



**Camp Akalaka**  
**Handbook**  
**Summer 2019**

[WWW.CAMPAKAKA.ORG](http://WWW.CAMPAKAKA.ORG)

Welcome to Camp Akalaka! Inside you will find answers to many frequently asked questions. As always, our goal is to provide a safe, fun and learning environment for your children. We have been in operation for 8 consecutive years now and are looking forward to another great summer! Camp Akalaka is an inclusive and welcoming environment and we are always willing to make any reasonable accommodations so you and your camper have an enjoyable summer! If there are any special needs or accommodations, do not hesitate to contact camp Akalaka staff!

Scholarships and financial assistance are also available for families that qualify, more information can be found on the camp website, [campakalaka.org](http://campakalaka.org).

Don't forget to sign & date the agreement at the end and bring on it your campers first day of attendance!

Please let us know if you have any questions.

Sincerely,

Abby Langdon-Bigness

Program Director

[Al229@cornell.edu](mailto:Al229@cornell.edu)

518-483-7403 ext. 7300

Cornell Cooperative Extension

Malone YMCA

### Table of Contents

Contact Information	3	Camp Sign-in & -out	5
Our Staff	3	What to Bring	5-6
Buzz Words	3	What NOT to Bring	6
Where We Meet	3	Lost & Found	6
Camper Code of Conduct	3-4	Campers with Medication	6
Disciplinary Procedure	4	Camp Squad Assignments	6
Babysitting Policy	4	Daily Schedule	6-7
Camp Hours	5	Swim Lessons/Free Swim Fridays	7
Camp Arrival & Dismissal	5	Field Trips	7
Camp Attendance	5	Self-administration of Medicine	8

Contact Information - [www.CampAkalaka.org](http://www.CampAkalaka.org)

Camp Director cell phone (only available during camp hours): 518-319-6614

Camp Assistant Director cell phone (only available during camp hours): 518-319-6279

Abby Langdon-Bigness – Program Director

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Our Staff

All camp staff members are carefully screened and selected based on:

- Experience & Skills
- Certifications & Education
- Character
- Enthusiasm
- Love of working with children

All camp staff members attend a comprehensive pre-camp training program that covers all NYS Health Dept. and Camp Akalaka requirements. All of our staff members are looking forward to seeing you at Camp this summer!

Buzz Words

From here until the end of the handbook, Camp refers to Camp Akalaka, the Malone YMCA and CCE Franklin. Camp property and camp facilities refer to anything owned or used by Camp Akalaka, the YMCA, CCE Franklin, or any of the places we may go during camp hours.

### Where We Meet:

Camp will begin and end each day at the Malone Civic Center, 88 State St. Malone, NY 12953. Drop off is no earlier than 7:30 am and not later than 4:30 pm, late pick-up fees will apply.

### Camper Code of Conduct

It is the goal of Camp Akalaka, CCE Franklin County and the Malone YMCA to provide a healthy, safe, secure environment for all camp participants. Our camp promotes the core values of honesty, caring, respect, and responsibility. Children who attend camp are expected to follow the Code of Conduct below and to interact appropriately in a group setting.

- We are all responsible for our actions.
- We respect each other and our environment.
- Honesty will be the basis for all relationships and interactions.
- We will care for ourselves and those around us.
- No use of profanity, offensive language or name-calling will be tolerated.
- No physical aggression, e.g. hitting, kicking, pulling, fighting, spitting, etc.
- Be enthusiastic, thoughtful, open-minded, and involved.
- Treat others as you would like to be treated.
- Listening & paying attention are mandatory for a safe and fun camp.
- Respect others using Camp facilities.
- Complete respect for all equipment, facilities, and grounds is expected.

### Disciplinary Procedures:

When a camp participant does not follow the Code of Conduct, we may take the following steps:

1. Staff will redirect the child to more appropriate behavior.
2. The child will be reminded of the behavior guidelines and camp rules, and a discussion will take place.
3. The Program Director will be notified of the problem and will meet with the child.
4. If the behavior persists, a parent will be notified of the problem.
5. If a problem persists and a child continues to disrupt the Camp program, Camp Akalaka reserves the right to suspend or remove the child from camp. If this were to happen, Camp will not grant a credit or refund for any camp payments.

