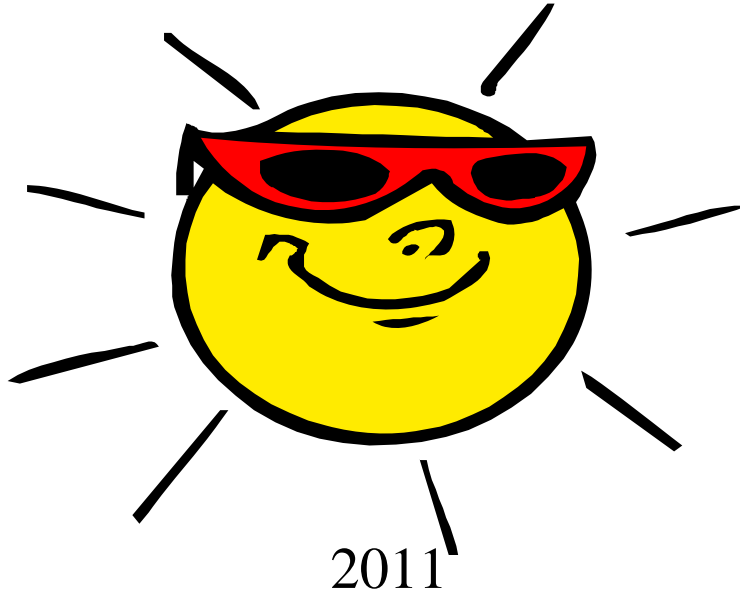


# TOWN OF BRUNSWICK



## SUMMER RECREATION PROGRAM GUIDE AND HANDBOOK

Philip H. Herrington, Town Supervisor

➤➤➤ **DEADLINE FOR REGISTRATION** ◀◀◀  
➤➤➤ **FRIDAY JUNE 17, 2011** ◀◀◀

Summer Program will begin Tuesday June 28, 2011 and run through Friday August 5, 2011.

### Phone Numbers:

Town Beach, Up Top 279-4097  
Tamarac School 279-4600

Town Beach, Front Gate 279-3876  
Bus Dispatcher 279-4600 ext. 2822

### Summer Program Registration Fees

#### **Town of Brunswick Residents**

**\$275.00** for one child

**\$150.00** each additional child

#### **Non-residents residing within the Brunswick Central School District**

**\$650.00** per child

### **POLICIES AND PROCEDURES FOR THE TOWN OF BRUNSWICK DAY CAMP**

#### A. ADMISSION

Children will be enrolled in the Town of Brunswick Day Camp after meeting the following criteria:

- a. They must be a resident of the Town of Brunswick or reside within the Brunswick Central School District.
- b. They must **not** be older than 12 years of age; and no younger than 5 years of age.
- c. Registration must be completed. Attached to the registration form must be a copy of the child's immunization record and proof of residency.

## B. ATTENDANCE

The children of the Town of Brunswick may use the Day Camp as little or as often as they wish. It is not necessary to contact the camp if your child is not attending for one or several days.

**\*\*NOTE\*\*** Children in the Town of Brunswick Day Camp are not permitted to leave the program without being signed out. Written permission is needed for others to sign the child out, and identification will be required. If there is an emergency; please call the camp to make alternate arrangements.

## C. CLOTHES AND OTHER BELONGINGS

The staff is not responsible for any of the children's belongings, therefore you should send as little as possible with the children.

Here are a few suggestions that may be helpful to you:

1. Have the children wear their bathing suits under their clothing.
2. Children should wear sneakers in order to participate in both indoor and outdoor games.
3. It is not recommended that children bring any toys or any other personal items to camp.

BACKPACKS – Each child should bring a backpack or bag to store their lunch, clothing and any other items they may need.

MONEY – Please DO NOT send money to camp unless it is for the soda machine or some other camp activity.

## D. SNACKS AND LUNCHES

All children need to bring their lunches and any drinks they will need. There is a soda and juice machine available, but it is not always stocked.

