



**BOYS & GIRLS CLUBS**

**OF THE NORTHTOWNS**

# **CAMP SPIRIT**

**1601 Sweeney Street  
N. Tonawanda, New York 14120**

## **HANDBOOK**



## REGISTRATION

Summer camp is available for children six through twelve years old. Each camper will be given a free camp t-shirt on the first day of camp and must wear it each time they attend camp. Additional t-shirts will be available for purchase.

For children ages 13-15 years old, we offer our Future Leaders in Training (F.L.I.T.) program. More information is available by contacting the Franklin Street Club at 693-2307. We will again offer registration for as many days as you need our program but pre-registration is required. No drop-in service is available. We will continue to charge full price for campers that are 13 and a reduction in fees will be given to 14 & 15 year olds that have shown they are responsible enough to work with children.

Before your child can participate in the program, the following items must be received by the Boys & Girls Club.

- Camp registration form
- Up to date shot record
- Yearly membership fee
- Permission slips if applicable
- \$5/week per child non-refundable deposit for each week you want your child to attend camp. This money will be subtracted from your weekly camp payments.
- Department of Social Services approval letter if applicable
- Agreement form signed by parent or guardian.
- Authorization to pick-up form

Membership fees are as follows:

For one child the fee is \$50 for all children living in the Tonawandas. For 2 children, \$90 and for 3 or more children, \$120 yearly fee. For children living outside of the Tonawandas the membership fee is \$75/year. For children attending one of the Northtowns after school programs and a membership fee was paid then, another membership fee is not required. Please ask your Club Director to make the camp office staff aware of this.

## MEDICAL INFORMATION

Shot records must be turned in with this registration material. We are licensed with the New York State Dept. of Health and having these records on site is mandated by them. If shot records are not received by the beginning of the first day of camp, your child will be suspended until the office is satisfied that your child's file is complete.

If your child will need to take medication during their time at camp, we will need a form from his doctor giving directions and permission. A copy of this form is included with this packet. This form is also needed to administer over-the-counter topical ointments, including sunscreen and insect repellent. Medications and OTC lotions and sprays must be in the original labeled bottle/box. Your child's sunscreen/insect repellent can be stored in his/her cubby or backpack when not in use. Please make us aware of any allergies or medical conditions your child may have. This will better help us serve the needs of your child. .

If your child complains of illness, please do not bring them to camp. We serve well-children only. We do not have the facilities to care for sick children. If your child complains of illness upon arrival or during the camp day, you will be called to pick them up. If you are unable to leave your place of employment for this purpose, please find someone to handle this type of situation before the need arises.

## EMERGENCY MEDICAL TREATMENT

We made every effort to keep children safe at Camp Spirit but in the event your child is injured first aid will be provided by camp staff trained in first aid/CPR. If the injury is more than just minor, 911 will be called and the child will be transported to the hospital. We will make every effort to contact you to determine your hospital of choice. If that is not possible the injured child will be transported to Children's Hospital in Buffalo. Someone from our staff will accompany your child and remain with them until you arrive.

## SAFETY INFORMATION

Please be aware that the speed limit inside Camp Spirit is 5 miles per hour. We ask that **you and anyone transporting your child** in or out of camp be made aware of this policy. There is also a stop sign in front of the office both ways where the children cross. Please make a complete stop at this sign each time. This is for the safety of your child and all our campers, and will be enforced. Also, there is **no parking** in front of the office or along the side of the road into camp. For the safety of the children we ask that you do not make a U-turn in front of the office. Please park in the parking lot when dropping off or picking up your child.

## PAYMENT INFORMATION

Payment for campers must be made no later than the end of each week unless arrangements have been made prior to that week. Additional child care may be denied if payment is not made in a timely manner.

Field trips have an additional charge which must also be paid in advance. Sign ups for these trips must be made no later than 10:00 AM of the day of the trip. Please let your child know if you are signing them up for a field trip. Once they are signed up we will not take them off the list. Weekly field trip destinations and costs will be posted outside the office on Mondays. We are asking that all field trips be paid for in cash.

Camp Spirit closes at **5:30** daily and **children must be picked up by that time**. We understand that at times traffic, your job or other unforeseen circumstances may cause you to be a few minutes late picking up your child. Please call us if it is at all possible so we know that you'll be late. The camp phone number is 743-8033. However, if you are unable to be at the camp grounds until after the 5:30 closing time on a regular basis, we ask that you make arrangements to have someone else pick up your child. A fee will be assessed at \$1 each minute you are late after the first incident.

**ALL PAYMENTS MUST BE UP TO DATE FOR YOUR CHILD TO CONTINUE TO ATTEND CAMP BY FRIDAY OF EACH WEEK. DUE TO UNPAID BALANCES FROM LAST YEAR THIS IS OUR NEW POLICY AND WE CAN NO LONGER MAKE EXCEPTIONS.**

## COMMUNICATION

The Camp office should be called directly for communications with your child. We ask that no camper carries a cell phone. If you wish to reach your child during the day we will be happy to call them to the office to speak with you. Our phone number is 743-8033.

