



Camp Herrlich School Age Programs

Parent Handbook

Serving students at:

Kent Elementary (for Kent Elementary and Kent Primary Students)

Matthew Paterson Elementary

Pawling Elementary

Camp Herrlich (for George Fischer Middle School Students)

Dear Families of our Before and After School Program Students,

Thank you so much for joining the Camp Herrlich family! We really look forward to spending the school year with your children. This handbook will provide you with information and program policies you will need throughout the year. Please read it through and keep it handy for reference.

All our programs begin on the first day of school for each site.

Our School Age Child Care Programs strive to help your children grow while they are with us. We provide a safe environment with well-trained and experienced staff, and we try to include a wealth of different experiences so that our program participants can be well-rounded and try new things.

Staff Directory:

Camp After School Program, Site Supervisor - Doreen Smith: 845-878-2071

Matthew Paterson Before and After School, Site Director - Beth Mahoskey: 845-629-2516

Kent Elementary Before and After School, Site Director - Heather Duben: 845-629-2519

Pawling Elementary Before and After School, Site Director - Jerilynn Galbraith: Cell – 516-403-3183, Office Phone - 845-855-2162, Cafeteria Line - 845-855-2165

Camp Herrlich Senior Program Director - Jessica Vanacoro: 845-878-6662 x.304

Camp Herrlich Registrar - Karen O’Leary: 845-878-6662 x.301

Program Hours and Days of Operation

The Camp Herrlich Before and After School Programs will be open for all scheduled school days.

Before School Program Hours:

Pawling Elementary School: 6:45am - 8:45am

Kent Elementary and Matthew Paterson Elementary Schools: 7:00am - 9:00am

After School Program Hours:

All Programs: School dismissal until 6:00pm

The After School Program will not be open for any snow days or early dismissals. **You must have an emergency plan in place with the school’s main office, other than the Camp Herrlich After School Programs.** In case of emergency dismissal, the school will follow your instructions. Please be certain that your child knows the emergency plan in the case of an unscheduled dismissal or program cancellation. We will not be open for scheduled school closings (darkened dates on the school calendar). The After School Programs will be open for any scheduled half days beginning immediately after school dismissal.

Emergency Evacuations

In case of an emergency in the before and after school programs where we have to evacuate the premises, the following are our evacuation sites. If we have to evacuate, all families will be notified by phone using the numbers you provided.

Camp Herrlich (Camp After School Program):

Primary Evacuation Site - Lawlor Building, Route 311, Patterson

Secondary Evacuation Site - Clover Plaza, Fair Street, Patterson

Matthew Paterson Elementary School (Before and After School Programs):

Primary Evacuation Site - Carmel Central School District - District Office, South Street, Patterson, NY

Secondary Evacuation Site - Patterson Library, Main Street, Patterson, NY

Kent Elementary School (Before and After School Programs):

Primary Evacuation Site - Kent Primary School, Route 52, Carmel, NY

Secondary Evacuation Site - Kent Library, Route 52, Carmel, NY

Pawling Elementary School (Before and After School Programs):

Primary Evacuation Site - Pawling Library, Broad Street, Pawling, NY

Secondary Evacuation Site - Mizzentop Day School, East Main Street, Pawling, NY

Schedule Changes

We understand that sometimes your schedule may change. When you must change the schedule of your child in the program we are very flexible; however you must notify us at least a week in advance if your child will be changing the days they are registered in the program. You must also notify the school of the change in days.

To make a schedule change:

1. **Call** the Camp Office or your Site Director to notify us.
2. **Write** a note to the program staff at the site.
3. **Write** a note to the school.

Vacation Camps

Camp Herrlich will provide alternate programming during school holidays! Please go to www.campherrlich.org/vacationcamps for the full list of days that we will provide programming. If you are registered in any of our school age programs, your vacation camp days are HALF PRICE.

If you would like your child to attend any of our vacation camps, you must fill out a separate registration form for that camp, specifically. You will receive those forms as the vacation camp days get closer.

Payment

The first month's tuition payment must be received upon registration. Thereafter, the billing will be processed on a monthly basis on the first of each month. In other words, on October 1st you will be billed for November tuition. Please remit your monthly payments no later than the 15th of each month, payment must be made before services are provided. You may mail

payment to the camp office or give payments directly to your Site Director. We have automated credit card billing, please contact the office if you are interested!

