



Summer Camp Parent Handbook 2023

Camp Fun Spot Contacts

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Making memories that last a lifetime

Our Staff is very excited and looking forward to another wonderful summer! This handbook contains Camp Fun Spot policies and procedures, which are important to you and your child. By signing the following, you agree that you have reviewed a copy of the School-Age Child Care requirements prepared by the New York State Office of Children & Family Services. You also agree to follow the policies, procedures, and practices placed before you within the Camp Fun Spot Parent Handbook.

Registration Packets **MUST BE** delivered to The Fun Spot in person. No e-mailed or mailed registrations will be accepted. All paperwork must be complete. Physicals and Immunizations Records Must Be turned in with the registration packet in order to complete registration. Registration Fee and Weekly Deposits are due at the time of registration. No spots can be reserved until registration is complete.

Camp Fun Spot Summer Camp Tentative Field Trip Schedule 2023

****Schedule subject to change****

All campers are required to wear their Camp Fun Spot T-Shirts and pack a lunch on field trip days!

(Electronic Entertainment is allowed for the long bus ride on weeks 4, 6, & 9)

June 26	<u>Week 1</u>	June 27	June 28	June 29	June 30
		Wax N Wix & Crandall Park		Beach Day	
July 3	<u>Week 2</u>	July 4	July 5	July 6	July 7
		CFS CLOSED- Happy 4th of July!		Playground, Splash Pad, and Ice Cream	
July 10	<u>Week 3</u>	July 11	July 12	July 13	July 14
		Peerless Pool		Rocksport	
July 17	<u>Week 4</u>	July 18	July 19	July 20	July 21
		ADK Experience / The Luxury Box		ADK Experience / The Luxury Box	
July 24	<u>Week 5</u>	July 25	July 26	July 27	July 28
		Play/Show in LG? Garnet Mining?		River Tubing	
July 31	<u>Week 6</u>	August 1	August 2	August 3	August 4
		Howe Caverns / Sip & Canvas		Howe Caverns / Sip & Canvas	
August 7	<u>Week 7</u>	August 8	August 9	August 10	August 11
		White Water Rafting		Peerless Pool	
August 14	<u>Week 8</u>	August 15	August 16	August 17	August 18
		Treetops		Skyzone	
August 21	<u>Week 9</u>	August 22	August 23	August 24	August 25
		Billy Beez / Great Escape		Billy Beez / Great Escape	
August 28	<u>Week 10</u>	August 29	August 30	August 31	September 1
		Steamboat		Bowling	

Camp Fun Spot Summer Camp FAQ's

Q: Once I turn in my packet, am I all set?

A: Once we receive:

1. the completed registration packet
2. registration fee
3. deposits for weeks attending
4. immunization records and most recent physical

Your child/children have a spot held for them. In addition, we will also need a NYS Blue Card filled out, which is an emergency contact card that can be picked up at Camp Fun Spot.

Q: What are your hours?

A: We open at 7:00am and close at 5:45pm M-F. Camp activities typically begin around 9:00am.

Q: Do I need to pack a lunch every day?

A: No, parents only need to pack their child/children lunch on Tuesdays & Thursdays which are field trip days. No nut products.

Q: Can I bring peanut butter or peanut products?

A: No. We are completely peanut and tree nut free. Please do not bring any products containing peanut butter, almond butter, cashew butter, Nutella, etc. Two great alternatives are Sunflower Butter and Wow Butter. We have children in our program that are anaphylactic so it is very important that we avoid all nut products. Thank you for keeping everyone safe!

Q: How will I know what is being served for lunch?

A: A few weeks before summer camp begins, we provide each child with a CFS t-shirt, water bottle, and lunch/snack menu for the entire summer. These will be ready for pickup starting June 7th M-F 9:30am-5:45pm only

Q: Where does drop off & pick up take place?

A: Unless raining, campers are outside under or near our pavilion from 7:00am until 8:15am. Our pavilion is located near our back parking lot. You will sign your child in using the laptop at the end of the picnic tables. Right around 8:15am campers head inside for Roller Skating, Playground, and Ninja Course, followed by morning snack. If it is past 8:15am, please drop your camper(s) off inside using the front doors, and sign in using the laptop on the glass counter.

Q: What time should I drop my child/children off on field trip days?

A: Between 8:30am & 8:45am. If we need you to drop off earlier, we will leave out a note to take home and write it on our camp white board located by the sign in & out computer as well.

Camp Fun Spot Summer Camp FAQ's

Q: Where and how do I sign my child in & out every day?

A: Our laptop is typically either located outside at the picnic tables under our pavilion, or inside on the glass counter next to the skate counter. Codes will be made with the camp director or another staff member- most often when parents pick up the t-shirt, water bottle, and menu a few weeks before camp begins.

Q: Am I required to pack sunscreen?

A: Yes, every day. Please label it and explain to your child the importance of putting it back in their backpack when they are done applying it. We recommend lotion rather than spray. They tend to get better coverage and less waste with lotion sunscreen.

Q: What do the campers do all day?

A: Our campers are busy! They take part in arts and crafts, active play, tag games, water play, science experiments, and much more! Each week has a different theme with activities related to that theme. They also get to use our Roller Skating, Playground, Ninja Course, Laser Tag, Mini-Golf, and if tall enough, our Go-Karts! We also go on two field trips a week! The field trip schedule can be found in this packet.

Q: Do I have to sign up for the whole summer?

A: No, you select the weeks you want your child/children to attend! Simply place a check mark next to the weeks you need at the end of this packet. Parents are required to pay the \$25 non-refundable deposit per week per child to hold their spot.

Q: Do you offer care for only part of the week?

A: No, not for our summer camp- we are Monday through Friday. You are welcome to only send your child part of the week rather than M-F, but you will pay the weekly rate regardless.

Q: What does it mean when there are two field trips listed on the same day?

A: When there is a field trip booked for further than 40 minutes away, half of our campers go on Tuesday, and the other half go on Thursday. The campers that stay back, have a field trip come to us on site. Parents will receive notice of which day their child is traveling at least one day in advance.

****Please note:** When we visit the Great Escape, if your child brings their Season Pass, you will receive a \$15 Fun Spot Gift Card!

