

# Parent Handbook



## **Mission Statement**

*Camp Scully's unique program provides an opportunity for an educational recreation program that fosters socialization skills in a natural environment for all children. This is accomplished by promoting acceptance of self and others through the social, recreational and educational aspects of camp life.*

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# Camp Goals

- 1. Every child will learn a skill that will be valuable to them for the rest of their life.**  
Campers receive recognition for observed positive behavior and, by providing positive role models, poor behavior choices are replaced with positive choices. Campers receive exposure to new activities, providing opportunity for positive risk-taking, free-play and social growth.
- 2. Every child will make a friend.**  
Camp helps your child see what friendship looks like, by providing socialization opportunities within their peer group, providing positive reinforcement of good behavior choices, providing positive role models and providing an environment that fosters friendship.
- 3. Every child will share in the responsibilities of group living.**  
Campers participate in cabin inspections, camp clean up and learn how to get along with others in a close-knit environment.
- 4. Every child will use more positive and specific words to describe themselves and others.**  
Staff model positive reinforcement and, with other staff and campers, provide opportunities for public praise such as Scully beads, camper awards and the golden toilet seat. Many opportunities for achievement and growth exist.
- 5. Every child will gain a greater understanding of the natural environment.**  
Attitudes that reflect care and respect for the natural environment are fostered by providing opportunities for exploration through investigation in the Nature Program, building forts, taking hikes, exploring the lake and just being outside all day.

## Payment & Financial Assistance Info

- Full payment must be received by the due date stated on the registration form; you will receive an invoice to serve as a reminder. Funds not received by the due date may result in your registration being moved to the waiting list and your place being taken by another family camper.
- Using the online registration system will give you a monthly payment plan option.
- A \$20 fee will be charged for all checks returned due to insufficient funds. To pay by credit card, please use our online registration system or call the Camp Registrar at (518) 512-3577.

### Discounts

Pioneer Discount: If you have been to Camp Scully's Day Camp but have never been to a week of our Overnight Camp you will receive \$50 off your first week of Overnight Camp.

Referral Discount: Refer a friend for a week of Overnight Camp and receive \$50 off your Camp fee for one week.

Employee Discount: Any employee of Catholic Charities will receive 25% off their fee for Overnight Camp sessions, and 15% off their fee for Day Camp sessions.

Early Bird Discount: Day Campers can receive \$20 off per child per week if they **pay in full by February 28<sup>th</sup>**. Overnight Campers can receive \$50 off per child per week if they **pay in full by February 28<sup>th</sup>**.

### Refund Policy

Cancellation made more than 2 weeks prior to the start of the camper's session, a full refund less the deposit will be issued. Cancellation made less than 2 weeks prior to the start of the camper's session, a 50% refund will be issued. Once a camper arrives at Camp, no refund will be issued. If a camper does not arrive at Camp and there is no explanation, the camper may be ineligible for registration in future years.

### **Financial Assistance Information**

Camp Scully offers financial assistance every year for Overnight Camp to families who live at or near the poverty level based on the Federal Poverty Guidelines. If your family is eligible, you may choose up to two weeks of overnight camp, based on availability, for each child in your family. Deposits are NOT required if financial assistance is awarded.

All households with income below 300% of poverty are eligible for at least some financial assistance.

- Below 150% of poverty: You may be asked to pay between **\$10 and \$55** per child per week.
- Below 185% of poverty and above 150% of poverty: You are required to pay a fee of **\$55** per child per week.
- Below 200% of poverty and above 185% of poverty: You are required to pay a fee of **\$110** per child per week.
- Below 300% of poverty and above 200% of poverty. You are required to pay **50%** of the regular camp fee.

### **Billing Schedule & Deposits**

- A deposit of \$50 per child per week is required to secure your child's place at Camp and must be received before your child can be enrolled. (Does not apply for financial assistance awards).
- You may pay your balance by cash, check, money order or credit card.
- You may pay all at once or break it down into a maximum of 4 payments as long as full payment is received prior to your child attending camp.
- Invoices will be emailed for check payments at the beginning of March, April, May and June. If you need one printed for you, call the registrar at 518-283-1617.
- Invoices for credit card payments will be sent at least 10 days before we charge your credit card on file in March, April, May and June.

### **Additional Charges**

Day Camp offers 3 additional programs that require an extra fee. Check the registration form for fees.

