



## Town of Willsboro

5 Farrell Road, Willsboro, NY 12996

518-963-8668

### Willsboro-Essex Summer Youth Program 2024

The towns of Willsboro and Essex are proud to announce that the summer youth program is returning again this year! Experienced leadership and familiar counselor faces, along with a new site, and Monday through Friday schedule will make this summer one to remember.

Location: Willsboro Central School

Dates: July 8-August 9(Monday-Friday)

Hours: 8:30-3:00(Breakfast & Lunch provided)

Ages: Must be 5 and potty trained(or completed PreK)-12

Immunization Records: Must be submitted with application

Application Fee: \$100(checks payable to Town of Willsboro)

Please reach out with questions or concerns to the Camp Director, Lorilee Sheehan at 518-570-7124 or Program Director, Kaili Bourdeau at 518-801-3048. Any medical concerns may be directed to the Assistant Health Director, Jenna Ford at 518-645-6892.

# Willsboro-Essex Summer Camp Program

|   |             |
|---|-------------|
| For the Town of Willsboro use only \$100.00 per child |             |
| Received by: _____                                    | Date: _____ |
| Cash [ ]  | Check [ ]   |

## CAMPER REGISTRATION

Participant's Name: \_\_\_\_\_

First

MI

Last

Age: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Gender: (Circle one) Female Male

Address: \_\_\_\_\_

Street

City

zip code

School: \_\_\_\_\_ Entering Grade: \_\_\_\_\_

Guardian (1): \_\_\_\_\_

First

MI

Last

Phone: \_\_\_\_\_

Cell

Work

Home

Email: \_\_\_\_\_

Guardian (2): \_\_\_\_\_

First

MI

Last

Phone: \_\_\_\_\_

Cell

Work

Home

Email: \_\_\_\_\_

I give permission for my child to be photographed or video recorded. It is understood the photos or video may be used for slideshows, articles, scrapbooks, and social media, etc. in relations to the Town of Willsboro's Summer Camp Program.

Parent/ Guardian Signature: \_\_\_\_\_

# Willsboro-Essex Summer Camp Program

## In Case of Emergency

### Emergency Contact & Release

List below whom we should contact in the event you (parents / guardians) cannot be reached during an illness or emergency. Contact needs to be at least 16 years old.

Emergency Contact (1): \_\_\_\_\_  
  First  MI  Last

Phone: \_\_\_\_\_  
  Cell  Work  Home

Email: \_\_\_\_\_

Relationship to participant: \_\_\_\_\_

Does this person have permission to make health related decisions for you child? YES NO

Emergency Contact (2): \_\_\_\_\_  
  First  MI  Last

Phone: \_\_\_\_\_  
  Cell  Work  Home

Email: \_\_\_\_\_

Relationship to participant: \_\_\_\_\_

Does this person have permission to make health related decisions for you child? YES NO

**\*In an Emergency Situation\***

I understand that every effort will be made to contact parents / guardians of a child. In the event I cannot be reached. I hereby give my permission to the physician selected by the Program's Director to secure treatment, hospitalization if necessary, and to order injections, medication, anesthesia, and / or surgery for my child.

\_\_\_\_\_  
Parent/ Guardian  
PRINT

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# Willsboro-Essex Summer Camp Program

## Health Information

Medical insurance is REQUIRED for all camp participants. I confirm that the participant has medical insurance.

Company: \_\_\_\_\_ Policy Number: \_\_\_\_\_

**\*\* NO Medication can be sent with your child. Medication must be given prior to camp. The only exception is an EPI-PEN\*\***

### **\*Immunization Records\***

You must attach a copy of your child's shot records. We do not have consistent access to school record. You can get a copy from your child's school nurse prior to the end of the school year, or you can obtain a copy from your family physician. The Willsboro-Essex Summer Program does not have permission to request these records from a school or physician.

Health Information: (Please check yes or no) List and use space below to explain.

|         |        |                                  |
|---------|--------|----------------------------------|
| YES [ ] | NO [ ] | Allergies                        |
| YES [ ] | NO [ ] | Asthma                           |
| YES [ ] | NO [ ] | Diabetes                         |
| YES [ ] | NO [ ] | Dietary Restrictions             |
| YES [ ] | NO [ ] | Down Syndrome                    |
| YES [ ] | NO [ ] | Emotional / Behavioral Disorders |
| YES [ ] | NO [ ] | Epilepsy                         |
| YES [ ] | NO [ ] | Hearing / Visual Impairment      |
| YES [ ] | NO [ ] | Tetanus Toxoid                   |

