



mini CAMP

parent handbook 2026

1079 ROUTE 35, SOUTH SALEM, NY
CAMP PHONE: (914)977~8051



Dear Caregivers,

Welcome to Lewisboro's Summer Mini Camp 2026! We are so excited to share time with your child whether it's for one week or both weeks. This year's Mini Camp dates are:

- **Week 1:** Monday, August 10th – Friday, August 14th
- **Week 2:** Monday, August 17th – Friday, August 21st

Summer Mini Camp will be at the Lewisboro Town Park on Route 35 in South Salem. The rainy day location will be Lewisboro Elementary School at 79 Bouton Road, South Salem. Please read the Rainy Day Location section of this handbook for specific details.

Our camp will be offering a variety of activities for the campers to enjoy each day. Arts & crafts, sports and games, nature, track, and swimming will compliment this well-rounded program.

Please take the time to read and understand this handbook. It has everything you need for a successful Mini Camp experience including Week 1 Thursday trip details, lunch forms, & more. Group assignments and schedules will be available on our website under "Camp."

We look forward to having your children with us this for Mini Camp and we are committed to providing a safe, fun-filled camp experience for them.

Sincerely yours,

A handwritten signature in black ink, appearing to be "Katie Coluccini", written over a long, thin horizontal line.

KATIE COLUCCINI, DAY CAMP OPERATOR

THE LEWISBORO RECREATION DEPARTMENT

AND THE LEWISBORO DAY CAMP STAFF

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OUR STAFF

MEET THE HEAD STAFF



DIANA ADORNO

MINI CAMP DIRECTOR

This is Diana's 4th summer as Mini Camp Director. During the school year Diana drives buses for KLSD and has experience with all ages!

MINI CAMP ASSISTANT DIRECTOR

Maria has years of experience with camp as After Camp Director, 1:1 aide, and Assistant Director of our Teen Treks program. During the school year she is a Teacher's Aide at JJMS.



MARIA VALVANO

MEET THE SPECIALISTS:

WEEK 1



Danielle Milne
SPORTS/GAMES

BOTH WEEKS



Max Goodman
TRACK

WEEK 2



Andrew Volgende
SPORTS/GAMES

BOTH WEEKS



Lily Giner
ART/NATURE

GENERAL CAMP INFORMATION

Operating Schedule

- Week 1: Monday, August 10th - Friday, August 14th
- Week 2: Monday, August 17th - Friday, August 21st

Camp Hours: **9:00 AM - 4:00 PM**

(Rainy day location - Lewisboro Elementary School Gym - 79 Bouton Road, South Salem)

Camp Staff

The Town of Lewisboro Day Camp Program is run under the direction of a trained staff of professionals and counselors. Our Mini Camp Director this year is Diana Adorno, and she will be assisted by Maria Valvano.

Our specialists have experience in their area of specialty (sports, nature, art, etc.) as well as working with children. In addition, all our counselors are a minimum 16 years old or over. Most have some experience in working with children and are required to attend a mandatory staff training program as mandated by Westchester County and New York State Board of Health.

Under New York State and Westchester County Health Department regulations, we must have one staff member per 200 campers certified in American Red Cross Responding to Emergencies First Aid and one staff member per 200 campers certified in CPR for the Professional Rescuer. The Town of Lewisboro Day Camp exceeds these requirements.

Our Aquatics Director is James DeNoia. This is James' first year as Aquatics Director, and it is his second year working in aquatics at the Lewisboro Town Pool (4th overall as a lifeguard). James will be working with a small team of camp aquatics lifeguards.

IMPORTANT FORMS

Medical Forms

New York State and Westchester County Health Department regulations require that all children attending private or public day, travel, or sleep away camps must have their medical history on file **BEFORE** they may start camp. If your form is not on file prior to the start of camp, your child will not be admitted into camp until the form is complete. If your child is required to take any type of medication during camp hours, a Medical Authorization Form **MUST** be filled out by the parent **AND** physician and handed in with the medication the first day your child attends camp. This includes inhalers that may only be needed on an as needed basis. Medication will be left with the camp's health director who will oversee and supervise the child in self-administering their own medication. By law, camp personnel cannot dispense internal medications to the child unless they are a NYS licensed physician, nurse practitioner, physician assistant or registered nurse. Written permission can be given by both the physician and parent to allow the camper to carry medication that is needed for emergency purposes (i.e.; epi-pen; asthma inhaler).

