



NEW TOWN DAY CAMP



HANDBOOK FOR FAMILIES

SUMMER 2019

Welcome New Town Day Camp Families!

New Town Day Camp is located at the 14th Street Y and provides children ages 3 through 6 years with a safe, fun, and active day camp experience. We divide the campers by age group and utilize our well-equipped and air-conditioned preschool classrooms. Our outdoor activities take place on the rooftop playground complete with a sprinkler area for daily water play along with our beautiful structure for climbing and fantasy play. A seasoned head counselor with early childhood experience and two to three Assistant Counselors staff each of our camp groups. Campers use the wonderful facilities of the 14Y including our indoor gym, community room, rooftop playground, and pool.

2019 Camp Season

Full Summer Session: Thursday, June 27 through Friday, August 9

Holiday Closing: Thursday, July 4

Daily Schedule Options

Half day: 8:30 AM to 1:00 PM

Full day: 8:30 AM to 4:00 PM

Afternoon Session: 1:00 PM to 4:00 PM

*morning care from 8:00 - 8:30 AM and after care from 4:00 - 6:00 PM available

Arrival Time

Our camp day begins at 8:30 AM for the morning and full day sessions and 1:00 PM for the afternoon session. Please make every effort to arrive on time. **Please note that if you arrive later than 8:45 AM your child will not be able to swim that day.**

Daily Schedule

Young children are able to adjust to situations and transitions when there is consistency and familiarity. Therefore, we keep our camp schedule very similar to a “preschool” day.



Sample Schedule

8:30 – 9:00AM	Campers arrive (free choice of activities in the classroom)
9:00 – 10:00AM	Swim or Indoor Activity
10:00 – 10:30AM	Snack
10:30 – 11:15AM	Specialty Time (art, theater, yoga, music, etc.)
11:15 – 11:50AM	Water play on the Roof
11:50AM – 12:15PM	Change and get ready for lunch
12:15 – 1:00PM	Lunch and Dismissal for half day campers
1:00 – 2:00PM	Rest Time or Roof Time
2:15 – 3:00PM	Specialty Time (soccer, fitness, cooking, swim)
3:00 – 4:00PM	Activity Time and Dismissal

Dismissal Procedures

Please pick up your children on time. Children get anxious when their parent or caregiver is late. Half-day children must be picked up by 1:00 PM. Campers staying a full day begin rest time at 1:00 PM and we do not want this time disrupted. Full day and afternoon campers should be picked up by 4:00 PM. Our staffing pattern for extended day is based solely on our extended day enrollment numbers. **Campers who are picked up late will be charged an extended day fee of \$20 per day late.**

Contacting the Camp

Please contact the camp office at 646-395-4355 if your child will be absent or if you are going to be late. Please let us know in **writing** if someone other than your designated pick up person will be picking up your child.

Julie Rosenberg, Director of New Town Day Camp, can be reached at 646-345-3252. Please understand that Julie is hands-on at camp, so she may not answer your call, but will get back to you as soon as possible. For emergencies, please call the Service Desk at 646-395-4310 and ask to page the Julie or your child's counselor.



Lunch and Food Policies

Please have your child bring a **dairy or vegetarian style lunch**. We are a Jewish Community Center and are respectful of Kashrut dietary restrictions. Therefore, New Town Day Camp adheres to a dairy/pareve-only policy on lunches. No meat or shellfish is allowed in the children's lunches, even if it is kosher meat. A dairy/vegetarian lunch may include: bread products, jelly, cheese, tuna, white fish, salmon or lox, eggs, macaroni and cheese, pasta, rice, cheese pizza, hummus, yogurt, vegetables, fruits, soy and vegetarian products, beans, and healthy snacks. We will be refrigerating children's lunches, but we recommend including a re-usable ice pack in your child's lunch box.

Kindly make sure all foods are prepared in child-size portions, cut-up/sliced/peeled and in non-breakable containers for easy and safe eating. All lunch boxes, bags, and thermoses need to be labeled with your child's name. If you like, you can include something for your child to drink with lunch in his/her lunch box, otherwise, we will provide water for your child to have with lunch.

Please inform us if your child has any food allergies or has a special diet.

Please note that New Town Day Camp is a **NUT-FREE ZONE**. We have eliminated **ALL nuts and seeds, including peanuts and peanut products** because many of our campers have severe allergies to these products. Please check the labels of snack products, because even foods without nuts may have been produced in a plant that manufactures other products with peanuts and/or nuts. This information is typically noted at the end of the list of ingredients. Also, if you plan to send a lunch with sun butter or soy butter please include a note on the lunch box or bag that says what it is because sun or soy butter often looks like peanut butter. Thank you in advance for your cooperation to ensure the health of all of our campers.

