

Camp Spa 23 Family Handbook

Welcome to the Camp Spa 23 Family! We are thrilled to welcome both new 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 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**. We also offer 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 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 escort them into camp.

If you prefer to park and walk your child to the check-in area, you are welcome to do so. If you need to speak with staff, please park and walk your child in.

Pick-Up

Pick-up will take place in the same area, inside the park rather than the lot.

Please enter the park to check out your child. If your child is comfortable walking to the car independently, ensure 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.

Lunch and Snack Options

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

Lunch Ordering:

Hot lunch is ordered daily from Stefanos.

Packing Lunch:

If you prefer to pack your child's lunch, please ensure it does not require reheating or refrigeration, as these facilities are not available.

We are a peanut-free zone.

What to Bring

Each day at Camp Spa 23 includes outdoor activities and plenty of time in the sun. To keep your child comfortable, hydrated, and protected, please pack the following:

Sunscreen (Labeled): Please send sunscreen labeled with your child's name. We will remind campers to reapply throughout the day, but we strongly encourage applying sunscreen before arrival each morning.

Water Bottle: Staying hydrated is essential. Please send a refillable water bottle. Water stations will be available throughout the day.

Towel: A labeled towel is helpful for water activities or any outdoor play involving water.

Change of Clothes: Accidents happen—having a labeled change of clothes ensures your child stays comfortable throughout the day.

We will remind campers to reapply sunscreen and drink water, but your support in reinforcing these habits at home is greatly appreciated.

Sick Policy

The health and safety of our campers is our top priority. Please keep your child home if they exhibit any of the following:

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

Your cooperation helps maintain a healthy camp environment for all.

Communication – Slack

We use Slack as our primary communication platform throughout the summer. Each week, you will be added to the channel corresponding to your child's camp week.

Weekly updates, photos, weather notices, and camp announcements will be shared through Slack.

You may message me directly for questions, updates regarding drop-off/pick-up, or any concerns about your child.

For emergencies, my personal cell phone number will also be provided.

Accidents and Injuries

If your child is injured at camp, you will be notified via an Incident Report Form. A copy will be provided for your signature.

If medical attention is required, we will contact you immediately.

As required by NJ state law, we must notify you of any injury involving the neck or head, including minor bumps or scrapes.

If you would like to be notified of other types of injuries, please let us know.

Personal Belongings

Toys: Please leave personal toys at home to avoid loss or confusion.

Electronics: We are not responsible for any personal electronics (phones, tablets, laptops) brought to camp.

Expulsion Policy

While we aim to maintain a positive and supportive camp environment, certain behaviors may result in temporary or permanent expulsion.

Immediate Causes for Expulsion:

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

Child's Actions That May Lead to Expulsion:

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

We will work closely with families to address concerns, but the safety of our campers and staff is paramount.

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 through Slack and our Facebook page.

Drop-Off: 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: Also by the Aquatics door. If picking up before 3:45 PM, please pick up your child in KidZone.

If you are unsure about weather or haven't received an update, feel free to contact us.

Behavioral Needs & IEPs

If your child has an Individualized Education Plan (IEP) or needs behavioral support, please inform us at registration. We will schedule a meeting to discuss strategies, coping tools, and how we can best support your child for a safe and successful camp experience.

Visitor Policy

For safety reasons, visitors are not permitted inside camp. As the park is a public space, any family member or friend wishing to visit must pay the park's entrance fee. Campers will remain in our designated camp area unless otherwise authorized by a parent or guardian.

If your child requires an aide, please notify us in advance so we can coordinate with the school or agency. We must verify credentials, including background checks, before the aide can assist.

Thank you for reviewing the Camp Spa 23 Family Handbook. We are excited to have your child join us this summer and look forward to providing a safe, fun, and memorable camp experience! Please don't hesitate to reach out with any questions or concerns.

Acknowledgment of Receipt and Agreement

I have read and understand 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: _____