

# Burnt Hills-Ballston Lake Summer Recreation Program

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## **BH-BL Summer Recreation Brochure / Parent Handbook 2023**

Visit our website at [bit.ly/BHBLsummerrec](https://bit.ly/BHBLsummerrec)



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## WELCOME

The Burnt Hills-Ballston Lake Summer Recreation Program is designed to provide a wide variety of fun activities for your child's enjoyment. Through the generosity of the Burnt Hills Ballston Lake School District, The Town of Ballston, The Town of Charlton, and the Town of Glenville, we are able to provide a community-based program. Our day camp will offer diverse opportunities for your child. The BHBL Summer Recreation Program will allow children to experience different enrichment activities in a structured environment. Our experienced staff will strive to make sure your child's experiences are safe, fun, and successful. This handbook is for your convenience and a general guide for you and your child. It contains important information about our programs, policies, and procedures. Please read carefully, as many procedures have been updated.

## PHILOSOPHY

The Burnt Hills-Ballston Lake Summer Recreation Program is offered under the direction of the BHBL Summer Recreation Commission which is composed of designated appointees from The Town of Ballston, The Town of Charlton, and The Town of Glenville. The purpose of the Summer Recreation Program is to provide opportunities to enrich the lives of children in a safe and positive environment. Our staff strives to provide a welcoming environment where participants can reach their potential through a variety of enrichment and recreation activities.

# MEET THE DIRECTORS

## Andrew Haluska, Burnt Hills-Ballston Lake Summer Recreation Director

Andrew starts his sixth year as the director of the BHBL Summer Recreation Program. He looks forward to another great summer of safe, fun activities, laughs, and creating memories for the kids in the community. Andrew is in his 25<sup>th</sup> year teaching at Charlton Heights Elementary School. He has taught both second and third grade, fifth grade and currently teaches AIS math. He earned his undergraduate and master's degrees at the College of Saint Rose. He earned his administrative certificates from MCLA. He is a volunteer basketball coach for the Adirondack Wild, runs the Charlton Heights "Chuck and Duck Dodgeball Tournament," and is the founder of the "Heights Adopt-a-Family" holiday program. His wife, Leanne, can be seen at Summer Recreation from time to time taking pictures. He is the proud father of two high schoolers, Luke and Lily.

## Meg Gilligan, Assistant Director

Megan is currently a first-grade teacher in the Scotia Glenville School District. She has her undergraduate degree in Elementary Education and her master's in Literacy from the College of Saint Rose. When Megan was high school student in Burnt Hills, she first became familiar with the program as a counselor. She has now worked as a director in the program for the last thirteen years. As a director, she continues to find ways to help make the program enjoyable and memorable for everyone that attends. She looks forward to positive changes this year to the Rec program.

## Chris Deso, Games Assistant Director

Chris Deso has been teaching at BHBL for 18 years as a fourth and fifth grade teacher. He graduated from the College of Saint Rose with a bachelor's degree in Elementary Education and received his master's in literacy from SUNY Albany. Chris loves hiking, triathlons, and competing in obstacle course races. Chris has taught summer school at BHBL for a number of years and is now looking forward to his second year with the Summer Rec program.

## TBD, Sports and Recreation Assistant Director

## Vanessa Lampo, Activities Assistant Director

Vanessa Lampo has been at BHBL for the past 15 years as a Reading Specialist and a first grade teacher. She graduated from SUNY Oneonta with a bachelor's degree in Elementary Education and received her master's in Literacy from Sage Graduate School. Vanessa enjoys reading, walking her dog, and spending time watching her 2 sons play football, baseball and volleyball. For the past 5 years, she has taught summer school for BHBL and she is very excited to be making the switch to the Summer Rec Program.

## TBD, Art Director

## TBD, Pool and Swim Director

# CONTACT

Andrew Haluska, Recreation Director: 518-598-7018 (cell) or [bhblsummerrec@gmail.com](mailto:bhblsummerrec@gmail.com)

Please contact Andrew with general questions, refund requests, or any questions you may have about your child's enrollment, or Summer Rec program policies. We also welcome you call with positive feedback, suggestions for the future, or concerns you may have regarding our recreation program and facility.



## STAFFING

Burnt Hills-Ballston Lake Summer Recreation counselors are Burnt Hills-Ballston Lake High School students who go through an application and interview process. Counselors are typically Honor Society members, LTP (Leadership Program) members, as well as students who are interested in a career in education or child studies. All Summer Rec staff have satisfactorily completed a background check. Staff has been carefully selected for their ability to provide outstanding leadership and direction to our camp participants. Additionally, many staff members are CPR/First Aid certified.

