



**LINDA D. PUGLISI**  
Town Supervisor

**Town Board Members**

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**TOWN OF CORTLANDT**  
**DEPARTMENT OF RECREATION AND CONSERVATION**

TOWN HALL  
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[www.townofcortlandt.com](http://www.townofcortlandt.com)  
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**JOHN PALMIOTTO**  
Director RC  
(914) 734-1051  
**KEN SHERMAN**  
Deputy Director RC  
(914) 734-1058

Dear Town of Cortlandt Day Camp Parents/ Guardians,

In response to the escalating Measles outbreak, the Westchester County Department of Health (DOH) has today changed the requirement for camp operators regarding how we collect proof of immunizations for our campers.

**All campers must now have documented proof of immunizations from a physician.**

In order to comply with this new requirement, we must ask you to obtain this information from your physician and return it to our office **no later than Friday, June 14, 2019**. A print out from your child's last physical examination that also includes a complete immunization history with dates is acceptable. Another option, if you have a patient portal, is to print out the immunization information yourself. The immunization record must show the campers name, date of birth, the list of immunizations and dates administered. As always, your records will remain private and confidential.

Immunization Record Forms may be submitted in any of the following ways:

1. Scan and email the form as an attachment to [tocrec@townofcortlandt.com](mailto:tocrec@townofcortlandt.com).
2. Fax the form to the Recreation Office at 914-734-1059.
3. Mail the form to the Recreation Office at 1 Heady Street, Cortlandt Manor, NY 10567  
Please include your child's name and camp attending (Day Camp, 5<sup>th</sup>/6<sup>th</sup> Grade Camp, 7<sup>th</sup>/8<sup>th</sup> Grade Camp)
4. Hand-deliver your child's form to the Recreation office.

We apologize for any inconvenience that this DOH policy change may cause, but **please** address this matter as soon as possible.

Thank you for your understanding and cooperation. Please contact the Town of Cortlandt Recreation Department at 914-734-1050 if you have any questions. We are looking forward to another great Cortlandt Day Camp season!