

MONTVALE RECREATION SUMMER CAMP

GRADES 1-5 PROCEDURES MANUAL 2020

JUNE 29th – July 24th (No camp on July 3rd)
9:30AM – 2:30PM

Drop-Off and Pick-Up

Camp begins at 9:30AM each day. We ask that all campers report to the outdoor basketball courts at that time for flag salute and announcements. Please do not send your child early. Proper supervision will **NOT** be available until 9:30AM.

Camp ends at 2:30PM. **PLEASE AVOID REGULARLY PICKING UP CAMPERS BETWEEN 2:00PM AND 2:25PM.** While we line them up on the courts at 2:15PM, we do so in order to do the 'end of the day' announcements, release campers who are walking (in order for them to avoid exiting car traffic), go through lost & found etc. All youngsters will be dismissed from the outdoor basketball courts. Crossing guards will be on duty at major intersections for those walking home or riding a bicycle. For many different reasons, the Bayberry gate will ONLY be open during camp pickup in the afternoon each day. THERE WILL BE CHARGED SUPERVISION AFTER 2:40pm. CHILDREN WHO ARE NOT PICKED-UP PRIOR TO 2:40 ON MORE THAN ONE OCCASION, MAY BE ASKED NOT TO RETURN TO CAMP. LATE PICK-UP WILL RESULT IN A CHARGE OF \$25.00 FOR EVERY 15 MINUTES EACH CHILD IS LEFT UNDER CAMP CARE. PAYMENT SHALL BE MADE DIRECTLY TO THE CAMP DIRECTOR OR THE ASSISTANT DIRECTORS.

A camper can only be picked up by their parents, guardians or authorized persons indicated on their camp registration form. Any change in daily pick-up, must be submitted to the Director ahead of time in writing and signed by a parent or guardian.

Campers Walking Home

If your child will be walking to and/or from camp every day, it must be indicated on their registration form. If your child is walking to camp and will be absent for any reason, you **must** call 551-207-0388 to report them absent. **If you do not report them absent and they do not arrive for camp, you should expect a phone call from a director or the police department if we are not able to get a hold of any listed emergency contacts.** If your child does not normally walk home, but will be for a day, you must send them with a signed note. All walkers will be released from the basketball courts between 2:15PM and 2:20PM each day. We do this in order for them to avoid the majority of exiting cars at 2:30PM.

Allowed to Walk Home Alone: 6th and 7th Graders

5th Graders (only if they live in the immediate surrounding streets of Memorial Drive)

3rd/4th Grade children are allowed to walk home **ONLY** if they have a sibling in 6th or 7th Grade

We do not make exceptions for any campers walking home. (I.e. if they do not have a signed note or if they are too young) We take the responsibility of you placing these campers in our care very seriously and must take every precaution to ensure their safety. We reserve the right to deny a camper to walk home if they are ill, injured, unsafe or have had any issues walking home in the past.

Early Dismissal & Late Arrivals

On some occasions it is necessary for a child to leave camp early. In such cases, we ask the parents to write a note to his/her child's counselor explaining when he/she is leaving and stating the name of the person who will pick up the child. **NO CHILD WILL BE PERMITTED TO LEAVE CAMP, WITH ANYONE OUTSIDE OF THEIR AUTHORIZED PERSONS, UNLESS HE/SHE HAS A NOTE SIGNED BY HIS/HER PARENT OR GUARDIAN.**

Children who arrive late can report to any adult in a director shirt. If no adults are visible in the area, please bring your child to the Art Room in Memorial School. We will then be able to direct your child to their group's activity area.

Inclement Weather or Camp Closure

In case of severe inclement weather or our fields are in unusable conditions, there is a chance that camp may be closed. **You will receive an email notification if camp is closed by 8:45AM.** A camp closure announcement will also be posted on the Borough of Montvale website (www.montvale.org) by 8:45AM.