## ELIGIBILITY

Children entering grades 1-7 are eligible for the Burnt Hills-Ballston Lake Summer Recreation Program. Children must be residents of the Town of Ballston, Charlton, or Glenville. There are opportunities for non-residents as well.

# PRICING

We, as an organization, want to work with the families in the community to ensure that each child who wants to attend Burnt Hills-Ballston Lake Summer Recreation can. Please email the director with any questions regarding payment.

**Registration** (March 10 -June 27)

Full Day Program (One-time fee paid at the time of registration)

1st child: \$450.00

Each additional child: \$400.00 (\$50.00 discount per child)

# SCHEDULE

The Burnt Hills-Ballston Lake Summer Recreation Program is open Monday through Friday from 8:30 am-2:30 pm. Summer Recreation will run from Tuesday, June 27, 2023 to Friday, July 21, 2023 (closed on Tuesday, July 4<sup>th</sup> in observance of Independence Day).

# EARLY HOURS

The Burnt Hills-Ballston Lake Summer Recreation Program will offer a daily “early morning” drop off starting at 7:30 am. *Prior notification is required.* The cost of this service is listed below

- Daily- \$15.00
- Weekly- \$50.00
- Length of the Program (June 27- July 21)- \$165.00



# ATTENDANCE

To ensure all campers are present and accounted for, attendance will be taken between 8:30am and 8:45am daily. If your child is going to be absent or late, you must notify the Camp Director by email (bhblsummerrec@gmail.com) prior to 8:30 am. If a camper is unaccounted for, a phone call will be made to the contact number provided on the camper's registration form. A message will be left if there is no answer at the time of the call.

If your child arrives at camp past the designated time, an adult **must** accompany their child to the director's office in order to notify the staff that a camper has arrived. To ensure your child's safety, please do not drop your child off at the door and leave.

# REFUND POLICY

The Burnt Hills- Ballston Lake Summer Recreation Program works hard to provide an excellent experience for campers. The activities provided are determined by the number of campers signed up for the program as this dictates the budget the program invests in each activity. For this reason, there will **not** be any refunds made for campers who decide they no longer wish to participate in the program. If a family experiences a medical or unforeseen emergency, a 50% refund may be made at the discretion of the Burnt Hills-Ballston Lake Commission Board. Registration refund requests must be submitted in writing and received by July 21<sup>st</sup>. Refund requests received AFTER the deadline WILL NOT BE HONORED.

# DRESS CODE

Sneakers should be worn every day. Loose comfortable clothing that is appropriate for the weather and allows freedom of movement is encouraged. Participants will receive one Summer Recreation shirt with their registration fee. Additional shirts may be purchased prior to the start of the program for \$10.00. Summer Recreation shirts should be worn on ALL field trips.

## **What to Bring to Camp** (please label everything!)

- Your child's backpack (for carrying lunch and belongings off-site)
- A bagged lunch-food (cannot be refrigerated, so please use thermal containers that children can transport easily)
- A healthy morning snack (campers can also purchase snacks at the snack bar)
- Water bottle (with your child's name on it)
- Sunscreen (with your child's name on it)
- Sweatshirt or jacket appropriate for daily weather forecast/changes
- Hat and sunglasses (optional)



The following clothing items are **not permitted** at camp:

- Short shorts
- Skirts or dresses (that are not tennis skirts)
- Shirts with slang, profanity, or negative messages or images
- Halter tops
- Open toe shoes, sandals, flip flops, CROCS, or wedges



# RECREATION T-SHIRTS

Every child in the Burnt Hills-Ballston Lake Summer Recreation Program will receive one t-shirt included in their registration. Children who are registered late are not guaranteed a t-shirt. These shirts should be worn on all major field trips for the safety and well-being of our campers.

# PHOTOGRAPHY POLICY

The Burnt Hills- Ballston Lake Summer Recreation Department reserves the right to use images and/or photographs of anyone in any activity, park, or public place in present and/or future publications or on the department's web pages for promotional purposes, unless indicated by checking the box on the registration form.

# SUNSCREEN

It is your responsibility to apply sunscreen to your child daily before arriving at Summer Rec. The Summer Recreation Program staff will assist with applying sunscreen to bare skin including the face, tops of ears, shoulders, arms, legs, and feet throughout the day. Sunscreen will not be applied to any broken skin or if a skin reaction has been observed. Any skin reaction observed by staff will be reported promptly to the parent/guardian. It is the parent's/ guardian's responsibility to provide sunscreen with a minimum SPF of 15.

