



## Parent Guide

Dear Camp Echo Bay Family and Friends,

Welcome to the Camp Echo Bay **SUMMER 2024** camp season. My name is Thomas Siefring, Director of Camp Echo Bay. I oversee our amazing camp, campers, staff, and daily programs. This will be my thirteenth year at Camp Echo Bay and I am so excited for your camper to join the fun!

All campers will experience weekly themes, arts & crafts, sports, daily swimming, board games, weekly entertainers will visit camp, camp assemblies, prayer moments and much more fun! We are looking forward to providing your children with a wonderful summer camp experience this year.

The Parent Guide includes important information for Camp Echo Bay. As you go through this guide, you will find information about camp registration, camp fees, specific information about camp, and general information.

We look forward to a safe and enjoyable summer.

Sincerely,

*Thomas J. Siefring*

Thomas Siefring  
Camp Echo Bay Director



## Camp Information and Registration

Registration for camp is both online and in person at our main building. Registering is based on a first come, first served basis. Please follow the directions below to secure enrollment for your child.

### HOW TO REGISTER:

#### ➤ **Option One**

▪ At our in person Camp Open House on Saturday or Sunday, March 9 and 10 from 12:00 PM - 3:00 PM. Receive a 10% discount, until Tuesday, April 30, 2024 by **cash or check only**. Families who pay with credit or debit card will not be allowed to receive a 10% discount.

#### ➤ **Option Two**

▪ Online website: [Campechobay.org](http://Campechobay.org) and click the registration link. You will create a CampMinder Account to access all your information.

**Early bird discount is not applied to online setups.**

#### ➤ **Option Three**

▪ Call us at 914-632-0248 and schedule an appointment to come in and register.

After registering for camp, you will receive an email from Camp Echo Bay with a link to go online and register your campers account.

**Refund Policy: Camp Echo Bay refund policy will be found in this manual and on our website. Please read the refund policy prior to registering. There are NO REFUNDS if individuals or groups are required to quarantine.**

### You will need to upload and deliver a HARD COPY of the following information:

- **Emergency Contact information**
- **Your child's health information**
- **Campers immunization history**
- **Medication authorization**
- **Sunscreen authorization**

Changes/updates to your child's record can be made up until the camp deadline by logging on with your username and password.



***Campers previously registered with Camp Echo Bay:***

If you have already made a CampMinder Account, please access your information from last camp season. Should you have any questions please contact the Camp Director.

If you are registering for camp, you will receive an email from our CampMinder Program inviting you to sign into your new account.

Please review existing information and update your child's previous information as needed.

**Please note:** The Board of Health requires yearly submissions of immunization records. Campers who do not have all paperwork will not be allowed to participate. This paperwork must be submitted in person.



**Location:** 148 E. Main Street New Rochelle, NY 10801

**Ages:** 4 - 13 **Dates:** June 24 through August 9, Monday – Friday

**Time:** 8:30 AM – 4:30 PM

**Camper Fee:** \$150 Registration Fee One Time / \$420 per week

Siblings can receive a 10% discount, if they are registered for multiple weeks.

A.M. extended care begins at 7:15. Cost is \$125 a week.

P.M. extended care lasts until 5:30. Cost is \$125 a week.

**\*\*Families will be charged a \$30 fee if they pick children up late from camp.**

**Families who register for a camper at camp and do not show up or change weeks will still be charged a fee. Please notify the main office.**

**Space is limited, register early!**

All Campers must be paid before they start Camp Echo Bay. Campers who are at camp with no payment will sit out and wait to be picked up.



Fresh air, fun and friendships. Camp Echo Bay for children and youth ages 4 to 13.

If you're looking for a place that provides exceptional summer experiences while also helping to nurture your child's strengths and internal growth, then Camp Echo Bay is located on 19 acres of beautiful and private waterfront property. At Camp Echo Bay, we foster the positive characteristics that make your son/daughter the special person they are. We encourage fun, laughter and endless amounts of smiles.

