

# PARENT HANDBOOK 2025



# Richmond County Day Camp

## Owner / Director

Kathy McBride

## Executive Director

Larry Marantz

## Assistant Directors

Jessica Giacchi-Assistant Director

Mike O'Hanlon-Assistant Director

Chris Caputo-Program Director

## Assistant Directors

Alyssa-Lower

Anthony-CIT's

Nick T-Middle

Brianna-Middle

Joe-Upper

## Medical Director

Jimmy Vastardis, RN

## Aquatics Director

Jacqueline DeLeo

## Office Manager

Danny

# Camp Dates

Camp Begins

**JUNE 30th**

Camp Ends

**AUGUST 22nd**

We are closed  
Friday, July 4th

## NYC DOH

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

## Camper Number

Please **KNOW** your child's camper #. It is found on the top of your enrollment form & on the parent portal. Include it in all messages. It's the same # for all your children.



# Camp Dress Code

A camp shirt & bag is distributed on the camper's first day. Extras can be bought for \$10. Shirts are recommended on trips & on Photo Day.

**Socks must be worn  
or sent to camp  
EVERY DAY.**

## Campers Should NOT Bring:

I-Pads, video games, phones, Apple Watches, air-tags, jewelry, expensive clothes, items of sentimental value, trading cards, toys, Pokemon Cards, keepsakes, Etc.

Sneakers (with backs and rubber soles) are required for safety. Sandals, "Crocs" & flip-flops, NOT permitted. Water shoes are recommended for pool / splash pad days.



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

If you care that something comes home at night, do not send it in the morning.

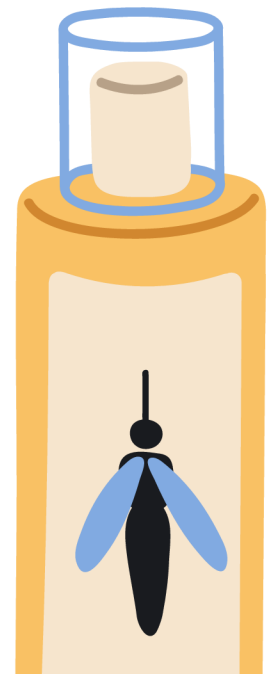
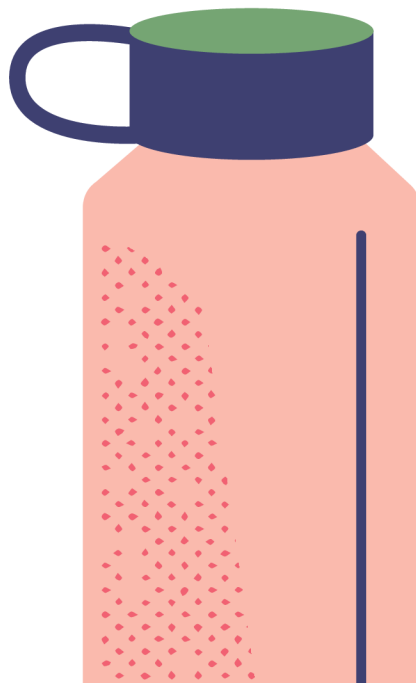
# Sunscreen & Water

Parents should apply sunscreen in the morning and send some in their bags. We use our own if parents forget. Campers will have sunscreen applied throughout the day, as necessary.

Parents who want bug spray / lotion applied, should notify the director. Send campers with full bottles of water, which will be refilled at camp.

# Lost & Found

Every effort is made to find & return lost items; but often they are not. We are not responsible for lost items. **Please label everything and leave valuables home.**



# Camp Cell Phone Policy

Cell phone use in camp is PROHIBITED. If a Camper chooses to bring one, it must be kept in their camp bag or be held by us until dismissal.

