



# Q-CLUB SUMMER YOUTH PROGRAM PARENT HANDBOOK





# Q-CLUB SUMMER YOUTH PROGRAM PARENT HANDBOOK

## TABLE OF CONTENTS

	<i>Page #</i>
Program Philosophy . . . . .	3
General Information (dates/times/location) . . . . .	3
Check In/Check Out Attendance . . . . .	3
Staff Identification . . . . .	4
What to Bring Each Day . . . . .	4
Bus Transportation . . . . .	5
Bus Schedule (times/locations) . . . . .	6
Discipline Policy . . . . .	7
Daily Schedule ( <i>SUBJECT TO CHANGE</i> ) . . . . .	8
Policy on Injuries/Illnesses . . . . .	8-9
For Additional Information . . . . .	9

*Visit us on the web at: [recreation.queensbury.net](http://recreation.queensbury.net)*

## PROGRAM PHILOSOPHY

Welcome to Queensbury Parks & Recreation's Q-Club Summer Youth Program! The Q-Club Summer Youth Program is a certified day camp, regulated by the NYS Department of Health. The Q-Club program offers children ages 6-12 a chance to participate in a variety of passive and active recreational activities. The program is run by a staff of 25+ trained counselors and qualified lifeguards. Q-Club also has its own Certified Aquatics Director, Health Director, and Progressive Swimming Instructor. All counselors must be at least 16 years of age and have experience in supervision of children. Many of our counselors are enrolled in higher education programs in the pursuit of careers in education and child care. Several of our counselors are returning for multiple years of service. Some were even past Q-Club participants! All Q-Club staff members are American Red Cross certified in First Aid, CPR, and AED. Counselors will plan, lead, and supervise daily activities at the Queensbury School facilities.

**NOTE: In order to participate in this program, children must be pre-registered. Children must be 6 years old on or before December 1, 2017.**

## GENERAL INFORMATION

AGES: Open to boys and girls ages 6-12  
**Child MUST be 6 years of age BEFORE December 1, 2017 in order to participate.**

DATES: June 26 – August 18, 2017

TIMES/DAYS: 9:00 a.m. – 12:15 p.m., Monday – Friday  
**(Children dropped off earlier than 9:00 a.m. WILL NOT BE SUPERVISED BY Q-CLUB STAFF)**

LOCATION: Queensbury 4/5 School Facilities (Aviation Rd., Queensbury)

## CHECK IN/CHECK OUT ATTENDANCE

The Q-Club program is an affordable “drop in” activity. Children may participate for all or a portion of each day's activities. Children must be “checked in” and “checked out” each day.

When children are picked up at the program location, the adult picking them up must come up to the check in/check out table in order for the child to be safely released to the individual. The individual's name will need to be on the child's authorized pick up list, which will be completed by a parent/guardian when registering the child. The staff members will ask whoever is picking up the child for a **photo ID** to ensure that the individual is verified “okay” by the parent/guardian for pick up. To make this process easier, there will be two stations set up for check in/check out. One for children with the last name beginning with A-L, and another with children whose last name begins with M-Z. **A child will not be allowed to leave the activity location unless accompanied by a parent, guardian or other authorized individual and properly checked out. Parents/Guardians: In order to avoid confusion, staff will request that you provide written permission if your child will be riding with someone other than yourself (this also includes permission to walk or bike home).** Good communication between parents and staff is extremely important! *Also, please do not ask your child to meet you at a different area of the school for easier or quicker pick up. It is very important that all children are dropped off and picked up at one location!*

## STAFF IDENTIFICATION

A staff t-shirt and a photo I.D. will identify each staff member. The department asks for your understanding and cooperation with any additional requirements that may be instituted during the course of the summer in order to increase the effectiveness and enjoyment of this program.

## WHAT CHILDREN SHOULD BRING EACH DAY

1. Water bottle (*labeled with the child's first and last name*)
2. Snack (daily snack/water breaks will be at 10:00 and 11:00 a.m.)  
**NO NUT PRODUCTS PLEASE!!** *Some children/staff members have very serious allergies to these products*
3. Pre-applied sunscreen, hat and sunglasses; pre-applied bug repellent (if appropriate)  
*Per the NYS Department of Health, Q-Club staff are not permitted to apply sunscreen to the campers. With written parent/guardian permission, (indicated on the pink Q-Club Emergency Card at the time of registration), children may bring their own FDA approved, over-the-counter sunscreen. Children may re-apply it to themselves throughout the day. Parents/Guardians are responsible for providing the sunscreen they would like their child to use. Sunscreen will not be used for medical treatment or to treat illness.*
4. Sneakers – required to play active, outside games
5. Book bag or knapsack (to carry snack/drink, any arts and crafts projects created throughout the day, and any flyers or other information from the Rec Department)

**Children will not be permitted to use cell phones, iPods, iPads and/or tablets while at Q-Club. Please instruct your children that these devices need to remain in their backpacks or have them leave these items home. If you need to get ahold of your child during the day, you may contact the Queensbury Department of Parks & Recreation at 761-8216.**

**NOTE:** The Queensbury Parks & Recreation Department and/or the Town of Queensbury WILL NOT be held responsible for any lost or stolen items. This includes trading cards, electronic devices (i.e. cell phones, hand-held games, mp3 players etc.), costume and other props associated with theme days or other activities, as well as all items listed above. **WATER/SQUIRT GUNS ARE PROHIBITED AT Q-CLUB.**

We have a very large “Lost & Found” bin that seems to grow each day! Please label all items with your child’s first and last name.