Camp Echo Bay is a Catholic Day Camp, through our daily chapel values program, weekly Mass, and Christian environment of our daily camp life, we encourage the campers' inner spirit and help them build strong character. Camp Echo Bay is open to all regardless of race, gender, creed, or ethnic origin. Campers are organized into grade levels of Pre-K/K-1, 2-3, 4-5 and 6-8 throughout the day. Activities are geared to these grade levels. For older campers, our organized sports and team competitions, including soccer, cheerleading, swimming, basketball and softball will keep them active and fuel a healthy competitive spirit. The younger children participate in a different art or craft every day, as well as story time, short hikes, playground activities and much more.

At Camp Echo Bay, there's something for everyone! Camp Echo Bay provides a variety of fun activities for boys and girls of all ages. For older campers, organized sports and team competition keep them very busy and happily exercised in body and mind. For the younger children there are arts and crafts, storybook time, hikes, playground activities and much more to make for an unforgettable summer.

The Counselor/Camper ratio is 1:6 for campers ages 4 through 8.

The Counselor/Camper ratio is 1:9 for campers ages 9 through 13.

**PLEASE NOTE:** • CAMP POLICY REQUIRES THAT ALL CHILDREN BE TOILET TRAINED BEFORE THE START OF CAMP, PULL-UPS WILL NOT BE PERMITTED.

• PROOF OF AGE MAY BE REQUIRED FOR PARTICIPANTS IF A CAMPER IS HAVING TO MANY ACCIDENTS.



### **DAILY ARRIVAL & DISMISSAL SCHEDULE**

Weekdays, Monday through Friday June 24 - August 9, 2023

8:30 AM to 4:30 PM \$420

Camp Echo Bay will be **CLOSED** on Thursday, July 4th.

A.M. extended care begins at 7:15. Cost is \$125 a week.

P.M. extended care lasts until 5:30. Cost is \$125 a week.

#### **Drop Off will be from 8:00 AM - 8:30 AM**

Your child's safety is of paramount importance to us. The Camp Day drop off begins at 8:00 AM. The official start time for camp is 8:30 AM with camp attendance and daily rules.

There is no supervision available before 7:15 AM; please do not leave your child unattended. Please be prompt and pick up your child/children on time.

#### **Dismissal will be from 3:30 PM - 4:30 PM**

Enter from the Main Entrance off E. Main Street. Drive up to the two counselors and give them your child's, first and last name, with the grade they are entering in the FALL 2024.

Families that do not know this information will NOT be allowed to pick up a child.

We ask that you please always follow the established traffic patterns. You will not be allowed to park or get out of your car. Following directions of counselors will ensure control, safety, and orderliness. Please do not be rude or disrespectful to our staff members. Most importantly do NOT speed. Families who speed in the parking lot put other children at risk. Families caught speeding will be dismissed from camp with a nonrefundable fee.

#### **PLEASE NOTE: Drop off and Pick up:**

**Please be mindful of your speed limit. There are children on the property and parents MUST drive slowly.**

**If pick up or drop off procedures are subject to change prior to the start of the season. Parents will be emailed specific instructions on pick up and drop off procedures.**



## **Camp Echo Bay Refund Policy**

A full refund will be issued for any program canceled by the Camp Director. All refund requests must be received in writing by submitting a Refund Request Form. Forms are available on the Camp Echo Bay website.

Requests for refunds will be considered by submitting the Refund Request Form in a timely manner. Forms must be submitted (14) days prior to the program start date. A 10% administrative fee will be deducted.

- Requests received thirteen (13) to seven (7) days; a 50% refund will be given.
  - No refunds will be granted less than seven (7) days prior to the program start date.
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- A request for a refund or credit due to an injury must be submitted with a Refund Request Form and accompanied by a doctor's note.

### **Please note:**

- Missed days, activities, or sessions of any kind (including due to COVID-19 and/or quarantining) cannot be transferred to another session, rescheduled, credited, or refunded for any reason unless canceled. Your registration guarantees you a spot in the camp regardless of your attendance.
- Families who register for a camper at camp and do not show up or change weeks will still be charged a fee.

**The \$150 Registration fee is non-refundable.**



### **Morning Early Care and Drop Off**

For campers who need to start their camp day earlier. Campers can arrive for the Morning Drop Off Program. This program is supervised by a Camp Administrator and Camp Counselors.

