



## **Summer Camp HANDBOOK**

**Camp Phone Number: 856-466-5875  
Only Operational During Camp Season  
All other calls please call the Parks and Recreation Office**



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**Office Address:  
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Williamstown, NJ 08094**

## PARENT HANDBOOK

The following information is presented to provide you with answers to many of the questions you will have as your child prepares to attend Camp Squankum. Many of the necessary procedures to prepare for camp are carefully explained. Further information can be obtained from the camp office and your child's counselor. It is important that you familiarize yourself with the items in this handbook.

**ADDITIONAL WEEKS** - Additional weeks may be added based on the rates quoted in the fee schedule. You are required to let the Camp Director know at least one week in advance if planning to enroll your child for additional weeks. Additional weeks are offered based on group availability. Last minute requests are considered if sufficient space and staff are available.

**ATTENDANCE** - If your child will be absent, please notify us the evening prior to the following camp day. Camp Squankum takes attendance via our counselors as campers come to camp each day.

**CLOTHING** – Campers must wear their Camp T-shirt everyday. Exceptions to this will be if we are having a theme day. Bathing suit and towel should be brought on days that your child will be swimming. Other items that you may want to bring in a back pack are sunscreen, flip flops, sunglasses, and a hat.

### COUNSELOR-IN-TRAINING PROGRAM (CIT)

Aim: To develop skills in teenagers through mental, physical, emotional, and social experiences so they may become a part of the professional camp staff.

A. Objectives: To give the CIT an opportunity to:

1. Develop a positive attitude relative to the Senior - Junior Counselor - Camper relationship.
2. Develop an understanding of individual differences.
3. To develop new skills and improve old ones.
4. To develop fine qualities of leadership
5. To develop a sense of responsibility.

B. Requirements:

1. Must be finished the 8th or 9th grade by June of camp season.
2. Tuition for CITs is a 35% discount off the Standard Weekly Camp Fee.
3. CITs must attend a minimum of **4** weeks of camp to be eligible for the discount.

C. Program:

1. CITs participate in activity programs that include swimming, athletics, workshops and creative and performing arts. In addition, they are assigned to a group or activity where he or she becomes an assistant to the counselor and/or specialist and is responsible to the counselor, the specialists and the CIT Director.
2. Assignments are changed every other week or may be changed at the discretion of the CIT Director or at the request of the CIT.
3. In-service training sessions are scheduled during the season with the specialists, the Head Counselors and the CIT Director.
4. Exciting special programs are offered weekly, such as trips to places of interest.

D. Evaluation:

1. CITs will be evaluated during the camp season by their immediate supervisors and the CIT Director. Future staff selections are based, in part, on these ratings.

**CONFIDENTIALITY** - The names, addresses, and phone numbers of our all our campers and staff are confidential.

**DISCIPLINE** - It is our policy to keep disciplinary issues minimized and to help children monitor their own behavior. The staff presents model age-appropriate behavioral guidelines and reflective communications to encourage children to express their emotions. We encourage self-control, self-direction, responsibility, and cooperation. When practical and safe, logical or natural consequences will be presented to your child.

Aggressive physical behavior (fighting, hitting, biting, etc.) by a child toward another child or staff member is unacceptable. Staff members will intervene immediately should this type of situation occur in order to protect all of the children and encourage more acceptable behavior. Physical

restraint (a staff member holding a child) will not be used except as necessary for control of the situation. Children will be shown positive alternatives rather than just being told "no". Parents will be informed if such an incident occurs. If a child's behavior is uncontrollable, extremely disruptive, and/or harmful to him/herself or others, a parent may be asked to remove the child from camp for the day. Open communication between home and camp is considered the key to effective discipline. At no time will a child be subjected to physical punishment (shaking, hitting, biting, pinching, etc.), or verbally abused by the staff. \*Administration reserves the right to permanently dismiss a camper

**EARLY PICK-UP** - Parents who need to pick up children early can make these arrangements through the camp office. Please call or send a note to the office. If a camper is to be picked up before the end of the camp day, parents must notify the camp office by noon of that day. All campers who are picked up early must be signed out at the office by an authorized adult.

**E-MAIL** – [jbonder@monroetownshipnj.org](mailto:jbonder@monroetownshipnj.org)

**EXTENDED HOURS** - Extended Care hours are provided at an additional cost per week. Children may be dropped off at camp no earlier than 7:00 A.M., and be picked up no later than 6:00 P.M. Staff is available to supervise campers. This program is for parents who work early or late on a consistent basis.

**FINANCIAL POLICY** - All tuition must be paid in full by the Friday before the start of camp. Partial payments on a weekly or monthly basis will be accepted prior to the Friday before the start of camp. A camper's tuition not paid in full by designated date, will not be eligible for the "Early Bird Discount." There is no credit given for scheduled holidays, child's illness, family vacations, or rainy days. Make checks payable to Monroe Township Parks and Recreation. There is a **\$25.00** fee for returned checks.

**FOOD PROGRAM** – Your child must bring his/her lunch daily. Please make sure their name is clearly marked on the outside of the bag. Camp will provide lunch on Fridays.