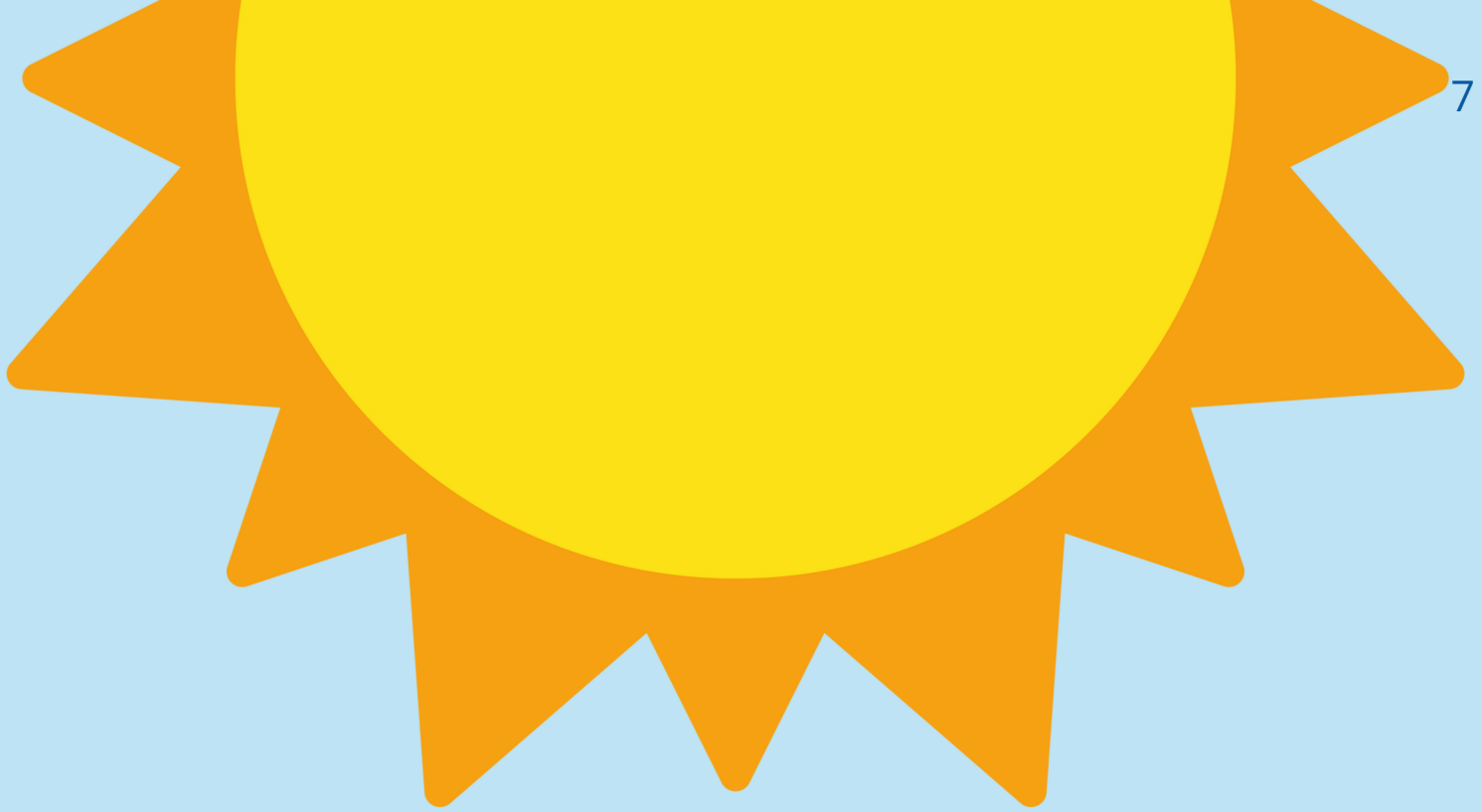
Some (older) groups have phones collected & stored for the day.

Texting, calling, e-mailing, picture taking, tweeting, etc. is NOT permitted. Campers who need to call home can ask a staff member.

**Campers may not communicate with their parents or friends during camp. It is detrimental to the camp experience!**

DO NOT text or call your child at camp. Call or email us if you need to get in touch with them. Tracking, recording devices & watches are NOT permitted.





# Social Media Policy

Campers may not take photos or videos of campers & staff, in or out of camp without a director's permission.

**Campers may not post photos taken at camp on any public forum - (Facebook, Instagram, TikTok, Twitter, etc.). Campers who violate this rule WILL BE EXPELLED!**

Mutual respect between campers is expected, at camp, at home & on weekends. Name calling, teasing, bad mouthing, gossip, hurtful comments, cyber-bullying, etc. in person or through any social media platform will be considered 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 close to it). Rules & directions must be adhered to. Foul language, disrespect or inappropriate conduct is forbidden.

Bullying, name calling & rowdy behavior is not permitted.