The following behaviors are not acceptable and may result in the immediate and indefinite suspension of a camp participant:

- Behaviors that endanger the health and safety of children and/or staff, volunteers and members.
- Stealing or damaging Camp Akalaka, off-site, or personal property.
- Leaving the camp program without permission. This includes running away from staff members.
- Continuous disruption of the program.
- Constant disrespect of staff members.
- Refusing to follow the behavior guidelines and/or camp rules.
- Acting in a lewd manner.

No Refunds will be issued for campers who are suspended or expelled. Children who are suspended, expelled, or whose illness prohibits participation must be picked up from camp within 60 minutes of notification. Failure to do so may result in Camp Akalaka contacting the local authorities. Camp Akalaka reserves the right to modify, repeat, accelerate steps or not use the outlined processes as the situation demands. Camp Akalaka is not responsible for loss or theft of personal property.

### Babysitting Policy

All staff agrees as a term of employment to not be alone with program participants outside of Camp programs or facilities (i.e. babysitting, taking children on trips, having them in their homes when other staff are not present, etc.).

### Camp Hours

Standard Day is from 8:00am-4:00pm.

Extended Day is from 7:30am-4:30pm

### Camp Arrival & Dismissal

- An adult (age 18 and up) must sign the child in at drop-off. Allow for extra time on the first day of each session.

- A parent, guardian, or adult (age 18 and up) designated on the pick-up authorization, must sign out the child at pick-up (PHOTO ID MAY BE REQUIRED). Please submit a copy of custodial arrangement if necessary.
- Those without photo ID, under 18, or persons not noted on the pick-up authorization WILL NOT be permitted to pick-up a child under any circumstances.
- If a child is not picked up by camp closing, there is a \$15 fee for the first 15 minutes and \$5 for each additional 5 minutes. Every attempt will be made to contact either the parent or the emergency numbers. If the parent has not contacted us - or the persons at the emergency number cannot be reached, the local authorities will be called to locate the parent or guardian.
- Camp runs from 8am-4pm unless otherwise indicated.
- Sign in and Sign out will be at the Malone Civic Center. If you plan to pick-up your camper any time before 3:45pm you must send in a written notice.

### Camp Attendance

Attendance is taken in every group each morning and at various times throughout the day. If your child is going to be absent, late, or leave early, please call the, CCE at (518) 483-7403 or send a written note to camp prior to the absence. We are unable to accommodate late arrivals or early dismissals on field trip days.

### What to Bring

PLEASE LABEL ALL ITEMS!

- Water bottle
- Closed-toe and BACKED footwear. Sneakers preferred. Flip flops are only allowed at the pool itself. Campers who do not have the proper footwear may be removed from certain classes or be unable to participate in certain activities for their own safety.
- Swimsuit and towel.
- Weather appropriate clothing.
- Necessary medication – Please see the medication section of this guide.
- Bag lunch NEEDED during weeks 8 and 9. This is optional all other weeks. Due to severe allergies, all items must be from a dedicated peanut and tree nut free facility.
- PM snack NEEDED weeks 8 and 9. This is optional all other weeks. Due to severe allergies, all items must be from a dedicated peanut and tree nut free facility.

- Change of clothes recommended for children in grades 2 and under.
- Campers may bring playing cards, books, or soft toys to play with during designated free-play time only.

### What Not to Bring

PLEASE LEAVE VALUABLE PERSONAL ITEMS AT HOME. Campers should not bring or wear any valuable personal articles such as expensive footwear or watches. Electronics or any sort, (including cell phones, music players, electronic games, and computers or tablets) trading cards, key chains, or toys, other than the ones outlined above, should not be brought to camp. Camp Akalaka is not responsible for lost or stolen items. Children are not permitted to use these items in camp.

### Lost and Found

Lost items are kept in a box in the game room. Parents are welcome to check for any missing articles. At the end of the summer, unclaimed items will be washed and donated. Camp Akalaka is not responsible for lost or stolen items.

