



Since 1995

2019 PARENT HANDBOOK

Kathy McBride & Larry Marantz, Owners

Executive Director

Larry Marantz

Directors

Jessica Giacchi

Mike O'Hanlon

Danielle Hepkins

Kathy McBride

Christopher Caputo

Assistant Directors

Nick Tesca

Brian McBride

Munchkin Coordinator

Lauren Mattina

Medical Director

Dianna Mullady, RN

Dates

Camp begins July 1st & ends on Aug 23rd; camp is closed on Thursday 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 **KNOW** your child's camper #, found on 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****

Without socks, campers 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 sent on swim or splash pad days.

Campers Should NOT Bring

I-Pads, video games, phones, jewelry, expensive clothes, items of sentimental value, trading cards, toys, keepsakes, Etc.

Please do NOT call to report these items stolen; they WERE LOST!

If you care that something comes home at night, don't send it in the morning.

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.

Parents who want to have bug spray/lotion applied, should notify a director.

Send campers with full bottles of water, every day. Water bottles can be refilled at camp.

Camp Cell Phone/Social Media 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. **SOME GROUPS MAY HAVE PHONES COLLECTED & HELD.**

*** 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, social media use, etc. permitted in camp. Campers who need to call home, can use our phone.

****Campers communicating with their parents, during camp, is unsafe & detrimental to the camp experience and to the camp!**

If this is an issue for you, a discussion with a director, is necessary.

Social Media Policy

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

Campers who violate this rule, WILL BE EXPELLED- with NO refund

Mutual respect between campers is expected. Even though messages & photos might be exchanged at home or on weekends, name calling, teasing, shaming, bad mouthing, gossip, hurtful comments, cyber-bullying, Etc. thru any social media platform becomes 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 WHICH IS 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 may 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 and since we 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, usually, they are not. We are not responsible for lost items. 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. You cancel the bus by calling the office the night before or early in the morning. **NEVER CALL THE BUS COMPANY; CALL THE CAMP!** Daily absences are not reimbursed or made up.

Staying 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 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: rcdaycamp@gmail.com.

They will be answered immediately

Camp phone #: 718 761 1492, leave a message

EMERGENCIES ONLY

Text or call- summers ONLY

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

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 at our pool; they use the Splash Pad instead. Please send a bathing suit, towel & swim shoes on those days. If you prefer, campers can dress in bathing suits on swim days and change.

Pool

Campers swim once or twice a week, weather permitting, at our private facility called Frog Hollow Swim Club in S. Amboy, 10 minutes from the Outerbridge.

All procedures, lifeguard ratios & certifications, meet or exceed DOH regulations. Campers are given a test to measure their swimming ability on the first day they visit the pool. Non-swimmers swim in depths at or below their waists. The test IS optional. Do not send floaties to camp, we have them. Please send a towel, water shoes & plastic bag for wet items).

Trips

Not every camper goes on every trip. Sometimes campers go on the same trips on different days. Permission or permission slips are not required on camp trips. A few trips are optional, meaning other activities take place for campers who choose not to go.

Health & Medication

Campers who take medication at camp, require written authorization from their doctor. Medications must come to camp in their original package & include 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 when a camper becomes ill at camp.

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

For minor injuries or incidents at camp, parental notification is made at the discretion of the director. Parents are not always notified of minor scrapes, band aids or nurse's 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. Campers are never in wooded areas, tall grass, Etc. Counselors and medical staff are diligent about checking campers thru-out 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 alternate. It is the parent's responsibility to send lunch from home, if a camper won't eat 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. **NO NUTS ALLOWED AT CAMP**

Spending Money

RCDC pays for most trips, however, snacks/food & souvenirs cost extra, when available. Check our Facebook page for recommended amounts of spending money. Younger campers can bring money; counselors will assist with purchases & send home change, (usually 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 \$5 combo pack (popcorn, snack and drink). When parents forget spending or lunch money, we normally lay it out or give out snacks/drinks. A few bucks are more than enough for our snack bar.

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

Gratuities are traditional to express appreciation to your child's counselor for a 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.

RECOMMENDED TIPPING AMOUNTS

Senior group Counselors\$6-\$9 per week

Jr/Assistant counselors.....\$5-\$7 per week

Bus Counselors & Drivers..... \$3-\$6 per week

Any other staff gratuities are at your discretion.

