



**Where Friendships  
Are Made!**

# **Camp Handbook**

## **2017 Camp Season**

Week 1	June 26 – June 30
Week 2	July 3– July 7
Week 3	July 10 – July 14
Week 4	July 17 – July 21
Week 5	July 24– July 28
Week 6	July 31 – August 4
Week 7	August 7 – August 11
Week 8	August 14 – August 18

**Camp Hours:** 9:00am to 4:00pm

**Early Care:** 7:30am to 8:30am

**Late Care:** 4:00pm to 6:00pm

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Dear Camp W Families,

This handbook is designed to help you get ready for our 3<sup>rd</sup> camp summer and should answer most of your questions. It contains information on our policies, procedures, daily operations, and much more.

Please don't hesitate to contact us at any time with questions or concerns. We are looking forward to an outstanding summer.

See you at camp,

Evan

Camp Director

[evan@campwdaycamp.com](mailto:evan@campwdaycamp.com)

## Our Philosophy

The philosophy of Camp W is still the same as it has been from the beginning; to provide a high quality summer program that enables children to build friendships, and to support children's physical and cognitive development in a safe, secure environment.

## Contact Us

Camp Phone Numbers: (631) 692- 6222

Nurse line (631) 692- 6223

Camp Fax Number: (631) 367-1509

Camp Website: [www.campwdaycamp.com](http://www.campwdaycamp.com)

Camp Email: [info@campwdaycamp.com](mailto:info@campwdaycamp.com)

Mailing Address:

P.O. Box 725

Plainview, NY 11803

Camp Location:

121 Wolf Hill Road

Melville, NY 11747

## Required Forms

Below are forms that must be completed and returned to the camp office before your child can attend camp. (Please mail, email or fax to our camp office)

- Medical form
- Medical authorization form
- Parent survey (optional but strongly encouraged)

## In preparation for Camp please make sure that:

- Your required forms are submitted on time and are 100% completed.
- **Your camp tuition is paid in full by June 1, 2017.**
- You've saved Sunday, June 25<sup>th</sup> from 12:30pm - 1:30pm for Camper Orientation

\*Please keep in touch with us during the school year. Send us pictures of your child wearing Camp W apparel and we will put the pictures up on our website!

## Groups

Your child will be in a group according to his/her grade level. The group will have a counselor (at least 21 years old) and a minimum of 1 assistant counselor. Groups range from Pre-Kindergarten through 8<sup>th</sup> grade. Some groups may include multiple grade levels depending on grade enrollment and size. Example: 2<sup>nd</sup> grade and 3<sup>rd</sup> grade boys may be grouped together.

## Choice Periods

Choice periods will take place directly after lunch during periods 5 and 6 for Middle Camp, Upper Camp will have choice periods during periods 5, 6 and 7. Your child will have the opportunity to choose an activity from the choice period selection sheets during these periods. If your child will be attending camps weeks 1 & 2 then you should email the selection sheet to us no later than **June 15, 2017**.

Campers attending weeks 3 through 8 will be able to complete the Selection sheet at camp. If your child would like to switch into a different activity, changes can be made during morning ceremonies on Wednesday mornings only. Every two weeks your child will select new activities. The new activity sheets will be given to campers the Wednesday before a new session and they will also be updated on our website.

## Camp Show

Campers who select **Camp Show** for their choice period will perform in the Camp Show “Wizard of Oz” on Thursday, August 3<sup>rd</sup> at 1:00 pm. This is a six week commitment. **Campers must be present for weeks 1 through 6 to participate in the show.** We welcome Grandparents, cousins and friends to watch the show.

## Arriving at Camp

All campers must be at camp by 8:50am. If you drive your child to camp and know you will be late, please call the camp office. \*\*Please do not drop off your child before 8:40 am, unless your child is enrolled in our Early Care Program.

## Late Arrivals

All campers arriving after 8:55 am must be signed in at the office by their parent. Please park on the left side of the parking lot. You will walk your child to the camp security table and they will escort you to the camp office.

## Notes

All camp notes should be written on Camp W note paper. We would like written confirmation on everything. You may always call camp to see how your child is doing or if you have any questions, but we do prefer to have all notes in writing. These notes will be given to you during Camper Orientation on Sunday, June 25. If you are not able to attend the orientation they can be found on our website for your convenience.