Homework

The Camp Herrlich After School Program is not solely an academic program or a tutoring service. Our goals for your children are that they will have time in the program to participate in snack, playtime, homework time, and enjoy the special guests that are a part of the well-rounded program we provide. We do our best to help every child but with a staff to camper ratio of 1:10, it can be difficult for us to provide one on one help for every student. **We also do not correct homework**, we will check that it is finished but will not correct errors. Teachers have asked us not to do that so they are able to see where the child is having difficulty.

If your child needs special homework arrangements, please notify the program and we will do our best to accommodate those needs. **YOU KNOW YOUR CHILD BEST!** Please let us know how we can assist in serving their academic needs. We do promise that we will provide at least 45 minutes of homework time Monday through Thursday.

If you do not want your child to do homework at the After School Program, please let your site director know.

Health Care and Medication

All children enrolled in the School Age Child Care programs must complete a **CAMP HERRLICH SCHOOL AGE PROGRAM MEDICAL INFORMATION FORM**.

If a child develops any new health concern subsequent to initial registration, a new Medical Information Form must be completed stating any limitations or restrictions as well as care guidelines from the child's health care provider.

If your child has special health care needs of any kind, including emotional or behavioral, you will work with our Site Director to complete a form on how we can best serve your child in our program setting.

CAMP HERRLICH BEFORE AND AFTER SCHOOL PROGRAMS SERVE WELL CHILDREN. If a child becomes ill while at the program, the parent will be called. Every effort will be made to make the child comfortable until pick-up. The child will be well supervised yet removed a safe distance from the other children to decrease the spread of any potentially communicable illness. Depending on the severity of the symptoms, emergency/back-up contacts will be called if the parent cannot be reached. In general, if the illness, symptoms, or the child's reaction to the symptoms prevent the child from comfortably participating in program activities and/or requires more than staff can provide, or compromises the health and safety of others, the child must not attend until the symptoms are resolved.

Infection control procedures are practiced at all after school program sites. Staff and students practice good hand-washing techniques. All staff observes universal precautions using proper medical glove techniques and cleaning/disinfecting surfaces.

Medication

Camp Herrlich after school programs WILL ADMINISTER PRESCRIPTION AND OVER-THE-COUNTER MEDICATIONS. The New York State Office of Children and Family Services guidelines for medication administration will be followed. Each after school site has a staff member that is certified to administer medication. These staff members also hold current certifications in CPR and first aid.

Written consent must be given to the MAT provider at the program site for any on-going or “as needed” medications signed by the parent and licensed health care provider. Consents must be updated every year.

Medication must be in the original container labeled with the child’s complete name, the medication name, recommended dosage, time intervals for administration, method of administration, expiration date and, for prescription medication, the prescriber’s name and license number. All package inserts, instructions and dosing equipment must accompany each medication.

If medication is needed for one-day only, a verbal consent from the child’s physician may be allowed followed by a parent signature. All consent forms and administration guidelines can be obtained from the MAT provider at the program site.

Please call the program phone # if your child will not be attending the program for any reason.

Our Program

Our programs are designed to cater to the diverse age groups that attend them. We work to provide activities that can develop our campers Cognitive, Emotional, Language, Physical, and Social Skills. We want our programs to feel like Camp Herrlich, so we incorporate teambuilding, creative sports and games, themes, special guests, and more activities that evoke Camp even in the elementary school buildings.

We do our best to ensure that each child gets the positive attention they need by staffing above and beyond the Office of Children and Family Services ratio of 1 staff member to 10 children for elementary-aged campers and 1 staff member to 15 children for middle school-aged campers. We also poll our campers regularly to ask them how they like the program, what their favorite activities are, what they would like to see more or less of, and any new ideas they have. Our low staff to camper ratio allows us to have vigilant supervision and be able to intervene in any conflict.

Community Service

We cultivate interdependency and community awareness through two community service projects per year. Examples of these include a raffle to raise scholarship funds for Camp Herrlich, a Plow-Pack drive that resulted in us giving 200 goodie bags to our highway department workers, and drives that benefited Putnam Community Action Program and the Putnam Humane Society. We want to help out our community and build our partnerships within other local organizations.

Technology

Camp Herrlich is a place for our campers to connect with each other, our staff, and nature. We strive to make the experience as authentic and fun as possible, and to do that - we need your help!