Release Form

When you registered your child for camp, the release form you signed indicates that your child(ren) will participate in regularly scheduled camp activities (i.e.; arts & crafts, swimming), special events (i.e.; water carnival, moon bounce) and off-site trips. If there is an activity you do not wish your child to participate in, you should notify the Camp Director, Diana Adorno, in writing.

SWIMMING

All mini campers will swim once per day at the Lewisboro Town Pool under the supervision of the Camp Aquatics team & lifeguards.

If your child has already been swim tested at Main Event Camp, that test will carry over to Mini Camp. If your camper did not attend Main Event Camp and is in 2nd grade or above, they will have the opportunity to take their swim test on their first day of camp. Campers who choose not to participate in the swim test will automatically be classified as non-swimmers.

Kindergarten and 1st grade swimmers will automatically be classified as non-swimmers. 2nd grade & older will be swim tested according to the following swim test:

- Feet first entry into deep end water & fully submerge
- Swim 50 yards continuously using any stroke (except doggy paddle)
- Tread water for 30 seconds
- Float on back for 10 seconds
- Rotate 360 degrees & orient to the exit
- Exit the water

Under New York State and Westchester County Department of Health regulations, all non-swimmers must be readily identifiable while participating in aquatic activities. To comply with these requirements, the Town of Lewisboro Day Camp will use red neon wristbands to identify non-

swimmers. Wristbands will be distributed at the beginning of swim time and collected at the conclusion of each swim period.

As an additional safety measure, campers who have successfully passed the swim test and are classified as swimmers will wear green neon wristbands. This ensures that all campers in the pool area are clearly identified and helps prevent non-swimmers from entering designated swimmer areas.

All campers must wear their assigned wristband in order to participate in swimming activities.

Any swimming-related concerns or notes should be submitted in writing to your child's counselor. Please place the note in a sealed envelope marked: **Attention: James DeNoia, Aquatics Director.**

Swim Attire/Gear

Campers should wear their bathing suit under their clothing and bring their change of clothes in their backpack to change into after their swim time on their regularly scheduled swim days. This will alleviate the need for two complete changes which is extremely helpful, particularly with our younger campers.

The following items are necessary for swim time: bathing suit, towel, sunscreen, and hair ties (for children with long hair). The following items are optional: goggles, bathing cap, brush/combs, and ear plugs/wax.

All towels, clothes, lunch boxes/bags should be clearly labeled with your child's name to prevent their valuables from ending up in the lost and found.

CAMP DAY ESSENTIALS

Clothing

Campers should come to camp as comfortable as possible. Shorts, short sleeve shirts, and sneakers should be worn. Sandals are **NOT** recommended. Rain coats and rain gear should be worn in rainy weather. Swimsuits and towels should be brought daily.

Lunch, Snack & Drink

All campers should bring their lunch and water bottle each day. They may also purchase a bagged lunch from the pool concession stand. The lunch order form is included on the last page of the handbook. The concessionaires will collect order forms at the beginning of the day so please make sure they are completed ahead of time. In addition, please send a snack with your camper every day including our trip day.

Lunch boxes or insulated lunch bags with a freezer pack should be used. To ensure a cold drink, you may want to freeze your child's water overnight and allow it to thaw during the day. There is no refrigeration at the Mini Camp; therefore, lunches should contain non-perishable foods. Limited refrigeration is available for medications, etc. **Please, no glass containers!**

Lunch through Lily's Snack Shack at the pool is \$15 per day.

On Fridays, pizza is provided to all campers at no charge. Please let us know ahead of time if your child is allergic to gluten or dairy and we can accommodate them.

Personal Belongings

We ask that parents do not allow their children to bring their own personal belongings to camp (i.e.; toys, ear pods, phones, books, etc.). We cannot be responsible for their safe keeping and it sometimes causes friction within the groups particularly with our younger campers.

Sunscreen

We suggest you apply sunscreen to your child prior to going to camp each day and send sunscreen with your child to camp. Counselors will be asked to remind their campers to apply sunscreen throughout the day and will assist younger campers who need help applying it if written permission is given to the camp.

