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empowering women

**ywca**

Northern New Jersey

Jan 2020

Dear Parents/Guardians and Children,

Welcome and thank you for choosing Orinda for your child's summer camp experience.

We are looking forward to another terrific summer with lots of fun and exciting activities and special events. Preparing for camp is very important which is why we try to make it easier for you.

**Below you will find all of the information you will need to prepare for camp.**

Camp Directors: Akil Davis & Alessandro Barchi  
Tel: 201-384-6357  
Email: [camporindastaff@ywcannj.org](mailto:camporindastaff@ywcannj.org)

Address: Camp Orinda (at Honiss School) 31 Depew Street, Dumont, NJ 07628

### **What to Bring /Wear Each Day**

**PLEASE LABEL all children's belongings.**

- 1 bathing suit (1 piece only for girls)
- PLASTIC BAG TO PUT YOUR CHILD'S WET BATHING SUIT AFTER SWIM \*\*
- Good sneakers no open toed shoes, sandals, flip flops or crocs (except on pool deck)
- A refillable water bottle.
- Sunscreen
- Lunch in an insulated bag
- Bug spray
- Extra change of clothes
- Goggles (optional)
- Chap stick (optional)

### **SPECIAL NOTES:**

- Camp Orinda is closed Friday, July 3rd in celebration of the holiday.

If you have any questions or concerns, please call us at 201-384-6357 during camp hours. We look forward to seeing you on the first day of camp!

Sincerely,

*Akil Davis & Alessandro Barchi*

Akil Davis- Camp Director

Alessandro Barchi –Ass't Camp Director



**CAMP ORINDA PHILOSOPHY** – All YWCA Camps embrace each individual camper’s personality and appreciate their uniqueness. Through exposure to diversity, new adventures, play, and making memories, we believe each child will develop a sense of belonging and increased self-worth. By learning to live, play, and work together with others at camp, children learn to appreciate, understand and value others as special and unique individuals and grow socially and emotionally.

Camp Orinda respects the rights and dignity of all campers and staff, including individuals with varying abilities, cultures, genders, races and religions. We are inclusive to all and staff are trained to set the highest examples of behavior for campers.

## **POLICIES AND PROCEDURES**

**ABSENCE/ ILLNESS** – Please text/email the camp at [camporindastaff@ywcannj.org](mailto:camporindastaff@ywcannj.org) or **201.384.6357** if your child will be out of camp for any reason. In the subject line please write “Absence and your child’s name. Your child must be kept home if they appear ill or has been ill during the night or have a fever. If your child is injured, becomes ill the EMT or Camp Directors will contact you to pick them up. If a child sees a doctor for an infection/illness, they must bring a note from that doctor stating they may return to camp.

**ANTI-BULLYING POLICY** Camp Orinda will not tolerate bullying, acts of hatred or intolerance or anything that would cause physical or emotional harm to an individual. Any incidents of the above behaviors will be brought to the attention of the Directors. Each incident will be handled on a case-by-case basis. All disciplinary actions will be in accordance with the YWCA Northern New Jersey Discipline Policy and be done so in an age appropriate fashion.

**BABYSITTING** - YWCA staff are prohibited from signing a child out of program, transporting them or babysitting for them. Staff will be terminated and family will be removed from program if this policy is found to be violated.

### **BUS**

**Morning** - Children and parents/guardians must be at the bus stop at the time indicated on the bus schedule. You must sign in your child with the bus counselor and stay with your child until the bus leaves. The bus counselor will stand at the entrance to the bus and take attendance as children enter.

**Afternoon** - Parents/guardians should be at the bus stop on time. The bus counselor will exit the bus and stand at the bus entrance. Children will be released to parents as they exit the bus. Parents/guardians must sign the children out and ID must be shown. It is our policy that the person picking up your child must be 18 years of age or older and is designated on your release.

**Bus Rules** - Children must obey the bus rules. Failure to comply with said rules may result in termination of enrollment.

