



# Summer Camp Parent Handbook 2011

“Believe in yourself and everything is possible.”

Our Staff is very excited and looking forward to a wonderful summer. This handbook contains Camp Fun Spot policies and procedures, which are important to you and your child. By signing the following, you agree that you have reviewed a copy of the School-Age Child Care requirements prepared by the New York State Office of Children & Family Services. You also agree to follow the policies, procedures, and practices placed before you within the Camp Fun Spot Parent Handbook.

**Please remember to notify Camp Fun Spot of all absences.**

**Camp Fun Spot Summer Camp**  
**Tentative Field Trip Schedule 2011**

**All campers are required to wear their Camp Fun Spot T-Shirts on field trip days**

June 27 <b>Week 1</b>	June 28 Crandall Park & Cole's Woods	June 29	June 30 AC Moore & Chipoltes	July 1
July 4 <b>Week 2</b> No Camp	July 5 Bowling	July 6	July 7 Moreau State Park	July 8
July 11 <b>Week 3</b> Field trip Fee \$5.00	July 12 Gurney Lane Hike & Swim	July 13	July 14 Tiny Chef's Clifton Park	July 15
July 18 <b>Week 4</b> Field trip Fee \$10.00 (No fee with Great Escape Season pass)	July 19 Stone Bridge & Caves/ The Great Escape	July 20	July 21 Stone Bridge & Caves/ The Great Escape	July 22
July 25 <b>Week 5</b> Field trip Fee \$10.00	July 26 Chapman Museum & Crandall Library	July 27	July 28 Adirondack Tubing	July 29
August 1 <b>Week 6</b> Field trip Fee \$5.00	August 2 Creative Sparks	August 3	August 4 Moreau State Park	August 5
August 8 <b>Week 7</b> Field trip Fee \$5.00	August 9 Snow Tubing At Tubby Tubes	August 10	August 11 Gurney Lane	August 12
August 15 <b>Week 8</b>	August 16 Movies	August 17	August 18 Prospect Mountain	August 19
August 22 <b>Week 9</b> Field trip Fee \$10.00  (No fee with Great Escape Season pass)	August 23 Adirondack Museum/ The Great Escape	August 24	August 25 Adirondack Museum/ The Great Escape	August 26
August 29 <b>Week 10</b>	August 30 Pizzeria Uno	September 31	September 1 Gurney Lane	September 2

# Camp Fun Spot Summer Camp Program Fees June 27 thru September 2, 2011

**Invoices NOT Provided:** An invoice will not be provided unless requested. Payments should be made in accordance with the program fees outlined below.

## SUMMER CAMP - 7:30 am until 5:45 pm (Children Ages 5 to 12) (Weekly Payment)

	<u>First Child</u>	<u>Additional Child</u>
Monday thru Friday, 5 Days:	\$175.00	\$157.50



- **Annual Registration Fee:** \$10 per child **Summer Session, June 27 thru Sept 2**  
**First Week of Tuition is due with registration fee**
- **Second Child Rates:** First registered child is charged the higher fee, then the additional child rate would apply for additional children in the same family.

## Camp Fun Spot Financial Policies

- ✓ **No Refunds or Credits Available**
- ✓ **Payment Due Schedule:**

Summer Camp: All Payments are due by Friday, two weeks prior to the start of that week. A late fee of \$10.00 will be assessed on any account which is not paid in full by 5:45 pm on the due date. We also offer an automatic credit card charge option. You can provide us with your credit card information and we will automatically charge your card on the payment due date for the camp week your child will be attending. Invoices will not be provided unless requested.

- 1) **DO NOT send in payments with your child.**
- 2) Payments will be applied as follows: registration fee, late fees, past due balances, then current balances.
- 3) A non-refundable registration fee of \$10.00 per child is due upon enrollment in any of the Camp Fun Spot programs.
- 4) Under no circumstances will Camp Fun Spot credit for absenteeism or cancellation of a child's enrollment in any of our programs. No refunds will be issued for campers who are suspended or expelled from the program.
- 5) **Returned Checks:** A \$25 fee will be assessed to your account. In the event that this situation occurs twice, cash or a money order will be required for payment for the remainder of the year.
- 6) Accounts that are delinquent may result in suspension or termination from Camp Fun Spot without refund.
- 7) If outside assistance is required to collect any outstanding balances on your account, all costs incurred, including any and all attorney fees, collection fees, and/or court costs will be added to your account.