BUS TRANSPORTATION

The director makes all transportation arrangements. Contact us with any questions or concerns about bus service. Same day changes made after camp begins, such as keeping a camper off the PM Bus, MAY NOT BE HONORED. WE MUST BE INFORMED THE NIGHT BEFORE OR EARLY MORNING.

ALSO INFORM THE DRIVER, COUNSELOR & CAMPER

Pick up begins at 7AM. 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. Bus counselors can call parents 5 minutes before arrival, IF REQUESTED. Buses will not wait for tardy campers. Campers, who are repeatedly late, will LOSE BUS SERVICE

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

PICK-UP TIMES ARE APPROXIMATE & may change. Please be patient. Traffic, weather & construction cause delays. If a bus is running unusually late, you will be contacted by phone or text. Make sure the bus counselor has the correct phone #. **DO NOT CALL THE BUS COUNSELOR- CALL THE OFFICE.** You do NOT have to wait outside; have the camper ready & wait near the front door or porch. If you are outside, have a phone nearby. **NEVER get on a bus; counselors will assist campers.**

Drop-off times can vary. Buses are often dismissed late, especially on the first few days, trip days and Mondays. Do not worry. Buses wait until campers get inside. If a child is locked out & a parent is not present, they are brought back 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 an older camper is provided.

THE FIRST DAY OF CAMP, THE PROJECTED PICK UP TIME IS 7 & 8:30AM. We apologize for the inconvenience.

The driver will give you a more precise pick up time after the first day. Please have campers outside/ready 5 minutes before ARRIVAL.

Campers beginning after WEEK ONE, WILL BE NOTIFIED OF PICK UP TIMES, THE WEEKEND BEFORE THEY BEGIN. If you do not get notified, e-mail us.

If your street is narrow, in a development or on a dead end, you may have to meet the bus at a corner or the entrance to your development. counselor can get off the bus to escort the camper if necessary.

BUS ARRANGEMENTS MAY NOT BE CHANGED WITHOUT THE DIRECTOR'S OK!

Do NOT ask the driver. This includes campers going home with friends.

Parent Transportation- Extended Hours

MORNING DROP OFF

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

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

The entrance gate is opened at 6:30AM and closed at 8:45. Parents are directed to the front of the CYO building. After dropping off, cars are directed to exit by continuing thru 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!

Staff members will greet & sign campers in. **DO NOT EXIT YOUR CAR OR LINGER!**

Dropping off campers after 8:30 is disruptive; parents must park & walk them in.

Campers arriving after 8:30, may miss attendance or trips & activities

AFTERNOON PICK-UP & EXTENDED HOURS

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, OR AFTER BUSES ARE DISMISSED.**

DO NOT pick up campers earlier than 3:40 except when absolutely necessary and a director has been notified. Campers will not be dismissed until all buses are gone.

On some trip days, campers may return to camp late. All campers must be signed out by an adult, with proper ID. Parents using PM extended hours, do NOT need to inform us of pick up times unless you'll be later than 5:55PM. (We know traffic is unpredictable.

WE WILL NOT LEAVE UNTIL EVERY CAMPER IS PICKED UP.

AFTERNOON SNACKS

New in 2019

RCDC will institute an afternoon snack program for camper who are picked up later than 4:30. Menu and cost TBD. Of course, parents can send their own in their child bag if preferred

MISC. IMPORTANT INFORMATION

Groups & divisions

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

Munchkin Division

4-5 year's old

Lower Division

6-8 year's old

Middle Division

9-11 year's old

Upper Division

12-14 year's old

MISC. INFO

- 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 Evening.
- Weather can cause last minute changes; we do our best to keep you informed.
- Campers are grouped by sex/age/grade; There's 1 counselor for every 8 campers.
- On average, camp lunch is available 4 times a week, you will be notified.
- NO NUTS allowed or in camp. Please don't send anything to camp with nuts.
- Directors are always watching campers & do NOT answer phones during camp.
Leave a message or E-mail instead.
- NOT every incident or minor injuries are reported to parents.
- Counselors are NOT allowed to give out their phone #, without the director's permission.
- Please read the parent guide, follow us on Facebook and Instagram & check your e-mail for up to date info & photos.**