- Children enter the bus and take a seat
- Seatbelts must be worn at all times
- Everyone must be seated until the bus comes to a full stop
- Food or drink is not permitted on the bus
- Fighting, pushing, shoving, yelling or any negative behavior is not acceptable
- Hands (and all other body parts) stay in the bus at all times - no hanging out the window
- Rude, obscene, or intolerant language or gestures are not acceptable
- Defacing any part of the bus is not acceptable

**Bus Drop off times/Pick-up times:**

<b><u>Bus Stop</u></b>	<b><u>Drop off Time</u></b>	<b><u>Pick up Time</u></b>
<b>Bethany Community Center</b> 605 Pascack Road, Washington Township, NJ	<b>8:20am</b>	<b>5:10pm</b>
<b>Doug Parcels Athletic Complex</b> 900 E Ridgewood Ave, Oradell, NJ	<b>8:30am</b>	<b>5:00pm</b>
<b>Christian Reformed Church</b> 271 Lincoln Ave, Ridgewood, NJ	<b>8:00am</b>	<b>5:30pm</b>

**\*We ask for your patience during the first few days of camp as bus drivers acclimate to our schedule. Please make sure to review our bus rules with your child\***

**CAMP SAFETY/PERSONAL PROPERTY POLICY** – Weapons, drugs, alcohol, animals, personal sports equipment and vehicles are strictly prohibited during transportation and at our camp. The use of/or possession of alcohol, drugs or weapons by staff or campers is strictly prohibited. Staff and campers are prohibited from using personal sports equipment and must use equipment furnished by the camp. Staff are prohibited from using their personal vehicles to transport campers. Animals are prohibited from camp grounds with the exception of service animals and petting animals that may be brought in by a company for a special event. Campers or staff found with any of the above could result in immediate termination of enrollment or employment.

**CAMP SHIRTS** – Shirts are given to campers on their first day of camp. We encourage campers to wear their camp shirts each Monday and any other day they want. Campers **MUST** wear the camp shirt for any offsite trip.

**CELL PHONE /ELECTRONICS POLICY** – We have a "no-cell-phone" policy at camp. Aside from the fact that cell phones are expensive and can get lost or stolen and that the physical camp environment is not kind to such items, the cameras present a privacy and security concerns. Any cell phone found on a camper will be held in the office until end of day. For emergencies, call/text the Camp Directors at 201-384-6357. iPods, iPads, smart watches and other personal electronic devices should also be left home.

**DISCIPLINE POLICY** One of many goals for the YWCA New Jersey summer camp season is to educate camp participants and instill in them the ability to self-discipline. Misbehavior is seen as a chance to educate a student about appropriate behavior. It is understood that all children require firm and consistent limits and that no child will be permitted to endanger them self, others, or to damage property. Clear and consistent guidelines are presented to children so that they are aware of their responsibilities and can be held accountable for their behavior. Children whose needs, abilities and values vary are treated in such a way that recognizes these differences.

Occasionally there may be times and reasons we must expel/suspend a child from our program. Before we would reach such a situation, we will do everything possible to work with the family in order to prevent this policy from being enforced.

**Removal from Program**– Some examples of unacceptable behavior include but are not limited to:

- |   |  |
|---|--|
| Physical aggression on part of a child or parent/guardian | Failure to pay tuition and/or late pick up fees  |
| Intolerant words or actions                               | Habitual tardiness when picking up child         |
| Consistently ignoring program rules                       | Leaving program area without permission          |
| Failure to complete required forms                        | Parent/guardian or child exhibiting verbal abuse |
| Bringing a gun, knife, etc. to the program                |  |

Discipline will be consistent with the severity of the problem. Should there be an infraction of the rules, the following consequences may occur:

1. Verbal Warning - We remind children of appropriate behavior
2. Five Minute Time Out - This gives a child a break to cool off.
3. Ten Minute Time Out – Child is given a cool off period and chance for re-direction. Staff will inform parents at pickup.
4. Parent meeting – Parents are asked to meet with Camp Director to discuss behavior and make an action plan to address the concerns. Child cannot return to camp until meeting has been held
5. Removal - Parents are called and asked to pick up the child immediately. This happens in rare cases where a child's actions are detracting from the safety of the group.

