Summer Camp
HANDBOOK

Camp Phone Number: 856-466-5875
Only Operational During Camp Season

All other calls please call the Office Phone

Camp Squankum
Township of Monroe
Office Phone: (856) 728-9823

Fax: (856) 875-2202
Email: abracarello@monroetownshipnj.org

Office Address:
301 Blue Bell Road
Williamstown, NJ 08094

PARENT HANDBOOK

The following information is presented to provide you with answers to many of the questions you will have as your child prepares to attend Camp Squankum. Many of the necessary procedures to prepare for camp are carefully explained. Further information can be obtained from the camp office and your child's counselor. It is important that you familiarize yourself with the items in this handbook.

ADDITIONAL WEEKS - Additional weeks may be added based on the rates quoted in the fee schedule. You are required to let the Camp Director know at least one week in advance if planning to enroll your child for additional weeks. Additional weeks are offered based on group availability. Last minute requests are considered if sufficient space and staff are available.

ATTENDANCE - If your child will be absent, please notify us the evening prior to the following camp day. Camp Squankum takes attendance via our counselors as campers come to camp each day.

CELL PHONE/TECHNOLOGY – Cell phones and other electronic devices have become a way of life. At Camp Squankum, safety, program quality and fostering positive social interactions at camp are our highest priorities. For camper safety, privacy and overall well-being, we ask that our camp families support our cell phone/technology policy, so we can promote a healthy camp environment.

- Typically, Camp Squankum campers are not permitted to bring cell phones (or any electronic/web- linked devices) to camp, as we do not permit their use during the camp day. However, we do allow for these devices during the extended care hours of camp, as long as campers agree to and abide by the policy on appropriate use of cell phones and electronic devices.
- We ask that you do not call your child during the day. If you have an urgent message for your child, please call the camp office at 856-466-5875. We will relay any urgent information to your child immediately. Similarly, if your child needs to contact you, he/she will use the camp phone to do so.
- If a camper brings a cell phone on a trip, he/she will be asked to put their phone in their backpack with it powered off. Cell phones may be taken out for photos when campers have reached their trip destination.
- If a camper violates the Cell Phone/Electronic Device policy, the camper's device will be confiscated and returned to the parent /guardian at the end of the camp day.

Campers are required to abide by the following Cell Phone/Electronic Device Policy:

- The ***unacceptable*** use of personal electronic devices includes, but is not limited to, the following, which are prohibited:
    - Using a personal electronic device to harass, bully, abuse, threaten, or defame the character of another.
    - Using a personal electronic device to engage in, support, or promote harassment or discrimination of an individual in violation of any Camp Squankum policies.
    - Using a personal electronic device to send messages, images, website postings, or other content of another camper.
    - Sending or forwarding sexually explicit messages, photographs, or images.
    - The making, attempting to make, sharing, or distribution of an audio or visual recording, or photographing of, any person(s) without the knowledge and consent of all such person(s)
    - Disrupting or disengaging from a Camp Squankum sponsored activity by using a personal electronic device

Camp Squankum is not responsible for what happens to any devices brought to camp. Our campers participate in many wonderful activities at camp which require socialization, full engagement, and focus in order to get the best experience possible. Our goal is to create a safe environment, free of all distractions that may hinder camper involvement in camp activities.

CLOTHING – Campers must wear their Camp T-shirt everyday. Exceptions to this will be if we are having a theme day. Bathing suit and towel should be brought on days that your child will be swimming. Other items that you may want to bring in a back pack are sunscreen, flip flops, sunglasses, and a hat.

COUNSELOR-IN-TRAINING PROGRAM (CIT)

Aim: To develop skills in teenagers through mental, physical, emotional, and social experiences, so they may become a part of the professional camp staff.

A. Objectives: To give the CIT an opportunity to:

1. Develop a positive attitude relative to the Senior - Junior Counselor - Camper relationship.

2. Develop an understanding of individual differences.
3. To develop new skills and improve old ones.
4. To develop fine qualities of leadership
5. To develop a sense of responsibility.

B. Requirements:

1. Must be entering the 8th or 9th grade in the fall of the camp season year.
2. Tuition for CITs is a 35% discount off the Standard Weekly Camp Fee.
3. Must complete the CIT application found on the registration site.
4. CITs must attend a minimum of **4** weeks of camp to be eligible for the discount.

