

**Watervliet Civic Center  
2023  
Summer Recreation  
Program**

**Parent Handbook**

**Ages 4-6 Attend Program at Watervliet Elementary  
School**

**Ages 7-12 Attend Program at Watervliet Civic Center**



Watervliet Civic Chest, Inc.  
Watervliet Civic Center  
14<sup>th</sup> Street & 1<sup>st</sup> Avenue  
Watervliet, NY 12189

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SERVING THE YOUTH AND ENTIRE COMMUNITY OF WATERVLIET SINCE  
1946.

**Mission Statement:**

The mission of the Watervliet Civic Center Summer Recreation Program is to provide organized, supervised, and wholesome programs and activities for the youth during the summer months. The summer recreation program is age appropriate and encourages each child to participate, interact, learn, and play in a fun and safe environment. A fun and friendly environment is an integral part of a child's life, a part which enhances them as children and consequently as adults.

**AGENCY**

The Watervliet Civic Center has a long and distinguished reputation of offering quality, organized, wholesome and supervised recreational, social, educational and youth developmental programs and services to the youth of Watervliet since 1946. The Watervliet Civic Center Summer Recreation Program is required to be permitted to operate by the New York State Department of Health and is inspected twice yearly. Copies of inspections are kept at the Albany County Department of Health, 175 Green Street, Albany, NY 12202. The Watervliet Civic Center is pleased to offer the Summer Recreation Program for the benefit of your child. The Watervliet Civic Center will make every attempt to make this program enjoyable and meaningful for your child. If you have any questions, comments, or concerns please do not hesitate to contact Bill Sheehy Executive Director or Mary Ann Veshia- Summer Recreation Program Coordinator at (518) 273-5922.

**HOW THE PROGRAM OPERATES**

The Watervliet Civic Center Summer Recreation Program is licensed, registered, and inspected by the Albany County Health Department. As a registered program we are expected to conform to all the regulations governing summer programs as outlined in the Albany County Health Department rules and regulations.

The Summer Recreation Program will include a wide range of recreational, social, artistic, and youth developmental activities for your child. Some of the activities offered are gym games, outdoor events, relays, group games, social events, musical games, team events, swimming, bicycle safety, arts & crafts, self-esteem, nutrition, prevention & awareness programs and much more. All children are encouraged to participate in all activities.

The Watervliet Civic Center will supply all the necessary equipment and supplies. We discourage children from bringing toys, sports equipment, electronic games, and other equipment from home and will not be responsible for lost, stolen, or damaged items.

**FACILITIES**

The 2023 Summer Recreation Program will be held at the Watervliet Civic Center and The Watervliet Elementary School. All children ages 4-6 should arrive each day at the Watervliet Elementary School main door on the parking lot side of the building. All children ages 7-12 should arrive each day at the Watervliet Civic Center.

**DAILY COMMUNICATION**

Each program site will maintain a Parent Information Board at program to keep parents informed of daily events and activities throughout the summer.

**SIGN IN & SIGN OUT POLICY**

All children ages 4-6 must be signed in and out each day in the cafeteria at Watervliet Elementary School. All children ages 7-12 must be signed in and out each day in the main hallway of the Watervliet Civic Center. All parents/guardians or any other designated individuals listed on the program application must sign their child in each morning and sign out each afternoon. Staff have the right to ask for photo identification from all individuals. If your child will be riding their bicycle or walking to and from the program, please state so in writing.

**HOURS OF OPERATION**

The 2023 Summer Recreation Program will be offered from June 26 – August 18, Monday – Friday from 8:00 AM – 4:00 PM. There will be extended program hours available to all children who require additional hours. Extended hours will be Monday – Friday from 4:00 PM – 5:30 PM. Please note there is an additional fee for extended hours. Please check the day(s) you will need extended hours on the program application. \*Please note that there is no program on Tuesday, July 4th.

**COST**

The registration fee is \$120 per week. Family rates are: 2/\$200, 3/\$280 and 4/\$335. The additional cost for extended hours is \$40 per week, per child, or \$55 per family, utilizing any part of the extended hours. Additional fees are assigned to special events and trips. Payments are expected to be made on a weekly basis.

