

2012 BIS-NY Summer Camp Parent Manual



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WELCOME TO BIS-NY'S SUMMER CAMP!

Philosophy of the Summer Day Camp Program

The British International School of NY is committed to offering your child a stimulating environment while encouraging cultural, social, and physical growth. We believe in providing quality programs for each participant. It is our objective to assist each child in reaching their goals while making this program enjoyable and productive!

Eligibility for Participation

Summer Day Camp is designed for children ages 3-7 years. **A child must have turned 3 years old and be potty-trained in order to participate.**

Children will take part in a variety of activities including arts and crafts, outdoor sports and games, swimming, field trips, creative play, and science exploration.

Calendar and Hours of Operation

Session I: June 25 – June 29

Session II: July 2 – July 6 (no camp on July 4th)

Session III: July 9 – July 13

Session IV: July 16 – July 20

Session V: July 23 – July 27

Full day session time: 9AM-3PM

Half day session time: 9AM-12PM

Morning drop off is between 8:45 and 9:00AM. Please make sure to drop your child off by 9:00AM to ensure his/her participation in all activities. If you are dropping your child off late it is your responsibility to walk him/her to their scheduled activity.

Afternoon pickup is promptly at 3PM. If your child is picked up later than 3:05PM a fee of \$1 per minute will be incurred.

Fees and Medical Forms

Fees* include all trips, snacks, and activities. **All fees and medical forms are due at least one week prior to your child's start of camp!**

IF BOTH THE MEDICAL FORM AND FEES ARE NOT RECEIVED BY THE START OF CAMP YOUR CHILD WILL NOT BE ALLOWED TO ATTEND!

ALL ALLERGIES TO FOOD, CHEMICALS, OR OTHER ENVIRONMENTAL ISSUES (NUTS, POLLEN, ETC) MUST BE LISTED ON THE CHILD'S MEDICAL FORM!!

Full Day Fee: \$650 per week (single week) / \$600 per week (for 2+ weeks)

Half Day Fee: \$550 per week (single week) / \$500 per week (for 2+ weeks)

*Cash, check or credit card (a 2.5% convenience fee is added if using a credit card) is accepted. When writing a check please write your child's name in the memo area. Please make the check out to *The British International School of NY or BIS-NY.*

Items to Bring Every Day

PLEASE CLEARLY LABEL ALL ITEMS BROUGHT TO CAMP!

1. Change of Clothes in a Ziplock Bag (socks, underwear, shirt, shorts) –

To be left at camp in case of emergencies or spills.

2. Swim suit and swim cap (pool requirement)*

* ON SWIM DAYS ALL 3&4 YEAR OLDS should come dressed in their swim suits since swimming will be first thing in the morning for this age group. They should bring clothes to change into after swimming.

3. Towel

4. Goggles and/or nose plugs (optional)

5. Water proof sunscreen – *Please apply BEFORE arriving at camp!* Camp staff will re-apply spray sunscreen as needed throughout the day.

6. Lunch and drink – Please NO NUT PRODUCTS or anything that needs warming. We have a refrigerator to keep lunches cool but an igloo container or vinyl lunch bag is recommended on field trip days. Please label lunches!

7. Refillable water bottle with a sports top
8. Hat
9. Backpack to hold all of his/her belongings.
10. FIELD TRIP DAYS – Please dress your child in his/her red camp T-shirt on Wednesdays in order for us to easily identify our campers. You will receive a camp T-shirt on the first day of camp.

We ask that your child wear comfortable shoes every day. Tennis shoes/sneakers are the only foot attire that campers are allowed to wear. Please make sure to dress your child in a comfortable manner because they will be very active. NO cut-off shorts, flip flops, or sandals will be allowed. Campers must wear their red camp t-shirt on all field trip days.

Children should not bring special toys or valuables to camp. This includes, but is not limited to, CD players, skateboards, action figures, makeup, portable game players, money, candy, and chewing gum. Play guns and toys that encourage aggressive play are strictly forbidden.

Campers Meals and Snacks

NO NUT PRODUCTS ARE ALLOWED AT CAMP. NO BABY CARROTS ARE ALLOWED AT CAMP. IF THIS HAPPENS WE WILL DISPOSE OF THE PRODUCT AND IF NECESASRY YOU WILL BE NOTIFIED TO BRING AN ALTERNATIVE LUNCH FOR YOUR CHILD.