1. The weekly Campfire, which occurs every Monday evening (except in week 8).
2. The Overnight Experience, which occurs several Thursdays during the summer.
3. Extended Hours (7:15 a.m. to 6:00 p.m.)

## **Who Operates Camp Scully?**

- Camp Scully is a program of Catholic Charities Tri-County Services, PO Box 28, Rensselaer, NY, 12144.
- Camp Scully is a non-profit organization primarily funded by donations and program fees and, as a part of Catholic Charities, ultimately managed by a volunteer Board of Trustees.
- Camp Scully is licensed yearly by the New York State Department of Health.

## **Camp Scully Staff**

- Camp Scully has three year-round staff: Associate Executive Director, Camp Director and Camp Registrar. Additionally, Catholic Charities provides significant administrative support.
- Camp Scully is proud to have a high staff retention rate for seasonal staff. Through an application and interview process, the staff is carefully selected after contacting references and completing several background checks.
- Additionally, Camp Scully has an ongoing relationship with The University of Notre Dame and two staff members are hired through their Summer Service Learning Project annually. Furthermore, international staff is hired to broaden the diversity of the Camp staff.

# Medical Information

In order to provide a safe environment for all campers, Camp Scully operates a Health Center (affectionately called the Nurse's Nest) with a Health Director 24 hours a day. Dr. Osborne of St. Peter's hospital in Albany is available on call to assist if necessary. Camp Scully requires full disclosure of significant medical and behavioral information for children wishing to attend.

Most visits to our nurse are for minor events that we put on an Ouch Report such as scrapes to knees and elbows, splinters and other minor bumps and bruises. We usually don't call home with these incidents. Even if the camper can continue to stay at Camp, we will call you and let you know about more serious events such as bumps to the head; a low-grade fever; or cuts or scrapes requiring more than a simple Band-Aid®.

If we feel the camper should visit the doctor or is unable to stay at Camp (e.g. prolonged fever or need for X-Ray), we will call you immediately and advise you to pick up your child as soon as you can.

In the case of a medical emergency, we will call 911 and you will be notified of the medical situation and advised of the hospital emergency room they are going to. Rest assured this does not happen often, but we are prepared for any situation. Most of our staff members are trained in First Aid and CPR.

## Required Forms

1. PHYSICIANS EXAM
2. HEALTH HISTORY
3. RELEASE FORM

**All forms are due by June 9<sup>th</sup>, every year.**

In accordance with New York State Health Code, a completed **Physician's Exam Form** for Overnight Camp, including the one night Overnight Experience Add-on for Day Campers, must be on file. Campers will not be permitted to stay at Camp if a completed Physician's Exam is not received by June 9<sup>th</sup>.

- The **online Health History** for **ALL** campers must be completed by parents/guardians **every year**. This includes **entering the dates** of all **immunizations**. Once entered, you need only update/add new information in the years that follow.
- The **green Physician's Exam** must be completed by the **camper's physician**, annually, for Overnight Camp. Each camper's most recent physical must have occurred within 12 months of the child's stay at Camp. If your camper has a physical scheduled after June 9<sup>th</sup> **send us a copy of the old one until the new one is available.**
- The **online Release Authorization** must be completed by parents **every year** to let us know who is allowed to pick up your children from camp.
- For Day Camper's attending the Overnight Experience, in lieu of the **Physician's Exam Form #1**, the parent/guardian may submit a copy of any medical form used for school or sports, as long as it includes:
  - Physical date
  - Immunization history with date of last Tetanus shot
  - Statement of good health
  - Physician signature
- The physician may choose to use their own form as long as it includes the above information.

## Notes on Over-The-Counter and Prescription Medications

Camp Scully policy prohibits any camper or staff member to have drugs or medications in their possession. All medications must be held in the Health Center. All prescription medications must be current and in original pharmacy-labeled containers. For minor ailments, Camp Scully has selected over-the-counter (OTC) medications which are dispensed by the Camp Nurse. Details regarding prescription medications and OTC administration can be found on the Physician's Exam form.