C. Program:

1. CITs participate in activity programs that include swimming, athletics, workshops and creative and performing arts. In addition, they are assigned to a group or activity where he or she becomes an assistant to the counselor and/or specialist and is responsible to the counselor, the specialists and the CIT Director.
2. Assignments are changed every other week or may be changed at the discretion of the CIT Director or at the request of the CIT.
3. In-service training sessions are scheduled during the season with the specialists, the Head Counselors and the CIT Director.
4. Exciting special programs are offered throughout the summer, such as trips to places of interest.

D. Evaluation:

1. CITs will be evaluated during the camp season by their immediate supervisors and the CIT Counselors. Future staff selections are based, in part, on these ratings.

CONFIDENTIALITY - The names, addresses, and phone numbers of our all our campers and staff are confidential.

DISCIPLINE - It is our policy to keep disciplinary issues minimized and to help children monitor their own behavior. The staff presents age-appropriate behavioral guidelines and reflective communications to encourage children to express their emotions. We encourage self-control, self-direction, responsibility, and cooperation. When practical and safe, logical or natural consequences will be presented to your child.

In cases of unruly behaviors such as, but not limited to, inappropriate language, defiance, not following directions, etc., the protocol for addressing the issue will be as follows:

First Offense: Warning

Discussion with a parent/guardian, camper and Camp Director regarding the incident.

Second Offense: Suspension

Discussion with a parent/guardian, camper and Camp Director regarding the incident.
The camper will serve a MINIMUM ONE FULL DAY suspension. The severity of the incident will determine the length of suspension. This decision will be rendered at the discretion of the Camp Administration. (In the event of a camper's suspension or expulsion, there will be NO refunds issued for the week of the incident.)

Third Offense: Expulsion

In the event of a third offense, the camper will be expelled from camp for the remainder of the summer with NO refund for the week of the incident.

Disciplinary matters involving any of the bullet-points listed below will be thoroughly investigated by Camp Administration. Consequences will be issued on a case-by-case basis and may result in penalties ranging from suspensions to permanent removal from the camp. (In the event of a camper's suspension or expulsion, there will be NO refunds issued for the week of the incident). These decisions will be rendered at the discretion of the Camp Administration.

- Any acts of physical aggression, intimidation, *bullying of any kind
- Communications of any kind that contain or reference racial slurs, homophobic slurs, gender expression/identity slurs, explicitly sexual material or explicitly violent material
- Any behaviors that Camp Administration deems a threat to the overall safety and welfare of the camp and its participants

*Types of bullying include, but are not limited to derogatory comments, bad names, social exclusion or isolation, false rumors, damaging another's property…

Parents will be informed if such an incident occurs. If a child's behavior is uncontrollable, extremely disruptive, and/or harmful to him/herself or others, a parent will be asked to remove the

child from camp for the day. Open communication between home and camp is considered the key to effective discipline. At no time will a child be subjected to physical punishment (shaking, hitting, biting, pinching, etc.), or verbally abused by the staff.

EARLY PICK-UP - Parents who need to pick up children early can make these arrangements through the camp office. Please call or send a note to the office. If a camper is to be picked up before the end of the camp day, parents must notify the camp office by noon of that day. All campers who are picked up early must be signed out at the office by an authorized adult.

EXTENDED HOURS - Extended Care hours are provided at an additional cost per week. Children may be dropped off at camp no earlier than 7:00 A.M., and be picked up no later than 6:00 P.M. Staff is available to supervise campers. This program is for parents who work early or late on a consistent basis.

FINANCIAL POLICY – All camp fees are outlined in our Fees Ordinance – Chapter 74-45. Each week of camp must be paid in full by the previous Friday. A camper's tuition not paid in full by designated date, will not eligible for attendance in that week. There is no credit given for scheduled holidays, child's illness, family vacations, or rainy days. Make checks payable to Monroe Township Parks and Recreation. There is a **$25.00** fee for returned checks.

FOOD PROGRAM – Your child must bring his/her lunch daily. Please make sure their name is clearly marked on the outside of the bag. Insulated lunch bags are permitted, so long as your camper can easily identify their bag. Lunches are refrigerated at camp. Camp will provide lunch on Fridays.

HEALTH AND WELFARE Sunscreen should be applied to your child before they leave the house in the morning. Please label all bottles if sent with your child. Please inform camp of any emotional or behavioral problems. In the event of illness or injury requiring further medical attention than our staff can provide, you will be contacted immediately so you can pick up your child. If the injury is of a serious nature, you will receive a phone call from the camp office at the time the accident occurs.