**Time:** 7:15 AM – 8:00 AM Weekly **Fee: \$125 per week, \$40 Daily Fee**

### **Aftercare Program and Pick Up**

Families who would like to extend their camp day can sign up for our Aftercare program. After camp activities will begin with a snack time followed by recess style activities in the Salesian High School Wiegand Center.

**If families are registered for our Aftercare Program, they must come inside the building and sign out their campers.**

Families who are not registered will be subject to paying a **\$40 late fee** that will be added to your camp account.

**Time:** 4:30 PM –5:30 PM Weekly **Fee: \$125 per week.**

**IMPORTANT:** Families who do not pick up their camper at 5:30 will be given a 15 minute grace period. After that the Camp Director will call the New Rochelle Police to let them know of an abandoned camper at camp. The camp day ends at 5:30 PM, NO LATER.





## General Camp Information

### Covid-19 Procedure

Our priority is the health and safety of campers and staff. This camp is licensed by Westchester County Department of Health. We will follow all safety guidelines and restrictions they release. Please note, guidelines and requirements could change at any time. We currently do not have any 2023 Summer Camp Covid guidelines. Updates will be sent to parents with all protocol and guidelines prior to the start of the camp season. The Westchester Board of Health will be informed of any possible exposures. The Board of Health handles all contact tracing and quarantining regulations.

### Refund Policy

The Camp Echo Bay Refund policy is on our website. Please read the refund policy **PRIOR** to registering. There are NO REFUNDS if individuals or groups are required to quarantine or after the camp deadline.

### Written Camp Communication

We need parents' help to keep the flow of communication open during the summer with the large number of campers. Camp Echo Bay sends out weekly newsletter to let families know what to expect throughout the camp season. If you ever have any questions or comments, please see the Camp Director. To address any concerns, please do not wait until the last day of camp to do so. Once camp is over on August 11, camp emails will be answered limited due to vacation time and preparation for the 2023/24 academic year.

### Staffing licensed

Camp Echo Bay is licensed through the Westchester County Board of Health. The Westchester County Board of Health requires that all camps must keep a specific counselor to camper ration. The Camp Director is well qualified, and all staff attend orientation training for 4 days. All Directors are teacher certified. Each group has at least 2 to 3 counselors per group who are certified in CPR for the Professional Rescuer and Standard First Aid.

### Groups

Campers are organized into grade levels of Pre-K-1, 2-3, 4-5 and 6-8 throughout the day. Activities are geared to these grade levels. For older campers, our organized sports and team competitions, including soccer, cheerleading, swimming, basketball, and softball will keep them active and fuel a healthy competitive spirit.



## **Written Notes**

For the safety of the camper, written parental permission (a note) must be sent for the following:

1. If your child is to leave camp with a friend, neighbor, relative, or someone other than their usual ride and not listed in their account.
2. To give your child permission to walk home.

If no note is received by your child's counselor, your child will not be released until you have been contacted. For carpools or arrangements that will last the summer, one note specifying the days and persons picking up/dropping off your camper will be kept on file for the summer. Each parent must send a note specifying the above. If something changes in your carpool, a new note must be sent.

## **Supplies and Equipment**

All locations at camp have an outdoor area for some fun! We have a playground area, fields, mini park, baseball field, library, game room, arts and crafts room and pool. Each location has supplies for campers to utilize at their discretion. Camp has arts and crafts, sport supplies, board games, and much more. There are plenty of supplies and equipment available for campers to use throughout the day. Supplies will be organized and sanitized daily by our camp staff. Water stations are located in every building and outdoors as well.

## **Activities**

During the season, your child will have an opportunity to experience a variety of activities. A camper's day will have plenty of activities indoor and outdoor.