**WE WILL EXPEL ANY CAMPER WHO EXHIBITS SUCH BEHAVIOR OR BECOMES A DANGER TO THEMSELVES OR OTHERS.**

## Bus Conduct

On buses, campers must remain in their assigned seat with their seatbelt on! Parents will be informed of any behavior which may result in the loss of bus service.

## Adult Conduct

On buses, campers must remain in their assigned seat with their seatbelt on! Parents will be informed of any behavior which may result in the loss of bus service.



# Camper Discipline

Camper discipline is the responsibility of the director, **ONLY**. Counselors never discipline, punish, or restrict activities or privileges of a camper. We will communicate with parents to discuss any issues.



## Bullying

We do **NOT** tolerate behavior involving aggressive, abusive or inappropriate behavior. There can be **NO** bullying at Camp. Do not hesitate to contact us with a problem. Normal horseplay or "roughhousing" that may occur is not bullying.

We take all situations seriously; however, what you are told at home is usually worse than what actually happened. Any concerning incidents are almost always told to a parent **BEFORE** a camper gets home. Please call email with any problems.



## Absences

Please do not send sick children to camp, they will be sent home. You can cancel the bus by emailing [rcdaycampbus@gmail.com](mailto:rcdaycampbus@gmail.com)

**NEVER CALL THE BUS CO. Daily absences are not refunded or “made up.” If you drive your child to camp, it is not mandatory inform the camp.**

## Early Dismissal

Campers who need to leave early **MUST** be picked up before 2:30PM. Park in the lot and come to the office to sign them out. You must Notify the camp in advance.

## Three Days

Parents can choose any three days, each week. They can be a different 3 days each week. There are no make ups or transferring a missed day to another week

# Refunds

There are **NO REFUNDS** for any reason after camp begins. Daily absences are **NOT** credited or made up. A credit will be issued for any reduction in weeks.



# Schedule Changes

The schedule before camp begins is not accurate. The precise schedule for each week is posted on Friday afternoon. We also send updates each morning & as needed, throughout the day.

**We are not responsible for any misunderstandings resulting from a parent's inability to read messages or updates.**

# Instagram

We post photos during camp on Instagram:

<https://www.instagram.com/rcdcamp>

You must request access to our account. Include the camper's name in the request.

# Contacting Us

Since we normally do not answer the phone during camp it is **ALWAYS** best to email us at:

**rcdaycamp@gmail.com**

We normally respond immediately

# IN EMERGENCIES ONLY & DURING CAMP ONLY



Text, DO NOT CALL

**Larry**

732-547-1734

**Kathy**

718-702-2307

**Chris**

917-664-3459

# The Splash Pad & Water Slides

The youngest campers, (Junior Division - Munchkins, B1 & G1), do not swim; they use the Splash Pad, sprinklers & Water Slides. Please send a bathing suit / change of clothes, towel & swim shoes on those days.

We will inform you when you can send campers with bathing suits under their clothes. Send dry clothing on those days.



## Pool

Campers swim once a week at 2 private pools: The Frog Hollow Swim Club in NJ, (Middle & Upper Division) & The South Shore Swim Club (Lower Division). Lifeguard ratios & certifications meet or exceed NYC DOH guidelines. Campers take an optional swim "test," to determine ability on their first day.

Do not send floaties, just a towel, water shoes & bag (for wet items). Kids who do not swim do other activities. Please send campers with their bathing suits under their clothes on pool days!



# Trips

Not every camper goes on every trip on the same day or week. Permission slips are not required. Spending money & lunch money on trips varies. You will be informed. Some trips REQUIRE lunch money when bringing in outside lunch is not allowed.

# Medicine

Campers who require medication at camp need written authorization from a doctor. Medications stored at camp must be in the original package & include directions for use. Medical personnel distribute all medicine.

Use of over-the-counter medication must be made in writing and the medication sent to camp.