It is recommended that extra food be sent with the younger children (5 and 6 years old) due to the fact there will be a scheduled snack time each morning.

E. TRANSPORTATION

The children of the Town of Brunswick Day Camp will need to be transported to Tamarac Elementary School. Children may be picked up from the beach (school on inclement days) or will be transported to selected bus stops. There is a listing attached that indicates where the buses will be letting children off. If it is convenient for you to meet the bus at these stops, the service is available to you. (This service is recommended for children who know where their stop is.) It is recommended that the same method of departure be used daily. If there is a change in transportation home, then the counselor and the director need to be notified in writing.

**\*\*NOTE\*\* The children on the Brunswick Day Camp's bus routes will be discharged on the right side of the buses only. Parents or another responsible adult need to meet their children at the door of the bus.**

1<sup>st</sup> drop off time will be approximately 3:15 and the bus will follow the attached routes. The last approximate drop off will be 4:00. Please be sure to arrive at your bus stop at least 10 minutes early, due to the variations in traffic patterns.

In order to prevent confusion with the children, staff and bus drivers, there will not be alterations in the bus schedule. Hopefully these bus routes can accommodate both you and your children.

F. PERSONAL INFORMATION

Please let a counselor or director know if there has been any major change in a child's life, such as the birth of a sibling, a death of someone close, a divorce or separation so that we will be able to help your child during a difficult time. This will give us a better understanding of any possible behavior changes. Please make sure we are kept informed of any telephone number changes (new or unlisted) emergency numbers or any other pertinent information needed to keep our files up to date.

G. SIGNING IN AND OUT

Once the children enter the building they will be arranged in the gym, by their age group and attendance will be taken. After attendance is taken the children will be grouped with other children of similar age and interest.

Whenever a child is picked up from either the Day Camp or the Brunswick Beach, the Counselor, Director and/or Assistant need to be notified and the child signed out. If a child is to be picked up by another person other than the parent, a written note will be needed.

**\*\*NOTE\*\*** The staff at the Day Camp reserves the right to ask for identification from a person. If a child does not know the person, then the child will not be released into his or her custody.

## H. PARENT PARTICIPATION

Parent participation is important to our program. Parents are encouraged to visit and take part in any activity. If you or someone you know has a special talent, hobby or interest and would like to share it with the children, please let us know so that we can incorporate it into the program. We are always open to suggestions and parent input is always welcomed.

## I. DISCIPLINE STATEMENT

The staff at the Town of Brunswick Day Camp will deal with the normal day to day minor behavioral problems. Excessive and very disruptive behaviors include but may not be limited to the following:

- Physically or verbally hurting other children
- Property damage
- Stealing
- Use of foul or vulgar language
- Leaving camp grounds without parental permission

Excessive and very disruptive behaviors will be handled in the following manner:

The child's behavior will be logged; this will include a narrative of the incident.

- First Time – The child will be isolated from the other children
- Second Time – The parent will be called
- Third Time – The child will not be allowed to enter the program for at least 2 days
- Fourth Time – The child will not be allowed to return to the program

## J. LOST AND FOUND

Although the staff at the Town of Brunswick Day Camp cannot be responsible for lost items, there will be a box in the main hallway of items that are not claimed. There will also be a clothes line at the Beach for lost towels. If your child has lost an item, please check these locations.

#### K. HEALTH AND SAFETY POLICIES

In the best interest of your child, as well as the other children and the staff, please do not send your child to the program when he/she is ill.

If your child should become ill while at the program, you will be notified to come and pick up your child. We do not have the facilities or the staff to supervise and care for sick children.