# Packing for Camp

Camp Scully feels strongly that a true camp experience need not include many of the electronic devices which have become so much a part of young people's lives today (i.e. hand-held video games, cell phones, MP3 players and computers). Not only are they expensive and run the risk of being damaged, lost or stolen, but they tend to isolate participants from one another rather than fostering the community group experience we hope each participant has while at Camp Scully. There are also items that are **NOT** allowed (see below) at camp; if they are brought, they will be confiscated and held in the camp office until the camper's parent picks them up.

### All belongings should be labeled with the camper's name.

Please label everything your child brings to camp. Campers should only bring necessary items to camp.

The following is a guide of what to bring for **OVERNIGHT CAMP**.

- Shirts or T-Shirts (6)
- Shorts (4)
- Long Pants (1)
- Pajamas
- Underwear (6)
- Socks (6)
- Rain Jacket
- Bathing Suit (2)
- Towel (2)
- Shoes (2) – must have heel and closed-toe
- Sandals – must have heel strap (flip-flops can only be worn in the shower)
- Warm sweater or jacket
- Toilet accessories (toothpaste, toothbrush, shampoo, deodorant etc.)
- Pillow
- Sleeping Bag or Blanket
- Hat suitable for sun protection

The following is a guide of what to bring for **DAY CAMP each day**.

- Spare T-Shirts and shorts
- Spare underwear
- Rain Jacket
- Swim Suit (swim shirt recommended)
- Towel
- Shoes/sandals – must have heel (flip-flops cannot be worn)
- Warm sweater or jacket
- Hat suitable for sun protection

The following items are **NOT** allowed at camp and will be held in the camp office until the parent picks them up.

- Cell phones
- Radios, TV's, CD's or MP3 players
- Pets or animals
- Digital Cameras
- Video game players
- Food or drinks – including candy
- Money
- Pocket Knives

Possession of the following items could result in the camper being dismissed from camp.

- Illegal Drugs
- Alcohol

- Tobacco Products
- Weapons – including knives

### Lost and Found

- **All belongings should be labeled with the camper's name.**
- Camp Scully is not responsible for lost articles or equipment.
- We encourage parent/guardian to check cabins and the lost and found area prior to departure.
- We collect all lost and found and display it on a table at check-out time on Friday. After that week items may be discarded or donated to our storage unit for campers who forget something or damage something during the week.

### Sunscreen

Campers should bring their own sunscreen. Counselors will keep the sunscreen in their backpacks. Campers will be instructed to apply it frequently and supervised to apply it correctly. If the camper is comfortable with it, staff members will help with the application for those unable to apply correctly (especially the younger campers) or in those hard to reach spots on the back. Given that campers are likely to spend almost their entire day outside in the sun Camp Scully **STRONGLY RECOMMENDS** that campers wear a hat suitable for sun protection and a swim shirt that covers their shoulders.

# Drop-off & Pick-up

### Overnight Camp Arrival Time

- Sunday from **3:30 to 5:00pm** (please do not arrive prior to 3:30pm; our staff are very busy preparing for your camper's stay and cannot register you early).
- Arrivals after 5:30pm without prior approval may jeopardize future enrollment.
- Please remember children must remain under your supervision until you have completed the registration process and released them to the care of the Camp Staff.

### Overnight Camp Drop-off Schedule

- Camp check-in takes approximately 30 minutes (time may be longer if all paperwork is not complete upon arrival) and includes:
  1. Take camper's temperature (we do not like to bring campers with fevers into camp).
  2. Sign-in and pay any balance due.
  3. Learn camper's Cabin assignment.
  4. Deposit money in Camp Store account; this can also be done online.
  5. Complete Food Scholarship Application – SFSP, if necessary.
  6. Lice check (if lice or nits are found, you will be asked to treat hair and return later).
  7. Meet the Camp Nurse to review forms and submit any medications.
  8. Meet your child's counselor.

- Upon arrival to camp (after 3:30pm)

**Step 1** – You will be greeted by a staff member and shown where to park. Leave your luggage in your vehicle as there is no room in the registration area. An employee will help you with it later.

**Step 2** – You will be directed to our chapel building to sign in, receive your cabin assignment, check in with the nurse, receive a security token and visit the camp store if you wish.

**Step 3** – You will meet a “baggage handler” who will help you retrieve your baggage from your vehicle, store it in the appropriate area and introduce you to your child's counselor.

