

Parent Handbook
Summer 2016

LAKEVIEW
DAY CAMP

As summer approaches, an indescribable feeling builds in our LakeView campers. The weather gets warm... they put on their LakeView t-shirts... and begin to dream about new, fun-filled experiences packed with laughter, friendship and the unmistakable roar of a LakeView Summer!

We've designed this handbook to help you understand lots of the details about the upcoming summer. Of course, if you have any questions, please give us a call.

Thank you for your partnership in keeping our campers safe and happy!

american CAMP association ACCREDITED™



2016 Camp Season



Week 1: June 27th – July 1st
Week 2: July 4th* – July 8th
Week 3: July 11th – July 15th
Week 4: July 18th – July 22nd
Week 5: July 25th – July 29th
Week 6: Aug 1st – August 5th
Week 7: August 8th – August 12th
Week 8: August 15th – August 19th
**Camp will be closed Monday, July 4th*

We will send a LakeView Calendar home prior to the start of camp.

This calendar will show you this year's schedule for all of the great theme days, special events, visiting nights, camp shows and other fun LVDC activities. Please keep this calendar handy (…like on your fridge…), so you and your camper(s) will know all of our special days.

Camp Hours

Our camp day runs from 9:00am to 4:00pm.

What to Bring

We will provide each camper with a backpack that will be waiting for them in their cubby on their first day of camp. Please send the following items to camp on the first day in a plastic bag which can be used for wet clothing each day:

ITEMS TO BRING DAILY

- Two bathing suits
- Two towels
- A large plastic bag (for wet clothing)
- Although not required, it is best to wash and dry bathing suits and towels daily for general hygiene. At a minimum, please fully dry your camper's bathing suits and towels in the dryer each night and wash them weekly.

ITEMS TO BE LEFT AT CAMP - Please label all items!

(Every camper has an individual cubby in his or her own bunk!)

- A sweatshirt or light jacket
- A baseball cap or visor
- A bottle of sunscreen
- Pool shoes or flip-flops (to walk to and from the pools only)
- Goggles (if your child has chlorine-sensitive eyes)
- *Kiddie Kastle Campers should also follow the guidance in the following paragraph*

KIDDIE KASTLE CAMPERS :

Our Kiddie Kastle Campers (Preschool and Kindergarten) require some extra items to make the summer successful. The first grade division leaders may ask for these items as well. In addition to the items to be left at camp listed above, please send an additional full set of clothes in a labeled plastic bag, including:

- 2 pairs of underwear
- 1 pair of socks
- 1 t-shirt
- 1 pair of shorts
- 1 extra bathing suit

PLEASE LABEL ALL ITEMS WITH YOUR CAMPER'S FULL NAME IN PERMANENT MARKER!



What to Wear



Camp attire is shorts, t-shirt, socks and regular sneakers (please no backless sneakers, sandals or roller-sneakers.)
Flip-flops are only permitted during swim time and will be kept in the campers' cubbies. ***Please remember*** to apply sunscreen before your camper leaves home in the morning! We will be reminding and helping campers reapply it throughout the day.

Equipment

LakeView provides everything our campers need during the day!

What not to bring:

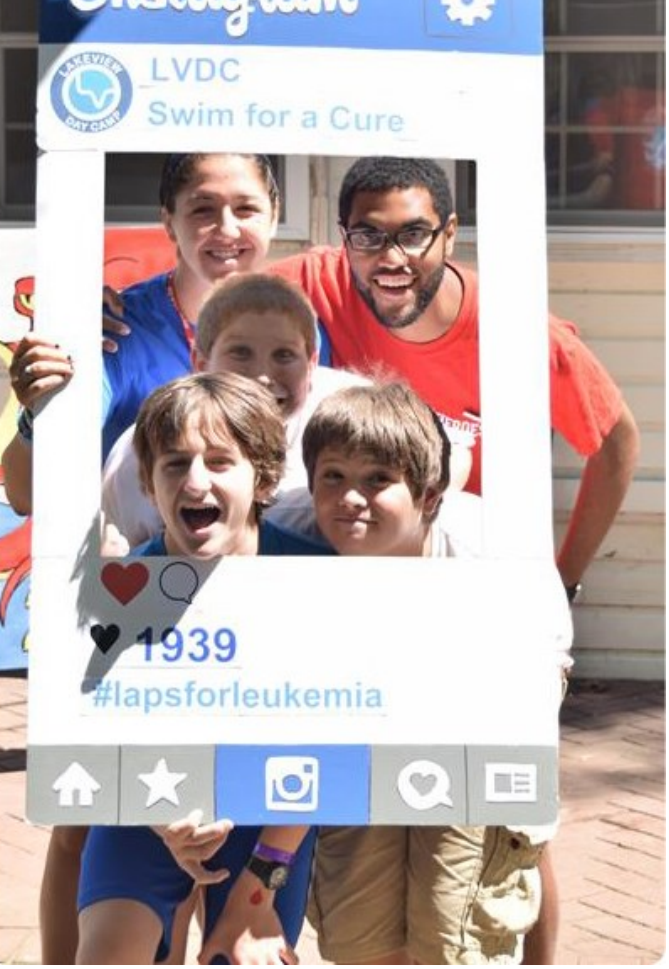
Please do not bring items such as food, candy, valuable jewelry, money, iPods, hand-held video games, mobile telephones, messaging devices, internet access devices or radios. Camp is also not the place for personal pets. Camp does not encourage use of personal sports equipment as it can be lost or damaged. We cannot be responsible for any lost, damaged or stolen property, so the best way to avoid any losses is to leave all electronics, valuables, and personal equipment at home.



We feel that while at camp there is no need for cell phones, therefore cell phones should never be seen at any time during the camp day.

Community

Camp is a place for fun, friends, growth and memories. It is not a place for poor behavior. Any behavior that detracts from the positive experience your fellow campers are having may lead to consequences including dismissal from camp. Camp has a zero tolerance policy for use or possession of tobacco, alcohol, drugs or weapons. This will result in immediate dismissal from camp.



Camp Shirts

Campers receive a complementary LakeView t-shirt on Picture Day (...check the Camp Calendar for the exact date this year). Our Teen campers receive three shirts to accommodate overnight trips.

Lost and Found

Please label all items with your camper's full name in permanent marker! We return labeled lost and found to campers. If you would like to search through unlabeled lost and found, please contact the camp office to schedule a time. After school starts, we donate our unclaimed items to charity.

Meals and Snacks

At LakeView we provide a "camper friendly," delicious lunch and snack every day. We serve a hot lunch in addition to our sandwich/deli bar, full salad bar, fresh fruit, yogurt and other items. ***We will send our awesome LakeView Lunch Menu home prior to the start of camp*** so you will know what we are serving each day. Please contact the camp office if you have any dietary restrictions. *Although not likely, the menu is subject to change. Campers can enjoy dry snacks or fruit available each day as a midday snack. In addition, at the end of the day, fruit, ice pops, or the daily ice cream selection is served to everyone.

Birthdays

We love to share in the celebrations of campers' birthdays. For campers who have birthdays during the camp season, we will provide a LakeView cake during lunch (please do not send in any additional food or snacks). If you have a Birthday that is at a time other than camp, we will happily sing and make you feel special.

Visiting Camp

LakeView has scheduled daytime visiting for Preschool and Kindergarten, and evening visiting for 1st through 6th grades. These are wonderful opportunities to visit camp, meet your child's Division Leader and counselors, and see your child in action! **Please check this summers Camp Calendar for the exact dates of your child's scheduled visiting day/night.** If you are unable to attend your scheduled visiting time, please call your Division Leader to plan a good alternative time to ensure you get to see your child doing what they love most! Please note that there is no parent visiting during the first or last weeks of camp, on rainy days, or our special event days which are Carnival and Water Day.





Swim Program

Daily swim instruction at LakeView starts in Pre-K and continues daily through 4th grade. In 5th & 6th grades, instruction takes place every other day. On the first few days of every campers stay, they are placed in a swim group based on their swim ability. Swim cards stating their current swim level and the percentage of completion towards the next level will come home every 2 weeks. All age groups including Teens experience free swim. During free swim, 1st – Teen campers are designated into one of three groups: deep water swimmers, slide only swimmers, or non-swimmers. At the completion of your campers stay at LakeView, they will receive a progress report stating their current swim level and details on their progress thus far.

Swimmer Designations

The Rationale for the Deep water and Intermediate test is:

1. Camper Safety
2. Required for Camp Accreditation
3. Motivator for improvement in swim instruction

In all cases below, swim aids or goggles may not be used by the swimmer to complete the task.