We ask the following:

1. Make arrangements for alternate care before your child becomes ill.
2. Be sure that alternate and emergency numbers are up to date.
3. Please keep the staff at the Town of Brunswick Camp informed of any significant medical incidents that may be cause for concern such as:
  - a. Exposure to communicable disease
  - b. Updates on any allergies your child may have
  - c. Any medication being given at home

If your child needs to take any medication while at the program, you MUST have a doctor's permission slip. This must state the type of medication, the dosage and be addressed to the Town of Brunswick Day Camp. The medication MUST be in its original container. If your child has an Epi-pen, please contact the Town Office for instructions. If a child needs emergency attention, all efforts to notify the parent(s) about the circumstances will be made. In the event the parent(s) cannot be reached, the director at the Town of Brunswick Day Camp will notify the Emergency Medical Team and continue to phone the parent(s) until they can be reached. Please remember to sign the medical release at the end of the application.

#### L. CALENDAR

The Town of Brunswick Day Camp will operate for 6 weeks during the summer months. The hours of operation are 9:00 A.M. to 3:00 P.M. The staff of the Town of Brunswick Day Camp is not responsible for the children until 9:00 A.M.

During the camp's operation, swimming lessons, indoor and outdoor games, sports, arts and crafts and other activities will be offered. The children will also be transported daily to the Town of Brunswick Beach for recreational swimming. There will be special

programs as well. Last year's events included Make Your Own Sundae, Radio Disney Show, Water Day, Sandcastle Day, Field Day, Carnival Day and a Pizza Party. There will be Field trips offered periodically. If your child does not want to attend the Field Trip they will be able to stay at Camp. Permission slips for the field trips will be sent home. Please discuss attendance with your child. A child who does not want to attend a Field trip may be a disruption to those who do. An updated calendar of events will be available at the Town Hall.

#### M. OPERATING

The Town of Brunswick Day Camp is inspected twice during the summer months. The first time is before camp begins in order to examine the facilities and the second time is during the camp's operation. The Rensselaer County Division for Youth regulates the necessary staffing and guidelines, which the Town of Brunswick Day Camp and Beach both follow.

### **POLICIES AND PROCEDURES FOR THE TOWN OF BRUNSWICK BEACH**

#### A. ADMISSIONS

The Town of Brunswick Beach operates during the summer months for the residents of Brunswick. Beach permits are required and are available at the Town Hall. **IMPORTANT!** Passes are in the form of a sticker which must be attached to your vehicle as specified. **This sticker is required for admission to the beach.** In order to receive a beach pass it is necessary to prove residency with the use of your **driver's license and vehicle registration** confirming your Brunswick address. Each vehicle you may potentially bring to the beach will need its own permit and requires presentation of its current registration. Passes will be issued only to the head of household, parent or guardian.

#### B. SWIMMING LESSONS

“Learn to Swim” American Red Cross Program will be offered during the morning hours the second through fifth weeks. In order to enroll the children for swimming lessons please complete the attached form. The swim program is offered at other dates and times but transportation and supervision is not provided.

If parents are not sure which group their child belongs in, the swimmers will be tested by the instructors and the assistant waterfront director.

Once the child passes swimming lessons they will be given a card by the American Red Cross, signed by their instructor.

## **DAY CAMP REGISTRATION FORM**

Please complete this registration form (four pages) for **each child** attending and return with payment to the Town Hall on or before **Friday, June 17, 2011** to attend Day Camp. For applications received by June 17<sup>th</sup>, campers may begin camp June 28<sup>th</sup>. Late applications may be assessed a late fee and may also delay the start date for your child.

Child's Name \_\_\_\_\_ Birth Date \_\_\_\_\_ Age \_\_\_\_\_ Sex \_\_\_\_\_

Parent or Guardian Name \_\_\_\_\_

Address \_\_\_\_\_  
Street Name & Number \_\_\_\_\_ City & State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone # \_\_\_\_\_ Work Phone # \_\_\_\_\_

**If not available in case of emergency, notify:**

Name \_\_\_\_\_ / \_\_\_\_\_ Name \_\_\_\_\_ / \_\_\_\_\_  
Relation \_\_\_\_\_ Relation \_\_\_\_\_  
Address \_\_\_\_\_ Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Phone Number \_\_\_\_\_

