



Town Hall • 100 Main Street
Huntington, NY 11743-6991

Phone: (631)351-3089

Fax: (631)351-3100

ParksandRec@HuntingtonNY.gov

PARKS & RECREATION

WILLIAM MUSTO
Director

CHAD A. LUPINACCI
Supervisor

Project P.L.A.Y. /St. John’s Camp Summer 2021

*Due to Covid-19 we cannot have In-Person Registration
Please review this packet in its entirety for updated information*

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Included separately with this packet:

- **General Camper Application**
- **SFSP- Income Guidelines**
- **SFSP- Eligibility Form**

The general application does not mean your child has been accepted to camp.





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March 2021

Dear Parent/Guardian of Prospective Camper:

Please read this letter in its entirety for updated information during the Covid-19 pandemic. Registration dates subject to change. Camp dates, hours, location, activities, fieldtrips, and the number of campers accepted are subject to change based on local and state safety guidelines during a pandemic.

The Huntington Town Board and St. John's Church is once again sponsoring Project P.L.A.Y. and St. John's Camp to financially eligible Town of Huntington children. Project P.L.A.Y. and St. John's Camp are full-day camps that include daily round trip bus transportation, nutritional meals, educational instruction, games, activities, and field trips, free of charge to those who qualify.

The Town of Huntington is a sponsor of the Summer Food Service Program (SFSP). Meals will be provided to all eligible children free of charge. To be eligible to receive free meals at camp, children must meet the income guidelines for reduced price meals in the National School Lunch Program. Children who are part of households that receive foods stamps (SNAP) or benefits under the Food Distribution Program on Indian Reservations (FDPIR), or Temporary Assistance to Needy Families (TANF) are automatically eligible to receive free meals, proof must be submitted. Please see the 2020/2021 income guidelines sheet to see if you qualify.

Camp Registration Start Date: Week of March 29th (*subject to change*)

Camp Dates for 2021: To be Determined (approximately six-weeks)

Camp Days & Hours: Monday through Friday from 8:45 a.m. to 2:45 p.m.

Enrollment for Project P.L.A.Y. is open to children ages 6.5 to 12. St. John's Camp is open to children ages 4 to 6. Space is limited to 185 children for Project P.L.A.Y. and a maximum of 80 children for St. John's Camp (# of camper's accepted is subject to change) * Registration is based on first come first served basis. For more information see "How to Register for Camp". These camps are open to Town of Huntington residents who meet the federally established income. **If maximum enrollment is reached a waiting list will be established.*





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Please note: *The general application does not mean your child has been accepted to camp. You will be notified by mail or by the chosen preference indicated on your application if your child has/hasn't been accepted to camp. You will also be notified if you are missing or need to submit additional documents.*

Camp Registration during Covid-19: Due to Covid-19 we cannot hold our usual in person registration. As an alternative, families will be able to register their child(ren) online. You can also download and print applications by going to our website. If you cannot download and/or print the application and you would like to have the application mailed to you contact Neri Arevalo. For more information see the "How to Register for Camp" section.

To avoid delayed acceptance to camp be sure to complete the application in its entirety and submit all required documents with your application. Before starting the registration process, we suggest reviewing the "List of Required Documents" and have documents available. Applications that are incomplete and or that have failed to submit required documents may jeopardize or delay acceptance to camp.

It is important when filling out the camper application that you provide us with the most up-to-date contact information and notify Neri Arevalo of any changes.

If you require assistance with the application or have questions concerns, please do not hesitate to contact Neri Arevalo by telephone (631)351-3095 by text (631)456-8583 or email narevalo@huntingtonny.gov

Sincerely,

William Musto

*Director
Town of Huntington
Department of Parks & Recreation
100 Main Street, Huntington, NY 11743
(631)351-3089*





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LIST OF REQUIRED DOCUMENTS

The following is a checklist and a list of documentation that is required and must be submitted to complete your child's camp application. Not submitting required documents will delay your child's camp admission.

- Fill-out and Sign the "General Application."
- Fill out and sign the "SFSP Form" (see "Proof on Income Accepted" if you are required to).
- Copy of Child's Birth Certificate.
- Photo of Child (*must be recent photo*).
- Proof of Identification & Residency (see "Proof of Identification & Residency")*
- Proof Child is Enrolled in School.
- Proof of Income (see below "Proof of Income Accepted").

***Proof of Identification/Residency:** (*proof that you are a Town of Huntington resident*)

- **One (1) proof must be Parent/Guardian Photo ID:** NYS DMV Driver's License or Non-Driver ID, Government issued ID that has your address*
- **2nd Proof Accepted:** Utility Bill, Town of Huntington Property Tax Bill, DMV Registration, DSS Benefit Letter, Letter from School

***NOTE:** *Photo identification that does not have your address such as a Passport, TOH Recreation Card etc. you will have to submit one (1) additional proof of address.*

EXPIRED/OUTDATED DOCUMENTS NOT ACCEPTED

Proof of Income Accepted: (*choose one*)

- School Letter for Free or Reduced Meals (*SFSP Form NOT required*)*
- Four (4) consecutive and most current paystubs (*fill out SFSP form*)
- Benefit letter from Suffolk County DSS or Housing Verification letter (*fill out SFSP form*)
- Notarized letter from employer indicating salary and place of employment (*fill out SFSP form*)
- W-2 Form- most current 2020 (*fill out SFSP form*)

Please DO NOT mail-in or drop-off any original or important documents such as licenses, benefit cards or anything that you deem as important as the Town of Huntington will NOT be responsible for such items being lost or stolen. If you cannot make copies, contact your local library or Neri Arevalo.

