than one week from when they are found. After this time, these items will be donated or discarded.

- Camp Sunny Days assumes no responsibility for misplaced, lost, or stolen items.

Camp Behavior Contract

We strive to be a safe, caring community where individual differences are valued, where people are supported in reaching their goals and accomplishing challenges, and where everyone can have FUN. Because creating such a community requires the commitment of all participants, we ask everyone to agree to the behavior expectations listed below. Campers and parents/guardians should review and discuss these guidelines together.

I Will Show Respect For OTHERS

- I will respect other people's ideas and values, even if they are different from my own.
- All of my actions and language will have a positive impact on others in the Pathfinder community. My behavior at camp will never include violence, bullying, or harsh words.
- I understand that any behavior that could harm (physically or emotionally) a camper or staff member, or which is disrespectful, is unacceptable in the Pathfinder community.

I Will Show Respect For MYSELF

- I will take care of myself by eating well, using sunscreen & insect repellent when needed, checking myself for ticks, and telling an adult if I am hurt or unwell, etc.
- I will make the most of learning opportunities at Camp Pathfinder by participating fully in camp activities, and I will try new things and have a positive attitude.
- I will not allow exclusive relationships (like those with friends from home or school) to prevent me from getting to know other people at camp, or from including others in activities

. • I will stay with a buddy when moving around camp and will always never leave the group.

I Will Show Respect For THE CAMP

- I understand that all community members are expected to share responsibility for keeping personal and community areas neat and clean, and I will help with these tasks.
- I will not bring my cellular phone, music player, video games, radio, or other electronics to camp, because they detract from enjoyment of and interaction with others and with the natural world.
- I will pick up litter, stay on trails, and not damage or remove anything from the environment.
- I will take care of all facilities, program supplies, and equipment. I will put equipment away when I finish using it and will leave an area I use better than I found it.

I Will Show Respect For OUR SAFETY

- I understand that the possession and use of tobacco, alcohol, illegal drugs, or any controlled substance is prohibited. I will not have/use these at camp.
- I understand that fireworks, firearms, pocket knives, and other weapons are not allowed. I will not bring these to camp.
- I will abide by all other safety standards explained by the staff.
- I understand that ANY physical and emotional bullying or violence will result in my immediate dismissal from camp. If I am dismissed from camp, my tuition is forfeited, and my parent/guardian is responsible for picking me up immediately.

If a camper has difficulty following these behavior expectations, staff will:

- Remind the camper of expected behavior.
- Review the Behavior Agreement above.
- Discuss ways staff members can support the camper in making necessary behavior improvements.

If a pattern of inappropriate behavior continues, Camp Sunny Days staff will work with the camper to set specific, appropriate behavior goals and outline consequences for continued inappropriate behavior. Camp Sunny Days staff may ask parents/guardians for suggestions to help improve behavior or create a written behavior contract.

Continued inappropriate behavior or severely inappropriate behavior (such as physical or emotional violence, bullying, or possession of prohibited items) will result in immediate dismissal from camp and forfeiture of camp fees. The parent/guardian is responsible for picking up a dismissed camper immediately.

Camper Safety

Emergency Drills

We strive to be prepared for any potential emergency situations. We will run weekly drills to help prepare and familiarize campers and staff with these procedures. Examples include; fire drill, lost camper drill, emergency evacuation, water rescue and shelter in place.

Restroom Policies

There are several flush toilets on the Nooteming property. Two located at the Welcome Center and two at Tal's Cabin located further into camp. Employees may not be alone with a child in a bathroom with the door closed. The employee supervising will be visible to the other staff, while also maintaining a direct line of supervision for the camper using the restroom. This policy allows privacy for the children and protection for the supervising individual.

Special Needs

Camp Sunny Days strives to provide programs that include children of all abilities. Our goal is to provide high-quality camp experience. Camp is open to all students without regard to disability. *Campers with special needs must be able to function independently.* The Camp Director and Health Director will review the needs of each student, including but not limited to a review of the student's Individualized

Educational Program (IEP) where appropriate, to determine appropriate and necessary staffing to ensure the safety and quality of the program for all students. We work to ensure that accommodations provide successful participation in our programs, while not fundamentally altering the nature of our programs and services.

Our Staff

- Babysitting/Outside Employment

To make sure your child stays safe outside of Pleasant Valley Recreations supervision, and to protect our staff members and volunteers, we request that you do not ask a Camp Sunny Days employee or volunteer to babysit, lifeguard, or spend one-on-one time with your child outside of our recreation programs. Pleasant Valley Recreation staff are not allowed to sign out any child from the program or transport any child in their own car. This policy is also consistent with recommendations made by the National Council for the Prevention of Child Abuse and many childcare licensing consultants across the country.

Staff Qualifications

- Our staff includes high school and college students from the local area, many of whom grew up at camp who are 16 years of age and up. We have several staff who are educators or studying education.
- Our Camp Director has been an educator for 18 years in the areas of special education, literacy and classroom. She has 20 plus years experience in camps
- We require at least two (2) years of experience working with children and previous camp experience. In addition, all management staff are trained in First Aid/CPR safety procedures.
- All of our staff complete child abuse prevention training, mandated reporter training, and orientation prior to their start date. Staff will continue to receive in-service training throughout the summer on behavior management, communication skills, and safety procedures for working with children.
- Prior to hire, all staff members have a criminal background check and a child abuse registry check performed to the extent permitted by law.

Parent and Camp Collaboration

Communication

- Communicate Behavior Expectations with your child.

We believe that communication and cooperation between parents and Camp Sunny Days staff is invaluable to providing and maintaining the highest quality summer camp for your family. Please make every effort to read any materials that are emailed or posted to our website/social media. Most of our information will be sent out via email-make sure to check your spam if you don't receive anything from us. Parents are also welcome to communicate with admin and summer management staff throughout the summer.

Daily Duties:

- Always speak with your child about their day at camp!
- Check your child each night for ticks.
- Check your child's backpack daily for any notes or camp/group reminders.
- Make sure your child comes to camp prepared with all belongings each day.

Participation & Appropriate Behavior

Pleasant Valley Recreation welcomes your comments and staff are always available to discuss any aspect of the program. Parents are reminded that all interactions with children (theirs or others) and staff must be positive in nature. Any parent engaging in any negative interaction with any child or staff will face immediate removal from the program and termination of their child's future participation. Camp Sunny Days is a drug, alcohol, smoke, and weapons-free organization. Possession of illegal drugs, alcohol, or a weapon of any kind may result in immediate termination of services and notification of legal authorities. If a parent/pick-up person arrives to pick up a child and it is evident that the person is under the influence we will suggest that they call someone else to pick up. If they are not willing to call someone else or leave with the child, the police will be notified.

Refund Policy

- Following Registration there is a 3-day grace period from date of registration, exclusive of the date of registration, to receive a full refund.
- After 3 days, and up to three days before the start of the program, a refund will be granted subject to a \$25 administrative fee to be deducted from the refund.
- If a request for a refund is made after uniforms, if any, are ordered, the cost of the uniform will be deducted from the refund in addition to the administrative fee.
- The request to cancel participation in the program and to request a refund must be made in writing and sent to and received by the Assistant Recreation Director before the three days have lapsed for a full refund, and at least three days before the start of the program for a refund less the administrative fee.
- No refunds will be granted once a program has commenced which is considered three days before the first event.
- If the Town cancels the Camp Program, in full, the full fee will be refunded.
- No refunds are permitted for participants dismissed from the program.

Looking forward to a fun and safe summer here at Camp Sunny Days.

Susan Poole-Di Salvo

Camp Director