WOODMONT DAY CAMP

PARENT HANDBOOK

2019

TABLE OF CONTENTS

WELCOME LETTER 3
- CONTACT INFORMATION 3

CAMP DATES 4

VISITING DAYS & EVENINGS 5

CAMP BAG 6

MEET OUR LEADERSHIP TEAM 7-8

TRANSPORTATION
- BUS TRANSPORTATION 9
- PARENT TRANSPORTATION 9
- LATE ARRIVAL, EARLY PICK-UP, & EXTENDED CAMP HOURS 10

HEALTH & SAFETY 11
- MEDICATIONS 11
- CAMP FORMS 11

PROGRAM
- SUMMER CALENDAR 12
- LUNCH MENU 12
- SWIMMING 12
- TRIPS OUT OF CAMP 12
- RAINY DAYS 13
- CAMP PICTURES 13
- ELECTIVE PERIODS 13

POLICIES & PROCEDURES
- LOST & FOUND 14
- SUNSCREEN 14
- ELECTRONICS & TECHNOLOGY 14
- EXPECTATIONS OF CAMPERS 14
- BULLYING POLICY 14

CORE VALUES
- MISSION STATEMENT & CORE VALUES 15
- PROJECT MORRY 15

CAMP OFFICE & AFFLIATIONS
- CAMP NOTES 16
- MYCAMPMINDER 16
- CAMPER ABSENCES 16
- EXTENSIONS 16
- AMERICAN CAMP ASSOCIATION (ACA) 16

STAFF 17
- GRATUITIES 17

ONLINE CAMP STORE 18

WELCOME LETTER

Dear Parents,

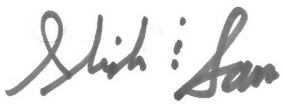
We are excited to be sharing the summer of 2019 with you! Our preparations have been underway with everything from staffing to programming and lots of fun stuff in between. Our Village Leaders, Specialists, and Group Counselors join us in welcoming you. We are all looking forward to greeting our campers this summer and making our camp family complete.

Our core values of Kindness, Confidence and Respect are integral parts of both our philosophy and program. While camp is an opportunity to work on swimming, sports and arts, it's also an opportunity to learn about ways to become a better person. At Woodmont we make this happen every day.

We would like to assist you in preparing for your opening day of camp by providing this Parent Handbook. It contains Woodmont's procedures and policies that have been designed to ensure a successful, safe and fun summer for all!

If you have any questions or concerns, please do not hesitate to contact us.

Sincerely,



Ilisha & Sam Borek

CONTACT INFORMATION

Woodmont Day Camp
420 Phillips Hill Road
New City, NY 10956
Phone: 845-638-0700
Fax: 845-634-7198

info@woodmontdaycamp.com

CAMP DATES

Week 1	Thursday, June 27th	to	Wednesday, July 3rd

NO CAMP Thursday, July 4th and Friday, July 5th

Week 2	Monday, July 8th	to	Friday, July 12th
Week 3	Monday, July 15th	to	Friday, July 19th
Week 4	Monday, July 22nd	to	Friday, July 26th
Week 5	Monday, July 29th	to	Friday, August 2nd
Week 6	Monday, August 5th	to	Friday, August 9th
Week 7	Monday, August 12th	to	Friday, August 16th
Week 8	Monday, August 19th	to	**Thursday, August 22nd**

SUMMER OFFICE HOURS

Monday through Friday
7:00am to 6:00pm

IMPORTANT DATES

All Camper Medical Forms Due	Monday, June 3rd
Bus Transportation Information Emailed	Thursday, June 13th
Parent Drop Off & Pick Up Information Mailed	Monday, June 17th
Opening Day of Camp	Thursday, June 27th
Independence Holiday (NO CAMP)	Thursday, July 4th & Friday, July 5th
Last Day of Camp	Thursday, August 22nd

KINDER VILLAGE (Campers who have not yet entered Kindergarten)

Pre-Camp Play Date Thursday, June 13th 3:30pm - 5:00pm
A fun, informal opportunity to play at camp and meet your Village Leaders!

NEW CAMPER ORIENTATIONS

Orientation is an opportunity for campers to increase their comfort level at camp, meet some of our staff, and spend more time with their Village Leader. Parents will also spend time away from their campers learning about camp.

