

Camp Barrett

Inc. Village of Valley Stream



Handbook

WELCOME:

For those of you returning, welcome back! We hope your school year went well. For those of you joining us for the first time, you're in for a treat! Please read through all of the information contained in this guidebook to familiarize yourself with the Camp Barrett program. We hope to have a safe and exciting experience by providing opportunities for personal growth, increased self-confidence and friendship built through physical activity and creative endeavors. Our enthusiastic staff strives to make the summer fun and active while encouraging sportsmanship and safety for all.

DAILY PROCEDURES:

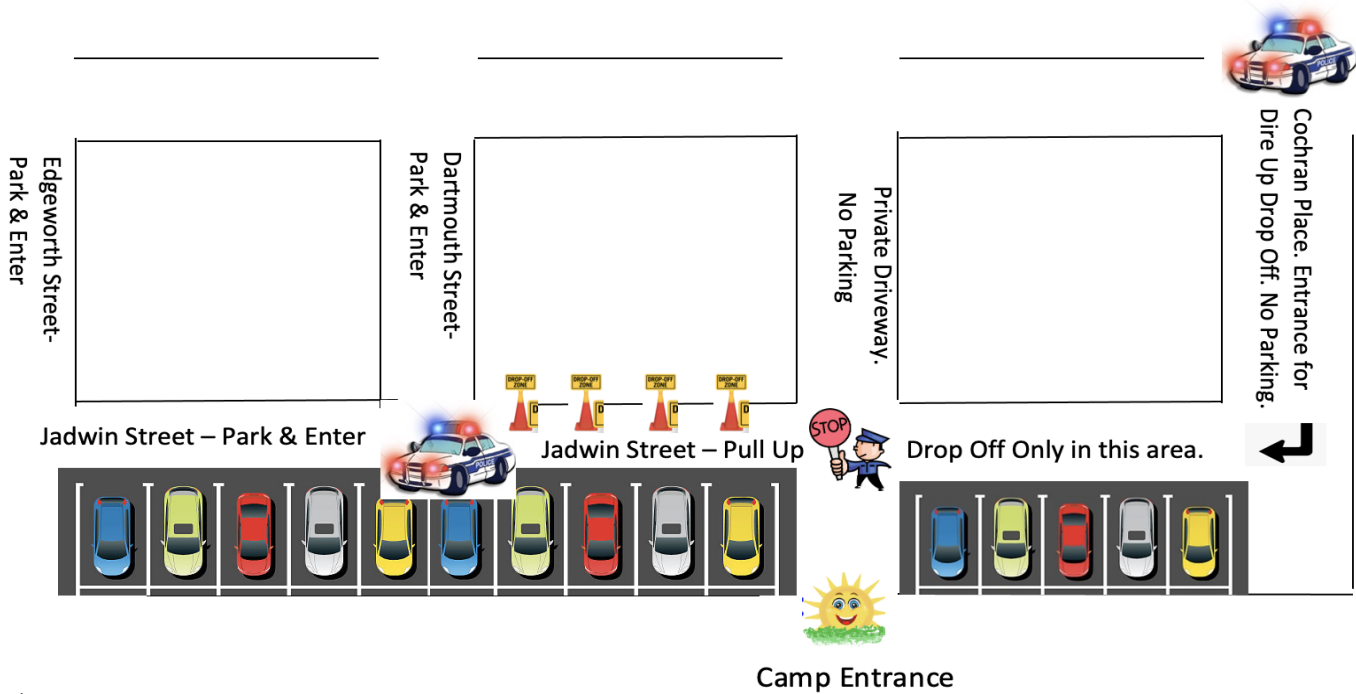
Arrival

The gates open every morning Monday through Friday promptly at 9:00 A.M. To avoid confusion please have your child to the park on time.