## **Swimming/Water Activities**

Camp Echo Bay has a pool on site for all campers to use throughout the camp day. All campers will have a swim test by a certified Water Safety Instructor. Anyone designated as a non-swimmer will wear a red bracelet. Each camper will be always buddied up with another camper at the pool. Buddy checks are conducted every 15 minutes to help account for each child which is a Board of Health requirement. Campers will also be supervised by camp lifeguards. Counselors will always be in the water or outside the pool with campers while swimming. There will be approximately 50 to 70 swimmers from camp at the pool. We maintain a mandated ratio of one lifeguard per twenty-five swimmers. Camp Echo Bay has 7 lifeguards on staff with a certified Lifeguard Manager/WSI leader.



## **Backpacks**

Please make sure that your campers first and last name are on all belongings. Camp Echo Bay provides a drawstring bag for the campers first day of camp. We suggest that each child carries a backpack for their belongings. **Please make sure that everything is labeled with your child's name and group.**

## **Other Belongings**

Please make sure that your campers first and last name are on all belongings. Cell phones, video games, trading cards, playing cards, or other toys are not permitted at camp. Campers may not use cell phones during camp and must keep them in their backpacks. However, as camper's backpacks may be left unattended, we strongly recommend these items NOT be brought to camp.

**Camp Echo Bay is not responsible for any personal items at camp.**

## **Lunch and Water Bottles**

When families register for camp and pay for the week, that fee includes lunch by the camp. Campers may bring their own lunch from home. In addition, water bottles are required by all campers with their first and last name and group they are in.

## **Lost and Found**

Camp Echo Bay has a lost and found. Please label all your child's belongings. Labeled items will be returned to the camper by the camp personnel. Items left after the last day of camp will be donated.



# CAMP ECHO BAY

## Menu

**MONDAY**  
Chicken Nuggets & French Fries

**TUESDAY**  
Macaroni & Cheese

**WEDNESDAY**  
Hot Dogs & french fries

**THURSDAY**  
Hamburger & french fries

**FRIDAY**  
Penne with Vodka Sauce  
Penne with Garlic and Oil

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**EVERYDAY SNACKS AT 3:00 P.M.**  
Chip & Pretzels

**EVERYDAY DESSERTS**  
Vanilla Pudding • Chocolate Pudding • Jello • Apples

**EVERYDAY DRINKS**  
Fruit Punch • Water • Milk

**OPTIONAL MEAL OFFERED EVERY DAY**  
Turkey Sandwiches





## Food Allergy Policy

Camp Echo Bay cannot guarantee an allergen-free environment. However, it is the goal of this policy to create a “nut aware” camp. We ask for your cooperation in working toward this goal. We will not provide any nut items at camp.

It is important that children with a risk of anaphylaxis or an anaphylactic reaction to any substance (food, insect bites, drugs, etc.) be identified. We encourage families of campers with any life-threatening or serious food allergy to meet with administrative personnel prior to the start of camp.

The Camp Director will do our utmost to provide a safe environment for campers with allergies through the camp’s policies. The safety and well-being of our campers is our top priority. Therefore, we have the following safety guidelines in effect.

- If your child ate peanut butter for breakfast, we would greatly appreciate you making sure that his/her hands are washed with soap and water before leaving for camp. Water alone does not do the trick!
- Camp will provide a separate lunch table at the parent’s request, where children who have been identified as having a nut allergy will eat their lunch.

Throughout the course of the summer if you have any questions or concerns about food-allergy related issues, please do not hesitate to contact 914-632-0248.

## Illness & Injury

Parents, please notify the Main Office or Camp Director if your child is ill with a **contagious** illness immediately (chicken pox, measles, lice, strep throat, COVID-19, etc.). Please do not call the office if your child is absent, unless it is due to a **contagious** illness. You will be informed of any injury that occurs at camp either verbally or by a note from the staff. If your child becomes ill while at camp, we will attempt to notify you to pick up your child. If you are unavailable, we will try to reach your emergency contact, and will do our best to make your child as comfortable as possible.



## **Medication**

If your child is required to take any type of medication during camp hours a **Medication Authorization Form must be completed by the parent and physician and submitted to the Camp Office when the camper begins camp. All medications must be self-administered. The form is available to download online on our camp website.**

### **Please Note:**

1. Medications must be in the original container for prescribed and over the counter medications.
2. All medications must be labeled correctly.
3. Medication Authorization form is required per medication.
4. Expired medications will not be accepted.
5. Place all medication(s) in a zip lock bag with your child's name on it and include each Medication Authorization form.
6. Any changes in dosage and/or schedule will require written authorization from the camper's physician.