Q: If my child is absent, am I still required to pay?

A: Yes. You pay for the weeks you sign up for unless you notify us 2 weeks prior to the start of that week that your child will not be attending. Please keep in mind the \$25 deposits are non-refundable.

Camp Fun Spot Summer Camp Program Fees – June 26th thru September 1st 2023

Invoices are NOT Provided: An invoice will not be provided unless requested. Payments should be made in accordance with the program fees outlined below

SUMMER CAMP – Mon thru Fri, 7:00 am to 5:45 pm, Children Ages 5 to 12

Weekly Payment: First Child \$280.00 Additional Children \$252.00

Summer Camp Registration Fee: \$30.00 per child includes Camp Fun Spot T-Shirt and Water Bottle.

Second Child Rates: 10% Discount. First registered child is charged the higher fee. The additional child rate would apply for additional children in the same family.



Camp Fun Spot Financial Policies:

1. **No Refunds or Credits Available**

2. **Payment Due Schedule:**

You will be charged each week according to the schedule you signed your child up for. Cancellation of any reserved week must be made 2 weeks prior to the start of that week or payment will be required. Deposits are Non-Refundable.

All Payments are due by Friday of the week prior to the start of that week. A late fee of \$10.00 will be assessed on any account which is not paid in full by 5:45 pm on the due date. We also offer an automatic credit card or ACH payment option thru Tuition Express, our daycare software. You can provide us with your payment information and we will automatically charge your tuition on the payment due date for the camp week your child will be attending. Invoices will not be provided unless requested.

3. **Please DO NOT send in payments with your child.**

4. Payments will be applied as follows: registration fee, late fees, past due balances, then current balances.

5. A non-refundable \$30.00 registration fee per child and a non-refundable \$25.00 deposit for each week reserved is due upon enrollment in the Camp Fun Spot Summer program. \$255 balance due each week.

6. Under no circumstances will Camp Fun Spot credit for absenteeism or cancellation of a child's enrollment in any of our programs. No refunds will be issued for campers who are suspended or expelled from the program.

7. **Returned Checks:** A \$35 fee will be assessed to your account. In the event that this situation occurs twice, cash or a money order will be required for payment for a three-month period.

8. **Accounts that are 2 weeks past due will result in suspension or termination from Camp Fun Spot without refund.** If unusual circumstances prevent you from paying on time, please discuss the situation with the Director.

9. If outside assistance is required to collect any outstanding balances on your account, all costs incurred, including any and all attorney fees, collection fees, and/or court costs will be added to your account.

10. **Each child attending on Field Trip days must have a packed lunch (every Tues & Thurs).** A \$5.00 lunch fee will be charged if Camp Fun Spot needs to provide a child with a lunch on a Field Trip day.

Camp Fun Spot Late Fees:

Camp Fun Spot closes at 5:45 pm. Our staff's time is as valuable to us as your time is with your family. Therefore, there will be a late fee if your child is picked up after 5:45 p.m. This fee will be charged to your account. The following fees will apply: **\$10.00 after 5:45 pm, \$25.00 past 6:00pm**

Camp Fun Spot Policies and Procedures

1. **Pickup & Drop Off:** All children must be picked up no later than 5:45 p.m. or a late fee will be charged (rates stated above). **All children must be dropped off by 8:45am on field trip days. If we will be leaving earlier than 9:00am for a field trip, notification will be given in advance at least the day prior on our whiteboard outside at the picnic tables.**
2. **Child Absent from Camp Fun Spot:** Please remember that it is your responsibility if your son or daughter will be absent from Camp Fun Spot to call and notify Camp Fun Spot on the morning of the day your child will be absent.
3. **Sign In and Sign Out:** All children, upon arrival at Camp Fun Spot, must be signed in; and all children being picked up from Camp Fun Spot, at any time and under ALL circumstances, **must be** signed out by his or her parent/guardian or designated pickup person. Parents will make a code with the director/owners when they turn in their registration packet and pay the weekly deposits.
4. **Parental Visitation:** Parents and/or guardians of enrolled/attending children are permitted to view and observe their children at any time while being escorted by a staff member. We only allow observation by parents of enrolled/attending children.
5. **Designated Pickup Persons:** We will only release children to persons designated by parents on the child's registration form. Parents may also provide an additional list. An ID provided by the designated pickup person must be shown to a staff member at the desk before release of the child will be permitted.
6. **Responsible for Child:** Camp Fun Spot will not assume responsibility of any child until his/her actual arrival and sign-in at The Fun Spot.
7. **Snack:** AM and PM snack are provided each day. A pre-paid snack card can be maintained for your child to purchase food during afternoon snack time. See the front office to open, add to, or close a snack account.
8. **Allergies:** **We are a peanut and tree nut free facility.** Do not pack anything containing these.

9. **Personal Property:** All personal property must be labeled with child's first and last name. Camp Fun Spot does not allow the use of cell phones, personal listening devices, personal game devices or pagers. The use of these items is disruptive to campers and camp activities. Children can bring electronic devices on the bus for the field trips that are more than 30 minutes away. Camp Fun Spot is NOT RESPONSIBLE for lost, stolen or damaged items brought to camp.
10. **Each child is required to bring their own Spray on Sunscreen SPF 30 or greater** to be used by them while they are at camp and keep in their backpack.
11. **Lost and Found:** Clothing/items left at camp at the close of each business day will be placed in Lost and Found. It is the parent's responsibility to check this area daily. All items left at month's end will be donated to charity.
12. **Change in Personal Information:** Camp Fun Spot administrative personnel **must be notified immediately** when there are any changes in the following: home telephone, work phone, address, emergency contacts, etc.
13. **Parents Authorization:** I hereby grant permission for my child to be transported by Camp Fun Spot and contracted providers chosen by them to and from Camp Fun Spot on field trips. I also authorize Camp Fun Spot to transport my child at any time Camp Fun Spot chooses for daily excursions without notifying parent or guardian. Walking excursions are also permitted in and around the surrounding property/buildings of Camp Fun Spot and the Town of Queensbury.
14. **Parking lot Safety:** Please make sure you are turning your vehicle off when dropping off/picking up your child/children. Please drive slowly and safely in our parking lot for everyone's safety.