We want there to be face to face interactions at our Camp before and after school programs. That means that we DO NOT ALLOW our campers to have their cell phones or portable gaming devices on them while they are with us. Please help us enforce this rule by having your child leave their technological devices at home or with you.

- Campers cannot use technology during program hours unless guided by one of our staff members - such as computer lab time, or using our computers for homework.
- If you need to contact your child while they are at Camp, it's easy! Just call the numbers for your program listed later in this handbook and we will have your child call if it is an emergency.
- If your child needs to contact you while they are at our programs, it's also easy! They can come to the site director at their site and use our phones.
- If there is a health need or behavior need - the Site Director will contact you.

Snack

Snack is provided at all our After School programs. We follow Office of Children and Family Services guidelines for healthy eating - providing a healthy snack and drinks every day with a menu that is reviewed by a nutrition specialist.

Positive Behavior Management

Our rules and expectations for our campers will be clearly explained to them at their level so that they have a good understanding of positive behaviors we expect while they are with us. We strive to set children up for success and be proactive about creating the kind of environment where our campers get along, solve problems, and grow in their relationships with their peers and with our staff.

In this handbook is a copy of the Camper Rules that you and your child signed and returned to us. We work toward positive conflict resolution where children can talk out their issues and learn better ways to deal with the diverse people they encounter. Our staff participate in at least

30 hours of training every two years, including workshops on conflict resolution, behavior management, Dynamic Discipline, positive culture, health, safety and nutrition workshops, and communication.

Safety is one of our top priorities. If campers are consistently engaging in behaviors that are against our rules, despite the behavior management interventions of our staff, there are a series of consequences that will be put into place. If your child's behavior gets to that point, the site director for each site will review the procedures for our behavior intervention plan. Please contact us if you would like that information.

We want your children to succeed! Any information you can give us about any behavioral challenges they face would be appreciated. We also like to have consistency with home and school, so if you or your child's teacher are using a specific set of reinforcers or any kind of behavior management plan, let us know so we can participate as well.

CAMP HERRLICH SCHOOL AGE PROGRAMS

Camper Rules - for your reference

CAMPER NAME _____

Please review the "Camper Rules" with your child so they are familiar with the camp's expectations prior to arrival.

- I will listen to the staff at the Before and After School Programs
- I will remain with the group at all times and participate in all scheduled activities to the best of my ability.
- I will respect myself while at camp and make my experience the best it can be by being positive, making new friends, and trying new things.
- I will speak in a manner that is appropriate and respectful to staff and fellow campers. I will do my best to use positive language and tone of voice only and build up my fellow campers and staff members instead of bringing them down.
- I will respect the property of the camp and the school, the possessions and personal space of others, and every other camper and staff member's differences even if they are different from my own.
- I will not deface any camp or school buildings or damage any camp or school property.
- I will not do anything to put another person at risk.
- I will not throw rocks, sticks or any other items.
- I will be a good sport.
- I will not fight or become involved in excessive horseplay while in the Before & After School Program. Intentional physical confrontations will not be tolerated in the Before & After School Program and can lead to immediate dismissal.
- I will follow all the rules for appropriate behavior expected in the school buildings and classrooms.
- I will not touch any piece of safety/emergency equipment, i.e. FIRE ALARMS, FIRE EXTINGUISHERS, AIR HORNS, WALKIE-TALKIES.
- I will NOT bring cell phones, iPods, or any other electronic device to camp unless it is on a day designated by my site director and staff.
- I will listen to and obey all the rules of orientation given on the first day of camp.

WE UNDERSTAND THAT PARENTS/GUARDIANS AND CAMPER WILL BE HELD RESPONSIBLE FOR CAMPER'S ACTIONS AT THE SCHOOL AGE PROGRAMS. WE UNDERSTAND THAT PART OF THE EXPERIENCE INVOLVES ACTIVITIES AND INTERACTIONS THAT MAY BE NEW TO MY CHILD, AND THAT THEY COME WITH CERTAIN RISKS AND UNCERTAINTIES BEYOND WHAT MY CHILD MAY BE USED TO DEALING WITH AT HOME. I AM AWARE OF THESE RISKS AND I AM ASSUMING THEM ON BEHALF OF MY CHILD. I REALIZE THAT NO ENVIRONMENT IS RISK FREE AND SO I HAVE INSTRUCTED MY CHILD ON THE IMPORTANCE OF ABIDING BY THE CAMP'S SCHOOL AGE PROGRAM RULES. MY CHILD AND I BOTH AGREE THAT HE OR SHE IS FAMILIAR WITH THESE RULES AND WILL OBEY THEM. FAILURE TO ADHERE TO THESE RULES MAY RESULT IN IMMEDIATE DISMISSAL FROM THE BEFORE AND AFTER SCHOOL PROGRAMS WITH NO REFUND OF FEES ALREADY REMITTED.

