



ASCENSION SUMMER CAMP 2016

MISSION:

Ascension Camp is designed to offer a quality program for Early Childhood and elementary school-aged children. Our mission is to provide your child with an enjoyable, safe and high quality experience. We will provide opportunities for our camper(s) to engage in activities to help them grow socially and emotionally so that they develop through the years as student(s).

Ascension Camp is an exciting experience for your child(ren) to enjoy their summer vacation. The child(ren) will have a chance to participate in sports, Arts & crafts, daily outdoors adventures, big trips and many other educational activities!

They will be surrounded by familiar staff seen throughout the school year and will be in a comfortable environment. They will also be encouraged to step out of their comfort zone and try new activities.

Our goal is to have a wonderful experience that will enable your child(ren) to experience growth while in a nurturing, exciting and familiar atmosphere.

OUR STAFF:

Staff members are hired based on their background in working with children and education. They also have extensive experience as camp counselors to manage the day-to-day operations. This policy promotes excellent supervision as well as providing an opportunity for staff to get to know each child. Our camp's ratio is 6:1 (depending on camper's age). All counselors are hand picked, trained in safety procedures, learning age appropriate games and activities and behavior management to name a few. The training also focuses on teaching staff how to plan and implement activities and programs that will affect children in a positive way.

COMMUNICATION (Between Parents and Staff):

One of the most important aspects of our program is our commitment to build relationships between parents and head counselors. We take the responsibility of your child very seriously.

If your child is ill or you have made other arrangements for the day, please contact our office manager to let us know ahead of time. If someone other than the parents will be picking up a camper, prior written permission is required.

If they are not on the Authorized Pick Up Form, a call will be made to the parents and a picture ID will be required before the child is released.

Miss Maria. Camp Director, will be available anytime, for any questions/issues regarding your child's experience in camp. We welcome feedback so we can continue to improve our program and offer your child the best experience possible for the future.

DAYLY DROP OFF AND PICK UP:

The following procedures have been established to provide you with information needed to protect the health, safety, and well being of your child while in our care:

- Campers may NOT be dropped off and left unattended before morning drop off at 8:00 a.m.
- All campers must be picked up from camp NO later than 6:00pm.
- Children will be signed out daily by their parents or guardian in the gym.
- Unless prior written arrangements have made with the Office Manager, only parents or parent's designees shown on the Authorization Form will be allowed to pick up a child.

Early drop off between 7:30a.m to 8:00a.m is provided. Arrangements must be made the week before, with an additional charge of \$10/week.

DRESS CODE:

During camp, children should come appropriately dressed according to the weather and daily activities scheduled for that day. Keep your child's comfort in mind. Appropriate outerwear will ensure the camper's safety and participation for all activities without restrictions.

- Girls are encouraged to wear pants, shorts or capri's instead of dresses or skirts.
- Campers are asked to wear sneakers, water-shoes (when notified) (We plan on doing a lot of running and outside play daily.)
- Campers will be supplied with one camp T-shirt (Required to wear on trips)- if lost, additional can be purchased.

PERSONAL BELONGINGS:

No provision will be provided for the safeguard of personal belongings such as: electronic equipment, videos, video games, toys or other items of sentimental value. Parents are asked to discourage campers from bringing any of these item to camp. The point of camp is to be active! All possessions, including lunch boxes, jackets, backpacks etc. must be labeled with your child's first and last name.

FIELD TRIPS:

Each Wednesday and Friday campers will go on field trips. It is imperative to be on time for camp. If campers are not at camp by the time of departure, we will assume they are not attending camp for the day. We will leave on the time as scheduled. Letters will be handed to the parents a day before the trip, to provide information on times of departure and return to camp.

INFECTIOUS DISEASE/ILLNESS:

Children with any illness will not be allowed to return to camp until a note of medical release is received. In all emergencies, staff members will take reasonable measures to ensure the safety and welfare of all campers. When injuries result in need of immediate care the staff is designated to act without hesitation and compromising the safety and health of the other campers.

Parents, legal guardian(s) or person(s) authorized by parent(s), will be notified immediately to pick up the camper if necessary.

MOVIES AT CAMP

Each week at camp there is a movie scheduled for campers to watch. We will show that are rated G/PG, and are age appropriated. We respect that each family has its own comfort level with movie content. Each Monday on the calendar of activities the movie will be listed, giving parents an opportunity to mention to the staff, suggestions are always welcome! These movies are typically viewed on afternoons when temperatures are too hot to be outside, or on days with inclement weather.

WHAT TO BRING TO SUMMER CAMP:

- One box of tissues
- Wipes
- Hand sanitizer
- Paper towels
- Hand liquid soap
- (Large Size) Ziplock bags
- Extra: Clothing (in case of emergencies)
- Bedding for matts (Pre-k & Kinder)
- Swimsuit for Sprinklers
 - Boys: Trunks
 - Girls: 2 Piece bathing suits, “Tankinis”
 - Water shoes, no sandals
 - Towels
 - Sun screen
- Small comfortable pack-back
- Water Bottle (with straps preferred)
- Wallet Size Picture

DAILY ITEMS:

- Lunches, 2 healthy Snacks (Snack Time- 1:30P.M & 4:00P.M)
- Comfortable clothing, shoes, hats
(Dress appropriately according to the weather)
- Ascension Camp T-Shirts (On trip days)

PLEASE DON'T FORGET TO LABEL ALL ITEMS WITH YOUR CHILD'S NAME

FORMS REQUIRED PRIOR TO THE FIRST DAY OF CAMP

- **Signed and completed Camper information forms**
- **Pick-up Authorization Form**
- **Medication form is applicable**
- **Final payments**

Ascension Summer Camp **Discipline Policy**

A caring and positive approach will be taken regarding discipline. Camp staff will reinforce appropriate behavior through positive reinforcement, and redirection of activity. In order to provide a safe and enjoyable play environment for all participants, Ascension Summer Camp reserves the right to dismiss any child from camp. In the event this occurs, all fees for the current session will be forfeited. Fees and deposits for future sessions may be refunded and are subject to refund policies. Expulsion may be for one day, a session, or the entire season/program depending upon the severity of the situation.