CHANGE IN ARRIVAL/DISMISSAL & LATE PARENTS

Late Arrivals/Early Departures

Daily attendance will be taken at camp. If you arrive late in the morning or pick up your camper before regular dismissal time, you must sign your camper in/out at the Day Camp office. The Day Camp Office at Town Park is located under the pavilion. If you are picking your camper up early, you **MUST** send a note with your camper to give to their counselor. **PLEASE INCLUDE YOUR CHILD'S FULL NAME, GROUP, DAY, DATE, and TIME you will be picking up your camper.**

Notes

If you are changing your camper's dismissal, please fill out a change in dismissal form (located on page 10). This must be handed to your camper's counselor on the day of the dismissal change. Please have campers arrive with it **in their hand** so they are ready to give it directly to their counselor. This will help us avoid any lost or forgotten notes. If no note is received by your child's counselor, your child will not be released.

For the safety of your camper, parental permission must be submitted for the following:

- **If your camper is to leave camp with a friend, neighbor, relative, or someone other than their usual ride.**
- **Also, if your child is ill, it is not necessary to notify us.**

For carpools or arrangements that will last for the summer, one note specifying days and persons picking up/dropping off your camper will be kept on file for the summer. Each parent within the carpool must send a note specifying the above. If something changes in your carpool, a new note must be sent.

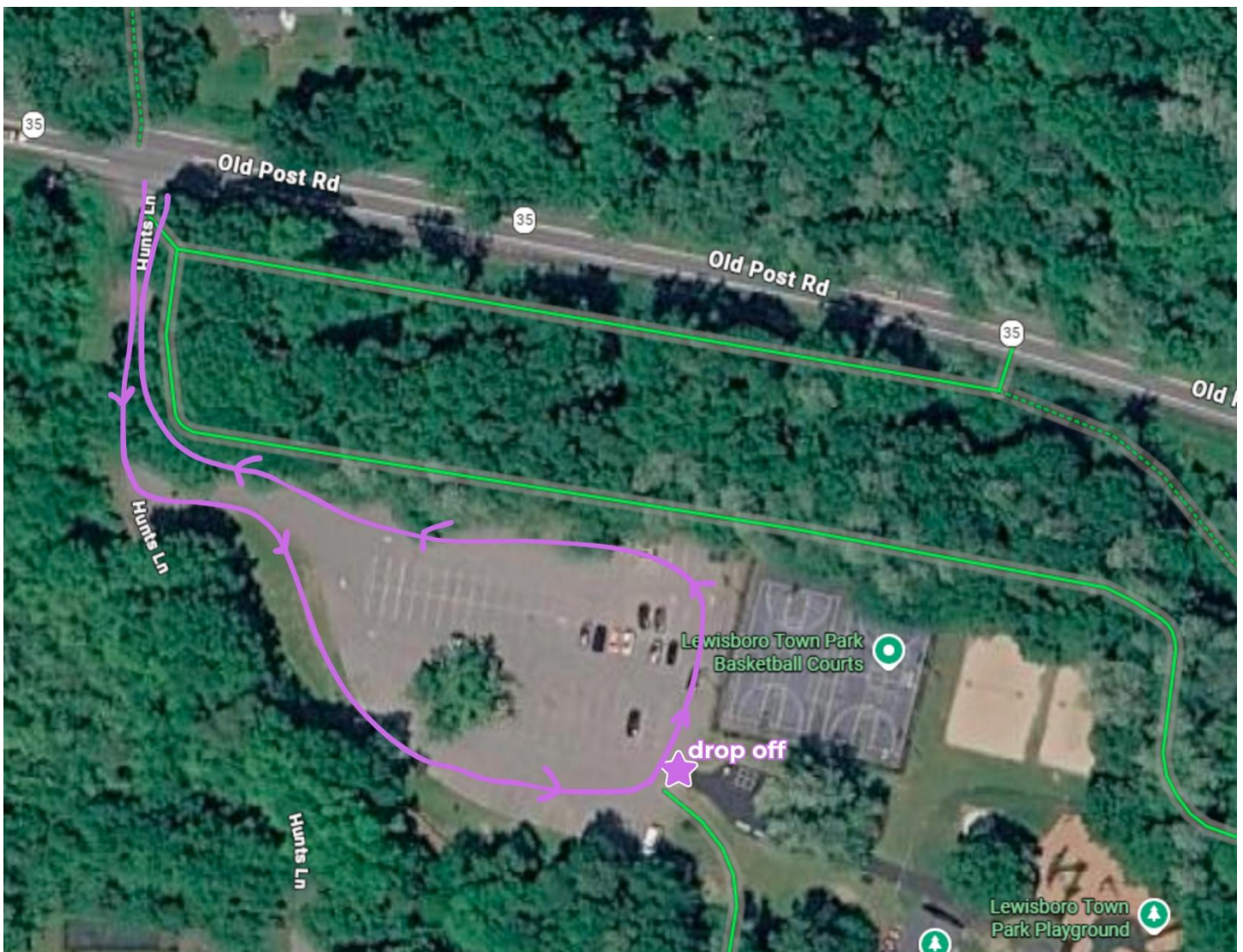
Late Caregivers

In order to cover unbudgeted expenses, the Town will charge \$20/child per every 15 minutes of supervision past program end time with the first 15 minutes as a grace period (unless the grace period is abused consistently.)