**LATE PICK-UP POLICY**

Parents will be charged a fee of \$25.00 for every fifteen minutes or any part thereof, that they are late in picking up their child. The clock in the Civic Center and WES will be used to determine a late fee. In the event of consistent tardiness, a meeting will be called to discuss the situation.

**FINANCIAL INFORMATION**

Payments for the weekly registration fee, special events and trips are expected to be made weekly and on time. Non-payment notices will be mailed out to all individuals who have not paid the required fee. You must pay for the entire week, no partial payments allowed. If an account is more than five days past due, it is considered in arrears and the Watervliet Civic Center has the right to terminate services. Any checks returned to the Civic Center for any reason will be subjected to a \$10.00 service charge. Payments must be re-submitted within five business days.

**ALBANY COUNTY DEPARTMENT OF SOCIAL SERVICES (DSS)**

Individuals receiving financial assistance through Albany County DSS including Workforce Development will need to provide the name and telephone number of their caseworker upon enrollment. The Watervliet Civic Center will work in conjunction with DSS to ensure monthly tuition is paid. Parents will be responsible for any unpaid fees.

**WORKING TOGETHER**

You, the parent, are our most important resource in dealing with your child. You know your child's personality and interests better than anyone does. We will work with you to develop plans and strategies that meet your child's needs and encourage his/her growth and development. Together we will work to provide a high-quality environment for your child. Please communicate with the Program Coordinator to inform us of any physical, emotional, and social developments with your child.

**COURT ORDER AFFECTING ENROLLED CHILDREN**

The staff of the Watervliet Civic Center Summer Recreation Program are not able to keep a custodial parent from picking up their child unless there is legal documentation on file with the Watervliet Civic Center. Families who have legal documentation regarding their child should attach the documentation to their child's application at the time of registration. Should a court order take effect following enrollment the legal documentation should be submitted to the Watervliet Civic Center as soon as it becomes

**COURT ORDER AFFECTING ENROLLED CHILDREN, continued**

available. If an enrolled child resides in two separate households with their custodial parents. The Watervliet Civic Center will require that each parent complete their own pick-up authorization and/or the emergency contact list will be the only individuals allowed to sign out a child.

**INEBRIATED/UNDER THE INFLUENCE PARENT POLICY**

A Watervliet Civic Center employee will approach any person who attempts to pick up a child while they are in an inebriated or under the influence state. If the inebriated or under the influence person is a custodial parent, the employee will contact the other custodial parent to pick up the child. If the inebriated or under the influence person is not a custodial parent, the inebriated or under the influence person will be denied the release of the child. The employee will be required to contact the Watervliet Police Department and Child Protective Services. The Watervliet Civic Center employees cannot hold a child against the parent/guardian's will.

**PROGRAM CHANGE FORM**

Any time whenever important information changes such as telephone numbers, pick up persons, medication, etc. please fill out a program change form. This will allow us to stay updated on current information.

**ENROLLMENT**

The Summer Recreation Program is based on a first come first serve basis. Enrollment is limited to approximately fifty (50) children per session for ages 4-6 and seventy-five (75) children per session for ages 7-12. If your child does not attend the program on a regular basis the Watervliet Civic Center reserves the right to terminate services.

**AGE REQUIREMENTS**

The Summer Recreation Program is available to children ages 4-12 who live in the City of Watervliet or are a student attending the Watervliet City School District.

**RATIOS**

The Watervliet Civic Center Summer Recreation Program will maintain a ratio of  
4-6-year-olds: one staff for every eight children. (1:8)  
7-12-year-olds: one staff for every ten children. (1:10)

**CONFIDENTIALITY OF RECORDS**

All information contained in your child's file is privileged and confidential and cannot be released without the written consent of a parent/guardian. Authorized representatives from Albany County Health Department has the right to review all records upon request.

**ABSENTEE POLICY**

In the event of illness or absence from the Summer Recreation Program, please call the Watervliet Civic Center at (518) 273-5922. Attendance is taken in the morning and several times throughout the day. Parents who wish to withdraw their child from the program must notify the Watervliet Civic Center. Any child who reports to program late must have a written note from their parent/guardian. All children must report to the Program Coordinator if they arrive to program late.

