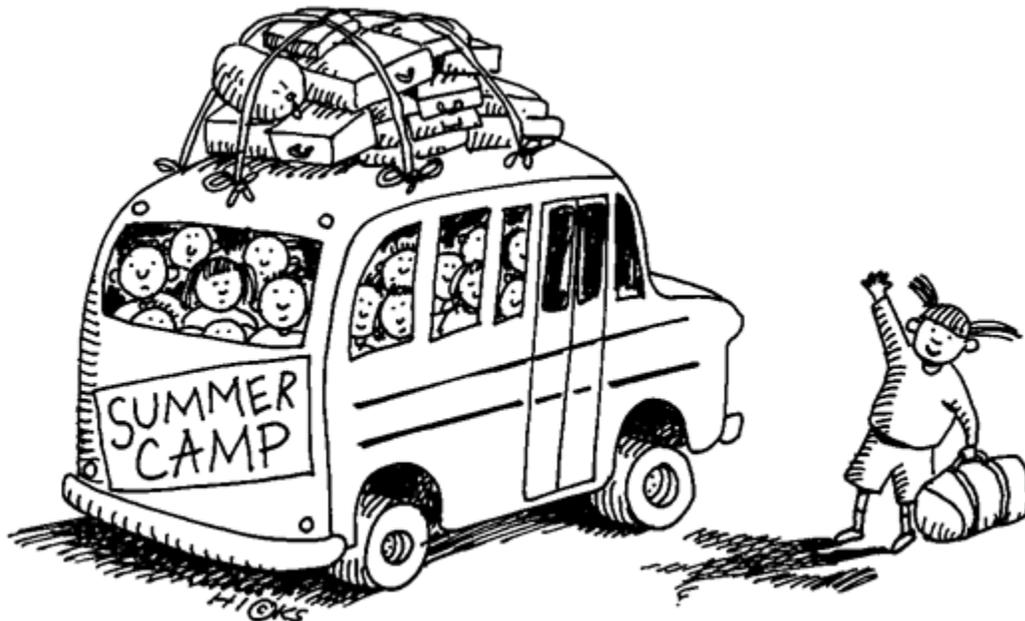


# PARENT MANUAL

Hillsdale & River Vale Summer Day Camp  
Monday, July 1, 2019 through Friday, July 26, 2019



2019

# **PROGRAM INFORMATION AND POLICIES**

## **PURPOSE**

The purpose of the Summer Camp program is to provide for the social, mental, and physical growth of the day camper through a variety of activities and trips in a safe and fun environment. We are here to allow the children to engage in organized activities with their peers under the supervision of directors, assistant directors, specialists, and counselors.

The camp program is comprised of camp activities organized at Meadowbrook Elementary School (Grades 1-4), United Methodist Church (Grades 5-9), Stonybrook Swim Club (All grades), Beechwood Park (All grades) and field trips throughout the camp season. Campers are divided into groups based on what year of school they will be entering in the 2019-2020 school year and are supervised by counselors in a camper to counselor ratio of approximately 7:1. Pascack campers follow a daily schedule of activities, such as sports, arts & crafts, karate, and dance as organized by their counselors, specialist staff and camp directors. On Tuesdays and Thursdays, camp is held at Stonybrook Swim Club and Beechwood Park to allow the campers time to safely enjoy some of the facilities that Hillsdale has to offer. Throughout the camp season, campers will also participate in trips.

Please review this manual carefully as it contains policies and suggestions to make the camp season as safe and enjoyable as possible for your child.

## **LOCATION**

*Monday, Wednesday, and Friday*

Camp Pascack: Meadowbrook Elementary School (50 Piermont Ave S, Hillsdale)  
Camp Adventure and Field Trip Camp: United Methodist Church (349 Hillsdale Ave, Hillsdale)

*Tuesday and Thursday*

All camps: Stonybrook Swim Club and Beechwood Park

## **LUNCH**

It is recommended that children bring labeled lunches to camp everyday. On swim days, snacks can be purchased at the Stonybrook Swim Club; however, please expect long lines thus resulting in a loss of swim time. Please note, no one is allowed on the food line after 11:30 a.m.

No refrigeration is available at any of the sites. Don't forget to label the lunches. Lunch may be provided on selected trip days—please see the calendar/newsletters for this information.

*Reminder: Staff does not monitor what food is purchased, when food is purchased, if food is purchased and/or if food is eaten. Lunch is the camper's responsibility.*

### **PERSONAL ITEMS**

Children should only be given money for lunch or additional activities at Stonybrook Swim Club and/or a recreational field trip site. Staff members are not permitted to hold money or personal articles for the campers. We recommend that you leave jewelry, cell phones, I-Pods/Pads, expensive toys, and other valuables at home. Children are responsible for their own belongings. We will not be held responsible for lost or stolen money/items.

