

2017 CYO Day Camp Policies & Procedures

Camper Drop Off

Campers that are attending the 7am –8am early morning program (at an additional cost per week) should be brought to the DINING HALL and dropped off there. They will receive cereal/ juice/ milk. At 8am they will be brought to the gym to meet up with the rest of the campers.

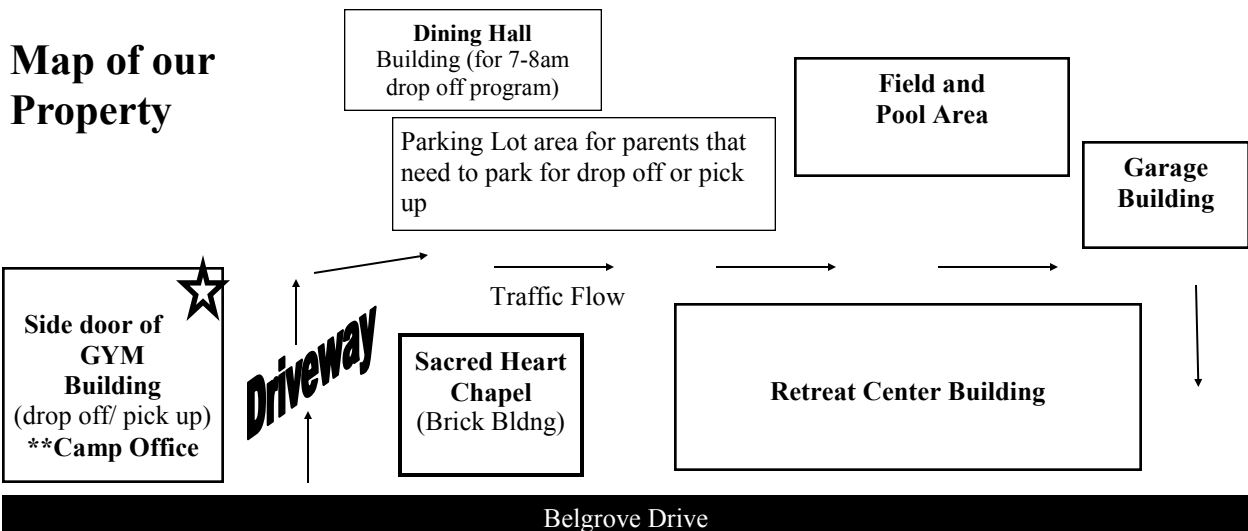
Campers are to be dropped off at the **SIDE OF THE GYM BUILDING** (map below). We will have staff outside starting at 8am to open car doors so you may “drop and go” with your children. If you choose to park and walk your children in you may do so by parking in the parking lot in the back and walk up to the gym. **YOU MAY NOT PARK FOR ANY REASON IN THE DRIVEWAY AT ANYTIME. This will be STRICTLY ENFORCED.**

Parents DO NOT need to sign their children in - upon arriving at the SIDE OF THE GYM we will check them in for attendance.

Again no child can be dropped off earlier than 8am (unless they are attending early morning care in the Dining Hall).

Camper Pick Up (afternoons/ end of the day)

Campers will be in activities until 4pm. If you come prior to 4pm please report to the side door of the Gym/ Tara Hall to sign out table and check in there. At 4pm ALL CAMPERS will make their way with the staff to the gym for closing assembly, snack and aftercare. Children must be picked up in the GYM. ALL children must be picked up by 6pm. Parents MUST come to the side door of the driveway side of the gym to sign their children out. You may park in the back parking lot, or the spaces alongside the church.



