



**CAMP 101**  
**2026 SUMMER CAMP INFORMATION**

**Contacts:**

<b>Camp Phone BEST CONTACT</b>	<b>845-489-8769 (7am-6pm)</b>
<b>Park Office</b>	<b>845-724-5600 (menu option #3)</b>
<b>Fax</b>	<b>845-724-3757</b>
<b>E-mail</b>	<b>tymorpark@unionvaleny.gov (Office)</b> <b>recreation@unionvaleny.gov (Recreation Director)</b>
<b>Website</b>	<b>www.unionvalerec.com</b>

**Medical Forms and Information**

**Medical Form REMINDER:**

- **Medical paperwork for all four sessions of camp are due by 2PM on June 12th, 2026.**
  - These documents can be emailed to our office email address, faxed using the number above, or dropped off in person at the Park Office (drop-box available on the Park Office door for after hours).
- If we do not have ALL paperwork on file your child will NOT be permitted to attend camp and no refunds will be given. **NO EXCEPTIONS.**
- **ALL THREE** of these documents are required to be on file and must be current (within the last year):
  - Physical Form, **2) Immunization Record & 3) Mandatory Physician's Orders.**

**Medication:** Without proper documentation on file, medications cannot be allowed on site

- Medication that is kept in the camp infirmary or carried in your child's possession MUST be accompanied by a doctor's note before arriving to camp.
- All children must be able to self-administer any medication that is stored at camp or that they self-carry (inhalers, epi-pens, pills, etc.).

*In an effort to keep all of our campers and staff healthy, please do not send your child to camp if they are ill. If your child is at camp and starts displaying symptoms such as cough, runny nose, vomiting, diarrhea, fever, sore throat, etc., a Camp employee will call and ask that your child be picked up. Children will not be permitted to return to our camp programs until they are fever free for 24-hours without the use of fever-reducing medicine as well as having symptoms mild enough to participate in the camp day without feeling discomfort, fatigue, digestive difficulty, etc.*

## Drop Off & Pick Up Process

**\*\*FOR ALL ARRIVAL AND DISMISSAL PROCEDURES, PARENTS MUST STAY INSIDE VEHICLE\*\***

### **Arrival (8:45am - 9:00am)**

- Traffic flow will be directed one way: turn on to Duncan road from Bruzgul Road, and exit back on to Bruzgul from Tymor Park Road.
- Each group will have a designated spot along Tymor Park Road and will be identifiable by a number assigned to their group. You will be notified of your child's group's number prior to each session via email.
- At the stop sign on Tymor Park Road there will be several Camp Staff to help let you know where your child's group's drop off spot is.
  - *Be advised, that if your child(ren) is/are signed up for multiple sessions their group spot may change due to variance in registration demographics from session to session.*
- Parents will then pull up at their child's group, and the child will exit the vehicle.
- Parents will continue to drive on Tymor Park Road and exit onto Bruzgul Road.

### **Dismissal (3:45 pm - 4 pm)**

- Traffic flow will be directed one way: turn on to Duncan road from Bruzgul Road, and exit back on to Bruzgul from Tymor Park Road.
- Campers will begin to pack-up and clean up their belongings at 3:30pm and start to make their way over to their group spots for pick-up
- Cars will be held at the stop sign on Tymor Park Road until 3:45pm.
  - *If you need to pick up earlier than 3:45pm, "Early Pick-Up" procedures must be followed (see below)*
- **Always have a photo I.D. in your possession.**
- At the stop sign on Tymor Park road there will be several Camp Staff. They will check photo I.D. (referencing the pick-up list), and document your child's dismissal.
- Each group will have a designated spot along Tymor Park Road and will be identifiable by a number assigned to their group. This will be the same as their drop off spot in the morning.
- Parents will pull up at their child's group. The counselor will ask the parent to provide a signature before driving away.

**Under no circumstances is a vehicle permitted to go around other vehicles on-line prior to the start of Arrival or Dismissal, unless given explicit permission by Camp Staff. This can cause a safety hazard for yourself, other parents/guardians, campers and our staff. Please be mindful as you're pulling away after dropping-off or picking-up your camper(s).**

*\*Please note, on the first day of each session, the drop-off and pick up processes may take longer than normal, as parents and campers are learning the process and where to go. Please exercise patience and know that after the first day or two, the drop off and pick up processes become much quicker\**

## **Late Drop Off/Early Pick Up**

- For late drop off (after 9am) OR early pick up (before 3:30pm), you will pull up on Tymor Park Road in front of the Park Office (there is a green awning and “Park Office” sign above the office door), and call the Camp Phone to let us know you are here.
- A staff member will meet you outside and escort your child to their group (drop off) or will ask for I.D. and signature, and have your child escorted to the vehicle (pick up).
- It is important to have your child to camp on time in order to ensure they have the best camp experience!
- If you arrive for pick up between 3:30-3:45pm you will be asked to pull into the parking lot and wait for regular dismissal procedures.
- If you know ahead of time that you will be dropping off late or picking up early, a text to the camp phone with your child’s name and what time you will be dropping off/picking up is appreciated. This is to ensure we can get your child(ren) to where their group is located at that moment as soon as they arrive after a late drop off, or have them up at the Park Office with all their belongings on time for an early pick up.