### **CELL PHONE POLICY**

We ask that campers DO NOT bring cell phones to camp. In years past we have had several phones damaged and/or lost on trips and at the camp/pool. If, however, you feel strongly about your camper holding their phone, please remind them that we ask that they do not take them out at camp at all. Phones should be securely stored in a safe place.

### **SAFETY AND HEALTH**

Personal safety and health are our top priority. Please notify us, in advance, of your child's health concerns, physical limitations, and known medical conditions. Please apply adequate sun block to your child each day before they come to camp and provide ample water bottles for hydration, especially on hot days. Staff can not apply suntan lotion and are not responsible for reminding campers to reapply.

### **MEDICATIONS**

Medication may not be held or administered by a director and/or a counselor. All medication is the responsibility of the camper. Camp policy requires parent notification to a director in writing stating the name of the medication being held and reason/need for medication at camp.

Please note the camp and/or its employees shall have no liability as a result of any injury arising from the administration of medication.

### **EPINEPHRINE (EpiPen)**

Epinephrine may not be held or administered by a director and/or a counselor. All EpiPens are the responsibility of the camper. Camp policy requires parent notification to a director in writing stating the use of an EpiPen.

Please note the camp and/or its employees shall have no liability as a result of any injury arising from the administration of the EpiPen (by the camper) or in the event of an emergency, by a staff member.

### **ACCIDENTS AND EMERGENCIES**

In case of a serious accident involving a camper, the parent or guardian will be notified immediately. An emergency contact person will be notified if the parent cannot be reached. An accident/injury report form will be filled out so the proper documentation is available.

## **CLOTHING**

Campers must wear sneakers or other sturdy shoes and clothing suitable for vigorous outdoor play. No roller shoes, sandals or flip-flops (except on pool days)! Please label all belongings with the camper initials and telephone number. Inappropriate and/or revealing clothing will not be tolerated at camp. Parents will be contacted and asked to deliver a change of clothes.

## **BIKING AND WALKING RELEASE**

Parent or guardian permission is required for any child who walks or rides a bike to camp. All campers must wear a helmet while riding to and from the facility and must leave bicycles in the rack/storage area until dismissal. Bikes should be locked up! We will not be held responsible for a stolen bicycle. There will be no riding of bicycles on the campgrounds. No rollerblades or skateboards are permitted unless it is a scheduled special camp wide event, or a planned special field trip. **\*Parents/Guardians will be asked to indicate release permission at the end of the camp day and/or at any time during the camp day. Note: There are multiple camp locations. Please be conscious of this when signing the biking/walk release form.**

## **RAINY DAYS**

All camps will be held at Meadowbrook (Pascack) and United Methodist (Adventure and Field Trip Camp) in the event of a rained-out trip.

Camp Pascack will play indoor games, dance, watch age appropriate movies, participate in special large group events, and/or do arts and crafts at their regularly assigned location (if they are not on a scheduled indoor field trip).

There will be no Rainy-Day schedule for Camp Adventure and/or Field Trip Camp; campers will use the locations for movies and free time. Field trips will not be rescheduled for any reason.

Visits to Stonybrook Swim Club and outdoor field trips may be cancelled due to rain; in this event, camp will be held at their respective locations.

In case of bad weather or if the weather looks doubtful on Stonybrook mornings, you can call the camp office after 7:30 a.m. and listen to the recording to find out the most updated information. Do NOT call the Borough Hall.

If it begins raining heavily while at Stonybrook, campers will be shuttled by bus and/or walked to their regularly assigned school. You can call the camp office and listen to the recording to find out the most updated information/changes. Do NOT call the Borough Hall.

### **RAIN DAY – PROGRAMMING ACTIVITIES:**

It is possible that on rainy days a video may be shown to the campers. If movies are shown in camp, the following standard will apply: Rated G for Camp Pascack, grades 1-4. Rated PG and PG-13 for Camp Adventure, grades 5-6. Rated PG and PG-13 movies will be shown to Field Trip Camp, grades 7-9. PG-13 will only be shown with Director approval. If you have any concerns about a particular video rating for your child's viewing, please direct your concern in writing to the Director. Your child will then be directed to another organized activity during the movie.

### **CAMP RULES:**

The general rules that all campers are expected to abide by are listed below. Please take the time to review these with your child.