Morning Drop Off (2 options)

(1) *Pull Up- Drop Off:* Allows you to drop your child off without having to park and walk into the park. Starting at 8:45am you can line up on Cochran Place facing south (towards Jadwin Street). Please leave room for neighbors to pull out of their driveways. Once you turn onto Jadwin Street you will be directed to a drop off point labeled #1 to 4. When you pull up to your drop off point a staff member will be there to help your child into camp. Your child should be able to get out of the car on their own if you are using this method. Drivers and other adults are not permitted to get out of the car. Campers should only exit the vehicle on the passenger side at a drop off point and not before. You will see Public Safety at the entrance to the Pull Up-Drop Off line and at the end. Nassau County Crossing Guards are present to aide in the crossing of streets directly in front of camp.

(2) *Park and Enter:* Families should feel free to park and escort their child into camp. There is NO Parking on Cochran Place or Jadwin Street directly in front of the park. When arriving at camp please stay on the sidewalks and cross the street with the crossing guard. Remember all of these procedures are in place for the safety of all children. We know and understand that it is hot and you may have to park and walk a bit further but we hope everyone has a safe and fun summer.



Morning Care/Afternoon Care

For an additional fee, you are able to sign your child up for morning care or afternoon care. An additional half an hour or an hour is available in the morning. Children will play in the playground, play ball, have the ability to sit and eat breakfast that you send with them, or do arts and crafts while being supervised by Camp Barrett staff. Please escort your child to the front gate each morning.

Late Arrival

In the event of a late arrival, the front-end staff will accompany your child from the main gate to the child's group. Parents will not be permitted past the entrance in the case of late drop offs.

Dismissal & Pick Up Cards

Gates will open at 11:55 A.M. for half day dismissal, children are to be picked up no later than 12 noon. Gates will open at 2:55PM for full day dismissal, children are to be picked up no later than 3PM. Whoever is picking up your child **MUST** have a staff issued dismissal card and photo ID to be presented to the child's counselor. **Your child will not be dismissed without a Barrett issued dismissal card that matches picture ID** (ex. School ID or license). Dismissal cards will be available for pick up prior to the start of camp or the morning camp starts and will be issued to no more than four assigned persons. All other people picking up the child must have a signed note from the child's guardian and ID or have spoken to the Camp Director(s) in advance. You must walk all the way to dismissal location, please do not encourage your child to run from their group to you.

Dismissal & Walkers

If your child has permission to walk home please indicate this on registration papers. If this changes prior to, or during camp please let a supervisor know so changes to your child's records can be made. They will be released at the start of the dismissal procedures.

Early Dismissal

In the event of an early dismissal, parents should notify their child's group counselor at the beginning of the day. Your child will be ready and waiting for you at the front gate in this case. If the parent has not previously spoken to the counselor the front-end staff will locate the child's group and bring the child to the front end for dismissal as quickly as possible. No parents will be allowed past the front end in the case of an early pick up. All early dismissals will require proper photo ID and staff issued pick up cards as well as a parent to sign the child out at the front desk.

Late Dismissal

If a child is still present after the designated pick up time, the staff will attempt to contact parents and/or other authorized adults listed to pick the child up. Once a half hour has passed and an authorized adult has not been located, the staff will call Social Services and the Police and an additional late pick up fee will be charged after 20 minutes. The first time you are late for dismissal by more than 20 minutes you will be charged \$40 for every half an hour thereafter. The second time you are late for dismissal by more than 20 minutes you will be charged \$75 for every half an hour thereafter.

WEATHER CONDITIONS:

We are a completely outdoor facility and in the case of inclement weather we may close or have a delayed opening. When inclement weather becomes an issue, cancellation or delay of Camp Barrett will be determined by the Camp Director. We will make this information available as soon as a decision has been reached via facebook and an automated call to the specified number you provided at registration.

In the case that the camp is in session already for the day before substantial rain begins, and we must close early due to weather **we ask that you pick your child up as soon as possible**. Staff will notify parents via an automated call as early as possible and parents are responsible for picking up their child or arranging a ride home with an authorized adult. **If a child is still present 20 minutes after the automated call families will be subject to a late pick up fee of \$40 (first time) and \$75 (second time) per every half an hour thereafter.** Camp issued pick up cards and photo ID will still be required during this hectic time.