15. **Drills:**

Shelter in Place: A response to an emergency that creates a situation in which it is safer to remain in the building rather than to evacuate. It is in response to situations where the children cannot be picked up and must remain on site past the regular operating hours. In the case of an actual emergency, if The Fun Spot is unsafe, our Primary Re-Location site is next door at the Northway Brewing Company. However for practice drills, done twice a year, we will remain at Camp Fun Spot.

Fire Drills: We are required by NYS to conduct monthly fire drills. When we practice them, all children and staff immediately report to the back parking lot.

16. **Discipline Policy - Definition of a Behavioral Problem:**

1. Any behavior by a child that is viewed or deemed unsafe to the well-being of himself/herself or any other person/child.
2. The improper use of language or gestures directed to staff or other children.
3. Damage or theft of camp property or the property of others.
4. An overall disrespect to staff or other children.

Methods of Guidance and Discipline Used Shall:

1. Be positive. For example, instead of saying, "Stop kicking the table!" Say, "Please keep your feet on the floor."
2. Shall be consistent with the age and developmental needs of the children.
3. Lead to the child's ability to develop and maintain self-control.

Behavioral Disciplinary Actions

1. Children may be removed from a group activity to another area, provided that the child removed is either under the direct supervision of another staff member or continuously visible to a staff member.
2. Verbal warning from Director.
3. Verbal warning from Director with a written notice for parent(s) to be signed.
4. Conference with Director.
5. Suspension or termination from Camp Fun Spot without refund.
6. Extreme or violent behavior resulting in an injury to another child or staff member may warrant immediate termination from our program without any previous warnings.
7. Camp Fun Spot retains the right to dismiss any student without prior written notice from or conference with the Director.
8. The center will not expel a child based solely on the child's parent making a complaint to the Bureau of Licensing regarding a center's alleged violations of the licensing regulations.
9. Staff members shall not use hitting, shaking or any other form of corporal punishment of children.
10. Staff members shall not use abusive language, ridicule, harsh, humiliating or frightening treatment or any other form of emotional punishment of children.
11. Staff members shall not engage in or inflict any form of child abuse and/or neglect.
12. Staff members shall not withhold food, emotional responses, stimulation, or the opportunities for rest or sleep from children.
13. Staff members shall not require a child to remain silent or inactive for an inappropriately long period of time for the child's age.

Children's Code of Conduct While at Camp Fun Spot, children are expected to abide by the following rules:

1. Quiet down when directed
2. Respect other children, staff, and property
3. Follow all staff directions
4. Stay with a staff member at all times
5. Adhere to all rules regarding safety
6. Refrain from using foul language or other forms of verbal abuse
7. No fighting or other physical altercation

17. **Policy on Release of Children:**

1. Each child may be released only to the parent(s) or person(s) authorized by the parent(s) to take the child from Camp Fun Spot and to assume responsibility for the child in an emergency if the parent(s) cannot be reached.

2. If a non-custodial parent has been denied access, or granted limited access, to a child by a court order, Camp Fun Spot will need to receive documentation to that effect, maintain a copy on file, and comply with the terms of the court order.
3. If the parent(s) or person(s) authorized by the parent(s) fails to pick up a child at the time of the center's daily closing, the center shall ensure that:
 - a) The child is supervised at all times.
 - b) Staff members will attempt to contact the parent(s) or person(s) authorized by the parent(s).
 - c) An hour or more after closing time, provided that other arrangements for releasing the child to his/her parent(s) or person(s) authorized by the parent(s) have failed and the staff member(s) cannot continue to supervise the child at the center, the staff member shall call the Division of Youth and Family Service's 24 hour Child Abuse Hotline (1-800-792-8610) to seek assistance in caring for the child until the parent(s) or person(s) authorized by the child's parent(s) is able to pick-up the child.
 - d) If the parent(s) or person(s) authorized by the parent(s) appears to be physically and/or emotionally impaired to the extent that, in the judgment of the director and/or staff member, the child would be placed at risk of harm if released to such an individual, the center shall ensure that the child may not be released to such an impaired individual:
 - i. Staff members will attempt to contact the child's other parent or an alternative person(s) authorized by the parent(s); and
 - ii. If the center is unable to make alternative arrangements, a staff member shall call the Division of Youth and Family Service's 24-hour Child Abuse Hotline (1-800-792-8610) to seek assistance in caring for the child.
 - e) For school-age childcare programs, no child shall be released from the program unsupervised except upon written instruction from the child's parent(s).

18. Policy on the Management of Communicable Diseases: If a child exhibits any of the following symptoms, he/she should not attend camp. If such symptoms occur at camp, the child will be removed from the classroom/area, and you will be called to pick up your child:

Severe pain or discomfort	Skin rashes lasting longer than 24 hours	Visibly enlarged lymph nodes
Infected untreated skin patches	Oral temperature of 101.5 degrees Fahrenheit	Yellow eyes or jaundice skin
Acute Diarrhea	Fahrenheit	Stiff Neck
Difficult or rapid breathing	Swollen joints	Red eyes with discharge
Episodes of acute vomiting	Sore Throat or severe coughing	Blood in urine

Once the child is symptom free for 24 hours, or has a physician's note stating that he/she no longer poses a serious health risk to themselves or others, he/she may return to camp.

Excludable Communicable Diseases: If a child contracts any of the following diseases, please report it to us immediately. The child may not return to camp without a doctor's note stating that the child presents no risk to himself/herself or others

Respiratory Illnesses	Giardia Lamblia*	Scabies	Impetigo	Chicken Pox
COVID-19		Hepatitis A	Tuberculosis*	Contract illness
German Measles*		Salmonella*	Meningococcus	Gastro-intestinal illnesses
Homophiles Influenza*		Shigella*	Mumps	
Measles*		Whooping Cough	Strep Throat	
Lice (must remove all eggs/nits before returning to Camp Fun Spot with note from physician)				

Reportable diseases: If your child is exposed to any communicable diseases at school or within our program, you will be notified in writing.

EMERGENCY PREPAREDNESS PLAN:

EVACUATION PROCESS

In situations that call for a full evacuation for the center, the acting Administrator will make contact with each employee and inform them of the type of emergency.