## Camp Fun Spot Late Pick Up Fees

Arrangements must be made prior to the beginning of the program. There will be a late fee if your child is picked up after 5:45 p.m. *This fee must be paid at the time of late pick up on the day applicable.* The following fees will apply:

- 1 to 15 minutes \$10.00**
- 16 to 30 minutes \$15.00**
- 31 to 45 minutes \$25.00**
- 46 to 60 minutes \$45.00**





**Camp Fun Spot Summer Camp Handbook**  
**The Fun Spot**  
**1035 Route 9, Queensbury, NY 12804**  
**P: (518) 792-8989 F: (518) 792-5073**  
**www.thefunspot.net**

### **Policies and Procedures**

1. **Pickup:** All children must be picked up no later than 5:45 p.m. or a late fee will be charged. All children must be dropped off by 9:30 am unless prior arrangements have been made. If we will be leaving earlier than 9:30am for a field trip, notification will be given in advance of the time.
2. **Child Absent from Camp Fun Spot:** Please remember that it is your responsibility if your son or daughter will be absent from Camp Fun Spot to **call and notify Camp Fun Spot on the day missed.** If you do not notify us, we will spend time calling you at work to notify you of a missing child. A fee of \$5.00 will be charged each day Camp Fun Spot is not notified of your child's absence.
3. **Sign In and Sign Out:** All children, upon arrival at Camp Fun Spot, must be signed in; and all children being picked up from Camp Fun Spot, at any time and under ALL circumstances, **must be** signed out by his or her parent/guardian or designated pickup person.
4. **Parental Visitation:** Parents and/or guardians of enrolled/attending children are permitted to view and observe their children at any time while being escorted by a staff member. We only allow observation by parents of enrolled/attending children.
5. **Designated Pickup Persons:** We will only release children to persons designated by parents on the child's registration form. Parents may also provide an additional list. An ID provided by the designated pickup person must be shown to a staff member at the desk before release of the child will be permitted.
6. **Responsible for Child:** Camp Fun Spot will not assume responsibility of any child until his/her actual arrival and sign-in at The Fun Spot.
7. **Snack:** Snack bar food can be purchased from Camp Fun Spot on a daily basis. A pre-paid snack card can be maintained for your child to purchase food. See the front office to open, add to, or close a snack account.
8. **Personal Property:** **All personal property must be labeled with child's first and last name.** Camp Fun Spot does not allow the use of cell phones, personal listening devices, personal game devices or pagers. The use of these items is disruptive to campers and camp activities. Camp Fun Spot is NOT responsible for lost, stolen or damaged items brought to camp.
9. **All children will be required to bring in one extra outfit for us to keep here at Camp Fun Spot.** This is in case your child needs a change of clothing when they are here. We will put the clothing into a clear bag labeled with the child's name. **Also, each child will be required to bring their own sunscreen.** Please make sure your child is able to apply the sunscreen if needed.
10. **Lost and Found:** Clothing/items left at camp at the close of each business day will be placed in Lost and Found. It is the parent's responsibility to check this area daily. All items left at month's end will be donated to charity.
11. **Change in Personal Information:** Camp Fun Spot administrative personnel **must be notified immediately** when there are any changes in the following: home telephone, work phone, address, emergency contacts, etc.
12. **Parents Authorization:** I hereby grant permission for my child to be transported by Camp Fun Spot and contracted providers chosen by them to and from Camp Fun Spot. I also authorize Camp Fun Spot to transport my child at any time Camp Fun Spot chooses for daily excursions without notifying parent or guardian. Walking excursions are also permitted in and around the surrounding property/buildings of Camp Fun Spot and the Town of Queensbury.

13. **Discipline Policy** - Definition of a Behavioral Problem:
1. Any behavior by a child that is viewed or deemed unsafe to the well being of himself/herself or any other person/child.
  2. The improper use of language or gestures directed to staff or other children.
  3. Damage or theft of camp property or the property of others.
  4. An overall disrespect to staff or other children.