Child's Doctor \_\_\_\_\_ Phone Number \_\_\_\_\_

**HEALTH HISTORY:** Check by giving approximate dates

Ear Infections _____	Hay Fever _____	Chicken Pox _____	Convulsions _____
Rheumatic Fever _____	Ivy Poisoning _____	Measles _____	Insect Stings _____
German Measles _____	Diabetes _____	Penicillin _____	Mumps _____
Behavior _____	Other Drugs _____	Asthma _____	Other _____

Operations or serious injuries (date) \_\_\_\_\_

Chronic or recurring illness \_\_\_\_\_

Allergies, other diseases, or details of above \_\_\_\_\_

Restricted Activities \_\_\_\_\_

Current Medication \_\_\_\_\_

**IMPORTANT:** If your child has an Epi-pen, please call the Town Office for instructions. **ALSO:** Please notify the camp if your child is exposed to any communicable disease during the three weeks prior to camp attendance.

Child's Name \_\_\_\_\_

## IMMUNIZATION HISTORY

This is a record of dates of basic immunization and most recent booster doses. Please take the time to fill this portion of the Health form out carefully and attach a copy of your physician's or school's records. This information is necessary to meet the requirements of the New York State Department of Health. Proper Immunizations are required for attendance.

Fill in Month/Day/Year:

DTP Series:            1. \_\_\_\_\_        2. \_\_\_\_\_        3. \_\_\_\_\_

Booster Series:      1. \_\_\_\_\_        2. \_\_\_\_\_

Measles Vaccine (Liver)        \_\_\_\_\_

Tetanus Booster \_\_\_\_\_

German Measles (Rubella)      \_\_\_\_\_

Tine Test \_\_\_\_\_

Mumps Vaccine (Liver)        \_\_\_\_\_

Other \_\_\_\_\_

MMR (Three in one)            \_\_\_\_\_

Hib                                1. \_\_\_\_\_        2. \_\_\_\_\_        3. \_\_\_\_\_        4. \_\_\_\_\_

Hep B                              1. \_\_\_\_\_        2. \_\_\_\_\_

3. \_\_\_\_\_

## PARENT OR GUARDIAN'S AUTHORIZATION

This health history is correct to my knowledge and the person herein described has permission to engage in all camp activities, except as noted.

**In the event that I cannot be reached in an emergency, I hereby give my permission to the physician selected by the camp director to hospitalize, secure proper treatment, order injections, anesthesia or surgery as necessary for the child named above.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Required

## TRANSPORTATION

**Child's Name** \_\_\_\_\_

Dear Parents:

It is necessary to inform the staff at the Town of Brunswick Day Camp how your child will be getting home on a daily basis. Please check the appropriate box below. If circumstances require a change in this information, for a day or the remainder of the program, the Camp Director must be notified.

**My Child Will:**

- Be picked up by Parent
- Be picked up by another person \_\_\_\_\_  
(Name of other person – they must show ID)
- Take the bus home

Please specify bus number, stop number and stop name. Refer to the **Beach Departure** listing attached. The School Departure list is slightly different and would be in effect if, due to inclement weather, campers are not transported to the beach.

\_\_\_\_\_  
Bus #      Stop #      Stop Name

**Parent's Signature:** \_\_\_\_\_

# Town of Brunswick

## 2011 DAY CAMP SWIM LESSONS

The "Learn to Swim" Program is taught by certified American Red Cross Instructors

- NO My child will not be participating in swim lessons.
- YES My child will be participating in swim lessons. (Please complete the following information.)

**PLEASE SELECT SESSION(S) YOUR CHILD WILL ATTEND:**

- Tuesday, July 5<sup>th</sup> – Friday, July 15<sup>th</sup> 11:00a.m. – 11:30a.m.
- Monday, July 18<sup>th</sup> – Friday, July 29<sup>th</sup> 11:00a.m. – 11:30a.m.