### **WITHDRAWAL POLICY**

In the event that a child is to be withdrawn from one or more weeks of the program, please call the Watervliet Civic Center at (518) 273-5922 and ask to speak to the Program Coordinator. We request seven days' notice from the start of the program's session you wish to withdraw from. In the case of unforeseen circumstances or emergencies, please be in contact as early as possible.

### **BEHAVIOR MANAGEMENT/CODE OF CONDUCT**

Please review the following rules with your child before the start of the program. While in program children are expected to follow the established rules, including but not limited to:

- Respect for other children, staff, and property.
- Follow staff directions.
- Staying with a staff member and assigned groups at all times.
- Adhering to rules regarding building and playground safety.
- Refraining from using foul language and other forms of verbal abuse. No fighting or other physical altercations.
- Keep hands, feet, and objects to yourself.
- Be safe at all times.

Staff will address mild behavior issues and conflicts by guiding children to resolve their own conflicts. The Director will document the behavior or conflict and parents will be notified. If inappropriate behavior continues, a Parent-Director meeting may be required. If the behavior continues, the Watervliet Civic Center reserves the right to suspend or terminate services. If services are suspended or terminated and payment was made in advance, a refund will be given based on the number of whole weeks remaining which have been paid for. Parents will remain responsible for payment of any partial week attended by their child.

### **DISCIPLINE POLICY**

The Watervliet Civic Center Summer Recreation Program discipline policy is designed to empower children to succeed, teach character development and self-control. Clear and consistent rules exist at each activity for the safety of children. Any behaviors that deviate from these guidelines will be dealt with by using the following acceptable techniques:

- Redirecting children with an alternative activity.
- Reason and logic to assist children to think through the problem and find an acceptable solution.
- Acknowledge acceptable behavior.
- Leading by example.
- Encouraging the child to talk about his or her feelings.
- Removal of privileges where appropriate as they relate to the activity.
- Down time – an area for a “cool down” period of reflection. Down time periods will be limited to one minute per child's age. Staff will never leave a child totally isolated. Staff will talk with the child about their actions and produce a solution to avoid such a situation at another time.

Disruptive behaviors will be logged in the behavior log. If these incidents occur regularly an incident report will be written.

**MINOR INCIDENTS:**

- Misuse of equipment.
- Disruptive outburst.
- Inappropriate Language.
- Disagreements or squabbles.
- Rough Housing.

**MAJOR INCIDENTS:**

- Chronic or repetitive minor incidents.
- Theft.
- Lying.
- Leaving a supervised area without permission.
- Throwing inappropriate objects.
- Abusive Language.
- Verbal Threats.
- Direct Disobedience of and or defiance toward WCC staff.
- Violence – behavior that becomes harmful to any individual.

**DAMAGE POLICY**

Parents or guardians will be held liable to any intentional damage caused to the structure or equipment by children attending camp. This only applies to acts caused with purpose and does not apply to wear-and-tear or accidents which may occur from participation.

**IMMUNIZATION RECORDS**

Each child who attends the Watervliet Civic Center Summer Recreation Program must have an updated immunization record. Immunization records can be emailed to [wsheehy402@aol.com](mailto:wsheehy402@aol.com). In the subject line please reference “immunization” and your child’s name. No child will be allowed to attend the program without an updated immunization record.

**MEDICATION**

The Watervliet Civic Center will not administer any type of medication. Alternative arrangements must be made in advance if your child must receive medication.

**ILLNESS**

Children who show signs of illness will be given a quiet space to rest in full view of staff. A parent/guardian will be contacted and asked to pick up their child. Please understand that an unhealthy child who attends the program can affect the health of other children and staff. Parents must notify the Watervliet Civic Center if their child has a communicable disease such as chicken pox, head lice, gastrointestinal illness, hand, foot, mouth disease or COVID-19. All illnesses will be documented in the Watervliet Civic Center medical log. Any child with a chronic illness cannot return to the program without physician approval.

Children who demonstrate the following symptoms should not be attending the program until they are symptom free for at least twenty-four (24) hours.