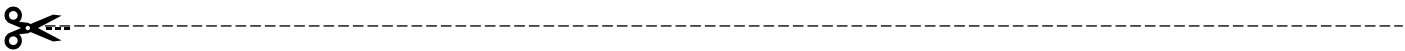
ARRIVAL/DEPARTURE PROCEDURES

The arrival and departure procedures at each camp site are extremely important to the safety and efficiency of our program. We ask that all families follow the established traffic patterns and the directions provided by our traffic coordinators at Town Park.

Please pull up to the basketball courts at Town Park as noted on the map below. A counselor or specialist will open your car door for your camper, help with their belongings, and escort them to their group. If you prefer to walk them in yourself, please park in a parking spot and walk them in.



Please use the following template if your child will be picked up by someone other than a parent/guardian or someone listed on your pickup authorization form. Detach and hand the form directly to your child’s counselor on the appropriate day. **One form per child.** Additional forms will be available in the camp office.



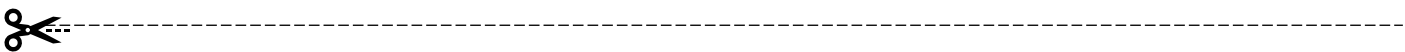
MINI CAMP DISMISSAL CHANGE FORM

Today’s Date: _____

Camper’s Name: _____ Grade: _____ Group: _____

My child will be picked up by: _____ Time: _____

Parent/Guardian Signature: _____



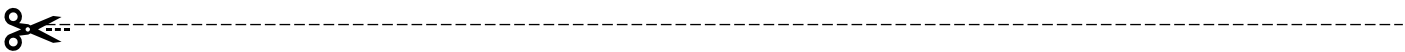
MINI CAMP DISMISSAL CHANGE FORM

Today’s Date: _____

Camper’s Name: _____ Grade: _____ Group: _____

My child will be picked up by: _____ Time: _____

Parent/Guardian Signature: _____



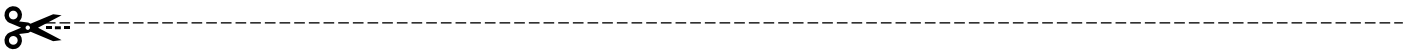
MINI CAMP DISMISSAL CHANGE FORM

Today’s Date: _____

Camper’s Name: _____ Grade: _____ Group: _____

My child will be picked up by: _____ Time: _____

Parent/Guardian Signature: _____



MINI CAMP DISMISSAL CHANGE FORM

Today’s Date: _____

Camper’s Name: _____ Grade: _____ Group: _____

My child will be picked up by: _____ Time: _____

Parent/Guardian Signature: _____

PICKUP AUTHORIZATION FORM

Mini Camp 2026

Please fill out ONE form per camper.

Name of Camper: _____

For the safety of your camper, please print the names of the individuals who have your permission to pick up your child from camp. Please let anyone who may be picking up your child know that they may be required to show photo ID at the time of pickup.

AUTHORIZED PICKUP PEOPLE:

Name	Relationship to Child	Cell Phone
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

If your child should go home with someone other than those persons listed above, including a fellow camper, a note **must** be given to the counselor at drop off. If it is a last-minute change in dismissal, an email must be sent to the Camp Director as soon as possible.

Authorized by:

_____	_____
Parent/Guardian Printed Name	Date
_____	_____
Parent/Guardian Signature	Date

SCHEDULES - WEEK 1

Below please find the schedules for each group for Week 1 (August 10th - August 14th) of Mini Camp. The only day not listed is Thursday as that is our off-site trip day to Xtreme Play. You can find details for the trip in the section titled "Offsite Trip."