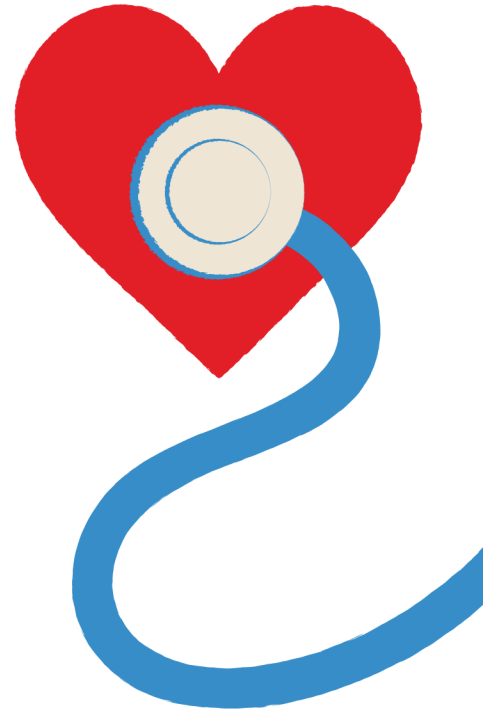
**SIGNED MEDICAL FORMS  
MUST BE submitted  
BEFORE CAMP BEGINS.**

# Parental Notification for Injuries / Illness

Decisions about contacting a parent regarding minor injuries/incidents are made at the director's discretion. Parents are not always notified of minor scrapes, or nurse's visits. Our goal is to balance the concerns of parents with the well-being of campers.

## Ticks

Campers are never in wooded areas, tall grass, etc. Counselors & staff are diligent about checking campers throughout the day. Check your child for ticks daily!



# Groups & Divisions – TENTATIVE

Final groups & divisions TBA. You will need to know your child's group & division to follow the schedule. The information below will be updated before camp begins:



## Junior Division Including Munchkins

4/5 years & B1/G1 –  
turning / just turned 6

## Lower Division

6 & 7 years old,  
B/G 2-4

## Middle Division

7-10 years old,  
B/G 5-8

## Upper Division

10 years old and up,  
B/G 9-12, CIT's

We can not accommodate all requests to place campers in groups with friends. Groups are not coed. Campers must be the same age to be in the same group

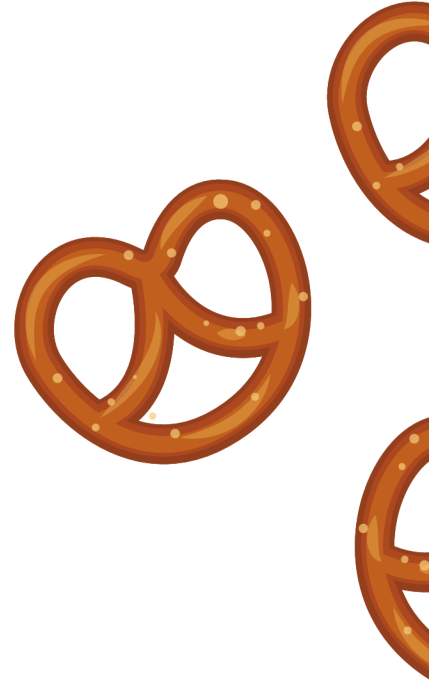




# Lunch / Snacks

Camp lunch is NOT provided, (or sold), except for occasional pizza parties or on special occasions. **Lunch must be sent from home.** Refrigeration is NOT available. On some trips lunch money is REQUIRED.

Parents will be informed of such trips. Nuts & nut products are never permitted & will be thrown away. There is NO snack bar at camp; snacks must be sent from home. Please send enough for the entire day.



## Water

Water is available throughout the day. We strongly recommend sending campers with a small “Poland Spring,” water bottle that can be refilled as needed. Do NOT send expensive water bottles like Stanleys or Yeti’s.

## Spending Money

If spending money is needed on a trip or at any other time, we will inform you and recommend amounts; counselors assist young campers making purchases. DON'T send big bills. Change rarely makes it home.



# Counselors

Counselors are most responsible for a child's successful camp experience. You can request a call to the director to communicate with a counselor. Counselors are NOT permitted to share their phone # or e-mail addresses without a director's approval



## Gratuities

Tipping is the traditional way to thank your child's counselors for a great summer. It should be given on the camper's last day. The amount is a personal decision & should reflect the positive impact the counselors have had on your child's summer.

Most groups have 2 counselors. YOUNG groups may have 3, including a Jr counselor. Become familiar with their names.

## Recommended Tipping Amounts

Senior group Counselors .....	\$7 - \$10 per week
Junior Counselors .....	\$5 - \$7 per week
Bus Counselors & Drivers .....	\$3 - \$5 per week

# Bus Transportation

Bus arrangements are made by the director. Contact us, NOT the bus company.



## AM Bus Pick Up

Bus pickup begins about 7AM. Buses may arrive early or late, depending upon traffic, weather & construction. Bus counselors can call parents before arriving, by request. If a bus is running more than a little late, you will be notified by phone or text.