Afternoon Pick Up

Campers are in activities till about 4pm. From 4pm to 4:10pm campers come from all areas of our facility to the Gym Building where they will be until you arrive to get them. Campers staying for the after camp program **Must be Picked Up by 6pm. The Camp Staff will be gone at 6pm.**

For the Safety of all Children all campers must be signed out by their parents or guardians. Families will be given THREE SPECIAL ID CARDS with a unique number on the card. This card **MUST BE** shown at the time of pick up to take your child. If you need to pick your children up for any reason before camp is over, please send a note to the camp office or call us. If you are sending someone else then yourself to pick up the child **You must send a note OR CALL the Camp Office beforehand.** **These cards will be mailed to you about 2-3 weeks before camp begins.**

Please DO NOT park in the drop off zone for Camp Pick ups. We try to keep this area free for elderly or those handicapped that are picking up campers.

Lateness.. if your child is picked up after 6pm you will receive a letter as a warning. After the 1st time picking up your child late you will be assessed a \$25.00 late fee for this. After 3 late fees your child will be terminated from camp.

Payments for Camp Tuition

If you are paying your child's tuition for camp weekly that fee is due either the Friday prior to the week or at the latest the Monday that your child starts. You may give the money to your children and they can turn it in at the sign in desk at the lobby of the gym.

For CHECKS—checks should be payable to CYO Day Camp ,and include your child's FIRST & LAST name on it.

For Cash - please place it in an envelope with your child's name on the outside. A receipt will be issued to you and available at pick up in the afternoon.

Once the camp season has started PLEASE do not make payments at the Main Office located in the front of the Center on Belgrove Drive. All accounting for camp will have been transferred to our Camp Office. Payments should be made in the morning or afternoon and turned in at the gym , or during the day at the Office located via the back of the building.

Camp Attendance Policy

In the interest of your child's safety, we ask that you follow these important reminders:

If your child is sick, or for any other reasons will not be attending camp, please call the camp office at (201) 998-0088, ext 4151, to report the absence to us.

If you know in advance that your child will not be attending, please send a note with the days the child will miss. **There are no refunds for campers that miss camp due to health, vacations, summer school ,etc**

Camp Basic Rules

These rules have been designed for the safety of each child. Go over the rules with your child before camp:

- Listen, Respect, and Keep Hands to yourself
- Wear sneakers or sturdy shoes
- **ABSOLUTELY NO FIDGET SPINNERS AT CAMP!**
- No bare feet allowed outside
- No gum chewing. It just makes a mess.
- No cursing allowed at camp.
- Campers must stay at their activity, you cannot change without a directors approval
- Campers must be with a counselor at all times
- Fighting and other crude gestures and actions are not permitted
- Respect other campers, staff, and property. Thou shall not steal!!
- Objects that belong on the ground stay on the ground

Kinder Camper Information

To clarify and reiterate what is in the original registration form of the camp - all Kinder Campers MUST be Potty Trained. We define “Potty Trained” as your child can enter a bathroom on their own, go to the bathroom and come back out unassisted. If your child requires someone to be with them in the bathroom – THEY CANNOT BE IN THE CAMP. We cannot allow our staff into the bathrooms to dress your child while they are going to the bathroom. This holds true for changing for water activities. Campers must be able to change out of their bathing suits on their own.

Please understand this. If this becomes an issue we will have to dismiss your child. Please know as in with vacations, absences, and dismissal from camp there will be no refund in a campers tuition.

We also ask that all Kinder Campers bring in ONE spare change of clothes (in case of an accident) and that they were their bathing suits under their clothes to camp in the morning.. it just makes changing them so much easier

All Campers Camp Attire


Shorts, T-shirts and sneakers should be worn. Sneakers and sturdy shoes are the only footwear allowed. **We ask that the children not wear sandals, jelly shoes, or opened toed shoes because of the chance of injury.**

Everyday campers should bring their swimming gear. Even if it may look like rain. We ask that each child have a small bag with their name on it containing their bathing suit, underwear, and a towel.

We are not responsible for any lost items such as cell phones, ipods, jewelry, water guns, cards, video games, toys, and sunglasses.

