

**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, pick up will be at the Town Park. If after noon, pick up will be at the Fox Hill Campground – Upper Parking Area.
  - Pick up is at 3:00 PM at the Fox Hill Campground – Upper Parking Area. 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 specified 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 mosquitos 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 in their bag for application after swimming.
  - 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 / Cell Phones / 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 / Discipline**
  - We expect all camp participants to be cordial and respectful to each other and to our summer program. 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 camp participants, (6) theft, (7) fighting.
  - Violation of rules will result as follows: (A) first offense will result in a warning, time out of activities, and meeting with program staff member, (B) second offense or continuing the same behavior will result in time out from activities and a call to parent or guardian for immediate pick up, (C) third offense will result in immediate suspension for the week or the rest of the program.
  - The Town Board has designated 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.