**Methods of Guidance and Discipline Used Shall:**

1. Be positive. For example, Instead of saying, "Stop kicking the table!" Say, "Please keep your feet on the floor."
2. Shall be consistent with the age and developmental needs of the children.
3. Lead to the child's ability to develop and maintain self control.

**Behavioral Disciplinary Actions**

1. Children may be removed from a group activity to another area, provided that the child removed is either under the direct supervision of another staff member or continuously visible to a staff member.
  2. Verbal warning from director
  3. Verbal warning from director with a written notice for parent(s) to be signed.
  4. Conference with director
  5. Suspension or termination from Camp Fun Spot without refund.
  6. Extreme or violent behavior resulting in an injury to another child or staff member may warrant immediate termination from our program without any previous warnings.
  7. Camp Fun Spot retains the right to dismiss any student without prior written notice from or conference with the director.
  8. The center will not expel a child based solely on the child's parent making a complaint to the Bureau of Licensing regarding a center's alleged violations of the licensing regulations.
  9. Staff members shall not use hitting, shaking or any other form of corporal punishment of children.
  10. Staff members shall not use abusive language, ridicule, harsh, humiliating or frightening treatment or any other form of emotional punishment of children.
  11. Staff members shall not engage in or inflict any form of child abuse and/or neglect.
  12. Staff members shall not withhold food, emotional responses, stimulation, or the opportunities for rest or sleep from children.
  13. Staff members shall not require a child to remain silent or inactive for an inappropriately long period of time for the child's age.
14. **Policy On Release of Children:**
1. Each child may be released only to the parent(s) or person(s) authorized by the parent(s) to take the child from Camp Fun Spot and to assume responsibility for the child in an emergency if the parent(s) cannot be reached.
  2. If a non-custodial parent has been denied access, or granted limited access, to a child by a court order, Camp Fun Spot will need to receive documentation to that effect, maintain a copy on file, and comply with the terms of the court order.
  3. If the parent(s) or person(s) authorized by the parent(s) fails to pick up a child at the time of the center's daily closing, the center shall ensure that:
    - a) The child is supervised at all times.
    - b) Staff members will attempt to contact the parent(s) or person(s) authorized by the parent(s).
    - c) An hour or more after closing time, provided that other arrangements for releasing the child to his/her parent(s) or person(s) authorized by the parent(s) have failed and the staff member(s) cannot continue to supervise the child at the center, the staff member shall call the Division of Youth and Family Service's 24 hour Child Abuse Hotline (1-800-792-8610) to seek assistance in caring for the child until the parent(s) or person(s) authorized by the child's parent(s) is able to pick-up the child.

d) If the parent(s) or person(s) authorized by the parent(s) appears to be physically and/or emotionally impaired to the extent that, in the judgment of the director and/or staff member, the child would be placed at risk of harm if released to such an individual, the center shall ensure that the child may not be released to such an impaired individual:

i. Staff members will attempt to contact the child's other parent or an alternative person(s) authorized by the parent(s); and

ii. If the center is unable to make alternative arrangements, a staff member shall call the Division of Youth and Family Service's 24-hour Child Abuse Hotline (1-800-792-8610) to seek assistance in caring for the child.

e) For school-age childcare programs, no child shall be released from the program unsupervised except upon written instruction from the child's parent(s).

15. **Policy on the Management of Communicable Diseases:** If a child exhibits any of the following symptoms, he/she should not attend school/camp. If such symptoms occur at school/camp, the child will be removed from the classroom/area, and you will be called to pick up your child.

Severe pain or discomfort	Infected untreated skin patches
Acute Diarrhea	Difficult or rapid breathing
Episodes of acute vomiting	Skin rashes lasting longer than 24 hours
Oral temperature of 101.5 degrees Fahrenheit	Swollen joints
Sore Throat or severe coughing	Visibly enlarged lymph nodes
Yellow eyes or jaundice skin	Stiff Neck
Red eyes with discharge	Blood in urine

Once the child is symptom free for 24 hours, or has a physician's note stating that he/she no longer poses a serious health risk to themselves or others, he/she may return to school/camp. If a child contracts any of the following diseases, please report it to us immediately. The child may not return to school/camp without a doctor's note stating that the child presents no risk to himself/herself or others.

