



PARKRIDGE DAY CAMP

Camper and Parent Handbook

Monday, June 24th, 2024
through
Friday, July 26th, 2024

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 consists of camp activities organized at Memorial Park/Davies Field, 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 2024-2025 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.

REGISTRATION

Parents and guardians can register campers by visiting www.parkridgeboro.com and clicking on the community pass link. You will need to create a community pass account before completing registration. Camp will run from Monday, June 24th through Friday July 26th. Camp will be held at Memorial/Davies Field on Mondays, Tuesdays, and Thursdays. The camp day will begin at 8:30 am and will end at 11:45 am. On Wednesday's camp will be held at Montvale Lanes from 9:30 am-11:30 am. On Friday's camp will be held at the Park Ridge Municipal Pool from 9:30 am - 11:30 am. Additionally, extra swim days will be held at the pool from 9:30 am - 11:30 am on Mondays. Grades 4th - 7th will go on 7/01 and 7/15, Grades K - 3rd will go on 7/08 and 7/22. Camp will be held at the Washington Township Theatre ,9:30-11:45 (249 Pascack Rd, Township of Washington, NJ 07676) on Thursday July 9th and Tuesday July 23rd. All camp locations/activities are drop-off events with no busing option. Details regarding drop-offs and pick-ups will be communicated to all camp families shortly before summer camp begins. **Registration includes Bowling, Pool, DJ-Pizza Party, Magic Show, ice cream truck visits, and all general Memorial Field activities. TGA Sports Clinics (***)Copy and paste the below link in a new tab to visit the TGA Sports registration and payment portal for the optional fee-based sport clinics. These are different activities ran by TGA on days that we are at the field. <https://bergencounty.playtga.com/prdaycamp24>), and movies are optional fee-based activities that can be purchased directly through community pass or separately through the vendors via links during the registration process. There will be a \$25.00 Registration LATE FEE added after May 15th. Space is limited to 250 campers and no registrations can be accepted after June 6th. Once registered for camp, there will be NO REFUNDS issued for any reason including inclement weather or

disenrollment. Please make sure the grade your child signs up for is the grade being entered in the Fall of 2024.

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

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, one of our directors will contact you by phone.

Our Director, Rachel, will also utilize Remind, which is a text app. This app will be used to communicate last minute reminders or changes to the schedule including camp cancellations and pick-up changes. This will be used in addition to email and information about how to sign up for the texts will be sent by email when camp begins.

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 priorities. The camp director and assistant 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 name 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. This release is part of the registration online process. If you have any special concerns or requests, please let a director know by the first day of 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 (and Remind text) will be sent out in the morning if camp is cancelled. You can also check the borough website. The Remind Texting System to push reminders, schedule changes, cancellations, etc. I will also use email, but not everyone checks email frequently, so this system will push short messages to you as text.

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.

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 9:30 AM** and **picked up at Montvale Lanes at 11:30.** (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. 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 a 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 9:30 AM and picked up at Colony Field between 11:30.** (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. 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. Kindergarteners will not take a swim test and will be automatically stationed at the kiddie pool unless otherwise requested by a parent. 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 campgrounds 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 and sports 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:

1st offense – Verbal warning from group counselor

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

3rd offense – Suspension from camp for three days

4th 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** Monday, Tuesday, and Thursday (except pool and theatre days).

The pick-up time for all campers is **no later than 11:45** at Memorial Park. Grades K-4 will be picked up at Memorial Field. Grades 5-7 will be picked up along Mill Road. **All siblings will be released with the oldest child in the family.** (See Dismissal Procedure Document for details)

We understand emergencies happen. If you will be late, we ask that you call Borough Hall and ask them to notify the directors. If your child is not picked up by 12:00 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!

Rachel Avery
Day Camp Director

Lynsey Brimigion and Ali Ciarletta
Day Camp Assistant Directors