

REGISTRATION CHECKLIST

TEEN TREKS CAMP 2026



- ☐ Have a current account with the Parks & Recreation Department (and if registering online, know your username and password – you can call our office ahead of registration if you are unsure).
- ☐ Payment in the form of a check made out to “Town of Lewisboro,” cash, or credit card (note: there is a 3% fee on all credit & debit card transactions whether in person or online).
- ☐ ALL forms filled out entirely (these forms are in **ADDITION** to your online registration):
 - ☐ Registration form
 - ☐ Bus permission slip (if utilizing our transportation system, which we highly encourage)
 - ☐ Conduct Agreement (campers)
 - ☐ Parent Agreement
- ☐ A copy of your camper’s current immunizations (we need a copy each year, so even if you gave us one last year- please receive a new copy from your child’s doctor. If you have a MyChart account with their doctor, these can usually be accessed through the portal).

Options for handing in forms/immunization records (deadline is Monday, March 6, 2026):

- Print, fill out, scan & email directly to Katie Coluccini: recreation2@lewisborony.gov
- Complete the fillable PDF, save & email directly to Katie Coluccini: recreation2@lewisborony.gov
- Drop off at the Parks & Recreation Office – 99 Elmwood Road, South Salem, NY 10590
- Mail to our office (address above)
- For immunization records: scan & email, have your doctor’s office fax it to (914)232-6165, or mail to/drop them off at our office.

If you have any questions, please reach out to Katie Coluccini at (914)232-6162 or recreation2@lewisborony.gov

2026 LEWISBORO TEEN TREKS CAMP REGISTRATION FORM

BUS # _____ (for office use only)

Please choose one:

Teen Treks 3 Day:

- ☐ Session 1: June 30 – July 16 (no camp 7/3)
☐ Session 2: July 21 – August 6
☐ Full 6 Weeks: June 30 – August 6 (no camp 7/3)

Teen Treks 5 Day:

- ☐ Session 1: June 29 – July 17 (no camp 7/3)
☐ Session 2: July 20 – August 7
☐ Full 6 Weeks: June 29 – August 7 (no camp 7/3)

Camper's Name: _____ Sex: _____ D.O.B.: _____ Shirt Size: _____

*Please specify adult or youth

Grade in Fall of 2026: ☐ 7th ☐ 8th ☐ 9th ☐ 10th School Area: ☐ MP ☐ IM ☐ KES ☐ Non-Resident

Mailing Address: _____ City: _____ Zip: _____

Parent's Name: _____ Cell: _____ Work: _____

Parent's Name: _____ Cell: _____ Work: _____

Preferred Email Address for communications: _____

Emergency Name (other than parent): _____ Cell: _____

If you are registering siblings in the **same** grade, would you like them to be placed together? ☐ Yes ☐ No

Please list **ONE** friend request for your child: _____

Doctor's Name: _____ Phone: _____

Insurance Company: _____ Policy #: _____

Is your child allergic to insect/bee bites/stings? ☐ Yes ☐ No ☐ Never stung/Unsure

Food/drug allergies: _____

Is your child taking any prescribed medication? ☐ Yes ☐ No Medication: _____

Will your child need to take this medication during the camp day? ☐ Yes ☐ No

Other allergies/special needs/information that can help to make your child's camp experience a positive one:

By checking the boxes, I give permission for the following:

- ☐ My child may participate in all camp activities and attend off-site trips.
☐ My child may carry insect repellent, hand sanitizer, and/or a sunscreen that is FDA approved for over-the-counter use.
☐ The camp staff may assist my child, at their request, with the application of SPRAY sunscreen.
☐ My child's photo may be shared in weekly camp newsletters and Lewisboro Parks & Recreation social media sites

MEDICAL RELEASE: I give my child listed above permission to take part in all camp activities and trips unless otherwise indicated. I also understand that the Town of Lewisboro does not maintain medical insurance for program participants. Persons participating do so at their **own risk**. If I cannot be reached in the event of an injury, I give my permission for my child to be taken to a hospital for treatment to include evaluation of the injury, x-ray, and needed care.