Table of Excludable Communicable Diseases:

Respiratory Illnesses	Giardia Lamblia*	Scabies
Chicken Pox	Hepatitis A	Tuberculosis*
German Measles*	Salmonella*	Meningococcus
Homophiles Influenza*	Shigella*	Mumps
Measles*	Whooping Cough	Strep Throat
Impetigo	Contract illnesses	Gastro-intestinal illnesses
Lice (must remove all eggs/nits before returning to Camp Fun Spot with note from physician)		

Reportable diseases: If your child is exposed to any communicable diseases at school or within our program, you will be notified in writing.

16. **Children's Code of Conduct** While at Camp Fun Spot, children are expected to abide by the following rules:

1. Quiet down when directed
2. Respect other children, staff, and property
3. Follow all staff directions
4. Stay with a staff member at all times
5. Adhere to all rules regarding safety
6. Refrain from using foul language or other forms of verbal abuse
7. No fighting or other physical altercation

17. We are a **peanut free facility**. Due to the severe allergic reaction of some of our children **all peanut products are prohibited**.

## Camp Fun Spot Summer Camp Registration

Child's Full Name \_\_\_\_\_ Nickname \_\_\_\_\_  
Gender: Male Female Grade: \_\_\_\_\_ Birth Date: \_\_\_\_\_ Date of Enrollment: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_  
State \_\_\_\_\_ Zip Code \_\_\_\_\_ Home Phone \_\_\_\_\_ T-Shirt Size: \_\_\_\_\_

Mother's Full Name: \_\_\_\_\_  
Mother's Address: \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Mother's Home Phone \_\_\_\_\_  
E-Mail: \_\_\_\_\_  
Mother's Employer \_\_\_\_\_  
Employer's Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_  
Work Phone: \_\_\_\_\_ ext. \_\_\_\_\_ Pager or Cell # \_\_\_\_\_

Father's Full Name: \_\_\_\_\_  
Father's Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Father's Home Phone \_\_\_\_\_  
E-Mail: \_\_\_\_\_  
Father's Employer \_\_\_\_\_  
Employer's Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_  
Work Phone: \_\_\_\_\_ ext. \_\_\_\_\_ Pager or Cell # \_\_\_\_\_

Parent's Marital Status: Married Separated Divorced Single Widowed  
Child Lives With \_\_\_\_\_ If Divorced, Who Has Legal Custody \_\_\_\_\_  
May the Non-Custodial Parent Pickup Child \_\_\_\_\_

### **Emergency Contact Information (other than parents/guardian)**

Name \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_  
Emergency Contact Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_  
Relationship to Child: \_\_\_\_\_

### **Neosporin & Sprays Permission**

I \_\_\_\_\_ give permission for the staff at Camp Fun Spot to apply topical ointments, sun screen, and spray on bug spray to \_\_\_\_\_ when they deem necessary.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **The Fun Spot Activities Permission**

I \_\_\_\_\_ give permission to \_\_\_\_\_ to participate in any of The Fun Spot activities during Camp Fun Spot (Example: Roller Skating, Playground, Go Karts, Adventure Golf, and Laser Tag.)

Parent/Guardian Signatures: \_\_\_\_\_ Date: \_\_\_\_\_

**Photography Permission**

The Fun Spot occasionally uses photography/video for publicity purposes. We would like your permission to photograph/video you/your relatives for possible inclusion in our publications, website and other publicity material. The image(s) will remain the property of The Fun Spot and will be used for the designated purpose of promoting The Fun Spot.

I permit The Fun Spot to use photographs/videos of me/my relatives in The Fun Spot's publications and publicity material.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Emergency Release/Consent to Medical Treatment**

In a true emergency, a child may need to be treated without parental consent. I hereby give my permission that in my absence, Camp Fun Spot Staff may act on my behalf regarding the treatment of my child. I also give permission for my child to be transported by car or ambulance to an emergency center for treatment. In the event that I cannot be contacted immediately and a delay would result in increased risk to the child's life or health, medical or surgical treatment can be administered to my child as prescribed by a treating physician.