Birthday Parties

We will be happy to celebrate your child's birthday at camp. However, we do request that birthdays are kept simple and that food products are kosher, nut-free and healthy. Please talk to the camp director on recommended party foods. We request that you do NOT send in party bags or favors. If you are planning a birthday party for your child outside of the camp program, we ask that you only distribute invitations at camp if your child's entire camp group is invited. If you are not inviting the camp group, then we ask you to organize the party outside of program. This will help to alleviate anyone from feeling left out.

Shabbat

On Fridays, all of our camp groups celebrate a simple Shabbat together before lunch. This is a time the camp comes together in song and celebration of the week.



Water Play

During outdoor playtime children have the option to play in the sprinklers located on the roof. **Because of the amount of time it would take to dress each child, we require all children to come to camp wearing their swimsuit under their clothes, even if there is inclement weather in the morning.** Additionally, they must bring in a complete change of clothing including a second swimsuit, underwear and socks, a towel, waterproof bag for their wet clothing and a bottle of sunscreen. All clothing items and towels must be labeled with your child's name. This will help us to keep track of your child's belongings since very young children often forget which towel or clothing items are theirs. Children must wear a **closed-toe** water shoe. Because children will also be playing on our climbing equipment during water playtime they are **not permitted** to wear "flip flop style" sandals. Wet swimsuits and towels must be taken home on a daily basis.

Swim Program

Below are some basic guidelines for parents to be aware of before the start of camp. We look forward to a terrific summer helping your children learn to swim!

All children must have a swimsuit and towel. They can wear goggles if desired, but please remember to label everything with your child's name.

- Children will be water tested on the first day they are scheduled at the pool by the swim instructors, and they will be placed in groups with children with similar abilities.
- Swim will be instructional only.
- Children will be taught by swim instructors at a ratio appropriate to age and skill no higher than the ratio required by the NYC Department of Health.
- No child will be forced to swim or perform any skills they feel unprepared for.
- We will provide each camper with a swim cap of a particular color which will identify each group of campers.
- Certified Lifeguards will be positioned on the pool deck at all times.
- Counselors will be both on the pool deck and in the water to assist the instructors and aid in watching the children. If your child has a special need or a medical condition that may affect their ability to swim please notify your child counselor and the camp director.
- **Safety** on the pool deck and in the pool is of **paramount importance**. The lifeguards and swim instructors will go through a list of rules with the children before their first swim.
- If a child has trouble following the pool rules either in the instructional or free swim, they will be given a warning. If the behavior continues they will be asked to sit out of the pool for a time. Parents will be notified accordingly.

Sunscreen

Please send a sunscreen bottle labeled with your child's name on it. If your child is prone to sunburn you can request that he/she wears a t-shirt over his/her swimsuit at roof time or send them in a rash guard. We can also make sure that your child wears a hat. Please remember to complete and sign the sunscreen permission form. We do not share sunscreen due to allergies and skin sensitivities.

Clothing Policy

In addition to wearing a swimsuit to camp in the morning, we ask that you send children with comfortable play clothes to camp. Children will be cooking, doing "messy" art projects, playing with play dough, sand and water so they need clothes that can be "dirtied." In addition, please provide them with clothing that is easy to put on and off to foster independence and self-dressing.

Extra Clothing

Campers are required to bring in an extra set of clothing that will be kept in their cubbies. Please send a complete change of clothes (including **socks** and **two pairs of underwear**) in a clear re-sealable plastic bag (labeled with your child's name) to camp with your child.

Please make sure all extra clothing items fit your child and are seasonally appropriate. If they need to use their extra clothes they must be replaced the following day. Some parents find it helpful to keep an extra swimsuit at camp as well.

Dismissal and Pick up Policy

All families must complete our Emergency and Dismissal Authorization Form indicating who is authorized to pick-up your child each day. You are asked to include their names and relationship to your child. Please remember to include parent/guardians names on it. **Please note that no one under 16 years old may be authorized as a pick up person for your child.** If you change authorized pick up persons, you must inform the camp director so the form can be amended. If you arrange for someone to pick up your child who is not on file, you must contact the camp director and provide us with a written note with your child's name, the person's name, date and your signature. He or she must show I.D. before your child will be released. **Children will not be released to anyone who is not on the authorized dismissal form or without a signed note from parents/guardians.** Any changes on dismissal and pick up routines must be communicated to the camp director and your child's counselors.



Security at the Y

All families will be given two security cards to use during camp. This card **MUST** be presented to the front desk security guard upon entering the building. Please follow the security procedures to insure the safety of everyone at the 14Y. Please let the camp office know if you require additional security cards for caregivers.

Fire & Evacuation Drills

Our licensing agency, The New York City Department of Health and Mental Hygiene, requires that we conduct at least one fire drill each month. Your child will participate in a fire drill. Fire drills are unannounced. However, camp counselors will talk to the children prior to a fire drill to make sure that they understand the procedures and safety rules. If your child comes home and tells you that there was a “fire at camp” he or she will be referring to a “fire drill.”

