



2025

TOWN OF ONONDAGA PARKS & REC

SUMMER  
DAY CAMP  
REGISTRATION GUIDE

# OFFICE STAFF

**Jennifer Smiley, Recreation Supervisor**

**Charry Lawson, Parks & Recreation Director**

**Trish Conrad, Recreation Secretary**

**Phone:** 315-469-3464

**Email:** [recreation@townofonondaga.gov](mailto:recreation@townofonondaga.gov)

**Address:** 4834 Velasko Road, Syracuse, NY 13215



## SUMMER DAY CAMP

Summer Day Camp is a six week day camp that has been our biggest program since the 1980's. Kids ages 6-14 spend their summer days (Mon.-Fri.) rotating through Sports & Games, Arts & Crafts, Bits & Pieces, and Free Play. Each week will have a new theme with related activities. Water Fun Days, Pizza Days, and even Field Trips (additional cost) will help to fill out the rest of the week. Campers must bring their lunch every day and wear sneakers.

### WE OFFER TWO SEPARATE LOCATIONS FOR CAMP:

**Santaro Park** - 4979 Velasko Road, Syracuse, NY 13215

**Rockwell Elementary** - 208 Rockwell Road, Nedrow, NY 13120

If you haven't done so already, please submit your child's up to date physical and immunization records. These are REQUIRED and your child will NOT be able to attend camp if we do not receive them as soon as possible. You can email them to us in a PDF form (no pictures or screenshots) to [recreation@townofonondaga.gov](mailto:recreation@townofonondaga.gov) or fax to us at 315-469-2816. Any questions please call the office and we can assist you.

## SUMMER DAY CAMP STAFF

The Town of Onondaga Parks and Recreation Department hires staff that are 16 and older (CITs must be 15 years old). Each staff member goes through an interview process including a background check. Town of Onondaga Parks and Recreation strives to maintain a child to staff ratio of 12 to 1. Our Site Supervisors and Leaders are First Aid & CPR trained. All staff is required to attend our two day staff training.

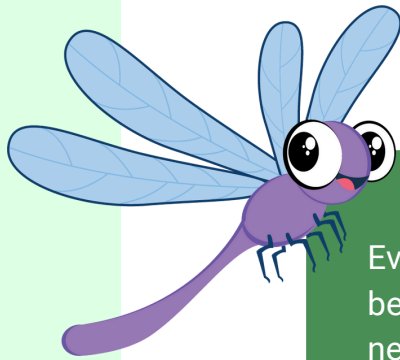
**OUR WEBSITE:**

**[PARKS.TOWNOFONONDAGA.GOV](http://PARKS.TOWNOFONONDAGA.GOV)**

# REGISTRATION REQUIREMENTS

## AFTER YOU REGISTER ONLINE:

- Mail us OR drop off your child's immunization records **AND** a copy of their most recent physical:
  - **4834 Velasko Rd., Syracuse, NY 13215**
- PDF (no pictures or screen shots) version of these documents can be emailed to:
  - **[recreation@townofonondaga.gov](mailto:recreation@townofonondaga.gov)**
- **NOTE: Your child is not permitted to attend Summer Day Camp until we have received their required medical documents.**



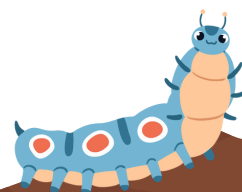
## HERO FUND

Every child deserves the opportunity to enjoy the benefits of recreation programs. To help meet the need of families who might not be able to afford to participate, the Town of Onondaga Parks & Recreation Department has established a youth scholarship fund. Become a H.E.R.O. (Help Expand Recreation Opportunities) by contributing to our scholarship fund. One hundred percent of your contribution will benefit the Town of Onondaga youth.

**If you are a family in need of assistance in paying for a program or if you would like to contribute to the scholarship fund, please call our office at 315-469-3464.**

## NEED ASSISTANCE?

If you need help creating a new account or accessing your current account, please contact our office so that we can assist you.





