



Since 1995

2018 PARENT HANDBOOK

Kathy McBride & Larry Marantz, Owners

Directors

**Jessica Giacchi
Mike O'Hanlon
Danielle Hepkins
Kathy McBride**

**Assistant Director
Christopher Caputo**

**Medical Director
Dianna Mullady, RN**

Dates

Camp begins July 2nd & ends on Aug 24th; camp is closed on July 4th.

NYC DOH

RCDC is licensed by the NYC Department of Health, which conducts regular inspections. RCDC meets or exceeds all laws & codes.

CAMPER NUMBER

Please memorize your child's camper #, found on the top of your enrollment form. Include it in all notes, phone messages, payments, and emails.

Camp Dress Code

Camp shirts & bag are distributed on the camper's first day. Extras can be purchased for \$15. Camp shirts should be worn on all trips & on Picture Day.

****Socks must be worn or sent EVERY DAY****

When campers do not have socks, they are unable to participate in many activities/trips. Wear or send a pair, every day.

Footwear: Sneakers (with backs and rubber soles), are best for safety. Sandals, "Crocs" & flip-flops, etc. are NOT permitted. Water shoes can be brought on swim or splash pad days.

Campers should NOT bring:

I-Pads, video games, I-pods, phones, jewelry, expensive clothes, items of sentimental value, trading cards, toys, keepsakes, Etc. Please do NOT call to report these items stolen; they are always lost!

If you care that something comes home at night, do NOT send it.

Sunscreen & Water

Parents should apply sunscreen in the morning and send extra in their bags. We apply our own for parents who forget. Younger campers have sun screen applied throughout the day, as necessary. Send campers with full bottles of water, every day. Water bottles can be refilled at camp.

Camp Cell Phone Policy

1. Cell phone use, in camp is strictly **PROHIBITED**. If a Camper chooses to bring one, it must be kept in their camp bag or held by us, until dismissal. At our discretion, directors may collect & hold campers phones, any time. This is especially true with **OLDER** campers.

- a. *** If you have an issue with this policy, let us know immediately and a full refund will be issued. There are NO refunds for any reason, after July 1st.*

2. There is **NO** texting, calling, e-mailing, snap-chatting, tweeting, Etc. permitted in camp. Campers who need to call home, can use our phone. ********Campers communicating with their parents, during camp, is detrimental to their camp experience and to camp operations; it is also unsafe. If this is an issue for you, a discussion with a director, **BEFORE** camp begins, is requested. This policy is **STRICTLY** enforced. There may be times, such as during lunch, on the bus returning home, or during extended hours, when phone use may be allowed. Please contact us with any questions or concerns.

Social Media Policy

******Campers may not take photos or videos of campers or staff without permission. Campers may not post photos taken at camp on any public forum- Facebook, Instagram, Snapchat, Etc.

*Campers who ignore this rule, **WILL BE EXPELLED- with NO refund***
Mutual respect between campers is expected. Even though messages & photos might be exchanged after camp hours or on weekends any name calling, teasing, shaming, bad mouthing, negative gossip, hurtful comments, cyber-bullying, Etc. through social media platforms, is a camp problem and will not be tolerated. Please discuss this with your children before camp begins.

Code of Conduct

Campers are expected to exhibit exemplary behavior, (or at least, close to it). Rules and directions *must* be adhered to. Foul language, disrespect or inappropriate behavior is not tolerated. Bullying, name calling & rowdy behavior is unacceptable.

WE WILL EXPEL ANY CAMPER WHO EXHIBITS BEHAVIOR CONSIDERED DANGEROUS TO THEMSELVES OR OTHERS

Bus Behavior

On the bus, campers must remain seated, with their seat belts on! Parents will be informed of any behavior which could result in the loss of bus service.

Parental Conduct

Mutual respect is expected between directors, staff, and parents. Abusive & inappropriate conduct or language by a parent or adult will result in the immediate termination of the camper, with NO refund given.