Behavior Issues

Please read the Behavioral Management Policy that we use at the CYO Day Camp. It clearly states what actions will be taken if there is an issue with your child at camp.

Behavioral Management Policy				Disciplinary Action Log	
Offense	1st Time	2nd Time	3rd Time	4th Time	
Drugs, Alcohol, and or weapons at camp	IMMEDIATE EXPULSION FROM CAMP Date _____ NO REFUND				 <p><i>The CYO Summer Day Camp reserves the right to adjust these actions accordingly due to the severity of each incident</i></p>
A. Stealing	-Write Up Report	IMMEDIATE EXPULSION FROM CAMP Date _____ NO REFUND			
B. Willful destruction of property	-Phone Call to Parents - 1 day Suspension				
C. Found leaving camp boundaries	Date _____				
Fighting Verbal Bullying Physical Bullying, Endangering another Camper's well being (hitting, biting, slapping, etc)	-Write Up Report -Phone Call to Parents Date _____	Write Up Report -Phone Call to Parents - 1 day Suspension Date _____	IMMEDIATE EXPULSION FROM CAMP Date _____ NO REFUND		
Inappropriate Behavior Cursing, Etc	Verbal Warning Date _____	- Write Up Report - Phone Call to Parents Date _____	-Write Up Report - Phone Call to Parents - - 1 day Suspension Date _____	IMMEDIATE EXPULSION FROM CAMP Date _____ NO REFUND	

PLEASE NOTE.... Discipline has not been a major issue at our camp for the last number of years. However we feel it is better to lay things out clearer for parents and campers. This Behavioral Policy has been put together to insure your child is in a safe, fun and happy environment, and that those that cannot conform to that will be dealt with accordingly and dismissed.

Health and Safety Policy

All campers must have a signed health form on file in the Camp Office. No Camper is permitted without them. If there is a reason why a camper cannot participate in an activity or a program a note is required from the child's physician and/or a parent/guardian note explaining the longevity or the time.

Campers who take medication for different reasons must have the prescriptions in its original container, **with a note authorizing the Camp Director to dispense it.** These medications must be turned in to the Camp Office upon arriving to the camp.

Any child that becomes hurt or ill will be sent to the Camp Office. If it is anything more than a common scrape or cut you will be called and alerted to the situation.

Children will be sent home if they have a fever, rash, or signs of a contagious disease. You will be responsible to take your child home from camp. **Do not send sick children to camp!!!**

We ask that you either write on the Health Form , or attach to your Health Form a list of contact names that may pick up your child in case you have an emergency or cannot pick up your child.

Swimming

Camp has an IN GROUND pool. It is a 16 x40 foot 3ft to 6 foot pool, with an additional wading pools for our little campers. The pools will be manned by certified lifeguards at all time. Your child will be tested the first day of camp, and each week to determine their swimming ability. We will try to work with those children who cannot swim. We recommend children to swim everyday while they are at camp. Campers need to bring a bag with their name on it. It should contain a swimsuit, underwear, and a towel. Campers will be able to change in our changing rooms we have had built right out by the pool area. If campers want to bring floaties, swimmies, etc they are more then welcomed to. Campers DO NOT NEED TO TAKE POOL IF THEY WISH NOT TO.

Food

The camp provides a lunch for each day. Our menu is varied and is meant to meet the needs of the children. We will gladly accommodate any child's food allergies that are written on the health form. Children that stay for the after care camp will receive a snack each day at 4:30pm.

The Lunch menu for each week will be posted on WEB SITE at www.newarkoym.com.

Communication

Each week we will send home a weekly notice to all parents.

You may also get up to date information online at our website at www.newarkoym.com

In the morning/ afternoon Rich (our Camp Director) will be available should any parent need to discuss anything with him. As in protocol in your schools if there is an issue with another child/ or staff member you should speak to **Rich FIRST! DO NOT CONFRONT Staff or Children.** If you do not see Rich then you could always call the Camp Office and he will get back to you.