

THE CAEDMON SCHOOL DISCOVERY CAMP

FAMILY AND CAMPER HANDBOOK SUMMER 2019



Welcome to Camp!

Dear Families:

We are very pleased that you have chosen The Caedmon School Discovery Camp to provide a Day Camp experience for your child. We take great pride in our summer camp program, and we're excited for another fantastic summer!

We offer a program that is built around Care, Honesty, Respect, Responsibility, and Exploration into every activity. Children are grouped by age for an age-appropriate experience. A typical day at camp will include instructional and free swim time, arts & crafts, music, movement, tennis, sports and games, Broadway, yoga, and so much more.

We are very fortunate to have professionally trained and certified staff to provide a quality, fun-filled experience for your child. They will encourage each child to take part in new activities, learn new skills and foster relationships. Our goal is to make memories that last a lifetime!

Please read this handbook carefully. It will provide you with information on our Policies and Procedures and general camp information. We will be having a family orientation and open house for families and campers before camp begins, but if you have any questions before that meeting, feel free to call us at 212-879-2297.

Once again, thanks for choosing The Caedmon School Discovery Camp. We are looking forward to a great summer camp season!

Thank you,

Slawomir Balon
Adam Schlessinger
Camp Co-Directors

The Caedmon School Discovery Camp Summer in The City!

The Caedmon School Discovery Camp is a trip-themed program dedicated to discovering the many wonders in and around the five boroughs of New York.

Discovery Camp Sessions are available from July 1st through August 9th.

Our facility is right in the middle of the greatest city in the world, and we will take full advantage of the many attractions available to entice, engage, and expand the horizons of naturally curious children. From the top of Manhattan's Empire State Building to the depths of Coney Island's Aquarium, from the Bronx Zoo to the Queens Hall of Science, our groups will participate in age-appropriate trips and activities, guided by experienced Caedmon teachers and other talented specialists.

The Caedmon School Discovery Camp

We do not discriminate against students because of gender, race, religion, color, disability, nationality, ethnic, origin, or sexual orientation in any of the rights, privileges, programs, and activities generally accorded or made available to the children at the camp. It does not discriminate on the basis of gender, race, religion, color, disability, nationality, ethnic origin, or sexual orientation in the administration of its educational policies and other camp administered programs.

Clothing List:

Your camper should come to camp on their designated swim days with a clean and dry bathing suit and a towel. Every child will be assigned a locker and/or cubby. All campers should have the following items in their locker for daily use:

extra towel, sunscreen, comb/brush, sneakers, swim cap, change of clothing, extra bathing suit, mat/blanket (optional for younger/half-day campers).

Place a few extra large zip lock bags in the backpack. This will allow dry items to stay dry.

Comfortable, washable play clothes and sneakers are recommended (no

party shoes, shoes with heels, crocs, or flip flops). Each camper should keep a complete change of clothing in his/her locker at all times. Clothing should be labeled with your child's first and last name for identification purposes.

*Swim caps are required for all campers who use the off-site pool.

Arrivals:

The Caedmon School Discovery Camp begins on Monday, July 1st at 8:30 a.m. Children may arrive as early as 8:00 a.m. throughout the whole summer and will be supervised by their counselors in the lobby at their designated spot. At 8:30 a.m. all children will be escorted by one of their counselors to their homeroom classroom.

Absences:

If a child will be absent, it should be reported to the camp by telephone between 8:00PM and 8:00 AM. The family's cooperation is appreciated in order to avoid the necessity of calling the child's home. When a child is ill for more than three consecutive days, the Department of Health requires a doctor's note before the child's readmission to the camp is permitted. Contagious diseases should be reported to the camp **IMMEDIATELY** so that the other parents may be informed. It is also your responsibility to notify us if you have traveled to a country where there is a risk of contracting an infectious disease.

Dismissals:

Families are required to provide the camp office with current written and signed dismissal instructions for their children. Children will be dismissed to authorized persons only. If any exception to the arranged procedure is desired, a signed note detailing exception must be presented to the Camp Director. Plans that alter a child's normal dismissal arrangements require a signed note explaining the change. We do not open the doors for dismissal until all of the campers have been gathered together. For security purposes, we ask that you please send in a picture of any authorized persons who may pick up your child at dismissal time. Children will be brought two-by-two by their Head Teacher to the courtyard or front door of the school for dismissal. **The Frogs, Beavers, and Monkeys will be dismissed at the front door, and the Bees and Penguins will be dismissed at the courtyard door.** We

ask that you wait patiently during this process.