Children will exit the fields and playground and enter our building for shelter. The Camp Directors and Supervisors will be waiting for you when you enter the park to direct you and assist you with the pick-up of your child. We thank you in advance for your understanding and help in these matters to assure the safety of all children and staff.

Suspicious Persons, Unauthorized Adults & Lock Down

Children will only be released to the adults listed on the authorized pick up list. If an unauthorized adult attempts to pick up a child from the park, the entire park will go into lock down procedures if the incident requires such actions be taken. Parents and police will be contacted and the unauthorized visitor will be asked to leave the premises.

If a staff member notices a person acting in a suspicious manner, they will introduce themselves and ask if they may be of assistance. Supervisors and the Camp Directors will also report to speak with the suspicious person and if uncomfortable with the response, the staff will immediately call 911 to gain further guidance and assistance. No person will be permitted to sit in parked cars/stand along the perimeter during camp hours, except for 15 minutes prior to and after arrival and/or dismissal times. Staff may still approach these people and ask to see issued pick up card and photo identification as a precaution.

Emergency Drills & Procedures:

Our staff members are thoroughly trained in the established safety procedures. We will periodically practice and document fire drills and lock down drills. Alarms will indicate a fire or lock down and children will be evacuated from the building, playground, and fields being led by staff members to the designated safe area/evacuation zones. The Director will verify that all children and staff are out of the building and grounds by conducting a search of the facility and roll call. The facility will not be re-entered until the appropriate authorities give clearance. If the facility is deemed unsafe, the children and staff will be evacuated to a designated safe haven and local authorities and staff will work together to contact every parent.

Parking Around The Park

Please remember to be courteous to our neighbors and **do not block driveways, double-park or block the gates to the park.** There is a crossing guard present at the gates of the park for the safety of you and your child, please cross the street at the corner where she is present and not further down the block.



SPECIAL NEEDS:

If your child requires any special attention or needs (i.e. speech, learning disability, hearing or physical limitations), please indicate on your registration sheets, and please make the nurse and the Camp Director aware of any pertinent information. We will provide reasonable accommodations, modifications, and services in accordance with the needs of a child's disability. Parents must communicate the child's physical, emotional and/or cognitive needs with the Camp Director prior to the first day of attendance. We want all children to succeed and have a fun summer! All information will be kept confidential.

WHAT YOUR CHILD NEEDS :

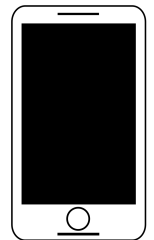


Groups rotate between camp activities on a half hour rotation. Please send your child each day in loose, lightweight clothing. Bathing suits are suggested to be worn underneath street clothes everyday. (On very hot days, children may go under the sprinklers even if it is not on their group's activity schedule). Please, label all personal belongings to help us make sure to return items from our lost and found to their rightful owners.

Cell Phone & Personal Items

Children WILL NOT HAVE ACCESS TO ELECTRONIC DEVICES DURING CAMP HOURS INCLUDING SCHEDULED BREAKS AND FIELD TRIPS. If a child is found violating these policies the device will be taken away and held in the camp office-awaiting parent pick up.

If the child chooses to bring personal items or money it is done at their own risk. Staff is not responsible for any damaged, misplaced or stolen items.



Daily Checklist:

Bathing suit (worn everyday under street clothes - they will be scheduled daily to help campers remain cool throughout the day)

Backpack

Water shoes for sprinkler use

Sunblock/bug spray (optional)

Snack (full and half day groups)

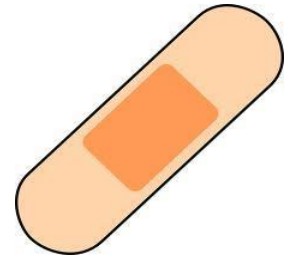
Lunch (fully day only - can be stored in camp refrigeration units or in their own insulated bags with freezer packs)

Towel (Campers will sit on it and dry off in it.)

