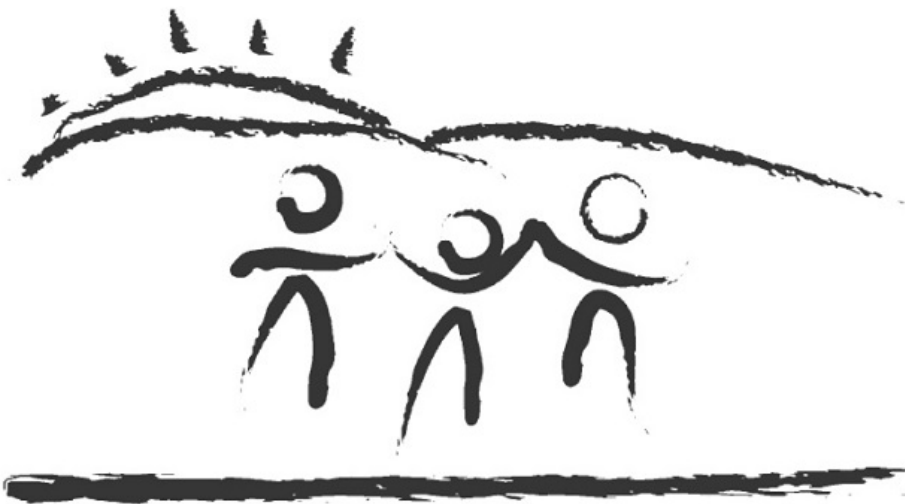


2026

# FULL DAY CAMP PARENT HANDBOOK



## Town of Clifton Park Parks and Recreation

*The Office of Parks and Recreation offers recreational, social, and cultural opportunities for residents through programs, park reservations, events, historic tours, publications, and performing arts.*

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## WELCOME

Welcome to the Town of Clifton Park's full day summer camp! This is the 23<sup>rd</sup> year for our full day camp and every year we have seen more and more happy campers, excited counselors, and satisfied parents. We are getting everything set for another outstanding summer in Clifton Park. Are you ready? It is not only important to us that our campers have a memorable summer, but that our summer staff has fun alongside the children in our camp. Our daily schedule is planned so that there is a wealth of engaging activities that both camper and counselor will enjoy. We believe that the campers will enjoy themselves more if they are aware that the staff is also having fun. We hope to build on the great success and wonderful experiences we have achieved over the past several years. Is this your first year with us? From new friendships to great activities, from fun field trips to amazing onsite entertainment – your child has a remarkable summer ahead of them!

### **Summer Recreation Program Mission and Goals**

*The mission of Clifton Park's Summer Recreation Program is to increase each child's awareness about their self, environment, community, and place in the world in a fun, safe and supportive setting. We strive to create a summer of fun and a lifetime of friendship with a focus on core values of caring, honesty, respect, and responsibility.*

*Our goals include:*

- *Teaching and instilling the concept of teamwork through planned activities.*
  - *Creating mutual respect among camp staff and campers.*
  - *Teaching new activities in a safe and fun environment; and*
    - *Providing positive role models for our children.*

## CAMP OVERVIEW

The Town of Clifton Park Summer Recreation Full Day Camp Program is an eight-week program for children entering 1<sup>st</sup> through 8<sup>th</sup> grade. We have limited openings for youth entering 7<sup>th</sup> & 8<sup>th</sup> grade. The program starts on Monday, June 29 and ends Friday, August 21, 2026. The program meets Monday-Friday from 9:00 a.m. until 4:00 p.m., with additional morning and afternoon care available. This structured, well-supervised program licensed by the NYS Department of Health provides an opportunity for children to use their summer leisure time constructively. Camp is held at the Capital Ice Arena at Clifton Common.

Campers are grouped by the grade they will be entering in September and have counselors assigned to them to lead age-appropriate activities. All our counseling staff are required to complete training that includes first aid, CPR, playground safety, Town Code of Conduct, working with children with special needs and recognizing abuse. Our program requires a strict counselor-to-camper ratio to provide a safe, fun experience for your camper.

### **Programming Dates and Hours of Operation**

The Clifton Park Summer Recreation Full Day Camp is an eight-week program that is held Monday-Friday from 9:00 a.m. to 4:00 p.m. We also have extended hours available before and after camp for an added fee. Camp will run from June 29 - August 21. **To help with staffing, it is your responsibility to drop off and pick up your child on time.** Counselors are not available to watch campers before or after camp. A late fee may be charged if tardiness becomes a problem.