Communicable diseases, i.e. head lice, pink eye, ringworm, etc. must be fully treated before a child is permitted to return to camp. If your child has a fever they should be fever free for at least 24hrs before returning to camp. In the event of an emergency, the child will be transported via ambulance to the nearest hospital or emergency room facility and you will be contacted to meet an accompanying staff member at that facility. If a child is absent for three consecutive days, you are requested to contact the camp office. You should discuss all individual problems with the Director and/or the child's counselor prior to opening day. The first two weeks of camp are the adjustment period. Do not wait to correct a situation. Act immediately! Contact the counselor and/or Director. Don't wait until the end of the summer to solve problems. We do our best when we are able to deal with the matter immediately.

INSURANCE - You will be responsible for providing your own insurance.

LENGTH OF DAY - Normal camp hours are from 9:00am to 4:00pm. Arrival is 8:45am to 9:00am. Dismissal is at 4:00pm. Extended Care hours are from 7:00am to 8:45am and 4:15pm to 6:00pm.

LOST AND FOUND - Counselors understand that camp is an exciting new place, and that children's personal belongings are not always their own first priority. Care is taken to ensure that children remember to retrieve their clothing, toys, works of art, etc., but it seems that there is always something left behind. At the end of each day, unlabeled found items are held up to be claimed by their owners. All unclaimed items will be displayed in an area near the front of the camp entrance. Please check regularly.

Please:

1. Label all articles with name tags or an indelible laundry marker. Named items can easily be returned.
2. Do not buy new things for camp. Children may not recognize them if they are lost and you'll feel even worse about losing them. Do not send ***Beyblades*** or ***Pokemon*** and ***Magic*** cards to camp.
3. Discuss care of personal belongings with your child before camp. Identify such things to them as their towel, swimsuit, jacket, etc. Remind them to check the lost and found area for lost items.
4. Call immediately when you find something missing, or send a notice with your child advising his/her counselor of any details that will help find it.
5. Lost articles are kept until the last day of camp, when they are then donated to a local charity.
6. Do not send books, toys, games or money to camp unless officially requested. In any case, never send anything to camp that is so valuable that its loss would cause serious unhappiness.

Campers suspected of possessing illegal substances, weapons or stolen items may be asked to have their personal possessions searched. Any illegal substances, weapons or stolen property will be taken from the camper and returned to the proper authorities.

MEDICATION - If your child needs any type of medication while he/she is at camp, a doctor's note must indicate a specific time and dosage to be given. The label on the prescription bottle is not the same as a doctor's note. All medication should be in the original container and labeled with your child's name and sent to the registration desk along with a note from the parent giving Camp Squankum permission to store and dispense the medication. Make sure you have ample medication at home in case medication is left at camp. Please do not give the medication directly to your child to take.

NEWSLETTERS - Periodic emails called ***Squankum Smoke Signals*** will be sent to you. The intent is to keep you posted about camp activities. Please read these emails carefully & share with your spouse/partner and or guardians. We will also provide weekly newsletters on Fridays during the camp season.

NOTES - Parents should give all notes to the attendant at check in.

RAINY DAYS – We will provide as complete a program as possible on rainy days. Any outdoor activities will be re-worked to be held indoors.

RELEASE OF CHILDREN - Since the safety of your child is our utmost concern, Camp Squankum maintains a strict policy regarding the individuals to whom we will release a child. Advanced written notice is required for an individual to be authorized to pick up a child. In the event of an emergency, the Camp Director or Office Manager may be notified by phone as to the name address, phone number, and brief physical description of the person who will be picking up the child. The Camp Director or Office Manager will inform the Counselor. Once this individual arrives at the camp, a staff member will need to verify the individual's identity by reviewing identification before the child is released. The authorized individual must then sign and note the time of the child's release.

If a non-custodial parent is not included among those persons authorized by the custodial parent to pick up the child, please inform the Camp Director or Office Manager. Should an unauthorized individual arrive to pick up a child, a parent or emergency contact person will be immediately notified via a phone call. If the Camp Director or Office Manager is unable to reach a parent or emergency contact person, the child will not be released.

SWIMMING – We will be swimming at least one time per week

TRIPS - In the event of inclement weather, parents should check with the camp office about possible postponement. All campers participating in a trip must wear an official camp tee shirt.

VISITING DAY FOR SPECIAL EVENTS – We may on occasion have the children perform a skit or concert. We will notify you in advance.

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