***Contact your School Districts Food Service Office for your "Free or Reduced Meal" letter (see pg 6)**





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HOW TO REGISTER FOR CAMP

Registration is limited. Order of acceptance is based on date received or postdate.

How we determine order of acceptance:

- Online forms are time stamped.
- Postal mail-in registration will be based on postmark date.
- Drop-off registration (*at Town Hall in White Mailbox*): will be time-stamped (*mail collected Monday-Friday 2x's/day 9am and 3pm*).
- Emailed applications we will use the date noted on the email.

Is registering Online/Electronically right for you?

- Must have access to Wi-Fi/Internet.*
- Must have access to a smartphone/computer/printer/copier/scanner/fax machine.*
- Must have a working Email address.
- Must know how to upload documents.
- Must know how to attach documents to email.

**You can still apply online if you do not have access to the internet, a computer, printer, scanner, copier, or fax machine simply contact your local library (see pg 6).*

ONLINE REGISTRATION

Before Starting Online Registration:

- ✓ Ensure you have internet access.
- ✓ Be sure to have photos or scans of the required documents ready for upload (*See the "List of Required Documents"*)
- ✓ Please ensure that uploads are not blurry.
- ✓ Have information available to complete all required fields.
- ✓ Applications with missing documents will not be accepted until ALL required documents are submitted.

Start online application:

- **Click on the link or copy and paste link in web browser:** www.huntingtonny.gov/project-play
- **Click on** "Online Camper Registration- Project P.L.A.Y./St. John's Camp" follow instructions to complete.





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ELECTRONIC REGISTRATION ALTERNATIVE

By Email: Send to narevalo@huntingtonny.gov

- Complete and sign the General Application and SFSP form (*SFSP form if applicable*)
- Scan applications and documents to computer/smartphone/laptop/tablet
- Save to device.
- Attach files to the Email.*
- Subject should read “Child’s Name- Project PLAY/St. John’s Camp Summer 2021.”

****Attach all files to one email, DO NOT send multiple emails for each document. DO NOT email enlarged photos. (If you do not know how to attach ALL documents to one email, please use an alternative option.)***

PAPER BASED REGISTRATION

Drop-off in White Mailbox outside of 100 Main Street, Huntington, NY 11743

*No Postage Stamp Necessary *Do not enter the building.

- Complete and sign the General Application and SFSP form (*SFSP if applicable*)
- Make copies of required documents.
- Put application and copies of required documents in a sealed envelope and label it “Attn. Parks & Rec/Project PLAY/St. John’s Camp.
- Deposit in the white mailbox located outside of town hall labeled “**Town Hall Mail Only**”.

By US Postal Mail:

- Complete and sign the General Application and SFSP form (*SFSP if applicable*)
- Make copies of required documents.
- Put application and copies of required documents in a sealed envelope.
- Address Envelope: Town Hall-Parks & Recreation Attn: Project PLAY/St. John’s Camp,
- Mail to 100 Main St. Huntington, NY 11743

If you have any questions, or need assistance contact Neri Arevalo telephone (631)351-3095 by text (631)456-8583 or by email at narevalo@huntingtonny.gov





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Town of Huntington Libraries:

Cold Spring Harbor Library

95 Harbor Road (Route 25A)
Cold Spring Harbor, NY 11724
Phone: (631) 692-6820

Commack Library

18 Hauppauge Road
Commack, NY 11725-4498
Phone: (631) 499-0888

Elwood Library

1929 Jericho Turnpike
East Northport, NY 11731
Phone: (631) 499-3722

Harborfields Library

31 Broadway
Greenlawn, NY 11740
Phone: (631) 757-4200
Fax: (631) 757-7216
E-Mail: harplib@suffolk.lib.ny.us

South Huntington Library

145 Pidgeon Hill Road
Huntington Station, NY 11746
Phone: (631) 549-4411
E-mail: shpl@suffolk.lib.ny.us

Half Hollow Hills Community Library

Dix Hills Branch

55 Vanderbilt Parkway
Dix Hills, NY 11746
Phone: (631) 421-4530

Melville Branch

510 Sweet Hollow Road
Melville, NY 11747
Phone: (631) 421-4535

Huntington Library

Main Library
338 Main Street
Huntington, New York 11743
Phone: (631) 427-5165

Station Branch

1335 New York Avenue
Huntington Station, New York 11746
Phone: (631) 421-5053

Northport-East Northport Public Library

Northport Branch

151 Laurel Avenue
Northport, NY 11768
Phone: (631) 261-6930

East Northport Branch

185 Larkfield Road
East Northport, NY 11731
Phone: (631) 261-2313

School Districts Food Service Office

- Cold Spring Harbor: 631-367-6970
- Commack: 631-912-2000
- Elwood: 631-266-5400
- Half Hollow Hills: 631-592-3021
- Harborfields: 631-754-5310
- Huntington: 631-673-2107
- Northport/East Northport: 631-262-6647
- South Huntington: 631-812-3015

Get a copy of birth certificate

- Huntington Town Clerk (631) 351-3206

