

## 2026 Summer Youth Program

Full registration packets can be picked up at the Town Hall, the Library, Walter B. Howard Elementary, New Lebanon Jr/Sr High School or found on the Town website at <https://townofnewlebanon.com/summer-youth-program/>

**REGISTRATION DEADLINE: June 5<sup>th</sup>**

**June 29th - August 21st**

**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 5<sup>th</sup>. All payments are due IN FULL by 4pm June 26th. No refunds will be issued for registration fees for ANY reason.

Please see the last page of the newsletter for all registration fees!

## *Activities*

Crafts	Board games	Cards	Puzzles	Legos
Tennis	Basketball	Soccer	Playground	Creek
Softball	Volleyball	Splash Pad	Kickball	Art
Football	Theater	Team Building Activities		
Capture the Flag	On-Site Presentations	And So Much More!!!		

# REGISTRATION DEADLINE: June 5<sup>th</sup>

## 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 7** (one per family);
4. Complete one **medical authorization and additional info page** for each child.
5. Complete a General Release Form (one per family);
6. Make **registration fee** payable to *Town of New Lebanon*; and
7. Submit all **6 items** (registration form, registration fee, immunization record, signed *Program Policies & Procedures* acknowledgement, signed medical authorization/additional info page, and general release form) **on or before June 5<sup>th</sup>** 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 the director at the email address [syp@townofnewlebanon.com](mailto:syp@townofnewlebanon.com)  
You may pay the registration fee up until June 26th but will not get the discounted rate—you MUST still have the other 4 items in by June 5<sup>th</sup>

### What to bring:

- Breakfast (Free Meals will be provided Monday through Thursday for all campers as an option.)
- Bag Lunch (Free Meals will be provided Monday through Thursday for all campers as an option.)
- Hat with a brim
- Sunscreen/Sunblock/Bathing Suit/Towel
- Water Shoes, or shoes that can get wet. Campers are only allowed in the creek with shoes on, no bare feet!
- Sneakers & Socks-Children wearing inappropriate footwear will not be allowed to participate in daily sports activities/games.
- Extra set of clothes, because accidents happen. :)
- Water bottle-We have water here to refill them.

**\*\*Please leave all electronic devices and cell phones home, the counselors and counselors in training will not have theirs on them either, only the directors \*\***

If you have questions, please contact the Camp director-Jackie Howe at [syp@townofnewlebanon.com](mailto: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 Important Policies & Procedures

Please review the following policies and procedures. Keep these for future reference, sign the signature portion on page 7, 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**

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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 8:00am, NO EXCEPTIONS. 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 for the 1st offense. If you are late a second time, the charge increases to \$5.00 per minute. If you are late a third time, the charge increases to \$10.00 per minute and you must meet with the director to discuss going forward. Failure to meet with the director can result in your child being removed from the program. A fourth offense will result in immediate removal of your child from the program. 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**

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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. Some form of shoes are also required when going into the creek, whether it is water shoes or crocs, they must have something on.

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. We will also provide sunscreen as needed, if you do not wish for any sunscreen to be applied on your child, you must provide us with a written note stating as such.

Always provide water activity clothes, shoes, towel, etc. We never know when we are going to be getting wet for the day!

An extra set of clothes is highly recommended if your child has accidents or is simply prone to being very messy. :)

## Summer Youth Program Important Policies & Procedures

### **SNACK DONATION / LUNCH**

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

We do have lunch provided Monday through Thursday by the school. Children may also bring their own lunches. Lunches brought from home will be stored in the refrigerators in the Pavilion until lunch time.

\*If your child has very specific dietary needs, please inform us so that we can provide the best experience for them and accommodate their needs.\*

### **EXPECTED BEHAVIOR**

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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 ALL program staff in a respectful, positive manner, Counselors ARE staff!
- Behave in a manner that is safe for oneself and others
- Seek staff help if a problem arises with another child or a different staff member
- 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 to hurt another individual or are intended to annoy another individual)

## Summer Youth Program Important Policies & Procedures

- 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

### **DISCIPLINE**

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Unless your child is subject to an individualized behavior plan or an ADA behavior plan (this will be determined later in the packet and get a separate list if so), the following outlines the manner in which displays of unacceptable behavior will be addressed.

#### **First Offense:**

The Program Director(s)/Camp Staff 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 suspension 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(s) **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. This results in the child not being allowed back for the following camp season as well.**

#### **Fourth Offense:**

The child will be removed from the program activities and placed under the immediate supervision of the Program Director(s) 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\*.