Camper Discipline

Camper discipline is the responsibility of the director, ONLY. Counselors never discipline, yell, or restrict any activity or privilege from a camper.

Bullying

Since the word bullying implies an ongoing situation we will expel ANY camper who displays or exhibits this behavior, there is NO bullying at RC Day Camp

Lost & Found

Every effort is made to return lost items, however, very often they are not. We are not responsible for missing items. Nothing is ever stolen; they are lost! We strongly suggest that you, label everything and leave valuable items home!

Illness & Absences

Please do not send sick children to camp, they will be sent home. If your child is ill, you cancel the bus by calling the office the night before or early in the morning.

DO NOT CALL THE BUS COMPANY; CALL THE CAMP!

Daily absences are not reimbursed or made up.

Saying Informed

Schedule Changes

The schedule posted on line, mailed home, or distributed at open houses, BEFORE camp began is no longer valid. Do NOT refer to it once camp begins. Though we do everything on it, (& more), it is only a “sampling,” of activities & trips that campers enjoy in.

A FINAL schedule of activities and trips is distributed and posted on Facebook, Instagram, and rcdycamp.com on Friday afternoon. We also post daily updates, schedule changes, lunch menus, recommended spending money and other information, each morning on our Facebook page. We send also send e-mails, letters and text messages, as necessary. We are not responsible for any misunderstandings or missed days due to a parent’s inability to stay informed, ignore camp communications or read e mails & hand-outs.

Newsletters/Facebook/Instagram

The newsletter is distributed every Friday & posted on line that night.

It includes next week’s schedule & other information. We post daily updates, photos, activities, Etc. on our Facebook page: www.facebook.com/richmondcountydaycamp.

We also post photos on our Instagram account: www.instagram.com/rcdyacamp
You must e-mail us a request to log onto our Instagram account. Let us know when you do, especially if you user name may not be recognized.

Contacting the camp

During camp, directors are supervising kids & cannot answer the phone.

To relay a message, send an e-mail to rcdaycamp@gmail.com.

Camp phone #: 718 761 1492

EMERGENCIES ONLY

Text or call

Kathy: 718-702-2307, (call or text). Larry: 732-547-1734, (call or text)

E-mail: rcdaycamp@aol.com

Payments and refunds

Balances are due before July 1st, 2017. Once camp begins, send any payment, forms, Etc., directly to camp, Do NOT MAIL!

THERE ARE NO REFUNDS, FOR ANY REASON, ONCE CAMP BEGINS.

The Splash Pad

Younger campers do not swim; they use the Splash Pad. Please send a bathing suit, towel & swim shoes on those days.

Trips

Not every age camper goes on every trip. Sometimes different campers go on trips on different days. Permission or permission slips are not required on camp trips. If a parent does not want their child to attend a specific trip, notify the camp. Some trips are optional, meaning other activities take place for campers who don't go. Other trips are NOT optional and campers who aren't going must stay home, (No make-up days)

Health & Medication

Campers who take medication at camp, require written authorization from their doctor. Medications must come to camp in their original packaging, with directions for use. Our camp nurse distributes ALL medicine. Requests for over the counter medication at camp, must be made in writing. Parents are called for permission to treat a camper who becomes ill. Our nurse will change bandages from home, if necessary.

SIGNED MEDICAL FORMs, MUST BE ON FILE BEFORE A CHILD BEGINS CAMP.

For minor injuries or incidents at camp, parental notification is at the discretion of our director. Parents may not always be notified of minor scrapes, band aids or nurse visits. Our goal is balancing the concerns of busy parents, with the well-being of our campers.

TICKS

The facility has been sprayed and treated for ticks. Camper are never in woods, tall grass, Etc. Counselors and medical staff are diligent about checking campers throughout the day. PARENTS should conduct a thorough inspection when campers arrive home.