### **Overnight Camp Pick-up Schedule**

- Friday from **5:00 to 7:00pm**. You must pick up your child by 7pm. After 7pm calls will be made to emergency contacts listed on your registration form. If we are unable to reach you through your emergency contacts, we will need to call the local authorities.
- Pick up will be on the Day Camp Center porch. Please park by the pink shed and follow the signs.
- You may be required to show ID.

### **Day Camp Arrival Time**

- Monday to Friday between **8:00am and 9:00am**.
- Extended Hours or Early Drop-off begins at 7:15am (\$30 fee for Extended Hours; pre-register).
- Campers dropped off prior to 8:00 will incur the \$30 Extended Hours fee.

### **Day Camp Drop-off and Pick-up Procedures**

- Day Camp check-in takes approximately 10-20 minutes on Monday and includes:
  1. Drive down and park near the **PINK** shed.
  2. Sign in camper on Day Camp Center porch.
  3. Review Day Camp Release Form; update as needed.
  4. Check of medical form (in case of changes or mistakes).
  5. Deposit money in Camp Store account; this can also be done online.
  6. Meeting counselors, Day Camp director and other campers.
- Check-in on Tuesday through Friday is much quicker: only step 1 & 2 are usually required.
- Day Camp – Pick up time is between **4:30pm and 5:30pm** unless you have paid for Extended Hours, in which case pick up is expected by 6pm.

# Camp Experience

### **Cabin (Group) Assignments**

- All campers are assigned to cabins according to age (and gender for Overnight Camp).
- Campers may request to be in the same cabin with someone else and we will do our best to make that happen. Due to specific ages of the campers registered for the particular week in question, there are no guarantees.
- All cabin placements are made with all campers in mind to provide the best possible camping experience.

### **Bunk Assignments**

- Bunk assignments will be conducted by lottery upon arrival to the cabin as a whole cabin group.
- Bunks are numbered 1 through 10, 11, 12 etc. Camper selects a numbered chip from a bag which corresponds with a specific bunk.
- This policy is designed to be fair to all campers. If a camper must have a lower bunk for medical reasons we will accommodate this.

### **Communication with Camper**

- We encourage parents/guardians to write to their children while at camp.
  - Address: 24 Camp Scully Way, Wynantskill, NY 12198
  - Email: campscullyprogram@gmail.com
- Please do NOT tell your child to call you if they are homesick or arrange special times for your child to call you (majority of homesickness is diminished once camper gets involved in activities).

- For more information on preventing and dealing with homesickness please visit our website or contact the Camp Director.

### **Camp Store**

- The Camp Store sells a variety of beverages, snacks, and other items including T-shirts, hooded sweatshirts, sunglasses and water bottles.
- Any overnight camper who has no money placed in their account during the check-in process is allotted \$2 per week from Camp Scully and an account is created in that child's name.
- Additional money may be added at any time using your CampInTouch account or at check-in.
- No cash is kept at Camp. Cash will not be accepted at the store and campers should NOT bring cash to camp.
- Each camper is limited to one visit per day.
- Proceeds from the store go directly to the Camp Scully Financial Assistance fund. If a camper has a balance of over \$10 at the end of the season, you will be contacted after the season to donate or refund.

### **Visitors**

- Visits during the week are strongly discouraged.
- All visitors must check-in at the Day Camp office, close to the pink shed.
- Visitors will be accompanied by a staff member during their stay.

### **Laundry**

- Laundry is available only in emergency situations.
- We suggest following the Camper Packing List to ensure enough clothing for the week.

### **Camper Code of Conduct**

- In order for a camper's time at Camp Scully to be safe and enjoyable, we have set forth certain expectations which can be found in the Camper Code of Conduct.
- After review, campers may be required to sign this code upon arrival or during their stay and are expected to abide by this code while attending Camp.
- If the Code of Conduct is not adhered to, appropriate action will be taken (see below).

### **Appropriate Camper Behavior**

- If a camper's behavior becomes unsafe to themselves or others, either physically or emotionally, the supervisory staff will likely become involved in the situation.
- The Camp Director and senior staff have many years of experience and training designed to de-escalate behaviors and re-integrate campers back into the program.
- Positive incentives may be used to encourage good behavior.
- Appropriate consequences will be given for poor camper behavior. This could include dismissal from the Camp.
- If a camper is dismissed from Camp for disciplinary reasons it is the parent's responsibility to pick up the child as soon as possible, at the time agreed upon with the Camp Director. Failure to pick up the child by the agreed upon time will result in local authorities being contacted.
- Possession, use or sale of alcohol, drugs, weapons or tobacco will be cause for a camper to be dismissed from camp immediately.
- Campers asked to leave camp for disciplinary reasons will not receive a refund.