KINDER VILLAGE	Monday, June 24th	4:30pm - 6:00pm
LOWER VILLAGE	Tuesday, June 25th	4:30pm - 6:00pm

2019 VISITING DAYS & EVENINGS

Please **SAVE THE DATE** for your camper's scheduled visiting day or evening. You and your family are invited. There are no visits to camp when there is not a scheduled visiting.

For visitings that are scheduled to take place in the evening, the campers in that grade will remain in camp with their group and counselors. We do not provide transportation home after the evening visiting. If you can not attend the visiting, please let the office know so we can send your camper home as regularly scheduled.

Siblings of campers who are scheduled for visiting are to go home as regularly scheduled. If you need siblings to stay at camp please contact the office and we will arrange for them to stay with our after care program.

Please complete the RSVP form in your CampMinder account.

KINDER VILLAGE (Campers who have not yet entered Kindergarten)

Mini Day Groups	Tuesday, July 16th	11:30am - 1:00pm
(Parents sign their camper out at the end of visiting.)		
Pre-K Groups	Thursday, July 18th	10:30am - 12:00pm
(Campers who attend a full day, but not entering kindergarten in the fall.)		
Kindergarten Groups	Tuesday, July 23rd	10:30am - 12:00pm
(Campers who are entering kindergarten in the fall.)		

LOWER VILLAGE

1st Grade	Tuesday, July 16th	5:30pm - 7:00pm
2nd Grade	Wednesday, July 17th	5:30pm - 7:00pm

MIDDLE VILLAGE

3rd Grade	Wednesday, July 24th	5:30pm - 7:00pm
4th Grade	Tuesday, July 23rd	5:30pm - 7:00pm

(4th Grade campers attend a field trip to Splashdown and return after dismissal for their evening visiting)

UPPER VILLAGE (Campers Entering 5th & 6th Grade)

There will be a special pizza party for campers when they return from Mountain Creek on Thursday, July 18th. Parents should plan to pick-up their camper at Woodmont at 6:30pm.

SUPER SENIORS (Campers Entering 7th & 8th Grade)

There will be a special pizza party for campers when they return from Lake Compounce on Thursday, August 1st. Parents should plan to pick up their camper at Woodmont at 8:00pm.
On Monday, August 19th our Super Seniors will be traveling with our Teen Travel program to an Adventure Park and staying overnight. Tuesday they will spend the day at Basketball Hall of Fame and return to camp for a regular camp dismissal.

CAMP BAG

Please pack your camp bag with the following items for your first day:

LABEL! LABEL! LABEL!

Please put your camper's full name on all items!

3-4 Bathing Suits
(no bikinis please)
(tankinis ok!)

Pool Shoes
(to leave at camp)

Suntan Lotion
(stick for face)

Poncho or Raincoat
(to leave at camp)

Goggles
(if desired)

Hat
(if desired)

Sweatshirt
(to leave at camp)

Sneakers and socks must be worn every day.

Kinder & Lower Village Campers
please pack a change of clothes in your bag.

Towels are provided for all water activities.

Bathing suits & any dirty items will be sent home every Friday to be washed and returned on Monday.

MEET OUR LEADERSHIP TEAM

We are excited to introduce you to the members of our Administrative Team. Our mission is to partner with you to make certain your campers have the best possible camp experience.

YEAR ROUND TEAM

Owners/Directors	Ilisha & Sam Borek
Financials	Peter Goldberg
Marketing & Staffing	Dani Hoffer
Transportation	Marisa Gershwin

PROGRAM DIRECTORS

Program Director	Christina Zimmerman
Special Events Coordinator	Allyson Haas
Electives Coordinator	Allison Goldberg
Swim Directors	Wendy Cowen-Smith & Janna Goodman
Athletic Director	Joe Hroncich
Adventure Director	Eric Solomon
Creative Arts Director	Akiva Friedman
Lakeside Director	Dawn Bernstein
Head Nurse	Carrie Bianchi

MEET OUR LEADERSHIP TEAM

VILLAGE LEADERS

Our Village Leaders are responsible for the well-being of each of their campers and are committed to providing a safe, secure, and enjoyable experience. They are available throughout the summer to respond to any of your questions or concerns. All Village Leaders are actively involved with their groups during the camp day. If you leave a message with the office, they will return your call as soon as possible. You can also email office@woodmontdaycamp.com with a message that will be passed along to your Village Leader.