### **Camper Eligibility**

The Full Day Camp is open to Clifton Park residents only. All children registering must be entering 1<sup>st</sup> through 8<sup>th</sup> grade the September following camp. Children must be aged 6 by December 1, 2026, in order to be eligible.

### **Registration Procedure**

We will be accepting registrations during normal business hours, beginning February 25<sup>th</sup>. Registration forms are available at Town Hall in the Office of Parks and Recreation, or you may register online at [parksrec.egov.basgov.com/cliftonpark](https://parksrec.egov.basgov.com/cliftonpark). A completed registration, along with a copy of your child's immunization records MUST be submitted together to participate in the Full Day Camp. A copy of birth certificate is required for children entering first grade. Birth certificate and immunization records should be scanned and attached to this registration. A medication form must also be submitted. Full Day Camp is an eight-week camp, and a non-refundable payment of \$50/week is due upon registration. The total balance is due by June 5, 2026. You may call to request a payment plan. Registration for additional weeks must be added and paid for two weeks in advance. Cancellations will not be accepted, nor refunds given, nor changes made, after June 5<sup>th</sup>.

### **Payment Information**

Our camp will run for eight weeks. The price per camper will be \$140/week which includes one lunch per week. Registrations must be submitted and paid for BEFORE June 5, 2026.

## **Arrival and Departure Policies**

All campers need to be signed in and out by an adult listed on their registration. The campers should be dropped off at the designated sign-in area and can be retrieved at the end of camp at the same location, following the same procedure. If someone else must pick up your child, or if your child goes home with an older sibling, you must send in a **written note ahead of time** notifying your child's Site Director. Our staff will require identification from anyone picking up your child which they do not recognize.

## **Camper Orientation**

Camper orientation is held on the first day of the program. Orientation is given to all campers and includes rules, tour of the facility, behavior required for special activities, and a review of possible site hazards. Campers who are not present on the first day receive their orientation on the first day that they attend.

## **Camp Attire**

The summer program is an outdoor camp. Please send your child to camp in clothes that can get dirty and possibly wet. Hats, sunscreen, and insect repellent are strongly recommended. For your child's protection, flip-flops are not allowed, and sneakers are encouraged.

## **Lunch and Snacks**

Lunch will be provided once a week, typically pizza on Friday. Please check your calendar for dates. There is time during the camp program for a snack break. Children are responsible for their own snack and drink every day. Water will be readily available for campers throughout the day. Because there are some children enrolled with serious nut allergies, **it is extremely important that your child's snacks do not contain any nut products or oils.**

## **Special Needs**

The summer program encourages physical activity and endurance during various sports and activities that are played. If your child is not able to participate in any activity, please notify us and speak to your child's counselor. We encourage you to bring to our attention any special needs or concerns that you may have. Due to strict staffing ratios, we are unable to provide 1:1 ratio for children with special needs. We would be happy to accommodate any extra staffing provided by parents or special needs facilities.

## **EMERGENCY PROCEDURE**

Below are our procedures for emergencies, approved by the New York State Department of Health:

1. The Site Director shall be in charge of the situation.
2. Administer First Aid.
3. Call an ambulance for injuries including but not limited to: areas showing swelling combined with discoloration, deformity, loss of consciousness, any type of neck or back injury. Designate staff members to meet ambulance and direct crew to scene.
4. Other staff to secure area - no child left unattended.
5. Notify parents.
6. Notify Director of Parks & Recreation, and Director of Summer Recreation.
7. Upon conclusion, submit Town & County report. Report should include all events leading to injury of child, name and address of child, name and address of parent or guardian, staff involved, where treated and by whom, and recommendations to avoid future incidents.

## **Address & Telephone Numbers**

Please inform our office staff and the site director of any changes to your address or phone numbers. If your emergency number changes, it is important that we are notified immediately to ensure proper notification of parents in case of emergency.

## **Contacting Your Child**

If you need to contact your child at camp, please call the Office of Parks and Recreation at (518)-371-6667 and a staff member will relay a message. Please limit your calls only to urgent matters. Campers are not allowed to bring or use cell phones at camp.