# FIELD TRIPS

Field Trip Outings are an important part of the Burnt Hills-Ballston Lake Summer Recreation Program. Trips are available Monday- Friday. All trips are an additional fee and optional. If you do not want your child to participate in a trip, we have a full on-site program for children to enjoy. All children are required to hand in a permission slip in order to participate on trips. Below are some of the possible trips we are planning to offer (depending upon COVID restrictions). A weekly schedule will be provided and posted on the website.

Arts N Glass  
Build-A-Bear  
Chuck E Cheese  
Flight Trampoline Park  
Albany Indoor Rock  
Climbing  
Guptils  
Peerless Pools  
Rock Climbing at the Edge

Saratoga Children's  
Museum  
Strike Zone Bowling  
Tri-city Valley Cat  
(Baseball)  
Funplex  
Great Escape  
Bowtie Movies

Scotia Cinema  
MiSci Museum  
Dave and Busters  
Mountain Ridge Adventure  
Park  
Fun Plex Park  
Players Park Family Fun  
Plex

Please be advised that this is a tentative list and may change. If your child is attending a trip, your child must be at camp by 8:50 am to ensure getting on the bus. Times on schedule and permission slips are estimates. **CHANGES WILL OCCUR.** If a child does not want to attend a trip they are signed up for, but attends camp that day, they must bring a signed note excusing them from the trip that day.

## FIELD TRIP PAYMENT

To ensure money sent with children is not lost, all money (Cash or Check made out to **BHBL Summer Rec Program**) must be in a **SEALED ENVELOPE** with child(ren)'s NAME, GRADE and TRIP MONEY written on the outside. The permission slip for the field trip should also be included

in the envelope. Payments can be given to children to hand in on site; any collections will take place at attendance in the morning.

## SWIMMING

Swimming is a big part of the Burnt Hills-Ballston Lake Summer Recreation Program. The necessary ratio of lifeguards per swimmers will be monitored closely to ensure campers' safety. The camp facilitator will inform parents



of swimming trips well in advance so you can send your child with the proper belongings. All children **MUST** bring a swimsuit and towel on swim days, even if they do not intend to swim. We also recommend sending your child with sunscreen and water shoes. All children must adhere to the

pool/lake rules. Any child breaking the rules will be disciplined accordingly and risk being excluded from future pool trips.

## LUNCH/SNACK BAR

Children must bring lunch from home. **NO GLASS BOTTLES.** Remember, refrigeration is not available. Students will have the opportunity to purchase drinks and snacks from the concession stand during lunch time. Water, Gatorade, granola bars, chips, as well as candy will be available for children to purchase. We will have “Pizza Fridays” where children can order slices of pizza to eat for lunch. More information will be sent home as these special days draw closer. Parents may choose to “bank” money in their child’s account, for their child to use at the concession stand. For example, a parent may bank \$20.00. When their child purchases a drink, the cost of the drink

will be deducted from their balance. The “bank” will help ensure money is not lost or misplaced.

## ELECTRONICS

It is recommended that campers DO NOT bring electronics to camp. There will be a **no cell phone** policy during the day. If a camper needs to call a parent, they may do so at the site office. Children may use site phones for emergencies only. If campers choose to bring electronics, Burnt Hills-Ballston Lake Summer Recreation is **not** responsible for any lost or damaged equipment.

## WEATHER

Our on-site activities occur daily, rain or shine. During rainy days, the children play indoor games, do arts & crafts, and watch movies. Trips on rainy days are taken at the discretion of the recreation director. We WILL board the buses and head to the destination in hopes of better weather. If the weather continues to be poor, the trip will be canceled and all children will return back to their site. If time permits, a notice will appear on Facebook and our website, so families can plan accordingly.



## BEHAVIORAL EXPECTATIONS

Behavior “Three Strikes You’re Out” Policy

1) Warning: Staff separates child from group and rules / policies are reinforced. Considered a WARNING; child sits in the office; a call to parent is made.

- 2) “Strike One”: Staff fills out Referral Form, calls the parent, and removes the child from camp for one day.
- 3) “Strike Two”: Staff fills out Referral Form, calls the parent, and removes the child from camp for one week.
- 4) “Strike Three”: Staff fills out Referral Form, calls the parent, and removes the child from camp for the remainder of the Summer Program.