A.The Intermediate Depth Swim Test

An Intermediate Depth Swimmer is eligible to swim in water up to 5 ft. in depth and may use the water slide and exit immediately.

Requirements

1. The Slide Test is conducted in 5 feet of water.
2. The swimmer must jump in, swim 70 feet without touching the bottom, and without the use of swim aids or goggles.
3. The stroke must be front-crawl, with a kick that provides sufficient forward locomotion.
4. Rhythmic breathing is not mandatory, but a swimmer must be comfortable recovering from jumping in and having his or her face go under water. The swimmer must immediately tread water without touching bottom or the side of the pool for at least 30 seconds.
5. The testing swim staff member may terminate the Intermediate depth swim test at any time if the swimmer is unaware of his or her navigation, not making sufficient forward progress, not swimming in the prescribed manner, fails to follow instructions, appears to be fearful or overly fatigued.
6. The Intermediate depth swim test should not be re-tried within a period of three camp days from any unsuccessful attempt.
7. The Intermediate depth swim test will be conducted starting week 2 each summer and will be available twice a week.





B. The Deep Water Demonstration:

The Deep Water Demonstration is a combined swimming skill task which must be completed successfully without the use of swim aids or goggles.
The Deep water swim demonstration can only be done when a camper has been recommended by his or her swim instructor, and this can happen at any point during the summer. When camp opens during week one and during week 4, when our second half campers start, there will be an initial assessment period.

Requirements

1. Jump or dive into a depth of 9 feet.
2. Swim front crawl 100 feet in deep water (9 feet), making competent forward progress, with face comfortably submerged, and effective rhythmic breathing present. The legs must have a kick that provides locomotion, and the arms must mostly recover above the water. Occasional mid-pull "doggie paddle" is acceptable, if it does not significantly impede forward progress.
3. Immediately tread water for at least 60 seconds.
4. If the swimmer has a disability or legitimate allergic reaction to pool water chemicals, the swimming coordinator may determine that the Deep Water Demonstration can be completed using an alternative stroke over the same distance, including the treading skill.
5. The testing swim staff member may terminate the Deep Water Demonstration at any time if the swimmer is unaware of his or her navigation, not making sufficient forward progress, not swimming in the prescribed manner, fails to follow instructions, appears to be fearful or appears to be overly fatigued
6. The Deep Water Demonstration should not be re-tried within a period of three camp days from any unsuccessful attempt.

Theater Performances

Campers in 3rd grade and up can elect to participate in LakeView's theater program. 3rd & 4th graders are required to make a 4-week commitment which culminates in a daytime performance for the campers (parents are welcome to attend!) 5th-6th graders and teens are also required to make a 4-week commitment which culminates in a daytime performance for the campers and an evening performance for the parents (friends, grandparents, siblings, etc. are all invited to attend the evening performance!). We will notify you as to the times of these performances, the dates are listed on our theme day calendar.



Rainy Days

Rainy days can be lots of fun! Campers may be outdoors on rainy days, so if the forecast indicates a possibility of rain, please send your child with a waterproof jacket (and a hood). Sometimes campers leave these items behind when the sun comes out, so please mark them with your child's full name.



Transportation

Our vehicles have a CDL-licensed bus driver, a LakeView bus counselor, air-conditioning, seat belts and two-way communication. Our central transportation busses are larger and we provide two bus counselors when needed. If your child has a need that may require special training or attention, please call the camp office.

For everyone's safety (which is our highest priority), campers must remain seated and belted when the bus is in motion. Additionally, campers must follow the direction of the bus staff at all times.

The bus counselor will greet you every morning and afternoon and assist your child with getting on and off the bus, this means that the bus counselor should be getting off the bus when they arrive at your stop. We care a great deal about how your child's day begins and ends at camp! As with any other situation, please let us know immediately should our high standard of care not be met.

Transportation information, including your bus number and the estimated pick-up and drop-off times, will be mailed during the week prior to the start of camp. It takes several days to establish the best pick-up routine, and sometimes delays occur. To allow all campers to arrive at camp on time, please have your child ready at the scheduled pick-up time. If there are any modifications to these times, we will of course let you know via email or phone.

Generally, campers will be picked up at your curbside. Each bus is identified by a number displayed in the window. Our bus company's policy is that buses are not permitted to enter, turn around, or back up in cul-de-sacs. For our campers' safety, we request that campers who live on streets such as these walk to the entry of the cul-de-sac for pick-up and drop-off.