Lunch

Camp lunch is provided, most days. Lunch can be sent from home, at any time, but refrigeration is NOT available. On certain trips, camp lunch is NOT available. On those trips, lunch money MUST be brought from home. Our lunch menu is a combination of hot and cold lunches with a side dish & drink. Optional trips to a restaurant, if any, (Red Lobster, Dave & Busters, Hibachi, Etc.), are extra. We check to be sure that every camper eats their lunch. Campers who don't want to eat that day's lunch, are offered an alternative. It is the parent's responsibility to send lunch from home if a camper does not want what's on the menu. Camper's without lunch or who won't eat it are served Cheerio's & milk. For more info on camp lunch or snack-bar, visit our web site.

NUTS OR PORK IS NEVER SERVED OR SOLD

Spending Money

RCDC pays for trips, however, snacks/food, souvenirs, Etc, can be purchased. Check our Facebook page for recommended amounts of spending money. Younger campers can bring money & counselors will assist with purchases & send home change, (sometimes on the next day). Campers who spend their own money usually don't bring home change. SNACKS & DRINKS, (mostly \$2 or less), are sold at our snack bar on most days. NO SODA, CHOCOLATE OR NUTS are sold). Our movie theater sells a combo pack for \$5, (popcorn, snack and drink). We may we combine camper's money at certain times and they share. When parents forget popcorn money, we sometimes lay it out or give them snacks and drinks from camp

Counselors

Counselors are the people most responsible for your child's successful camp experience. You can request a call or note from them, if desired. Counselors are NOT permitted to share their phone # or e-mail address without the director's prior approval.

Gratuities

A gratuity is the traditional way to show your appreciation to the counselor for your child's successful camp experience. It is normally given on the camper's last day. How much is a personal decision & should reflect the positive impact the counselors have had on your child's summer AND your budget. Most groups have more than one counselor. You should become familiar with their names and you will receive a letter of introduction from them when camp begins. IF you have any concerns, budget limitations or questions regarding tipping, please contact the director.

Below, are recommended tipping amounts based on comparable, area day camps.

RECOMMENDED TIPPING AMOUNTS

Senior, group Counselors\$6-\$9 per week
Jr/Assistant counselors.....\$4-\$6 per week
Bus Counselors & Drivers..... \$2-\$4 per week

Any other staff gratuities are at your discretion.

BUS TRANSPORTATION

All transportation arrangements are made by the camp director.

Contact us with any questions or concerns about bus service.

Bus pick up begins at 7AM. Busses are air-conditioned, with at least one counselor supervising. Buses are dismissed at 3:30PM, (sometimes later). Bus arrival times may be late or early depending upon traffic. Please have campers ready 10 minutes before the bus arrives.

BUSES CAN NOT WAIT FOR TARDY CAMPERS.

To cancel the bus, call the camp, NEVER the bus company

PICK-UP AND DROP-OFF TIMES ARE APPROXIMATE & can change.

Please be patient. We do our best to accommodate your requests, however, traffic and other conditions can cause delays. If a bus is running very late, we will contact you by phone or text. Make sure the bus counselor has your correct phone number. If you are outside, please have your phone. Never get on the bus; a counselor will assist your child. Drop-off times can vary. On some days buses are dismissed late, especially week 1, trip days and Mondays. Do not worry if your child is late. Buses wait until campers are INSIDE before pulling away. If a child is locked out or a parent is not present, they will be returned to camp. If your child has a key, we suggest hiding a spare. An adult must be home when the bus arrives, unless written permission to leave older campers is given.

ON THE FIRST DAY OF CAMP, ONLY
BUSES WILL ARRIVE BETWEEN 7 & 8:30AM. We apologize for any inconvenience. Early pick up requests are not guaranteed, especially the first few days of camp.

Campers beginning weeks 2-7 can e mail us the weekend before you begin, to ask for a more specific time, which may or may not be available.

Campers can wait inside, at a window or front door, for the bus to arrive.

