

**TOWN OF AUSTERLITZ
2017 SUMMER RECREATION PROGRAM**

Wednesday, July 5 – Friday, August 11, 2017
9:00 AM to 3:00 PM Monday - Friday
\$100 per child for Town of Austerlitz residents
\$300 per child for nonresidents
Going into kindergarten in fall up to age 14

Dear Parent/Guardian,

We hope to have a very successful program this year and your assistance will be important. In order to properly coordinate staffing and supplies for a successful Summer 2017 Recreational Program, please register your child or children by completing the Registration application form and submitting it to the Town Hall (attention to Debbie Oleynek) on or before Friday, June 23, 2017. Also, if you wish your child's name and photo to be included in press releases or promotional materials, please fill out and sign the consent form attached to the application form. Registration application forms may be printed off the Town's website, austerlitzny.com or picked up at the Town Hall during normal business hours.

Registration forms must include vaccination dates or records from your physician and any exemption must be fully documented. There will be no exceptions to this requirement as this is a mandate from the New York State Health Department. Proof of residency in the Town of Austerlitz (driver's license, voter registration card, or Town tax bill, is required in order to receive the lower Town fee rates.

In addition, please review the informational and rules sheet attached to the Registration form. The Town has instituted new policies and procedures in order to improve the Program and the care of your child while at the Program.

You must pay in full for the entire program. There will be no refunds and no partial payments will be accepted for participation in only part of the program. Please note also that the Program fees have been adjusted this year to reflect the rising costs of the Program and the decreasing annual support from New York State. Your contribution for Program attendance helps reduce this taxpayer expense. If you would like to make an additional contribution to defray this cost, we would welcome these additional funds with your registration.

If you have any questions or need any further information, please contact the Town of Austerlitz Recreational Director, Debbie Oleynek, at (518) 392-3571.

Thank you for your participation in this year's Program.

Sincerely,
Town of Austerlitz Town Board

**TOWN OF AUSTERLITZ
SUMMER RECREATION PROGRAM
INFORMATION/PROCEDURES/RULES**

- PROGRAM OPERATIONAL HOURS & PROCEDURES
 - 9:00 AM to 3:00 PM Daily
 - Drop off is at the Town Park and no children shall be dropped off sooner than 8:50 AM - we are not responsible for children that are dropped off earlier.
 - No guests are allowed - due to cost and staffing considerations, no camp participants are allowed that are not registered at the start of the program.
 - Weather policy:
 - Steady rain at 9:00 AM - camp will be closed for the day.
 - Thunderstorms during operational hours, camp will be closed for the rest of the day. If before noon, pickup will be at the Town Park; if after noon, pickup will be at the Town Highway Garage.
 - Pick up is at 3:00 PM at the Town Highway Garage. Please pick up your child promptly and no later than 3:10 PM - we are not responsible for children after that time.
 - Please be advised that dropping your child off early or picking your child up late may result in your child being suspended or removed from the summer program.
- SIGN OUT
 - Please make sure you sign your child out at the end of the program day with his/her camp counselor. It is necessary for our staff to see that your child goes home with the proper parent or guardian. This is for your child's safety.
 - Please send a note with your child if someone other than the parent or guardian will be picking up the child if not already specifies on the registration application form.
- Lunch/Snacks
 - Please pack adequate lunch, snacks and drinks (preferably water) for camp. Note we do not have potable water on site.
 - Snacks may be purchased at the Fox Hill Campground from 12-3:00 PM.
- TICKS/ILLNESS SCREENING/SUN EXPOSURE
 - Unfortunately, ticks and mosquitoes are a fact of life for outdoor activities. Make sure to provide your child with bug repellent (creams are better than sprays) and show your child how to correctly apply it.
 - Be sure to also apply sunscreen to your child before arrival at camp and provide them with some for their bag for after swimming application.
 - We will not be applying bug repellent or sunscreen to your child so please make sure they understand it's importance and know how and when to apply.
 - Packing hats, long pants and long sleeve shirts will also help with both sun and bug exposure.
 - Please refrain from sending your child to camp if he or she is not feeling well, if they have lice, or if they have a fever. As you know, such things spread quickly to other camp participants and we wish to keep all the children and our staff healthy for the season. If your child arrives with, or develops, a fever or other illness related symptoms, you will be asked to pick them up immediately.