**HEALTH AND WELFARE** Sunscreen should be applied to your child before they leave the house in the morning. Please label all bottles if sent with your child. Please inform camp of any emotional or behavioral problems. In the event of illness or injury requiring further medical attention than our staff can provide, you will be contacted immediately so you can pick up your child. If the injury is of a serious nature, you will receive a phone call from the camp office at the time the accident occurs.

**Communicable diseases**, i.e. head lice, pink eye, ringworm, etc. must be fully treated before a child is permitted to return to camp. If your child has a fever they should be fever free for at least 24hrs before returning to camp. In the event of an emergency, the child will be transported via ambulance to the nearest hospital or emergency room facility and you will be contacted to meet an accompanying staff member at that facility. If a child is absent for three consecutive days, you are requested to contact the camp office. You should discuss all individual problems with the Director and/or the child's counselor prior to opening day. The first two weeks of camp are the adjustment period. Do not wait to correct a situation. Act immediately! Contact the counselor and/or Director. Don't wait until the end of the summer to solve problems. We do our best when we are able to deal with the matter immediately.

**INSURANCE** - You will be responsible for providing your own insurance.

**LENGTH OF DAY** - Normal camp hours are from 9:00am to 4:00pm. Arrival is 8:45am to 9:00am. Dismissal is at 4:00pm. Extended Care hours are from 7:00am to 6:00pm.

**LOST AND FOUND** - Counselors understand that camp is an exciting new place, and that children's personal belongings are not always their own first priority. Care is taken to ensure that children remember to retrieve their clothing, toys, works of art, etc., but it seems that there is always something left behind. At the end of each day, unlabeled found items are held up to be claimed by their owners.

**Please:**

1. Label all articles with name tags or an indelible laundry marker. Named items can easily be returned.

2. Do not buy new things for camp. Children may not recognize them if they are lost and you'll feel even worse about losing them. Do not send **CD players, Gameboys, Beyblades** or **Pokemon** and **Magic** cards to camp.
3. Discuss care of personal belongings with your child before camp. Identify such things to them as their towel, swimsuit, jacket, etc. Remind them to check the lost and found area for lost items.
4. Call immediately when you find something missing, or send a notice with your child advising his counselor of any details that will help find it.
5. Lost articles are kept until the last day of camp, when they are then donated to a local charity.
6. Do not send books, toys, games or money to camp unless officially requested. In any case, never send anything to camp that is so valuable that its loss would cause serious unhappiness. Campers suspected of possessing illegal substances, weapons or stolen items may be asked to have their personal possessions searched. Any illegal substances, weapons or stolen property will be taken from the camper and returned to the proper authorities.

**MEDICATION** - If your child needs any type of medication while he/she is at camp, a doctor's note must indicate a specific time and dosage to be given. The label on the prescription bottle is not the same as a doctor's note. All medication should be in the original container and labeled with your child's name and sent to the registration desk along with a note from the parent giving Camp Squankum permission to store and dispense the medication. Make sure you have ample medication at home in case medication is left at camp. Please do not give the medication directly to your child to take.

**NEWSLETTERS** - Periodic emails called **Squankum Smoke Signals** will be sent to you. The intent is to keep you posted about camp activities. Please read these emails carefully & share with your spouse/partner and or guardians

**NOTES** - Parents should give all notes to the attendant at check in.

**RAINY DAYS** – We will provide as complete a program as possible on rainy days. Campers must bring a set of rain gear or another complete outfit on a rainy or inclement weather day. We make every effort to keep campers dry. It is conceivable that some campers who are unprepared, or because of an accident, may get wet. It is our philosophy that movement on a rainy day is far better than confining campers to one building. Special trips may be scheduled on rainy days.

**REFUND POLICY** – No Refunds will be issued.

**RELEASE OF CHILDREN** - Since the safety of your child is our utmost concern, Camp Squankum maintains a strict policy regarding the individuals to whom we will release a child. Advanced written notice is required for an individual to be authorized to pick up a child. In the event of an emergency, the Camp Director or Office Manager may be notified by phone as to the name address, phone number, and brief physical description of the person who will be picking up the child. The Camp Director or Office Manager will inform the Counselor. Once this individual arrives at the camp, a staff member will need to verify the individual's identity by reviewing two forms of identification before the child is released. The authorized individual must then sign and note the time of the child's release.

If a non-custodial parent is not included among those persons authorized by the custodial parent to pick up the child, please inform the Camp Director or Office Manager. Should an unauthorized individual arrive to pick up a child, a parent or emergency contact person will be immediately notified via a phone call. If the Camp Director or Office Manager is unable to reach a parent or emergency contact person, the child will not be released.

**SWIMMING** – We will be swimming at least one time per week at Hospitality Creek. Life Guards will be on duty.

**TRIPS** - In the event of inclement weather, parents should check with the camp office about possible postponement. All campers participating in a trip must wear an official camp tee shirt.

**VISITING DAY FOR SPECIAL EVENTS** – We may on occasion have the children perform a skit or concert. We will notify you in advance.