

# **Bronx Baptist Summer Day Camp**

## **Parent Information**

### **General Information:**

Welcome to the Bronx Baptist Day Care & Learning Center. We thank you for making this camp your child's home for the summer. It is our goal to make the summer one filled with lots of fun and excitement for your child.

- Summer Camp dates are July -August
- Hours of operation are Monday – Friday, 8:00 a.m. – 6:00 p.m.
- We open promptly at 8:00 a.m. You may bring your child to camp between 8:00 – 9:00 a.m. No child should be dropped off before 8:00 a.m.
- All children are to be on site no later than 9:00 a.m. Parents will have to stay with their child if the other campers are away having breakfast.
- We leave for breakfast at 8:30 a.m. to go PS 85 where breakfast is served. We will also have lunch at the same school on some days when we are not on an outing. Lunch is served between 11:00 – 12:30 p.m.
- If you choose to pack a lunch for your child we suggest you follow these guidelines: No sodas or microwave items. Please include an ice pack inside your child's lunch this will help keep items until the children are able to eat lunch. We will encourage your child to eat but we cannot force them to eat neither can we report to you every time your child does not eat the meal that is sent from home.

Please be sure to pack the following items for your child each day:

1. Swim wear
2. Towel
3. Water shoes

### **Camper Health and Information Forms**

All COMPLETED camper information forms must be returned to the office before the child starts camp. Campers will not be permitted to attend without these completed forms. It is also very important to provide camp staff with accurate health information about allergies as well as any emergency medications that allow your child to participate in trips or activities outside.

## **Field Trips**

- Field trips are an important part of our program. We believe that exposing children to their surroundings and experiencing new surroundings is a learning tool.
- Regulations regarding field trips are followed according to NYC Department of Health.
- Field trip schedules are given at the beginning of the summer and then are posted the Friday before the trip. Please speak with a counselor if you have questions about a field trip.
- Field trip information will be given to each parent. Information will also be posted in advance. Whereabouts, departure and arrival times, and contact information will be included. in
- Parents will not be asked to sign permission slips for each trip. Blanket permission for traveling is included in your application packet. However, we are required to inform you if there are adjustments to any of the planned trips.
- All children will need to be on site no later than 8:00 a.m. on days that the whole camp travels. All groups travel on these days, therefore no staff will be on site to supervise a child! Campers arriving after 8:00 a.m. for an early trip may not be allowed to travel.
- Children will not be allowed to join the group once all participants have been accounted for and a final head count is done.

## **Drop Off and Pick Up Procedure for Your Child**

1. When dropping off your child in the mornings you must walk your child to his/her group and sign in.
2. No child will be allowed to leave the group until she/he has been signed out and an adult is visibly present to escort the child out of the building.
3. Anyone picking up a child must be at least 16 years old and his/her name must appear on the pick-up list. If in case of emergency no one not listed on the pick-up list can pick your child up, you may contact the office with the name of the person who will pick your child up.
4. Persons picking up a child for the first time must show a photo I.D. When the group is on a field trip, you may not pick up your child unless approval has been given by the director.
5. Starting at 4:00 p.m. You may pick your child up. No one is allowed to enter through the side doors. Please help us keep your child safe by not opening a door for someone else you may not know.
6. Summer Camp closes promptly at 6:00 p.m. Picking up your child after 6:00 p.m. will result in a late pick-up charge of \$10 for the first 15 minutes and an additional \$1.00/ minute after that.

## **What to Wear in Summer Camp**

- All children will need a summer camp T-shirt. The summer camp T-shirt must be worn to camp every day. No exception. This helps keep better track of all children when we are out in the public.
- Summer days are full of fun and movements please send your child with a water bottle every day and appropriate shoes and clothing. The children will spend lots of time outside doing lots of physical activities. **Sandals and flip flops are never to be worn to camp.** Children often hurt their toes when running, walking or kicking a ball in the park.
- When in doubt...BE PREPARED! Depending on the weather, activities are subject to change. Always send a change of clothes, swimwear, and a change of shoes (especially if your child likes to wear sandals).

Please send a BOTTLE of WATER each day with your child.

## **Behaviors**

- We want summer camp to be safe and full of fun. To ensure safety of all, we expect all children to respect the rules.
- Children who choose not to respect our rules will be written up and behavior will be discussed with the parent.
- Basic procedure for write – ups are as follows:
  1. Verbal warning
  2. Written warning and Parent conference
  3. Suspension
  4. Expulsion • Certain behaviors have ZERO TOLERANCE! These behaviors will result in immediate suspension and/or expulsion from the program. If the child's behavior is extremely disruptive and/or harmful to themselves or others, a parent may be asked to remove the child from camp for the remainder of the day. If the child's behavior is extremely disruptive and/or harmful to themselves or others, a parent may be asked to remove the child from camp for the remainder of the day.

These behaviors are:

1. Hurting self or others
2. Intentional destruction to property
3. Cursing/swearing and/or racial slurs
4. Threatening violence
5. Jeopardizing the health or safety of others. We want you and your child to feel safe and enjoy the program.

## **The Play Ground**

Summer is a time for lots of playground activities. The children run and play and utilize the playground equipment. That is why it is important not to send your child in sandals regardless of whether they have open or closed toes.

1. Children can get bumps and bruises at the playground.
2. Children can get minor cuts at the playground.
3. Children can bang various body parts at the playground.

Incidents are discussed with parents when they come to pick up their children. If the incident is major then we activate EMS as well as the parents.

We are mandated by law to keep a log of all incidents. These are kept in a file at the site. When the Department of Health visits with us we have to produce our Incident Log for review by them.

## **Electronic Equipment**

1. We are not responsible for lost or stolen electronic equipment.
2. We are not responsible for the mishandling of electronic equipment
3. We are not responsible for broken electronic equipment.

Please do not send any form of electronic equipment to the camp. However if you choose to do so then Bronx Baptist Summer Day Camp will not be held liable for your electronic equipment.

**PLEASE LABEL ALL YOUR CHILD'S BELONGINGS WITH THEIR NAMES!**