## **Sunscreen & Insect Repellent Authorization**

Please put sunscreen on your child in the morning and send a bottle of sunscreen in their backpack in case it is needed later in the day. Due to the Westchester County Board of Health requirements parents are now required to provide permission for their child to carry, use, and allow personnel to assist with the application of sunscreen or insect repellent. The waiver will be provided on the first day of camp.

## **First Aid**

Each group has two to three staff members certified in First Aid, Responding to Emergencies and CPR. The Camp Health Director and First Aid Area will be set up for any camper needing medical attention. All injuries and illnesses will be tended to, and a parent will be notified if necessary. Camp Echo Bay has a Registered Nurse always available on the property.

## **Dismissal and Pick Up Policy**

To ensure your child's safety at camp, each person picking up a child will have to provide identification, especially the first few days of camp until staff becomes familiar with everyone. Parents will be given an opportunity to provide names of people who are authorized to pick up their child. If a person is to pick up a camper other than the person(s) recorded in the system, a written note signed by the parent naming the person must be submitted to camp. If adequate identification is not supplied, your child will not be released.



## **Late Pick Up Policy**

Should you be delayed picking your child up, a late fee of \$40.00 per child will be assessed for **each 15 minutes your child is left**. Payment of **cash** must be rendered within three (3) business days following the infraction. If payment is not rendered within three (3) business days, your child will not be admitted back into camp until payment is made. Example: if an infraction occurs Monday at pick up, payment must be made by close of business Thursday or your child will not be admitted to camp on Friday.

If the camper is longer than 15 minutes the Camp Director will call the New Rochelle Police to let them know of an abandoned camper at camp. The camp day ends at 5:30 PM, NO LATER.

## **Fire Drills**

There will be a minimum of one fire drill per week. Every fire drill will be held within the first 48 hours of camp, as required by the Department of Health. If your camper is absent on the day of a fire drill, they will make it up the following day.

## **Camper Discipline**

Camp Echo Bay summer camp program is for the enjoyment of all campers. In order for our camp to effectively operate a safe and fun summer camp program any camper whose conduct disrupts the normal flow of the camp program will be subjected to disciplinary action from the Assistant Camp Director and Group Leader.

All staff will reinforce and encourage positive behavior with all campers. The policy of Camp Echo Bay is for all staff to work together as a team and develop an appropriate plan to support campers who exhibit poor behavior. If unacceptable behavior persists, a camper will be sent to the Director's Office and their parents will be contacted regarding behavioral issues. At this time, the camper may be sent home for the remainder of the day and parents will be required to pick up their child. Further display of misconduct may result in a temporary or permanent suspension from the program. Campers who use inappropriate language consistently will be sent home.

Please note, however, if inappropriate behavior includes visible physical injury to another individual, both parents will be immediately notified, and discipline could range from denial of a privilege to suspension pending the severity of the issue.

**No refunds** will be granted for time missed. Poor behavior may also result in loss of privileges. An appeal may be made directly to the Camp Director.



## **Salesians of Saint John Bosco Philosophy**

Camp Echo Bay follows the teachings of the Salesians of Saint Don Bosco. Each summer, Camp Echo Bay introduces children and teens to the timeless traditions of faith and fun! Saint Don Bosco was a talented educator. He was particularly concerned with the needs of young people. His work initially looked to encourage work with children and young people in the sorts of settings familiar to youth workers. The main form he adopted was the youth oratory – a mixture of what might be called a youth club and a youth parish. Later he was to turn his attention to schooling, particularly trade schools. His educational system is often described as the 'preventive system'. It was an approach built on love and the character of the educator. The concern, in Don Bosco's words, was for learners 'to obey not from fear or compulsion, but from persuasion. In this system all force must be excluded, and in its place charity must be the mainspring of action'. He taught that educators should act like caring parents; always be gentle and prudent; allow for the thoughtlessness of youth; be alert for hidden motives; speak kindly; give timely advice; and 'correct often'.