Parent/Guardian Signatures: \_\_\_\_\_ Date: \_\_\_\_\_

**Camp Fun Spot will not be responsible for paying for the child's health care.**

- 1. Child's Physician: \_\_\_\_\_ Phone: \_\_\_\_\_
- 3. Insurance Company: \_\_\_\_\_ Policy #: \_\_\_\_\_ Group #: \_\_\_\_\_
- 4. Regular Medications: \_\_\_\_\_
- 6. Medicine allergies: \_\_\_\_\_
- 7. Food Allergies: \_\_\_\_\_
- 8. Any other Allergies: \_\_\_\_\_
- 9. Any special health conditions: \_\_\_\_\_

**Please describe your child's swimming ability: Circle all that apply**

- |  |   |
|--|---|
| Can Not Swim                           | Likes the water, but head does not go under the water |
| Can swim with head above the water     | Can put head and face underwater                      |
| Can swim with face/head under water    | Can swim in water that is over their head             |
| Can jump feet first into shallow water | Can jump/dive into water that is over their head      |
| Needs lifejacket                       | Does not need lifejacket                              |

I understand this is a legally binding document. I have read and understand all Camp Fun Spot policies and procedures.

**Signatures:**

Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Provider: \_\_\_\_\_ Date: \_\_\_\_\_

## Child Pick Up Form

The following people HAVE permission to pick-up the child named below from Camp Fun Spot. It is the parent's responsibility to notify Camp Fun Spot in writing of any changes.

Child's Name	DOB	Age	Sex
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1. Name: \_\_\_\_\_ DL #: \_\_\_\_\_ Relation: \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone: \_\_\_\_\_

2. Name: \_\_\_\_\_ DL #: \_\_\_\_\_ Relation: \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone: \_\_\_\_\_

3. Name: \_\_\_\_\_ DL #: \_\_\_\_\_ Relation: \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone: \_\_\_\_\_

B. The following people MAY NOT pick-up my child(ren) from Camp Fun Spot.

1. Name: \_\_\_\_\_ DL #: \_\_\_\_\_ Relation: \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone: \_\_\_\_\_

2. Name: \_\_\_\_\_ DL #: \_\_\_\_\_ Relation: \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Note: Any person unfamiliar to me will be required to show proof of identification. Under NO circumstances will the child be released to anyone other than those listed above without WRITTEN permission from the parent.

### Weeks Your Child/Children will be attending Camp

Week 1 June 27 to July 1 _____	Week 6 August 1 to August 5 _____
Week 2 July 5 to July 8 (\$140) _____	Week 7 August 8 to August 12 _____
Week 3 July 11 to July 15 _____	Week 8 August 15 to August 19 _____
Week 4 July 18 to July 22 _____	Week 9 August 22 to August 26 _____
Week 5 July 25 to July 29 _____	Week 10 August 29 to Sept. 2 _____

### **Enrollment Requirement Check Sheet - Staff Use Only**

The following steps must be completed and submitted to The Fun Spot main office prior to the child's first day attending Camp Fun Spot Programs. All personal information will be kept confidential, unless required to be given to the appropriate staff to meet your child's individual needs.

**STAFF NOTE: Please Initial as Received**

\_\_\_ **Summer Camp Registration and Emergency Contact Info.**

- \_\_\_ **Permission Forms** - Neosporin & Sprays (Bug Spray, Sun Screen, etc).  
 - Fun Spot Activities.  
 - Emergency Release / Consent to Medical Treatment.

\_\_\_ **Child's Medical Information**

\_\_\_ **Signed Handbook Acknowledgment Form** - form must be signed by the parent or legal Guardian.

\_\_\_ **Child's Pick up Form**

\_\_\_ **Weeks to Attend Camp**

\_\_\_ **NYS Blue Card filled out and returned**

\_\_\_ **Payment** - Each child's annual registration fee of \$10.00 must be received.

\_\_\_ **Payment** - Each child's first week's payment must be received.