Camp Dates and Hours:

The full 6-week summer program runs weekdays from July 1st through August 9th (camp will be closed on Thursday, July 4th and Friday July 5th)

Monday through Thursday 2's & 3's: 8:30 – 11:30 (Half Day) 4's- 12's: 8:30 – 3:30 (Full Day)

Friday 2's & 3's: 8:30 – 11:30 (Half Day) 4's- 12's: 8:30 – 12:00 (Half Day)

Business Hours:

The Caedmon School Discovery Camp is open from 8:00 AM to 5:00 PM. For routine camp matters, families are requested to call the camp office (212-879-2297) between the hours of 8:00 AM and 5:00 PM.

Calendar:

The camp calendar is distributed to all families. Please keep your calendar handy, so you can consult it throughout the summer for information about upcoming field trips and special events.

Medical Forms:

A completed Medical form is necessary for every camper prior to the opening of the camp. If you are a Caedmon School student, we ask that you get a copy from the Nurse's station and bring it to the camp office.

Note: Every query on the medical form must be completed. The Department of Health requires that each medical form indicate that every question was read and answered by the parent. There will be no exceptions made to this rule. We will return the form to you, if it is not properly completed. If you need any clarification on this, please contact the camp office.

Note: If you are a family who attends Caedmon during the school year, we will accept your school medical form if it is up-to-date. Please check with the school nurse or the camp nurse to ensure you are up-to-date with all of your medical forms.

Trips:

All campers will be given “The Caedmon School Discovery Camp” t-shirt, which must be worn on trip days. You will be given a trip itinerary for your child and a trip consent form to sign. We have safety plans in place for each and every occasion that the campers leave our premises. All Head Teachers and most Assistant Teachers are certified in CPR. Each trip will always have a Director who is a licensed CPR/RTE (Responding To Emergencies). We also keep a communication line open to the camp whenever the children leave on a trip. We cannot dismiss campers from the trip site or accept their arrival at a trip site. To do so would compromise the safety of our other campers.

Campers are **NOT** permitted to bring money on the trips. There may be a trip or two through out the summer where campers may need to bring money to buy food. We will notify you when this occurs. Camp takes no responsibility for lost wallets and money.

Lunch and Snacks:

Each Camper will be required to bring his or her own lunch and beverage daily. We ask that the lunches provided to the camper’s meet their nutritional needs and should include fresh fruit and vegetables. Please try to provide a lunchbox that has a cooler in the lunchbox. If you need one we sell one! Refrigerators are limited and we can’t guarantee that everyone’s lunch will have a spot in the fridge. Please refrain from packing candy and gum.

Morning and afternoon snacks will be provided. Please be advised that The Caedmon School Discovery Camp is a “nut aware” camp.

Birthday Celebrations at Camp:

On a child’s birthday, a special treat may be sent to camp for distribution at snack time. Before making **any** plans for a birthday celebration, the Camp Director must be contacted. We enjoy celebrating the children’s birthdays in ways that are special for the children. We suggest a healthy snack that takes into account **children’s allergies and food sensitivities. Ice cream, cake, party decorations and/or favors and the exchange of gifts are not permitted. If you would like to donate a book in honor of your son/daughter’s birthday we welcome that.**

Extended Day:

Our Extended Day program was conceived to accommodate the interests and needs of working parents after the 3:30 PM dismissal until **5:00 PM ONLY**. Parents **must arrange** for their child to participate in the program at the beginning of the summer. There is an additional fee for Extended Day, based on an hourly rate. Parents are billed at the end of every session for this service. A deposit is required with the registration form.

Communication Between Home and Camp:

The Caedmon School Discovery Camp considers the close contact between Families, The Camp Directors, and The Head Teacher a vital “partnership.” Families wishing to speak with their child’s Head Teacher can directly contact the Head Teacher first before calling the Directors. All information is passed along to us and please feel free to call the Directors if you still need to talk, clarification, etc.

Lost and Found: All of the camper’s clothing should be **clearly marked** with their name so that it may be returned to the child if it is misplaced. Clothing lacking such markings will be put in the Lost and Found. Families may inquire about lost items in the camp office. After August 10th, we will be discarding the lost and found, as we need to have a clean environment for the start of the school year.