- Fever of 100 degrees or higher.
- Fever of 100 degrees with the following symptoms:

**ILLNESS, continued**

- Stomach pains
- Diarrhea
- Runny nose
- Coughing & Sneezing
- Vomiting
- Sore throat

**HAND WASHING**

In an effort to keep all children and staff healthy and to prevent the spread of germs, hand washing must occur throughout the day. Children and staff are required to wash their hands before and after breakfast, lunch, and snack, after using the bathroom, after outdoor play and any other time their hands become soiled.

**MEDICAL INFORMATION**

Please list all allergies, medical conditions, and concerns on the application. Any information that we have regarding the welfare of your child will be helpful.

**INJURIES**

Staff will address children experiencing minor injuries such as scrapes, bumps or bruises and children will be given first aid. All injuries will be documented in our medical log and parents will be notified. In case of an emergency, 911 will be called and the child will be transported to a hospital pre-selected by the parent. Parents will be notified immediately. If parents cannot be contacted the emergency contact list will be called. A staff member, along with your child's file will accompany the injured child and stay until the parent or emergency contact arrives.

**CLOTHING**

It is important to wear appropriate clothing during the program. Children will be participating in recreational activities and should wear loose-fitting clothing. Sneakers with rubber soles should be worn to camp daily. Boots and open-toed shoes will not be allowed except for special trips and activities. Children should bring a bathing suit and towel each day. Please label all children's belongings. Proper swim wear such as bathing suits, sandals, should only be worn while at the Watervliet Swimming Pool, or designated trips. These articles of clothing should not be brought in a separate bag, not worn to program. Children who are dressed inappropriately may be asked to sit out for the duration of certain activities for their own safety.

**LUNCH**

Children may bring a bag lunch each day or a lunch will be provided by the WSCD lunch program. Lunch should have the child's name on it. All lunches are refrigerated. A drink will be provided each day. A nutritious snack & drink is served during the afternoon. If your child requires a special diet or has a food allergy, please submit a written notification at the time of registration. Please label all children's belongings.

**PHOTO RELEASE**

The Watervliet Civic Center reserves the right to take and publish photographs of children who are enrolled in the Summer Recreation Program for promotional purposes.

**TRANSPORTATION**

Parents are responsible for arranging transportation to and from the program.



**STAFF**

Our professionally trained and experienced staff consists of Arts & Crafts Instructor, Counselors, Aquatics Supervisor, Camp Supervisor, Summer Recreation Program Coordinator and Executive Director who are dedicated and committed to making this program a pleasant and worthy experience for your child as well as providing a positive atmosphere. All staff members are cleared for employment with the New York State Central Registry and Child Abuse Maltreatment Center. All staff members are trained in child development, CPR & first aid.

**SUSPECTED ABUSE, MALTREATMENT OR NEGLECT**

All staff members are mandated to report all suspected cases of child abuse, neglect, and maltreatment to New York State Child Protective Services. If a staff member suspects abuse, they will immediately bring it to the attention of the Program Coordinator and the Executive Director.

**CELL PHONE/ELECTRONIC DEVICE POLICY**

The Watervliet Civic Center recommends that our campers leave home any cell phones or other electronic devices. We understand many parents prefer their child be equipped with a cellphone in case of emergency. The Watervliet Civic Center and its staff are not responsible for any loss, theft, or damage to any electronic device brought to the program. Electronic video game devices are not allowed in the program.

Our staff reserves the right to confiscate electronic devices if deemed necessary. Any children using electronic devices inappropriately, including accessing content deemed inappropriate by our staff, will have their device confiscated for the remainder of the day. Repeated or serious infractions may lead to the loss of privilege to have an electronic device, contacting a parent, and/or suspension of services.

**YEARLY STATEMENT**

Upon request, the Watervliet Civic Center will provide a written statement of all account activity that occurred during the previous calendar year. The statement will be provided 2-3 days after the initial request. Statements are generally available after January 1<sup>st</sup> of the New Year unless required by special circumstances.

