



**RIEDEL RIDGE**



**SUMMER CAMP**

## **2022 Parent Handbook**

*Our mission is to provide a happy, healthy and rewarding summer camp experience in a safe environment. By learning to play and work together with others at camp, children will learn to appreciate, understand and value others. Children will be taught to be good followers and leaders, to accept responsibility and practice tolerance. They will gain self-esteem and self-confidence, learn from new experiences, make new friends and create memories to last a lifetime.*

**Riegel Ridge Community Center  
910 Milford Warren Glen Rd.  
Milford, NJ 08848  
908.995.9260  
[www.riegelridgecc.org](http://www.riegelridgecc.org)**

# Riegel Ridge Summer Camp Parent Handbook

Riegel Ridge Summer Camp has a rich history serving the youth of our community as far back as 1942. With another camp season right around the corner, we can't help but look back at the past several years and all that we have accomplished. Since 2012 we have grown from a small recreational program to a fully accredited day camp. Safety and fun have always been our top priority. With a highly qualified and talented staff we strive to provide campers a day filled with activities that build confidence, character and camaraderie. Camp is an opportunity for your child to develop self-reliance and self-esteem as each camper's potential is fulfilled through interactions with fellow campers and counselors.

If you have any questions or comments, please call Jessica Neglia, Director, at 908-995-9260.



**ACA Accreditation...What does this mean for your campers?** American Camp Association Accreditation assures parents that the camp has had a regular, independent safety audit that exceeds basic state licensing requirements. Accreditation assures parents that camp practices have been measured against national standards. Because accreditation is voluntary, parents know the camp is committed to following best practices. Indeed, ACA accreditation is the best evidence that a camp is committed to providing a safe and nurturing environment for children. Summer Camp can be an important step in a child's growth and development. Ninety-six percent of campers say that "camp helped me make new friends," and 92 percent say, "Camp helped me feel good about myself." Seventy percent of camp parents say, "My child gained self-confidence at camp" (ACA, 2005). Summer camp is also an unforgettable experience that will give your child a lifetime of memories.

# Riegel Ridge Summer Camp Parent Handbook

## Table of Contents

Registration and Payment Policies	Page 4
Withdrawal Policies	Page 4
Code of Conduct	Page 4-5
Behavioral Guidance	Page 5
Discipline Policies and Procedures	Page 5-6
Cell Phone Policy	Page 7
Communication	Page 7
Emergency Communications	Page 7
Items to Bring To Camp	Page 7-9
Items Not Permitted At Camp	Page 9
Lost and Found	Page 9
The Camp Day	Page 9-10
Extended Care Policies	Page 11
Arriving Late/Leaving Early	Page 11
Absence/Illness	Page 11
Camper Supervision Ratios	Page 11

# Riegel Ridge Summer Camp Parent Handbook

## Registration and Payment Policies

1. **Each participant** who registers for our summer camp program must have the following forms filled out in **full** before they are able to attend.
  - ✓ One registration form per camper. Please be sure to complete each page.
  - ✓ Field trip registration form, when applicable.
2. Payment is expected in full at time of registration for Camp, Mini Camps and Field Trips. Payment is needed in order to complete the registration process.
  - ✓ We accept cash, checks (made out to Holland Twp.), and all major credit cards.
  - ✓ We do not hold spots in our program until we have received payment.
3. We encourage you to register your child for camp early as space is limited. First come, first serve.

## Withdrawal Policies

1. Refunds may be granted for valid medical reasons with a doctor's note, less a \$50 administration fee.
2. If your camper is asked to leave for discipline reasons there will be **NO REFUND**.

## Code of Conduct

Our Code of Conduct states that the Riegel Ridge Summer Camp is committed to providing a safe and welcoming environment for all of our campers and staff. To ensure safety and comfort for all, we ask individuals to act appropriately while they are at our facility or participating in the Riegel Ridge Summer Camp program. We expect campers and staff to behave in a mature and responsible way and to respect the rights and dignity of others. Our code of conduct does not permit language or actions that can hurt or frighten another person or that falls below a generally accepted standard of conduct. Specifically this includes:

- ✓ Angry or vulgar language including swearing, name calling, and shouting;
- ✓ Physical contact with another person in an angry or threatening way;
- ✓ Any demonstration of sexual activity or sexual contact with another person;
- ✓ Harassment or intimidation with words, gestures, body language or other menacing behavior;
- ✓ Behavior which intends to or results in the theft or destruction of property;
- ✓ Carrying or concealing any weapons or devices that may be used as weapons; or threats of using weapons.

