



# ORANGETOWN RECREATION 2025 Day Camp Policy Packet

**SWIM NOTICE: Swim schedules organized by age group will be emailed weekly. Please be sure to send your child to camp with a swim suit, a towel, and goggles. Floaties are NOT permitted.**

## **2025 ORANGETOWN DAY CAMP POLICIES**

845-359-9327 Camp Telephone

845-359-6503 Recreation Office Telephone

[recreation@orangetown.com](mailto:recreation@orangetown.com) Recreation Office Email

Dear Parents & Guardians,

Please carefully review the following items as they relate to the Summer Day Camp Program:

The Orangetown Day Camp is held at the German Masonic Picnic Grounds located at 89 Western Highway, Tappan, NY, 10983.

### **1. Registration, Refunds, and Transfers to Other Camp Weeks (Spots are limited).**

Camp registration is available online only via Community Pass. No mail-in or walk-in registrations.

**Camp Registration:** Begins on Monday, April 21 at 5:00 pm and ends Friday, May 16 at 12:00 pm.

**Field Trip Registration:** Begins Wednesday, April 30 at 10:00 am and ends Friday, May 30 at 12:00 pm.

**Refunds & Transfers:** All camp and camp add-on refund requests must be submitted in writing via email to [recreation@orangetown.com](mailto:recreation@orangetown.com), and no refund requests or transfers will be considered after **5:00pm** on **Friday, June 6, 2025**. This applies to all weeks of day camp and all addons such as busing, trips, & events.

### **2. Medical Insurance Coverage Not Provided by Town of Orangetown**

In accordance with the registration form that was completed and signed during the registration process, parents and guardians understand that the Town of Orangetown Parks and Recreation Department **DOES NOT** provide medical expense insurance in the event of accident or injury, and understand that the risk of such expense will be borne by the parent or guardian.

### **3. Vaccination Record Submission Requirement – Due by Friday, May 16, 2025**

The New York State Department of Health **requires** vaccination records to be submitted for every child prior to their attending summer camp. **Vaccination Records, and other medical documents (if applicable), must be submitted no later than Friday, May 16th, 2025.** Acceptable submission methods include uploading during online registration or using one of the following options after you register but no later than Friday, May 16th, 2025. You can upload vaccination records to your Community Pass account after registration, email a scanned copy to [recreation@orangetown.com](mailto:recreation@orangetown.com), send a fax to 845-359-6991, or come in person during Recreation Office hours. **Scans must be legible. Photos and screenshots are not accepted. Mail-ins are not accepted.**

For a guide to uploading vaccination records to your Community Pass account, please [click here](#) or visit [orangetown.com/recreation](http://orangetown.com/recreation).

Camper Vaccination Records must include:

1. Tetanus, Diphtheria, Pertussis (DTaP, DTP, Tdap)
2. Polio (IPV or OPV)
3. Measles, Mumps and Rubella (MMR)
4. Hepatitis B (Hep B)
5. Varicella (Chickenpox)
6. Meningococcal Vaccine (MenACWY)
7. Haemophilus Influenzae Type B (Hib)
8. Pneumococcal Conjugate Vaccine (PCV)

**\*\* It is your responsibility to comply with the above regulation. Any camper who is not in compliance with the above stated requirement will be excluded from camp until their Vaccination Record is submitted to the Parks & Recreation Department office and approved by the Camp First Aid Attendant. \*\***

**4. Medication Administration Form**

Camper medical information such as allergies, physical disabilities, etc. is now filled out during online registration, however, a separate Medication Administration Form, filled out by a Health Care Provider and signed by a parent/guardian, must be submitted for any medication that needs to be administered at camp regularly or during a medical emergency. The Medication Administration Form can be downloaded during registration or can be [downloaded from our website](#). Orangetown Day Camp does not supply medication of any kind.

***It is required that a picture of your child be attached to the medication form for quick recognition as well as for identification purposes if your child requires transport to a local health care facility.***

**Vaccination Records and Medication Administration Forms (if applicable) are due on or before Friday, May 16, 2025.** Please submit a scan of these documents (no pictures of the documents please) via email to [recreation@orangetown.com](mailto:recreation@orangetown.com) or fax to 845-359-6991.