These sessions are offered to campers from ages 5 – 12 years old.  
Levels I – VI will be offered at this time.

Child's Name: \_\_\_\_\_

Parent Name: \_\_\_\_\_

Address: \_\_\_\_\_

Day Time Phone # \_\_\_\_\_ Child's Age \_\_\_\_\_ \*Level \_\_\_\_\_

\*If you do not know your child's level, please write N/A.

**Please be advised that the Beach will be closed at least one day in July and one day in August for water treatment.**

# BEACH DEPARTURE

## **BUS # 1**

LEAVE TOWN BEACH AT 3:00 P.M.

- 1 - BRUNSWICK PK. DR. & NORTH LAKE AVE.
- 2 - SCOTT DR. & RT. 142
- 3 - EASY ST. & RT. 142
- 4 - GYPSY LN. & RT. 142
- 5 - PLANK RD. & GYPSY LN.
- 6 - PLANK RD. & CHESTER CT.
- 7 - PLANK RD. & RUSSELL CT.
- 8 - HSBC BANK (RTS. 40 & 142)
- 9 - LARRY CT. & RT. 40
- 10 - SPEIGLETOWN FIREHOUSE (RT. 40)
- 11 - CARROLL'S GROVE RD. & RT. 7
- 12 - CARROLL'S GROVE RD. & TAMARAC RD.
- 13 - TAMARAC RD. & RT. 278 (STEWART'S)

## **BUS # 2**

LEAVE TOWN BEACH AT 3:00 P.M.

- 1 - TAMARAC SCHOOL
- 2 - LANGMORE LN. & RT. 2
- 3 - BRUNSWICK ELKS (RT. 2)
- 4 - MOONLAWN RD. & RT. 2 (LIBRARY)
- 5 - MENEMSHA LN. & CREEK RD.
- 6 - GEORGE WASHINGTON SCHOOL
- 7 - MILLER AVE. & MOUNTAIN VIEW AVE.
- 8 - PACKER AVE. & MOUNTAIN VIEW AVE.
- 9 - WESTFALL AVE. & MOUNTAIN VIEW AVE.
- 10 - CAROLINA AVE. & MOUNTAIN VIEW AVE.
- 11 - EUCLID AVE. & MOUNTAIN VIEW AVE.
- 12 - MCKINLEY AVE. & MOUNTAIN VIEW AVE.
- 13 - CROSSWAY'S (AT DOUBLE DRIVEWAY)
- 14 - PINWOOD'S AVE. & COLEHAMER AVE.

## **BUS # 3**

LEAVE TOWN BEACH AT 3:00 P.M.

- 1 - TOWN OFFICE RD. & RT. 7
- 2 - WILSON LN. & RT. 7
- 3 - JOHN SNYDER RD. & RT. 7
- 4 - COOKSBORO RD. & RT. 7
- 5 - TERRACE HAVEN & RT. 7
- 6 - DEEPKILL RD. & RT. 7
- 7 - HILLSIDE APARTMENTS & RT. 7
- 8 - SPRINGBROOK RD. & RT. 7
- 9 - CENTER BRUNSWICK FIREHOUSE
- 10 - WALMART (PARKING LOT)
- 11 - EUCLID AVE. & SOUTH LAKE AVE.
- 12 - CHELTON & SOUTH LAKE AVE.
- 13 - KENWORTH AVE. & RT. 2
- 14 - DENTON LN. & RT. 2
- 15 - DIANA LN. & RT. 2

## **BUS # 4**

LEAVE TOWN BEACH AT 3:00 P.M.

- 1 - CRESCENT LN. & RT. 7
- 2 - KEYES LANE (BRUNSWICK COMMUNITY CENTER)
- 3 - FEATHER'S FURNITURE
- 4 - PLUM BLOSSOM
- 5 - LEONARD AVE. & RT. 7
- 6 - WAYNE ST. & RT. 7
- 7 - M&T BANK
- 8 - NORTH LAKE AVE. & GENESEE ST.
- 9 - DUNCAN PLACE
- 10 - NORTH LAKE AVE. & STRAIN AVE.
- 11 - NORTH LAKE AVE. & VALLEY VIEW DR.
- 12 - NORTH LAKE AVE. & LIBERTY RD.

