



TRAVEL & SPORTS CAMP
2023 HANDBOOK & REGISTRATION INFORMATION

Online registration begins Tuesday, March 7th at 10:00 a.m.

<http://register.capturepoint.com/villageofirvington>

It's critical to read the registration information and requirements.

Directors: Angela Thornton & Mike DiNardo

Any questions:

591-7736, athornton@irvingtonny.gov , mdinardo@irvingtonny.gov

CAMP DATES:

Session 1: June 26-July 14

Session 2: July 17-August 4

TEENSCAPE IMPORTANT INFORMATION

TEENSCAPE is a travel camp for teenagers who are looking for a unique summer experience. **Current 6th, 7th, and 8th grade students are eligible.** Various trips and activities will be scheduled. TEENSCAPE provides young adults with an opportunity to enjoy many amusements, as well as educational and sports related experiences. This program consists of two separate three week sessions. The sessions are designed to be appealing to attend for one of the three week sessions or to the full six week program.

Program: The schedule is designed to expose campers to a variety of recreational activities. TEENSCAPE will remain in Irvington on various days, during which the focus of the camp will be on sports related activities.

Fees:

One Session- \$1,495 (Resident) \$1,645(School District)

Both Sessions- \$2,890 (Resident) \$3,190 (School District)

Fees must be paid in full at registration. Fee includes supervision, transportation, admission fees, and three camp t-shirts. Cost of meals is not included in camp fee. Please note that for some trips, there may be an additional fee involved. As we are planning now, we are basing fees on the information currently available. As we have seen in the last two years living during a pandemic, things change at a moment's notice. If something unexpected leads to additional costs, some trips may require families to pay an addition fee.

IMPORTANT payment information Once payment has been submitted at registration, no refunds will be issued. This policy is essential to the success of the program as it allows us to plan and book trips. Please note trips are being booked now.

IMPORTANT Registration Information

Registration begins Tuesday, March 7th at 10:00 a.m. online at <http://register.capturepoint.com/villageofirvington>

We have received a lot of interest in this program and have limited spots.

You **MUST** create an account by Noon on Monday, March 6th in order to be eligible to register on March 7th. Please make sure you add the child(ren) that you plan on registering to your account. Not adding them prior will delay your ability to register.

There will be an upload section of the registration process. Please see you will need available to upload below.

What you need at time of registration:

1. Full payment
2. Basic camper information including their medical history, doctors information and health insurance information
3. A pdf or jpeg of their immunization record including the doctor's stamp *to upload*
4. If applicable, the camper's Covid-10 Vaccination card as a pdf or jpeg if it's not listed with their immunizations
5. The completed parent/camper contract found at the end of the handbook to upload
6. If your child may need medication during the camp day, the medication authorization form must be printed out, completed by the campers doctor, and uploaded as a pdf or jpeg

Forms/Vaccines: At registration, please be prepared to upload the following digital documents in PDF of JPEG format: (1) your child's **immunization record** including the doctor's stamp is required (2) your child's **Covid-19 Vaccination Card** if they are vaccinated and it's not listed on their immunization record, (3) the completed **parent/camper contract** at the end of this handbook, and (4) the **medication authorization form** if your child may require medication during the camp day. Your registration is incomplete until this documentation is received. More information on forms further in the handbook.

POLICIES & PROCEDURES

Camp hours: Hours vary; please refer to trip itinerary for details.

Attendance: Daily attendance is taken every morning by 9:10 a.m. with some exceptions that will be listed on the schedule. On trip days, it is vital that campers arrive promptly. ***THE BUS WILL NOT WAIT FOR LATE CAMPERS!!***

Staff: TEENSCAPE is organized and run by adult camp directors. The staff is made up of college aged students and adults. At least two staff members will be certified in community first aid and CPR, one staff person will have advanced first aid, and a minimum of one staff member will be a certified lifeguard. TEENSCAPE will maintain a 1:6 staff to camper ratio.

Mandatory Camper/Parent Meeting: A meeting will be held in May or June that will be required for each camper and a parent to attend. Date and time TBD.