Campers are responsible for their own personal comfort and safety and should ask any person whose behavior threatens their personal comfort to refrain. Staff are trained and expected to respond to any reported violation of our Code of Conduct. Please do not hesitate to notify a counselor if you need assistance. We want to help! The Camp Director & Supervisor will investigate all reported incidents. Dismissal from a program or withdrawal from the Riegel Ridge Summer Camp may result from any violation of the code of conduct.

# Riegel Ridge Summer Camp Parent Handbook

If a child's behavior at any time threatens the immediate safety of that child, other children, or staff, the parent may be notified and required to pick-up the child immediately.

If a problem persists and the child continues to be disruptive, the RRCC Summer Camp reserves the right to suspend the child from the program. Expulsions from the program may be considered in certain situations. The following behaviors are not acceptable and will result in the immediate suspension of the camper.

- ✓ Endangering the health and safety of children and/or staff, members or volunteers
- ✓ Stealing or damaging RRCC Summer Camp or personal property
- ✓ Leaving the program without permission
- ✓ Continuing to disrupt the program
- ✓ Refusing to follow the behavior guidelines or RRSC rules
- ✓ Using profanity, vulgarity, or obscenity frequently
- ✓ Acting in a lewd manner
- ✓ Fighting
- ✓ Threatening another camper, staff or volunteers safety

## **Behavioral Guidance**

1. In order to promote your camper's physical, intellectual, emotional, and social well-being and growth, staff shall interact with the camper(s) and one another to provide needed help, comfort, and support and:

- ✓ Respect personal privacy
- ✓ Respect differences in cultural, ethnic, and family backgrounds
- ✓ Encourage decision making abilities
- ✓ Promote ways of getting along
- ✓ Encourage independence and self-direction
- ✓ Use consistency in applying expectations

Behavioral guidance will be constructive in nature, age and stage appropriate, and will be intended to redirect camper(s) to appropriate behavior and resolve conflicts. Parents will be notified when persistent behavioral problems are identified and will include any disciplinary steps taken in response.

## **Discipline Policies and Procedures**

1. Inappropriate Behavior
  - ✓ Failure to listen to directives or counselors.
  - ✓ Poor sportsmanship, failure to share, bullying of any kind, foul language, fighting, etc.
  - ✓ Disobeying camp rules: refusing to participate in activities, walking away from group, etc.

# Riegel Ridge Summer Camp Parent Handbook

- ✓ Behavior that is or continually disrupts the camp program.
  - ✓ Possession of drugs, alcohol, cigarette, vaping paraphernalia, lighters, stink bombs, weapons, firecrackers, etc.
2. In the event that we experience disciplinary or behavioral difficulties with your camper the following discipline policy will be put into effect. The camp staff will begin with step one and proceed through the process depending on the success or failure at each step.
- ✓ **Step One:** Camp counselor removes camper from activity. A discussion with the camper will take place regarding the necessary adjustment needed to improve their behavior. Depending on the incident they will be instructed to apologize to whomever their negative behavior has affected.
  - ✓ **Step Two:** The camper is removed from the activity to meet with the Camp Supervisor and Head Counselor to set a behavior goal. Parents will be notified of this behavior goal.
  - ✓ **Step Three:** The camper is removed from the activity and taken to the camp office to complete a "behavior agreement" with the Camp Supervisor and Parks & Recreation Director. The parent will be notified of their behavior and a copy of the agreement will be handed to the parent/caregiver at pick up.
  - ✓ **Step Four:** The Camp Supervisor and Director of Parks & Recreation will make an evaluation regarding whether or not the environment at our Summer Camp program is appropriate for your camper. A meeting with the parent/caregiver will follow. One of two decisions will be made:
    1. The camper will miss one day of camp and no refund will be provided.
    2. If it is determined that the program is not the right fit for the camper, then the parent/caregiver will be asked to withdraw the camper from the program. A refund will not be provided.