**WATERVLIET MEMORIAL SWIMMING POOL AND SWIMMING LESSONS**

Each afternoon we take the children to the public pool, and they will have the opportunity to swim and cool down. Proper swimming attire must be worn, no cutoffs. Children should bring a bathing suit and towel each day. The pool prohibits children from wearing shirts in the pool, if your child needs to wear a swim-shirt for medical reasons please provide a note from your physician or medical professional. "Buddy Checks" are performed every 15 minutes and your child must swim with a partner. The Watervliet Civic Center Recreation Program implements a "Buddy System" every 15 minutes while campers are at the pool. This system identifies each camper by name, the camper's swimming ability, and the swim area to which the camper is assigned. Name to face attendance is also taken entering and exiting the pool area.

As required by the Albany County Health Department, all children enrolled in the Watervliet Civic Center Summer Recreation Program are required to take and pass a swim test prior to swimming in the Watervliet Veterans Memorial Swimming Pool. All children will be tested the first day that they attend the program. Please remember this is all for the

**WATERVLIET MEMORIAL SWIMMING POOL AND SWIMMING LESSONS,**  
**continued**

safety and well-being of your child. The swimming test will be administered by the pool's Progressive Swimming Instructor. The test will consist of two parts:

1. Swimming across the shallow end of the pool from end to end in under one minute, using any swimming style.
2. Tread water for one minute; head must stay above water and arms & legs cannot be flailing.

If your child is unable to pass these requirements, they will be classified as “non swimmers.” “Non-swimmers” will be restricted to the shallow end of the pool in water less than chest deep.

Also, if your child is unable to pass the swimming requirements, they will be **required** by the Watervliet Civic Center and the City of Watervliet to attend swimming lessons. Listed below is information regarding swimming lessons.

**Swimming Lessons**

Swimming lessons will be taught at the Watervliet Veterans Memorial Swimming Pool. You will be provided with a complete list of dates and times for swimming lessons during the first week of the Summer Recreation Program.

**WATERFRONT RATIOS**

The Watervliet Civic Center 4–6-year-old children in the program will adhere to the following ratio when in or around water. One staff member for every six children, (1:6)

The Watervliet Civic Center 7–12-year-old children in the program will adhere to the following ratio when in or around water. One staff member for every eight children, (1:8)

**SPECIAL EVENTS & TRIPS**

There are a few special events and field trips throughout the Summer Recreation Program. The trips will require additional fees. All children are required to pay for the event or trip, payments should be made either before or on the day of the special event or trip. All staff attend the trips, and no other activities occur on the day of the trip. This means if your child will not be going on the trip there is no program for your child that day.

**FIELD TRIPS**

Dates and Prices for all field trips will be announced several weeks prior to the trip.

Ages 4-6:

Liberty Ridge Farms.

Huck Finn’s Playland.

Uncle Sam Bowling Lanes.

Regal Cinema.

**FIELD TRIPS, continued**

Ages 7-12:

The Fun Spot.

The Great Escape.

Uncle Sam Lanes.

Zoom Flume.

Parents will be notified in advance of the bus departure and other important information regarding each trip. All money is expected to be paid in full on or before the day of the trip. All field trips have an extra charge for transportation which is already included in the total price.

**MISCELLANEOUS INFORMATION**

Lost and Found

An area of lost and found items will be set up at the program and should be checked regularly. All items that remain at the end of the summer will be donated to a charitable organization.

Emergency Closing During Program Hours

In the event that there is an emergency that requires that the Watervliet Civic Center and the WES to leave the building, the Watervliet Civic Center will contact parents immediately. The staff and children will be moved to another location at the discretion of the Executive Director or Program Coordinator.

Your Opinion Counts

Surveys will be distributed to our Summer Recreation Program families. Input from our families is valuable information that assists the Watervliet Civic Center Administration in developing new policies, reformulating current policies. More importantly, the Watervliet Civic Center wants to regulate the overall satisfaction of parents and children. Your opinion is meaningful.

Questions or Concerns

If you have any questions or concerns regarding the Watervliet Civic Center Summer Recreation Program, please do not hesitate to contact Bill Sheehy-Executive Director or Mary Ann Veshia- Summer Recreation Program Coordinator at (518) 273-5922.