Monday, August 10th

Time	Seeds (K)	Sprouts (1 st)	Evergreens (2/3)	Redwoods (4-6)
9:00-9:10	Welcome & attendance	Welcome & attendance	Welcome & attendance	Welcome & attendance
9:10-9:50	Camper Orientation	Camper Orientation	Camper Orientation	Camper Orientation
9:55-10:35	Camper Orientation	Camper Orientation	Camper Orientation	Camper Orientation
10:40-11:20	Playground	Playground	Art	Sports
11:25-12:05	Swim	Swim	Sports	Art
12:10-12:50	Lunch	Lunch	Lunch	Lunch
12:55-1:35	Nature	Track	Swim	Games
1:40-2:20	Track	Nature	Games	Swim
2:25-3:05	Games & Snack	Gaga & Snack	Playground & Snack	Track & Snack
3:10-3:50	Gaga	Games	Track	Playground
3:50-4:00	Dismissal	Dismissal	Dismissal	Dismissal

Tuesday & Wednesday, August 11th & 12th

Time	Seeds (K)	Sprouts (1 st)	Evergreens (2/3)	Redwoods (4-6)
9:00-9:10	Welcome & attendance	Welcome & attendance	Welcome & attendance	Welcome & attendance
9:10-9:50	Art	Sports	Playground	Gaga
9:55-10:35	Sports	Art	Gaga	Playground
10:40-11:20	Playground	Playground	Art	Sports
11:25-12:05	Swim	Swim	Sports	Art
12:10-12:50	Lunch	Lunch	Lunch	Lunch
12:55-1:35	Nature	Track	Swim	Games
1:40-2:20	Track	Nature	Games	Swim
2:25-3:05	Games & Snack	Gaga & Snack	Nature & Snack	Track & Snack
3:10-3:50	Gaga	Games	Track	Nature
3:50-4:00	Dismissal	Dismissal	Dismissal	Dismissal

Friday, August 14th

Time	Seeds (K)	Sprouts (1 st)	Evergreens (2/3)	Redwoods (4-6)
9:00-9:10	Welcome & attendance	Welcome & attendance	Welcome & attendance	Welcome & attendance
9:10-9:50	Art	Sports	Playground	Gaga
9:55-10:35	Sports	Art	Gaga	Playground
10:40-11:20	Playground	Playground	Art	Sports
11:25-12:05	Swim	Swim	Sports	Art
12:10-12:50	Lunch - Pizza!	Lunch - Pizza!	Lunch - Pizza!	Lunch - Pizza!
12:55-1:35	Nature	Story & Snack	Swim	Games
1:40-2:20	Story & Snack	Nature	Games	Swim
2:25-3:05	Games & Snack	Gaga & Snack	Nature & Snack	Volleyball & Snack
3:10-3:50	Gaga	Games	Volleyball	Nature
3:50-4:00	Dismissal	Dismissal	Dismissal	Dismissal

OFFSITE TRIP - Thursday, August 13th

Mini Campers are scheduled to attend a trip at XTREME PLAY in Danbury, CT on Thursday, August 13th. The camp day remains 9am-4pm. **ALL CAMPERS WHO ATTEND A TRIP MUST WEAR THEIR BLUE (2nd-6th) OR RED (K & 1) CAMP SHIRT! If you have one from Little Explorers or Main Event, please wear that. If your camper did not attend either of those day camps, we will have shirts for them.** Due to the strict camper to counselor ratios mandated by both the state and county health departments, we cannot allow campers who do not attend trips to stay back at camp; therefore, there is no camp for those children not attending this trip.

	Thursday, August 13th Xtreme Play, Danbury, CT This fun park has no shortage of entertainment for people of all ages. Virtual reality experiences, ninja warrior courses, multi-level ropes courses, climbing walls, a three-level ballistics play unit, bumper kart track, XD motion theater, large gaming arcade and an immersive laser tag experience round out their offerings. Lunch is included: chicken fingers, fries & drink Feel free to send extra cash with your camper for additional arcade credits. 😊
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SCHEDULES - WEEK 2

Below please find the schedules for each group for Week 2 (August 17th - August 21st) of Mini Camp. Groups will eat snack during their 2:25pm special.