## ARRIVAL AT CAMP

Upon arrival at camp each day all children must proceed to the office and sign in. They must also sign out each day before leaving the camp grounds. This is very important. Anyone failing to sign in and out daily will face disciplinary action. No early arrivals, please. Child care is available beginning at 7:30 AM.

## DISCIPLINE POLICY

We strive to offer the highest quality program possible for your child. To achieve this we expect campers to follow some basic rules. This includes respect for staff and other campers as well as camp property and proper behavior and language. Our policy for discipline is as follows:

- 1) Verbal warning
- 2) Communication with parent
- 3) Loss of privileges which may include that week's field trip.
- 4) Written communication with parent
- 5) Meeting between child, parent and camp staff
- 6) Continued unacceptable behavior could result in dismissal from the camp.

We reserve the right to terminate membership of any camper if his/her behavior becomes detrimental to the safety and well being of other children or staff. Hitting, kicking or other physical outbursts will not be tolerated. Items that could be used as a weapon are not allowed on camp grounds. These will be confiscated from campers and a parent will be called.

All campers are enrolled on a probationary basis. Campers that continually disrupt programming or refuse to follow the directions of camp staff will not be allowed to return to camp.

## PERSONAL PROPERTY

The Boys & Girls Club is not responsible for damaged, lost or stolen personal items. Label all items brought to camp with your child's name. Please do not allow your child to bring expensive toys, games or large sums of money to camp. We have a lost and found box at camp and anything not picked up daily will be placed in this box and will eventually be donated to charity.

We thank you for your understanding and help with these matters. If you have any questions regarding camp policies, please call or stop in to talk to us. We can be reached at 693-2307 or 693-2287 until June 26<sup>th</sup>. Once camp begins we can be reached at 743-8033. Please keep this form for your records and return the next page to us with all other required information.

**Please make sure your child has a water bottle labeled with their name. We will have water available for refills each day. Bottles should be taken home for cleaning daily.**

## TRANSPORTATION

The following is the morning bus schedule for the City of Tonawanda. The route in North Tonawanda has been discontinued due to lack of use. If North Tonawanda campers need transportation to camp, please call the Franklin Street Clubhouse at 693-2307. Any camper may go to locations on the schedule below. Campers from Black Rock will receive transportation on a separate schedule. And as always, campers can be dropped off at camp beginning at 7:30 AM. Please no early arrivals. Staff will not be available for child care before that time and no child can be left without supervision. We only offer morning transportation to camp. All campers must be picked up at camp no later than 5:30. Anyone picked up after that time will incur additional charges for child care at the rate of \$1/minute.

On rainy days campers may be transported to one of the Boys & Girls Club sites in the area. This will be determined by 8:30 AM. Campers will return to Camp Spirit by 4:00 PM in preparation for pick up by parents. If your child needs to stay on camp grounds for early pick up on any rainy day please let the office staff know. We will be happy to accommodate you.

Our bus route is as follows. Children should arrive at their bus stop 10 minutes before the given time and wait 10 minutes after that time in case the bus is running late. The bus will not leave that site until the time posted below.

325 Franklin St.	Franklin Club	7:30
Hamilton & Taylor	Riverview School	7:35
Fletcher & Gibson	Fletcher School	7:40
Broad & Clinton	Central School	7:45
Playground	Highland School	7:50
Syracuse & Maldiner	Mullen School	7:55

**YOUR CHILD’S INFORMATION**

All information given to Camp Spirit is kept in strictest confidence. If you have any questions about this handbook, camp or camp policies please feel free to contact us. Before camp starts call 693-2307 and after it begins our number is 743-8033 between 7:30 and 5:30 only.



AGREEMENT CONTRACT 2010

I agree to abide by the policies and procedures of the Boys & Girls Clubs of the Northtowns, Camp Spirit as stated above. I understand that any violation could result in child care being terminated until these matters are successfully dealt with to the satisfaction of the camp directors.

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

\_\_\_\_\_  
Parent signature

\_\_\_\_\_  
Date

**PARENTAL AUTHORIZATION FOR EMERGENCY TREATMENT**

I give the Boys & Girls Club, Camp Spirit Staff permission to seek medical attention for my son/daughter \_\_\_\_\_ as needed. The parent/guardian will be responsible for all fees for any emergency.

**AUTHORIZATION TO BE PHOTOGRAPHED FOR PUBLICITY PURPOSES**

\_\_\_\_\_ I give the Boys & Girls Club, Camp Spirit permission to photograph my child for publicity purposes while participating in activities at Summer Camp.

**FIELD TRIP & RAIN DAY TRANSPORTATION AUTHORIZATION**

\_\_\_\_\_ I give the Boys & Girls Club, Camp Spirit staff permission to take my child off site for the purpose of field trips/swimming as arranged with the camp office staff.

\_\_\_\_\_  
Parent Signature