Water (Reusable or disposable. There is a water station for campers to fill up throughout the day.)



We recommend you send your child with a backpack in which you include a towel, a light snack, and a drink of their choice. Everyday children have snack time. Times vary according to group activities. We recommend on hot days you send your child with more than one drink. There will also be water coolers available to them throughout the day. We ask that children are provided snack and drinks from home as there is not place to purchase snacks on grounds. **Please do not send your child with snacks that contain peanuts!** Due to the growing number and already large amount of children/staff who have severe peanut allergies.



ILLNESS, ACCIDENTS & INJURIES:

There is a nurse/certified first aid responder on the grounds during all hours in which children are present. Parents/Guardians will be notified immediately when a child becomes ill. If a child receives a minor injury (scraped knee etc), the nurse will administer first aid. In the event of a major emergency, 911 will be called immediately and the parents will be notified. All injuries are documented and will be reported at the end of the day via a nurse slip distributed by the Head Counselor.

Children requiring accessibility to inhalers and/or EpiPens must be given to the Camp Directors and/or nurse before the child can start camp. These medications must have the child's name listed on the outside of the carton, the expiration date listed and the required dose highlighted clearly. In addition, a doctor's note must accompany these items.

BULLYING POLICY:

At Camp Barrett Park, bullying is inexcusable, and we have a firm policy against all types of bullying. Each child is expected to treat all other participants with respect, and to help each other achieve the best possible experience. If a child has difficulty meeting this expectation, parents will be called upon to assist and will be held to the discipline policy.

Our leadership addresses all incidents of bullying seriously and trains staff to promote communication with their staff and participants. We work together as a team to ensure that the children gain self-confidence, make new friends, and go home with great camp experience.



DISCIPLINE POLICY:

Campers are expected to exhibit appropriate behavior at all times while they are on our property, or participating in our camp/trips. Participants are expected to behave in a mature, safe, responsible way as well as, respect the rights and dignity of others. A caring and positive approach will be taken regarding discipline. Camp staff will reinforce appropriate behavior through positive reinforcement, firm

statements, and redirection of activity. We will listen to the children and respect the children's needs, desires and feelings. We will praise and encourage children while modeling appropriate behaviors. All children must understand and follow the guidelines set for. Please review these guidelines with your child.

- Talk in a pleasant manner. Foul language, put downs/poor sportsmanship and bullying will not be accepted.
- Be safe! Always obey camp and bus rules and staff.
- Treat all equipment and supplies with proper care and respect.
- Show respect for the staff, bus drivers and fellow participants.
- Aggressive behavior that is threatening to the child, staff or others will not be permitted at the camp.
- Keep hands, feet and other objects to yourself.
- Have a positive attitude and have fun.
- Participants should talk to a counselor or any other camp staff member if they are uncomfortable with any experience or need assistance while at the camp.

When a participant does not follow behavior guidelines, we will take the following action steps as the behavior problem progresses. Depending on the severity of the behavior, we may skip a particular step. (ie. If a behavior warrants it, an immediate suspension or expulsion may result.)

1. Redirection: Staff will redirect the child to more appropriate behaviors.
2. Verbal Warning: If inappropriate behavior continues, the child will be reminded of the behavior guidelines and camp rules, and asked to decide on action steps to correct his/her behavior.
3. Time Out: If the child's behavior still does not meet expectations and is affecting the experience of other participants or his/her safety or that of other participants, he/she will have a time out or time away from the group. During a time out a child may have to sit out from activities including games, crafts, or special events. Parents will be notified of their child's time out.
4. Written Warning: Written warnings are issued and are given to a parent if a child persists in unacceptable behavior. The Camp Director or Supervisor will speak with the child and their parent/guardian. The parent/guardian will be required to sign the written warning acknowledging recite of the warning. Parent/guardian will be required to pick the child up from the camp immediately.
5. Second Written Warning & Meeting: If a child's unacceptable behavior persists a second written warning will be issued, and a meeting with the Camp Directors, necessary staff, parent(s) and child will be held. At this time, suspension or expulsion from the camp will be discussed.