- CODE RED Is for Center Lockdown and Shelter in Place
- CODE GREEN is for an Evacuation
- CODE BLUE is for a Lost Child

In instances where the fire alarm begins to sound, all staff are to begin the evacuation process immediately. At this time all employees are to immediately report to their designated area or classroom and begin evacuating the children. Once in the designated meeting area the Administrator will relay any pertinent information directly to the staff. If the fire alarm sounds and evacuation is not necessary, such as in instances of system checks, the Administrator will make contact with all staff prior to the scheduled test.

However, if an employee notices any emergency situation that requires an evacuation that individual is responsible for pulling the fire alarm to initiate the evacuation.

Each room will have a posted copy of that room's evacuation route blueprint. In cases requiring evacuations staff should follow the route outlined on their room's blueprint unless directed otherwise or if circumstances inhibit evacuating via that route.

The center will evacuate as follows:

Toddlers: All teachers in the room are responsible for gathering their children and leading them out of the room. When evacuations are initiated, the teachers must direct the children to exit the building using the emergency exit in their classroom. They will proceed to the furthest corner of the parking lot. If the situation inhibits the classroom from using this exit, teachers should utilize the door located in their room, go down the hallway and out the arcade doors. Teachers should ensure they take their binder, emergency first aid kit and radio with them. Once outside of the building, the teacher will verify that each child is present and accounted for.

Ages 3 and Pre-K: All teachers in the room are responsible for gathering their children and leading them out of the room. When evacuations are initiated, the teachers must direct the children to exit the building using the emergency exit in their classroom. They will proceed to the furthest corner of the parking lot. If the situation inhibits the classroom from using this exit, teachers should utilize the door located in their room, go down the hallway and out the arcade doors. Teachers should ensure they take their binder, emergency first aid kit and radio with them. Once outside of the building, the teacher will verify that each child is present and accounted for.

School Age: When evacuations are initiated, the teachers must gather all their children and exit the building using the closest emergency exit to where they are located. They will proceed to the furthest corner of the parking lot. Teachers should ensure they take their binder, emergency first aid kit and radio with them. Once outside of the building, the teacher will verify that each child is present and accounted for.

Staff: All other staff present should immediately go to the Daycare rooms or After School Care area to assist the teachers in evacuating the children.

Administrator: Once an evacuation has commenced the administrator will immediately contact all staff and inform them of the type of emergency. However, if the fire alarms should go off, all staff should proceed according to the evacuation plan. The administrator is responsible for taking a phone, the Emergency First Aid Kit and the laptop so they have all the children's contact information and information on which children are signed into the building. Once at the designated meeting point each teacher must check their head count against sign in information to ensure all children are accounted for. The administrator will then check each class' sign in information from the office tablet and compare it to headcount outside.

In emergencies involving a fire in the building the administrator will be responsible for notifying 911 of the emergency once the building has been completely evacuated. In other emergencies not involving the presence of a fire, the administrator will notify the appropriate emergency response agencies of the emergency as soon as the building has been completely evacuated.

If called for, the administrator will utilize the information contained in the laptop to contact each child's parent/guardian regarding the emergency if pick up is necessary, detailing the pick-up location.

Each teacher is responsible for checking bathrooms, closets, and other areas where children may be hiding. It is also their responsibility to know their classes' head count at all times to ensure all children are accounted for in the event of an emergency.

Under no circumstances are the staff to stop for any of their own or children's personal belongings, including jackets, shoes, purses, etc.

DESIGNATED MEETING AREAS

When exiting the building, the designated meeting area for all classes is the furthest corner of the back parking lot.

FIRE DRILLS

Fire drills will be conducted monthly at various times of the day. Staff will be notified that a drill will occur at some point during the week. However, an exact date or time will not be specified.

At the time of the fire drill, the Administrator will sound the drill alarm and the center will be evacuated according to the above evacuation process.

The administrator will be responsible for timing the fire drill, in terms of how long it took to vacate the building. The completed fire drill will be documented on a log, specifying the date, time, and length of the drill once all children and staff have re-entered the building.

Once all children and staff have reached the designated meeting area, teachers must ensure all of their children are present and accounted for.

After all children and staff are accounted for, the Administrator will give the approval to reenter the building. At this point all staff will aid the children in returning to the building and back to their respective classrooms/areas.

All Teachers are responsible for familiarizing the children in their classrooms about the fire drill. Teachers must talk to the children in their classroom about the alarm, rules, and procedures for evacuation.

EVACUATION FROM CENTER PREMISES

In cases where it is no longer safe to remain on the center's premises, the administrator will initiate a center-wide evacuation by calling a code green over the radio. Code Green is for center evacuation. The staff and children will move as a group, from the designated meeting spot to the brewery located next to the center. The center and the brewery have agreed that in emergency situations where the centers' premises are no longer safe, the staff and children may seek refuge inside the brewery until the children are able to be picked up by parents/guardians or it is safe to return to the center.

CENTER LOCKDOWN / SHELTER IN PLACE PROCEDURES

In the event of a natural or man-made disaster or in situations where the safety of the staff and children is in question, the staff will use the following procedures to ensure the safety of all staff and children,

The administrator will initiate a center-wide lockdown, or indicate the need to shelter in place by calling a code red over the radio. Code Red is for center lockdown and shelter in place. Immediately after being notified of a center-wide lockdown or a shelter in place all staff should begin following the appropriate procedures.

In all emergency situations, the owner and administrator shall be notified and are responsible for making the decision to shelter in place. In situation where the safety of the staff and children is in question, the administrator will begin the lockdown procedure and immediately notify the owner of the situation **once** the center is secured.

LOCKDOWN PROCEDURE

When the lockdown procedure is initiated, all staff should immediately close and lock any open windows and pull down any open blinds. Doors located inside the classroom that lead to the outside should be closed and locked. Doors that are located inside the classroom that lead to the center should also be closed. Immediately after the room has been secured the teacher in the classroom will ensure that each child in their care is present and accounted for. All staff are directed to keep to keep themselves and the children away from the windows and doors until the lockdown has been lifted.