Seat Belt Law: All children under the age of sixteen riding on a school bus must wear a seat belt when available. This is a state law that all campers will adhere to.

Illness: If your child is not going to attend camp for any reason on any given day, please call or text the camp cell phone (number will be provided prior to the camp session) by 8:30am. Please be cautious and mindful of camp safety when sending your child to camp after an illness. If your child develops a fever of 100.4 or higher, they must stay home and can return to camp once they have been fever free for a minimum of 24 hours without the aid of medication. If your child is experiencing COVID-19 symptoms, you *may* be required to show a negative test to return to camp. If your child tests positive for COVID-19, they will be eligible to return to camp based on the Health Department guidelines in place at the time of camp. TEENSCAPE will follow all COVID-19 safety guidelines established by the Westchester County Health Department. As guidance is released to the Recreation and Parks Department, it will be sent to families. Any masking, isolation, and quarantine policies will be based on these guidelines.

The camper's immunization records dated after August 5, 2022 that includes the doctors stamp must be uploaded at the time of registration.

Immunization record – must be uploaded at registration:

A digital copy of the camper's immunization records dated after August 5, 2022 that includes the doctor's stamp must be uploaded at the time of registration. The TEENSCAPE directors will bring camper forms and an updated copy of the camper's immunization records on all trips. The New York State Department of Health requires that the "Medical History" be filled out in full **and** a current copy (**dated after August 5, 2022**) of each camper's immunization record be uploaded. The immunization record **MUST** include immunization dates against diphtheria, haemophilus influenza type b, hepatitis b, measles, mumps, poliomyelitis, rubella, tetanus and varicella (chicken pox). If your child has already had the chicken pox virus, a letter from your doctor documenting the case and date of the chicken pox must be submitted with your immunization record. If your child is vaccinated against Covid-19, a copy of their "COVID-19 Vaccination Report Card" must be submitted. Important note: Campers must meet any vaccine requirements issued by the venues we are attending. If a camper does not meet the requirements for a specific trip, they will not be allowed to attend camp that day and will not be issued a refund. Families will be informed of venue requirements prior to the trip.

Medication Authorization Form:

If your child may require ANY medications (this includes inhalers and epi-pens), the camper's doctor **MUST completely fill out and sign the medication authorization form.**

At times, children may become ill at camp. With permission from both you and your child's doctor, we can provide approved medication to be self-administered by the camper. Without this form completed by the camper's physician, the camper will not be permitted, under any circumstances, to carry or take any medication. All medications are self-administered by the camper in the presence of camp staff. Our medical bag will include Acetaminophen, Antacid

Tablets, and Ibuprofen. If your child may need any other medication, you are welcome to provide it in its original container, with your child's name, that camp staff will carry. All medication must be listed on the medication authorization form signed by the camper's doctor. **Your child is not allowed to bring any medication to camp without the knowledge of the camp directors.** The only medication a camper will be allowed to hold with them is emergency use medications such as an asthma inhaler or epi-pen. Campers must present the camp directors with these medications if they are carrying them and they must be documented on the campers medication authorization form.

Spending Money: The camp fee is designed to cover transportation, admission fees, and supervision. During most of our trips, there will be an opportunity to purchase snacks and souvenirs. In addition to money for meals, extra spending money is advised and will be the responsibility of each camper. This might be an area for discussion with your child in terms of budgeting their purchases. **Some venues we attend are cashless.** We will indicate this prior to the trip. These venues accept Apple pay, Google pay, debit/credit cards, and prepaid debit/credit cards. Please considering what is the best option for your child to keep track of.

Meals: On trip days, campers will have the option of bringing food or purchasing meals at the various facilities we visit. An estimated amount of money is about \$20.00 per meal, unless otherwise noted. Campers will be responsible for carrying their own money. Therefore, it is recommended that each camper carry a wallet or something to keep his or her money in. As noted in the above section on spending money, **some venues we attend are cashless.** We will indicate this prior to the trip. These venues accept Apple pay, Google pay, debit/credit cards, and prepaid debit/credit cards.