Please list any other health information not listed, or provide more details to the list above:

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Please describe any "out of Country" travel in the two weeks prior to camp start:

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**\*\* NO Medication can be sent with your child. Medication must be given prior to camp. The only exception is an EPI-PEN\*\***

# Willsboro-Essex Summer Camp Program

## Sunscreen & Bug Spray Authorization

Chapter 242 amended NYS Public Health Law permitting a child to possess and use sunscreen at camp when all the following apply:

- (1) It is used to protect against overexposure to the sun
- (2) It is approved by the FDA for over-the-counter use
- (3) The parents or guardian provides written permission for the child to carry and use sunscreen

Please complete and sign this form if you would like your child to carry, use / or would like assistance applying sunscreen and / or bug spray while at camp.

Child's Name: \_\_\_\_\_

### Sunscreen Permission

I consent to have my child carry and use sunscreen and / or bug spray she/he has brought to camp, which is FDA approved for over the counter use.

\_\_\_\_\_  
Parent/ Guardian  
PRINT

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

I consent to have a day camp member assist with the application of sunscreen and / or bug spray when my child is unable to do so, or if my child request assistance.

(Spray sunscreen / Bug spray only)

\_\_\_\_\_  
Parent/ Guardian  
PRINT

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# Willsboro-Essex Summer Camp Program Camper Pick-Up Authorization and Camp Acknowledgement Agreement

## Camper Pick-Up Authorization

Please take this opportunity to let us know who has permission to pick up your child from camp. This list should include carpool groups, babysitters and other parents, relatives or friends who are permitted to pick-up your child. NO camper will be released to anyone except the following list under any circumstances. The individuals picking up campers should be aware that our staff may ask for photo identification at the time of pick-up.

If any changes need to be made to this list on short notice, please contact the camp office as soon as possible, 518-801-3048(Program Director-Kailli Bourdeau). Any permanent changes will need to be provided in writing to the Program Director.

**Full Name**

**Relationship**

**Phone**

|       |       |       |
|-------|-------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

## Acknowledgment Agreement

By Signing below, I acknowledge that I have read and understand all the camp policies and procedure list in the Willsboro-Essex Summer Camp Program Camper Handbook. I hereby waive all claims against the Town of Willsboro, now, known, or arising in the future relating to my child's participation in the Willsboro-Essex Summer Camp Program.

**THIS FORM MUST BE SIGNED IN FRONT OF A NOTARY PUBLIC**

\_\_\_\_\_  
Parent/ Guardian (PRINT)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Notary Public Signature

\_\_\_\_\_  
Notary Stamp

\_\_\_\_\_  
Date

- the camp is required to be inspected twice yearly; and
- the inspection reports and required plans are filed (address of state, county or city health department) and available for their review.

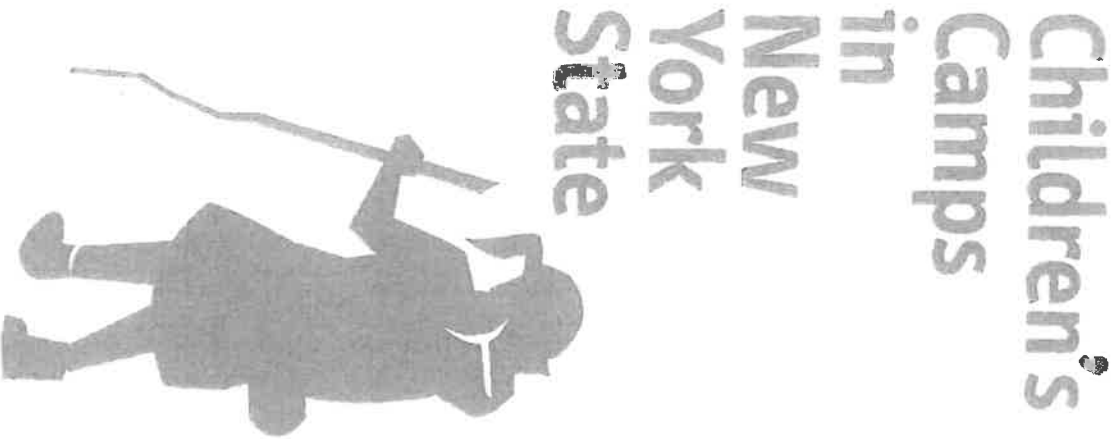
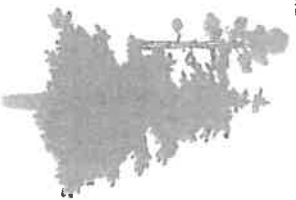
### Responsibilities of Local Health Departments

- To review and approve the required written camp plans for compliance.
- To inspect camps to assure that: (1) all physical facilities are properly operated and maintained; and (2) adequate supervision exists to provide a healthy and safe environment in accordance with the New York State Sanitary Code.
- To issue a permit to operate when the required plans and inspection results are satisfactory.
- To investigate reports of serious incidents of injury, illness and all allegations of abuse or maltreatment.
- When requested, to provide parents or guardians of prospective campers an opportunity to review inspection reports and required plans.

