



## CONTACT INFORMATION

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# SUMMER CAMP

# PARENT HANDBOOK



ESCNJ Aquatics & Fitness Center  
333 Cheesequake Rd, Parlin, NJ  
(732) 317-0333  
[www.TheAquaticsCenter.com](http://www.TheAquaticsCenter.com)

## CAMPER REGISTRATION

Initial camper registration must occur in person at the Welcome Center. Parent(s) must provide a copy of each child's immunization records, as well as completed camper information, registration and payments, authorized pick up policy, permission and authorization, aquatics information and policy, and medical information and policy, forms for each child attending camp. Registration for subsequent weeks can be made with accompanying payment in person or over the phone. All campers must register for subsequent weeks of camp on the Wednesday prior to the week being paid to avoid a late registration fee.

## PAYMENTS

Payments for summer camp can be made either in person or over the phone. Payments made over the phone can only be made with a credit card while in person payments can be made via cash, check, or credit card. The ESCNJ Aquatics & Fitness Center accepts Visa, MasterCard, Discover, and American Express. Checks should be made payable to the "ESCNJ". Credit/Debit Card charges paid to the Aquatics & Fitness Center will appear as "ESCNJ Aquatics & Fitness Center" on your financial statements. A late/returned payment fee will be added to payments more than five (5) days late or payments returned from the credit card company or bank.

## ATTENDANCE POLICY

When you register your child for camp, we hold that place for your child. If your child does not attend, we still have that space reserved for your child. As such, system credits will only be offered in the event you call your child out of camp the night before or provide a doctor's note to the Welcome Center prior to the end of the current week. System credits may be provided with a doctor's note that is submitted and approved by the Camp Director by the end of the current week.

## CAMP GROUPS

Campers will be divided into groups according to grade. This is a structured environment with age appropriate activities. Children may be moved up or down at the discretion of the Summer Camp Director. Parents may submit a written request to have their child moved up or down and we will take that into consideration when placing him/her into a group. If children are of close proximity in age, parents can request children to be in separate groups. Although not all requests can be granted, we will do our very best to meet you and your child's individual needs.

## POLICY ON POSITIVE DISCIPLINE

Camp GATORS recognizes that positive discipline teaches and encourages the healthy development of children's self esteem. We do not allow the use of corporal punishment or any physical punishment. Instead, counselors and staff employ positive discipline techniques, which include praising, calling attention to appropriate behavior, and acting as a positive role model to influence and reinforce positive behavior. Counselors set limits that are developmentally appropriate and consistently enforced. Counselors will encourage and assist all children in following the Camp GATORS Code of Conduct which the children will create with their counselors on the first day of Camp. Please emphasize to your child, the importance of following the rules of his/her camp group so the Camp GATORS staff can assure and maintain a safe and secure environment for all. When a discipline issue persists, the Summer Camp Director will work with the child and his/her parent(s) to create a plan for future action. Severe disciplinary infractions may result in immediate dismissal from Camp. Please note, under no circumstances will bullying of any kind, physical or emotional, be tolerated at Camp GATORS.

## ILLNESS & PARTICIPATION

Children who are too ill to go outside or participate in activities should not attend Camp. Please do not send notes asking for children to stay inside, lie down, or not participate in certain activities. In the event your child becomes ill at Camp, we will contact you and/or your emergency contact and ask that your child be picked up as soon as possible.

## ACCIDENTS & INJURIES

Camp GATORS staff is trained in CPR/AED and First Aid for the Professional Rescuer by the American Red Cross. Camp Staff will take all necessary precautions to ensure your child's safety, but active children do and will get hurt. If an accident should occur at Camp, the following procedure will be followed:

- ◆ Minor First Aid—Typically we do not contact parents for incidents that do not require a physician. Parents or Authorized Pickup will be notified at time of pick up. (ex: minor scrapes or scratches)
- ◆ Minor Illness/Injury—Parent notification is at the discretion of the Summer Camp Director. Prolonged symptoms usually initiate a phone call. (ex: sore throat, headaches, etc.) Please know that we are not permitted to provide Tylenol or any other medication to your child during the camp day.
- ◆ Incidents Requiring a Physician—Parent is contacted immediately and other emergency services personnel as needed. (ex: prolonged vomiting, cuts requiring sutures, etc.)

Please know that minor first aid and minor injuries are not always reported by the camper to the staff and we always address incidents that are reported to our staff.

All witnessed/reported illnesses, accidents, and injuries will be documented with an ESCNJ Aquatics & Fitness Center Incident Report. Copies of incident reports are available upon request by contacting Katelyn Dauphinee in writing. Written requests can be provided to the Welcome Center or emailed to [Kate Dauphinee at KDauphinee@escnj.us](mailto:KDauphinee@escnj.us).

