



**CYB SUMMER CAMP
PARENT GUIDE**

IMPORTANT CONTACT NUMBERS

Janice Meyer Camp Director: 607-749-0096
Nate Johnson Recreation Supervisor: 607-423-7875
Heather Johnson Deputy Director 315-573-2185
CYB Main Office: 607-752-3021

We will also be using the app [GameChanger](#) for communication between staff and guardians

Schedule and Hours of Operation

Camp Weeks:

Week 1: July 13-17

Week 2: July 27-31

Week 3: August 17-21

Week 4: August 3-17

- Drop-Off: 8am – 9am
- Regular Camp Hours: 8 a.m. – 4 p.m.
- Late Pick-Up: 4 – 5:30 p.m. (Additional cost of \$55 Per Week, limited spots available)

WHAT TO EXPECT

Going off to summer camp is a exciting experience for campers and parents. It's very natural for everyone to be anxious about the first day of camp and meeting new friends. Hopefully, the following information will familiarize everyone with camp procedures and minimize "first day" anxiety. Our well-trained staff are focused on meeting the needs of individual campers and are committed to serving as excellent role models.

CAMP SCHEDULE AND LOCATION

The camp operates from 8 AM to 4 PM at the Suggett Park Burch building. Late pick up will be available from 4 PM to 5:30 PM for an additional cost.

Your First Day at Camp

- Introductions
- Rules of Camp
- Pool and Field Trip Rules
- Fun Activities

- New Friends

WHAT TO WEAR

Dress for the weather — day camp continues rain or shine Campers play hard and may get dirty — please choose comfortable appropriate play clothing, free of offensive slogans or symbols. Make sure your child wears sneakers and socks to camp daily. Closed-toed shoes. Poncho or raincoat in case of rain. Hats and sunglasses are also suggested but optional.

WHAT CAMPERS NEED TO BE SUCCESSFUL

As much as staff teach responsibility and remind campers to take care of their belongings, we do ask that parents/guardians label all belongings with your camper's name on them. This will help us to identify lost items.

WHAT TO BRING

- Inexpensive backpack for campers to keep belongings
- Water bottle
- Bathing suit and towel
- Extra pair of clothing (recommended but not always needed)
- Morning snack
- Bagged lunch - Campers are also welcome to enjoy catholic charities free lunch program (available M-F)

LUNCH

Pack a nutritious lunch for your camper, including a drink. Camp does not have refrigeration for lunches. Please send peanut/tree nut-free products. A lunch box with the camper's name works best for packing lunches and drinks.

WHAT NOT TO BRING

Counselors will give any of the following items to directors if they are brought to camp. These personal belongings will be returned to campers' parents during evening pick-up. Please leave these items at home:

- Toys, radios, iPods/mp3 players, electronic games, cellular phones and other electronics do not fit into this setting. Firearms, fireworks, knives, matches, lighters, tobacco products and illegal drugs (all over-the-counter medication must be submitted to camp staff with the correct forms). Expensive items, money and trading cards.

ARRIVAL AND DEPARTURE

Our day camp runs out of the Burch building at Suggett Park open at 8 a.m. for parent drop-off and pick up at 4pm (4-5:30 for an extra cost).

- Parents must sign their camper in and out. Parents who wish to pick up their camper early may do so at the camp designated pickup area (Burch building). Please send a message through GameChanger, call ahead or come in at least a 1/2 hour prior to pick up so we may arrange to have your camper waiting for you. Otherwise, please be prepared to wait at least 20 – 30 minutes to gather your camper and their belongings for departure. Only adults listed on the approved pick up list for your camper and present correct identification may be allowed to sign out a camper.

STAFF

A camp is only as good as its staff.

Our well-trained counselors mentor and care for your child. We conduct background checks on all camp counselors and employees as mandated by state licensing. We train our counselors and staff in conflict resolution techniques and encourage campers to be inclusive of all and celebrate our differences.

SWIM ASSESSMENT

Before swimming at camp, all campers are given a swim assessment in the pool under the direct supervision of certified lifeguards. This is a safety procedure that helps staff distinguish between swimmers and non-swimmers.

SUNSCREEN

To help prevent sunburn, it is required that parents apply sunscreen prior to arriving at camp.

HEAT ADVISORY

During extreme heat/heat advisory days, we will adjust our schedule when possible. The safety and comfort of our campers is always our top priority and we want you to be aware of the changes we will make to our camp schedule:

- We will limit the time spent in direct sun. We will spend more outside time in shady places. We will take more breaks than usual to “chill out.” We’ll play games that keep kids hydrated and cool (like water fun). We will move activities inside when possible. We will take extra water breaks and make sure water is always available.
Here are some tips to help your kids stay comfy cool during summer fun:
- Pack a frozen water bottle. Dress campers in lightweight and light-colored clothing. Store lunch in an insulated, chilled lunch box. Send your child with a hat. Apply sunscreen before camp. Tell your camp staff if your child has a health condition that makes them more sensitive to the heat.

CAMPER BEHAVIOR

All children are entitled to a pleasant and harmonious environment at camp. Our first step in behavior guidance is prevention. Our staff are trained to be proactive to prevent behaviors.