## PEDESTRIAN SAFETY

- If your child is walking, skating, or riding their bike to camp without adult supervision, you must give them permission to do so. Please check the box on the registration form that gives your child permission to walk, skate, or ride to the camp alone. If your child brings a bike, make sure it can be locked. The Town of Clifton Park is not responsible for missing items.
- Teach your children the rules of the road. Children learn from watching and will repeat what you have taught them. **Remember, kids see the world differently than adults...**When your child goes to camp alone or with friends, they are joking, laughing, talking, and fooling around. It is more of an exploratory walk and the children may be oblivious to traffic.
- **Children using the bike path should follow the rules of the road.** Almost all serious injuries happen when a child breaks one of these rules of the road:
  - Rule #1** Stop before going into traffic. Look left, right, and left again. When you are absolutely sure there is no traffic, enter the road.
  - Rule #2** Stay on the far-right side of the road or path.
  - Rule #3** Obey stop signs.
  - Rule #4** Look back and yield to traffic coming from behind you before turning left at intersections or proceeding across intersections.

## MEDICAL INFORMATION

**The Town of Clifton Park Summer Recreation Program staff is not allowed to dispense medication.** If your child shows up to camp ill or becomes ill during camp hours, you will need to pick them up immediately or arrange to have them picked up. Please do not send your child to camp if they have such illnesses as:

- Conjunctivitis (pink eye)
- a fever within the last 24 hours
- vomiting or an upset stomach
- signs of general fatigue or discomfort
- a rash
- head lice or
- a chronic cough or runny nose.

Please notify Town Hall or the camp director if your child has come in contact with a communicable disease. Staff are not allowed to apply bug protection to campers. You should do this before sending your child to camp.

### **Inhalers and Epi-Pens**

Since many children enrolled in our summer program have asthma or other serious allergies, we ask that you please not send snacks for your child that may contain nut products. In order to protect children with serious allergies, our staff needs to be aware of any children who carry inhalers or Epi-Pens. It is important to mark this information on your registration forms and have your doctor's permission for your child to carry this medication. The Town has once again applied to the Saratoga County Department of Health to dispense epinephrine auto-injectors and to stock them on site. Once this permit is received, Town staff will be able to dispense Epi-Pens, but no other medication.

Since the Town of Clifton Park Summer Recreation Program is a day camp and staff are not allowed to dispense medication (other than Epi-Pens), the following policies have been established by the Town's Health Director:

- All children are allowed to carry Epi-Pens or inhalers on them.
- Prior to the start of camp, you must bring in the medical authorization form (included in the registration packet) signed by both you and your child's doctor with a copy of the prescription of the medicine your child will be carrying attached.
- The medication that your child brings to camp must be in its original container showing the prescribed information on it.

Remember, these policies are to protect your children. We trust that everyone will help ensure that these rules are carried out. The signed authorization form and training demonstration must be completed before your child is allowed to attend camp.

### **Children at Risk**

All childcare agencies are required by law to report suspected child abuse or maltreatment if they have reasonable cause to suspect it. Our staff is trained in recognizing abuse and maltreatment. Maltreatment can be such things as failing to provide proper medical care, excessive punishment, misuse of alcohol, drugs, etc. Parents who bring or pick their child up under the influence of alcohol or drugs present a risk not only to their child but to others. Our staff is required in these circumstances to:

- Call the other parent or someone on the child's emergency contact list; or
- Contact a neighbor or friend.

If either of these arrangements cannot be agreed upon, staff are required to notify the proper authorities.

## **FIELD TRIP INFORMATION**

The Clifton Park camp t-shirt you are given at the start of the program must be worn on all field trips. **Additional** shirts may be purchased at Town Hall for \$6/youth size and \$7/adult size. Information regarding field trips will be available in your camp packet, at Town Hall and at the Full Day camp site. ALL campers attending camp will also attend the field trip. There is no option to stay back at the camp location.

### **School Bus Rules for Field Trips**

Remind your child:

- to remain in the seat at all times
- to wear their seat belt
- that no objects are to be outside of the bus windows
- not to write on any part of the bus
- not to litter on the bus
- to keep feet out of the aisles
- to listen carefully for role calls
- not to eat or drink on the bus and
- not to vandalize any town property.

### **Trip Rules**

Stop, Look & Listen

- STOP always go with a buddy, never alone
- LOOK to be sure you can always see your counselor
- LISTEN for directions from counselors and trip coordinator
- Be aware of the first aid locations and alert counselors to any problems
- Wear your camp T-shirt on all field trips
- Wear appropriate clothing (sneakers at camp activities for safety)

## **DISCIPLINE PROCEDURES**

Please prepare your child for the Clifton Park Summer Recreation Program by explaining all the rules and regulations to your child and discussing any concerns that he/she may have. Please discuss with us any problems that your child may be experiencing while at camp.