Monday, August 17th

Time	Fireflies (K&1)	Trailblazers (2-6)
9:00-9:10	Welcome & attendance	Welcome & attendance
9:10-9:50	Camper Orientation	Camper Orientation
9:55-10:35	Camper Orientation	Camper Orientation
10:40-11:20	Art	Sports
11:25-12:05	Sports	Art
12:10-12:50	Lunch	Lunch
12:55-1:35	Swim	Track
1:40-2:20	Track	Swim
2:25-3:05	Nature	Playground
3:10-3:50	Playground	Nature
3:50-4:00	Dismissal	Dismissal

Tuesday & Wednesday, August 18th & 19th

Time	Fireflies (K&1)	Trailblazers (2-6)
9:00-9:10	Welcome & attendance	Welcome & attendance
9:10-9:50	Playground	Basketball
9:55-10:35	Basketball	Playground
10:40-11:20	Art	Sports
11:25-12:05	Sports	Art
12:10-12:50	Lunch	Lunch
12:55-1:35	Swim	Track
1:40-2:20	Track	Swim
2:25-3:05	Nature	Games
3:10-3:50	Games	Nature
3:50-4:00	Dismissal	Dismissal

Thursday and Friday, August 20th & 21st

Time	Fireflies (K&1)	Trailblazers (2-6)
9:00-9:10	Welcome & attendance	Welcome & attendance
9:10-9:50	Playground	Basketball
9:55-10:35	Basketball	Playground
10:40-11:20	Art	Sports
11:25-12:05	Sports	Art
12:10-12:50	Lunch	Lunch
12:55-1:35	Swim	Gaga
1:40-2:20	Gaga	Swim
2:25-3:05	Nature	Games
3:10-3:50	Games	Nature
3:50-4:00	Dismissal	Dismissal

PACKING LIST

Please pack the below items with your camper every day that camp is in session.

Mini Camp

daily checklist

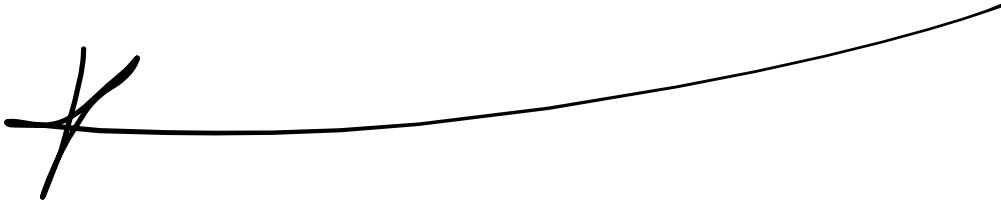


Things to send to camp each day:

a backpack with:

- ☐ **a towel**
- ☐ **bathing suit**
- ☐ **lunch or order form**
- ☐ **reusable water bottle**
- ☐ **change of clothes
(in a ziploc bag)**
- ☐ **snack**
- ☐ **trip day (August 13):
red or blue trip shirt**

LAST, but CERTAINLY not least, we hope that all our campers have an AMAZING, FUN-FILLED summer! If you have any questions, please do not hesitate to reach out. See you soon!

A handwritten signature in black ink, consisting of a stylized 'K' followed by a long, sweeping horizontal line that curves slightly upwards at the end.

Katie Coluccini

Camp Coordinator

kcoluccini@lewisborony.gov

914-232-6162

CAMP LUNCH

All meals are \$15.00

Main Meal, Side, and Beverage

Select 1 item from each section

Please indicate any **food allergies** your child may have at the bottom of the form.

PICK ONE MAIN MEAL

_____ chicken nuggets _____ hot dog _____ hamburger

_____ cheeseburger _____ mozzarella sticks

_____ grilled cheese _____ turkey club

PICK ONE SIDE

_____ Fries _____ Chips _____ Fruit

*If there is nothing selected, it will be up to the cook's discretion

PICK ONE DRINK

_____ Gatorade _____ Water

Name of Camper: _____

Group: _____

Allergies: _____

Amount Enclosed: _____ Change: _____

**Please fill out all information and submit this form and payment in an envelope every day.

CAMP LUNCH

All meals are \$15.00

Main Meal, Side, and Beverage

Select 1 item from each section

Please indicate any **food allergies** your child may have at the bottom of the form.

PICK ONE MAIN MEAL

_____ chicken nuggets _____ hot dog _____ hamburger

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PICK ONE SIDE

_____ Fries _____ Chips _____ Fruit

*If there is nothing selected, it will be up to the cook's discretion

PICK ONE DRINK

_____ Gatorade _____ Water

Name of Camper: _____

Group: _____

Allergies: _____

Amount Enclosed: _____ Change: _____

**Please fill out all information and submit this form and payment in an envelope every day.