1st – 5th Grade Boys and Girls Inclement Weather Camp Procedure:

The 1st through 5th grade boys and girls will be in the Memorial School Gymnasium, Art room and 3rd grade wing of classrooms on inclement weather days. Pick-up on rainy days (lightning detector is not active) for the **1st-5th Graders** will be in the Memorial Gymnasium, please park on Memorial Drive and walk into the gymnasium. *If it is drizzling, we will allow campers to continue to play outside. If it should rain or storm during camp hours, campers may be picked-up early if you so choose.

LIGHTNING:

If the siren has sounded or the beacon (on top of the snack shack and the DPW building) is flashing, pick up for the **1st-5th Graders** will be moved to the **BACK OF THE SCHOOL**. Cars will drive up the Kinderpath (just beyond the snack shack) and turn left at the school. Drive up to the farthest gym door where we will bring your camper to your car. After your child has been picked up, you will turn left to drive down the walking path to Memorial Drive to exit.



Clothing

Sprinklers will be out on during most hot days. We encourage campers to wear their suits under their clothing and bring a towel. Other than bathrooms, we don't have changing rooms. The kids will have many opportunities to keep cool with sprinklers, water games/activities and water inflatables. Children will be participating in many active games, for safety purposes we ask that they wear sneakers every day. Campers spend most of the day outdoors, sunscreen protection is strongly recommended.

In Case of Emergency

In the case of an extreme emergency in which you must get in touch with your child during camp hours, call 551-207-0388 and leave a message if there is no answer. During camp hours, please only call this number if you have an emergency situation.

Lunch

Please do not send your child with lunch/snack money if you have not pre-ordered lunch. No food will be cooked on site and we will **not** have lunches or snacks available for purchase at camp. As was stated in the registration flyer, lunch orders will NOT be accepted after May 15th. Please still pack a drink and possibly a snack for your child, even if you pre-ordered lunch. Water re-fill stations will be available.

Packed lunches will be stored indoors at the Senior/Community. It is still recommended that you pack anything cold with an icepack even though it will be in an air-conditioned facility. If you pack a frozen water bottle as the ice pack, your camper will have a nice cold water bottle for during or after lunch.

Any food that a camper would like to bring in to celebrate their **birthday** must be approved by a director prior to that week of camp and must adhere to the approved snack list at the end of this manual.

MOST IMPORTANTLY, WE ARE A NUT FREE CAMP. PLEASE, NEVER SEND YOUR CHILD WITH A SNACK THAT CONTAINS ANY KIND OF NUT (peanut, tree nut, etc.). We have many children who are severely allergic to nuts so please adhere to the approved snack list, at the end of the manual, when packing your child's lunch.

Water Bottles

It is strongly recommended that all campers bring a REUSABLE water bottle to camp. This is the most efficient way of keeping the campers from dehydrating on hot summer days. We strongly emphasize reusable because many children bring a plastic water bottle to camp, throw it away when done and then not have a bottle to fill the rest of the day. This also greatly cuts down on the garbage and recycling that is left around camp grounds. Please write your child's name and group on the bottle so that we can return it to them if they misplace it. If a second water bottle is packed, consider freezing it the night before so that it's still cold by mid-day. Extra drinks packed in a lunch box will be stored indoors.

Bowling

Campers in grades 1-7 will be bowling on either Tuesdays or Thursdays during all camp weeks. Bowling fees are included in the camp registration fee. Therefore, parents will **not** have to send their child with cash to camp (unless they would like their child to purchase a snack and/or lunch at the alley). Bowling is mandatory for campers, there will not be alternate supervision at camp if they do not want to go bowling. If you do not want your child to go bowling, you must keep them home on the days their group is scheduled to go bowling.

If there is rain, a thunderstorm or lightning predicted for any Tuesday or Thursday morning, we will send out an email that parents are to drop off their children assigned to bowl that day at the bowling alley itself. The campers will then be picked up by Perfect Limo from the bowling alley and transported to Memorial Elementary (for grades 1-5) or the Senior/Community Center (grades 6-7) when they are finished bowling, if the weather is still poor.