**There may be an extraordinary incident or circumstance that causes immediate expulsion from our program without completion of the step process.**

3. Please remember that a competent staff member will make efforts to manage all discipline problems effectively. However, if an individual's behavior is dangerous or negatively affects the other campers in our camp, the decision will be made to remove the camper from the camp setting.
4. In the event that a camper possesses drugs the parent will be called immediately and the incident will be reported to the police.
5. Should a camper threaten to bring a weapon to camp, possess a weapon or any other dangerous items, the parent will be called immediately and the incident will be reported to the police.
6. We reserve the right to remove any camper from our program without a compensational refund.

# Riegel Ridge Summer Camp Parent Handbook

## Cell Phone Policy

Cell phone use by campers is prohibited. Please help us with this policy as it is designed to help all campers remain engaged here and have a better as well as more meaningful experience at our camp. If you need to get in touch with your camper you may call the camp phone. The camp phone number will be available on the website and through the weekly emails. If for some reason your child needs to get in touch with you during camp hours, they will be permitted to use the camp phone or the Riegel Ridge phone. RRSC will not be responsible for lost or stolen property.

## Communication

1. If you need to speak to someone concerning your camper, you may talk directly to your child's camp counselor, call the camp phone or use the Camper Communication form.
2. If you are running late to pick up your camper at the end of the day it is very important that you call the camp phone to notify our Camp Supervisor in a timely manner.

## Emergency Communications

1. We will have a Camp Nurse on duty from 9:00am - 4:00pm.
2. If a camper has a minor injury or illness such as, minor scrapes, cuts and bumps, first aid will be administered by a First Aid Certified camp counselor or the camp nurse. We will notify you when we provide your child with first aid that requires more than a bandaid, and leave a message if you are unreachable.
3. For a more severe injury such as a possible sprain/fracture, head injury or something requiring the attention of a doctor, first aid will be administered by the camp nurse and a parent/caregiver will be notified immediately.
4. In the event of an emergency parent/caregiver will be notified immediately.
  - ✓ If parent/caregiver are unreachable on every provided contact number, then the emergency contacts will be called.
  - ✓ We will continue to call until parental contact is made.
  - ✓ Treatment will be given as necessary.
  - ✓ In the event that the camper requires serious treatment, as determined by the camp nurse, 911 will be called.

## Items to Bring to Camp

1. **Label:** Please label every single item your camper brings to camp: all clothing, sneakers, towels, water bottles, lunch boxes, sunscreen, sunglasses, etc.
2. **Clothing:** Campers are required to wear appropriate clothing to our camp. Those who do not follow our clothing policies will be sent home with a note.
  - ✓ **Appropriate Clothing:** Please send campers in comfortable, outdoor play clothing: t-shirts, thick strapped tank tops, gym shorts, etc. over their swimsuit.