In the Pre-K classroom, the children are to sit by the wall between the exit door and the bathroom. In the toddler room, the children should sit along the wall between the bathroom and the corner behind the changing table. In the Pre-school classroom (3's), the children should sit along the closet doors in the corner. School age children will remain in their designated groups and be directed to the Camp Fun Spot rooms. In the Playground rooms, they will sit on the floor against the walls. Staff will close and lock the orange and yellow doors and shut the lights off. In the Snack Bar rooms, the children will go to the back section and sit on the floor against the walls. Staff will close the movable wall, lock the purple and blue door and shut off the lights.

If children are outside when a lockdown is initiated, staff will immediately take the children inside to their designated classrooms. The staff will then commence the lockdown procedure above to secure their classroom and then ensure that each child in their care is accounted for.

When a lockdown is commenced, the administrator will ensure the front entrance is locked and secured as well as the back door leading into the arcade. The administrator will then go to each classroom to check on the welfare of each teacher and child and ensure that each room is properly secured. If the situation prohibits the administrator from immediately checking on each classroom, the administrator will report to the office after securing the exits and check on each classroom as soon as possible.

SHELTER IN PLACE PROCEDURE

When staff are notified of the need to shelter in place, the staff will ensure that all daycare windows are closed and locked and pull down any open blinds. Doors located inside the classroom that lead into the hallway should be closed. Immediately after the room is secure, the teacher in the classroom will ensure that each child in their care is present and accounted for. School age children will be directed to sit on the skate floor. They will remain separated in their specific groups. School age staff will make sure that all children are present and accounted for.

When the center has initiated the shelter in place procedure the administrator will attempt to determine the extent of time the shelter in place will remain in effect. The administrator will make contact with the parent/guardian of each child present at the center and notify them that a shelter in place procedure has been implemented and inform them of the anticipated time in which it will be lifted. The owner and administrator shall be the primary individuals responsible for making the decision to shelter in place.

Preparations will be made in advance to ensure that enough food, water and equipment is available to sustain all children and staff for a minimum of 24 hours. In the instance that overnight stays are required, the center will accommodate all staff and children to stay overnight safely. Children will sleep on their assigned nap mats or cots with their sheets and blankets. Staff may utilize spare mats, cots and blankets.

An emergency supply of clean drinking water shall be stored in the vending machine. This drinking water should not be used to clean or wash anything as it is to be used as the sole source of fresh drinking water. Canned fruits and vegetables can be used without the need to be cooked first. However, prior to being eaten from, all cans must be wiped clean using a damp cloth. After being cleaned, an adult shall open any cans of food and aid children in eating from the can if clean dishes are unavailable. All other emergency food items can be eaten from the packaging. If a microwave is available, hot foods can be prepared in there. The center will ensure that a manual can opener is on the premises.

ACCOMMODATING CHILDREN WITH SPECIAL NEEDS

In all emergency situations the staff needs to be aware of the individual needs of all children in their care. Special accommodations shall be made and followed to ensure the safety of students with special needs during emergency situations.

CHILDREN WITH PHYSICAL LIMITATIONS

Staff shall be responsible for the children in their care during all emergency situations, including children with physical limitations. During emergency situations where all children and staff are required to leave the building and/or premises, special care shall be taken to ensure the safe transport of any child with physical limitations that may hinder their ability to exit the building or premises. Staff shall assist any ambulatory child/children out of the building using the necessary means of physical support. For any child/children who are non-ambulatory, staff will ensure that the child/children are transported out of the center and off the premises using the appropriate equipment. For any child that is wheelchair bound, staff will assist the child out of the center and off the premises if necessary. For any child/children who are non-ambulatory and do not have access to a wheelchair, staff will utilize any moveable equipment available (chairs, strollers etc) to evacuate the child/children from the center and premises.

CHILDREN WITH COGNITIVE LIMITATIONS

Staff shall be responsible for the children in their care during all emergency situations, including children with cognitive limitations. Special care shall be taken to ensure that any and all children with cognitive limitations are evacuated from the building/premises safely. Staff shall take into consideration the emotional needs of any child, including children with cognitive limitations. Staff shall ensure that all children are comforted during stressful situations, including emergency situations. Staff shall ensure they remain in close proximity to any child with cognitive limitations that may cause the child to leave the group or potentially go to an unsafe area.

CHRONIC ILLNESS

Staff shall ensure that all children who are chronically ill remain with their assigned staff member during emergency situations. Staff shall take the necessary precautions to ensure any chronically ill child is safely guided/transported out of the building/off the premises during emergency situations. Staff shall also ensure that any and all necessary medical equipment/medication is taken with the child when leaving the building/premises during an emergency.

LOST CHILD PROCEDURES

If a child is not accounted for at any time, the staff member responsible for the child should immediately begin searching the premises for the child. Also, the administrator should be immediately notified that a child is missing. Each area that the child could potentially hide inside and outside of the center should be searched. The administrator should double check that the child was not picked up by a parent/guardian.

The administrator will notify all staff to begin a Lockdown Procedure by calling a Code Blue. All exits will be monitored by staff letting no one in or out of the facility.

The staff member responsible for the child will call 911 since he/she will have the best knowledge of what the child was wearing that day along with distinctive features. The following information should be written down:

- Child's name, age, height, weight, date of birth, and hair color
- Child's clothing that he/she was wearing that day and any other distinguishing features
- The time at which the child was noticed missing
- If child abduction is suspected, note if there were any suspicious vehicles or persons located around the child care facility

The administrator will notify the parents/guardians of the child that the child is missing from the facility.

While the police are in route to the facility, the staff of the center will continue to search for the missing child looking in every cabinet, closet, cubby and every other location where the child may be.

The administrator will stay on the center premises at all times to be the contact person for the police department and the parents/guardians.

The police should be asked to activate Amber Alert by the facility administrator.

Things to bring to camp daily:



1. A backpack with the following:
2. Camp Fun Spot Water Bottle
3. Sunscreen
4. Towel
5. Bathing Suit
6. Socks and Sneakers
7. On Field Trip Days -
Bring Bag Lunch, Face Covering,
and wear Camp Fun Spot T-Shirt

Though not required, we also strongly recommend packing a swim shirt (rash guard) for your child M-F. This is for both Water Play at CFS **and Water Related Field Trips for extra sunlight protection.

Please leave all toys, electronic gaming devices, iPads, iPods and cell phones at home. These items cause distractions at camp. Electronics are allowed on long Field Trips and parents will be notified when they can be brought.