Note to parents Please be aware of what your child is bringing to camp to eat. Try to see that they are eating a well-balanced lunch.

Swimming & Water Amusements - *Important notice regarding mandatory swim tests*: Every camper is required to be swim tested by a certified American Red Cross Water Safety Instructor. Swim tests will be held prior to the camp season in the month of June. Dates and location will be announced when they are available. The camper will be required to swim two lengths of the pool without stopping or holding on to the sides of the pool or the buoy lines. They are not permitted to swim under water the entire time. Once successfully completing that section of the test, campers will be required to tread water for two minutes. **Campers will NOT be permitted to participate in any of the water activities on any trips until they have successfully complete both sections of the swimming test.** If campers miss the swim test, they will have to wait until the next opportunity to get swim tested before they will be eligible to participate in any of the water activities on any trips. If a child does not successfully complete the swim test, they will not be eligible to attend any trips involving swimming and you will not be refunded the cost of the trip(s).

Trips: Parents should be aware that campers will be doing many different things during the course of the camp season. Campers will be riding roller coasters and other amusement park rides, boating, fishing, and visiting various attractions. On many of the trips, such as the amusement parks, the campers will be able to move around the park in their own groups while being supervised by a staff member, with the whole group meeting at prearranged times. Each camper will be responsible for staying with the group. The buddy system will be mandatory when we are in swimming areas.

When we are at any given venue, we follow all rules, safety procedures, and age/size guidelines set forth by the facility. If you have any concerns about any of the locations we will be attending, please take the time to do your own vetting of the rides and facilities. Should you find an attraction that you are not comfortable with your child engaging in, please let the directors know and we will withhold your child from the specified element. If we are not notified, campers will be permitted on all attractions within the confines of age/size limits set forth by the facility.

Some trips require additional waiver forms specific to the venue. We will provide the waivers to you and request them back on a designated due date. If those due dates are not met, the camper may not be permitted to attend the trip.

Clothing: The personal appearance of each camper in our group conveys to the public a general impression of our camp. Therefore, three camp shirts will be given out to each camper. A camp shirt is to be worn on all trips so as each child can be recognized as an Irvington TEENSCAPE camper. Additional shirts may be purchased at the cost of \$8.00 each.

*****Any camper who does not wear a camp shirt on the day of a trip will have to purchase another shirt that morning. This policy will be strictly enforced. *****

Campers should come to camp dressed appropriately and comfortably; shorts, provided camp shirt and sneakers are an example of what should be worn (NO sandals!). Please check the schedule of each trip to see if there is anything special you should wear or bring on that day. All items brought to camp should have the camper's name on it.

Behavior: All campers must be mature enough to be responsible for their own behavior, their own property and the rights and property of others. There is to be no excessive horseplay, loudness, and unruly or abusive language. The use of iPods/MP3 players will be allowed on the bus; headphones must be used. Cell phone use is prohibited unless otherwise indicated by the camp directors. It is also expected that campers pay attention and follow all rules and regulations for the areas that we plan to visit. Parents are asked to review these rules with campers and withhold permission for going if the camper doesn't find the rules acceptable. Any damage caused by a camper at any location will be the responsibility of the camper and their parents.

Infractions of these rules may result in the loss of privilege from participating in future trips and/or the immediate return home under parental responsibility at the camp director's discretion with no refunds of fees paid.

Dismissal policy: Due to the nature of this camp, it is very important that each camper adhere to the rules and regulations stated in this handbook. These rules have been created to insure that each camper has a safe and enjoyable summer. Should a camper need to be disciplined, the following steps will be implemented:

1. Verbal warning to the camper (with explanation)
2. Verbal discussion with camper and a phone call home
3. Meeting with camper and parent to discuss situation
4. Dismissal from camp without refund

If any "one" action should warrant more serious discipline, the camp directors and the Irvington Recreation Department have the right to bypass the above steps and dismiss a camper from the TEENSCAPE camp without refund.