CAMP DETAILS

# SUMMER DAY CAMP

SUMMER DAY CAMP IS A 6 WEEK PROGRAM

**JULY 1 - AUGUST 8**

CAMP IS HELD  
MONDAY THROUGH FRIDAY

**9:30 AM - 3:00 PM**

*\*NO CAMP ON JULY 4\**

## PICK A LOCATION

**SANTARO PARK**  
4979 Velasko Road  
Syracuse, NY 13215

**ROCKWELL ELEMENTARY**  
208 Rockwell Road  
Nedrow, NY 13120

**Summer Day Camp is for children ages 6-14\***  
**Age groups: 6-7, 8-10, 11-14**





# PROGRAM FEE

## TOWN OF ONONDAGA RESIDENTS

\$160.00

## ALL OTHERS

\$260.00

## UNCERTAIN?

Not quite sure if you are a TOWN RESIDENT?  
Give our office a call!

## ADDITIONAL COSTS

Our weekly field trips are an additional cost, as well as, pizza days.

*A \$10 late fee is added to the program fee after 6/20/25*

# SCHEDULE

*\*example\**

- 9:30-10:00 am Check in
- 10:00-10:45 am Sports & Games
- 10:45-11:00 am Snack
- 11:00-11:45 am Arts & Crafts
- 11:45-12:30 pm Lunch
- 12:30-1:15 pm Bits & Pieces
- 1:15-2:30 pm Free play
- 2:30-3:00 pm Pick up

**LABEL  
EVERYTHING  
YOUR CHILD  
BRINGS TO  
CAMP**

# DROP OFF & PICK UP

Camp runs from 9:30 am to 3:00 pm

## Drop off

- Camp begins at 9:30 am, Parents/Guardians MAY NOT drop off campers before this time at either sites and/or transportation shuttle.
- Campers are **REQUIRED** to be checked-in each morning with a parent/guardian present.

## Pick Up

- Your child can only be picked up by authorized adults.
- Please send your child with a note if the adult picking up is not on your list.
- All campers must be picked up by 3:00 pm.
- Please see our late policy.
- Please be prepared to provide ID at pick-up.
- When dropping off and picking up between 9:30 - 3:00, please find a staff member to check in or out.

# LATE POLICY

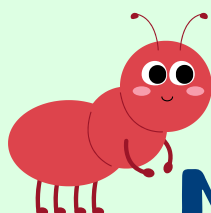
**\*\* WILL BE STRICTLY ENFORCED \*\***

We permit a 5-minute grace period (3:00-3:05 pm) in the event of an emergency. After 3:05 pm, you will incur a charge of **\$1.00 per minute per child** to your MyRec account.

If your child is riding the bus from Wheeler to Rockwell, drop off is at 9:00 am, anyone that drops off early needs to stay with their child until 9:00 am. Late policy also applies to pick up from Wheeler. 5 minute grace period, than you will incur a charge of **\$1.00 per minute per child** to your MyRec account.



# ALL THE FUN THINGS!



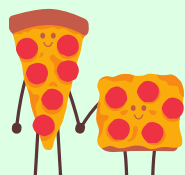
## PARENT NEWSLETTERS

Our Summer Day Camp Supervisors will create and hand out Parent Newsletters periodically. This is a great way for parents to keep up to date on all camp happenings!

## THEMED WEEKS & CALENDARS

Themes are planned ahead by our Site Supervisors! Parents will receive calendars with all themes and important dates for camp on the first day child attends.