As buses arrive at camp, our staff are waiting to greet campers as they get off their bus and direct them to their group's meeting place. At the end of each day, counselors help campers find their return bus. A parent or guardian ***must*** be home to receive each camper. If someone other than yourself is going to meet your child, please notify us in advance. If no one is there to meet your child at the bus drop-off, then he or she will remain on the bus and we will contact you. On a daily basis, the bus will pick up and drop off at the scheduled times. If the bus is running more than 15 minutes ahead or behind schedule, you will receive notification from the camp office via text. All campers will be given a safety demonstration on bus safety by the bus staff at the beginning of the summer.





Before Camp Care and After Camp Care

Families who have elected Before Camp Care and After Camp Care in lieu of seats on a Lakeview bus will receive a separate mailing explaining guidelines and procedures for pick-up and drop-off. These guidelines will help to ensure safety and smooth operations during these times of the day. Our before camp care begins at 7:30 am. After camp care pick up is no later than 6:00 pm.

Communication from Home – Bus Mail

Our "Bus Mail" system is a convenient way for you to send any messages to your child's Division Leader, our Nurse, the Director, Swim Staff, Transportation Director, or the camp office. Please remember that you are always welcome to speak with us personally – but for ALL written communications throughout the summer, please use the Bus Mail system (please note that we do *not* check e-mail regularly during the summer).

Here's how it works:

1. We will provide you with Bus Mail envelopes before the summer starts.
2. Insert your message (requests for transportation changes, permission slips, notes, etc.) into the Bus Mail envelope.
3. Write the date, your child's name, group and bus number on the envelope, and place a check mark in the box next to the person to whom the message should be delivered.
4. Hand the sealed envelope to your bus counselor.
5. The bus counselor will deliver the envelope to the camp office upon arrival, where it will be delivered to the proper person.



LAKEVIEW DAY CAMP

BUS MAIL
NO STAMP REQUIRED!!

DATE: _____ M T W Th F ❑ ❑ ❑ ❑ ❑

CAMPER: _____

GROUP: _____ BUS #: _____

PLEASE DIRECT THIS BUS MAIL TO:

❑ OFFICE ❑ DIRECTOR
❑ NURSE ❑ DIVISION LEADER
❑ SWIM ❑ TRANSPORTATION

Absences

If you know in advance that your child will be absent from camp on a particular day, please call the camp office or send us a Bus Mail note. In the case of an unexpected absence, please call the camp office ASAP so we can coordinate with the bus counselor.

***If your child is not on the bus and not in camp by 9am and you have not informed camp of this absence, the office will be calling you early in the day to verify the absence. Please remember to call if your child is going to be absent, each and every camper is very important to us.

Late Arrival and Early Pick-Up

Late Arrival: Our parking lot is particularly busy during morning bus arrival. For all of our campers' safety, we are unable to allow cars to enter the parking lot between 8:30am and 9:15am. Therefore, we ask all families with late arrivals to arrive after 9:15am. Families who have selected Before Camp Care instead of a seat on a bus must drop their children off prior to 8:30am or after 9:15am.

Early Pick-Up: If you need to pick up your child prior to the normal departure time, please call the office by 12 noon, or send us Bus Mail with the time of pick-up. In order to allow campers to enjoy their activities and to keep staff focused on all of our campers, we schedule pick-ups on the "15 minutes" and "45 minutes" past every hour. Additionally, to ensure safety during dismissal and to avoid departing camp bus traffic, our final early pick-up occurs at 3:00pm. We are unable to allow any cars to enter the parking lot after 3:00pm.

For late arrivals and early pick-ups, please make sure to sign your child in and out at the main office.

Alternative Camper Pick up

If someone other than a parent or guardian is to pick up your child, please notify the camp office in advance by sending a note via bus mail and or a phone call to the camp office. Our office staff will ask the individual for photo identification prior to releasing your child.





Health Forms and Medication

New Jersey State Law requires that we have a current health form on file for every camper. Please return this form to the camp office as soon as possible so we have the opportunity to prepare for the start of camp (please note that ***this form does <u>not</u> have to be completed by your physician; you can fill out the information yourself).***

Any medication, whether prescribed or "over-the-counter," must be administered by our Wellness Center staff or under their specific instruction for trips and overnights. All prescription medication must be in the original prescription vial with the doctor's name, child's name, type of drug and dosage. If your child will take any medication at camp or has a severe allergy, we will require additional information sheets to ensure that our staff has the right guidance to handle any situation. If you do not have these sheets, please download them from the camp website or call the camp office.