Arrival and Dismissal Procedures

Before School

Please walk your child in to the building every morning.

- The Kent Elementary and Kent Primary students should be dropped off to the Kent Elementary School cafeteria.
- The Matthew Paterson students should be dropped off to the Matthew Paterson library.
- The Pawling Elementary School Students should be dropped off at the Main Entrance.

One of our staff members OR a school employee will be at the door of the school to let you in with your child. Breakfast will be served by the school at the beginning of the school day. Please feed your child breakfast before sending them to the program or feel free to pack a breakfast or a snack to bring with them to the program if they are not part of the school's breakfast program. Please do not send them with peanut products as we do have children with allergies in our programs.

Drop off for this program for CARMEL SCHOOLS is anytime after 7am. Drop off for PAWLING SCHOOLS is 6:45am. Please do not drop off prior to the specified time! The building is not open and our staff will not be there! You must show your ID to get in to the buildings because they will be locked!

Elementary After School

****On their first day of the program, you must send a note to your child's teacher letting them know that the child will be attending the Camp Herrlich After School Program.**** You should have received a form-style note that you can use as a template, that form is also attached to this handbook. This is VERY IMPORTANT because the schools will not dismiss your children to us unless they have a note!

- Kent Primary students will go to the cafeteria at KP where they will be met by our staff.
- Kent Elementary students will meet in the cafeteria or gym at KE and will also be met by our staff.
- Matthew Paterson Elementary students will go to the library and will be met by our staff.
- Pawling Elementary students will go to the cafeteria and will be met by our staff.

If a note is not sent to the teacher, your child will be put on the bus to go home.

If you do want your child to take the bus home on any given day they are scheduled to be at the After School Program, you must send a note on that day to both the child's teacher and the director of the program. Heather Duben is the director at Kent Elementary, Beth Mahoskey is

the director at Matthew Paterson Elementary, and Jerilynn Galbraith is the director at Pawling Elementary. If you would like to change the days your child is enrolled in the program or if your child will not be attending on a day they are scheduled for, please let the director of the program know in writing as well as Jessica Vanacoro or Karen O'Leary in the Camp Herrlich office.

Pickup from the program is at 6:00pm sharp and will take place at the main entrance of each site.* Please be prepared to show identification and sign your child out. The doors to the schools will be locked, so you must have your ID in hand to get in to the buildings.

Camp After School Program (For GFMS students)

On their first day of the program, you must send a note to your child's homeroom teacher letting them know that the child will be attending the Camp After School Program. You should have received a form-style note that you can use as a template. This is VERY IMPORTANT because the schools will not dismiss your children to us unless they have a note!

George Fischer Middle School students will be transported to Camp Herrlich by a Carmel Central School District bus. For the last two years, that bus has been Bus # 138 and has been the last bus located by the sports fields at the middle school. When your child exits the middle school out the front door, instruct them to turn left and head for the last bus. If the bus number or position changes, we will let everyone know ASAP by e-mail or phone.

Pickup from the program is 6:00pm sharp and will take place at Camp Herrlich. After you enter the Camp property, drive up to the top of the hill, park by the basketball court, and look for the "Sign Out Here" sign telling you where the campers and staff are. Be prepared to show identification and sign your child out.

