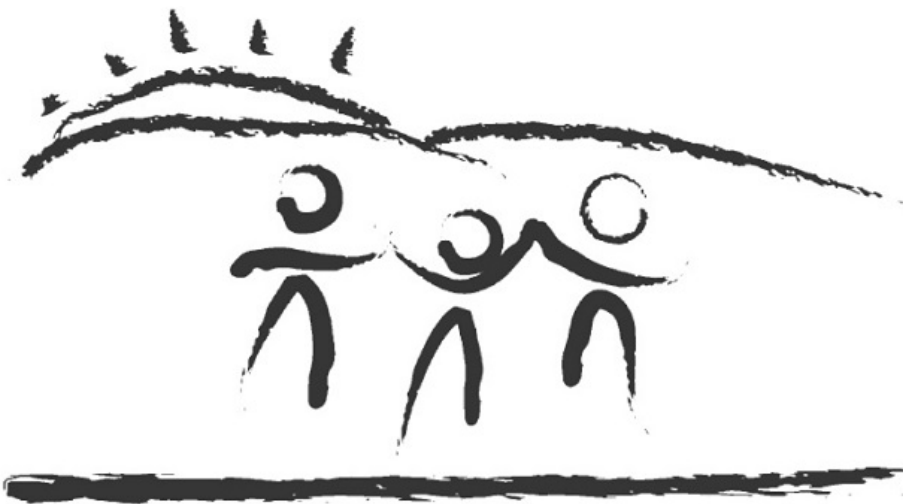


2026

HALF 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 half-day summer camp! Every year we see 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 have 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 Day Camp is a seven-week program for Shenendehowa School District children entering Kindergarten through 6th grade. The camp dates and times are as follows:

SITE	CAMP HOURS	DATES
Jonesville	9 a.m. – 12 p.m.	6/29/26 – 8/14/26
Locust Lane	9 a.m. – 12 p.m.	6/29/26 – 8/14/26
Okte ES	9 a.m. – 12 p.m.	7/06/26 – 8/14/26

Program Dates and Hours of Operation

The Clifton Park Summer Recreation Half Day Camp is a six or seven-week program that is held Monday - Friday from 9:00 a.m. to 12:00 p.m. **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 of pickup becomes a problem.

Camper Eligibility

The Half Day Camp is open to Clifton Park residents and Shenendehowa School District students. All children registering must be entering kindergarten through 6th grade the September following camp. Children must be age 5 by December 1, 2026, to attend our half-day camp.

Registration Procedure

Registration forms are available at the Office of Parks and Recreation in the Town Hall at 1 Town Hall Plaza or on our website at www.CliftonParkNY.gov. A parent or guardian must register his/her own child online or in person at Town Hall. In order to register, you must provide a current immunization record from your child's doctor or school nurse (a printout or screenshot from the Shenendehowa portal is acceptable). This does not have to be a separate form – you may write in the current information on the registration form. Children must be five years of age on or by December 1st, 2026. Children entering kindergarten will need to provide a copy of their birth certificate.

Campers may sign up for only one camp site.

All paper registrations will only be accepted at Town Hall.

Arrival and Departure Policies

Children are required to sign in for attendance, but a parent does not need to accompany them. These campers can be dropped off and picked up at designated areas. Please speak to your site director for their specific drop off/pick up procedures.

Campers may only leave with their parent or other authorized person listed on the registration form. 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. Phone calls are not acceptable. 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.

Snacks

There is time during the camp program for a snack break. Children are responsible for their own snack and drink every 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 recommendation 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

Information regarding field trips will be available May 6th. Field trips have an additional cost, and you must sign up online at <https://parksrec.egov.basgov.com/cliftonpark> or at the Office of Parks and Recreation. Your child will **not** need to use a summer pass if they are going on a field trip. You may begin to register for field trips on May 6th. Please note that some field trips fill quickly, and sign-up deadlines are stated in the field trip description online. Field trip fees are non-refundable.

Clifton Park Camp T-shirts must be worn on field trips and can be purchased at the Office of Parks and Recreation. Youth size is \$6.00 and adult size is \$7.00.

If a camper does not participate in a field trip, they may attend regularly scheduled activities at their camp site.

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. All sites 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

Facebook: Clifton Park - Parks and Recreation

Email: ParksRec@CliftonPark.org

Megan Babendreier, Director

Regan Tromblee, Assistant Director

Robert McTarnaghan, Program Coordinator & Summer Recreation Director

Christin Sickels, Okte Elementary School Camp Site Director

Jenn Tambasco, Jonesville Camp Site Director

Meggin Maneri, Locust Lane Camp Site Director

2026

Half-Day Camps

9:00 a.m. to 12:00 p.m.

Jonesville: June 29 - August 14

Locust Lane: June 29 - August 14

Okte: July 6 - August 14

***THANK YOU FOR CHOOSING THE TOWN OF CLIFTON PARK HALF 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*