Depending on the severity of the inappropriate behavior, one or all of the above steps may be skipped. A child may be removed immediately without warning or referral at the director’s discretion (records are kept). Any staff member can give referrals on a bus, trip, or on-site. If a parent is unable to pick up a child due to their referral, they will remain in the office until their ride is available. **If your child is dismissed from camp, all program fees will be forfeited.**

## RULES AND RESPONSIBILITIES

Please prepare your child for camp. Explain all rules and regulations to them. Please make us aware of any problems that your child may be experiencing at Summer Rec. Parents must guide their child(ren) to display appropriate, acceptable behavior. Children must be prepared to be accountable for their actions. Parents should know and understand the rules their children are expected to follow and be aware of the consequences for any violations. Please talk with your child about responsibility and safety:

- For actions and language toward staff and other campers
- For belongings; all clothing, towels, etc. (LABEL)
- For money; do not send small children with lunch or spending money in hand. Please plan: waist pouch or money pouch is recommended. “Bank” System is recommended for camp store. Money left in the account at the end of the program will be returned to parent(s).
- For respect of the building / facility they are in. **ANY DAMAGE / VANDALISM CHARGES AT A SITE, ON A BUS, OR AT A FIELD TRIP WILL BE PAID BY THE CHILD / PARENT.**

Appropriate Behaviors:

- Non -aggressive actions
- Respectful of others, staff, and equipment
- Uses appropriate language

### **Behavior Rules on the Bus:**

- Remain in seat at all times & keep feet out of the aisles.
- Respect others. Keep your hands to yourself.
- All objects inside bus windows.
- Keep the bus clean (no garbage / writing on the seats).
- Listen to all bus drivers, counselors, trip coordinators, etc.
- Listen carefully to all role-calls, whenever necessary.
- Eating / drinking on the bus is at the discretion of bus drivers.

### **Camper Behavior Rules on All Trips:**

- Always listen for directions from counselors & trip coordinators.
- Make sure you can always see your counselor.
- Always go with a buddy, Never Alone!
- Wear your recreation t-shirt on all major trips.
- Bring bagged lunches on all trips that do not provide a lunch. (As buying is often too expensive). See trip schedules for all lunch details.
- Wear appropriate clothing (sneakers at all times, appropriate bathing suits, etc.)
- No glass bottles!

## **MEDICATION AND ILLNESS**

The Burnt Hills-Ballston Lake Summer Recreation Program **is not** permitted to and cannot administer medication of ANY kind under ANY circumstance. If your child is in need of medication, they must be able to administer it themselves, or a parent or other approved adult can come to the site to administer the medication. **This does not include epi-pens and asthma inhalers.**



Please do not send your child to camp if they are sick. However, if your child will be absent from camp because they are sick, please inform the camp director that your child will not be at camp that day via email. If your child becomes ill at camp, we will notify you to pick up your child immediately. The camp staff must consider the well-being of every child. For a serious medical emergency, we will contact 911 immediately, then every effort will be made to reach the parents. If parents cannot be reached, we will try emergency phone numbers that parents have listed on the emergency form. Emergency medical treatment (by professionals) will be given when all efforts to reach parents or guardian have failed. Children will be transported by emergency ambulance personnel to the closest medical facility.

## HARSH WEATHER CONDITIONS

The program will not be canceled due to weather. In case of inclement weather, indoor facilities will be used and daily plans may be altered. IN CASE OF NATURAL DISASTER: examples: floods, tornadoes, and severe weather. In the event that a natural disaster is declared, staff and children will remain in the facility. Summer Recreation program staff will receive direction from the local law enforcement, as well as the school district.

## EVACUATION

In the event of fire or other disasters, evacuation will take place immediately. Each leader will take their group outside, at least 100 feet from the building. Attendance will then be taken immediately by each leader. The camp will conduct two fire drills every summer to practice fire safety and procedures to the campers.

# MISSING CHILD PROCEDURE

In the event that a child should ever come up missing from day camp, the following steps will be taken:

1. The children will be gathered and attendance will be taken to determine who might be missing.
2. If it is determined that a child is unaccounted for, one leader will be assigned to supervise the group, the other staff members will search for the child in areas not easily seen at quick glance (such as bathrooms, locker rooms, playground equipment, etc.) Summer Rec staff will request the assistance of other staff to help with the search when possible. The search will be no longer than 15 minutes.
3. If the child is not found, one of the leaders or the director will make the following telephone calls:
  - 911 to report a missing child.
  - Contact the parents of the missing child and have them meet the staff at the present location.
  - Recreation Director and Program Supervisor will be informed and will assist.