## BUS TRANSPORTATION

Optional bus transportation will be provided for one small flat rate for the entire summer (Residents: \$40 per child; Non-Residents: \$50 per child). Registered participants will be transported daily to and from the activity location (Queensbury School). Two separate buses will pick up children in the morning (Monday-Friday) and deliver them to the school campus at approximately 9:00 a.m. to participate in activities. At 12:15 p.m. each day (Monday-Friday), buses will begin returning children to their original pick up location (see schedule next page for approximate return times) in the exact same order (beginning with stop #1 and continuing on). Registration for the bus service **MUST** be completed before a child may utilize the bus service. **A child will NOT be permitted to ride the Q-Club bus until he/she is formally registered.**

### **BUS STOP POLICY:**

The department is pleased to be able to provide an affordable transportation service to *registered* Q-Club participants. However, please be aware and understand that there are certain limitations to this service. Q-Club buses **cannot** accept requests to stop at personal or private street addresses. This is due to time restrictions. The buses will only pick-up at designated street corners and regional stopping points. *Please refer to the bus schedule to determine the closest bus stop location to your home.* A parent/guardian must be present at the bus stop when a child is being dropped off after Q-Club.

Per the NYS Department of Health, all children are required to wear their seatbelt at all times while riding on the bus. Q-Club staff will ride with the children and will supervise them once they board and are checked-in. Children must follow all Q-Club rules as well as the rules of the Q-Club bus driver at all times while riding. **Failure to follow these rules will result in termination of bus privileges WITHOUT A REFUND.**

# Queensbury Department of Parks & Recreation

## Q-CLUB BUS SCHEDULES SUMMER 2017

### **BUS # 1: Tom**

Pickup: 8:15-9:00 am

Return: 12:30-1:10 pm

1. Meadowbrook Dr & Meadow View Rd.
2. Ridge Rd. (@ Adirondack Animal Hos.)
3. Ridge Rd. & Wincoma Dr.
4. Ridge Rd. & Moose Hollow Way
5. Sunnyside Rd. @ Old Fire Station
6. Sunnyside Rd. & Lake View Dr (West)
7. Berry Dr. & Fieldview Rd.
8. Bay Rd. & Tee Hill Rd.
9. Bay Rd. & Haviland Rd. (Qby T.O.B.)
10. Blind Rock Rd. & Hunter Brook Ln. (East)
11. Country Club Dr. & Brown's Path
12. Wincrest & Montray Rd.
13. Sweet Rd. & Montray Rd.
14. Burke Drive & Burke Circle
15. Dixon Rd. & Midnight Dr.
16. Dixon Rd. & Helen Dr.
17. Farr Ln. & Manor Drive
18. Manor Dr & Aviation Rd
19. Queensbury Middle School (*Back Entrance*)

### **BUS # 2: Kim**

Pickup: 8:20-9:00 am

Return: 12:20-1:00 pm

1. Dixon Rd. & Zenas Dr.
2. Maple Dr. & Oak Tree Circle
3. West Glens Falls Firehouse # 1
4. Luzerne Rd & Illinois Ave.
5. Luzerne Rd. & Wisconsin Ave.
6. Luzerne Rd & Stephanie Ln.
7. Van Dusen Rd. & Linette Ln.
8. Corinth Rd. & Revere Rd.
9. Corinth Rd. & Hudson Pt. Blvd.
10. Corinth Rd. & Goldfinch Rd.
11. West Mtn. Ski Area (parking lot)
12. West Mtn. & North West Rd.
13. West Mtn. & Pitcher Rd.
14. Sherman Ave. & Autumn Ln.
15. Sherman Ave. & Westberry Way
16. Sherman Ave. & Leo St.
17. Wintergreen Rd. & Arbutus Rd.
18. Peggy Ann Rd. & Margaret Dr. (West)
19. Walton Ct. & Briggs Ct.
20. Briggs Ct. & Ferriss Dr.
21. Peggy Ann Rd. & Ladyslipper Dr.
22. Peggy Ann Rd. & Tomahawk Rd.
23. Aviation Rd. & Queen Dianna Ln.
24. Aviation Rd. & Crownwood Ln.
25. Aviation Road & Pinewood Ave.