***Please pick up your child promptly at the close of the program. If you are more than 15 minutes late to pick up your children we will charge \$5.00 for every 15 minutes after the first 15 minutes you are late.**

Communication

We want to hear from you and we want you to hear from us! These are the ways we will communicate with you:

- **E-Mails** - Our e-mail comes from Constant Contact and will have jvanacoro@campherrlich.org as the reply-to address. Please make sure to add that address to your contact list so you get our e-mail.
- **Phone calls** - Please inform us of the most up-to-date phone numbers for your family. That includes anyone who is authorized to pick up your children and any emergency contacts in case we are unable to reach a parent or guardian.
- **Text Alerts** - Sign up for text reminders! We will send reminders to your phone about half days, holidays coming up, special events, emergency closings, and other important information. Go to the links below to register your phone number to begin receiving text messages from Heather, Doreen, Beth, and Jerilynn.
 - Camp After School Program: <https://www.remind.com/join/chcasp>
 - Matthew Paterson: <https://www.remind.com/join/mpesb>
 - Kent Elementary: <https://www.remind.com/join/campher>
 - Pawling Elementary: <https://www.remind.com/join/pawli>
- **Face-to-Face at drop-off and pick-up** - Say hi to us! We want to get to know you and your family as well as your campers. This is the best time for our directors and staff to talk to you about how your child's day went. We know you are in a rush and want to get to work or home after a long day, and we will keep that in mind but we look forward to talking to you.
- **Social Media** - Follow us on Facebook, Twitter, and Instagram. We will post photos from all of the great events and activities we have at our sites. We are @campherrlich on Instagram and Twitter and [facebook.com/campherrlich](https://www.facebook.com/campherrlich)

Important Phone Numbers

Each Program has one or more numbers for you to be able to get in touch with us. Here they are:

Camp After School Program: 845-878-2071

Matthew Paterson Before and After School: 845-629-2516

Kent Elementary Before and After School: 845-629-2519

Pawling Elementary Before and After School: Cell – 516-403-3183, Office Phone - 845-855-2162, Cafeteria Line - 845-855-2165

You can also call the main Camp phone number - 845-878-6662 and we can get in touch with the site directors if you are unable to.

Procedures for Bad-Weather Days:

If school is closed for any reason, the programs are closed. This includes snow days, early dismissals, and delayed openings.

The district office has told us that if the buildings are closed because of an early dismissal or delayed opening, that our programs are to be cancelled as well.

****If after school activities are cancelled, we are able to make the decision whether to close or to stay open. The information will be in the automated call you receive from the school and we will also send you an e-mail.****

Please make sure that you have reviewed your emergency dismissal procedure with your child! It is important that they know what to do if school is closing early. Please submit your Emergency Dismissal Procedure plan to the school and Camp Herrlich so that we can assist your child.

In order to assist you, you can do the following things to check for school, before school, and after school closings:

Make sure that you are getting the automated calls from the district office. They will have Camp Herrlich information included in those calls.

Check your e-mail, we will send you one as soon as we know what is happening.

If you have questions about this procedure, please speak to your site director or call or e-mail Jessica at 845-878-6662, ext. 304, jvanacoro@campherrlich.org. Thank you!

Sample Daily Schedules

Camp Herrlich Before & After School Programs

Before School Schedule

6:45/7:00 Arrival/Attendance/Daily Health Check/Put personal belongings in basket
7:05-8:00 Table activities (Puzzles, Coloring, Cards and Games, Building Blocks)
8:00-8:50 Outdoor Playground or Indoor Gym
8:50 Clean up
8:45 Dismiss for class

After School Schedule - Elementary Schools

3:00 Dismissal/Attendance/Daily Health Check/Put personal belongings in basket
3:30-4:00 Outdoor Play or Indoor Gym
4:05 Wash hands for snack
4:10 Snack
4:20 Homework
5:20 Activity Choices, Outdoor Playground, or Indoor Gym
5:50 Clean Up
6:00 Close

After School Schedule - Middle School

2:45 Arrival at Camp/Attendance/Daily Health Check/Put personal belongings in cubbies
2:50-3:30 Active Play
3:30 Wash hands for snack
3:35 Snack
4:00 Homework
5:00 Activity Choices, Outdoor Playground, Arts and Crafts, Cards and Games, etc.
6:00 Close



Camp Herrlich School Age Programs

Please fill out the following information completely, one form per child in the after school program.

Child's Name: _____ Grade: _____
School: _____ Teacher: _____

When will your child be starting their Camp Herrlich Program(s)?
Date: _____

Which Camp Herrlich Program(s) does your child attend? (Please Circle)

Kent After School MP After School

Pawling Elementary After School Camp After School Program

Which days of the week will your child be attending the program(s)?

Monday Tuesday Wednesday Thursday Friday

Variable: (Please describe or list days):

I give permission for my child to be dismissed from school to the Camp Herrlich School Age Program staff.

Parent Name (Print): _____ Date: _____

Parent Signature: _____