Parent/Guardian Signature: _____ **Date:** _____

Bus Transportation (please check one):

- | | |
|--|--|
| <input type="checkbox"/> I do not need bus transportation | <input type="checkbox"/> Katonah Elementary School |
| <input type="checkbox"/> Increase Miller Elementary School | <input type="checkbox"/> Meadow Pond Elementary School |
| <input type="checkbox"/> Lewisboro Elementary School | <input type="checkbox"/> Vista Community House |
| <input type="checkbox"/> Town Park | <input type="checkbox"/> Oakridge Shopping Center |

2026 TEEN TREKS CAMPER BUS PERMISSION SLIP

The Town will provide transportation to and from local bus stops to the camp's home base of John Jay High School. Below, please indicate if your child has permission to walk/bike home from their afternoon drop-off location.

BUS: _____ (for office use only)

My child's bus stop: (check one)

- | | |
|--|--|
| <input type="checkbox"/> Increase Miller Elementary School | <input type="checkbox"/> Meadow Pond Elementary School |
| <input type="checkbox"/> Lewisboro Elementary School | <input type="checkbox"/> Vista Community House |
| <input type="checkbox"/> Town Park | <input type="checkbox"/> Oakridge Shopping Center |
| <input type="checkbox"/> Katonah Elementary School | |

My child, _____

- ☐ cannot be left unattended at the bus stop if a guardian is not present. (If no guardian is present at the time of drop-off, my child will be transported to Town Park.)
- ☐ can wait at their bus stop unsupervised or walk/bike ride home.

Parent Signature

Date

LEWISBORO TEEN TREKS 2026 CONDUCT AGREEMENT

Teen Treks Camp is committed to the safety and security of all participants. It is our goal to create a fun and safe environment. In order to ensure that all Teen Trek campers have a common understanding of expectations and our policies, please review this agreement together with your camper. After reading, please sign and return it to the Lewisboro Parks & Recreation Department **no later than March 6, 2026.**

During the Teen Treks camp season ALL staff and campers will be responsible for maintaining a positive community where ALL members feel safe and comfortable.

ALL CAMPERS ARE EXPECTED TO:

1. Stay with their group at all times unless otherwise directed by camp staff.
2. Respect ALL staff members, other campers, and patrons and employees of the sites we visit. Your directors, assistant directors, and counselors are your chaperones while you are away from home and their directions **must** be respectfully followed at all times.
3. Respect the personal property and opinions of others. Fighting, verbal abuse, and destruction of property will not be tolerated. Any damages will be the responsibility of the camper and their family.
4. Use appropriate language at all times with both campers, staff, and the patrons and employees of the sites we visit.
5. Take responsibility for their actions - think first, consider the consequences, and make good choices.
6. Be responsible for all of their belongings while at John Jay High School, on the bus, and at the sites we visit.
7. Be aware of the schedule for the day, paying close attention to check-in times.
8. Wear and bring appropriate clothing for each trip (ie: camp t-shirt, bathing suit, towel, etc).
9. Alert camp staff of any information relating to the health, safety, and welfare of both yourself and fellow campers.
10. Not have **any** alcohol, drugs, or tobacco products or devices in their possession (ie: flasks, cigarettes, e-cigarettes, vaporizers, juuls, etc.)

FAILURE TO ADHERE TO RULE #10 WILL RESULT IN IMMEDIATE DISMISSAL FROM THE PROGRAM WITHOUT A REFUND.

