

Registration Packet

REGISTRATION DEADLINE: June 7th

July 1st - August 23rd

8:00 a.m. to 4:00 p.m., Monday – Friday
at Shatford Park Pavilion, Old Post Road, New Lebanon, NY

Open to:

Children registered for Kindergarten through and including age 13

Registration Fees:

Fees are determined by residency and the number of children per family participating in the program. There is a discount given to all families that pay IN FULL before June 7th. All payments are due IN FULL before June 28th.

Please see the attached document for all registration fees!

Activities

Crafts	Board games	Cards	Puzzles	Legos
Tennis	Basketball	Soccer	Playground	Bike Day
Softball	Volleyball	Ping Pong	Kickball	Art
Football	Theater			
Capture the Flag	On-Site Presentations	Team Building Activities		

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HOW TO REGISTER:

1. Complete one **registration form** for each child;
2. Obtain a copy of your child/children's **immunization records**;
3. Review *Program Important Policies & Procedures* and **sign acknowledgement on page 5** (one per family);
4. Complete one **medical authorization** for each child.
5. Make **registration fee** payable to *Town of New Lebanon*; and
6. Submit all **5 items** (registration form, registration fee, immunization record, signed *Program Policies & Procedures* acknowledgement and signed medical authorization) **on or before June 7th** to:

New Lebanon Summer Youth Program

P.O. Box 328

New Lebanon, N.Y. 12125

If you would like to make payment arrangements and pay monthly or weekly in advance of the program, please contact
Robert @ 413-494-0691.

You may pay the registration fee as late at June 28th but will not get the discounted rate – you still MUST have the other 4 items in by June 7th

What to bring:

- **Bag Lunch** (Free Meals will be provided for all campers as an option)
- **Hat with a brim**
- **Sunscreen/Sunblock**
- **Sneakers & Socks** (children wearing inappropriate footwear will not be allowed to participate in daily sports activities/games)
- **Water bottle**

**Please leave all electronic devices and cell phones home **

If you have questions, please contact Robert Long, Camp Director @
413-494-0691 or syp@townofnewlebanon.com.

Have you completed all necessary forms?
Have you submitted immunizations records?
Have you submitted the appropriate fees?
Incomplete applications will not be accepted!!!!!!

Summer Youth Program Registration Form

Please complete one registration form **PER CHILD
Please **PRINT** neatly and complete **ALL** sections

REGISTRATION

Child's Name: _____ Sex: M / F
Last *First*

Age: _____ Date of Birth: _____ / _____ / _____ Grade (inSept): _____

Parent/Guardian Name(s): _____

Physical Address: _____

Mailing Address *(if different)*: _____

Town to which property taxes are paid: _____

Daytime Phone: _____ Evening Phone: _____

Please provide a phone number where Parent/Guardian can be reached between the hours of 8am and 4pm (during program). Please specify any days/times telephone numbers may be different.

Day/Time: _____ Name: _____ Phone: _____

Day/Time: _____ Name: _____ Phone: _____

EMERGENCY CONTACTS

Due to changes at the Town Hall, emergency evacuations to the Town Hall will be as a last resort. If lightning storms are predicted for the day, the program will be closed. Please list the name(s) and telephone number(s) for the person we should contact between 6:00 am and 7:00 am if we are closing the program for the day. If different contacts and/or numbers apply to different days of the week, please specify.

Day/Time: _____ Name: _____ Phone: _____

Summer Youth Program Registration Form

Day/Time: _____ Name: _____ Phone: _____

Day/Time: _____ Name: _____ Phone: _____

Please provide the names & telephone numbers of at least two (2) Emergency Contacts that can be called during program hours (8am - 4pm) if your child needs to be picked up or there is an emergency and we are unable to reach you. Please list them in the order you want them to be called.

Emergency Contact #1

Name: _____ Phone: _____

Emergency Contact #2

Name: _____ Phone: _____



Summer Youth Program Important Policies & Procedures

Please review the following policies and procedures. Keep these for future reference, sign the signature portion on page 5, detach and submit with your child's registration packet. Please note these policies and procedures are for your child's safety and to ensure that his/her experience with our Summer Youth Program is a good one. If you are registering more than one child, it is not necessary to sign more than one form, however, please list the names of all of the children you are registering. Thank you.

SIGN IN / SIGN OUT

When your child is brought to the program in the morning, they need to be signed in. If someone else will be dropping your child off, make sure they are aware of this policy. Children cannot be signed in before 8:00 am. When your child is picked up, they must be signed out. If someone other than you is to pick up your child (whether on a regular basis or just once), we must have written authorization from you. The program runs from 8:00 am to 4:00 pm and children must be picked up promptly at 4:00. If you are late, there is a charge of \$1.00 per minute (if you pick your child up at 4:16, you will be charged \$16.00 and this fee is to be paid at the time of pick up). The late charges are intentionally set very high to discourage late pick ups. The Summer Youth Program is a recreation program for the children. We do not offer child care or a babysitting service.