If campers are participating in the full day program, parents must send a nutritional lunch and beverage. We provide a morning snack and the option of a juice box or water for your child. All containers need to be clearly marked with the camper's name. Please do NOT send items that need to be heated, such as soup, since we will not be able to accommodate this need. Drinking water will be freely available to all campers and staff; please send a labeled, refillable water bottle each day.

Spray Sunscreen

Please apply sunscreen to your child daily before arriving at camp. BIS-NY Day Camp Staff will help campers to reapply regularly throughout the day but can only do so with **SPRAY sunscreen!**

Attendance/Identifying Where Children Are at All Times

We encourage you send your child to camp every day unless he or she is ill. **Please notify us when your child will be absent ASAP by calling BIS-NY at 212-481-2700 or emailing k.geiger@bis-ny.org**; no refunds will be given for days your child is absent from camp.

Staff procedures in order to account for children:

Head counselors are assigned to specific camper groups for the duration of a camp session; campers use the buddy system during the day and for all activities.

- 1) **8:45-9:00AM** : Parents/guardians drop off the child(ren) in the back play area where counselors will supervise until 9:00AM.
- 2) **9:00AM-3:00PM** : 45 to 60 minute activity blocks. Attendance is taken at the beginning and end of each activity. Head counts are constantly taken throughout each activity (approximately every 10 - 15 minutes).
- 3) **3:00PM** : Children are waiting to be picked up in their designated camp rooms and must be checked out, via signature, by a parent/guardian or designated care provider.

Signing Your Children IN/OUT of Camp **

It is required that all children be accompanied to and picked up from the program by an authorized person. Children may not log themselves out of camp; a parent/guardian must do this.

Children will only be released to those on the authorized pickup list (on enrollment form). To add a new authorized pick up person for your child please provide written consent, to the Camp Director, which includes the person's name, the specific dates, and your signature.

CHILDREN WILL NOT BE RELEASED TO UNAUTHORIZED INDIVIDUALS.

****Children must be dropped off between 8:40 -9:00 AM and picked up promptly at 3:00PM.**

Camp Items to Review with your Child(ren):

Following the policies will ensure that all children have an enjoyable summer. Please take time to share this information with your child:

- 1) Children are not allowed to disrespect staff or other children through actions or words.
- 2) Abusive language, mishandling of equipment, defacing property and theft are unacceptable behaviors.
- 3) Appropriate dress is required. Tennis shoes, or other sturdy shoes, which encase the entire foot, are required at all times, except while at Waterside Pool. Bathing suits and swim caps are required for swimming.
- 4) Children will be required to follow camp rules as well as rules posted at individual sites we visit. These location specific rules will be explained to the children by the Camp Director or a counselor.
- 5) Each child will help clean up after an activity.
- 6) Each child will follow the instructions given by BIS-NY Summer Camp staff.
- 7) Drugs, alcohol and weapons of any kind are strictly forbidden by all involved with the camp.

Discipline

The members of the BIS-NY Summer Camp staff view discipline in a very positive way. We make every effort to give positive reinforcement for good behavior and encourage children to learn acceptable forms of behavior.

- Five minutes will be the standard amount of time a child will receive for a time-out; it may be longer, however, depending on the severity of the behavior.
- The child will be told why he/she is being disciplined and the counselor will offer positive solutions to the problem. If the

problem continues, the child, parents, counselor, and camp Director will meet to find a solution.

- Both sides of a story will be heard. Demeaning words will not be used during problem-solving time.
- All discipline will be supervised. Children will never be left alone.

PROBLEM SOLVING STEPS

- 1) Verbal warning.
- 2) Verbal warning and 5 minutes of time-out.
- 3) Verbal warning and the child is removed for the remainder of the activity. He/She will also have a talk with the Director about his/her behavior. A parent phone call is made.
- 4) Parent and child meeting with the head counselor and Director.
- 5) Child is permanently removed from camp with no refund.

Campers Who Become Ill / Accidents / Emergencies

If your child is exhibiting any sign or symptoms of illness, please be considerate to others by keeping your child at home. Consult a physician to determine if your child's symptoms are contagious and when they should return. For attendance purposes, please call the camp ASAP to let us know that the child will be kept home that day.