Kinder Village (3, 4 & 5 year olds)

Mini-Day & Pre-K	Rachael Freier
Pre-K & Kindergarten Groups	Helene Collins & Melissa Leventhal

Lower Village

1st Grade Girls – Dani Hoffer	1st Grade Boys – Lisa Ponte
2nd Grade Girls – Dani Hoffer	2nd Grade Boys – Madeline Tiell

Middle Village

3rd Grade Girls – Hilary Scharf	3rd Grade Boys – Sean Carter
4th Grade Girls – Michelle Huberfeld	4th Grade Boys – Jason Emerson

Upper Village

5th & 6th Grade Girls – Bianca Albanese

5th & 6th Grade Boys – Nat Davidson

Super Seniors (7th & 8th grades)	Stephen Dowd
Teen Travel (8th, 9th & 10th grades)	Marisa Polansky
Counselors In Training (CIT) (ent. 10th grade)	Dawn Bernstein

TRANSPORTATION

Our commitment to your camper's SAFETY & WELL BEING requires elaborate transportation procedures. We need and appreciate your understanding and cooperation. If you have any questions or concerns about transportation, please contact Peter in the office.

BUS TRANSPORTATION

Our busses are small, air-conditioned, and driven by certified CDL (Commercial Drivers License) drivers with a Woodmont bus counselor on board.

Prior to the first day of camp, the bus counselor will call and attempt to visit the homes of our campers. At that time they will stop by every camper's house to introduce themselves. We believe camp begins as soon as your camper steps onto the bus in the morning and ends when he or she gets off the bus at the end of the day.

Your camper's detailed bus transportation information will be emailed on June 13th, 2019.

Campers are expected to obey all instructions from bus counselors and drivers. Our bus rules will be posted on each bus.

All requests for bus changes must be in writing through email or the communication envelopes provided. There will be no bus changes permitted during the first and last week of camp.

Campers not going home on their regularly scheduled bus must be picked up before 3:00pm or after 4:30pm.

PARENT TRANSPORTATION (for families that have selected this option)

Drop-Off is between 8:35am and 8:45am

Mini-Day Pick-Up is between 1:15pm and 1:25pm

Full Day Pick-Up is between 4:05pm and 4:20pm

All cars must have a car tag visibly showing, cars that do not will be pulled to the side to ensure proper authorization. Numbered car tags will be mailed home in June before camp starts. We are happy to provide additional car tags if needed.

Please follow our staff as they direct you around the camp driveway.

Remember to drive slowly.

ANYONE PICKING UP A CAMPER IS REQUIRED TO SHOW PROPER PHOTO IDENTIFICATION.

TRANSPORTATION

LATE ARRIVAL

To ensure the safety of our campers during arrival we ask campers who miss the bus or parent transportation be brought to camp after 9:15am. There are no drop-offs during our mini-day dismissal, 1:00pm-1:30pm.

All vehicles will be stopped by our security guard before being allowed onto the grounds. Our staff will then direct you to the office to sign in your camper.

The office will arrange for a staff member to escort your camper to their group.

EARLY PICK UP

To ensure the safety of our campers during departure campers who are leaving early must be picked up before 3:00pm. No pick-ups are allowed between 1:00pm and 1:30pm, during our mini-day dismissal.

All vehicles will be stopped by our security guard before being allowed onto the grounds. Our staff will then direct you to the office to sign out your camper.

Your camper will meet you in the office.

EXTENDED CAMP HOURS

Before Care & After Care options are available for an additional cost.

BEFORE CARE DROP-OFF MUST BE BETWEEN 7:30am - 8:15am

AFTER CARE PICK-UP MUST BE BETWEEN 4:30pm - 6:00pm

ANYONE PICKING UP A CAMPER IS REQUIRED TO SHOW PROPER PHOTO IDENTIFICATION.