If campers bring any of these items to camp they will be asked to keep them in their backpack. If the item is taken out of their backpack again, it will be confiscated until pick-up time.

**Please label all of your child's possessions
with their full name!**

Camp Fun Spot Summer Camp Behavior Guidelines

The following behavior guidelines have been established to ensure successful camper behavior:

Parents will be contacted in person or by phone regarding inappropriate behavior. If inappropriate behavior persists, Camp Fun Spot reserves the right to limit, deny, or suspend a camper from camp.

Decisions of this nature will be based on the following behavior criteria:

- Repeated and unresolved behavioral situations that require staff to intervene and take time away from the rest of the campers.
- Use of inappropriate language, bullying of other campers, fighting, or use of any object or oneself with intent to cause physical harm.
- Behavior that prevents the safe operation of a vehicle (CFS Van & Bus). Examples include moving around when the vehicle is in motion, throwing of any objects, yelling, etc.

CFS Camper Rules of Conduct: Please read over these with your child prior to the start of camp.

The following will not be tolerated at Camp Fun Spot:

- Bullying
- Interference with Camp Fun Spot Staff duties
- Harassment and/or inappropriate conduct or language
- Altering or defacing property and/or materials
- Physical harm or contact to others
- Any other conduct that may jeopardize the safety and well-being of others.

Inappropriate Behavior Procedures:

1. Children may be removed from a group activity to another area, provided that the child removed is either under the direct supervision of another staff member or continuously visible to a staff member.
2. Verbal warning from Director.
3. Verbal warning from Director with a written notice for parent(s) to be signed.
4. Conference with Director.
5. Suspension or termination from Camp Fun Spot without refund.



Dear Parent, Guardian or CACFP Participant,

This center participates in the Child and Adult Care Food Program (CACFP) and provides healthy meals at no cost to all children and adults enrolled in the daycare center. By completing and returning the attached Income Eligibility Form, you will help your center receive money from CACFP for the meals that are served. If your household's income is equal to or less than the amounts indicated for your household size on the chart below, the center will receive a higher rate of funding for the meals served. The Income Eligibility Form needs to be completed every year. Your center and CACFP will keep all information private.

INCOME ELIGIBILITY GUIDELINES
(Effective July 1, 2022 until June 30, 2023)

HOUSEHOLD SIZE	REDUCED-PRICE MEALS		
	YEAR	MONTH	WEEK
1	25,142	2,096	484
2	33,874	2,823	652
3	42,606	3,551	820
4	51,338	4,279	988
5	60,070	5,006	1,156
6	68,802	5,734	1,324
7	77,534	6,462	1,492
8	86,266	7,189	1,659
FOR EACH ADDITIONAL FAMILY MEMBER	+8,732	+728	+168

SPONSOR/CENTER OFFICIAL

SPONSORING ORGANIZATION

DATE

This institution is an equal opportunity provider.

See INSTRUCTIONS on reverse.

CHILD CARE CENTER NAME _____

Print the name of the child(ren) enrolled in this child care center

1. _____ 2. _____ 3. _____

DIRECTIONS

Complete SECTION A if anyone in your household

1. Participates in the Supplemental Nutrition Assistance Program (SNAP)
2. Receives Temporary Assistance to Needy Families (TANF)
3. Participates in the Food Distribution Program on Indian Reservations (FDPIR) OR
4. Is a foster child

SECTION A

SNAP Case # _____

TANF # _____

FDPIR # _____

Names of _____
Foster Children _____

An adult household member must sign the application before it can be approved. After reading the following statement and the statement on the back, sign below.

I certify that the above information is true. I understand that the center will get Federal funds based on the information I give.

Signature _____

Date _____

FOR SPONSOR USE ONLY

CACFP Agreement # _____

Total Number of Household Members _____
(INCLUDING FOSTER CHILDREN, IF APPLICABLE)

Total Household Income \$ _____

Free _____ Reduced _____ Paid _____

Date of Determination _____

Signature of _____
Center Staff _____

Complete SECTION B if no one in your household participates in SNAP, receives TANF, participates in FDPIR or if none of the children enrolled in the child care center is a foster child.

SECTION B

List all household members below. Include yourself and all adults and children NOT listed above, even if they do not receive income. Then list all income received **last month** in your household in the column to the right. Gross income includes: earnings from work, pensions, retirement, Social Security, child support, foster child's personal income and any other sources of income.

HOUSEHOLD MEMBER NAME	MONTHLY GROSS SALARY
1. _____	\$ _____
2. _____	\$ _____
3. _____	\$ _____
4. _____	\$ _____
5. _____	\$ _____
6. _____	\$ _____
7. _____	\$ _____

An adult household member must sign the application before it can be approved. After reading the following statement and the statement on the back, sign below.

I certify that the above information is true and that all income is reported. I understand that the center will get Federal funds based on the information I give.

Signature _____

Print Name _____

LAST FOUR (4) DIGITS OF
SOCIAL SECURITY NUMBER

--	--	--	--

DATE _____

USDA is an equal opportunity provider and employer.

Privacy Act Statement: The Richard B. Russell National School Lunch Act requires the information on this form. You do not have to give the information, but if you do not, we cannot approve the participant for free or reduced-price meals. You must include the last four digits of the Social Security Number of the adult household member who signs the form. The Social Security Number is not required when you: apply on behalf of a foster child; provide a SNAP, TANF or FDPIR number; or when you indicate that the adult household member signing the form does not have a Social Security Number. We will use your information to determine if the center is eligible for free or reduced-price meal reimbursement and for administration and enforcement of the Program.

INSTRUCTIONS FOR COMPLETING DOH-3688

Definition of Income

Income means income before deductions for income taxes, social security taxes, insurance premiums, charitable contributions, and bonds, etc. It includes the following: (1) monetary compensation for services, including wages, salary, commissions or fees; (2) net income from non-farm self-employment; (3) net income from farm self-employment; (4) Social Security payments; (5) dividends or interest on savings or bonds, income from estates or trusts or net rental income; (6) unemployment compensation; (7) government civilian employee or military retirement, or pensions or veteran's payments; (8) private pensions or annuities; (9) alimony or child support payments; (10) regular contributions from persons not living in the household; (11) net royalties; (12) military benefits received in cash, such as housing allowance except if you are in the Military Housing Privatization Initiative; and (13) any other cash income.