**5. Medicine - Special Medical Requirements**

All medicines must be submitted to the First Aid Attendant for safe storage. No camper will be permitted to self-administer any medication except under the First Aid Attendant's supervision. Please be sure to contact the Orangetown Recreation Department office prior to the start of the camp season regarding any special medical requirements that pertain to your child during their time at camp. In order for medication to be administered at camp a Medication Administration Form must be on file with the camp First Aid Attendant. **All forms must be on file prior to your child attending camp.** Children that must bring medication to camp will not be permitted to attend the camp until their medication has been brought to the First Aid Attendant. **Please be considerate of your child and do not make the camp First Aid Attendant send your child home on the first day of the camp program.**

**6. Sunscreen & Insect Repellent**

NYS Public Health Law allows campers to carry and use topical sunscreen and insect repellent only with written permission of a parent or guardian. This permission is given in the registration form. Parents/Guardians are responsible for providing sunscreen and applying it to their children prior to their arrival at camp. The camp nurse/EMT and camp directors may assist children entering 1st grade with reapplication only when written permission is given directly through the Orangetown Parks & Recreation Department office, not to camp staff. Children older than 1st grade must be able to reapply sunscreen on their own. Spray on products are recommended.

## **7. Emergency Telephone Number/Contact Information**

To ensure the safety and welfare of your child, please notify us of any changes to the emergency telephone number, cellular phone number and/or family contact after registration. Please notify the office immediately so the office can update your camper's profile and the camp can *always* reach someone in the event of an emergency. **Also consider turning on the TEXT feature in your Community Pass account so we may update you of any changes when time is of the essence.**

## **8. Health, Welfare and Safety of Campers**

The Town of Orangetown strives to meet the recreational needs of a diverse population at its Day Camp program. To accomplish this, please be advised that the Camp Director/Orangetown Parks & Recreation Department reserve the right to suspend from camp for one day, any camper whose behavior or actions endanger the health, welfare or safety of the children attending the day camp. No refund is provided for the day lost due to suspension. Suspended campers will not be allowed to return to camp until a parent-camp director conference has been held to facilitate the camper's return. In cases of repeated behavioral problems, the Camp Director/Orangetown Parks & Recreation Department reserve the right to take more stringent measures which may include dismissal from camp.

If any camper has a disability which may affect their camp experience, the parent or guardian must document the disability and request a meeting with the Superintendent of Parks and Recreation to discuss a reasonable accommodation, in accordance with Americans with Disabilities Act of 1990.

If your child has an *IEP* and/or a 1 on 1 aide at school, please provide an individual treatment, care, and behavioral plan during registration, by emailing [recreation@orangetown.com](mailto:recreation@orangetown.com) or faxing 845-359-6991 by Friday, May 16, 2025. If you cannot meet this deadline, please contact the recreation office for assistance.

## **9. Camper Drop Off / Pick Up**

**For the safety of all campers and staff, cars are not permitted to drive into the Masonic Camp Grounds through the main gate.** Campers must be dropped off and picked up at the south parking lot adjacent to the German Masonic Campgrounds. No cars are permitted to park on Western Highway.

Campers should be dropped off at 8:45 am and picked up promptly at 4:15 pm.

**The Recreation office reserves the right to charge additional fees for excessive lateness at pickup.**

## **10. Absences / Early Dismissal / Late Arrival**

If you need to drop off late or pick up early, you must call the Camp Office at **845-359-9327** when you arrive. A camp director will meet you at the parking lot. A note must be provided to record if a camper is being picked up early.

Children arriving late or departing early will need to be signed in/out at the First Aid Attendant's office. In order to ensure safety, the camp director or his/her assistant camp director(s) will screen all adults prior to the First Aid Attendant's releasing of any child during the camp day.

## **11. Before Care and After Care Program**

Children pre-registered for the Before Care Program can be dropped off at camp at 7:45 am. No coverage is available prior to 7:45 am. Children pre-registered for the After Care Program must be picked up by 5:15 pm. If the camper is staying for After Care, it is recommended that an additional snack be sent with your child to

REMINDER: VACCINE RECORDS & MEDICATION ADMINISTRATION FORMS ARE DUE BY FRIDAY, MAY 16, 2025

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camp each day. The Recreation office reserves the right to charge additional fees for excessive lateness. Attendance will be taken at the gate upon arrival, and children must be signed out at end of day.

**12. Bus Transportation: \* Busing is an option at an additional cost at the following locations. \***

PEARL RIVER

St. Margaret's School

Pearl River High School

SOUTH ORANGETOWN

South Orangetown Middle School

SOUTH NYACK AREA

Corner of Depot Pl & Cedar Ave

**Deadlines for busing refunds/changes is 5:00pm on Friday, June 6, 2025**

All trip and special event refund requests must be submitted in writing via email to [recreation@orangetown.com](mailto:recreation@orangetown.com)

**Morning Bus Stop Drop Off**

Bus counselors will be on site no later than 8:00 am for each bus stop. Buses will pick up at the various stops between 8:00 am and 8:30 am. Parents will receive an email the Friday before each camp week advising them of bus pick up & drop off times. Please arrive at the stop 10 minutes prior.