# Meals

Our menu was designed with children in mind. It contains a variety of meals most children will be familiar with and will enjoy. At the same time, it conforms to current USDA guidelines for healthy eating.

- Fruits or vegetables are served at every meal
- Milk is served at every meal
- Salad bar available for each dinner
- Our peanut butter is soy butter (but we still call it peanut butter)
- Soup available at lunch

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	
Breakfast		Scrambled Eggs Pancakes French Toast Yogurt, Fruit Cereal Milk	Scrambled Eggs Pancakes French Toast Yogurt, Fruit Cereal Milk	Scrambled Eggs Pancakes French Toast Yogurt, Fruit Cereal Milk	Scrambled Eggs Pancakes French Toast Yogurt, Fruit Cereal Milk	Scrambled Eggs Pancakes French Toast Yogurt, Fruit Cereal Milk	
Lunch		Quesadilla Black Beans Rice Soup, Fruit Milk	Hot Dogs w/Rolls Fench Fries Pork & Beans Soup & Vegetables Milk	Chicken Patty w/Roll Mashed Potatoes Vegetables Soup Milk	Macaroni & Cheese Salad or Vegetables Soup Milk	Chicken Nuggets French Fries Pork & Beans Soup & Vegetables Milk	
Snack		Graham Crackers Milk	Crackers Cheese 100% Juice	Apple Slices Soynut Butter* Milk	Dried Fruit Carrot Sticks & Ranch Milk	Crackers Cheese 100% Juice	
Dinner	Meatballs Pasta Marinara Sauce Fruit Milk	BBQ Chicken Mashed Potatoes Vegetables Bread & Salad Milk	Pasta Meat Sauce Bread Salad Milk	Tacos Salad & Cheese Sour Cream & Salsa Fruit Milk	BBQ Chicken Mashed Potatoes Vegetables Bread & Salad Milk	Hamburger or Cheeseburger French Fries Salad Milk	

Every effort is made to get each camper to eat a full and complete meal. However, we realize that not every meal appeals to every child. Therefore, we provide breakfast cereal, a soup station, and a salad bar at breakfast, lunch and dinner respectively.

Day Campers will eat the lunch menu selection provided by Camp Scully or may bring their own packed lunch from home. We ask that you do not pack items containing nuts, such as peanut butter. If you pack a lunch for your camper we would then expect them to eat what you have packed for them and not eat the lunch provided by Camp Scully.

# Programming

## Weekly Themes

- Each week at Camp, programs and activities revolve around specific weekly themes; descriptions of the themes can be found on Camp’s website and brochure.

## Activities

- All campers are split up in their cabins by grade to facilitate age and grade-based appropriate activities.
- Campers follow a schedule of various activities including, but not limited to: swimming, kayaking, canoeing, exploring nature, participating in sports, performing challenge activities, building forts, shooting archery and cooking.

### **Skill Clinics**

- Campers get to choose two activities that they will specialize in each day.
- Campers of all grades learn new skills together to broaden the social experience.
- Skill Clinics vary from year to year, but typically include the following: beginners' swimming, advanced swimming, boating, drama, dance, art, and journalism.

### **All Camp Activities**

- Periodically during the week the whole camp comes together for fun, exciting all-camp activities. These include A.C.E. (All Camp Experience), Evening Campfire, Beach Parties, Skit Night and our Candlelight Ceremony.

## **Contact Information**

Camp Scully Business Office  
PO Box 28  
Rensselaer, NY 12144

Camp Scully Camp Location  
24 Camp Scully Way  
Wynantskill, NY 12198

**518-283-1617** (Office Phone – Director & Registrar)

**518-303-1484** (Office Fax)

**518-764-1553** (Camp Cellphone during Camp Season)

[campscully@ccalbany.org](mailto:campscully@ccalbany.org) (General Email) Use this to reach the Director OR the Registrar.

Camper Email (For overnight campers in summer; **read-only**)    [campscullyprogram@gmail.com](mailto:campscullyprogram@gmail.com)