****Please be aware that the bowling alley is NOT the controlled peanut free environment that we have at camp. It is not in our control if other adults/children or camps bring in outside food that contains nuts. The bowling alley also has a snack bar that is not guaranteed to be peanut free. Although we always take every precaution to be aware of camper's allergies, we do want to make sure you are aware of this variable. Any and all medications, EpiPens etc. will travel that camper's counselor at all times.**

Medical

If your child has asthma or allergies, you MUST submit either a FARE Food Allergy & Anaphylaxis Emergency Care Plan, an Asthma Action Plan or both by May 15th. If your child will possibly need ANY medication for a medical condition other than the previously stated, doctor's orders must be submitted by May 15th. If doctor's orders are not submitted, camp personnel will NOT be able to administer any medication.

EPIPEN & medication should be given to the camp nurse (located in the Memorial School Nurse's Office) on the first day of camp. Please make sure to label any medications with your child's name and group (ie. 1B - first grade boys) written boldly on the medication.

In the event that medication needs to be administered, a phone call home will always follow. It is recommended that labeled medication or EPIPENS are left in camp during your child's entire stay rather than sending in daily. Please do not send any medication in your child's backpack.

The camp nurse will be on staff during all camp hours. They will be there to assist and take care of most camp injuries/illnesses. If you're child has any allergies, medical conditions or limitations, please be sure that you have noted them on the registration form and filled out the appropriate care plan/medication administration forms.

Sick Policy

If any camper insists on feeling sick or is physically ill, we will ask that you pick them up right away. If any camper presents a fever, we require that they are kept home until they have been fever-free, without medication, for 24 hours. We strive to keep all campers healthy and safe so we appreciate your cooperation in this matter.

OPENING DAY (Monday June 29th) PROCEDURE:

1. ALL CHILDREN WILL MEET ON THE OUTDOOR BASKETBALL COURTS (LOCATED BETWEEN THE TENNIS COURTS AND THE MAJOR LEAGUE FIELD) AT 9:30 AM.
2. GRADE NUMBERS WILL BE WRITTEN ON CONES ON THE BASKETBALL COURTS. CAMPERS ARE TO GO TO THE NUMBER OF THE GRADE THEY WILL BE **ENTERING IN SEPTEMBER**.
COUNSELORS WILL BE THERE WAITING!
3. DISMISSAL WILL BE AT 2:30 PM FROM THE SAME BASKETBALL COURTS. THE BAYBERRY GATE WILL ONLY BE OPEN DURING CAMP PICK UP EACH DAY.

Communication

The main channel of mass communication, notification and information for anything camp related will be through **email**. Please check your email regularly for camp updates, notices and announcements. For this reason, it is very important that I have a valid email for every parent. If you are concerned about getting emails or have not received an email, please check your **spam box** first and then call, please call 201-391-5700 ext 251.

If you have a non-urgent matter and would like to set up a time to talk with me, email is the best way to get in touch. However, please be aware that I am not always reachable as camp has many logistical requirements both during and after camp each day.

Pictures of the campers will be taken by camp directors for press releases. Please email MontvaleRecreation@montvaleboro.org if you do not wish for your child to be photographed.

At the end of camp, you may be asked to complete a camp survey. Please take a moment to give feedback based on your child's experience at camp as it is valuable to the future of our program!

Food for Friends Friday

Every Friday (except the first week of camp), we will be collecting non-perishable food items to donate to the Tri-Boro Food Pantry. Any camper who would like to participate should bring in items on any Friday. Each group will collectively compete against the other groups to see who can bring in the most items by the end of camp. Bonus Items (Items in particular need by the pantry) will be listed on the camp activities calendar for each Friday. Campers can bring in any non-perishable, un-opened item for one point each and the bonus item is worth two points each. The group with the most points will receive a special treat on the last day of camp! We look forward to allowing the opportunity for children to give back to their community in a fun way.