# Riegel Ridge Summer Camp Parent Handbook

- ✓ **Please Remember:** Children get dirty at camp; do not send them in their nicest clothing. Be mindful of the current day's weather; this is an outdoor camp. During rainy days please send your camper with camp clothes and rainy day gear: **light jackets, long pants, etc.**
  - ✓ **Inappropriate Clothing:** short shorts, spaghetti straps, halters, tube tops, belly shirts, etc. are **not permitted** at our camp.
  - ✓ **Extra Clothing:** Please pack an extra set of clothing each day for your camper. Campers will be in and out of the pool and playing outdoor sports; accidents do happen and we want our campers to be as comfortable as possible.
  - ✓ **All Children Must Wear Sneakers:** No sandals, flip flops or crocs! Most camp activities require sneakers for the camper's safety. Children are required to wear shoes in the pool house so bring open toed shoes separately for their time at the pool.
  - ✓ **Swimwear: Campers should wear their swimsuits underneath their clothing** so they may change quickly for recreational swim. Please, provide your camper with a swim suit and towel **every day**. And if a flotation device is needed, please provide a USCG (United States Coast Guard) approved flotation device.
  - ✓ **Hats & Sunglasses:** It is hot outside! Light colored hats/visors will help to keep your camper cooler and sunglasses will protect them from the bright sun!
  - ✓ **Gaga Gloves:** Campers that would like to participate in Gaga Ball will need to have some type of gloves to protect their knuckles. Winter gloves and batting gloves work well.
3. **Water Bottles:** Please provide your camper with a **large** refillable water bottle each day. Campers will be taken periodically for refills at the water fountain.
  4. **Sunscreen:** Please educate your camper on the importance of sunscreen and apply it to your camper before they arrive at camp. We will be sure it is reapplied as needed; please provide **each camper** you send to camp with a separate bottle of sunscreen. Please mark your child's sunscreen with their name written on tape.
  5. **Breakfast:** Our program does not include breakfast; please have your camper eat a fuel filled breakfast before they arrive at camp for the day.
  6. **Lunch:** Pack your camper a non-perishable nutritious snack, lunch, and drink in a labeled lunch box with an ice pack. **No glass containers.**
    - ✓ **Helpful hint:** freezing your camper's juice the night before will keep their lunch extra cool!
    - ✓ Please provide them with an afternoon snack or second small meal.
    - ✓ **Pizza Friday** (Pizza Friday Dates: Week 1: June 24<sup>th</sup>, Week 4: July 15<sup>th</sup>, Week 6: July 29<sup>th</sup>)
      - Cost: \$5 per camper.
      - In the beginning of the week campers should bring in a completed Pizza Form and \$5 cash in a zip lock baggie. (One form per child please!)
  7. **Snack Hut:** There will be camp lunch available only on fair weather days. Please look for the camp lunch form on the website. For younger campers please place money in a zip lock bag with their name.
  8. **Medicine:** If your camper requires an inhaler, epi-pen or any other preventative/as needed medication please include this information on your health history form and be sure to send it with your camper every day.

# Riegel Ridge Summer Camp Parent Handbook

- ✓ Age will determine if an inhaler or epi-pen will be held by the camper or head counselor.
- ✓ If your camper requires any other medicine at camp, please speak with the nurse.

## Items Not Permitted At Camp

1. Expensive jewelry or clothing.
2. Toys from home: water guns, nerf guns, trading cards, crayons, markers, etc.
3. Electronics: Cell Phone, Nintendo DS, PSP, Gameboy, radio, cd player, ipod, etc.
4. Alcohol, drugs, vaping paraphernalia, vehicles, weapons, animals or personal sports equipment is not allowed to be brought to camp by campers or staff.
5. If these items are brought to camp, they will be held by the camp supervisor and returned to the parent at the end of the day.

## Lost and Found

1. We encourage all families to follow our policies.
  - ✓ Please leave expensive or special items at home.
2. There will be a lost and found bin located inside the building at the beginning or end of the day.
  - ✓ Please encourage your camper(s) to be responsible and diligent regarding their belongings.
3. The pool also has a separate lost and found for items left on their grounds.
  - ✓ It is located in the Pool House entrance.

The Riegel Ridge Summer Camp will not be held responsible for lost or stolen items.

## The Camp Day

During inclement weather all campers are to be dropped off & picked up at the front entrance of the community center.

Safety procedures during drop off & pick up. The following is for the safety of all campers:

- ✓ All drivers are to abide by the posted MPH speed limit.
- ✓ All drivers are to abide by all traffic signs posted.
- ✓ There is to be no stopping/parking in the middle of the driveway. We need to have a smooth flow of traffic at all times.

Please be mindful of other activities that the Community Center hosts throughout the day.

