

RIDGEWOOD DEPARTMENT OF PARKS & RECREATION

2016 SUMMER DAY CAMP - PARENT MANUAL

June 28 through August 5, 2016

9:00 a.m. to 1:30 p.m.

The Ridgewood Summer Day Camp welcomes children entering first through sixth grades in the fall. This six-week program is held at Veteran's Memorial Field, Leuning Park, Maple Park, Graydon Park, Village Hall-Community Center, the Stable and its grounds on weekdays, beginning Tuesday, June 28 through Friday, August 5, 2016, between the hours of 9:00 a.m. and 1:30 p.m.

CONTACT INFORMATION

- ❖ Department of Parks and Recreation
Stable Office 201-670-5560
- ❖ Village website – www.ridgewoodnj.net/recreation
- ❖ Summer Day Camp email – daycamp@ridgewoodnj.net

WHAT TO BRING

- **The two t-shirts ordered at registration are distributed the first day of camp. For security reasons, children must wear their camp t-shirt every day thereafter. Extra t-shirts may be purchased at a cost of \$5.00 while supplies last.**
- Parents are responsible for providing the child's lunch and beverage. During extreme heat, please send your child with additional chilled beverages. We request that your child bring reusable containers, as refill stations are available and we wish to discourage the disposal of plastic bottles.
- Swimwear, a 2016 Graydon Pool badge and a towel are required for daily swim time. **There is no swimming on the first day of camp.** Most campers arrive at camp with their swimsuit worn under their clothing.
- Appropriate footwear (sneakers or closed-toe shoes with a sole) is a necessity for safety as active games are played every day.
- Cell phones are left to the parent's discretion and should be kept secure in the campers' backpacks.
- Electronic toys are not permitted.

NOTE: Although camp provides equipment for most of the scheduled activities, any camper may bring his/her own personal (outdoor) recreation equipment, e.g. baseball glove, kites, etc. The Parks and Recreation Department is not responsible for lost or damaged toys,

games, or other personal items. In addition, the Parks and Recreation Department asks that parents do not send their children with iPods, trading cards or any other items of value.

Campers should be advised that they are responsible for any personal items they bring to camp. **Label all personal belongings** – camp t-shirts, towels, clothing, and backpacks **with camper's full name**.

“Lost & Found” is located at The Stable lower level, as well as on-site at Graydon Pool in the Badge Office throughout the camp season.

OPENING DAY PROCEDURE

Parents will receive a telephone call on Monday, June 27th, the day before camp begins, and will be informed of their child's group assignment - Head Counselor's name and group's home base location. **Only on the first morning of camp, all campers (bus and car) must be dropped off at Maple Park, next to the PSEG right-of-way.** Counselors will meet all campers on Maple Park and will be holding up signs to identify their groups, e.g. Boys 1-2A.

Buses to and from camp will be in operation on opening day. If your child takes the bus, please be sure your child is aware of the sign that is assigned to his/her group. If camp is **cancelled due to rain, we will follow the opening day procedure on Wednesday, June 29th.**

On the first day of camp, there will be an orientation trip to the pool **where safety, pool rules and supervision will be discussed. THERE WILL BE NO SWIMMING THE FIRST DAY.** Swimwear will be needed on all days thereafter, as well as a required 2016 Graydon badge.

Instructional swim lessons will be offered at Graydon Pool after day camp hours. Parents must make arrangements to get their child to swim lessons after camp.

Departure at the end of the first day is via the mode of transportation chosen during registration.

IMPORTANT: Please be certain that your **emergency phone numbers** are kept current in the camp file throughout the six-week camp season.

DAY CAMP ACTIVITY SCHEDULES

The camp activity schedule for the first two weeks will be distributed to campers on the first day of camp in their day camp packets which also includes your child's two t-shirts. Camp activity schedules for the remaining weeks of camp will be circulated to all campers every other Friday in advance of future planned programs.

NOTE: Frequent reference to the weekly camp activity schedule will help parents make advanced preparations for trips, daily activities and special events. In addition, the weekly camp newsletters will provide important reminders.

TRANSPORTATION - ARRIVAL & DEPARTURE

- **Automobile Transportation** – With the exception of the first day meeting at Maple Park East, all campers that are driven to camp should arrive daily at the Graydon Pool south parking lot next to Veteran’s Field, no earlier than 8:45 a.m. Counselors will be located on Veteran’s Field directly south of the bridge and will then accompany children to their home base. If you are dropping your child off later than 8:55 a.m., and your child’s group has already left, please take your child directly to his/her home base.

Pick-up time at the end of the day is at 1:30 p.m. at the Graydon Pool south parking lot. **Children that are not picked up by 1:45 p.m. will be escorted to The Stable for pick up there.**

In the interest of safety, you must park your car and escort your child across the bridge at Vet’s Field in the morning. At the end of the day, car campers will not be released unless their guardian comes to pick them up from their group. Please park and walk across the bridge to pick them up. We thank you for understanding our commitment to safety and proper supervision.