Alongside love, Don Bosco stressed the importance of reason and religion. His educational method was largely developed through reflection upon his own experience and disseminated through letters, talks and examples.

Throughout our seven-week summer program Camp Echo Bay strives to imbed this philosophy into our daily routines with our staff, campers and parents.





# Parent Rights

## Responsibilities of the Camp Director

- To inform you and the local health unit if your child is involved in any injury, illness, or abuse incident.
- To screen the background and qualifications of all staff.
- To make sure that Group Leaders are being good examples to our counselors and campers.
- To provide supervision for all Campers.
- To maintain all camp facilities in a safe and sanitary condition.
- To have and follow required plans for camp safety, health, and fire safety.
- To make sure that all counselors are doing their jobs to their utmost best.

## Rights of Parents and Guardian

- To be informed by the Camp Director or his/her designee, of any incident involving your child, including serious injury, illness, or abuse.
- To notify a parent or guardian, with the enrollment application or enrollment contract, that the camp must have a permit to operate from the New York State Department of Health or the designated permit – issuing official. The camp is required to be inspected twice yearly and the inspection reports and required plans are filed and available for review.

## Responsibilities of Local Health Units

- To review and approve the required camp safety, medical, and fire safety plans.
- To inspect camps to assure that: (1) all physical facilities are properly operated and maintained and (2) adequate supervision exists to provide a healthy and safe environment in accordance with the New York State Sanitary Code. • To investigate all reported incidents of injury, illness, and abuse or maltreatment allegations. • When requested, provide parents or guardians of prospective campers with an opportunity to review inspection reports and required plans.
- The time and effort spent in selecting the camp your youngster will attend is important. Keep in touch, especially if it is your child's first camp experience. If possible, visit the camp before and during the camp season.



**New York State Public Health Law Disclosure**

Camp Echo Bay is licensed by the New York State Department of Health. Every campsite is inspected twice per season by the Westchester County Health Department. Information may be obtained from: Westchester County Health Department, Mt. Kisco District Office, 25 Moore Avenue, Mt. Kisco, NY 10549.



## REFUND REQUEST FORM

This form must be completed and returned to Camp Echo Bay's Main Office

A full refund will be issued for any week canceled by the Camp Director before the deadline date.

- Requests for refunds will be considered by submitting this Refund Request Form to the Camp Office at least (14) days prior to the program start date. A 10% administrative fee will be deducted. Requests received thirteen (13) to seven (7) days; a 50% refund will be given. No refunds will be granted less than seven (7) days prior to the program start date.
- Missed classes, activities, reservations, or sessions of any kind (including due to COVID-19 and/or quarantining) cannot be transferred to another session, rescheduled, credited or refunded for any reason unless canceled by the Camp Office. Your registration guarantees you a space in Camp Echo Bay regardless of your attendance.
- A request for a refund/household credit due to an injury must be submitted with a Refund Request Form and accompanied by a doctor's note. Refunds will be prorated based on the date received by the Camp Office less a 10% administrative fee.
- Swimming lessons are Non-Refundable and Not Transferable.

Note: Online registration convenience fees are non-refundable.

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Today's Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Primary Household Name (refund will be made payable to): \_\_\_\_\_

Participant's Name: \_\_\_\_\_

Address: \_\_\_\_\_ Street  
City State Zip code

Phone Number: ( ) \_\_\_\_\_ - \_\_\_\_\_

Explanation of reason to request a refund: (In case of an injury, please attach a doctor's note)

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**\*For Office Use Only\***

**Amount Paid:** \$ \_\_\_\_\_ on \_\_\_/\_\_\_/\_\_\_

**Payment type:** Cash      Check      Credit Card  
**Paid via:**              Online      In-Person

**Less # of sessions attended:** \$ \_\_\_\_\_

**Less administrative fee:** \$ \_\_\_\_\_

**Amount of Refund:** \$ \_\_\_\_\_

Credit on Household

Check Refund

**Program Supervisor (initial):** \_\_\_\_\_

**Superintendent (initial):** \_\_\_\_\_

\_\_\_Approved \_\_\_Disapproved