In the event of a minor accident, our staff will administer First Aid and then contact you to let you know what happened. If further medical attention is required, we will request that you pick up your child as soon as possible to be treated (or if you cannot be reached, then the emergency contact you indicated). In the event of a medical emergency, our staff will call 911, administer first aid and contact you as soon as possible.

Our medical and nursing staff is trained to focus on the health of all of our campers. Our staff responds to any identified medical or emotional issues, provides excellent care and communicates promptly with parents and guardians as necessary.
Upon their return home, we suggest you check in with your child and, if there are any changes in, or concerns about, their health, you contact your personal medical professionals and also communicate with us. We look forward to continuing the caring partnership we value as caretakers of your children.



Helpful Hints From Wellness on Illness

If your camper is not feeling well in the morning (has a fever of 100° F or higher, or a cold), in fairness to the other campers PLEASE keep them home. It is better to come to camp late if they end up feeling better than have to go home because their symptoms do not improve. Before camp starts please make sure to have an action plan in place in the event that your child becomes ill at camp and needs to picked up early. If this happens and they need to leave camp due to illness, we will keep them as comfortable as possible in the wellness center until you can pick them up. For the well being of our healthy campers, ill campers do need to be picked up under the following circumstances:

- If your camper develops a fever of 100° F of higher
- If your camper vomits at camp
- General condition of your camper at the discretion of the nurse is such that they are unable to return to their normal camp activities.

We realize that our campers don't want to miss a day of camp, but we want to minimize the possibility of getting our camp friends ill and in turn causing them to miss camp. Campers must be fever free (below 100° F without fever reducing medication) for 24hrs before returning to camp. This will help prevent the further spread of illness at camp

Lice

As every parent of school-aged children knows, lice happens. At Lakeview, we are committed to doing everything we can to prevent lice and have adopted the nit-free lice policy and lice prevention guidelines stated below.

First, with the help of the CDC's lice fact information, let us help dispel a few common myths regarding lice:

1. Lice do not hop or fly to hosts. Lice move by crawling and are spread by direct contact with the hair of an infested person.
2. Spreading of lice by contact with clothing (hats, scarves) or other personal items (combs, brushes, towels) is uncommon.
3. Personal hygiene or cleanliness in the home or place of care have nothing to do with getting head lice.

Lakeview's Lice Policy :

Should our counselors identify a camper who exhibits symptoms, he or she will be brought to the nurse with care and checked immediately. If lice are present, we will contact you right away and ask you to pick up your camper as quickly as possible so that you may begin proper treatment. At the same time, we will continue to check fellow campers with whom they have had contact. In order to return to camp, campers who have had lice must be lice and nit free and be given written clearance by their doctor or lice professional. It is our policy to have our nurse re- check your camper upon returning to camp. If a positive case of lice is found in your child's division, we will send a note home so that you are aware that your child may have been exposed.

Ticks

Ticks are part of our natural world. At LakeView we take great care to maintain our grounds and we also spray to reduce the possibility of tick occurrence. As educated outdoors people we know that children and adults can be exposed to ticks anywhere in nature, whether it is a backyard or a remote hiking trail. It is our intention to raise awareness about how to prevent tick related illnesses in general and not to cause you alarm. There is no correlation between LakeView and ticks.

The best way to prevent any illness caused by a tick is to perform a quick and easy body check during evening bath or bedtime. Pay close attention to waist lines, groin, under arms, behind knees, ears and around the hair line. A tick bite in itself does not cause infection. In order to transmit a disease, a tick would need to be attached for at least 24 hours, which is why ***daily*** tick checks are so effective. For tips on proper tick removal and additional information, check the CDC's website:

http://www.cdc.gov/ticks/removing_a_tick.html

Additional Information

Your child's Division Leader will be in communication with you both before and throughout the summer. We want you to be fully prepared to have the most fun and exciting summer experience ever. If you have any additional questions, please give us a call at the camp office 732-821-8933.

LAKEVIEW DAY CAMP

LIVE. CAMP. LOVE. CAMP.