## PIZZA DAYS



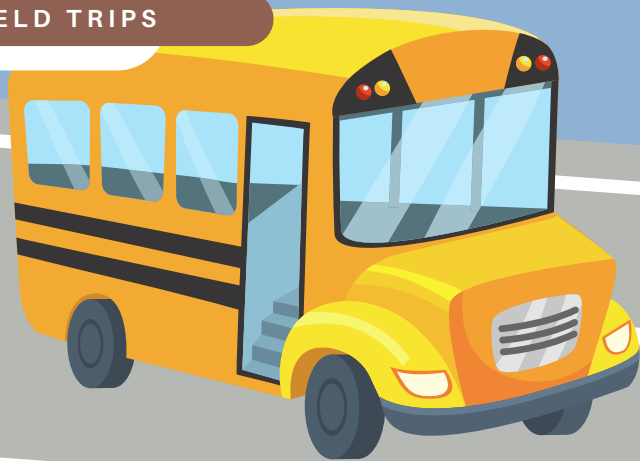
Once a week there is usually a Pizza Day. If your child chooses to opt in, please send them with \$2\* cash by 10:45 AM on Pizza Day. This ensures the correct amount of pizza is ordered. *\*subject to change*

## WATER FUN DAYS

Please send your child with a bathing suit, towel and change of clothes on Water Fun Days. Children must have closed toe shoes/crocs to participate. The calendar will have Water Fun dates on it.







# FIELD TRIPS

## WHAT TO KNOW:

- Field Trips are an **ADDITIONAL COST**.
- Field Trips are **FIRST COME, FIRST SERVED**, space is limited.  
(Min.: 30 / Max 80 participants)
- On site camp is **CLOSED** on Field Trip days.
- Permission slips will be distributed on site the week before the field trip date. (**We will be emailing the 1<sup>st</sup> permission slip the week before camp starts**)
- Signed permission slips are due the Friday before a field trip. (First field trip permission slip will be due, Thursday, 7/3)
- Field trip FEES are due in exact **cash** on the **DAY OF** the trip.
- Pick up and drop off is exclusively at your child's Day Camp location.  
*Parents are **NOT** permitted to pick up and drop off at field trip facility.*
- In our best effort to be transparent, we are providing all the information we have at time of publication. *Please note dates and fees are subject to change.*
- Sneakers are **REQUIRED** for all field trips! Crocs, sandals, flip flops are **NOT** allowed.

**WEEK TWO** Sky Zone, \$25.00/camper

**WEEK THREE** REV Theater @ Rockwell (Santaro only), \$5/camper

**WEEK FOUR** Big Don's, \$30.00/camper

**WEEK FIVE** Campapalooza! @ Santaro, \$10.00/camper

### Example:

Field Trip date is Thursday, July 24

Permission slips would be distributed on July 14.

The signed permission slip is due by July 18.

All fees are due **on** July 24, day of trip.

**IMPORTANT**

Reminder, if your child is **NOT** attending the field trip, each site is closed that day.



## WHAT TO BRING



LUNCH

SNACK

WATER BOTTLE

SNEAKERS

BACKPACK

A SMILE

**\*LABEL EVERYTHING!**



## GET CAMP ALERTS

It is critical that parents/guardians are opted in to receive our text and email alerts in the event of camp closings and other news. We DO NOT call parents/guardians, we send both text and email alerts notifying you of a closing. Additionally, visit our website and Facebook page for closing alerts.

## CARPOOLING



When registering your child(ren) for Day Camp, please list all adults you authorize to pick up (this includes carpooling). This is essential to our campers safety and will provide a seamless pickup each day.

## WHAT NOT TO BRING

ELECTRONICS OF ANY KIND

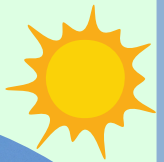
ANY VALUABLE ITEMS

CELL PHONES



## WEATHER POLICY

In the event of inclement weather we **CLOSE** camp for the day, or will close early if program already started. (i.e. rain, heat index, etc.) Due to this, we recommend having a backup for your childcare needs.



## CHANGE YOUR MIND?

No refunds will be given 7 days BEFORE the program start date. If a refund is requested 7 days or more before the program starts, a \$5.00 administrative fee per registrant will be deducted from your refund. Convenience fees for registering with a credit card cannot be refunded.