CONSEQUENCE POLICY:

1st Occurrence: Warning & Phone Call Home

2nd Occurrence: Camp Suspension (missed days will **not** be refunded) - No Overnight Trip

3rd Occurrence: Dismissal from camp (**no refund**)

****** Please note that it is at the discretion of the Supervisor of the Parks and Recreation Department of the Town of Lewisboro, depending upon the severity of the incident, to suspend or dismiss the camper from camp after the first or second occurrence. ******

****** The Teen Treks Camp directors and assistant directors reserve the right to speak with any camper that is involved in, or is a witness of, any incident that occurs during the camp day. ******

I, _____, understand the rules and expectations of the 2026 Lewisboro Teen Treks Camp. I realize that if my choices and activities result in my dismissal, there will be no refund. I agree to follow the rules and expectations of camp.

Camper Signature

Parent/Guardian Signature

Date

Date

LEWISBORO TEEN TREKS 2026 PARENT AGREEMENT

- I hereby pledge to provide positive support, care, and encouragement for my child(ren) participating in the Lewisboro Day Camp programs by following this Parent Agreement.
- I will support the day camp staff working with my child to help encourage a positive and enjoyable experience for all.
- I will communicate with the day camp staff, from counselors to the director, in a respectful manner.
- I will not use derogatory language on camp grounds, around campers, or while speaking with a day camp staff member.
- I will ask my child to treat other campers, day camp staff, and patrons/staff of field trips we take with respect regardless of race, gender, identity, or ability.
- I will go to the camp director directly with any issues that may arise with my camper. If I am not able to resolve the issue with the camp director, I will call the Recreation Office.
- I will work as a team with the day camp staff to address any issues that arise during the camp day. I will speak with my child at home about any incidents in which they may have been involved and reinforce the expectations of camp.

Parent/Guardian Printed Name

Camper's Name

Parent/Guardian Signature

Date



Regulated Children's Camps in New York State

What Families Need to Know

This guide provides some key information for families who are considering sending their child to a New York State-regulated children's camp. It's a good idea to visit the camp or interview the camp operator before enrolling your child. Learn more about each of these topics at **health.ny.gov/camps**.



health.ny.gov/camps

New York State-regulated children's camps have a permit to operate from their local health department and must meet the requirements in Subpart 7-2 of the State Sanitary Code. There are additional requirements for camps enrolling campers with disabilities.

Considerations for Choosing a Children's Camp

Staff Qualifications and Training

Camp staff must meet minimum qualifications for age, training, and experience. There are more qualifications for staff overseeing activities like swimming, boating, horseback riding, and riflery, and for staff at camps for children with developmental disabilities. Camp staff with direct responsibility of a camper with a disability must be trained in the camper's specific needs.

Camp directors must undergo background checks and disclose whether they have any criminal convictions. Camp operators are required to check whether camp staff and volunteers are listed on the New York State and National Sex Offender Registries.

Supervision

Camps must have a minimum number of staff to supervise campers. Extra staff are required for activities like swimming, archery, and riflery, and for all camps enrolling a child with a physical or developmental disability.

Camper Health

Camps are required to have a health director, which could include a physician, physician assistant, nurse practitioner, registered nurse, licensed practical nurse, or EMT. Depending on their certification, they may or may not be licensed to perform specific duties. Camps must also have First Aid and CPR certified staff on-site to respond to medical emergencies and assist the health director.

The camp must maintain a written medical plan approved by their local health department. This plan must describe the medical, nursing, and first aid services provided by the camp. Injuries and illnesses must be reported to the local health department during the camp season and are thoroughly reviewed.

Camps must keep a confidential medical record on file for every camper. You will need to provide your child's history of immunization, illness, disability, or allergy. Specify current medications, special diets, and activity restrictions.

A camp may recommend or require that campers have received specific immunizations. The Department of Health strongly recommends that all campers are up to date on their childhood vaccines.

Visit **health.ny.gov/prevention/immunization/childhood_and_adolescent.htm** for more information.

Food Safety

Local health departments inspect food preparation and handling activities to ensure safe and sanitary practices.

Facilities and Fire Safety

Camps must follow building and fire safety requirements and maintain facilities in safe condition.