**Fighting or intentional physical aggression for any reason will result in an immediate jump to #4**

### **DROP OFF/ PICKUP**

**Morning** - will be on Depew Street right in front of the school. Children are to be escorted and signed into the camp each morning by a parent/guardian. Always escort your child/children to and from Camp. A staff member will assist you and your child to locate his/her group. Please **DO NOT** park in the Board of Education parking lot located directly next to Honiss School.

**Afternoon** - will be on Depew Street right in front of the school. Groups will be waiting in number order and you can sign your child out. Be prepared to show your ID until your child's counselors are familiar with you. Please **DO NOT** park in the Board of Education parking lot located directly next to Honiss School.

**Rainy Days** Drop off and pick up are held in the school gym. Each child must be signed out of the program each evening. It is our policy that the person picking up your child must be 18 years of age and is designated on your release form. Parents/Guardian must come into the program to physically sign children out. We cannot release a child unless an authorized person can come into the program to sign the child out.

**Authorized Pickups** - Parents must inform the Camp Director in writing, in advance if someone other than the parent will be picking up. If the pick-up person is not listed on the child's emergency data form and the Camp Director cannot release the child. An additional pick-up person may be added at any time, please email the Camp Directors at [camporindastaff@ywcanni.org](mailto:camporindastaff@ywcanni.org) to let them know Children signed out of a program by someone other than the parent may not return to the camp program.

**LATE FEE POLICY** – If a child is left at the camp/post camp, or bus stop beyond the designated pick up time, the following fees will be applied

- 1 late time – written warning to parents
- 2<sup>nd</sup> late time - \$25 fee
- 3<sup>rd</sup> late time - \$50 fee
- 4<sup>th</sup> late time – suspended for one day and \$50 fee to return
- 5<sup>th</sup> late fee - \$100 fee and letter sent reminding parents of possible removal from program
- 6<sup>th</sup> late fee – removal from program

If we are unable to contact a parent or the emergency contact persons 15 minutes after said pick up time, the Police Department will be called to assist in locating a parent or guardian. Please understand your child's safety is our first priority.

**LUNCH/SNACKS** - Campers bring their own lunch from home and the YWCA will provide an afternoon snack.

- We are a NUT FREE environment. Do not send food containing nuts.
- Please send lunch in an insulated bag (no soda or candy), refrigerators and microwaves are **NOT** available.
- On Fridays, campers will be able to order pizza through the camp. The cost is \$5.00 for two slices and a beverage. Money is due by **Thursday morning** during bus/ group drop off in order for your child to have pizza for lunch on Friday, **NO EXCEPTIONS**. Your bus/ group counselor will have a sheet to add your child's name, your signature, and amount paid. Please inform your bus/ group counselor if you would like your child to have pizza on Friday of that week and please give your money to the bus/group counselor no later than **Thursday morning**.

**MEDICATIONS** – The Camp EMT must dispense all medications. Parents/guardians must provide any medication /equipment (epi-pens/inhalers/Auvi-Q's/etc.), along with the prescription and written instructions/action plan provided by a doctor to the bus counselor on the child's first day of camp. Medications must be in original package with prescription label attached.

**SWIMMING** - Campers will be transported from Camp Orinda to the Oradell Swim Club located in Oradell, NJ for American Red Cross Swim lessons. Campers will be instructed by YWCA Lifeguards/Instructors in a chlorinated pool which is closed to the public. Please send your child to camp in their bathing and apply their sunscreen prior to arriving.

**TRANSPORTATION ISSUES** - In case of bus changes that would affect campers' pick-up or drop-off times or locations, YWCA staff will use our Kinder lime app to send emails to every campers' parent affected by the emergency or change. The bus camp counselors will remain with the campers until picked up by parents/guardians or emergency pick-up person or until the situation is resolved. .