



Livingston Summer Camp 2023 Grades 1st through 8th

Parent Handbook

Communication

For any program to be successful, clear communication is always key! Please see the below information regarding Camp Communication.

Parents: Communication Options

Email Blast/Text: SYLS Summer Camp has an email/text system (Community Pass) which is used to communicate with parents. Please check your Community Pass account to ensure the correct email is listed. **You must be signed up to receive text messages.** SYLS will send you e-blast/texts for emergency closings/situations, updates, closure due to rain, reminders, and weekly newsletters. See below for instructions to sign up:

Community Pass Text Alerts

To sign up for **Community Pass Text Alerts**, please follow the instructions below.

1. Log in to your **Livingston Community Pass account at Community Pass Online**
2. Under heading "**useful links**", select "**view account**"
3. Select **edit** to the left of individual you would like to receive text alerts
4. Fill in all fields: ***Mobile Phone** and ***Mobile Provider**
5. Check the box to "**receive alerts via text messages**"

****Be sure to scroll down and "SAVE CHANGES"*****

Emails: The Program Supervisor is available through email. If you have any questions or concerns, please email jgill@livingstonnj.org. Our program supervisor is hands-on at all of our

Camp locations and may not be able to respond immediately to an email, and will get back to you as soon as it's possible.

Telephone Calls: SYLS Camps will call you if your child needs to be picked up for sickness or injuries. Please confirm that your correct phone number is updated in Community Pass. If you would like to talk to your child's Camp Director, please call the Camp location. We do not have access to voicemail, so if a staff member is not available right away, please keep trying. If urgent, please call the SYLS Office at 973-535-7925 and they will get in touch with a Camp Director. If not urgent, you may also email the Program Supervisor at igill@livingstonnj.org and someone will contact you as soon as it's possible.

Immunizations & Medications

Immunizations

Proof of age-appropriate immunizations will be required for all Campers.

Please see Appendix A and B for immunization requirements by grade. Immunization records must be sent to jgill@livingstonnj.org no later than June 15, 2023.

NOTE: NJ also accepts valid medical and religious exemptions (reasons for not showing proof of immunizations) as per the NJ Immunization of Pupils in School regulations, (N.J.A.C. 8:57-4)

Medications (Please see www.livingstonnj.org/SYLS for Medication Form)

- No doctor prescribed medication will be distributed without having the SYLS Kids Camp Medication Form completed by the Doctor.
- You **must** hand deliver the Medication to the Camp Nurse in its original packaging.
- Please place all medications in a Ziplock Clear Bag with the child's first/ last name and Camp group. Please print in permanent marker!
- Medication Forms should have the child's name, the name of the medication, the reason for the Medication, the dates to be administered, the time to be administered and the dosage.
- Please indicate any medical issues that we should be aware of.
- All Epi-Pens must have an Action Plan attached and (2) Epi-pens.

****Please keep an eye out for our Medical Drop Off Day/Meet the Nurse.**

Prior to the start of Camp, each location will receive a map showing the established traffic pattern. Please remember this is new for many people; we will work as quickly as possible to get all Campers screened.

Pick-Up Procedures:

Parents will not be allowed to exit their vehicles. The traffic pattern will be the same for Drop Off & Pick Up. Please have a note card with your Camper's first and last name and grade in your car window to assist staff. A staff member will take your child's name and group and call for your Camper. Once your Camper arrives, they will be required to use hand sanitizer prior to entering your vehicle.

Visitor Guidelines:

- **If you must pick up your Camper early and you know ahead of time:** Please send your Camper with a note stating their pick-up time for them to give to their Camp counselor. The counselor will make sure your Camper is ready at that time.
- **If you are unable to get a hold of someone at Camp:** Please pull through the drop-off/pick-up traffic pattern and wait for a staff member to approach to find out your Campers name and grade.

