

Queensbury Parks and Recreation

Q-Club Summer Day Camp



Parent Handbook

TABLE OF CONTENTS

Program Philosophy	3
General Information (dates/times/location)	3
Check In/Check Out	3
Staff Identification	4
What to Bring Each Day	4
Discipline Policy	5
Daily Schedule	6
Policy on Injuries/Illnesses	6
Additional Information	7

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 5*-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, group leaders, and directors. Q-Club also has its own Certified Aquatics Director and Health Director. All counselors must be at least 16 years of age and have experience in the supervision of children. Many of our counselors are enrolled in higher education programs in the pursuit of careers in education and childcare. Several of our counselors are returning for multiple years of service; some were even past Q-Club participants themselves! 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.

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

GENERAL INFORMATION

Times/Days: 9:00 a.m. – 12:30 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

The Q-Club program is an affordable “drop in” activity. Children may participate in 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 by the parent/guardian for pick up. 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. In order to avoid confusion, staff will request that you provide written permission via handwritten note or email if your child will be picked-up by someone other than yourself (this also includes permission to walk or bike home).

**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. Should you have any questions or concerns, please speak with a staff member at pick-up/drop-off, or request to speak with the camp director at their earliest convenience.

WHAT CHILDREN SHOULD BRING EACH DAY

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:

- Water bottle
- Snack (daily snack 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)
- Sneakers – required to play active games.
- 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)
- Beach towel or blanket (to sit on the grass during snack breaks)
- Pre-applied sunscreen, bug repellent, hat and sunglasses

Per the NYS Department of Health, children may bring their own FDA approved, over-the-counter sunscreen and/or bug repellent. Children may re-apply it to themselves throughout the day. Parents/Guardians are responsible for providing the sunscreen/bug repellent they would like their child to use. Sunscreen and/or bug repellent will not be used for medical treatment or to treat illness. Staff members are not permitted to apply sunscreen/ bug repellent on children per NYS Department of Health code.

**Children will not be permitted to use cell phones, iPads and/or tablets while at Q-Club unless granted permission by a staff member. Please instruct children that these devices need to remain in their backpacks or have them leave these items at home. If you need to get ahold of your child during the day, you may contact the Queensbury Department of Parks & Recreation at 518-761-8216.*

**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.*

DISCIPLINE POLICY

Rules and regulations are necessary, but will be kept to a minimum and equally enforced for everyone. Each disciplinary problem will be handled on an individual basis. If you believe your child would benefit from a personalized behavior plan and discipline policy, please contact the camp director at 518-761-8214. The basic disciplinary system will operate as follows:

Situation: Child is disruptive

Response: Counselor will speak with the child and remind them 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 with a counselor.

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.

**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.*

**Should the behavior of a parent/acting guardian/ of a camper create a hostile or dangerous environment for campers, patrons, or staff, the Camp Director reserves the right to immediately dismiss the party from the premises and the behavior may be subject to legal action or suspension from camp.*

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, opening game, description of day's activities
9:15 – 10:00 a.m.:	Session 1 (planned activities @ participation areas)
10:00 – 10:10 a.m.:	Snack/water/bathroom break
10:15 – 11:00 a.m.:	Session 2 (planned activities @ participation areas)
11:00 – 11:10 a.m.:	Snack/water/bathroom break
11:15 – 12:00 p.m.:	Session 3 (planned activities @ participation areas)
12:00 – 12:15 p.m.:	Clean up, closing game, reminders for following day
12:15 – 12:30 p.m.:	Check-Out

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.

Q-Club staff are NOT permitted to administer medication of any kind, including but not limited to: topical ointments, 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 health director designee will complete the incident form. If emergency medication is used, it will be logged with the NYS Department of Health and parents/guardians will be contacted.

**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 office at 77 Mohican St. in Glens Falls, NY.

