



# **PARK RIDGE DAY CAMP**

## **Camper and Parent Handbook**

Monday June 23, 2014  
through  
Friday, July 25, 2014

## 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. After reviewing manual, please sign manual release form and hand in with other required forms.

### **PURPOSE**

The purpose of the Summer Day Camp program is to provide for the social, mental, 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 Public Library and the Montvale Bowling Lanes. Campers are divided into groups based on what year of school they will be entering in the 2014-2015 school year and are supervised by counselors in a camper to counselor ratio of approximately 5:1. Campers follow a daily schedule of activities, such as sports, arts & crafts and assemblies, as organized by the camp directors. Campers will also have snack time so please pack a healthy snack 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 Cheryl and Rob at [summercamp@parkridgeboro.com](mailto:summercamp@parkridgeboro.com). Should you need to contact us during camp hours, please call Cheryl's cell phone at 201-543-3464.

#### 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. Camp happenings and special events will also be posted at the Borough's website. Should we need to reach you immediately, Rob or Cheryl 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, I-Pods, hand held 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.** Failure of this will result in the counselor taking the phone and returning it to you, the parent.

### **SAFETY AND HEALTH**

Personal safety and health are our top priority. The camp directors will both be 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.

## **MEDICATIONS**

All medications must be given to a camp Director. **A doctor's order as well as special instructions must accompany every medication. Parents must sign a release form giving permission to camp nurse to distribute all medication.** Please remember to pick-up all medication on the last day of camp. Any medication left at camp will be left at 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. 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 bowling days and/or 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 sent out if camp is cancelled. You can also check the borough website or call borough hall at 201-573-1800.

## **BOWLING**

This year, ALL campers will enjoy bowling days, which will take place at Montvale Lanes. Campers are to be **dropped off at the Montvale Lanes at 9:15AM** and **picked up at Montvale Lanes at 11:30AM**. 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. BOWLING IS FREE TO ALL CAMPERS THIS YEAR.** Please pack a snack for your child or send child with extra money 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. All participants must wear sock and sneakers. Please refer to the camp calendar for specific bowling dates.

## **Swimming**

This year, the Park Ridge Municipal Pool is extending its hospitality to us for a full morning of swimming every Friday (except July 4<sup>th</sup>). Campers are to be **dropped off at the Colony Fields at 8:30 AM** and **picked up at the Colony Fields at 12:00PM**. 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 FREE TO ALL CAMPERS.** Please pack a snack for your child or send child with extra money to purchase a snack at the snack bar.

**Please be sure to provide your child with sunscreen and a towel.** All participants must adhere to the rules of the pool. Please refer to the camp calendar for specific swimming dates.

**Please note:** this is a drop-off event. Details about drop off and pick up will be communicated out before our first pool day.

### **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 pocketknives, 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.

### **LATE PICK-UP**

The pick-up time for all campers is 12:00. Locations for pickup will be emailed before the 1st day of camp. We understand emergencies happen. We ask that you utilize one of your emergency contacts you have provided in the event that you are unable to pick up your child. 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.