Basic Behavioral Norms:

1. Respect for camp counselors, fellow campers and property.
2. Follow established camp rules.
3. Follow the directions of Camp Counselors and be cooperative.
4. Treat all equipment and supplies with proper care and respect.
5. Running and excessive shouting while indoors is not allowed.
6. Behavior that is threatening to the child or others will not be permitted at camp.
7. NO vulgar language/conduct/bullying will be permitted.
8. NO hostile or dangerous conduct will be permitted.

Encouragement of Good Behavior:

1. Creating fair choices and consequences for negative behavior and recognizing positive behavior.
2. Camper involvement in establishing camp rules.
3. Camp Counselors model a positive attitude, are consistent with discipline and engage with all campers.

In the event that Encouragement of Good Behavior is not effective and the infraction is deemed more serious, the following Disciplinary Process will take place. *In extreme situations parents will be contacted immediately to be notified of the situation and possibly be asked to either speak to or come pick up their child from camp.*

1. **First Offense:** Ascension Camp disciplinary incident report form(s) will be completed by a Camp Counselor and given to the parent/guardian at the end of the day. This alerts the parent or guardian to the offense, and provides an opportunity for parents/guardians to have a discussion with their child about their behavior.
2. **Second Offense:** The Camp Director and/or Assistant director speak with the parents and a one-day suspension is likely.
3. **Third Offense:** Dismissal is considered. The Assistant Camp Director and Manager will discuss with the Camp Director and notify the parents.

**Examples of Serious/Extreme Offenses
Which May Result In Dismissal from the Program**

Causing physical harm or threat to others or themselves
Physical or Verbal Assault
Stealing
Destruction of Property
Refusal to Cooperate
Leaving Designated Area
Excessive Temper Tantrums

I understand that inappropriate behavior will be recorded and tracked throughout the week. I have read and understand these policies and have explained them/read them to my child prior to the start of camp.

Parent Signature _____ Date _____

Participant Name: _____ Signature _____

ADDITIONAL IMPORTANT CAMP INFORMATION

LICE INSPECTION/PREVENTION

Please check your child for head lice prior to their first day at camp to ensure that an outbreak of head lice does not occur. If your child does have head lice please do not send them to camp. Treat them properly to eliminate the lice prior to them attending camp.

Head lice are tiny parasitic insects that infest human hair, feeding on the host's scalp. They lay their eggs, also called "nits", on hair shafts about 1/8" above the scalp. While **lice do not carry disease, they are contagious** through contact. They spread by shared brushes, combs, hats, scarves, etc. or through head-to-head contact with an infested person's head.

It is very important that you examine your child(ren) over the weekend and make sure your child is lice free before attending summer day camp each week.

The main symptom is an "itchy" scalp, but not always – so it is important to check your child's head. The good news is that head lice can be safely treated at home. Your assistance is key to keeping lice from becoming a problem at camp. Please use the checklist below:

- Examine every head in your home very carefully for any sign of nits and/or lice.
- Tell your children to avoid head-to-head contact and any sharing of combs, hats, barrettes or other personal items commonly.
- Please contact the Assistant Director if you find lice or nits on you child's head at (212) 222-5161.

ADDITIONAL INFORMATION FORM CONTINUED

The questions on this page are to help our counselors get to know your child, and make their time at camp the most successful based on their personal needs. Please fill this out with as much detail as possible so we can best serve your child.

When camp is at maximum capacity. How does your child act in this type of group setting? (Easily distracted? Tends to wander? A leader, a follower, outgoing, shy, etc.?)

Does your child have any specific personal needs that you would like us to monitor throughout the day?

How well does your child communicate their needs/emotions?

If they do not communicate their needs very well, what are the signs that we should watch for or be aware of (if your child doesn't feel well, is angry, is tired, is too hot etc..) to help us make their day the most enjoyable.

Please use the space below to share with us some information about your child so we can get to know them better: (likes, dislikes, personality, what they are “in to” right now.. etc..)

Any other comments/concerns counselors should be aware of:_____

Summer Day Camp
Child Medication Form

Only complete this form if medication is to be taken during camp.

Campers will be assisted in self-medicating themselves.

Only medications prescribed by a medical doctor will be permitted during the program.

Medications must be reported on this form and kept up to date.

Information on prescription dosage must be attached to the medication.

All medication must be received in its original container.

Do not leave medication in the possession of your child.

Hand the medication directly to the Camp staff at the sign-in desk in the morning.

Child's Name _____ Date of Birth _____

Medical Condition _____

Name of
Medications _____

Dosage/amount per
administration _____

Time(s) a day to be
given _____

Possible side effects of
medication _____

Special Instructions for handling
medication/comments _____

I request and authorize that the above named child be assisted in self-medicating himself/herself in accordance with the instructions indicated, as there exists a valid health reason which makes the administration of the medication advisable during program hours or during the time the child is under the supervision of the Ascension Summer Camp Staff.

Parents _____ Date _____

Physician's Name _____ Phone _____

Physician's Signature _____ Date _____

MEDICATION LOG

To be completed by camp staff each day the camper is at the program after assisting with administration of medication:

[illegible]