TRIPS AND SPECIAL EVENTS:

Trips:

Trips must be signed up for and paid for at the time of registration in advance. Trips are also **NOT REFUNDABLE!** In the case of a cancellation, please speak to a Supervisor as soon as possible. Children **should come that day a half hour before** the time listed as the trip departure time wearing their Camp Barrett shirt, with a backpack containing snack/lunch, drinks or money. Counselors will not be responsible for holding money sent with your child. You will receive a reminder phone call the day before the trip by a Camp Supervisor to your primary phone number. If your child is on the waitlist you will be notified as soon as there is a change in space available for the trip. On the trip, staff will conduct roll call and periodic head counts throughout the day. In case of an emergency where you need to talk to the camp staff, please contact one of the phone numbers provided and a staff member will take or return your call.



Late Arrivals during Field Trips:

The bus will not be held later than the departure time listed on the field trip form & as listed on the backs of the camp issued pick up cards. If a child arrives after the departure time, your child will be able to join their group on park grounds and not participate on the field trip, however there will not be any refund given for missed field trips due to lateness.

Bus Behavior:

Keeping the children safe is our number one priority. In order to ensure a safe ride, we must be firm about behavior during transportation. If a child is misbehaving on the bus (ie. foul language, disturbing fellow participants, not following bus rules), the following steps will be taken:

1. A verbal reminder as to appropriate bus behavior.
2. An assigned seat and a phone call to the family.
3. Suspended from the bus for the following trip.
4. Expelled from the bus for the remainder of the summer.



Special Events & Calendar:

Special events are scheduled throughout the camp week. A calendar of events are provided to you at the time of registration. These are themed days in which the children and the staff dress accordingly.

We are looking forward to hearing from you if you have any questions or concerns and hope you and your child have as great of a summer as we, the staff, do here at Barrett Park

Hoping for another fabulous summer!

Camp Director –Nicole Winter
and the Assistant Directors &
the Supervisor Team.



Search:

Camp

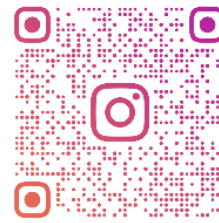
First Name

Barrett

Last Name(one word)

Search

CampBarrettvs



CAMPBARRETTVS

Our Awesome Staff!

We are professional role models.

The Camp Barrett Park is committed first and foremost to the safety of your child. We have recruited through local leadership organizations, from local high schools and area colleges. We place serious emphases on safety standards by offering a remarkable counselor to participant ratio and requiring counselor to complete several ours of pre-camp training in areas such as Child Abuse Prevention, working with children, discipline, group dynamics, safety and programing. We take pride in the high expectations we set for our summer camp staff each year and evaluate them on a regular basis.

What do our shirts mean?



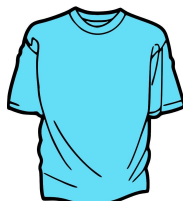
Bright Blue Polo



Navy Blue Polo



Red Polo



Blue T-Shirt



Light Gray T-Shirt



Green T-Shirt

Director

Nicole, our Camp Director performs the planning and day to day administration and operation at Camp Barrett. She designs our camp programs, and oversees camp employees and campers.

Assistant Director

We are here to help you with anything you may need to make your child's summer an enjoyable experience. We aid the Director in daily operations and oversee camp employees and campers.

Supervisors

We helped you at registration. Now we can help you with dismissal and pick up card issues, trips, general questions and concerns. We oversee all staff and children to assure a fun and safe summer! We are the group leaders when on trips.

Head Counselor

Head counselors are in charge of their group. They keep all medical, discipline & attendance records for children in-group. They are In charge of overseeing all activities, children and staff. We go on trips with campers.

Assistant Counselors

We help the head counselor to assure that all children are having a fun and safe time at Barrett! We go on trips with campers.

CIT: Counselor In Training

We volunteer our time to help the head counselor and assistant counselors in making sure everyone has a fun and safe time at Barrett!