## **Late-Pick Up Policy:**

- After 4:00pm for Regular Camp Dismissal or any time after 6:00pm for a camper who was pre-registered for Post-Care, there is a late fee of \$1.00 per minute. This fee MUST be paid upon returning to camp the next morning.
- If this is a pattern, we may have to ask that your child not return to camp for the duration of the session without a refund.
- Late pick-up patterns may result in your camper’s ability to attend other camp sessions.
- Please call or text the camp phone if you know you are running late, so we can communicate with your child.

## **Photo Identification & Alternate Pick-Up:**

- Be prepared with photo identification to pick up your child every day. This is to ensure your child(ren)’s safety. Understand that there may be different staff members assisting with dismissal, and we see many different faces throughout the Summer! Please be patient if a familiar parent/guardian is asked to show I.D.
- IF YOU ARE THE ACCOUNT HOLDER FILLING OUT THE REGISTRATION FORM(S), PLEASE ADD YOURSELF TO YOUR CHILD(REN)’S PICK-UP LIST(S) AS THE WEBSITE DOES NOT DO THIS AUTOMATICALLY.
- Children will never be released to someone that is not on their pick-up list; make sure this information is accurate on your registration form!
- If there are last minute changes to the pick-up list, you must send an email to the Recreation Director with the email address associated with your household account. You must ask to speak to a Camp Director for any in-person changes to the pickup list.
- If you or another adult picking up your child fails to present a photo I.D. when requested or is not on the camper(s) pick-up list, a staff member will request that the vehicle park in the parking lot and call upon a Camp Director to assist with identification.
  - If the person in question is not the account holder then the Camp Director will contact the account holder with the number listed on their household account to confirm the pick-up.

### **Pre-Care (7am-8:40am) and Post Care (4pm-6pm) Arrival/Dismissal**

- Children must be registered in advance for Pre-Care and Post-Care.
- Drop off is after 7am and before 8:40am for pre-care; pick up is between 4-6pm for post care.
- If your child is registered for pre-care, but you are dropping off between 8:40am - 9:00am, you will need to follow regular drop off procedures.
- Pick up and Drop off for Pre/Post Care will be in the parking lot behind the Senior Center.
- Drop off: you will pull into the parking lot behind the Senior Building. A staff member will be there to check your child in.
- Pick Up: you will pull into the parking lot behind the Senior Building and call the Camp cell phone (845) 489-8769 to let us know you are here. A staff member will walk the child outside, and ask for a photo ID and signature prior to dismissal.

*Please be advised that these procedures are subject to change. Any changes to these procedures will be communicated via email to the email address associated with your household account.*

### **Arrival/Dismissal: RAINY DAYS**

- Parents/guardians will be made aware of these procedures the day of from the Camp Director via email. **Please keep in mind that the camp may be forced to make these decisions last minute due to the unpredictability of the weather.**

#### **DROP OFF**

- Cars will pull up on Tymor Park Road and park in the large parking lot. Parents/guardians will then walk their child(ren) over to the large hall double doors under the wooden deck.
- A staff member will meet your child(ren) at the door and walk them to their group's indoor location.

#### **PICK UP**

- Cars will pull up on Tymor Park Road and park in the large parking lot. Parents/guardians will then walk over to the large hall double doors under the wooden deck.
- A staff member will approach the car, ask for photo ID and a signature, and have the child escorted to the car from their indoor location (dismissal).
- *This process is subject to change; parental communication via email will go out on a rainy day to explain the drop off/pick up process if necessary. Please be advised that these days can cause drop off/pick up to take longer.*

### **Camper & Parent Expectations**

#### **What to Bring to Camp:**

- **Mark all personal belongings with name!**
- Bathing suit, sneakers (mandatory), sandals (optional).
- Towel, sunscreen & water bottles that can be refilled (mandatory), bug spray (optional but highly recommended).
- Lunch (from home or money (in a proper wallet or coin purse) for concession stand - see enclosed menu).
- Lunches cannot be refrigerated or heated at camp.
- **Fun Fact:** Pizza Day is the first Thursday of every session (more info will be sent home with campers on Day 1).
- **PLEASE NOTE:** If a child is found without a water bottle, lunch/snacks, proper shoes, and/or a bathing suit/towel, a parent/guardian will be notified and required to have such items dropped

off for their child(ren). The Town of Union Vale is not responsible for providing these items, and it is very important that children be sent with all necessary supplies for the day.

