



Requirements for youth in Rec Programs

Using the “Drop off/ Pick Up/ Emergency Adult Form”

1. The Rec Department requires a “Drop off/Pick Up/Emergency Adult” form for each child in a Rec Program, other than a Leadership Program. Please list all adult persons who may be considered to drop off or pick up your child. Please ensure there are adults on the list that are available within 15 minutes in case an early pick up is required due to illness or emergency. Also ensure there are adults on the list that are available within 15 minutes in the event the normal person picking up gets stuck in traffic or has some other emergency.
2. All persons on the form, and who drop off/sign in your child and who pick up/sign out your child **MUST** be aged eighteen or older. While we understand it is difficult to get here on time to pick up your child sometimes, we cannot allow children to be signed out to any underage person(s). This is extremely important; if an ID says a person is under the age of eighteen, your child will not be released to them.
3. If you would like to add someone to your emergency list sometime after you submit it, we require an email or a signed note from the parent/guardian specifying who you will be adding to the list, as well as a phone number for that person in case of emergencies.
4. According to Beekman Recreation Pick-up Policy children must be picked up at or before the scheduled time. It is the parent/guardians’ responsibility to have a back-up plan should there be an issue that would cause a late pick up from any program. Late pick-ups may jeopardize a child’s placement in the program. If a child is picked up late 3 times within a 6 month period the child may be removed from the Rec Programs. Parents of children who are not picked up on time will be charged a **\$1/minute Late Pick-up Fee**. The child may not be able to continue participating in the program until the fee has been received.

Additional requirements specifically for Summer Camp

1. Camp drop-off begins promptly at 9 AM. Unless you have signed up for early care you will **NOT** be allowed to sign in your child until 9 AM. If you would like early care, you must sign up for it prior to the day you need it. If you come to early care and request we accept your child after not signing up, we will not be able to accommodate you.
2. The signature of an adult that is listed on the “Drop off/Pick Up/Emergency Adult” form is required in the morning to sign your child into camp. Please do not send your child into camp using service, such as a taxi, an Uber, a Lyft, etc., as this person **IS NOT** on your emergency contact list and **WOULD NOT** be allowed to sign your child into camp. This rule is also being enforced for the safety of your child; some of these services may be unreliable and if your child does not show up at camp, we will not have a way to get in touch with them and it may be difficult for you to get in touch with them as well.



Forms are due PRIOR TO REGISTERING FOR CAMP or AFTER SCHOOL Rec Program

Drop Off/Pick Up/Emergency Adult Form

This page to be filled out by parent/guardian

29 Recreation Center Road, Hopewell Junction, NY 12533 845-227-5783 845- 227-9685(fax)
email: recassistant@townofbeekmanny.us

**2020 Camp
2020-2021
School Year**

Beekman Recreation and Parks will only sign in or sign out children to adults authorized by the parent.

- Use this form to authorize all the adults you may use for this purpose.
- Please list the parent/guardians and all adults (must be 18 or over) who are authorized to drop off, or pick up your child.
- The adults should bring photo ID when dropping off or picking up a child.
- There should be a minimum of 2 adults that are within 15 minutes of the Rec in the event of an emergency
- The adults listed can be used for regular pick up or may be called for pick up in the event of an emergency or behavior problem

Participant #1 Last Name	Participant #1 First Name	Middle Initial	Date of Birth
Participant #2 Last Name	Participant #2 First Name	Middle Initial	Date of Birth
Participant #3 Last Name	Participant #3 First Name	Middle Initial	Date of Birth
Participant #4 Last Name	Participant #4 First Name	Middle Initial	Date of Birth
Family Street Address	Town	State	Zip

Parent/Guardian #1 Last Name	Parent/Guardian #1 First Name	Parent/Guardian #1 date of birth	Parent/Guardian #1email address
Parent/Guardian #1 Home Phone	Cell Phone	Place of Work	Work Phone
Parent/Guardian #2 Last Name	Parent/Guardian #2 First Name	Parent/Guardian #2 date of birth	Parent/Guardian #2email address
Parent/Guardian #2 Home Phone	Cell Phone	Place of Work	Work Phone

Other than the parents/guardians listed above, this is a list of other adults who are authorized to sign in, sign out, or pick up in case of an emergency. Those with a * are available during program to pick up child within 15 minutes.