## Swimming

Since swimming is the first activity in the morning, campers **should come to camp in their bathing suits.**

Campers will be swimming at the Dix Hills community pool located at 575 Vanderbilt Parkway in Dix Hills.

Campers will be bussed right after opening ceremonies; the ride will be approximately 8 minutes.

Campers will have swimming lessons by Red Cross certified instructors. Camp W staff will be on site supervising swimming as well. **Your child's counselors will be with them the entire time.**

Campers will get changed after swimming in the locker rooms located directly behind the pool. **No other adults will be in the locker room, except for Camp W staff.** We will then return to camp by 10:30am.

## Code of Conduct for

### Off Site Swimming and Trips

1. Campers are expected to stay with their swim groups at all times.
2. Campers are not to go to the bathroom without being escorted by a Camp W staff member. Camper's name will be documented by assigned staff member sitting by the pool every time a camper exits the pool. (buddy check purposes)

3. All campers must be wearing a Camp W t-shirt when they arrive at the pool and when they leave the pool area.
4. If a camper decides he/she does not want to swim he/she must sit with their counselor on the bleachers.
5. Campers are expected to walk at all times when arriving to the pool and when getting back on the bus.
6. Campers must stay seated on the bus and have their seatbelts on the entire trip until instructed that is safe to remove the seatbelt. Campers may not open any windows on the bus. The air conditioning will be on to keep campers cool.
7. If a camper has a problem with the swim instructor it should be brought to the attention of Evan as soon as they exit the pool.

## Sunscreen

We strongly suggest sunscreen be applied to your child before they arrive at camp. Sunscreen should be applied even on cloudy days. Make sure to label the sun block with your child's name and group. **If you want a staff member to apply the sunscreen please write a note.**

## Early Pick up

Only authorized adults that have been indicated on your child's Registration Form may pick up your child from camp. NO EXCEPTIONS!! A driver's license is required at time of pick-up by each individual including the child's parent. When you arrive at camp, park in the front of the security tent and proceed to the Camp W security table.

Your child will be waiting in the camp office for you to sign them out. All of these policies are in place to keep your children, as well as our staff, safe. We appreciate your cooperation in following this very important procedure.

## Snack

Ice pops and ice cream will be served during snack every day. Kiddie Camp will also have pretzels or crackers at 10:30 am.

## Lunch/Optional Lunch Program

Campers may bring their own lunch to camp on Monday, Tuesday and Wednesday. Please make sure your child's lunches have their name, group name, and grade level on it. Ex. Jared Wofsy, "Wizards", 3<sup>rd</sup> grade boys. This must be done every day. Parents may sign up for our camp lunch program that costs \$24.00 a week. All lunches come with a snack and a drink. The menu is located on our website. If you choose this program you will make out a check to "**Suburban Eats**" and mail it to the camp office. Camp W is not involved with the preparation of the food. We will have complementary pizza every Thursday and complementary barbeque lunches every Friday. All lunches will be refrigerated. If you send a drink with your child's lunch, please **DO NOT** use a glass container.

## Birthdays at Camp

We love to celebrate birthdays! If your child has a birthday during camp, your child will be recognized during morning ceremonies. If you have birthday invitations for other campers, please send them in with your child and we will send them home to the appropriate campers.

## Visiting Day

Our official Visiting Days will take place on Friday, August 4<sup>th</sup>, from 9:30-11:30. We strongly encourage all parents to attend and invite grandparents as well as other relatives. You may want to bring a lawn chair. No pets are permitted at camp during visiting day.

## Visiting Camp

If you come to camp for any reason other regular pick up or drop off, please park your car on the left side of the parking lot. Proceed to the security table. If it is raining someone will open the door by the camp security table to let you into the facility.

## Morning Ceremonies

Morning Ceremonies are the perfect time for campers to get energized for a fun-filled, action-packed day of camp. Counselors are taking attendance and collecting lunches. Evan and Debbie are psyching the entire camp up for the day ahead and all the exciting events planned for that day.

## Closing Ceremonies

Closing ceremonies are at the end of the camp day. This is the time where certain groups or individual campers are recognized for doing something special. Camp awards, group performances and announcements for upcoming events are made at this time. Campers are dismissed from closing ceremonies at 3:50pm and each group will proceed to their bus or car.