## Summer Youth Program Important Policies & Procedures

**Any behavior/offense 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 the person picking up the child the day of the incident and a copy will be given to the parent/guardian via text and/or email.**

**\*\*\*\*\*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.***

### **ELECTRICAL STORMS / EMERGENCY EVACUATIONS**

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 moved to the Community Center and that all children need to be picked up from the Community Center at the END of the program day. 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.**

### **DROP OFF AND PICK UP / 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** and also only driving on the actual roadways, not across the lawn areas. Caution also needs to be used when backing up or turning around.



## Summer Youth Program Important Policies & Procedures

### **FIELD TRIP INFORMATION**

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The New Lebanon Summer Youth Program will have two field trips to be determined by the start of camp. The information for both trips will be sent home on a flyer with all campers as well as emailed to all parents/guardians. Fees will be determined based on the total trip cost and will be given to parents/guardians on the information flyer. Once payment has been received by the Summer Youth Program, refunds will not be issued for any reason. We plan these trips based on the number of campers signed up and oftentimes pre-pay the places and can not get refunds from the places we go. Thank you for your understanding.

### **NEW YORK STATE PERMIT FOR SUMMER DAY CAMP**

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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 three times yearly (once prior to camp and twice during the program) and the inspection reports are on file at the Columbia County Department of Health, 325 Columbia 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



## Summer Youth Program Medical Authorization

Child's Name: \_\_\_\_\_  
*Last First*

Date of Birth: / /

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) and time(s) taken:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

***\*If your child needs to take medication during program hours, you MUST provide a written Doctor's order. This is for BOTH prescribed medication and over-the-counter medication. We are not allowed to administer these medications, the child must be able to take it themselves. They will have to understand what the medication is, how much they take and when to take it. They will need to take it in front of the Program Director or Assistant Director and both the Director and child must sign a form saying the medication was taken. (EMERGENCY Medication MAY follow different regulations, please reach out to the Program Director for further clarification.)***

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*



# New Lebanon

N E W Y O R K

## 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? **\*This can include but is not limited to: ADD/ADHD/Autism\***  Yes  No

If yes, please explain:

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*\*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 to review and sign the acknowledgement form provided with them. You will also be required to meet (either in person or via phone/video) with the Program Director and possibly the Medical Director to discuss your child's condition and any/all needs for their condition.

***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, you acknowledge that all information contained herein is complete and correct.



Summer Youth Program General Release 2026

SUMMER CAMP 2026 RELEASE - MINOR

\_\_\_\_\_ does hereby covenant and agree to release and hold  
(Parent or Guardian)

harmless the Town of New Lebanon from and against any and all liability, loss, damages, claims, or actions (including costs and attorneys fees) for bodily injury and/or property damage, to the extent permissible by law, arising out participation in the Summer Camp 2026.

I understand participation in the Summer Camp 2026 involves rigorous physical activity and risks of physical injury, and we assume these risks. I hereby give consent for emergency transportation and treatment in the event of illness or injury. I hereby accept responsibility for the payment of any emergency transportation or treatment on behalf of the participant. I further certify the participant is in good physical condition, and has no medical or physical conditions that would restrict his/her participation in this event.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Participant(s)

\_\_\_\_\_  
Parent or Legal Guardian

\_\_\_\_\_  
Participant(s)



**Summer Youth Program Additional Information**

**Does your child have any special dietary restrictions we need to know about?**

- Yes
- No

If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Does your child have any physical limitations we need to know about?**

- Yes
- No

If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Is there anything else that we should know about your child that has not already been asked about?**

- Yes
- No

If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**List of people allowed to pick up child from camp on any day:**  
**(This list can be updated to add or remove anyone at anytime)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **SUMMER YOUTH PROGRAM FEES**

BE IT RESOLVED THAT, the New Lebanon Town Board hereby establishes the following rates and fees for the eight-week Town of New Lebanon Summer Youth Program:

### **Early Registration Fees (if final payment is received by June 5th):**

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

### **Registration Fees (if final payment is received after June 5th):**

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 BE IT FURTHER RESOLVED THAT a weekly fee option is available that is the relevant season cost divided by 8 and multiplied by 2. Discretion is given to the Summer Camp Director as to how many weekly enrollments are allowed with a first come, first serve basis.

Applications must specify what week they are signing up for. It is the right of the Summer Camp Director to refuse any weekly enrollments based on overall enrollment and staffing levels;

And BE IT FURTHER RESOLVED THAT, these fees are due at the time of registration and they are nonrefundable, unless the Town of New Lebanon cancels the Summer Youth Program prior to the program commencing for that season.

BE IT FURTHER RESOLVED THAT the fees for participation in other on-site and off-site programs and field trips will be determined by the Camp Director based on the cost of the program/field trip;

And BE IT FURTHER RESOLVED THAT the registration fee(s) will be reduced by 10% for the children of Town of New Lebanon employees.