Emergency Adult #1 Last Name	Emergency Adult #1 First Name	Relationship to child
Emergency Adult #1 Home Phone	Work Phone	Cell Phone
Emergency Adult #2 Last Name	Emergency Adult #2 First Name	Relationship to child
Emergency Adult #2 Home Phone	Work Phone	Cell Phone
Emergency Adult #3 Last Name	Emergency Adult #3 First Name	Relationship to child
Emergency Adult #3 Home Phone	Work Phone	Cell Phone
Emergency Adult #4 Last Name	Emergency Adult #4 First Name	Relationship to child
Emergency Adult #4 Home Phone	Work Phone	Cell Phone

I have read and agree to the "Requirements for Rec Programs, Using the "Drop off/Pick Up/Emergency Adult Form"

Signature of parent or guardian: _____ Date: _____



CHILD BACKGROUND FORM

2020

This page to be filled out by parent/guardian

29 Recreation Center Road, Hopewell Junction, NY 12533 845-227-5783 845- 227-9685(fax)
email: recassistant@townofbeekmanny.us

Truthful information on this form will help us to serve your child better!

Child's Last Name _____ Child's First Name _____ Nickname if any _____

Grade in Fall _____ Birthdate _____ School _____

Please list the members of your child's household and their relationship to them:

Member	Relationship	Member	Relationship

Has your child been to day camp before? _____ Where _____

What concerns, if any, do you have about sending your child to camp? _____

Describe any habits, characteristics or phobias we should be aware of to help us better care for your child:

Explain any fears you or your child has about water: _____

Explain any significant losses or changes in the household or in in your child's circle of friends, classmates and extended family has recently experienced _____

What are some strategies we could use to make your child more comfortable at camp? _____

Please explain any special needs your child may have so we can be prepared to make their stay as comfortable as possible:

(Please attach additional pages, if necessary)

Does your child receive any special services during the school year? yes no If yes, please explain:

(Please attach additional pages, if necessary)

Please share with us what strategies, likes/dislikes that may help our staff best serve/staff your child:

(Please attach additional pages, if necessary)

As per amendments made in 2016 to the NYS DOH Children's Camp Code camps have been advised to "identify camper disability information (developmental and/or physical disabilities) during the camp's enrollment process..." In addition, camps are advised to determine if such children have an "individual treatment, care, or behavioral plan that address a camper's unique physical, medical, behavioral, and/or social needs." Such a plan is not necessary, but if one exists the details should be shared with the camp.

With regards to this new code amendments we ask:

Does this child have a severe chronic disability attributable to (*quoted from the Code*) "mental retardation, cerebral palsy, epilepsy, autism or neurological impairment" as determined by a qualified practitioner with a relevant Master's Degree or

Doctorate in Psychology? Yes No

If yes, does the child have an individual treatment, care, or behavioral plan? Yes No

If yes, would you like to share it with us to help us better be able to serve your child? Yes No

Signature of parent or guardian: _____ Date: _____



CHILD HEALTH HISTORY FORM

2020

This page to be filled out by parent/guardian

29 Recreation Center Road, Hopewell Junction, NY 12533 845-227-5783 845- 227-9685(fax)
 email: recassistant@townofbeekmanny.us

Child Last Name _____ Child First Name _____ Date of Birth ____/____/____ Date of last physical examination: _____

Family medical/hospital insurance carrier _____ Policy/Group No _____

If an emergency arises and neither parent nor alternative persons can be reached at once, I authorize Beekman Recreation to take all measures that they consider necessary for the protection of the health and safety of my child, including hospitalization.

Health History (check, giving approximate dates where indicated):

<u>Conditions:</u>	<u>Allergies:</u>	<u>Diseases:</u>	Dates
<input type="checkbox"/> Frequent ear infections	<input type="checkbox"/> Asthma	<input type="checkbox"/> Mononucleosis:	_____
<input type="checkbox"/> Heart defect/disease	<input type="checkbox"/> Hay Fever	<input type="checkbox"/> Chicken Pox:	_____
<input type="checkbox"/> Convulsions	<input type="checkbox"/> Poison Ivy	<input type="checkbox"/> Measles:	_____
<input type="checkbox"/> Diabetes	<input type="checkbox"/> Insect Sting	<input type="checkbox"/> German Measles:	_____
<input type="checkbox"/> Bleeding/Clotting Disorder	<input type="checkbox"/> Penicillin	<input type="checkbox"/> Mumps:	_____

Other diseases or details of above: _____

List food allergies: _____

Operations or serious injuries (dates): _____

For females: Has she menstruated? If not, has she been told about it? If so, is her menstrual history normal?

