

# RIDGEWOOD DEPARTMENT OF PARKS & RECREATION

## 2019 SUMMER DAY CAMP - PARENT MANUAL

June 25 through August 2, 2019

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 25 through Friday, August 2, 2019, 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](http://www.ridgewoodnj.net/recreation)
- ❖ Summer Day Camp email – all correspondence regarding campers must be submitted to [daycamp@ridgewoodnj.net](mailto: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 2019 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. Purchase the 2019 Graydon Pool membership at CommunityPass, [www.ridgewoodnj.net/communitypass](http://www.ridgewoodnj.net/communitypass).
- 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, should be kept secure in the campers' backpacks, and campers should be reminded that their use is discouraged at camp.
- 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 camp office, 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 24th, 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 26<sup>th</sup>.

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 2019 Graydon badge.

Instructional swim lessons will be offered at Graydon Pool. Information to follow.

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

**IMPORTANT:** Please be certain that your **emergency contacts and their 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, all campers that are driven to camp should arrive daily at Graydon Pool south parking lot next to Veteran’s Field, **NO EARLIER THAN 8:45 a.m.**

**Morning drop off will be strictly VALET service.** There will be counselors in the Graydon South Parking lot to assist your camper out of your car and lead them safely across the bridge to their camp group. (If your camper wishes for you to escort them, we ask you park your car as close to Linwood Ave as possible (away from the pattern of traffic set up) and walk your child on the grassy area closest to the brook....**please avoid walking in the parking lot.**

If you are dropping your camper off later than 8:55 a.m., and your camper’s group has already left, please take your camper to his/her home base.

**Pick up at the end of the camp day is at 1:30 p.m. at the Graydon Pool south parking lot.** Car campers will not be released unless their parent/guardian comes to pick them up from their group. **Please park your car and walk across the bridge to pick them up.** We ask that you be sure your camper’s counselor acknowledges you before your camper leaves his/her group. Upon returning to your car, please cross directly at the crosswalk or walk along the grassy area (brook side) until you reach your car. **This will allow for cars to leave the parking lot without pedestrian traffic.**

**Camper’s that are not picked up by 1:45 will be escorted to the Stable for pick up there.**

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 departure by buses. **IMPORTANT: Please provide to the bus counselor in writing the name and cell phone number 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 only, 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 walk 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- TENTATIVE**

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**

- |                                   |         |         |
|-----------------------------------|---------|---------|
| 1. Hawes School, 531 Stevens Ave. | 8:25 am | 1:40 pm |
| Glen School, 865 E. Glen Avenue   | 8:40 am | 1:50 pm |

### **Bus 2**

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

### **Bus 3**

- |  |         |         |
|--|---------|---------|
| 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 | 8:25 am | 1:55 pm |
| 2. Travell School, Fairfield Avenue side  | 8:40 am | 1:40 pm |

## **TRANSPORTATION CHANGES - ONLY IN CASE OF AN EMERGENCY**

**Transportation changes are for cases of emergency only.** 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](mailto: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.

## **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**

While in session, it may become necessary to cancel camp due to poor weather conditions. 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 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.

**IMPORTANT NOTE: Parents should wait to be notified by staff that camp is cancelled and campers are ready for dismissal. It is important for camp administration to maintain accountability for all campers until they are ready for organized dismissal.**

Counselors will place phone calls to parents/caregivers. 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**

**Bus campers will be gathered and 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.**

### **Register for Receive Lightning Alerts by Text/Email**

- Residents are encouraged to sign up to receive email and/or text alerts directly from the Lightning Detection System. These electronic alerts serve as a redundant system in the event the sirens or rotating beacons are not functioning. They also serve to alert parents who are not present at the field but may have children that are on the field.

### **Register for email/text alerts**

Email [LDSinfo@ridgewoodnj.net](mailto:LDSinfo@ridgewoodnj.net) and asked to be registered for both email and text notifications.

**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. 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](mailto: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](http://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.

- **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 trip buses will depart 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. 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 2019 badge. Badge sales begin April 1st. Fee details are available on our web site at [www.ridgewoodnj.net/graydon](http://www.ridgewoodnj.net/graydon). A badge check will be held Thursday, June 27th. 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 developmental 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.

## **CAMP DISCIPLINE**

There is a 'NO TOLERANCE' policy against bullying, inappropriate touching, and/or sexual harassment of any kind. Hitting of any sort at any age level will not be tolerated and will result in an immediate parent/senior staff conference, as well as the possibility of the child dismissed from the day camp program.

If disciplinary problems arise with your child during camp, the following **"3 Strike" Policy** will be followed:

1. **1<sup>st</sup> Offense** – An Incident Report will be written, your child will sit at the Stable for a time out and a call will be made home to discuss the incident.
2. **2<sup>nd</sup> Offense** – An Incident Report will be written, a conference will be held with the Camp Administrator, a call home will be made and the rest of the day will be spent indoors at the Stable.
3. **3<sup>rd</sup> Offense** – An Incident Report will be written, a conference will be held with the Camp Administrator, a call will be made to the home, the rest of the day will be spent indoors at the Stable and a parent meeting will be requested before the child returns to camp. Suspension may occur.

After three (3) offenses, it will be up to the discretion of the Camp Administrator and Recreation Administrator if your child may return to camp. Additionally, the **"3 Strike Policy"** may be over-ruled because of serious or dangerous behavior issues.

## **REFUND POLICY - REGISTRATION FEE**

Request for a refund must be submitted in writing prior to the first day of camp. If a refund is issued, an administrative fee of \$50 will be withheld. It is the departmental policy that no refunds will be issued after June 25, 2019.

## **FINAL NOTE**

Ridgewood Parks & Recreation is excited about the plans we have made for the upcoming Ridgewood Summer Day Camp, including new special events and optional trips. Please know that our staff is selected after a thorough process and undergoes appropriate training. We look forward to having your child join us this summer at Ridgewood Summer Day Camp 2019!

Kindly address all email correspondence to [daycamp@ridgewoodnj.net](mailto:daycamp@ridgewoodnj.net).