



# **PARK RIDGE DAY CAMP**

## **Camper and Parent Handbook**

Monday, June 25, 2018  
through  
Friday, July 27, 2018

## **Program Information and Policies**

Please review the following manual carefully as it contains policies and suggestions to make the camp season as safe and enjoyable as possible for your child. It also contains changes and updates from last year.

### **PURPOSE**

The purpose of the Summer Day Camp program is to provide for the social, emotional, and physical growth of the day camper through a variety of activities 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 camp directors and counselors. The camp program is comprised of camp activities organized at Memorial Park/Davies Field, The Community Center, the Park Ridge Municipal Pool, the Montvale Bowling Lanes, and various kid-friendly field trip venues. Campers are divided into groups based on what year of school they will be entering in the 2018-2019 school year and are supervised by counselors in a camper to counselor ratio of 8:1 or better. Campers follow a daily schedule of activities, such as sports, arts & crafts, and assemblies, as organized by the camp directors and recreation director.

Campers will also have snack time so please pack a healthy, **nut-free snack** (We appreciate your cooperation in making sure snacks are nut free!) and drink for your child every day.

### **COMMUNICATION**

Consistent communication is key to a successful program. You will receive weekly communications regarding activities, field trips, and special events.

If you need to reach us...

You may email us at [summercamp@parkridgeboro.com](mailto:summercamp@parkridgeboro.com)

If we need to reach you...

Email is by far the most efficient way to communicate general information from camp to you so please check your email often. Should we need to reach you immediately, Ashley or Leah will contact you by phone.

### **PERSONAL ITEMS**

Staff members are not permitted to hold money or personal articles for the campers. We recommend that you leave jewelry, cell phones, Ipads, handheld video games, expensive toys, and other valuables at home. Children are responsible for their own belongings. We will not be held responsible for lost, damaged, or stolen items. CELL PHONE USE DURING CAMP IS NOT PERMITTED.

### **SAFETY AND HEALTH**

Personal safety and health are our top priority. The camp directors are CPR/AED certified. Please notify us in advance of your child's health concerns, physical

limitations, and any known medical conditions. Please apply adequate sun block to your child each day before they come to camp and **provide a water bottle for hydration** especially on hot days. Camp staff will remind the campers to drink plenty of water and to re-apply suntan lotion, during the camp day, **if you send in extra sunblock with your child.**

### **MEDICATIONS**

**All medications must be given to a camp director. A doctor's order as well as special instructions must accompany every medication.** Please remember to pick-up all medication on the last day of camp. Any medication left at camp will be brought to Borough Hall to be picked up there.

### **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 by a camp director citing the incident.

### **CLOTHING**

Campers must wear sneakers or other appropriate footwear. We recommend socks and sneakers. **On bowling days, sneakers and socks are required.** Additionally, campers should wear clothing suitable for vigorous outdoor play. Inappropriate and/or revealing clothing will not be tolerated at camp. Parents will be contacted and asked to deliver a change of clothes. **Day camp shirts will be required on field trip days.** Please label all belongings with your child's initials and/or telephone number.

### **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. Bikes, skateboards, and scooters are not allowed to be used at camp while camp is in session.

### **RAINY DAYS**

Camp will be cancelled due to rain unless bowling and/or an indoor field trip is scheduled. An email will be sent out in the morning if camp is cancelled. You can also check the borough website or call Borough Hall at 201-573-1800.

In the event of severe unanticipated weather during the camp day, we will bring children to the community center next to the library and send out an alert to pick up your child along Deidtrich Lane adjacent the community center. **You will file in the same way as arrival,** except that you will pick up your child as you exit the camp area along Deidtrich Lane before turning back onto Park Ave. We will be outside to guide you through the process. (See Attached Map)

### **BOWLING**

Each Wednesday campers will enjoy bowling days, which will take place at Montvale

Lanes. Campers are to be **dropped off at Montvale Lanes at 9:15 AM** and **picked up at Montvale Lanes between 11:30 and 11:45 AM**. (Please do not drop your child off before 9:15 so that the staff has time to arrive and get into position for camper arrival) If you need to pick your child up early, please meet with a director inside the bowling lanes facility. **You will need to sign out your child if you are picking him/her up early**. Please pack a nut-free snack for your child or send money with your child to purchase a snack at the bowling alley. **Please wear camp shirt, socks and sneakers**. It is the bowling alley's policy that children wearing sandals, flip-flops, or open-toed shoes will not be permitted to bowl. Please refer to the camp calendar for specific bowling dates. Bowling is included for all campers.

### **POOL**

This year, the Park Ridge Municipal Pool is once again extending its hospitality to us for a full morning of swimming every Friday. **Campers are to be dropped off at Colony Field at 9:15 AM and picked up at Colony Field between 11:30 and 11:45 AM**. (Please do not drop your child off before 9:15 so that the staff has time to arrive and get into position for camper arrival) If you need to pick your child up early, please meet with a director at the entrance to the pool facility. You will need to sign out your child if you are picking him/her up early. Swimming is included for all campers. A swim test will be administered by lifeguards on the first swim day for campers who wish to swim in deep water and/or the shallow end of the main pool; and colored bracelets will be worn by campers based on swimming ability. Additional swim tests will be administered as needed. Campers who are unable to swim or feel uncomfortable in the main pool's shallow end may use the kiddie pool. Please pack a nut-free snack for your child or send your child with extra money to purchase a snack at the snack bar. **Please be sure to provide your child with sunscreen and a towel**. No vests or floats of any kind are allowed. All participants must adhere to the rules of the pool. Please refer to the camp calendar for specific swimming dates.

### **CAMP RULES:**

To best serve your children, camp rules are established on the first day of camp. All campers are expected to abide by these. They are listed below:

- 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 and assigned counselor.
- No abusive 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 pocket-knives, pellet guns, or toy guns of any kind will be tolerated.

Please take the time to review these with your child.

### **CAMP RULES – Repercussions:**

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

2<sup>nd</sup> offense – Warning from camp directors, an incident report filled out and parents will be notified.

3<sup>rd</sup> offense – Suspension from camp for three days

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

The camp directors have the right to 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.

### **DROP-OFF/PICK-UP**

All campers are to be dropped off at Memorial Park at **8:30 AM** daily.

The pick-up time for all campers is **no later than 12:00** at Memorial Park. Grades K-3 will be picked up at Memorial Field. Grades 4-7 will be picked up along Mill Road. (See Dismissal Procedure Document for details)

Campers signed up for a field trip should meet at the Park Ridge High School Mini Gym between **8:35 AM and 8:40 AM**. Field Trip pick-up will also be at the Mini Gym between **11:45 and 12 noon**.

We understand emergencies happen. If you will be late, we ask that you call Borough Hall and ask to notify the directors. In the event that your child is not picked up by 12:15 and we are unable to reach you, the Park Ridge Police Department will be contacted for assistance.

Thank you and we look forward to a great summer!

Leah and Ashley

(See Attached Maps for Clarification)

# EARLY DISMISSAL PATH



MILL ROAD DISMISSAL MAP