Talent Show

The camp talent show will be on Friday, July 17th at 7:30pm this year. Your little ones will be practicing at camp in the weeks leading up to this tradition and we are so anxious to see what they come up with this year!

SNACK LIST

The following is a list of some more popular safe snacks, taken from snacksafely.com Please refer to the website for a full version of this list and for updates as product ingredients do change, and **ALWAYS check your food labels.**

Fresh Fruit (check w/ counselor allergies in group possible), Hershey's Plain Chocolate Kisses, DumDum lollipops, Kraft Marshmallows

PRETZELS

Utz Halloween Pretzel Treats

Utz Hard Pretzels
Utz Pretzel Sticks- cinnamon, country stix
Utz Pretzel varieties- butter waffle, nuggets, holiday shapes, rods
Utz Select Pretzels- Honey Wheat Braids
Bachman Pretzels- Twists, Butter Twist, mini bite size, thin N Right, Rods
Herr's- Extra thin, Rods, Whole grain Honey Wheat
Pepperidge Farm Goldfish Pretzels
ShopRite- mini, waffle, rods

CHIPS

Utz tortilla chips- Lowfat baked, organic, multigrain, restaurant style
Bachman tortilla chips- restaurant style, MultiGrain
Doritos-Nacho cheese, Cool ranch
Tostitos- Restaurant Style, scoops, crispy rounds, multigrain, multigrain scoops
Utz Potato Chips- Regular, BBQ, Sour Cream
Baked Ruffles- Original, cheddar and sour cream
Baked Lays- original, sour cream and onion
Lays- classic, BBQ, sour cream and onion
Pringles- original, reduced fat, bbq
Pringles- snack packs
ShopRite- original, crinkle cut, kettle chips

POPCORN

Utz Popcorn- butter, cheese, white cheddar
Bachman- original, light
Smartfood- white cheddar, reduced fat, movie theater butter
Wise- original butter, white cheddar
Quaker Quakes Rice Snacks- caramel corn, ranch, sea salt & cracked black pepper, kettle corn, chocolate, sweet chili, cheddar cheese, sour cream & onion
Pirate's Booty Veggie, Aged white cheddar
Pop Corners
Utz Cheese Balls
Cheetos- puffs, crunchy
Herr's baked cheese curls
Wise Cheez Doodles- puffed, o's and crunchy

FRUIT SNACKS

Betty Crocker Fruit roll ups
Betty Crocker Fruit by the Foot
Betty Crocker Fruit Snacks
Annie's Organic Bunny Fruit Snacks

CRACKERS

Cheese Nips
Cheez-it
Goldfish
Goldfish Grahams
ShopRite Saltines
ShopRite Cheese Crackers
ShopRite Oyster Crackers
Townhouse
Keebler Grahams, Scooby Doo, bites
Nabisco Grahams, Honey Maid
ShopRite Grahams
Teddy Grahams

COOKIES

Barnum's Animal Crackers
Chips Ahoy
Keebler vanilla wafers
Lorna Doone Shortbread cookies
Nabisco 100 calorie packs- chips ahoy, lorna done
Nabisco Biscos sugar wafers
Nabisco Ginger snaps
Newtons- original fig, fat free, whole grain, strawberry, raspberry
Oreo- original, double stuff
ShopRite Scrunchy Animal Crackers
Nutri Grain Cereal Bars
Special K Bars
Kelloggs Original Rice Krispies Treats

FROZEN TREATS

Dole Fruit Bars
Luigi's Italian Ice
Marino's Italian Ice
ShopRite Red, White and Blue Pops
Minute Maid Juice Bars
Breyers Pure Fruit Bars
Bryers Dixie cups- Vanilla and Chocolate
Philly Swirls