**SUPERVISION:** Parents will be responsible for supervising children at the pick-up/return locations. There MUST be a parent or guardian present at the return locations in order for the child to be dropped off. Please remember that pick up & return times are approximate

## Discipline Policy

Each disciplinary problem will be handled on an individual basis. Rules and regulations are necessary, but will be kept to a minimum and equally enforced for everyone.

**The basic disciplinary system will operate as follows:**

*Situation:* Child is disruptive

*Response:* Counselor will speak with the child and remind him/her of proper behavior

*Situation:* Child continues disruptive behavior

*Response:* Counselor will again remind the child of proper behavior and/or issue the child a "time out" (approximately 5-min. without participation) at which time the child will fill out a Q-Club "Think About It" sheet.

*Situation:* Child continues disruptive behavior after warnings and/or time out

*Response:* Counselor will issue a longer time out and/or complete a discipline report

**Discipline Reports:** A discipline report is designed to formally document a child's behavior that has been **A)** repeatedly disruptive and/or **B)** has put themselves or someone else (another child or counselor's) safety in jeopardy.

Once a discipline report has been completed, the child's parents will be contacted to discuss the report and inform them of the specific behavioral problem. The following represents the way in which each discipline report is handled.

**Discipline Report #1:** Parents contacted and informed of behavior, as well as how it was handled and whether it may impact future participation.

**Discipline Report #2:** Parent contacted and child will not be allowed to participate for a minimum of 2 days and a maximum of 5 days. Parent and child must sign a Behavior Contract before returning to the program.

**Discipline Report #3:** Parents are contacted and child will be disallowed from further participation for the year. A refund will not be issued.

**Note:** If the severity of the behavior warrants, a child will be disallowed from participating in the program **INDEFINITELY**, regardless of the number of prior discipline reports completed. The safety of the program participants is of the utmost importance!

**\*Per the discretion of the Q-Club Director and the Director of Parks & Recreation, if a child is removed from the Q-Club program for the duration of the summer, this individual may not be permitted to register for the program in the future.**

## DAILY ACTIVITY SCHEDULE

The Q-Club daily activities will be organized into three separate sessions, with anywhere from two to five participation areas (arts & crafts plus outdoor sites). Each participation area will offer a group of planned activities. The number of participation areas along with the planned activities, will vary depending upon the number of children participating, staffing and weather.

9:00 – 9:15 a.m.:	Check-In, attendance, group assembly and opening game <ul style="list-style-type: none"><li>• Children assembled for a short welcome and description of the day's activities</li></ul>
9:15 – 10:00 a.m.:	SESSION I (planned activities @ participation areas)
10:00 – 10:10 a.m.:	Break, rotation to a new participation area
10:15 – 11:00 a.m.:	SESSION II (planned activities @ participation areas)
11:00 – 11:10 a.m.:	Break, rotation to a new participation area
11:15 – 12:00 p.m.:	SESSION III (planned activities @ participation areas)
12:00 – 12:15 p.m.:	Clean up, attendance, group assembly (dismissal) <ul style="list-style-type: none"><li>• Children assembled for a short group activity and dismissal</li></ul>

## INJURIES/ILLNESSES

All Q-Club staff are certified in American Red Cross CPR, First Aid, and AED. In case of an injury, staff are trained to respond accordingly. As is mandatory by the NYS Department of Health State Sanitary Code (subpart 7-2) for Children's Camps, all minor camper injuries (small cuts, bumps and bruises) shall be recorded in the Q-Club Medical Log. Any camper suspected of having a communicable disease shall be suitably isolated. Parents will be notified of all injuries and illnesses which warrant a formal report. *Note: Q-Club staff are NOT permitted to administer medication of any kind, including but not limited to: topical ointments, bug spray, sunscreen, antibiotic ointments, inhalers, epinephrine pens, and insulin.*

Children deemed mature enough in age and ability, may self-administer required medications in the case of an emergency. Children will only be allowed to bring emergency inhalers and emergency Epi-Pens in original containers (with patient's name, prescription fill date, precautions, storage requirements, expiration date, directions for use, pharmacy and physician names and numbers) to the program if they have a written Patient Specific Order from a doctor. If an emergency occurs and the child must self-administer, a counselor/ health director designee will complete the incident form. If emergency medication is used it will be properly logged.

**The Town of Queensbury and the Department of Parks & Recreation assumes no responsibility for injuries suffered or sustained from risk inherent in participating in Q-Club, other department-sponsored programs or while using school or recreation program facilities.**



## **ADDITIONAL INFORMATION**

The Queensbury Department of Parks & Recreation organizes the Q-Club Summer Youth Program. If you have any questions or concerns, about this activity, they may be addressed to the department office (518.761.8216), Monday – Friday, 8:00 – 4:30 p.m.

Q-Club is a certified Day Camp through the NYS Department of Health. We are inspected twice a year during camp. Inspection information is available at the:

NYS Health Department  
77 Mohican Street, Glens Falls, NY 12801      Phone: 518.793.3893