### **What NOT to Bring to Camp:**

- We adhere to a strict policy of no electronics or use of personal cell phones while at camp. **LEAVE ALL ELECTRONICS AT HOME.**
  - **If a member of camp staff sees a camper using an electronic device they may confiscate said device and bring it to the Camp Director at the front office for safekeeping, until the end of the camp day. The parent/guardian picking up that day will be notified of this and reminded of this policy.**
- If your child needs to communicate with parents, it must go through the proper channel at camp (a camp director or counselor), not through a personal device. Please call or text the camp phone to communicate messages to or about your child.
- Trading cards (Pokemon, Yu-Gi-Oh!, Sports, etc.), personal toys or belongings, excessive fidget toys are **not allowed to be at camp**.
  - *In addition to this rule, please use parental discretion in what personal items you allow your child to bring to camp. If a particular toy/item becomes a distraction to the Camp Experience, camp staff reserves the right to ask the child to put it away and not bring it to camp the next day.*
  - *If a toy/item has great sentimental or monetary value, please leave this at home.*

***The Town of Union Vale is NOT responsible for any lost, stolen, or broken personal items and/or money.***

### **Parent Expectations & Daily Duties:**

- Please communicate the attached Camp Behavior Guidelines to your child and have a conversation about behavior expectations prior to camp.
- **To stay up to date on any important updates/information about camp please try to check your email address associated with your household account daily.**
- Follow Arrival/Dismissal Procedures to ensure everyone's safety.
- As the parent/guardian, you acknowledge that your registered child(ren) needs little to no assistance using the bathroom by themselves while they are attending our camp programs.
- Do your best to have your child to camp on time in order to ensure they have the best camp experience!
- To specifically discuss your child, Camp Recreation Leaders can be reached on the camp phone, or via email. If you would like to personally speak with a Camp Director, please arrange an appointment so we can set aside time for you; the camp day can get busy and we value the opportunity to communicate with you without distractions.
- **If you need to communicate to your child during the camp day, please do so through a staff member, never to your child's personal device. Electronics (i.e. cell phones, AirPods, smart watches, video games/consoles, I-pods and I-pads, tablets, etc.) should be kept at home to make the most out of the camp day.**
- Check in with your child to make sure their camp experience is the best possible.
- Check your child each night for ticks.
- Check your child's backpack daily for any notes or camp/group reminders.

- Remind your child to order lunch with their counselor in the morning if they are not bringing lunch from home.
- Make sure your child comes to camp prepared with all belongings each day, and that all belongings are marked with their name.
- Communicate with Camp Staff and the Director if you have any individual questions or concerns about your child that you would like to discuss.

# CAMPER BEHAVIOR CONTRACT

We strive to be a safe, caring community where individual differences are valued, where people are supported in reaching their goals and accomplishing challenges, and where everyone can have FUN.

Because creating such a community requires the commitment of all participants, we ask everyone to agree to the behavior expectations listed below. Campers and parents/guardians should review and discuss these guidelines together.

## I Will Show Respect for OTHERS

- I will respect other people's ideas and values, even if they are different from my own.
- All of my actions and language will have a positive impact on others in the Union Vale community. **My behavior at camp will never include violence, bullying, pranks, dares, internet/social media trends, or harsh words.**
- I will respect others belongings and never touch or take something that is not mine.
- I understand that any behavior that could harm (physically or emotionally) a camper or staff member, or which is disrespectful, is unacceptable in the Union Vale community.

## I Will Show Respect for MYSELF

- I will take care of myself by eating well, using sunscreen & insect repellent when needed, checking myself for ticks, and telling an adult if I am hurt or unwell.
- I will make the most of learning opportunities in Union Vale by participating fully in camp activities; I will try new things and have a positive attitude.
- I will not allow exclusive relationships (like those with friends from home or school) to prevent me from getting to know other people at camp, or from including others in activities.
- I will stay with my group or assigned buddy when moving around camp and always ask a counselor before leaving the group.

## I Will Show Respect for THE PARK

- I understand that all community members are expected to share responsibility for keeping personal and community areas neat and clean, and I will help with these tasks.
- I will not bring my cellular phone, music player, video games, radio, or other electronics to camp, because they detract from enjoyment of and interaction with others and with the natural world.
- I will pick up litter, stay on trails, and not damage or remove anything from the environment. I will take care of all facilities, program supplies, and equipment. I will put equipment away when I finish using it and will leave an area I use better than I found it.

## I Will Show Respect for OUR SAFETY

- I understand that the possession and use of tobacco, alcohol, or illegal drugs is prohibited. I will not have/use these at camp.
- I understand that fireworks, firearms, pocket knives, and other weapons are not allowed. I will not bring these to camp.
- I will abide by all other safety standards explained by the staff.
- I understand that ANY physical and emotional bullying or violence can result in my immediate dismissal from camp. If my child is dismissed from camp, my tuition is forfeited, and I, the parent/guardian, will be responsible for picking the child up immediately.

## If a camper has difficulty following these behavior expectations, staff will:

- Remind the camper of expected behavior
- Review the Behavior Agreement above
- Discuss the issue with a parent and discuss ways staff members can support the camper in making necessary behavior improvements

Please be advised that the Union Vale Parks and Recreation staff reserve the right to dismiss your child for any inappropriate and/or abusive behavior or language at any time.

**Upon registration, you will sign the above behavior contract, showing that you have read the guidelines with your child and accept the shared responsibility to meet these expectations in order to have the best experience possible**