The time and effort spent in selecting the camp your youngster will attend is important. Keep in touch, especially if it is your child's first camp experience. If possible, visit the camp before and during the camping season.

### Information

For further information about New York State health laws relating to summer camps, call the State Health Department's Bureau of Community Environmental Health and Food Protection in Troy at 1-(800) 458-1158, ext. 27600.



In New York State, summer camps must have a state, city or county health department permit to operate legally. These permits are issued only if the camp is in compliance with the state's health regulations. The permit to operate must be displayed in a conspicuous place on the premises.

The camp must be inspected twice yearly by a health department representative. At least one inspection must be made during the time the camp is in operation. Each camp is checked to make sure that the physical facilities are safe and that supervision is adequate.

When choosing a summer camp for your child, consider the following:

### Staff Credentials/Supervision

#### What are the qualifications of the camp director?

The New York State Health Code requires that the director of an overnight camp be at least 25-years-old or hold a bachelor's degree; a day camp director must be at least 21-years-old.

All directors must have experience in camping administration or supervision. Camp directors' backgrounds are screened by the Office of Children and Family Services' Central Register Database for reported incidents of child abuse and maltreatment. Their backgrounds are also screened by the Health Department for criminal convictions. Only individuals who are considered to pose no risk to campers are accepted by the Health Department as camp directors.

#### What are the qualifications of the camp counselors and how are campers supervised?

Counselors must have experience in camping and supervision of children or have completed an acceptable training course. Stringent counselor-to-camper ratios and staff qualifications are mandated for supervision of swimming, archery, riflery and camp trip activities.

At overnight camps, 80 percent of the camps' counselors must be at least 18-years-old; up to 20 percent may be 17-years-old. There must be at least one counselor for every 10 children aged eight years or older, and one

counselor for every eight children younger than eight years old.

At day camps, counselors must be 16 years of age or older. There must be a minimum of one counselor for every 12 children.

Camps that must provide at least 10 counselors may choose to use counselors-in-training (CITs) to meet 10 percent of the required number of counselors. These CITs must be at least 16 years of age at an overnight camp and 15 years of age at a day camp. They must work with senior staff, have had previous experience as a camper and complete a training program. Ask the camp operator if any of their counselors are CITs and how they are used to supervise campers.

Ask about the camp's staff and supervision procedures, including discipline policies. Do they meet your expectations?

### Health

Ask about medical coverage and when you will be notified if your child becomes ill or injured. Is a doctor or nurse in residence or on call for campers at all times?

Physicians or nursing services must be available. All summer camps in New York State are required to have a health director and a written medical plan approved by the Health Department. The written

plan must include, among other things, provisions for medical, nursing and first aid services, injuries and illnesses must be reported to the Health Department and are thoroughly reviewed.

#### Does the camp require medical records for campers?

Camps must keep current medical history reports on file for all campers. Be sure to detail your child's history of immunization, illness, disability or allergy. Specify special diets and activity restrictions. Provide instruction for any medication your child must take.



## Camp Safety

Are the camp facilities and activities safe?

The camp operator must develop a written plan to include maintenance of facilities, provisions for training staff members and orientation of campers, supervision of campers, campsite hazards, emergency procedures and drills, safety procedures and equipment for program activities.



## Swimming

Are waterfront personnel qualified?

Are campers always supervised while in the water?

All waterfront activities at camps in New York State must be supervised by an experienced certified lifeguard or water safety instructor. On site, one qualified lifeguard is required for every 25 bathers. All aquatic staff are required to be trained in cardiopulmonary resuscitation (CPR).

Camps that use off-site pools or beaches operated by others must make special arrangements to provide a safe activity. Even off site, the camp remains responsible for supervising campers.

Some children's camps use sites for swimming that are not inspected by local health departments. Parental permission is required in these instances, and the camp must follow established guidelines to protect campers.