HEALTH & SAFETY

At Woodmont we take the health of our campers very seriously. Our Health Center staff includes two full-time nurses. In addition we have a Dietary Specialist to help care for your camper. We ask that you partner with us in keeping every camper healthy. Please do not send your camper to camp if they are not well enough to participate in camp activities. All campers must be fever free for 24 hours before they can return to camp.

We will contact you when:

- A camper becomes ill with a fever and/or vomiting.
- A camper has a significant bump, bruise, or cut.
- A camper has any head related injury.
- A camper visits the health center multiple times in one day.

If we can't reach you we will call the emergency contact.

PRESCRIPTION MEDICATIONS

All medications to be taken or held at camp must be accompanied by a note from you and a prescription from the doctor. The note must include your child's name, name of the medication, dosage, time to be given, permission to administer and your signature.

All medications should be given directly to the office or sent to camp with the bus counselor. Medications must be in the original prescription bottle with correct label. All medications will be kept by the nurse in the health center.

NON-PRESCRIPTION MEDICATIONS

Over the counter medications can only be administered if you and the doctor both have signed our "Non Prescription Drug Authorization" form.

State law mandates that any medication, over the counter or prescribed, epi-pens, or inhalers, etc., will be administered by our camp nurses ONLY if the proper documentation is on file.

CAMP FORMS

The Rockland County Department of Health and American Camp Association require that all campers submit their medical forms prior to the beginning of camp. These forms can be found in your MyCampMinder account online. We MUST have all medical forms on file before the first day of camp in order for campers to attend camp.

The Camper Profile Form is also available to you online through your MyCampMinder account. Please complete this form to help us learn more about your camper.

PROGRAM

At Woodmont each camper feels the warmth and comfort of home. The Woodmont experience provides a dynamic program in an environment which fosters growth and independence for every child.

The relationships that children form with each other and with our staff provide the foundation for the Woodmont experience. It is through these relationships that our campers learn and grow.

SWIMMING

The Woodmont swim program follows the guidelines of the American Red Cross Instructional Swim Program Levels 1 – 6. Swim is an integral part of our daily program. All of our Mini-Day campers swim once per day while full day campers swim twice per day. Throughout the summer, we will be sharing your camper's swim progress with you.

In order to swim in water above the chest line (deep water) a camper must pass our deep water test. In order to pass the test, the camper must jump in deep water, swim 2 laps, float on their back for 30 seconds, and independently tread water for 60 consecutive seconds.

After passing the deep-water test, campers will receive a yellow swim bracelet. This bracelet indicates that the swimmer is allowed to swim in the deep ends of the pool. A swimmer without a bracelet cannot swim in areas of the pool where the water lever is higher than their chest line.

An informational sheet describing our swim program and deep water test is available online http://woodmontdaycamp.com/wp-content/uploads/2018/05/Woodmontnewswimlevels.pdf and will be mailed home at the beginning of June.

SUMMER CALENDAR

Please check out our summer calendar online:
http://woodmontdaycamp.com/current-families/calendar/

LUNCH MENU

Please check out our lunch menu online:
http://woodmontdaycamp.com/current-families/menu/

TRIPS OUT OF CAMP

Please refer to the camp calendar for all out of camp trips that are scheduled. Camp t-shirts must be worn on all trips out of camp. You will receive an email reminder the day before each trip with specific details.

PROGRAM

RAINY DAYS

Camp is in session rain or shine. It is helpful to send your camper to camp prepared for both rainy day and regular day activities. We will maintain a regular schedule, including swimming for as much of the day as possible.

In the event of rain, Middle Village, Upper Village, and Super Senior campers may be transported via camp bus to one of our off-site rented facilities. All campers will return for a regular dismissal. Kinder & Lower Village campers will remain at Woodmont on rainy days.

CAMP PICTURES

On Friday, July 19th and Friday, August 9th a professional photographer will be taking individual and group photos. Campers must wear their camp t-shirts on these days. Shortly after each picture day you will receive an email from the photographer with a password to view and purchase these photographs or photo gifts.

Our Woodmont staff photographers will take and post pictures each day. They can be viewed by logging into your MyCampMinder account online.

ELECTIVE PERIODS

The Elective Program provides campers with an opportunity to select an activity of their choice to be included in the daily program. The elective period runs for 45 minutes each day. This allows campers to select their favorite activities and empowers their decision-making skills and ability to personalize their program.