# REQUIRED MEDICAL DOCUMENTS

## PHYSICALS

- A copy of your child's most recent physical exam is **REQUIRED** for them to attend Summer Day Camp.
- The exam must be within the last year.
- Hard copies can be mailed or dropped off at our office.
- ***Only PDF files will be accepted via email.***

## IMMUNIZATIONS

- A copy of your child's immunization record is **REQUIRED** for them to attend Summer Day Camp.
- Hard copies can be mailed or dropped off at our office.
- ***Only PDF files will be accepted via email.***

## INHALERS & EPIPENS

Campers who require emergency medications, such as an Epi-pen or inhaler, need to keep those medications with them. All allergies must be listed on the child's registration form. If a child is in need of an EpiPen or inhaler, the device must be kept on the child's person at all times. Our staff is not allowed to administer any forms of medication. Children should be able to self-administer any medication needed while on site at program including any auto injector devices. An authorization note from both the parent and Doctor are required. Medication must be in original packaging.

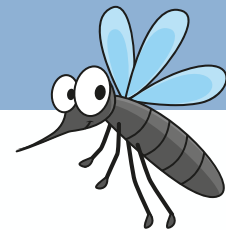


## SPECIAL NEEDS

If your child has special needs not listed at the time of registration, please contact the Camp Director, Jen Smiley at [jsmiley@townofonondaga.gov](mailto:jsmiley@townofonondaga.gov) at least 1 week before the start of camp and also speak directly to your Site Supervisor.

## TOPICALS

If your child brings sunscreen/bug spray, it must be FDA approved, labeled with the camper's name, and placed inside a sealed plastic bag. Campers must apply sunscreen/bug spray themselves. During the registration process you must consent to your child applying their own sunscreen/bug spray.



# FAQ

## **What are the ages for Summer Day Camp?**

Summer Day Camp is for children ages 6-14. If a child is 5-years-old, it is a **requirement** that they have completed Kindergarten. Parents will be required to show a report card or progress report as proof.

## **What are Summer Day Camp hours?**

Camp runs Monday through Friday from 9:30 am to 3:00 pm. Staff is not permitted to open camp early. Parents/guardians are required to sign campers in at the designated location with the Site Supervisor **EVERY** day. All campers must be picked up **BEFORE** 3:00 pm.

## **How am I notified if Summer Day Camp is canceled due to weather?**

Whether we close before camp has started or during camp hours, parents/guardians are notified via text and email blast. We also post cancellation alerts on our Facebook page and registration website. When closing before the camp day begins, we attempt to notify parents as soon as possible, sometimes that is not possible. We make every attempt to make the call as early as possible.

## **What does my child need to bring to camp every day?**

A lunch, a snack, a water bottle, sneakers. We strongly recommend participants bring a backpack to keep their belongings in. Please label everything your child brings to camp.

## **Can I carpool with a neighbor, family friend, etc.?**

Yes, however, an individual **MUST** be listed on your child's Pick Up list Form in order for staff to release them.

## **What time do I drop off my child on field trip days?**

If your child is attending the field trip, they should be dropped off at 9:30 am and picked up by 3:00 pm.



# FAQ

**Does my child/ren have to attend daily?**

No, they do not have to attend daily and can arrive and leave any time between the hours of 9:30 am and 3:00 pm. We ask that that if you are picking up within those hours, please make sure to let a staff member know when you drop off and pick up.

**Need to get ahold of staff at Day Camp?**

All communication comes through the office (315-469-3464 or email at [recreation@townofonondaga.gov](mailto:recreation@townofonondaga.gov)). Please do not ask staff members for personal numbers or information as they have been instructed to **NOT** give that information out. If a message needs to be passed to staff or your child/ren at camp, it should be transmitted to the staff at drop off, or in case of an emergency, through the office number provided.

**Lost and Found?**

Every effort will be made to return all belongings. Please ask staff where lost and found is located. Items not picked up 2 weeks after camp has closed will be donated.

**Have a question still?**

Please contact our office at 315-469-3464 with any additional questions, comments, or concerns.