Bus service is door to door. You do NOT have to wait outside; have the camper ready to go & wait near the front door or porch. Have your phone accessible.

**Parents should NEVER get on the bus; counselors will assist campers.**

Buses can't wait for tardy campers. Repeated lateness may result in loss of service.

To cancel bus, email:  
**[rcdaycampbus@gmail.com](mailto:rcdaycampbus@gmail.com)**  
as early as possible



# First Day of Camp

**On the FIRST day & on Mondays, Pick-up times may be different or late. We may NOT be able to give you an accurate pick-up time on your first day. Please be ready at 7AM. We apologize for this inconvenience.**



If your street is narrow, in a development or on a dead end street, you may have to meet the bus at the corner or at the entrance to your development.

## PM Bus Drop Off

PM Drop-off times may change throughout the summer. Campers are occasionally dismissed from camp late. If a bus arrives & a parent is not home, the camper is brought back to camp.

Authorization to leave a camper home without an adult present must be made in writing. Hide a spare key somewhere outside.

# Transportation Changes

BUS ARRANGEMENTS CAN NOT BE CHANGED WITHOUT a director prior approval. This includes a camper going home with a friend or being brought to a different address. Please do NOT ask the driver or counselor.



Any change must be told or emailed to the director in the morning. We will not take the word of a camper that they are not supposed to be on the PM bus.

## Bus Behavior

There are strict rules & procedures on AM, PM and trip buses. Campers must wear seat belts at ALL times, remain in their seats and follow all staff directions.

Please discuss with your child the importance of following staff directions.



# Parent Transportation (No Bus) & Extended Hours Morning Drop Off



Traffic control is important for the safety of campers & Staff. The MAIN entrance for all traffic in the morning is Kenny Road. The gate opens at 7AM and closes at 8:45.

Parents should proceed to the front of the CYO building. After dropping off, cars are directed to the exit at the back of the lot & out of the facility. All roads are one way.

**“STOP, DROP & GO,” is our policy AND PLEASE, NO U-TURNS!**

Staff will greet you & assist campers out of your car. DO NOT get out. Be patient and allow for extra time, the line to drop off in the morning may be long at times.

Please do not linger and always yield to a yellow bus. Parents who arrive late, (after 8:45), must park their car and escort the camper to the office & sign in

## Afternoon Pick Up

The FRONT gate, (at the traffic light), opens for parents to pick up at 3:15 the earliest. Parents pick up does not begin until ALL buses have departed, usually by 3:30.

Please do NOT arrive earlier than 3:15. This creates an unsafe traffic situation and slows down dismissal.

## Early Dismissal

Campers who need to leave early, MUST be picked up before 2:30 & must be signed out IN THE CAMP OFFICE. Advance notice is required!



## Extended Day

Extended day's purpose is not for additional activities. It is merely a convenience. There is no NO fee. Please arrive no later than 4:45PM. We allow a 15 minute grace period until 5PM.

Send extra snacks if your child stays late. If you are running late, please let us know so we can inform the camper.

Any adult, besides a parent, who may pick up your child must be in writing. This does not include a parent or grand parent. They must be over twenty-one.

We must be notified if this will occur, regardless if the person picking up is on the list. Please tell us and the camper when possible. Upon arrival, STAY IN your car, campers will be escorted to you.

# Additional, Important Info



- Send SOCKS, sneakers, bottled water, sun lotion, snacks DAILY.
- Campers receive their shirts & bags on their first day.
- Medicines, in its original packaging should be brought to camp before camp begins.
- Call & leave a message the night before or in the early morning to cancel the bus.
- Weather may cause schedule changes; we do our best to keep you informed.
- NUTS OF ANY KIND are NEVER allowed in camp. Please do not send food with nuts.
- Counselors are not permitted to give their phone #, without a director's approval.
- Lunch is available to purchase on SOME trips. You will be informed.
- Send campers with bathing suits underneath clothes on swim and splash-pad days.
- PLEASE read all our correspondences.
- Email, do not call; we rarely answer the phone.
- NO camp on July 4th. Camp begins on June 30th and ends on August 22nd.
- NO tracking devices of any kind; you'll always know where your children are.
- Changes to weeks including additions can be made after camp begins.
- No child can begin camp without a signed Health History Form. No DOE health forms allowed.





• RICHMOND COUNTY •

- DAY CAMP -