

Camp Spa 23 Family Handbook

Welcome to the Camp Spa 23 Family! We are thrilled to welcome both new faces and returning families to our camp community. We hope you are as excited as we are for a fun-filled, enriching summer. To ensure a smooth and enjoyable experience for everyone, we kindly ask that you take a moment to review the following important policies and information. After reading, please sign and return the handbook acknowledgment form.

Camp Hours and Before/After Care

Our standard camp day begins at 9:00 AM and ends at 4:00 PM. However, we offer both **Before Care** and **After Care** to accommodate your scheduling needs.

- **Before Care:** 7:45 AM – 8:45 AM
- **After Care:** 4:00 PM – 6:00 PM

You may sign up for Before or After Care in advance or on the day of service. Please note that any drop-offs or pick-ups outside of normal camp hours will incur an additional charge.

Drop-Off:

- Drop-off is located in the side lot of **PV Park**, on the far left if you are approaching from the main entrance.
- Cones will be set up for easy drop-off from your vehicle, and counselors will be available to assist your child with check-in and walking them into camp.
- If you would prefer to park and walk your child to the check-in area, you are welcome to do so. Should you need to speak with any of the staff, please park and walk your child in.

Pick-Up:

- Pick-up will take place in the same area (but inside the park, not the lot).
- Please enter the park to check out your child. If your child is comfortable walking to the car alone, ensure that they clearly communicate with the counselors about where you are parked.

- Our counselors will verify both the identity of the guardian and the vehicle before allowing your child to leave.
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Lunch and Snack Options

We provide the option to order lunch for your child, or you may choose to pack a lunch.

- **Lunch Ordering:**
 - On **Monday, Wednesday, and Thursday**, we offer a variety of lunch options for your child to choose from.
 - **Tuesday and Friday** are pizza days. On Fridays, our teens will walk to a local pizzeria, Pizza Man, along a trail. A separate permission slip will be required for this outing.
 - **Packing Lunch:**
 - If you prefer to pack your child's lunch, please ensure it is something they can eat without the need for reheating or refrigeration, as we do not have these facilities available.
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What to Bring:

Each day at Camp Spa 23 will be filled with outdoor activities and plenty of time in the sun. To ensure your child stays comfortable, hydrated, and protected, please be sure to pack the following essentials:

- **Sunscreen (Labeled):** Please send your child with sunscreen labeled with their name. We will remind campers to reapply throughout the day, but we strongly encourage that they come to camp already wearing sunscreen in the morning. This helps ensure they're well-protected from harmful UV rays.
- **Water Bottle:** Staying hydrated is essential, especially during sunny days. Please make sure your child brings a refillable water bottle to camp. We will have water stations available, but it's always best to have their own bottle ready to go.
- **Towel:** For any water-based activities, or in case they get wet during outdoor games, a towel will come in handy. Be sure it's clearly labeled with your child's name.

- **Change of Clothes:** While we strive to keep things clean and dry, accidents can happen! We ask that campers bring a change of clothes just in case they get wet, muddy, or need a fresh set of clothes during the day.

We want to remind all campers to **reapply sunscreen** throughout the day and to **drink plenty of water**. Our counselors will periodically remind the children, but we appreciate your help in reinforcing these important habits at home before camp.

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Sick Policy

The health and safety of our campers is our top priority. To prevent the spread of illness, please keep your child home if they are exhibiting any of the following symptoms:

- Vomiting or diarrhea (one or more incidents within 24 hours)
- Severe coughing or sore throat
- Oral temperature of 100.9°F (38.3°C) or higher (children must be fever-free for 24 hours before returning)
- Red eyes with discharge
- Difficulty or rapid breathing
- Skin rashes associated with fever or behavioral changes
- Swollen joints or enlarged lymph nodes
- Blood or pus from ears, skin, urine, or stool
- Unusual behavior, including loss of appetite or confusion
- Symptoms of contagious conditions such as chickenpox, impetigo, lice, or strep throat

We ask for your cooperation in keeping your child at home when sick, to ensure the health and safety of all our campers and staff.

Communication – Slack

We use **Slack** as our primary method of communication throughout the summer. Each week, you will be added to the appropriate channel for your child's camp week.

- Weekly updates, photos of the kids, weather information, and general camp news will be shared here.
 - You may directly message me on Slack for any specific questions, updates on drop-offs/pick-ups, or concerns regarding your child.
 - For emergencies, I will also provide you with my personal cell phone number.
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Accidents and Injuries

If your child sustains an injury at camp, you will be notified through an **Incident Report Form**. A copy of this form will be given to you to sign, acknowledging the injury and any necessary action taken.

- If the injury requires medical attention, we will contact you immediately.
 - In compliance with NJ state law, we are required to notify you of any injury involving the neck or head, including minor bumps, cuts, or bruises.
 - If you prefer to be notified of other injuries, please let us know, and we will gladly comply.
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Personal Belongings

- **Toys:** We kindly request that campers leave personal toys at home to avoid potential loss or confusion.
 - **Electronics:** We are not responsible for any personal electronic devices (e.g., phones, tablets, laptops) brought to camp.
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Expulsion Policy

While we strive to maintain a positive and safe environment for all campers, there are certain behaviors that may result in temporary or permanent expulsion from the program. These include:

Immediate Causes for Expulsion:

- The child poses a risk of serious injury to themselves or others.
- Parents threaten physical or intimidating actions toward staff.
- Parents exhibit verbal abuse toward staff in front of children.

Child's Actions Leading to Expulsion:

- Failure to adjust after a reasonable period of time.
- Ongoing physical or verbal abuse towards staff or other children.
- Any behavior deemed unsafe or inappropriate by the camp director.

We will always work closely with families to address any concerns, but the safety and well-being of all our campers is our utmost priority.

Rain Days

In the event of rain, camp will be moved to **Spa 23**, located at **381 Route 23, Pompton Plains**. You will be notified of this change through Slack and our Facebook page.

If camp must be moved to Spa 23, please note the following:

- **Drop-Off:** On the side parking lot by the Aquatics door. We will be outside checking in children until 9:15 AM. After 9:15 AM, drop-off will be in **KidZone**.
- **Pick-Up:** Pick-up will be at the same by the Aquatics door. If you are picking up before 3:45 PM, please collect your child in **KidZone**.

If you are unsure about the weather conditions or have not received an update, feel free to reach out to us directly.

Behavioral Needs & IEPs

If your child has an Individualized Education Plan (IEP) or requires special behavioral support, please inform us when registering. We will arrange a meeting to discuss strategies, coping mechanisms, and how we can best support your child's individual needs to ensure a safe and successful camp experience.

Visitor Policy

For safety reasons, **no visitors** are allowed in camp. As the park is a public space, any family member or friend wishing to visit must pay the park's entrance fee. The child will remain within our designated camp area unless otherwise authorized by a parent or guardian.

If your child requires the assistance of an aide, we ask that you notify us in advance so we can properly coordinate with the school or agency providing the aide. We will verify their credentials, including background checks, before allowing them to assist.

Thank you for reviewing the Camp Spa 23 Family Handbook. We are excited to have your child join us this summer, and we look forward to providing a safe, fun, and memorable camp experience!

Please don't hesitate to reach out if you have any questions or concerns.

Acknowledgment of Receipt and Agreement

I have read and understood the policies outlined in the Camp Spa 23 Family Handbook. I agree to comply with these guidelines for the safety and well-being of all campers.

Signature: _____

Date: _____