If a child should become ill or injured during BIS-NY's Summer Camp program, the parents/guardians will be notified. Ill children will be separated from other children and offered a cot to lie on in the nurse's office. If the child is injured, first aid will be administered and if deemed necessary, 911 will be called. In the event in which the parent/guardian cannot be reached, the emergency contact will be notified. Non-serious injuries such as minor scrapes and bumps will be reported to the parent/guardian when they arrive to pick up their child.

Parents must report to the Director any exposure to communicable illnesses outside the camp. The child will then be excluded from camp for

the period of time prescribed by the child's physician or the local health department.

Storing and Administering Camper's Medication

NO medications will be administered at camp, with the exception of an EPI Pen and asthma inhaler* if necessary.

* EPI Pens and inhalers must be provided by the parent; they will be kept on the camp Director (who is trained/certified to use both) at all times and will be used only if needed. Before administering any medication we need:

- 1) Written authorization from the health care provider
- 2) Parent written authorization
- 3) Medication in the original labeled container – please label with name of child.

Inclement Weather Procedures

In cases of extreme heat when activities are schedule outdoors, the activity time shall be shortened, or in rare cases cancelled. All children are required to have a water bottle with them to ensure proper hydration.

In the case of rain or a thunder storm, all activities will be moved indoors. If BIS-NY Summer Camp closes due to weather or for any other reason, parents will be notified via phone call or email.

Swimming Instruction

We will be swimming, at the Waterside Pool and Health Club, 3 days a week. Swim instruction is supervised by our Aquatic Director and a Personal Swim Instructor. All campers will be put through a swim test to determine their swimming level. After completing the test, campers will wear colored wrist bands that notify the lifeguards and swim instructor of a child's specific swim level. Safety comes first when it comes to water and the well-being of each camper. If a camper's ability improves, they will be re-tested and given a new wrist band based on their new swimming skills.

Transportation of Campers

Buses will be used to take children to and from off-site field trips or activities. The bus company we will be using is Superior School Bus. All buses have seat belts that must be worn by the children at all times. There will be a counselor to camper ratio of 1:6 maintained while on the buses. A first aid kit and cell phone is available on each bus in case of an emergency.

Please review the following bus safety rules with your children:

- 1) Stay seated at all times
- 2) Keep seat belt fastened
- 3) No running on the bus
- 4) Keep your hands to yourself and do not throw anything out the window
- 5) No eating or drinking on the bus
- 6) In case of an emergency, follow the counselors' instructions and listen quietly so everyone can understand what to do
- 7) All camp attendance will be taken prior to departure, please cooperate during this procedure to ensure our safety!

Handling of Camper's Belongings and Money

Ultimately, the individual camper or parent is responsible for any personal belongings they may bring to camp. We do suggest extensive labeling of all their belongings (swimsuit, towel, spray sunscreen, lunch box, water bottles, etc...), as a preventative measure for tracking personal belongings. We ask that they keep everything in a labeled backpack.

Campers are NOT to bring CD players, money, iPods, video games, or other valuables. The BIS-NY Summer Camp is not responsible if items are lost, taken by another camper, or broken.

We keep a "Lost and Found" box in the school's front office for misplaced items.

Child Abuse

By law, camp staff is required to report suspected mental or physical child abuse to the authorities.

Visitor Policy

Visitors are always welcomed at camp. However, we ask that parents notify staff, in advance, if a visitor will be arriving. All visitors must check in with the Camp Director and sign in and out at the front office.

Fire

All day camp staff members are trained in established safety procedures. Drills are held during the summer to familiarize staff and children on procedures to follow in the event of an emergency, such as a fire or severe weather.

Questions / Concerns

We want to hear from you if you have questions or concerns regarding your child's care. We will make every effort to resolve any issues or concerns you have about the program. Please do so by emailing Kristin, at k.geiger@BIS-NY.org, calling her at 212-481-2700 x204 (school).

Withdrawing from the Program

A parent/guardian may withdraw his/her child from the day camp program at any time. However, a refund will not be given if a child is withdrawn from camp.

The British International School of NY Summer Camp, located at 20 Waterside Plaza, NYC, NY 10010, is licensed by the New York City Department of Health and Mental Hygiene and is inspected twice yearly. The inspection reports are filed at the Bureau of Food Safety and Community Sanitation.