While campers are involved in aquatic activities on site, there must be one counselor for every 10 campers eight years or older; there must be one counselor for every eight children aged six and seven, and one counselor for every six children younger than six years old.

When swimming off-site, there must be one counselor for every eight campers six years or older and one counselor for every six campers younger than six years.



Are bathing areas marked off for various swimming skills? Are campers tested to determine their level of swimming ability before participating in aquatic activities? Are nonswimmers kept in water less than chest deep? Is the buddy system used? Are campers required to wear life preservers when boating or canoeing?

New York State regulation requires that the answers to all these questions must be "yes."

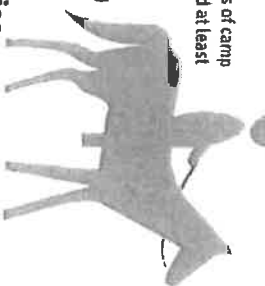
## Camp Trips

Are camp trips supervised by counselors who have the maturity and experience to make decisions that could affect the safety of campers?

All trips must be supervised by a trip leader who is at least 18 years old and competent in the activity. Counselors must accompany trips and all staff must review the safety plan prior to the trip.

Counselors should have the skills and expertise in the camp activity (canoeing, rock-climbing, etc.) to handle any emergency that might arise. Ask whether the camp has conducted similar trips in the past without incident.

In New York State, the drivers of camp vehicles must be licensed and at least 18-years-old. Seat belts must be worn when provided and vehicle capacities not exceeded. When transporting children in a truck, only a truck cab can be used.



## Sports and Activities

How are activities in craft shops supervised, especially when campers are using dangerous tools, such as power saws and lathes? Are archery and rifle ranges at a safe distance from activity centers? Are spectators protected at baseball fields and similar areas? Do players wear protective equipment?

State regulation requires that archery, rifle and horseback riding be supervised by counselors with special training in those activities.

## Fire Safety

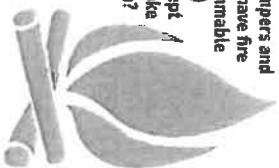
Are there periodic fire drills for both campers and staff? Does each floor of every building have fire exits in two different locations? Are flammable materials (gasoline, pool chemicals, etc.) stored away from activity centers and kept under lock and key? Are functioning smoke detectors located in every sleeping room?

All of the above are mandatory in New York State.

## Location and Facilities

Are barriers erected against such natural hazards as cliffs and swamps? Are foot trails located away from such dangerous areas and from heavily traveled roads and highways? Do the camp facilities (bunks, bathrooms, mess hall, recreation facilities) meet your aesthetic tastes and those of your child? Is the camp located in an area that will not aggravate your child's allergies? Will your child be required to perform chores, such as cleaning or cooking?

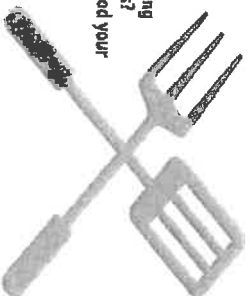
For information on the camp's location and facilities, visit the camp or interview the camp operator by telephone, prior to making a decision to enroll your child at the camp.



## Nutrition

Are good health practices observed in the camp kitchens, dining areas and food services? Does the camp serve food your child likes?

At camps in New York State, food must be prepared from inspected sources. Food preparation and handling activities are reviewed to assure safe and sanitary practices. Kitchen employees must be healthy and follow hygienic practices. Potentially hazardous food must be maintained below 45°F or above 140°F.



## Rights and Responsibilities

The regulatory program of the New York State Department of Health places specific responsibilities on camp operators, and on local health departments that enforce department regulations. Following is a summary of rights and responsibilities:

### Rights of Parents and Guardians

- To be informed by the camp director, or his or her designee, of any incident involving your child, including serious injury, illness or abuse.
- To review inspection and investigation reports for a camp, which are maintained by the local health department issuing the camp a permit to operate (present and past reports are available).
- To review the required written camp plans. These are on file at both the camp and the health department issuing the permit to operate.

### Responsibilities of the Camp Operator

- To inform you and the local health department if your child is involved in any serious injury, illness or abuse incident.
- To screen the background and qualifications of all staff.
- To train staff about their duties.
- To provide supervision for all campers 24 hours a day at overnight camps, and during hours of operation for day camps.
- To maintain all camp physical facilities in a safe and sanitary condition.
- To provide safe and wholesome meals.
- To have and follow required written plans for camp safety, health and fire safety.
- To notify the parent or guardian, with the enrollment application or enrollment contract, that the camp must have a permit to operate from the New York State Department of Health or the designated permit-issuing official.