Camper Groups & Locations

Group Sizes & Group Counselors

Groups range from 20-50 campers per group with ratio of 1:10 staff. These groups will not change and will not intermingle to minimize interaction between Campers. To The best of our ability, we will keep the same Counselors with your child's group. All Camp locations will have a Director, a Medical Professional, and an Administrative Staff Member.

Camp & Group Locations

Grades 1st – 6th:

Dates: Monday, June 26th through Friday, August 4th

Times: Half Day: 8:00 - 12:00 pm

Full Day: 8:00 - 3:00 pm

Location: Mount Pleasant Middle School 11 Broadlawn Drive, Livingston, NJ 07039

Hand Washing & Hygiene

Hand Hygiene

When to Wash or Disinfect Hands – Campers and General Staff

- Before eating food (e.g., when entering the dining area).
- Upon entering the Camp.
- After being in contact with someone who may have been sick.
- After touching frequently touched surfaces (railings, doorknobs, counters, etc.).
- After using the restroom.
- After using common items, such as sports equipment, computer keyboards and mice, craft supplies, etc.
- After coughing, sneezing, or blowing your nose.

How to Wash Hands

- Wet your hands with clean, running water. Turn off the tap and apply soap.
- Lather your hands by running them together with the soap. Make sure to lather the back of your hands, between your fingers, and under your nails.
- Scrub your hands for at least 20 seconds (about the time it takes to sing the “Happy Birthday” song twice.).
- Rinse your hands well under clean, running water.

- Dry your hands using a clean towel or an air dryer. You may use paper towels to turn off the faucet and/or open doors of the bathrooms.

How to Use Alcohol-Based Hand Sanitizer

- Hand sanitizers should contain greater than 60% ethanol or greater than 70% isopropanol.
 - Apply the product to the palm of one hand.
 - Rub your hands together. Make sure the product contacts the back of your hands, palms, between your fingers, and fingertips.
 - Continue to rub your hands together until your hands are dry (about 20 seconds).
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Handwashing Misconceptions

- Water temperature is not important. Clean cold and warm water work equally well.
 - Antibacterial soap is not more effective than regular soap.
 - Bar soap and liquid soap are equally effective.
 - Soap and water are more effective than alcohol-based hand sanitizer if hands are visibly dirty or greasy.
 - If water is available but soap and hand sanitizer are not, rubbing your hands together under water and drying them off with a clean towel or letting them air dry can remove some germs. Only use this method as a last resort.
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Swimming Transportation & Guidelines

Pool Schedules

Each Camp location will have one full day per week at the Haines Pool Complex, as follows:

- **Tuesdays – Grades 3-6**
- **Thursdays – Grades 1-2**

Swim Days

Campers will be dropped off directly at Haines Pool on your assigned day. Half-day Campers will be picked up at 12:00 at Haines Pool. Full-day Campers will be picked up at 3:00 at Haines Pool. Swim Day activities include swimming, basketball court, playground, arts & crafts and field activities.

Swim Test

All Campers in grades 2 and up will be assessed and classified as a Non-swimmer or Swimmer on the first day at the pool. All 1st grade campers will be classified as Non-swimmers and must remain in the shallow end of the pool. All campers classified as Non-swimmers must remain in the shallow end of the pool. All campers classified as Swimmer will have access to all pool locations.

Lunch & Snacks

This year's summer camp will be held mostly outdoors. It's important to make sure your child brings at least one full water bottle daily. Campers will have access to water refill stations throughout the day so they can refill their bottles often.

Lunch

Campers must bring their lunch each day **or ordering lunch through Simply Gourmet.** There will be no lunch option available for those with no lunch. If your Camper does not bring lunch, we will call you so that you can drop one off.

Lunch will stay in your Camper's backpack outside until lunch time; we recommend packing lunch with ice packs.

Each group will have a designated time to eat lunch. Tables will be disinfected prior to and after use by each group..