### Campers with Medication

A Permission to Facilitate the Self Administration of Medication form must be completed before medication can be accepted. Please see end of this guide for the form.

- Medication must be in the original container with its original label.
- Container can only contain dosages needed for that camp day.
- We must have a doctor's note specifying what medication is to be taken, what the condition is, and how often it is to be taken. The label on the medication bottle is not enough.
- Containers must go home with the parent/guardian each day at pick-up.
- No over the counter medications can be used without written instructions from a physician.
- **We cannot accept medication for campers who cannot self-administer their own Medication.**
- Emergency medication, such as epi-pens or inhalers, may be left for the week for registered campers.



### Camp Squad Assignments

Campers are assigned to squads according to their age, abilities and needs. Groups are co-ed and range in size based on the age of the campers.

### Daily Schedule

The camp day begins at 8:00AM and ends at 4:00PM. Campers may be dropped off no earlier than 7:30AM and must be picked up no later than 4:30PM. LATE FEE: Campers who are not picked up by 4:30PM will be charged a late fee of \$15 for the first 15 minutes, and \$5 for each additional 5 minutes or part thereof.

7:30-8: Drop-off & free play

8-8:30: Welcome/Breakfast

8:45-11: Swim (@ FA pool)

Group 1: Swim levels 1&2 @ pool 8:45-10

Group 2: Swim levels 3&4 @ pool 9:45-11

11:30-12 Lunch

12-1:15 Group games and/or park play

1:30-2:30: Classes

2:30-3: Class debrief & snack

3-4: Camp wide games/Special guests & entertainment

4-4:30: Parent pick-up & free play

### Swim Lessons/Free Swim Fridays

Each camper will receive a minimum of three swim lessons within a one-week session. Swim lessons are an important part of our camp curriculum. All campers are required to take part in swim lessons and Free Swim Fridays unless a doctor's note is provided. Lifeguards and counselors supervise swim lessons and free swim. Campers are given a swim test on their first day to determine which parts of the pool will be available based upon their ability.

### Field Trips

Each week of Camp Akalaka will have a field trip, typically on Wednesdays. We may substitute Tuesdays or Thursdays should the weather require it. We will inform parents as soon as the decision has been made. For details, please visit [www.campakalaka.org](http://www.campakalaka.org).

- Week 1: Independence day celebration, at Civic Center
- 2: Nicandri Nature center, Massena NY
- 3: The VIC, Paul Smiths, NY
- 4: Camp Jericho, Altona, NY
- 5: Teambuilding & leadership retreat at Camp Overlook, Mt. View, NY
- 6: Franklin County Fair
- 7: Mini golf, Massena, NY
- 8: Chateaugay Town Hall, Bowling & Movie
- 10: Beach Day, TBD

We're going to have a great summer. See you soon!

Parent Permission to Facilitate  
Self-Administration of Medication

(Medication must come in a safety-cap container with the original prescription label on it)

Child's Name

\_\_\_\_\_

Date \_\_\_\_\_ Name of

Medication \_\_\_\_\_

Date Prescribed \_\_\_\_\_

I, \_\_\_\_\_, (parent or guardian) give permission to the Camp Akalaka staff to facilitate self-administration of \_\_\_\_\_ (dose) of \_\_\_\_\_ (name of

medication) to my child, \_\_\_\_\_ (name of child) at

approximately \_\_\_\_\_ (time[s], dose due) on \_\_\_\_\_ (dates and days) for \_\_\_\_\_ (reason for medication).

Possible side effects to watch for with this medication include:

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The name and phone number of the prescribing physician:

Doctor Signature

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Phone Number

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Parent Signature

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## 2019 Camper/Parent Agreement:

I, \_\_\_\_\_, have read the Parent Handbook. My child(ren) and I agree to abide by the rules laid out therein so that all campers can have a fun and safe camp experience. I give permission for my child(ren) to swim. I give the staff permission to assist my child(ren) in applying the bug spray and/or sunscreen we send for that purpose. My child(ren)'s name(s) is/are:

\_\_\_\_\_.

Parent/Guardian signature & date: \_\_\_\_\_