- PERSONAL BELONGINGS/CELLPHONES/GAMES
 - Please label all your child's belongings, especially towels, backpacks and lunch boxes. We are not responsible for lost items.
 - If your child requires the use of a cell phone, we ask that you instruct the child on keeping it in a safe place and not to use the phone during camp.
 - Please note that for some activities your child may not be able to participate with sandals so please pack sneakers or similar footwear.
- BEHAVIOR/DISIPLINE
 - We expect all camp participants to be cordial and respectful to each other and to our staff. We work hard to ensure that every child has a safe and enjoyable time during the summer program. Therefore, it is extremely important that all participants follow our established rules and agree to abide by them. This is for their safety as well as other participants. If a child acts in an inappropriate or unsafe manner, that child will be warned and if such behavior continues, the parent or guardian will be notified to immediately pick the child up and not return to camp.
 - The following behaviors will not be tolerated: 1) disruptive or rude behavior. 2) insulting or bullying other camp participants or staff. 3) destruction of property. 4) profanity or other negative language. 5) disrespect to staff or other participants. 6) theft. 7) fighting.
 - Violation of rules will result as follows: a) first offence will result in a warning, time out of activities, and meeting with program staff member. b) second offence or continuing the same behavior will result in a time out from activities and a call to parent or guardian for immediate pick up. c) third offence will result in immediate suspension for the week or the rest of the program.
 - The Town Board has delegated all other particular disciplinary actions and rules of conduct to the Program Director so please discuss any questions or issues you may have with her on a case-by-case basis. This includes suspending or terminating your child's participation in the program for not dropping your children off or picking them up on time, for violation of program rules and for any other reason they deemed necessary for the safe and proper operation of the recreational program.
- PROOF OF RESIDENCY
 - Please note that in the past years there have been instances where families from outside the Town have taken advantage of the Town resident fee rates. Since these reduced rates are made possible by Town taxpayers we want to ensure that only Town residents have this advantage. As such, proof of Town of Austerlitz residency is required for the reduced Town residence rate. Acceptable evidence of proof shall be the driver's license of the parent or guardian, voter registration card or Town tax bills regarding the parent or guardian's residential property.

Town of Austerlitz
Summer Recreation Program
Registration Form
July 5 - August 11, 2017

Child's Name _____ Age _____

Address _____

Email Address _____

Phone _____

Parent/Guardian _____

Work Phone _____ Cell Phone _____

Emergency Contact(s) _____

Phone _____ Cell Phone _____

Physician _____

Address _____

Phone _____ Hospital _____

Health Care Plan _____ ID# _____

Please check and comment if there has been a history of the following:

- | | | |
|--|---|--|
| <input type="checkbox"/> Asthma | <input type="checkbox"/> Hyperactivity | <input type="checkbox"/> Heart Trouble |
| <input type="checkbox"/> Trouble with eyes | <input type="checkbox"/> Chronic cough | <input type="checkbox"/> Fainting |
| <input type="checkbox"/> Convulsions/seizures | <input type="checkbox"/> Frequent headaches | <input type="checkbox"/> Hives |
| <input type="checkbox"/> Shortness of breath | <input type="checkbox"/> Diet restrictions | <input type="checkbox"/> Hay Fever |
| <input type="checkbox"/> Bleeding disorder | <input type="checkbox"/> Food Allergies | <input type="checkbox"/> Severe allergic reactions |
| <input type="checkbox"/> Communicable diseases | | |

Unusual sensitivity to:

- | | |
|--|---|
| <input type="checkbox"/> Insect/bee stings | <input type="checkbox"/> Poison oak/ivy |
| <input type="checkbox"/> Sunburn/sunscreen | <input type="checkbox"/> Other (please explain) |

Please comment on all checked items (use additional sheet if necessary)

Date of immunization or attach immunization record from physician (THIS MUST BE COMPLETED!):

MMR _____ Hepatitis B _____

Haemophilus influenza type b _____

DPT _____ Chicken pox _____

Tetanus booster _____ TB skin test _____

Is your child on any medication taken from home? Yes No

Name of medication and reason

Signed permission:

I grant permission for the Town of Austerlitz Recreation Program to transport my child to and from Fox Hill Campground to participate in the daily swim program. I understand that my child will be responsible for the following rules set forth by the Town of Austerlitz and Fox Hill Campground.

Parent/Guardian signature _____ Date _____

Is there anything health related or not that you want Rec program staff to know about your child?

Please return registration form by **June 23rd** to the Spencertown Town Hall or mail to:

Debbie Oleynek
Austerlitz Town Hall
PO Box 238
Spencertown, NY 12165

Fax: (518) 392-9350

Email: mdavis@austerlitzny.com

Questions? Call Debbie Oleynek at (518) 392-3571

Thank you,
Deborah Oleynek
Recreation Director

Town of Austerlitz
Summer Recreation Program
2017 Photo/Video Permission Slip

I give permission for my child's image and name to be used in press releases associated with the Town of Austerlitz' Summer Recreation Program.

It is agreed that this contract can be canceled at any time by either party.

Signed: _____ Child's Name _____
Date: _____

I give permission for my child's image and name to be used on the Town of Austerlitz' website for events associated with the Town of Austerlitz' Summer Recreation Program.

It is agreed that this contract can be canceled at any time by either party.

Signed: _____ Child's Name _____
Date: _____