After the first day, you can request a call from the counselor 5 minutes before the bus arrives. If a street is narrow, in a development or dead end, you may have to meet the bus at a corner or the entrance to your development. A counselor can get off the bus to escort the camper if necessary. The driver will give you a more precise pick up time for the rest of the summer. Please have campers outside/ready 5 minutes before the bus arrives

BUS ARRANGEMENTS MAY NOT BE CHANGED, WITHOUT A DIRECTOR'S APPROVAL

Do NOT ask the driver. This includes campers requesting to go home with friends, in which case, permission is necessary from BOTH parents.

Parent Transportation- Extended Hours

Traffic control is very important to the safety of campers & Staff.

The MAIN entrance for all camp traffic is Kenneth road, which is the 2nd entrance from Page Ave, (the entrance with OUT a traffic light).

The entrance gate will be opened at 6:30AM and closed at 8:45AM. Parents will be permitted to pull up to the front of the CYO building. After dropping off, cars will be directed to the exit by continuing to the back of the parking lot & out of the facility.

All camp roads are one way; NO U-TURNS PERMITTED!

We know parents are in a rush, however, all procedures must be adhered to & the 15 MPH speed limit is strictly enforced. Beware of speed bumps

“STOP, DROP & GO,” is our policy!

Camp opens at 6:30A.M. Staff will greet you to sign campers in. There is no need to get out of your car. Please do not linger after the camper is signed in. Campers should arrive BEFORE 8:30AM. Dropping off after 8:30 is disruptive & parents must park & walk in.

AFTERNOON EXTENDED HOUR & PICK-UP

In the afternoon, the gate is re-opened for parent pick up. Parents must park in the designated area, come into the building, and sign their child out. Written permission must be on file, for any adult other than a parent, to pick up a camper. We recommend giving us a list of these adults, before camp begins. In an emergency, if a person not on the list is picking up, verbal permission from the director, is required, (or by e-mail or text).

Afternoon pick BEGINS at 3:40PM, AFTER THE BUSES ARE DISMISSED.

DO NOT pick up campers earlier than 3:40PM. Campers will not be dismissed until all buses have left. On some trip days, campers may get back to camp late. In an emergency or special occasion, when the camper must be picked up early, inform a director, as soon as possible.

All campers must be signed out by an adult, with proper ID.

Parents using PM extended hours, do NOT need to inform the camp of pick up times unless you'll be later than 5:55PM.

We understand that SI traffic is unpredictable.

WE WILL NOT LEAVE UNTIL EVERY CAMPER IS PICKED UP

MISC. IMPORTANT INFORMATION

Groups & divisions

You will need to know your child's group & division, to follow their schedule. You will be informed. *The information below is approximate and subject to change*

Lower Division

Munchkins

4-5 year's old

Non-Munchkins

6-8 year's old

Middle Division

9-11 year's old

Upper Division

12-14 year's old

CIT's

14-16 year's old

- Campers receive their shirts and bags on their first day
- Send SOCKS, sneakers, bottled water, sun lotion, snack & spending money, DAILY
- Tips are traditionally given on the camper's LAST day
- Call the office the night before or early in the morning to cancel the bus, (illness, Etc.).
- NEVER CALL THE BUS COMPANY
- The following week's schedule is AVAILABLE & posted on Friday.
- Weather can cause last minute changes; we always try to keep you informed through Facebook, texts or e-mails.
- Campers are grouped by sex/age/grade; There's 1 counselor for every 8 campers.
- On average, camp lunch is available about 4 times a week, since on some trips, lunch money must be brought from home. You will be notified.
- NO NUTS served or allowed in camp. Please don't send anything to camp with nuts.
- Counselors of younger campers will help campers with spending money and send home any change, sometimes, because of time restraints, the NEXT day.
- Because they are always supervising campers, directors MAY not answer the phone during the day. Leave a message or E-mail instead.
- Phone calls to parents, reporting minor injuries or incidents are not always made.
- Counselors are NOT allowed to give out their phone #, without permission of a director.
- Please read the parent guide, follow us on Facebook, and web site for up to date info and Instagram for daily photo's.