Definition of Household

Household means *family* as defined in Section 226.2. *Family* means a group of related or non-related individuals who are not residents of an institution or boarding house, but who are living as one economic unit.

INSTRUCTIONS FOR PARENTS OR GUARDIANS

Write in the name of the child care center in the space provided.

Print the name of each child in your household who attends this child care center.

Section A: If anyone in your household participates in the Supplemental Nutrition Assistance Program (SNAP), receives Temporary Assistance for Needy Families (TANF) or participates in the Food Distribution Program on Indian Reservations (FDPIR), complete Section A only. Write down the SNAP, TANF or FDPIR number (do not use your ACS or DSS child care subsidy number). Then sign and date the form and return it to the day care center.

Foster children: If your household includes a foster child who is in child care, write in the names of the foster children.

Section B: Complete this section if you did not complete Section A. Write in your name and the names of all other adults and children living in the household, including unrelated people, even if they do not have any income. Do not include the children in child care who are listed at the top of the form.

Enter the amount of income each person received **last month**, before taxes or anything else was taken out. Refer to the Definition of Income and the Definition of Household, above. If any amount last month was more or less than the usual, write in that person's usual income.

The last four digits of the Social Security Number of the adult signing the certification is required. If you do not have a Social Security Number, write *none*. The form must be signed by an adult member of the household.

INSTRUCTIONS FOR CENTERS AND SPONSORS

The For Sponsor Use Only section is to be completed, signed and dated by center or sponsor staff. The sponsor/center representative must review the income eligibility form and ensure that it is completed as indicated in the instructions above. Then indicate the following:

The CACFP Agreement Number.

Total Number of Household Members – This item does not have to be completed if the parent completed Section A. Add those indicated in Section B (if completed) to the children enrolled in child care and the number of foster children, if applicable.

Total Household Income – This item does not need to be completed if the parent completed Section A. Indicate the total monthly income as calculated from Section B. If the parent chooses not to disclose income, the form must be categorized as *paid*.

Number of Free, Reduced or Paid – Compare the total household income and the total number of household members with the current year's Income Eligibility Guidelines (CACFP-3687) to determine if the household should be categorized as **Free, Reduced or Paid**. Use the appropriate column on the CACFP-3687 to categorize their income. For example, if the parent indicated biweekly income, multiply this amount by 26 to determine yearly income.

Incomplete forms (missing signatures, income information, last four digits of Social Security Number or SNAP, TANF or FDPIR numbers) are categorized in the paid category.

The income eligibility form is valid until the last day of the month one calendar year from the date it is signed by the household member. For example, a form signed on May 12, 2014 is valid until May 31, 2015.

Automated Payment Processing



Safe. Convenient. Easy.

We are excited to offer the safety, convenience and ease of Tuition Express®—a payment processing system that allows secure, on-time tuition and fee payments to be made from either your bank account or credit card.

ELECTRONIC FUNDS TRANSFER AUTHORIZATION FOR BANK ACCOUNT AND CREDIT CARD

I (we) hereby authorize (business name) _____ to initiate credit card charges to the below-referenced credit card account (Section A) OR, initiate debit entries to my (our) checking or savings account, indicated below (Section B). To properly affect the cancellation of this agreement, I (we) are required to give 10 days written notice. Credit union members: please contact your credit union to verify account and routing numbers for automatic payments. Check with the center for accepted credit card types.

COMPLETE ONE SECTION ONLY

SECTION A (Credit Card)

Cardholder Name	Phone #
Cardholder Address	City State Zip
Account Number	Expiration Date
Cardholder Signature	Date

SECTION B (Bank Account)

Your Name	Phone #			
Address	City State Zip			
Bank or Credit Union Name	Bank or Credit Union Address	City	State	Zip
Routing Transit Number (see sample below)	Account Number (see sample below)	<input type="checkbox"/> Checking	<input type="checkbox"/> Savings	
Authorized Signature	Date			

Your Name
Any Street, Anytown
Tel: (001) 555-0000

0001

DATE _____

PAY TO THE ORDER OF **ATTACH VOIDED CHECK HERE**

DEPOSIT SLIPS NOT ACCEPTED

\$ 100 DOLLARS

Savings Bank
Any Street, Anytown
Tel: (001) 555-5555

RE _____

MP

123456789

000123456789

0001

ROUTING
NUMBER

ACCOUNT
NUMBER

CHECK
NUMBER

FOR OFFICIAL USE ONLY

Date Received
Employee Signature

800.338.3884 • procaresoftware.com

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Camp Fun Spot Summer Camp Registration

Child's Full Name _____ Nickname _____
 Gender: Male Female Grade: _____ Birth Date: _____ Date of Enrollment: _____
 Address: _____ City: _____
 State _____ Zip Code _____ Home Phone _____ T-Shirt Size: _____

Mother's Full Name: _____ DOB: ____/____/____
 Mother's Address: _____
 City _____ State _____ Zip Code _____ Mother's Home Phone _____
 E-Mail: _____
 Mother's Employer _____
 Work Phone: _____ ext. _____ Cell # _____ SSN: _____

Father's Full Name: _____ DOB: ____/____/____
 Father's Address: _____
 City: _____ State: _____ Zip Code: _____ Father's Home Phone _____
 E-Mail: _____
 Father's Employer _____
 Work Phone: _____ ext. _____ Cell # _____ SSN: _____

Parent's Marital Status: Married Separated Divorced Single Widowed
 Child Lives With _____ If Divorced, Who Has Legal Custody _____
 May the Non-Custodial Parent Pickup Child _____

Child Pick Up and Emergency Contact Information

The following people (**other than parents/guardian**) also HAVE permission to pick-up the child named above from Camp Fun Spot. It is the parent's responsibility to notify Camp Fun Spot in writing of any changes.