Chronically disruptive behavior may include but is not limited to, verbal or physical activity that requires constant attention from staff, inflicts physical or emotional harm to others, is inappropriate and/or ignores or disobeys group behavior and safety rules.

Reasonable efforts will be made to assist children in adjusting to the camp setting by using positive reinforcement. In cases of continued negative or inappropriate behavior, the following consequences may occur: staff reminders, warnings, time away from activities, parent notification, discipline reports, and meetings with the camp director. If a camper receives 3 related discipline reports, the camper may be suspended from the program for a period decided by the camp director. **CAMP PAYMENTS WILL NOT BE REFUNDED DUE TO SUSPENSION FROM THE PROGRAM.** The above steps may vary based on what is the developmentally appropriate for the age of the child. In addition, the above steps can be bypassed based on severity of actions and behavior.

The following may result in the child’s immediate dismissal from camp:

- Repeated refusal to stay within the program space
- Repeated prejudice/ racist speech, writing, actions, etc.
- Possession of a weapon, drugs, or alcohol
- Repeated physical aggression directed towards another child or staff member

A child that has been dismissed from the program will be put on a 20 day (of which camp is actively occurring) probationary period in which any recurring behavior may result in immediate and final dismissal from the program. After a child successfully participates in the program for 20 days without incident, they will return to the standard behavior policy.

Parent Conduct Policy

Any parent/guardian exhibiting misconduct towards or in the presence of staff/program participants (e.g. threats, harassment, or pick-up violations) may be required to make arrangements for a different authorized person to drop off/pick up the child. If the situation is severe or the behavior continues, it may end to the termination of the child from the program.

Child Abuse Prevention

All Cortland Youth Bureau camp staff mandated by law to personally report any suspicion of child abuse, neglect, or maltreatment to the New York State Child Abuse and Maltreatment Register. Information regarding any reported incident is confidential and may not be discussed.

Registration

You may register your child for as many weeks of camp as you like. You will be charged for each week of camp at registration.

In order to register for camp, you must be a City of Cortland resident, meaning your home address is within the Cortland city limits.

If you cancel your camp registration before the start of camp, a \$25 administrative fee will be withheld from your refund. To cancel, you must contact the Cortland Youth Bureau office.

All requests for a camp registration cancellation after June 1st will not receive a refund unless a doctor's note excusing the camper can be provided to the Cortland Youth Bureau.

Licensing

Cortland Youth Bureau Summer Camp is licensed by the Cortland County Health Department and inspected a minimum of twice a year. Inspection reports concerning camp are on file at: 60 Central Ave, Cortland NY, 13045, Phone Number: 607-753-5036

Group Structure

Campers are divided into groups according to their age. At a minimum, we maintain a 1:12 staff-to-camper ratio, though we may choose to break into smaller groups when possible.

Health

Immunization records, a detailed camper health history medical form signed by a doctor, and proof of health insurance for each camper must be submitted to the Cortland Youth Bureau by June 1st

Cortland Youth Bureau Summer Camp shall accept into the program all children who are able to participate in regular activities and within the guidelines set by staff as part of a group with a ratio of 1 staff to 12 campers. All program participants must be capable of independent toileting on a consistent basis.

The Cortland Youth Bureau complies with applicable federal and state disability discrimination laws and will consider reasonable accommodations to its policies to allow disabled children to enjoy equal benefits of this program. Registrations for camp ask general questions of all parents in order to assess the Cortland Youth Bureau's ability to meet each child's needs. If a parent/guardian has indicated that a child may require additional support, the Cortland Youth Bureau will set up a meeting with the parent/guardian and child to develop an Individual Health Care Plan prior to the start of camp. This meeting will be used to verify that the Cortland Youth Bureau expects to be able to meet the needs of the child without fundamental alteration or undue hardship to the program.

If applicable, the parent/guardian will also provide a copy of the child's current IEP to the Cortland Youth Bureau staff.

Every child shall be included in all activities, and activities shall allow for adaptation of activities based on a child's individual needs. The registration forms include health and medical history, parental authorization (for emergency exemptions, hospitalization, and field trips) and immunization records, which are all mandated by the NY Department of Health. Your child may not attend camp without a copy of their immunization record on file by June 1st.

Illness

Please keep your child home if they have a communicable illness, fever, cold, or virus. This protects your child and the health of other children at camp. Your child must be symptom-free (without the aid of fever-reducing medication) for 24 hours before returning to camp.

If your child becomes ill during camp, you will be notified and asked to make arrangements for the pick-up of your child with 30 minutes of notification. If we cannot reach you, we will attempt to reach your emergency contact person or persons.

If your child should contract a communicable illness such as chicken pox, pink eye, or lice, we ask that you contact the Camp Director. A doctor's written consent must be provided before your child will be allowed to return to camp.

Please note; If your child comes to camp with a contagious illness, you will be required to come and pick the up immediately

Injury

Counselors will administer basic first aid if your child has a minor injury. The parent or guardian will be notified upon pick-up of the minor injuries and will be requested to sign an accident report.

If your child becomes seriously injured during camp, you will be notified immediately. If no one can be reached, we may call emergency services and have your child taken to the emergency care location indicated on the parents authorization form. The camp director or another Cortland Youth Bureau staff member will accompany the child in the absence of an authorized adult.