# SCHOOL DEPARTURE

## **BUS #1**

LEAVE TAMARAC SCHOOL AT 3:00PM

- 1 - TAMARAC RD. & RT 278 (STEWARTS)
- 2 - CARROLL'S GROVE RD. & TAMARAC RD.
- 3 - CARROLL'S GROVE RD. & RT 7
- 4 - BRUNSWICK PK. DR. & NORTH LAKE AVE.
- 5 - SCOTT DR. & RT. 142
- 6 - EASY ST. & RT. 142
- 7 - GYPSY LN. & RT. 142
- 8 - PLANK RD. & GYPSY LN.
- 9 - PLANK RD. & CHESTER CT.
- 10 - PLANK RD. & RUSSELL CT.
- 11 - HSBC BANK (RTS. 40 & 142)
- 12 - LARRY CT. & RT. 40
- 13 - SPIEGLETOWN FIREHOUSE (RT. 40)

## **BUS # 2**

LEAVE TAMARAC SCHOOL AT 3:00PM

- 1 - TAMARAC SCHOOL
- 2 - LANGMORE LN. & RT. 2
- 3 - BRUNSWICK ELKS (RT. 2)
- 4 - MOONLAWN RD. & RT. 2 (LIBRARY)
- 5 - MENEMSHA LN. & CREEK RD.
- 6 - GEORGE WASHINGTON SCHOOL
- 7 - MILLER AVE. & MOUNTAINVIEW AVE.
- 8 - PACKER AVE. & MOUNTAINVIEW AVE.
- 9 - WESTFALL AVE. & MOUNTAINVIEW AVE.
- 10 - CAROLINA AVE. & MOUNTAINVIEW AVE.
- 11 - EUCLID AVE. & MOUNTAINVIEW AVE.
- 12 - MCKINLEY AVE. & MOUNTAINVIEW AVE.
- 13 - CROSSWAYS (AT DOUBLE DRIVEWAY)
- 14 - PINWOODS AVE. & COLEHAMER AVE.

## **BUS # 3**

LEAVE TAMARAC SCHOOL AT 3:00PM

- 1 - WILSON LN. & RT. 7
- 2 - JOHN SNYDER RD. & RT. 7
- 3 - COOKSBORO RD. & RT. 7
- 4 - TERRACE HAVEN & RT. 7
- 5 - DEEPKILL RD. & RT. 7
- 6 - HILLSIDE APARTMENTS & RT. 7
- 7 - SPRINGBROOK RD. & RT.7
- 8 - CENTER BRUNSWICK FIREHOUSE
- 9 - WALMART (PARKING LOT)
- 10 - EUCLID AVE. & SOUTH LAKE AVE.
- 11 - CHELTON AVE. & SOUTH LAKE AVE.
- 12 - KENWORTH AVE. & RT. 2
- 13 - DENTON LN. & RT. 2
- 14 - DIANA LN. & RT. 2

## **BUS # 4**

LEAVE TAMARAC SCHOOL AT 3:00PM

- 1 - CRESCENT LN. & RT. 7
- 2 - KEYES LANE (BRUNSWICK COMMUNITY CENTER)
- 3 - FEATHER'S FURNITURE
- 4 - PLUM BLOSSOM
- 5 - LEONARD AVE. & RT. 7
- 6 - WAYNE ST. & RT. 7
- 7 - M & T BANK
- 8 - NORTH LAKE AVE. & GENESEE ST.
- 9 - DUNCAN PLACE
- 10 - NORTH LAKE AVE. & STRAIN AVE.
- 11 - NORTH LAKE AVE. & VALLEY VIEW DR.
- 12 - NORTH LAKE AVE. & LIBERTY RD.