**Afternoon Bus Stop Pick Up**

Buses will depart from the Day Camp at approximately 4:15 pm and arrive at the above destinations between 4:25 pm and 4:45 pm. Parents will receive an email the week before camp advising them of the drop-off time. Please be mindful to be at the bus stop 10 minutes prior to the pick-up time of your child, since our counselors must stay at the site until all campers are picked up by a parent/guardian. Campers are expected to use proper behavior on buses. Times are subject to change.

**13. Lunches - Drinks - Snacks**

All lunches are refrigerated before the first activity begins. Campers are provided with a small 8oz water bottle at lunch. It is recommended that all campers bring a reusable water bottle and non-refrigerated snack separate from their lunch for use during the day. Lunch boxes and water bottles should be labelled with the camper's first and last name. Each camper will receive one Camp Shirt and one ODC String Bag for use during the camp season. An additional shirt may be purchased for \$10 at the Recreation office.

**14. Trips & Special Events - Registration begins April 30, 2025 at 10:00am and ends on May 31, 2025 at 12:00pm**

Field trips are offered on a first come, first serve basis. Parents will be able to register for trips & special events online for an additional cost starting on Wednesday, April 30th at 10:00 am. Trip/Special Event registration closes after May 31st. **Campers must wear their camp shirt on all trips. Parents/guardians must pack a lunch for their camper(s) unless otherwise noted.**

**Deadlines for Trips & Special Events refunds is 5:00pm on Friday, June 6, 2025**

All trip and special event refund requests must be submitted in writing via email to [recreation@orangetown.com](mailto:recreation@orangetown.com), and no refund requests will be considered after 5:00pm on **Friday, June 6, 2025**.

## Camp Trip Dates & Prices

### Week 1:

- 7/1 Tuesday \$25 High Exposure Climbing & Ninja Warrior (4<sup>th</sup> - 8<sup>th</sup> Grade)  
[Waiver Required](#)
- 7/3 Thursday \$19 Bounce (1<sup>st</sup> - 3<sup>rd</sup> Grade)  
[Waiver Required](#)

### Week 2:

- 7/11 Friday \$29 Break Point Bowl (1<sup>st</sup> - 8<sup>th</sup> Grade) - **Lunch Included**

### Week 3:

- 7/16 Tuesday \$38 Splash Down (4<sup>th</sup> - 8<sup>th</sup> Grade)
- 7/18 Friday \$18 Monster Mini Golf (1<sup>st</sup> - 3<sup>rd</sup> Grade)

### Week 4:

- 7/23 Wednesday \$15 Turtle Back Zoo (1<sup>st</sup> - 3<sup>rd</sup> Grade)
- 7/25 Friday \$29 Breakpoint Bowl (1<sup>st</sup> - 8<sup>th</sup> Grade) - **Lunch Included**

### Week 5:

- 7/29 Tuesday \$25 High Exposure Climbing & Ninja Warrior (4<sup>th</sup> - 8<sup>th</sup> Grade)  
[Waiver Required](#)
- 7/30 Wednesday \$19 Bounce (1<sup>st</sup> - 3<sup>rd</sup> Grade)  
[Waiver Required](#)

### Week 6:

- 8/7 Wednesday \$28 Funplex (1<sup>st</sup> - 8<sup>th</sup> Grade)
- 8/8 Friday \$29 Break Point Bowl (1<sup>st</sup> - 8<sup>th</sup> Grade) - **Lunch Included**

## Special Event Dates & Prices

Pre-Registration is required for events with a fee. Free events do not require pre-registration.

### Week 2

- 7/9 Wednesday Free Rizzo's Wildlife

### Week 3

- 7/14 Monday Free Science Heroes Color Show

### Week 4

- 7/21 Monday \$19 Color Me Mine Ceramics

### Week 5

- 7/28 Monday \$4 Tie Dye Week - Shirt Included (camp t-shirt size will be used)

### Week 6

- 8/5 Monday Free Bubble Bus

## **15. Appropriate Clothing & Footwear**

Campers should wear light comfortable clothing. Sneakers must be worn daily. Sandals, Crocs, and open-toe shoes are not acceptable for the varied activities during the camp day.

**16. Cell phones are not permitted at camp.** Cell phones brought to camp will remain in the camp office during the camp day.



17. **Camp Communications** (non-emergency related) will be sent by email. Please be sure to use an email address that is checked regularly.
18. **Group/Friendship Requests** – We are unable to accommodate group, counselor, or friendship requests. Groups will be changed on a weekly basis. Please do not submit specific requests.
19. The Orangetown Summer Day Camp is licensed by the State of New York under the direction of the Rockland County Health Department. The Camp is inspected twice; and copies of the inspections will be available for review at the Orangetown Recreation Office and the Rockland County Health Department.

Thank you for your cooperation and assistance, and we hope your child has an enjoyable camp experience!

**REMINDER: Vaccine Records & Medication Administration Forms are due Friday, May 16th!**