MUST BE COMPETED AND UPLOADED AT TIME OF REGISTRATION

TEENSCAPE PARENT/CAMPER CONTRACT

I have read the TEENSCAPE handbook thoroughly and understand it fully. Any questions I may have had regarding any area of camp were discussed with the camp director prior to signing this contract.

I have read the behavior policy and understand that should my child's behavior be so excessive he/she may be dismissed from TEENSCAPE without following the four-step discipline procedure. If behavior is so excessive, a camper may need to be picked up from a venue at the parent's expense.

1. Verbal warning to the camper (with explanation)
2. Verbal discussion with camper and a phone call home
3. Verbal discussion with camper and parent at the Irvington Recreation Department
4. Dismissal from camp without refund

I understand that the staff will be committed to making "TEENSCAPE" a safe and positive experience for all campers.

I agree that once payment is submitted at registration, no refunds will be issued.

I agree that my child will attend the swim test in June and understand that my child will NOT be permitted to attend the trips involving swimming activities until they have successfully completed and passed the swim test. No refunds will be given for missed trips.

I agree that my child and a parent will attend the pre-camp mandatory meeting.

I agree, I will not send my child to camp if they are experiencing symptoms of COVID-19. I agree to follow the Health Department guidance if my child tests positive for COVID-19. If my child misses camp due to illness, I agree I will not receive a refund for days missed.

I agree that if my child needs to miss camp for any reason, I will not be entitled to a refund.

I agree to sign and return all additional trip specific waivers on or before the designated due date.

When we are at any given venue, we follow all rules, safety procedures, and age/size guidelines set forth by the facility. If a camper does not follow these rules, disciplinary action will be taken. If you have any concerns about any of the locations we will be attending, please take the time to do your own vetting of the rides and facilities. Should you find an attraction that you are not comfortable with your child engaging in, please let the directors know and we will withhold your child from the specified element. If we are not notified, campers will be permitted on all attractions within the confines of age/size limits set forth by the facility.

I understand that _____ is to participate in all camp related activities unless medical reasons otherwise prohibit him/her from doing so.

*Parent's Name

*Camper's Name

Date

****By typing my name on the line above, I acknowledge and agree to the above statements.***

If your child may need medication during the camp day, this form must be printed, completed by the doctor, and uploaded at registration.

Medication Authorization Form TEENSCAPE 2023

If the camper may need any medication during the camp day, including emergency use medication such as an epi pen or inhaler for example, this form MUST be printed, completed by the camper's doctor, and uploaded.

If your child's medication needs change during the camp season, this form **MUST** be updated.

At times, children may become ill at camp. With permission from both you and your child's doctor, we can provide approved medication to be self-administered by the camper. Without this form completed by the camper's physician, the camper will not be permitted, under any circumstances, to carry or take any medication. **All medications are self-administered by the camper in the presence of camp staff.** Our medical bag will include the medications listed in the first box below. **If your child has a need for any other medications or prescriptions (including inhalers & epi-pens), the below box must be filled out and signed by the doctor and medication must be presented to the camp directors in their original container.**

Camper's will ONLY be allowed to carry emergency use medications such as an asthma inhaler or epi-pen. These items *MUST be listed on this form and presented to the camp director in the original containers. All other meds will be carried by the camp director. Parents must provide medications to the camp director in original containers with the pharmacy label.*

Camper's Name: _____ **Date of Birth:** _____

Camper's Physician- please fill in completely and add any specific medications not listed

Camp Stock Medication	✓ if allowed	Comments
Acetaminophen (325 mg)		
Antacid Tablets (500 mg)		
Ibuprofen (200 mg)		

*Camper Provided Medication	Dosage	Frequency	When to administer

***Must be provided in original container with pharmacy label including the campers name to a director on first day of camp.**

Camper Physician must complete below or stamp.

Physician's Name: _____ Phone #: _____

Physician's Address: _____

Physician's Signature: _____ NYS Registration #: _____ Date: _____

I hereby authorize the Irvington TEENSCAPE camp staff to provide the approved medication to my child for my child to self-administer. I hereby release the staff from any and all liability arising from the administration of these medications.

Signature of Parent/Guardian: _____ Print Name: _____ Date: _____