

Watervliet Civic Chest, Inc.
Watervliet Civic Center
14th Street & 1st 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- 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 2024 Summer Recreation Program will be held at the Watervliet Civic Center and the Watervliet Elementary School. All children ages 4-6 should report each day to the main door on the parking lot side of the Watervliet Elementary School. All children ages 7-12 should report each day to the Watervliet Civic Center.

DAILY COMMUNICATION

The Watervliet Civic Center Summer Recreation Programs will maintain a Parent Information Board at each 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 at the main door of WES. All children ages 7-12 must be signed in and out each day at the Watervliet Civic Center. All parents/guardians or any other designated individuals listed on the program application must sign their child in each morning or sign out in the afternoon. Staff have the right to ask for photo identification from all individuals. If your child is riding their bicycle or walking to and from the program, please state so in writing.

HOURS OF OPERATION

The 2024 Summer Recreation Program will be offered from July 1st – August 23rd, 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.

COST

The registration fee is \$125.00 per week. Family rates are: 2/\$210.00, 3/\$285.00 and 4/\$340.00. The additional cost for extended hours is \$45.00 per week, per child, or \$60.00 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. Payments are accepted from cash, check (payable to Watervliet Civic Center), money order (payable to Watervliet Civic Center), and credit cards. If paying with a check or money order, please use blue or black ink only. Credit card payments can be made in person or at the Watervliet Civic Center or by calling the Watervliet Civic Center at 273-5922. If paying by credit card there is a 4% processing fee for each transaction. Receipts will be given whenever payments are made.

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 fee, special events and trips are expected to be made weekly and on time. Non-payment notices will be given 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 the monthly tuition is paid. Parents will be responsible for any unpaid fees.

WORKING TOGETHER

You, the parent, are our most valuable 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 supervisor or 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 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 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 inebriated or under the influence. 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. 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 essential 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 enrolled as a student in the Watervliet City School District.

RATIOS

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

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 have 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 on-site supervisor if they arrive at the program late.

WITHDRAWAL POLICY

If 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 on-site supervisor. We request a seven-day notice from the start of the program 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 group 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 for which have been paid. 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 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 the 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.

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. Any child with a chronic illness cannot return to the program without physician approval. Parents must notify The Watervliet Civic Center if their child has a communicable disease such as chicken pox, head lice, gastrointestinal illness or hand, foot, mouth disease. All illnesses will be documented in The Watervliet Civic Center medical log.

Children who demonstrate the following symptoms should not be attending a 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.
 - Stomach pains
 - Diarrhea
 - Runny Nose
 - Coughing & Sneezing
 - Vomiting

HAND WASHING

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 attend to 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 program 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 swimwear such as bathing suits, sandals, should only be worn while at the Watervliet Swimming Pool or on 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 WCSD lunch program. All lunches are refrigerated. 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. A nutritious snack & drink is served during the afternoon.

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 Supervisor, Counselors, Aquatics Supervisor, Program Supervisors, Youth Services 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 supervisor and the executive director.

CELL PHONE/ELECTRONIC DEVICE POLICY

The Watervliet Civic Center recommends that our children do not bring any cellphones or other electronic devices to program. We understand many parents prefer their child to 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 approximately 5 days after the initial request. Statements are available after January 1st 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 cotton tee shirts in the pool. Swim shirts are allowed for sun protection and rash prevention. Swim shirts should fit snug against the body without feeling tight or constricting. They should have a close fit around the chest, shoulders, and arms, allowing for easy movement in the water. The swim shirt should be lightweight and breathable to keep your child cool and comfortable. Nylon and polyester are both good options for this. "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.

WATERFRONT RATIOS

The Watervliet Civic Center Summer Recreation Program will adhere to the following ration when in or around water. One staff for every six children (1/6) for children ages 4-6 and one staff for every eight children (1/8) for children ages 7-12.

WATERVLIET MEMORIAL SWIMMING POOL AND SWIMMING LESSONS

Each afternoon, the campers go to the Watervliet Veterans Memorial Pool and have an opportunity to swim and cool down. Campers should bring a bathing suit, towel, and sunscreen each day. The Watervliet pool prohibits swimmers from wearing t-shirts in the pool. Swim shirts may be worn. As required by the Albany County Health Department, all children enrolled in the Watervliet Civic Center Summer Recreation Program, who swims beyond the 3 feet roped markers are required to

pass a swim test prior to swimming in the Watervliet Veterans Memorial Swimming Pool. Please remember this is all for the 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 the following:

1. Feet first entry into the water greater than chest deep and completely submerged.
2. Tread water for 1 minute.
3. Swim 40 yards continuously any stroke but dog paddle.
4. Maintain position on their back for 1 minute.
5. Rotate 360 degrees and orient to exit.
6. Exit from water.

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. All swim lessons are taught by a certified lifeguard. You will be provided with a complete list of dates and times for swimming lessons during the first week of the Summer Recreation Program.

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

Ages 4-6

Uncle Sam Lanes

Wednesday July 10

\$7.00 fee + \$4.00 transportation: \$11.00 Total

Expedition Park/Magic Forest

Wednesday July 17

\$20.00 fee + \$10.00 transportation: \$30.00 Total

Summer Movies at The Palace Theater

Wednesday July 24

\$2.00 fee + \$4.00 transportation: \$6.00 Total

Huck Finn Playland

Wednesday July 31

\$20.00 fee + \$6.00 transportation: \$26.00 Total

Billy Beez

Wednesday August 7

\$20.00 fee + \$7.00 transportation: \$27.00 Total

Ages 7-12

Uncle Sam Lanes

Wednesday July 10

\$7.00 fee + \$4.00 transportation: \$11.00 Total

The Fun Spot

Wednesday July 24

\$30.00 fee + \$10.00 transportation: \$40.00 Total

Field Trips Continued

The Great Escape

Wednesday July 31

\$38.00 fee + \$10.00 transportation: \$48.00 Total

Zoom Flume

Wednesday August 14

\$34.00 fee + 10.00 transportation: \$44.00 Total

Parents will be notified in advance regarding the bus departure and other essential 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 will be 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

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

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.