Electives are selected by campers on Friday before the week starts. Electives begin on the second day of camp in order for campers to make their choices on Monday. If a camper is not in camp on Friday, an email will be sent home to make their selection.

POLICIES & PROCEDURES

LOST & FOUND

Woodmont cannot be held responsible for lost or personal items. Our counselors work hard to ensure that all belongings are properly cared for. If you find something is missing, please notify the office, giving any details that will be of help locating the missing item. Placing labels or writing your camper's name on EVERY article of clothing will make it easier for us to return lost items.

Discuss care of personal belongings with your camper before camp. Younger campers especially need to be familiarized with his/her belongings. Campers at Woodmont are encouraged to be independent and care for their personal items.

SUNSCREEN

Please apply sunscreen before your camper arrives at camp. We ask that you send in an additional bottle of sunscreen (LABELED WITH YOUR CAMPER'S NAME) for our counselors to apply during the day.

ELECTRONICS & TECHNOLOGY

Woodmont is an electronics free environment. Please keep electronic devices, cell phones, and other internet accessible devices at home. These items are not permitted in camp and will be held in the office if found during the day. This includes all trips off Woodmont property.

EXPECTATIONS OF CAMPERS

Campers should expect a fun and safe environment while at camp. We know that there may be times when campers may not get along or agree with one another. However, we expect that these disagreements will be handled in a kind and respectful way. We want everyone at camp to feel that they are in a safe environment where they are valued.

BULLYING POLICY

Bullying is when one or more people exclude, tease, taunt, gossip, hit or put down another person with the intent to hurt. At Woodmont we have a firm policy against all types of bullying. Every camper at Woodmont is accepted and we work together to ensure that campers gain self-confidence, make new friends and return home with great memories. Our leadership addresses any incident of bullying and trains staff to promote communication so that information is openly provided.

CORE VALUES

At Woodmont, we create a warm, welcoming family feeling in a number of ways. We encourage continuous skill development throughout the summer; stress personal development no matter what the inherent ability of a camper may be; and lastly, work to create an atmosphere of attention and care for the individual.

MISSION STATEMENT

Woodmont's mission is to make a difference in the life of each camper through impactful relationships and experiences.

CORE VALUES

Our core values of **Kindness, Confidence** and **Respect** are integral parts of both our philosophy and program. Campers and staff promote these values daily with team building activities, bracelets, catching campers "doing something good" and discussions about what it means to be kind, confident and respectful. While camp is an opportunity to work on swimming, sports and arts, it's also an opportunity to learn about ways to become a better person.

PROJECT MORRY

We are proud to partner with Project Morry through our annual Swim-A-Thon. Project Morry is a nationally recognized youth development organization that empowers youth from at-risk, economically challenged communities to envision a positive future.

Each summer our campers participate in our annual "Project Morry's Swim-a-Thon". Campers will bring home a certificate stating how many laps they swam. If you choose, you can then make a donation for each lap. All donations are made payable to PROJECT MORRY and are tax deductible to the extent permitted by law. For more information on Project Morry or to make a donation online, check out their web-site at www.projectmorry.org

WOODMONT

KINDNESS • CONFIDENCE • RESPECT

CAMP OFFICE & AFFILIATIONS

We are always interested in speaking with you about your camper. The camp office is open Monday - Friday from 9:00am - 5:00pm (all year) and Monday - Friday from 7:00am - 6:00pm (during camp). We work with both local and national organizations to ensure that camp is safe and fun for all of our campers and staff.

CAMP NOTES

In order to minimize our impact on the environment, we will be providing you with Woodmont Communication Envelopes and Woodmont Notes. Our preferred communication method is email; **office@woodmontdaycamp.com** . You will receive a confirmation email when your email note has been processed.

MYCAMPMINDER

MyCampMinder is the way to connect to camp online. You can access medical forms, update financial information, view photos & videos, and authorize adults for pick-up. Please call the camp office with any questions.

CAMPER ABSENCES

Please notify the Woodmont office directly if your camper will not be attending camp. During the summer our office staff is available beginning at 7:00am. You can call and leave a voice message at any time. If your camper takes a bus to camp, the office will alert your bus counselor. Please do not notify your bus counselor directly about camper absences.