- **Bicycle Transportation** - All bicycles must be parked in the bicycle racks located in the Graydon Pool parking lot adjacent to Maple Park, or the area adjacent to the Stable. Campers should then report directly to their counselors at Maple Park.
- **Bus Transportation** will be available to those families who wish to take advantage of this service. Staff members will be assigned to supervise the children on each bus and at the bus stop areas. All campers arriving by bus will arrive at the PSE&G right-of-way (adjacent to Maple Park) and will then meet their counselor at Maple Park. There will be a counselor from each camp group assigned to the bus drop-off/pick up location to lead the campers to their home base. At the end of the day, campers will meet at Leuning Park for pick up by buses. **IMPORTANT: Please give the bus counselor in writing the name of the person who will pick up your child daily at the school OR if permission is granted for him/her to walk home from school. This information is necessary so there is no confusion when your child leaves our supervision.**
- **Walkers** – Campers in grades 3 through 6, with permission to walk home, will be released from home base upon dismissal. We encourage them to have a buddy and not walk home alone. Campers being released to Graydon are considered “walkers” and are the responsibility of their parents at the close of the camp day.

NOTE: FIRST & SECOND GRADE CAMPERS MAY NOT BE CLASSIFIED AS “WALKERS.” Parents must meet these young campers at the Veteran’s Field dismissal location in order to walk them home.

BUS SCHEDULES

The schedule below is subject to change in accordance with registration and demand. **Please note that during the beginning of camp, two bus trips to and from a bus stop may be necessary when attendance is at its peak.**

Campers will be picked up each morning at the school that is closest to their home and returned to that school according to the following tentative time schedule:

Bus 1

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|--------------------------------------|---------|---------|
| 1. Hawes School, 531 Stevens Ave. | 8:15 am | 1:40 pm |
| Glen School, 865 E. Glen Avenue | 8:30 am | 1:50 pm |
| 2. Travell School, 350 Bogert Avenue | 8:45 am | 2:00 pm |

Bus 2

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|---------------------------------------|---------|---------|
| 1. *Willard School, California Street | 8:15 am | 1:40 pm |
|---------------------------------------|---------|---------|
- *Two runs may be necessary

Bus 3

- | | | |
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| 1. Somerville School, 45 S. Pleasant Ave | 8:15 am | 1:40 pm |
| 2. Orchard School, 230 Demarest Street | 8:45 am | 1:55 pm |
| Mt. Carmel, Passaic Street | 8:50 am | 2:00 pm |

Bus 4

- | | | |
|--|---------|---------|
| 1. *GW Middle School, 155 Washington Place | 8:35 am | 1:50 pm |
|--|---------|---------|
- *Two runs may be necessary

TRANSPORTATION CHANGES - ONLY IN CASE OF AN EMERGENCY

Transportation changes are for cases of emergency only. All others are discouraged for the safety of our campers. It is the parent's responsibility to notify the camp of necessary changes due to such emergency. You must contact the Recreation Office by telephone 201-670-5560, as well as provide the necessary information in writing via email to daycamp@ridgewoodnj.net. Transportation change request must include: child's full name, group, date of change, original mode of transportation, and change in mode of transportation as well as a contact number if we should need to reach you for further clarification.

Dismissal will be conducted only in accordance with the transportation information indicated on the camper's registration form, i.e. options: bus – car - walk. Early dismissal requests are also discouraged.

CLOSURES FOR RAINY DAY and EXCESSIVE HEAT

Without adequate indoor facilities available on a rainy or excessively hot day, the following procedures will be followed:

- **If it rains heavily before camp opens**, camp will be cancelled for the entire day. Your child's counselor will call your home to notify you of the closing. If you have not been called but suspect that camp will be cancelled, you may call the hot line at 201-670-5560 beginning at 7:30 a.m. A tape-recorded message will be activated.

POOR WEATHER CONDITIONS REQUIRE CANCELLATION OF CAMP

While in session, it may become necessary to cancel camp due to poor weather conditions. Should that happen, the administration will place a message on the Day Camp Information Line, 201-670-5560 to include the time of closure and the expected time buses will reach the Stable/Community Center for departure.

STEADY RAIN & EXTREME WEATHER PROCEDURES

The safety of the children is our top priority, as well as proper supervision in an efficient emergency pickup procedure.

If camp is in session and it has begun to rain steadily and/or dangerous weather conditions occur, activities will be discontinued IMMEDIATELY and camp will be closed for the remainder of the day. Campers will be taken to the nearest safe shelter (Stable or Community Center in Village Hall) until such time as the weather will allow for a safe departure.

Bus campers will be held at the Stable and/or Community Center.

Buses will be called for early dismissal when conditions allow.

