

Parks Board and Recreation Commission



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Superintendent of Recreation & Parks

Administration Building | Zukor Park
31 Zukor Road | New City, NY 10956
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June, 2016

MEMORANDUM TO: The Parents of Children registered at **Street Community Center Extended Camp**

FROM: Jo Anne Pedersen, Supt. of Recreation and Parks

SUBJECT: **General Information**
Camp Dates – August 8 – August 19, 2016
Half Day Camp: Monday – Friday 8:30 AM - 11:30 AM
Full Day Camp: Monday – Friday 8:30 AM - 5:30 PM (Swimming Included)

We are looking forward to working with your children and providing them with an enjoyable and memorable summer. Your cooperation concerning the following will be appreciated:

A. SWIMMING

1. The campers will be going to Germonds Pool Complex in the afternoons, weather permitting. They should wear their swim suits under their clothing every day. Please have campers dress for swimming regardless of weather conditions that morning.
2. The swim period will be approximately 2:30 PM to 5:30 PM while at Germonds Pool. On the first day of camp, each child will be water tested by a head lifeguard to determine the child's swimming abilities.
3. The campers will be dismissed at **5:30 PM**. Parents are asked to pick up their children at the **Germonds Pool Complex**. If there is inclement weather, the children will be dismissed from Street Community Center at 5:30 PM. Should there be any doubt, please contact the Pool at 623-1221.

B. LUNCHTIME

We request that paper bags be used in lieu of lunch boxes. Your child's name should be placed on the bag. You may provide a snack to be eaten during the allotted snack time.

C. MISCELLANEOUS

1. The morning will consist of sports related and new games activities and arts & crafts, with special events, tournaments, etc. The later afternoon will be spent at the swimming facility. When at Germonds Pool, they will be picked up at the pool.
2. Please have the campers wear sneakers and label any belongings that they bring to camp.
3. If your child chooses not to go swimming on a given day, they can participate in quiet games, and arts & crafts activities at the pool facility.
4. Every effort will be made to maintain a ratio of at least 1 staff member for every 12 children.

(OVER)

5. Staff will be ready to accept your child at 8:30 AM. Please be prompt and pick up your child at 5:30 PM. **If you are more than 15 minutes late, you must pay the camp \$10.00 cash before entering the program the next day. Otherwise, your child will not be eligible to enter camp.**
6. Special events will be held. Parents/Guardians will be notified as to the details by the Program Director. An additional fee of \$5 will be collected for those special events involving food and/or drink. Please send \$5 in cash in an envelope with your child's name on it on the first day of camp.

D. REFUND POLICY:

Refunds/Credits for recreation programs will be processed upon written request in accordance with the following policy:

- Full refunds/credits will be issued for classes canceled by the Parks Board and Recreation Commission.
- Full refunds/credits will be granted to individuals if it is prior to the start of class/activity, minus service fee for refunds.
- Refunds submitted after class has started will only be issued for medical reasons or if you have moved. A physician's verification will be required in writing. The request must be made within seven (7) working days of the situation.
- No refunds will be granted after a program/activity has been completed.
- Credits will be good up to one (1) year from date issued. They will be void after that time period.
- A \$25.00 service fee will be charged on all refund applications except those canceled or closed by the Commission.
- **Participants are expected to exhibit appropriate behavior at all times. If your child is asked to leave camp due to inappropriate behavior, there will be no refund.**

E. SPECIAL NOTE

All camp programs operated by the Clarkstown Parks Board and Recreation Commission are required to be licensed by the New York State Department of Health. These programs are inspected twice each year and the inspection reports are kept on file at the Administration Office - Zukor Park, 31 Zukor Road, New City, NY.

If you have any questions, please feel free to contact Jo Anne Pedersen, Supt. of Recreation & Parks or Elaine Apfelbaum, Sr. Recreation Supervisor at 639-6200.