EXTENSIONS

Extensions are subject to availability in the camper's group and bus. Call the office to inquire about availability. Please call the by the Thursday of the week prior to the extension.

AMERICAN CAMP ASSOCIATION (ACA)

Woodmont is accredited by the American Camp Association(ACA). Accreditation is based on standards for health, safety, and program quality. The ACA is a community of camp professionals who share their knowledge and experience to ensure the quality of camp programs.

ROCKLAND COUNTY BOARD OF HEALTH

Woodmont is permitted by the Rockland County Board of Health.

STAFF

Woodmont spends months carefully screening, interviewing and hiring only the most qualified staff. Our staff aims to provide campers with opportunities for emotional and physical growth, to encourage their natural abilities and instill in them the benefits of participating in a group. Our ultimate goal is to provide an enjoyable, exciting summer experience that motivates our campers to approach the future with courage, confidence and a feeling of self-worth.

Our staff creates a warm, family feeling at Woodmont in a number of ways. We encourage continuous skill development throughout the summer; stress personal development no matter what the inherent ability of a camper may be; and lastly, work to create an atmosphere of attention and care for the individual.

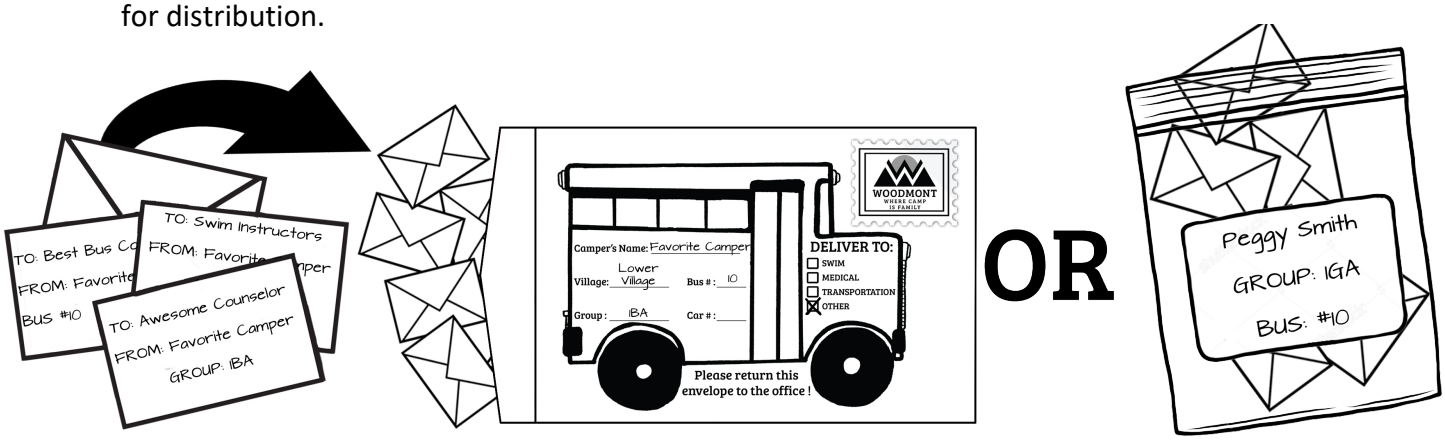
We have a great percentage of returning staff each summer who are almost as excited for the first day of camp as the campers.

GRATUITIES

Our staff appreciates every thank you that they receive. When families choose to give a gratuity, we suggest the following amounts as a guide for a full season at camp:

Group Counselors:	$50 - $75 each
Bus Counselors:	$40 - $50 each
Bus Driver:	$15 - 20 each
Swim Instructor:	$20 - $25 each (because your camper may have more than one instructor during the summer these gifts are pooled and split evenly)
Village Leaders:	While not expected, they are always appreciated.

If you choose to send gratuities, please use individual envelopes marked with the name of the staff member, your camper's first & last name, and your camper's group name. Each envelope can be placed in one Woodmont Communication envelope or Zip-Loc bag and given to your bus counselor or to a staff member at parent transportation. Our staff will bring them to the office for distribution.



ONLINE CAMP STORE