## Labeling Camp Gear

Everything your child brings to camp should be labeled with his/her full name.

Things to label include:

- Softball glove
- Camp shirts
- Shorts
- Bathing suit
- Towels
- Costumes on spirit days

\*Make sure you use a permanent marker when labeling your child's items

\*Your child should bring the following items every day to camp:

- An Extra Bathing suit
- Lunch (Mon-Wed) if not signed up for the lunch program
- Towel
- Sun screen
- Water bottle
- A plastic bag (for wet clothes)

## Valuables

**Please do not send your child to camp with electronic games, iPods, or any other devices.** They may get lost or broken. Your child should be having so much fun that they will not even want them!

## Lost and Found

All lost and found items are kept near the camp office on a table. If you label your child's items it will be returned to him/her very quickly. An item that is not labeled will be very difficult to return to its owner. All items left will be donated to a charity at the end of the summer.

## Messages

If you need to send a message to camp, please be sure to write a note on Camp W note paper and give it to your bus counselor. If you're doing your own driving, have your child give it to their group counselor. Verbal messages can be misinterpreted. Be sure to call the camp office before 9:00am regarding any health issues with your child. We want to be sure the message is processed before your child's first swim period.

## Transportation

If your child is on a bus, your bus counselor and driver will stop by your house on Wednesday, June 21<sup>st</sup> between 4:00pm and 6:00pm.

Your bus counselor will drop off your camp bag and 5 camp shirts.

You will be given an estimate of your child's first day pick up and drop off times.

A card with your child's bus counselor and driver's names and cell phone numbers will also be given to you.



## Website

Daily pictures will be taken of everything that goes on at camp. You can view these pictures by checking out the photo gallery on our website. Password will be provided the first week of camp. You can also check the website for the latest news at camp and upcoming events. Visit us at: [www.campwdaycamp.com](http://www.campwdaycamp.com)

## Bullying Policy

We expect Camp W staff members, parents and campers to support our Bullying Policy as described below:

- At Camp W bullying is inexcusable. Our Camp philosophy, affirms that each of our campers have the opportunity to experience a summer where they can make new friendships, and discover new talents free of judgment or negativity.
- As staff, we make a concerted effort to ensure that each of our campers enjoys an environment that promotes self-confidence, personal growth and great memories. Unfortunately, children who are bullied may

not have the same potential to get the most out of their camp experience. Consequently, we not only maintain a strict policy forbidding bullying, but we train our staff to recognize incidents of bullying and provide them with a protocol at any point during their camp experience.

- Our staff addresses all bullying incidents seriously, and we encourage our staff to promote open communication within their groups, so that campers feel comfortable letting us know if there are any problems at any point during their camp experience.
- While we make every effort to establish communication with parents before taking any major disciplinary steps, it is important to note that fighting, demonstrating of disrespectful behavior, hitting, biting, bullying, harassing or displaying destructive behavior are grounds for immediate suspension and possible dismissal from camp.

## Drug Policy

Smoking or possession of any tobacco, alcohol or any controlled substance is not allowed by staff or campers. Any camper or staff member violating this policy will be dismissed from camp immediately. There will be no tuition reimbursement if a camper violates this policy.

## Camp W Policies

1. Campers are to be in their assigned group or activity at all times.
2. Campers are to be seated with their groups during opening and closing ceremonies.
3. Campers are to sit with their groups during lunch and snack. Counselors will get the lunch and snack for the group.
4. Campers are expected to clean up their own lunch and snack.
5. Please **leave valuable items at home** (ie. jewelry, electronic devices, baseball cards, iPods, etc.). If you must bring something of value to camp for a particular activity, you may leave it in the camp office.  
**Label all clothing and sports equipment as well as any other personal items.**

6. Campers need to wear a bathing suit and bring a towel each day for swim; **please send a note if your child is to be excused from swim.**
7. Choice periods will only be changed on Wednesday Morning only on the first week of the new selection; **campers may not change activities without written permission.**
8. Campers coming to camp late should report with a parent to the camp office and sign in prior to going to their group. Parents should park the car in the parking lot on the left side of the school and proceed to the security table. If your child is on a bus, please notify the driver/counselor the night before, if possible.
9. Campers leaving early must meet their parents in the camp office and sign out from there.
10. Please respect all property. We are guests of Birchwood Intermediate School.
11. Appropriate behavior and language is always expected.
12. Campers are required to wear the labeled Camp W shirts every day.