Prescription drugs taken on regular basis: _____

Dietary Modifications: _____

Suggestions or health related information or restrictions for Rec personnel: _____

Physician Name	Dentist Name	Orthodontist Name
Physician Phone	Dentist Phone	Orthodontist Phone

This health history is correct so far as I know and the person herein described has permission to engage in all prescribed Camp and After School Rec activities through June of 2020 except as noted. I understand and agree to abide with the restrictions placed on camp activities. **Emergency Authorization:** I hereby give permission to the medical personnel selected by the Rec staff to order x-rays, routine tests and treatment for me or my child, and in the event I cannot be reached in an emergency, I hereby give permission to the physician to hospitalize, secure proper treatment for, and to order injections or anesthesia and/or surgery for me or my child as named above. This form may be for use out of camp trips.

Signature of parent or guardian: _____ Date: _____



IMMUNIZATION RECORD FORM

2020

**This page to be signed by Physician
along with attaching Physician's Immunization Record**

29 Recreation Center Road Hopewell Junction, NY 12533 845- 227-9685(fax)
email: recassistant@townofbeekmanny.us

Child Last Name	Child First Name	DOB
Child Street Address	Town	State Zip

Dear Physician:

Please attach an Immunization Record for the child named above and sign below.

I certify that the attached list of immunizations submitted reflect the required/recommended immunizations for the following diseases:

- Diphtheria
- Haemphilus influenza B
- Hepatitis B
- Measles
- Mumps
- Pertussis
- Poliomyelitis
- Rubella
- Tetanus
- Varicella – chicken pox

Physician's Signature: _____ Date: _____



MANDATORY PHYSICIAN'S ORDERS FORM

2020

This page to be completed and signed by Physician

29 Recreation Center Road, Hopewell Junction, NY 12533 845-227-5783 845- 227-9685(fax)
email: recassistant@townofbeekmanny.com

Individualized Orders for:

Child's Last Name	Child's First Name	DOB
Child's Street Address	Town	State Zip

Standard Over the Counter/PRN Medications (The following medications are available and will be administered at the discretion of the Health Director or designee, if approval is indicated by the camper's Healthcare Provider.)

Drug Name	Route	Dosage and	Indications	Physician's Order	Comments
Antibiotic Ointment	Topical	Per label Instructions	Superficial Cuts/abrasions	Yes No	
Hydrocortisone Cream	Topical	Per label Instructions	Allergic Reactions, (contact dermatitis, insect bites)	Yes No	
Calamine Lotion (or Generic)	Topical	Per label Instructions	Allergic reactions (hives, insect bite)	Yes No	
Saline Solution/ Eye Wash		Per label Instructions	Dust/Sand In Eyes	Yes No	
Sting Stop	Topical	Per label Instructions	Insect bite	Yes No	
Alcohol Wipes	Topical	Per label Instructions	Superficial Cuts/ Abrasions	Yes No	

Prescription Medications This includes Epi-Pen's, Ritalin, etc. **Camper MUST BE able to SELF-ADMINISTER.** Please complete with the patient's current regimen for both scheduled and PRN medications.):

Drug Name	Route	Dosage and Schedule	Indications	Camper Health Care Provider Order	Comments

This form must be completed and signed by the child's physician.

This form must be filled out and signed for all children. Children taking any prescription medications while at Beekman Recreation programs **must be able to self-administer the medication** under the supervision of the Health Director/Designee Rec Staff. Health Directors are only permitted to dispense medications that are listed on this form by the child's doctor.

Physician's Name: _____ Phone#: _____

Address: _____ License#: _____

Signature: _____ Date: _____



Town of Beekman Recreation & Parks

29 Recreation Center Road
Hopewell Junction, NY 12533
845-227-5783 845-227-9685F



recassistant@townofbeekmanny.us www.beekmanrec.com

**Beekman Recreation Program Form
Program Behavior Guidelines**

Forms are due PRIOR TO REGISTERING FOR CAMP or AFTER SCHOOL Rec Program

The mission of the Town of Beekman Recreation & Parks Department is to provide recreational opportunities which will encourage a healthy and active lifestyle. We strive to promote lifelong leisure skills and to enhance the quality of life and sense of community for all residents of the Town of Beekman.