Please Note:

- Simply Gourmet Lunches **WILL** be an option this summer. Please reach out directly to Simply Gourmet to order lunch More information will be emailed to parents closer to the start of camp.
 - We are NOT a peanut-free Camp; there will be a designated table for children who are highly allergic.
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Snacks

Counselors can designate snack times throughout the day.

Please Note:

- Campers will not be allowed to bring in snacks for birthdays or other celebrations.

Games, Activities & Schedule

Activities Guidelines

Holding Activities Outdoors as Much as Possible is recommended

- **Campers and staff will be outside the majority of the day.** Holding activities outdoors as much as possible is recommended.
- When selecting sports and physical activities, Camper groups should remain together and **not** intermingle with other groups.
- Groups will maintain ratios for all activities. The groups will remain the same throughout the duration of Camp.
- Campers will use water fountains, jugs, and bubblers. **We encourage the use of individual refillable water bottles.**

Schedule

Daily activities will include games, non-contact sports, arts and crafts, playground, and water play activities.

Each group will have the following:

- Specifically designated area at Camp in which to keep their belongings.
 - Schedule of activities, down/rest time (in a shady area).
 - Designated lunch time.
 - Full-day campers will be scheduled to spend time in the air-conditioned gym each day.
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What to Bring to Camp

**** Mark all items with your Camper's first name, last name, and grade ****

Follow the guidelines below carefully to make sure your Camper has what they need in order to have the best possible experience!

What to Bring

Every day, your camper should:

- **Wear** comfortable clothing & sneakers.
- **Bring** a backpack with:
 - Lunch/Snack
 - Lunches will be left outside in your child's backpack; **please provide ice packs to keep food items fresh.**
 - Water bottle
 - There will be water stations where Campers can refill their bottles throughout the day.
 - Spray sunscreen
 - Counselors WILL NOT be allowed to rub sunscreen on your Camper. They will assist in spraying but please practice rubbing it in on their own.
 - Change of clothes (for younger Campers)

- Beach Towel
 - Towels will all be laid out on the ground so each Camper will have their own space to sit and do some activities in the grass.

What Not to Bring

Campers should not bring any valuables to camp

- The Camp is **NOT** responsible for loss of or stolen personal belongings Campers have with them during Camp.
- Campers should not bring any toys or valuables with them.
 - This includes cell phones, portable game systems, iPods, iPads, credit cards/money, personal sports equipment, and jewelry.

Behavioral and Disciplinary Procedures

Our main goal and focus is always to provide our Campers with a safe and fun environment to learn and play. We thank you in advance for your cooperation and understanding.

Disciplinary Investigation

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. (Please be reminded that in the event of a child's suspension or expulsion, there will be NO refunds issued)

These decisions will be rendered at the discretion of the SYLS and Camp Administration with NO APPEALS process.

- 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 Administration deems a threat to the overall safety and welfare of the camp and its participants.

Protocols

In order for our programs to operate in a safe manner, it is important that all Camp participants adhere to a set of guidelines that will ensure a welcoming environment for all. A caring and positive approach will be taken regarding discipline. Camp staff will reinforce appropriate behavior through positive reinforcement, firm statements and redirection when possible. We ask that parents/guardians please review and reinforce these procedures with their Campers.

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 proceed as follows:

First Offense: Warning

Discussion with parent/guardian and Camper regarding the incident with counselor and administrative staff member. This is a warning.

Second Offense: Suspension

Discussion with parent/guardian and Camper regarding the incident with the administrative staff member.

The camper will serve a MINIMUM ONE FULL DAY suspension (if the camper is a half-day attendee they will serve MINIMUM ONE FULL HALF DAY suspension). The severity of the incident will determine the length of suspension.

This decision will be rendered at the discretion of camp administration with NO APPEALS process. (Please be reminded that in the event of a child suspension or expulsion, there will be NO refunds issued)

Third Offense: Dismissal

In the event of a third offense, the Camper will be dismissed from Camp for the remainder of the summer with NO refund.

Thank you!