Discipline Policy:

At The Caedmon School Discovery Camp, we seek to provide a safe and fun environment where all children are respected and have an equal opportunity for fun. While it is our hope that all will participate in Camp, we cannot risk the happiness or safety of the group.

In the event that discipline becomes necessary while a child is at camp, the following actions are standard and may be used in any combination while on camp property or during a camp-sponsored field trip or activity: verbal warning, time out, exclusion from activity, written warning, incident report, early pick-up by parent, suspension and/or removal from camp.

Any form of fighting will not be tolerated; and in the event of such occurrence that produces even a minor injury to another child, the parents will be required to meet with the Camp Director for remediation. In the

event of fist-fighting or other physical harm to another child, an incident report will be completed, signed by the parent and will remain on file in the camp office. Additionally, the child could receive either a written warning or suspension, at the discretion of the Camp Director, without any reduction in tuition or refunds.

Automatic suspension of one or more days, at the discretion of the Camp Directors, will be given as a result of any of the following incidences, but not limited to:

1. Repeated bullying or threatening another child or camp staff member
2. Repeated use of foul/offensive language
3. Stealing
4. Involvement in damaging private property (families/guardians are responsible for repairs/replacement of said property)

Tuition Payment:

At this time, your enrollment deposit of \$1,000 has secured a place for your child at The Caedmon School Discovery Camp. Deposits are applied toward the total amount due, and are not refundable. A statement of your balance will be mailed to you. The camp tuition must be received in full on or before **Monday July 1st, 2019. Failure to do so will result in a processing fee.**

Payment Policy:

Enrollment is accepted on the express condition that all prior charges incurred on behalf of the camper and dues to the camp have been paid. A camper for whom, all charges dues have not been paid shall not be permitted to commence activities until such charges have been paid. A camper, whose charges for tuition and fees are in delinquent, at any time during the camp season, will be subject to suspension from activities at the discretion of the camp director.

Refund Policy:

Should the camper be withdrawn for any reason prior to July 1, 2019, the families/guardians shall be responsible for 50% of the camp tuition with no application of the deposit toward that amount. Should the camper be withdrawn for any reason on or after July 1, 2019, the families/guardians shall be responsible for 100% of the tuition and all fees. No deduction, credit refund will be given for withdrawal, absence, illness, suspension, or

dismissal of the camper occurring on or after July 1, 2019.

Cancellation Policy:

This agreement may be cancelled and the parent(s)/guardian(s) shall not be liable for any further payments if the Business Office of the camp receives written notice of cancellation before July 1, 2019.

Camper Forms:

We acknowledge that parents are the best source of information about their children. Therefore, we request that you complete all forms with great detail. This information will help us to work toward a more positive camp experience for your child on a day-to-day basis. All camper forms must be received by **Monday, July 1, 2019. Failure to do so may delay your child from going to camp on his or her first day of camp.**

Parent Orientation – Tuesday, May 28, 2019

There will be a Parent Orientation at 6:00 P.M. on Tuesday, May 28, 2019. This will be a great opportunity to meet our Camp Directors. During this time we will go over camp procedures, the Parent Handbook, and answer all the questions you may have. This is also a good opportunity to hand in any forms or payment. **6:00 P.M. – 7:00 P.M.**

Camper Open House – Thursday, June 27, 2019

There will be an Open House for Campers and their Families on this day. Bring your camper to meet their teachers, to visit the classroom and to meet fellow campers. This is a very casual greet and meet. You do not have to stay the whole time. Come when it is most convenient for you and your family. Light refreshments will be available. **2:00 P.M. – 4:00 P.M.**

If you have any questions or concerns, please contact The Caedmon School Discovery Camp at 212-879-2297 or at campdirector@caedmonschool.org

HANDBOOK ACKNOWLEDGEMENT

By signing this acknowledgement, I state that I have thoroughly read 2019 The Caedmon School Discovery Camp Family and Camper Handbook.

I understand that I will be held to these rules and guidelines stated in the Handbook.

I realize that this handbook provides all the necessary information and guidelines for The Caedmon School Discovery Camp. Failure to comply with handing in necessary paperwork and tuition by Monday, July 1, 2019 will mean that my child will not attend camp until I comply.

Guardian's Signature: _____ Date: _____

Guardian's Printed Name _____

Camper's Name: _____

Camper's Group: _____