	Pick Up	Emergency Contact
1. Name: _____ Relation: _____ Address: _____ City: _____ State: _____ Zip: _____ Work Phone: _____ Cell Phone: _____	Y N	Y N
2. Name: _____ Relation: _____ Address: _____ City: _____ State: _____ Zip: _____ Work Phone: _____ Cell Phone: _____	Y N	Y N
3. Name: _____ Relation: _____ Address: _____ City: _____ State: _____ Zip: _____ Work Phone: _____ Cell Phone: _____	Y N	Y N

Note: Any person unfamiliar to us will be required to show proof of identification. Under NO circumstances will the child be released to anyone other than those listed above without WRITTEN permission from the parent.

Neosporin & Sprays Permission

I _____ give permission for the staff at Camp Fun Spot to apply topical ointments, sun screen, and spray on bug spray to _____ when they deem necessary.
Parent/Guardian Signature: _____ Date: _____

The Fun Spot Activities Permission

I _____ give permission to _____ to participate in any of The Fun Spot activities during Camp Fun Spot (Example: Roller Skating, Playground, Go Karts, Adventure Golf, and Laser Tag.)
Parent/Guardian Signature: _____ Date: _____

Transportation Permission: I give permission for _____ to be transported by Camp Fun Spot and contracted providers chosen by them to and from Camp Fun Spot. I also authorize Camp Fun Spot to transport my child at any time Camp Fun Spot chooses for daily excursions without notifying parent or guardian. Walking excursions are also permitted in and around the surrounding property/buildings of Camp Fun Spot and the Town of Queensbury. A child will never be left unattended in any motor vehicle or other form of transportation. Every child will board or leave the vehicle from the curbside of the street. Each child will be secured in safety seats or safety belts as required by law. Safety seats will be supplied by Camp Fun Spot. Drivers will be 18 years of age or older and hold a current valid license to drive the class of vehicle they are operating. All vehicles used to transport children must have a current registration and inspection sticker. Parents are provided a copy of this plan at enrollment. If the plan changes, the parents will be provided a copy of the amended transportation plan, prior to its start date. The use of cell phones or any other electronic device during transport, including hands free devices, is prohibited. Necessary calls will be made once the vehicle is parked in a legally permitted position off the road. During the transport of children, the program will adhere to the required ratio of caregivers to children at all times as determined by regulations.
I have been informed of and agree to the above transportation plan for Camp Fun Spot

Parent/Guardian Signature: _____ Date: _____

Photography Permission

The Fun Spot occasionally uses photography/video for publicity purposes. We would like your permission to photograph/video you/your relatives for possible inclusion in our publications, website and other publicity material. The image(s) will remain the property of The Fun Spot and will be used for the designated purpose of promoting The Fun Spot. I permit The Fun Spot to use photographs/videos of me/my relatives in The Fun Spot's publications and publicity material.

Parent/Guardian Signature: _____ Date: _____

Emergency Release/Consent to Medical Treatment

In a true emergency, a child may need to be treated without parental consent. I hereby give my permission that in my absence, Camp Fun Spot Staff may act on my behalf regarding the treatment of my child. I also give permission for my child to be transported by car or ambulance to an emergency center for treatment. In the event that I cannot be contacted immediately and a delay would result in increased risk to the child's life or health, medical or surgical treatment can be administered to my child as prescribed by a treating physician.

Parent/Guardian Signature: _____ Date: _____

Camp Fun Spot will not be responsible for paying for the child's health care.

Child's Physician: _____ Phone: _____
Child's Dentist: _____ Phone: _____
Child's Hospital / Medical Care Facility: _____ Phone: _____

Insurance Company: _____ Policy #: _____ Group #: _____

Regular Medications: _____

Medicine allergies: _____

Food Allergies: _____

Any other Allergies: _____

Any special health conditions: _____

Please describe your child's swimming ability: Check all that apply

- ☐ Can Not Swim, hates the water
☐ Can Not Swim, but likes the water, head does not go under the water
☐ Can swim with head above the water, (doggie paddle)
☐ Can swim in shallow water with face/head under water
☐ Can swim in water that is over their head

☐ Needs lifejacket

☐ Does not need lifejacket

Weeks Your Child/Children will be attending Camp – A \$25.00 non-refundable deposit is required for each week checked:

Week 1 June 26 to June 30

Week 2 July 3 to July 7

Week 3 July 10 to July 14

Week 4 July 17 to July 21

Week 5 July 24 to July 28

Week 6 July 31 to August 4

Week 7 August 7 to August 11

Week 8 August 14 to August 18

Week 9 August 21 to August 25

Week 10 August 28 to Sept 1

CAMP FUN SPOT CANNOT ACCEPT THIS REGISTRATION FORM AND WE CANNOT RESERVE A SPOT FOR YOUR CHILD IN OUR PROGRAM UNTIL:

1. This registration form is completely filled out and accepted by Camp Fun Spot.
2. Your Child's Immunization Records and a copy of their last Physical must be submitted with this registration form.
3. A NYS Blue Card will be provided to you. It must be filled out and signed in person at The Fun Spot.
4. The non-refundable \$30.00 registration fee and \$25.00 deposit for each week reserved is paid.
5. I understand this is a legally binding document. I have read and understand all Camp Fun Spot policies and procedures.

Signatures:

Parent/Guardian: _____ Date: _____

CFS Provider: _____ Date: _____

Enrollment Requirement Check Sheet - Staff Use Only

All personal information will be kept confidential, unless required to be given to the appropriate staff to meet your child's individual needs.

STAFF NOTE: Please Initial as Received

- ☐ Summer Camp Registration
☐ Child's Pick-Up Form
☐ Emergency Contact Information (a minimum of 1 contact person)
☐ Neosporin & Sprays Permission
☐ Fun Spot Activities Permission
☐ Transportation Permission
☐ Photography Permission
☐ Emergency Release/Consent to Medical Treatment
☐ Child's Medical Information
☐ Swimming Abilities

- ☐ Weeks to Attend Camp
☐ Signed Handbook Acknowledgment Form - form must be signed by parent or legal Guardian.
☐ NYS Blue Card filled out and returned
☐ Income Eligibility Form (CACFP)
☐ Immunization Form from Doctor
☐ Copy of Child's Last Physical
☐ Payment – Each child's registration fee of \$30.00 must be received.
☐ Payment – \$25.00 deposit for each week reserved must be received.

Please return this registration form to the parent / guardian if all of the above items are not initialed