Car/walkers will be brought to the Community Center when weather allows.

Parents are required to park and walk in to pick up their child.

Receive Lightning Alerts by Text/Email

Residents are encouraged to sign up to receive email and/or text alerts directly from the Village of Ridgewood Lightning Detection System. These electronic alerts will be helpful to parents who are not present and/or may be out of town.

Two ways to register for email/text alerts

Visit www.ridgewoodnj.net and click on "E-Notice sign up" or

Visit <http://oem.ridgewoodnj.net> and either click on "Register for Notifications" under the News & Information tab or click on the "Swift 911 Notification" icon

Be sure to check the box that says "Lightning Detection Email Alerts"

- **Discuss cancellation possibilities with your child** - It is an extremely important responsibility to discuss what your children will do if camp is cancelled during the camp day because of rain or extreme weather conditions, e.g. lightning. After dismissal, alternate means of transportation and supervision are the responsibility of the parent(s).

For example, if your child takes the bus and gets to the drop off school, the bus counselors must know in advance who will pick him/her up before dismissal if you are at work. Also, please make sure that your child knows who will be supervising him/her at home if camp is dismissed early.

ATTENDANCE

Attendance will be submitted every day by 9:30 a.m. Please ensure that children arrive to camp by 9:00 a.m. Parents are requested to put in writing, to daycamp@ridgewoodnj.net, any planned vacation dates or extended absences.

OPTIONAL TRIPS

Registration for trips is optional, non-transferrable and non-refundable.

CAMP T-SHIRTS MUST BE WORN ON ALL OUTINGS AND BUS TRIPS.

Please adhere to the instructions pertaining to each specific trip concerning lunch, appropriate clothing and footwear (including socks and shoes). We have found that it is best to discourage campers from bringing cash on trips.

Trip Registration will be available online at www.ridgewoodnj.net/communitypass. Reservations will be accepted on a first-come, first-serve basis until all available spaces are occupied.

Ridgewood Parks and Recreation reserves the right to cancel a bus trip due to insufficient enrollment. If this is necessary, refunds will be issued. Rain dates will be announced if applicable. Some trips will proceed, rain or shine.

- **Trip Attendance**

Attendance will be taken prior to departure and prior to boarding the bus for the return.

- **Supervision**

Counselors and supervisors will chaperone children on all trips. A ratio of one staff member for every six campers will occur where possible.

- **Trip Departure**

In order for trips to depart from camp on time, children should first report to their group's home base. Counselors will have trip rosters and emergency contact information for your child. All children signed up for the trip will be escorted to the Public Service Right-of-Way adjacent to Maple Park's parking area where buses will be waiting.

All buses will depart from Leuning Park (opposite Maple Park right-of-way), and return to the north end of the Public Service Right-of-Way adjacent to Maple Park. When inclement weather occurs and camp is canceled at the onset, trips will be cancelled **with the exception of those trips that are RAIN OR SHINE**. Please call the Day Camp Information Line (201-670-5560) for up-to-date information.

USE OF GRAYDON FACILITIES

Throughout the camp season, campers will be offered swim time and special events at the pool. **Each camper must possess a seasonal 2016 badge. Badge sales begin April 1st. Fee details are available on our web site at www.ridgewoodnj.net/graydon.**

A badge check will be held Thursday, June 30th. Children who do not possess a current badge will not be permitted to swim.

Swim time during camp is a privilege. Groups must adhere to waterfront safety rules, use the buddy system and behave appropriately. Swim times will be assigned and noted in the weekly activity schedule. Parental consent must be provided at the time of registration in order for a camper to utilize the Graydon Pool.

Bathing suits and towels are needed for assigned swim time except when your child attends a trip. Please refer to the bi-weekly activity schedules for the swim schedule.

INJURIES

If an injury occurs at camp, you will be contacted. A written report will be filled out by the child's counselor and then filed with the Recreation Department.

If for any reason your child has been injured and it has not been reported, please contact the Parks and Recreation office (201-670-5560) immediately so that an inquiry may be made, as well as the proper forms completed for our files.

CAMPERS WITH SPECIAL NEEDS

It is necessary to discuss the participation of any child that has exceptional health care requirements with the Recreation Administrators at the Stable prior to registration.

Parents are to inform the Recreation Administration **in writing** if a camper has allergies or any other physical, medical, social or health related concerns. Arrangements may be made with the staff to keep medications and emergency supplies secure in the Stable office. You are required to provide a written note of instruction with any submission. A doctor's note may be required.

SPECIAL MODIFICATIONS/ACCOMMODATIONS

In an attempt to provide a positive experience for campers with special needs, please make an appointment to meet with the Recreation Administrators several weeks prior to the start of the camp season. We can only provide a quality experience for your child if we are knowledgeable about the issues and accommodations required. Please call the office at 201-670-5560 to set up this appointment.