Campers must display acceptable behavior and must be accountable for their actions. Parents must know and understand the rules that their child is expected to follow and be aware of the consequences for any violations. The first time a child is disciplined, the child will be asked to sit for a time out. If a problem continues, the Camp Director will meet with the camper and their counselor to discuss and review appropriate behavior.

Any significant or continual behavior problems will be brought to the attention of the parents. If the behavior problem continues, the child may be dismissed from the program without further warning. Any child who intentionally injures or is a threat to another child may be dismissed from the program. Any child who intentionally destroys camp property may be dismissed from the program. Any vandalism charges will go to the camper involved and to his or her parent(s) or guardian(s).

### **Appropriate Behavior of Children in Camp**

Please talk to your child:

- Regarding actions and language toward counselors and other campers.
- Regarding responsibility for their clothing, snacks, backpacks, bike and money.
- Non-aggressive behavior is appropriate.
- Respect for others, staff, and equipment.
- Use of appropriate language.
- No hitting, tripping, pushing, tackling, kicking, fighting, or wrestling.
- Your child may not leave camp without your permission and permission from the counselor; and
- All children are expected to assist in picking up after their games/activities.

Please keep in mind that since this is a camp, everything is open and accessible to all campers. There are no separate classrooms or lockers in which to safely store a camper's personal item.

## **PERSONAL BELONGINGS**

The Town of Clifton Park is not responsible for lost, stolen or misplaced property. Please discourage your child from bringing any items of value to camp. The staff is not able to hold or keep track of any personal items for the campers.

## **WEATHER INFORMATION**

Much of the Town of Clifton Park Summer Recreation Program takes place outdoors; therefore, temperature and storms are a major factor for the camps. It is very important that you dress your child appropriately for days that are overcast or when rain is expected. Camp will be open on rainy days and will have indoor game choices or sometimes a movie will be shown.

## **Responding to Extreme Heat**

Sun and heat-safety begins before any campers join us. We establish best practices during staff training, learn how the effects of sun and heat exposure differ for children versus adults, and set expectations as to our role in leading our campers through a sun and heat-safe day. Sports and activities are modified and often moved under shade, extra water breaks are added to the schedule and in the most extreme heat, programming would be entirely indoors treating a heat-day the same way we would a lightning storm.

## **Sunscreen Utilization at Camps**

Written physician orders are no longer required for campers to carry and apply sunscreen when used to protect against over exposure to the sun. The sunscreen must be approved by the FDA for over-the-counter use and must be accompanied by written permission of the parent or guardian that the camper may carry and apply sunscreen. Sunscreen should be applied before sending your child to camp. Staff is available to help campers re-apply sunscreen if necessary.

## **QUESTIONS & ADDITIONAL INFORMATION**

If you have any additional questions or concerns, please feel free to call the Office of Parks and Recreation at (518)-371-6667.

## **Office of Parks and Recreation**

**Address:** One Town Hall Plaza, Clifton Park NY 12065

**Phone:** 518-371-6667

**Fax:** 518-545-4284

**Website:** [www.CliftonParkNY.gov](http://www.CliftonParkNY.gov)

**Facebook:** Clifton Park - Parks and Recreation

**Email:** [ParksRec@CliftonPark.org](mailto:ParksRec@CliftonPark.org)

**Megan Babendreier**, Director

**Regan Tromblee**, Assistant Director

**Robert McTarnaghan**, Program Coordinator & Summer Recreation Director

**Alyssa Litvaitis**, Full Day Camp Site Director

**2026**

Session 1: June 29 – July 3  
Session 2: July 6 - July 10  
Session 3: July 13 - July 17  
Session 4: July 20 - July 24  
Session 5: July 27 – July 31  
Session 6: August 3 - August 7  
Session 7: August 10 - August 14  
Session 8: August 17 - August 21  
**9:00 a.m. to 4:00 p.m.**

Before-care available: 7:30 a.m. to 9:00 a.m.

After-care available: 4:00 p.m. to 6:00 p.m.

***THANK YOU FOR CHOOSING THE TOWN OF CLIFTON PARK FULL DAY  
SUMMER CAMP FOR YOUR FAMILY, AND WE HOPE TO HAVE AN  
OUTSTANDING SUMMER!***



*Philip C. Barrett, Supervisor  
Agatha Reid, Councilwoman  
Zabed Manir, Councilman  
Nancy Bellamy, Councilwoman  
Mario Fantini, Councilman*