13. Campers are required to wear sneakers every day. **Keens or any other sandals may not be worn at camp.**
14. **Cell phones and electronic games may not be used in camp. Any phone calls must be made from the camp office.**
15. Campers and parents will abide by all policies and procedures of Camp W.
16. While we make every effort to establish communication with parents before taking any major disciplinary steps, it is important to note that fighting, demonstrating of disrespectful behavior, hitting, biting, bullying, harassing or displaying destructive behavior are grounds for immediate suspension and possible dismissal from camp.

**Thank you in advance for your cooperation and please remember our entire camp staff is always available for assistance.**

## Registration Process

Registration is available to all children ages 4-14 on a first-come, first-serve basis with a \$350.00 deposit to hold the campers spot. Enrollment will not go over 375 campers. All camp forms are available on the camp website, [www.campwdaycamp.com](http://www.campwdaycamp.com), or you can request to have all the camp forms mailed to you.

## Camp Extensions

We would be delighted if your child wishes to extend their stay at camp. Please contact the office so that we can make sure all arrangements are taken care of. **Extensions will be \$450/week after 4 paid weeks of camp once camp begins.**

## Payment Policies

All tuition payments are due by June 1<sup>st</sup>, 2017. You may pay the balance of your tuition by check, Visa or MasterCard. If your child is enrolled for less than 8 weeks and you wish to extend his/her time at camp, just call the camp office and they will be happy to assist you. **\*\*Please make the check payable to Camp W and put your child's name in the memo section of the check.**

## Communication

Please check your child's backpack daily for camp notices. We will also be sending you text messages and emails with upcoming reminders. You may also check the camp website or the camp calendar for upcoming events. If you need to write a note, please do so on Camp W note paper. We will be giving out Camp W note paper during the Open House on Sunday, June 25<sup>th</sup>. If you run out of these forms just call the office or email us or go to our website and print them at home.

## Telephone

Except for emergency purposes, campers are not allowed to use the camp telephone. Parents should only expect to talk to their child while at camp in an emergency. Campers are not allowed to possess or use cell phones on camp property. **If your child does bring their cell phone to camp, our staff has been instructed to collect the phone and turn it into the office for safe keeping until the end of the day.**

## Camp Office

Our camp office is open from 7:00am- 6:00pm Monday-Friday. To contact us after office hours, please email us at [info@campwdaycamp.com](mailto:info@campwdaycamp.com).

## Addresses

For reasons of security and privacy, we do not give out lists of camper's names and addresses. We will give you the name and phone number of an individual after we have cleared it with the other camper's parent.

## IMPORTANT

Be sure to call us with ANY phone number changes (cell, home or work). Please save the Federal Tax **ID# 46-1679381** for tax purposes. (Child care tax credits)

## IRS Summer Tax Tip

### **IRS Explains: Parents Can Get Tax Credit for Sending Kids to Day Camp**

Here's a tax break for the busy summer. Many working parents must arrange for care of their children under 13 years of age during the school vacation period. A popular solution – with a tax benefit – is a day camp program.

The cost of day camp can count as an expense towards the child and dependent care credit. Expenses for overnight camps do not qualify. If your child care provider is a sitter at your home or a daycare facility outside the home, you'll get some tax benefit if you qualify for the credit.



The credit is generally 20% to 35% of non-reimbursed expenses; up to \$3000 in expenses for one child and up to \$6000 for two or more children. The actual credit is also based on your income. The 35% rate applies if your income is under \$15,000; the 20% rate, if your income is over \$43,000.

For more information, check out IRS Publication 503, Child and Dependent Care Expenses available on the IRS Web site, IRS.gov or by calling 800-TAX-FORM (800-829-3676).

Remember that for the genuine IRS Website, be sure to use .gov. Don't be confused by internet sites that end in .com, .net, .org or other designations instead of .gov. The address of the official IRS governmental web site is [www.irs.gov](http://www.irs.gov).

**Camp W ID # - 46-1679381**

**Please read and discuss this Camp W Handbook with your child so they become familiar with our rules and policies.**