- Be respectful of and cooperate with counselors and other campers.
- All campers must be signed in and out with a designated counselor each day of camp.
- Before leaving the designated camp program area, all campers must be accompanied by a counselor. No camper is permitted to walk around camp grounds without his / her group or assigned counselor.
- No abusive/bullying behavior will be tolerated.
- No foul language will be tolerated.
- No drugs or alcohol will be tolerated.
- All playground equipment should be used properly.
- No matches or fireworks of any kind will be allowed at camp.
- No weapons including pocketknives, pellet guns, or toy guns of any kind will be tolerated.

### **CAMP RULES – Repercussions:**

1<sup>st</sup> offense – Verbal warning from group counselor.

2<sup>nd</sup> offense – Loss of program activity or 5 minutes time out.

3<sup>rd</sup> offense – An incident report will be documented and parents will be notified.

4<sup>th</sup> offense – Suspension from camp for three days.

5<sup>th</sup> offense – Camper will be dismissed from camp.

The camp directors have the right to skip steps and/or immediately remove a child from camp due to any aggressive, violent, disruptive or destructive behavior. **There will be no refund of program fees if a child is removed based on behavior.**

### **BEFORE & AFTER CARE**

Pascack: Before care will be held Monday, Wednesday, and Friday at Meadowbrook School (50 Piermont Ave S, Hillsdale). Tuesday and Thursday Before Care will be held at Stonybrook Field.

After care will be held at Meadowbrook School (50 Piermont Ave S, Hillsdale) Monday through Friday.

Adventure and Field Trip Camp: Before care will be held Monday, Wednesday, and Friday at United Methodist Church (349 Hillsdale Avenue, Hillsdale). Tuesday and Thursday

Before Care will be held at Stonybrook Field. After care will be held at United Methodist Church (349 Hillsdale Avenue, Hillsdale) Monday, Wednesday and Friday and Meadowbrook School (349 Hillsdale Avenue, Hillsdale) Tuesday and Thursday.

Children will be bused from Beechwood Park over to Meadowbrook Tuesday and Thursday. (for After Care).

### **EARLY DROP-OFF**

The drop-off time for all camps is from **9:00 AM to 9:15 AM**. Please note camp does **not begin until 9:00 AM** and campers move to their first activity at approximately 9:15 AM. Unless your child is registered in Before Care, **please DO NOT drop your camper off early (before 9:00 AM)**. The camp is not properly staffed until this time and thus not responsible for you camper until camp begins. Early drop offs (prior to 9:00 AM) will be signed into Before Care and a charge will apply.

### **LATE PICK-UP**

The pick-up time for all campers is 3:00 p.m. (actual pick up run from 2:45 p.m. to 3:00 p.m.) with a grace period from 3:00 – 3:15 pm. However, camp ends at 3:00 pm. **Please note campers will be escorted to After Care at 3:00 pm.** The grace period is provided as a courtesy and should only be used in the case of an **emergency** (not on a daily basis). Repeat use of grace period may also result in a charge. If you child remains after this grace period they will be signed into After Care and program fees will be applied. Sometimes, the pick-up time for Adventure/Field Trip Camp may vary depending on that day's field trip (see calendar/newsletters for late date pick up information).

### **SPECIAL EVENTS/NEWSLETTER**

A newsletter of events will be provided weekly. The newsletter will indicate upcoming events for all camps. **All camp related newsletters/updates will be sent out electronically. Please ensure your Community Pass email is updated. If you do NOT receive a newsletter after week 1, please contact the camp office to verify your email address.**

All campers are invited to view the End-Of-Year Talent Show at **BEECHWOOD PARK** put on by Camp Pascack. In the event of rain, a new location will be determined.

### **DROP-OFF**

#### ***PASCACK: Monday, Wednesday, and Friday***

Camp Pascack will be dropped off at 9:00 AM at Meadowbrook School. Cars should enter via Ruckman Road and exit via Piermont Road. Parents/guardians should park and bring campers into the school. Please be cautious of campers walking to the building. Campers will meet in the multi-purpose room at 9:00 AM. Campers will move to their first location at approximately 9:15 AM.

Campers will board busses (on trip days) at the appropriate time.

Before Care drop-off is at 8:00am at Meadowbrook School.

**ADVENTURE AND FIELD TRIP CAMP:** *Monday, Wednesday, and Friday*

Camp Adventure and Field Trip Camp will be dropped off at 9:00 AM at United Methodist Church. Parents may park in the parking lot located across from the church (Magnolia Avenue) or on one of the permissible streets (Magnolia/Trinity) and bring their campers in. Do NOT park on Hillsdale Ave. Campers will meet in the gym.

Campers will board busses at the appropriate time.

Before Care drop-off is at 8:00am at United Methodist Church.