## OUTDOOR WEATHER

Camp GATORS is primarily an outdoor camp. Campers will spend as much of each day possible outside. As such, children must be dressed in weather appropriate clothing with sneakers. In the event of inclement weather, Camp will be moved indoors. Campers will also be brought indoors if the outdoor temperature rises above 90° according to [www.weather.com](http://www.weather.com). On days such as these, children will spend additional time in the pool. Additionally, in the event of thunder or lightening accompanying inclement weather, daily pool time may be modified and/or cancelled in accordance with the ESCNJ Aquatics & Fitness Center's Inclement Weather Policy.

## CHECK IN & CHECK OUT POLICY

Parents are required to and are responsible for signing each child into Camp each day. Children not registered will be sent to the Welcome Center to register and provide payment for the day. Parents and/or Authorized Pickups are also required to sign each child out of Camp each day. Children may not leave Camp without being signed out by either a parent or other Authorized Pickup. Children will not be released to anyone under the age of 18 without written authorization. Photo ID will be checked against the Authorized Pickup list for each child each day at time of pick up. For the safety of your child, we do not allow campers, LITs, or CITs, to "call an Uber/Lyft" for pick up from camp. While we understand this is something that you, as a parent, may feel comfortable with, it is not a risk we are willing to take.

## LATE PICK UP POLICY

Children not registered for After Care will be placed in and billed for After Care if they are not picked up by 4:05pm. Children in After Care who are not picked up by 6:05pm will be subject to a Late Fee of \$1.00 per minute after that time. Fees for late pick up or automatically enrolled After Care must be paid to the Welcome Center prior to signing out the child.

## PERSONAL BELONGINGS

Please mark all personal belongings with your child's name. Children should arrive at Camp in comfortable, weather, and age-appropriate clothing. Campers are required to wear sneakers every day and will not be able to participate in some activities if sneakers are not worn. Flip flops are permitted for use on the pool deck only. Campers are permitted to bring backpacks to carry lunch, personal water bottles, and items for swimming. All campers are responsible for their own belongings. Cell phones, electronic devices, and personal toys are NOT permitted at Camp. The ESCNJ Aquatics & Fitness Center is NOT responsible for any traded, lost, or stolen items. Items placed in the Lost & Found will be thrown out or donated each Friday at the discretion of the Summer Camp Director/Coordinator after all campers have left for the day.

## FIELD TRIP POLICY & PROCEDURE

Optional weekly field trips are available to all campers at Camp GATORS for an additional fee of \$35 per trip. This fee covers each camper's bus fare and admission to the venue. All campers attending a field trip must have turned in the trip fee and a signed trip-specific permission slip on the Monday prior to the desired trip. Permission slips are available at the Welcome Center at the time of registration. Bus services for field trips will be provided by the ESCNJ Transportation Office who all pass background checks, fingerprint processing, and drug tests. Camp Counselors will accompany campers on all trips.

## CAMP GATORS T-SHIRTS

All campers will be provided with a Camp GATORS t-shirt. Campers are **REQUIRED** to wear their camp t-shirt when attending field trips. Additional t-shirts are available for purchase at the Welcome Center for \$5.

## POOL USE

Campers will be utilizing the pool at the ESCNJ Aquatics & Fitness Center daily during Camp hours. Scheduled pool time will vary based on camp age group. Each camper will be swim tested by a lifeguard on his/her first day of camp. Subsequently, each camper will be given a wristband identifying which areas of the Aquatics Center he/she may utilize. Campers will be swimming daily from 11:30am to 3:30pm. Children attending the half day morning Camp session will NOT be utilizing the pool. Pool schedule is subject to change without notice. Swim lessons during camp are available on Tuesday, Thursday, and Friday mornings for an additional charge.

## LUNCH & SNACKS

Parents are responsible for providing lunch and snacks, including drinks, for each child. Lunch times will occur between 11:00am and 2:00pm. Snack times will either occur at 10:00am or between 2:00pm and 3:30pm. All lunch and snack times will be determined by age group. We do not have the means to heat food for our campers. **ALL FOOD ITEMS MUST BE PEANUT AND SEAFOOD FREE** to ensure the safety of our campers and counselors. In the event your child does bring a peanut or seafood lunch, he/she will be separated from his/her group during lunch.

## CAMP GATORS STAFF

Camp GATORS Camp counselors are adults who are enthusiastic, youth-focused individuals seeking to be positive role models in the lives of your children. All staff are thoroughly screened with background checks and fingerprint screenings. We take pride in our staff and provide comprehensive training, which includes health and safety, CPR/AED, developmentally appropriate practices, risk management, supervision, child abuse prevention, bullying, and other camp related topics.