APPROPRIATE CLOTHING AND GEAR

Please make sure your child comes to the program dressed appropriately for the weather and activities. There are many sports activities during the day and, for the safety of the children, they must be wearing appropriate shoes in order to participate in these activities. Sandals, flip-flops, clogs, etc. are not appropriate for sports activities.

A hat with a brim is strongly recommended to provide some protection from the sun. We recommend that you apply sunscreen before coming to the program and that you send sunscreen with them for reapplication.

If special gear is recommended or required for specific activities, you will be notified ahead of time.

SNACK DONATION / LUNCH

We ask that all Parents/Guardians make at least one (1) donation toward snack - juice, cookies, pretzels, paper cups, napkins, etc. Donations are how we provide snacks for the children daily.

We appreciate your donations!!

We do provide lunch. Children may also bring their own lunches. Lunches brought from home are stored in the refrigerators in the Pavilion until lunch time.



Summer Youth Program Important Policies & Procedures

EXPECTED BEHAVIOR

For our program to be a safe and enjoyable experience for every child, each child is expected to:

- Show respect to other people and their property
- Respond to directions given by program staff in a respectful, positive manner
- Behave in a manner that is safe for oneself and others
- Seek adult help if a problem arises with another child
- Be familiar with and abide by the rules of the program
- Accept responsibility for their actions

The Following behaviors **WILL NOT** be allowed:

- Leaving an activity area without the consent of the counselor in charge
- Excessive horseplay, pushing/shoving or behavior that endangers the health or safety of another individual (throwing objects, swinging objects, etc. unless a regular and normal part of an activity such as during a ball game)
- Disrespect towards or disregard for program staff including failure to follow reasonable and appropriate directions
- Inappropriate language or gestures (obscene, profane, vulgar, abusive, hateful)
- Bullying, harassing, intimidating, teasing or taunting others (using words or actions that cause others to feel threatened or fearful are intended hurt another individual or are intended to annoy another individual)
- Taking or using someone else's property without their express permission Making false or misleading statements
- Destruction of property (parents will be responsible for the cost of replacement of town, staff or another child's property that is intentionally defaced, damaged or destroyed)
- Possession of what appears to be a weapon (knives of any kind are not allowed including pocket knives)
- Assaulting campers or staff (punching, kicking, spitting, slapping, biting, etc.)
- Criminal activity



Summer Youth Program Important Policies & Procedures

DISCIPLINE

Unless your child is subject to an individualized behavior plan or an ADA behavior plan, the following outlines the manner in which displays of unacceptable behavior will be addressed.

First Offense:

The Program Director shall document the warning (including the nature of the unacceptable behavior), and review with the child the expected behaviors and importance of adherence to ensure the safety of themselves and all program participants.

Incidents of bodily harm to other campers or staff, or possession of a weapon shall immediately be escalated to a second offense upon the first occurrence.

Second Offense:

A "time out" from 5 to 15 minutes depending on the age of the child and the severity of the offense.

Third Offense:

A "time out" from 10 to 30 minutes depending on the age of the child and the significance of the offense. In addition, a 3 day "vacation" from the program will be required and participation in field trips may be revoked at the Program Director's discretion. The Parent/Guardian shall be required to meet with the Program Director prior to the child's return to the program, to discuss the incident and address how to prevent the behavior in question from occurring again. The failure of a Parent/Guardian to attend and participate in the meeting will result in the child being removed from the program for the remainder of the summer.

Fourth Offense:

The child will be removed from the program activities and placed under the immediate supervision of the Program Director until the parent/guardian can be notified. The Parent/Guardian will provide for the child to be picked up immediately and the child will no longer be allowed to attend the program for the remainder of the summer and the following summer*.

Any behavior resulting in disciplinary action will be documented including a description of the incident, the disciplinary action used, and the offense number (first, second, third, or fourth).

The report will be signed by and a copy will be given to the person picking up the child the day of the incident.

*Physical abuse, assault or criminal activity will result in permanent removal from the program.

Physical discipline is not an acceptable form of discipline and at no time will physical discipline be applied.



New Lebanon

NEW YORK

Summer Youth Program Important Policies & Procedures

ELECTRICAL STORMS / EMERGENCY EVACUATIONS/COMMUNITY CENTER USE

The Pavilion is the only shelter we have available at the Summer Youth Program and it is not sufficient protection during an electrical storm. Therefore, whenever we believe an electrical storm is imminent or hits, the children will be evacuated to the Town Hall. (You will be advised during morning sign-in if the forecast calls for possible electrical storms.) Once at the Town Hall, parents/guardians or emergency contacts will be notified that the program is being closed and that all children need to be picked up. No child will be allowed to leave, even with a parent/guardian, in the middle of an emergency evacuation. During an emergency evacuation of the park, all children need to be safely moved to the Town Hall before the sign-out process can be set up. Please advise any individuals that will be picking up your child/children of the sign-out process. Please understand that our primary concern is the safety of the children. With the addition of the Town's new community center, should inclement weather look like a possibility for the start of camp, the Camp Director may utilize the facility for all or part of a camp day. Notice of use will be posted ahead of the designated camp time drop off via the town's internet outlets as well as signage put at the pavilion. Same drop off and pick up rules will apply if community center is used.