**PICK-UP**

**PASCACK:** Camp Pascack will pick up by entering the Meadowbrook parking lot from Ruckman Road. Cars should travel all the way down the parking lot (towards Piermont Avenue) and make a left at the end of the parking lot. Cars will pull up to the groups and counselors will bring campers to cars. Please remember to ALWAYS pull your car to the front of the line. This ensures the line keeps moving. Cars should exit onto Piermont Avenue. Campers move to pick up at 2:45 PM. Actual pick up run from 2:45 p.m. to 3:00 p.m.

**CAMP ADVENTURE AND FIELD TRIP CAMP:** Camp Adventure and Field Trip Camp will pick up on Magnolia Avenue (former Camp Pascack pick up location). Cars should travel southbound on Magnolia (towards Hillsdale Avenue). Cars will pull up to blacktop and counselors will bring campers to cars. Please remember to ALWAYS pull your car to the front of the line. This ensures the line keeps moving. Campers move to pick up at 2:45 PM. Actual pick up run from 2:45 p.m. to 3:00 p.m.

After Care is held at the respective schools (Monday, Wednesday and Friday). Park and enter for pick up.

**STONYBROOK: DROP-OFF**

*Tuesday and Thursday (Meadowbrook School)*

ALL campers are to be dropped off at Meadowbrook School at 9:00 a.m. Campers will walk to Stonybrook at 9:15 AM using a crossing guard. If any camper arrives after this time, please drop them off at STONYBROOK. **Campers may NOT be dropped off before 9:00 AM. Please do not arrive before this time and/or instruct your camper to walk/bike to the drop off location before this time as we are not properly staffed.**

Before Care drop-off is at 8:00am at Meadowbrook Field (All Camps) across the street from Meadowbrook School.

If you are dropping off a camper after 9:15 a.m., please drop off at the gate nearest Cedar Lane. Do not use the main entrance, or any other gates. All other gates will be closed at 9:15 a.m. for security purposes.

If you are picking up a camper before noon please follow the same procedure by going to the gate nearest Cedar lane. In the event you are picking up a camper (on a Tuesday or Thursday) mid day, please be sure to pick up **BEFORE 11:45 AM (at Stonybrook) and/or after 12:15 PM (at Beechwood)** as we are transitioning in between.

In the event of rain and a change in location (to campers' respective schools), the Monday, Wednesday, and Friday Drop Off/Pick Up should be followed.

### **BEECHWOOD: PICK-UP**

*Tuesday and Thursday (Beechwood Park)*

Camp Pascack will pick up on Hillsdale Avenue starting at 2:45 PM. Actual pick up run from 2:45 p.m. to 3:00 p.m. Cars should travel westbound on Hillsdale Avenue (towards Kinderkamack). Cars will pull up to the field at Beechwood Park and counselors will bring campers to cars. To exit, cars should continue westbound on Hillsdale Avenue.

Camp Adventure and Field Trip Camp will pick up on East Liberty starting at 2:45 PM. Actual pick up run from 2:45 p.m. to 3:00 p.m. Cars should travel eastbound on East Liberty (away from Kinderkamack). Cars will pull up and counselors will bring campers to cars. To exit, cars should continue eastbound on East Liberty.

ALL After Care will be bussed to Meadowbrook School where After Care will be held.

In the event of rain and a change in location all campers' will be bused/walked to their respective schools. The Monday, Wednesday, and Friday Drop Off/Pick Up should be followed.

### **RAINY DAY DROP OFF/PICK UP**

AM: All camps will meet at their respective locations. **Campers should be brought inside to their regular drop off location.**

PM: **Parents/Guardians must park cars and come into the school to pick-up their camper. All campers will be in their respective drop off locations.**

### **STONYBROOK RULES & REGULATIONS**

Campers will be given a swim test in the main pool the first day of Stonybrook. Anyone who does not pass the swim test will not be allowed in the main and diving pools. Swim Lessons: if your child was pre-tested for swim lessons, they will not be tested again.

All swimmers are allowed in the intermediate pool which is 2 to 3 feet deep. If your child has a fear of the water please notify one of the camp directors.

More advanced swimmers may have access to the main pool, which is 3 – 5 feet deep, and the diving pool, which is 13 feet deep.

The following items are prohibited: bats, balls, water balloons, floats, tubes, rafts, skateboards, roller blades, radios. There is no running allowed. Also, no playing in the bathrooms.

Campers must come dressed and ready to swim at the beginning of camp.

Snack bar: there is a snack bar available from 9:00 – 11:30 am for the campers to use. Campers are in charge of their own money, and ordering decisions. Please be aware of the long lines. A packed lunch is encouraged.