# INJURY POLICY

We will treat every injury seriously until it can be determined that EMS doesn't need to be called immediately. The following procedures will be followed by camp personnel:

1. Ask where it hurts; have child apply pressure and tell the leader where and how it hurts.
2. Do range of motion test(s) if it doesn't result in too much discomfort. Ask child to go through range of motion; do not physically assist the child.

3. (a) If child is unable to move affected area or is in severe pain, notify the director to call parent or guardian immediately or (b) if child has mobility of affected area, apply ice and recheck in 15-30 minutes.
4. If child is still hurting in 15-30 minutes, call parents and involve them in the decision process. The following options will be provided:
- a. They can pick up the child themselves and decide whether medical attention is needed.
  - b. We can call EMS services and have them take a look at the injury. The parent will be responsible for all costs involved with the EMS services.
  - c. If the staff feels there are other available options, discuss them with the parent.
5. In a medical emergency, camper will never be transported by staff.
6. An *Accident Report Form* will be completed and returned to the director.
7. If a child has any injury during the day that does not involve a parent's immediate attention, staff will still inform parents at the end of the day of the incident.
- Please Note: Many staff members including the director and assistant directors have gone through CPR, Medical Administration, and First Aid training. Certain staff members are required to carry a first aid kit, cell phone for emergency purposes, and any authorized campers' medications at all times.



## PERSONAL BELONGINGS

All personal items (clothing, shoes, towels, bags, water bottles, etc.) must be marked with the child's full name in permanent marker. The Burnt Hills-Ballston Lake Summer Recreation program is **not** responsible for any personal belongings and will not assume the responsibility for the replacement of missing items. A *Lost and Found* area will be located in the

director's office. If items are not claimed by the end of camp, they will be discarded or donated.

# TRANSPORTATION

## BUS TRANSPORTATION:

The Burnt Hills-Ballston Lake Summer Recreation program has scheduled bus stops throughout the district to bring children to and from Summer Rec. Burnt Hills-Ballston Lake CSD buses and drivers will be utilized. Be at your stop 10 minutes early in the morning and by 3:00 pm in the afternoon to pick up your child the first week to best determine drop off times.

Due to the number of buses at our disposal, we do not stop at individual houses or follow Burnt



Hills-Ballston Lake bus

routes and stops. Any problems or questions regarding busing need to be directed to the Summer Recreation director. **DO NOT CONTACT BURNT HILLS-BALLSTON LAKE TRANSPORTATION.**

## PARENT TRANSPORTATION:

Parents of children arriving after 9:00 am or departing early are required to go to the *Site Office* to sign in/out their child. Any persons picking up a child from camp **MUST** be able to show picture identification. **ONLY PERSONS** designated on the registration form may pick up a child. If someone else needs to pick up a child, **A NOTE MUST BE SENT TO THE SITE, ON OR BEFORE THE DATE OF PICK-UP.**

## BUS STOPS:

If you would like to have a new bus stop considered, you will need to submit a written request by June 13th, including the stop and approximate number of children utilizing the stop. Any changes to the bus schedule are at the discretion of the Recreation Program director. **Any problems or questions need to be directed to the Recreation Program Office.** After registration is complete, we will then determine the actual bus stops and routes. Once the bus routes have been established, we will email a bus schedule including approximate times for pick up to all participants. We will not estimate times for drop offs in the afternoons. Anyone picking up a child from a bus stop will need to be at the bus stop at 3:05 pm the first couple days of camp to determine drop off times.

### *2023 Burnt Hills-Ballston Lake Summer Recreation Bussing Schedule*

BUS ONE

1A	Scotchbush and Yolanda
1B	Montclair and Bellaire
1C	Harmon and Drott
1D	Pashley School
1E	Woodruff and Lee
1F	Sheffield and York Place
1G	Park Lane and St. Stephens Lane West
1H	Swaggertown and Country Fair
1I	Olde Coach and Arcadia
1J	Charlton Town Hall
1K	Vines and Swaggertown

BUS TWO

2A	Burnt Hills Library
2B	Townley and Wheeler
2C	Old Stewarts (across from Carneys)
2D	Lakeside Farms
2E	Beacon Hills (Kasey and Sherman)
2F	Firehouse @ Charlton and Scotchbush
2G	Charlton and Sweetman
2H	Silver Lane and Scotchbush
2I	Kathleen Dr. and Jenkins
2J	Goode St. and Skaarland
2K	Goode St. and Conifer
2L	Van Vorst and Sheldon

**FIELD TRIP BUSING:** There is a \$3.50 charge per field trip (included in the price) to help offset the cost of transportation.