DROPOFF AND PICKUP / VEHICLE SAFETY

PLEASE, remember that there are many children around the pavilion. Parents, guardians and other individuals dropping off or picking up children are expected to use caution when entering the park roadway including entering and exiting within the **posted speed limit**. Caution also needs to be used when backing up or turning around.

NEW YORK STATE PERMIT FOR SUMMER DAY CAMP

The New Lebanon Summer Youth Program is required by the New York State Health Department to obtain a permit to operate. The program is inspected twice yearly (during the program) and the inspection reports are on file at the Columbia County Department of Health, 71 North Third Street, Hudson, New York 12534.



Summer Youth Program Important Policies & Procedures

I have read the policies and procedures provided and I have reviewed the expected behavior as well as the behaviors that are not allowed with my child/children. I understand that I assume all responsibility for my child/children's behavior while he/she is attending the program. I acknowledge that my child is subject to the disciplinary procedures set forth herein.

The names of the child/children that I have registered with the program are:

Please list all of the children that you are registering in the program

Child's Name: _____
Last First

Child's Name: _____
Last First

Child's Name: _____
Last First

Child's Name: _____
Last First

Signature of Parent or Guardian

Date



New Lebanon

NEW YORK

Summer Youth Program Medical Authorization

Child's Name: _____

Date of Birth: / / _____

Last

First

In case of illness or accident, I request that the Program Director contact me. If unable to reach me, I authorize the Program Director to contact the Doctor listed below and follow his/her instructions. If the Doctor cannot be contacted or in the case of an emergency, I authorize the Program Director to make whatever arrangements are deemed necessary.

Doctor's Name: _____

Phone: _____

Address:

Does your child take any medications?

Yes

No

If yes, please list medication(s) and dosage(s):

****If your child needs to take medication during program hours, you MUST provide a written Doctor's order.***

Does your child have any allergies (*i.e., foods, medications, insect bites*)? Yes

No

If yes, please list allergen, reaction and medical response required:

**If additional space is needed, you may attach a separate sheet of paper*



Summer Youth Program Medical Authorization

Does your child have a disability that may or may not require a reasonable accommodation, including a medical condition or special need? Yes No

If yes, please explain:

**If additional space is needed, you may attach a separate sheet of paper*

If you selected yes, you will be provided a copy of the Town's ADA Policy and Procedures.

Please Note: The more information you can provide us about your child, the more positive their experience with our youth program will be.

I, _____ agree to work collaboratively with the Program Director to ensure a complete review and assessment of my child's needs, whether the Town can meet my child's needs, and whether such accommodations would fundamentally alter the nature of the program or otherwise cause undue burden.

Signature of Parent or Guardian

Date

By signing same, you acknowledge that all information contained herein is complete and correct.

Early Registration Fees (if final payment is received by June 7th):

Resident (Town taxes paid to New Lebanon):

1 child	\$384/season
2 children	\$576/season
3 children	\$706/season
4+ children	\$802/season

Local Non-resident (Town taxes not paid to New Lebanon, School taxes paid to NLCSD):

1 child	\$810/season
2 children	\$1,200/season
3 children	\$1,620/season
4+ children	\$1,920/season

Non-resident (Town taxes not paid to New Lebanon; School taxes not paid to NLCSD):

Per child	\$1,620/season
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Registration Fees (if final payment is received after June 7th – MUST be received in full by June 28th):

Resident (Town taxes paid to New Lebanon):

1 child	\$600/season
2 children	\$900/season
3 children	\$1,102/season
4+ children	\$1,252/season

Local Non-resident (Town taxes not paid to New Lebanon, School taxes paid to NLCSD):

1 child	\$1,013/season
2 children	\$1,500/season
3 children	\$2,025/season
4+ children	\$2,400/season

Non-resident (Town taxes not paid to New Lebanon; School taxes not paid to NLCSD):

Per child	\$2,025; and
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Weekly rates are available – to calculate the weekly rate, take your relevant season cost above, divide by 8 and multiply by 2

**THE TOWN OF NEW LEBANON SUMMER YOUTH PROGRAM IS NOW PARTICIPATING WITH THE LEBANON VALLEY COMMUNITY CORPORATION (LVCC), AN INDEPENDENT NON-PROFIT IN NEW LEBANON. THE LVCC IS RAISING MONEY TO SUPPORT CHILDREN IN NEED WHO WANT TO ATTEND THE 8-WEEK SUMMER YOUTH PROGRAM AT SHATFORD PARK FOR 2024. APPLICANTS MUST PROVE FINANCIAL NEED BY SHOWING PROOF THAT THEY RECEIVE SNAP BENEFITS. DEPENDING UPON MONEY RAISED, THE LVCC WILL SUPPORT ALL OR PART OF EACH APPLICANT'S SYP FEES. IF YOU BELIEVE YOU FIT THIS CRITERIA, PLEASE EMAIL: ERMINIA@LEBANONVALLEYCC.ORG. **