# Riegel Ridge Summer Camp Parent Handbook

1. Drop-off begins at **9:00 AM**.
2. The first day of each week campers will be given an orientation presenting camp safety, rules, daily schedule, sport league and activity choice.
3. Campers are grouped by upcoming school grade.
4. A general camp day includes but is not limited to:
  - ☀️ Arts & Crafts: Campers will be able to create art projects on a weekly basis. Everything from classic camp crafts to today's popular activities.
  - ☀️ Nature Hikes
  - ☀️ Team Building Games & Challenges: capture the flag, freeze tag, jungle gym time, relay races, and more!
5. Recreational Swim Time: free swim, slide and diving board time, etc.
  - ☀️ All camp participants who wish to swim in the deep end will be swim tested the first day of each week.
  - ☀️ Those who do qualify to swim in the deep end will be marked with a green wristband. Beginning summer 2019 the Riegel Ridge Pool and Summer Camp will be utilizing the Red Cross Deep Water Competency Sequence. (Step or jump into the water over your head. Return to the surface and float or tread water for one minute. Turn around in a full circle and swim to the ladder without touching the wall.)
  - ☀️ USCG approved flotation devices are permitted in both the large and small pool. If you would like more information or help choosing the correct flotation device please ask, we're happy to help.
  - ☀️ No flotation devices permitted on the slide or diving board.
  - ☀️ **IF your child requires a USCG flotation device, such as a life vest or puddle jumper (no swimmies), you MUST provide this. The Pool carries a limited supply.**
  - ☀️ If you have a specific request for your child pertaining to swimming, please speak to your child's camp counselor directly.
6. Lunch
  - ☀️ Lunch takes place between 12:00 and 1:00pm.
  - ☀️ All campers are to bring their own non-perishable lunch.
  - ☀️ The Riegel Ridge Pool Snack Hut will be open **only** during days with nice weather.
  - ☀️ More details available under "Items to Bring to Camp."
7. Pre-school Part Time Pick Up
  - ☀️ Part Time Preschool Camper pick up is at **1:00 PM** in the Grove. In case of inclement weather we will be in the building.
  - ☀️ Be prepared to present a driver's license upon pick up until the counselors get to know you.
8. Pick up
  - ☀️ Camper pick up is at 4:00 PM in grade designated area of the Grove. In case of inclement weather we will be in the building.
  - ☀️ Be prepared to present a driver's license upon pick up until the counselors get to know you.
9. Please check your camper for ticks when they arrive home from camp.

# Riegel Ridge Summer Camp Parent Handbook

## Extended Care Policies

1. Extended Care drop off is from **7:00 AM** to **9:00 AM**
  - ✓ If you arrive between 7:00am and 8:00am drop off is located at the Flag Pole.
2. Extended Care pick up is from **4:00 PM** to **6:00 PM** at the Flag Pole.
  - ✓ If you pick up your camper(s) **after 6:00pm**, you will be charged an additional fee.
  - ✓ Be prepared to present a driver's license upon pick up until the counselors get to know you.

## Arriving Late to Camp/Leaving Early from Camp

In the event that you need to drop off late or pick your child up at an alternate time, please park in one of the 10-minute spots and call the Camp Phone and your child will be brought to meet you.

## Absence/Illness

1. We kindly request that you notify the RRSC if your camper will not be attending Summer Camp on any particular day.
  - ✓ If you know in advance your camper will be absent from camp let your head counselor know.
  - ✓ If your camper is ill, please call the camp phone (**please do not call the Community Center directly**). Please provide your camper's name and grade.
  - ✓ It is **not** camp policy to call parents of absent campers.
2. If a camper shows symptoms of a contagious disease during camp such as a rash, sore throat, fever or vomiting, the child will be immediately removed from the group and the Camp Nurse will contact the parent/caregiver and ask that an adult come to RRCC to take the camper home.
  - ✓ A camper with a fever of 100.4° or higher, has a cough, or shortness of breath will be excluded from camp.
  - ✓ A camper must be fever/vomit free for 24 hours in order to return to camp.
  - ✓ Campers with infectious conditions such as impetigo, scabies, lice, athlete's foot, pinworm, ringworm or pink eye will be excluded from Summer Camp until treatment is verified by your family physician.

## Camper Supervision Ratios

Camper Age	Number of Staff	Number of Campers
3 - 5 years	1	6
6 - 8 years	1	8
9 - 14 years	1	10
15 - 18 years	1	12

Exceptions to these ratios are during before and after care programs. A minimum of two counselors will be with campers at all times.