Camp Safety and Activities

The camp operator must have a safety plan approved by the local health department that outlines emergency procedures and supervision for activities and trips, staff training, camper orientation, and maintenance of facilities. Camp trips and activities must be led by staff with appropriate training and expertise. Proper protective equipment for the activity such as helmets and life jackets should be provided by the camp.

Swimming and Water Activities

If a camp offers swimming or boating, they must meet specific requirements for staff certifications and activity supervision during water activities at camp and off-site. Swimming activities at camp pools and beaches must be supervised by an aquatics director and aquatic staff are required to be trained in CPR. Campers are required to wear U.S. Coast Guard-approved life jackets when boating.

Camps must use safety measures to prevent drowning including swim testing, providing specific areas for campers based on swimming ability, and implementing a buddy system which pairs each camper with a buddy of similar swimming ability. Be sure to let the camp know if your child is not a strong swimmer or is nervous around water.

Responsibilities

The New York State Department of Health, local health departments, and camp operators have specific responsibilities to parents and guardians under the children's camps regulations.

Responsibilities of the Camp Operator

- To inform you and the local health department of any incident involving your child, including serious injury, illness, or allegation of abuse.
- To screen the background and qualifications of all staff and volunteers.
- To train staff about their duties.
- To provide supervision for all campers 24 hours a day at overnight camps, and during hours of operation for day camps.
- To maintain all camp physical facilities in a safe and sanitary condition.
- To provide safe and wholesome meals.
- To develop, follow, and share approved camp safety plans.
- To provide you written notification during enrollment that:
 - the camp must have a permit to operate;
 - the camp must be inspected twice yearly; and
 - camp inspection reports and required plans are available for review.

Responsibilities of the Local Health Department

- To review and approve the required written camp safety plan.
- To inspect camps to ensure:
 - all physical facilities are properly operated and maintained; and
 - camper supervision meets health and safety requirements.
- To review and approve the camp's application and issue a permit.
- To investigate reports of serious incidents of injury, illness, and all allegations of abuse.
- To provide parents or guardians an opportunity to review inspection reports and required plans.

More Information

Contact your local health department for more information or questions about children's camps regulations, complaints, or inspections. Find your local health department at **health.ny.gov/environmentalcontacts**.

Checklist for Parents and Guardians

General

- ✓ Does the camp have a permit?
- ✓ What is the length and cost of the camp sessions?
- ✓ What is the daily schedule?
- ✓ What kind of activities or trips are available? Can my child choose between different activities?

Qualifications, Training, and Supervision

- ✓ Do staff meet minimum qualifications?
- ✓ What are the camp's supervision procedures, including disciplinary policies?
- ✓ Are campers supervised by counselors who have the maturity and experience to make decisions that could affect the health and safety of campers?

Camper Health

- ✓ Will my child's medical needs be met?
- ✓ Is a health director on-site or on-call at all times?
- ✓ How and when will I be notified if my child becomes ill or injured?
- ✓ What camper medical information do I need to submit?

Nutrition

- ✓ Are meals or snacks provided by the camp?
- ✓ Does the camp serve food my child likes?
- ✓ Are special meals available for children with food allergies or dietary restrictions?
- ✓ Are safe food practices observed in the camp kitchens, dining areas, and food services?

Facilities

- ✓ What are the sleeping accommodations?
- ✓ What is the distance between activities?
- ✓ How much time will my child spend outside versus inside?
- ✓ What does the camp do in bad weather or during extreme heat?

Camp Safety and Activities

- ✓ Do counselors supervising specialized activities have additional training?
- ✓ Does the camp provide the proper safety equipment for activities?
- ✓ How is transportation provided for camp trips?

Swimming and Water Activities

- ✓ Do aquatics staff have the necessary certifications and on-the-job training for their position?
- ✓ How are campers supervised while swimming?
- ✓ How are campers tested to determine their swimming ability before participating in aquatic activities?
- ✓ How are bathing areas marked off for various swimming ability levels?