Expectations of Parents

- Child’s health and emergency information will be kept up to date; the Rec Office will be informed of any changes
- Children with a fever or contagious illness must be kept home
- For programs requiring a “sign-out” a parent, or designated adult as indicated on registration materials, will come with photo ID and sign child out
- Parents will ensure child is signed out on time or pay the late sign out fees
- Parents will support Beekman Rec expectations of children and the discipline policy
- Parents will be available, or have an emergency contact that is available, to pick up their child immediately in the event of an injury, a health, or a discipline issue

Expectations of Children

We expect the children in our programs to be a positive part of our caring community: staff model, and children are guided, to be kind, considerate, caring and helpful

- Children will be honest
- Children are responsible for their own belongings
- Children are responsible for controlling their own behavior keeping their hands and bodies to themselves
- Children will be toilet trained unless in “Care giver and Me” programs
- Children are respectful to staff and listen to staff with a caring heart
- Children are respectful to each other conducting themselves in a courteous manner; there will be no bullying
- Children will treat belongings, equipment and the park with care
- Children will discard their own garbage
- Children will not bring valuables or electronic equipment to the program
- Indoors, there will be no running, cart wheels, or throwing balls; but we will have time for that outside!
- Children will stay with the group

If the above rules are not followed we will adhere to the discipline policy below

Discipline Policy

The staff will create a warm and caring atmosphere with established rules to ensure the emotional and physical safety of all. There will be consistent consequences to children who have difficulty following the rules that include, verbal warning, time out, exclusion from activity, parental consultation, early pick-up by parent, suspension and/or removal from the program without refund.

1st Offense - the child will be spoken to by staff and will discuss logical consequences for next offense.

2nd Offense - the child will be subject to consequences discussed at first offense

3rd Offense – Child will be removed from short term program, parent called in for a consultation if a long term program
If after the consultation there is a 4th Offense the parent will be called for immediate pick-up.

The Recreation Director reserves the right to ban any child from attending Rec programs based on repeated offenses at Rec programs.

In registering my child for a Beekman Recreation programs, I am agreeing to explain the expectations to my child and to support the Expectations and the Discipline Policy.

Child’s Name Printed

Child’s Signature

Date

Parent/Guardian Printed Name

Parent/Guardian Signature

2020



User last name printed

User first name printed

Camp Corcl Rules Form

Rules amended 6/15/2017 and are subject to revision

Forms are due PRIOR TO REGISTERING FOR CAMP or AFTER SCHOOL Rec Program

29 Recreation Center Road, Hopewell Junction, NY 12533 845-227-5783 845- 227-9685(fax)

email: recassistant@townofbeekmanny.us

CORCLs are little round boats with paddles. Should we be fortunate enough to have a volunteer EMT on site, we will be able to offer use of the CORCLs to the campers. However, only Campers with this form in the file will be permitted to use a CORCL.

1. A **CORCL RULES form must** be signed for each user.
2. Beekman Recreation is not responsible for the loss of any personal items.
3. CORCLs are designed for users to be under 200 lbs
4. Anyone using CORCL and paddle must be swim tested with a pfd on prior to first use.
5. Young children may be pulled in a CORCL by an adult or camp counselor when there is an area so designated that there are no swimmers in that area
6. There is to be no swimming in boating area.
7. Users must wear coast guard approved floatation device provided by the Beekman Rec (given out by Gate or Camp Staff) appropriate for their weight and girth; weights will be determined on a Rec provided scale and recorded.
 - a. Under 50 pounds
 - b. 50-90 pounds
 - c. 90-200pounds
8. Boats must be operated within the view of a Beekman Rec Lifeguard in the area designated for boating.
9. Users must stay seated within the boat.
10. No foul play in CORCLs.
11. No diving, jumping, falling, or fishing in the water.
12. No Bumping into other CORCLs.
13. Paddles must only be used to propel boat.
14. Any misuse of the boats by any operator(s) will cause suspension and Revocation of privileges. Also operator(s) assumes full responsibility for the boat issued to them, and will pay for any damages caused by themselves or their guests.
15. Lifejackets must be returned to gate to be hung up to dry.
16. All damages and injuries must be reported immediately.
17. In the event of thunder and lightning, guests must leave the water and seek shelter immediately; there will be no refunds.
18. CORCLs are to be used by the public only during the designated times which will develop as the summer progresses and will be posted at the Gazebo each day.
19. CORCLs will only be rented to guests with wrist bands.
20. CORCL rental fee is \$3 for 30 minutes and \$5 for an hour (except for campers during camp).

Please sign your name below agreeing to the rules and regulations above:

User Signature

User Age

User Weight

This box to be completed by Staff	
_____ PFD Size	_____ User PFD Swim Test Result

If user is a minor:

Parent last name printed

Parent first name printed

Parent Signature

Date