Communications

Communication between parents, staff, and administration is vital to the success of our program. Therefore, we encourage you to share any concern that you may have with the appropriate staff. We do encourage parents to communicate directly with camp counselors regarding any issue or concern that you may have regarding the camp program and/or your child. Please let the head counselor know of any special information about your child that will help to ease their transition into the camp program. If you would like to schedule a meeting with the head counselor, they will be available before or after the camp hours. It is best if you schedule telephone meetings with counselors before or after camp hours. If the head counselor is not able to address your concern, he or she will refer you to the camp director. The camp director is also available to address your questions and concerns. Our goal is to make this a fun, memorable, and safe summer for your child. We will be emailing communications from your child’s room and the camp office. Please take time to read all communications that are sent to you. If your caregiver will be picking up your child, please remind him/her to share all notices that he/she takes home at the end of the program day.

Sick Policy

If your child is sick, they must remain home from camp. We do not provide refunds for any days missed due to sick time. If your child becomes ill at camp, we will contact you and request that you pick up your child as soon as possible. Please do not send your child to camp if he/she is not able to participate fully in the program. Children who contract any contagious illness during the camp session can only return with a doctor’s note.



The New York City Department of Health has set forth the following **Infectious Control Guidelines** regarding when a child must be kept home from a group program:

- **Underarm temperature 99.4 F or Oral temperature over 100.4 F.** Children must be fever-free for a period of 24 hours before they return to camp.
- **Conjunctivitis/Eye Infections:** Please do not bring your child to the program if the whites of the eyes are “pink” or if they have a yellow discharge. Children cannot return to the program until the eyes are clear and they no longer have discharge from the eye.
- **Bronchitis: Children diagnosed with Bronchitis cannot return to camp without a note from a doctor.**
- **Diarrhea or Vomiting:** Children must remain home 24 hours after their last bout of vomiting or diarrhea.
- **Impetigo:** Impetigo is a rash that shows up as red pimples, which eventually become blisters surrounded by a reddened area. When the blisters break, the surface becomes raw and weeping. Impetigo is very contagious. Children cannot return to camp without a doctor’s note stating that they are no longer contagious.
- **Severe, unidentified or contagious rashes:** If we notice a rash on your child we will request that your child be seen by a physician and cleared for return.
- **Chicken Pox:** Children cannot return to the program without a doctor’s note.
- **Severe cold:** While we know that colds and allergies can linger, we request that children with severe colds or allergies be kept home. This includes a constant cough, sneezing, or runny nose with “green or yellow mucus.”
- **Strep Throat:** Children can return to the program 24 hours after their first dose of medication.

Head Lice

Head Lice (Pediculosis) can occur anytime during the camp season. When a child or children have been identified with head lice a notice will be sent out to all families with guidelines for identifying and treating head lice. All carpets will be treated and all dress up clothing will be laundered in the room of the child who has been identified. Children’s naptime bedding will also be sent home to be laundered. Children cannot return until they are “nit free.” All clothing and bedding items will be sent home to be laundered.



What to Bring to Camp

- **Swimsuit** – Children must wear one swimsuit under their clothes every morning and a second one for roof water play every day regardless of the morning weather.
- **A Towel** – Children should bring a towel everyday. Please write their names on their towels so that it can be easily identified and not lost.
- **Closed-Toe Water Shoes** – We require all children to wear water shoes or aqua socks during water play on the rooftop. Because play is not just limited to sprinklers, children must have a shoe that fits securely on the foot since they will also be running and using the climbing equipment. Flip-flop style shoes **will not be permitted**.
- **Complete Change of Clothing** – Your child will change after water play. Please send a complete change of clothing including underwear. Please label all clothing articles.
- **Waterproof Swim Bag**

What Not To Bring to Camp

- **Valuable items** – Jewelry, any kind of electronics, money
- **Junk Food** – Candy, soda and chewing gum
- **Certain Toys** – Electronic toys, pretend weapon toys, and any toy that is very valuable and needs to make it home

Rest Time

If your child stays after 1:00 PM and is under five years old, your child is required to have a rest period. Please note that we encourage children to rest, but do not force any child to sleep. Two covers are required for your child's rest mat. Please send in two small sheets or one sheet and lightweight blanket for your child's mat. A sleeping bag is also acceptable. Please label all items. These items will be sent home at the end of the week so that you can launder them. Clean blankets must be returned to camp on Monday. Your child may bring in a soft toy or book to use during rest time.

Neighborhood Field Trips and Explorations

Once the children are settled into their groups at camp and well versed in safety rules, we look forward to exploring water fountains, the river, parks and other aspects of our neighborhood. We will enjoy taking these well supervised neighborhood walks and appreciate your permission allowing children to go on walks with their counselors. We love to have volunteers join us, but are of course limited in number so look out for sign-up sheet for trips.



Further Questions

Please feel free to contact the Camp Office if you have any questions and concerns. We're looking forward to a fun, memorable and safe summer!

Contact Information

Administrative team

Julie Rosenberg, Camp Director

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