

East Windsor Recreation Department
16 Lanning Boulevard
East Windsor, New Jersey 08520
Joyce Ferejohn – Recreation Director
609-443-4000 ext. 214
recreation@east-windsor.nj.us

Sara Platizky – Recreation Assistant
609-443-4000 ext. 225
recreationassistant@east-windsor.nj.us
Rachel Cunningham – Camp Director
609-592-2868 - Cell
summercampewt@gmail.com



2017 SUMMER CAMP PARENT HANDBOOK



ADVENTURE CAMP EXPLORER CAMP TRAVEL CAMP

Explorer Camp – Students entering Grades 1 and 2

Adventure Camp A – Students entering Grades 3 and 4

Adventure Camp B – Students entering Grades 5 and 6

Travel Camp – Students entering Grades 6 through 9

	CAMP SESSION DATES		LOCATION
Explorer Camp Adventure Camp Travel Camp	Week 1	June 26 th – June 30 th	Hightstown High School
	Week 2	July 5 th – July 7 th <i>*NO CAMP 7/3 or 7/4</i>	
	Week 3	July 10 th – July 14 th	
	Week 4	July 17 th – July 21 st	
	Week 5	July 24 th – July 28 th	
	Week 6	July 31 st – August 4 th	
	Week 7	August 7 th – August 11 th	
	Week 8	August 14 th – August 18 th	

Explorer Camp and Adventure Camp hours are 9:00am – 3:00pm

Travel Camp is 9:00am – 4:00pm**

***Unless otherwise noted on schedule.*

Camp Care is Available!

AM Camp Care: 7:00am – 9:00am

PM Camp Care: 3:00pm – 6:00pm

Contents

GENERAL INFORMATION.....	4
REGISTRATION.....	4
FEES.....	4
WAITLIST	5
SCHEDULE.....	5
STAFF	5
ARRIVAL.....	6
LUNCH/SNACK.....	6
CAMP GROUPS	6
SWIMMING	6
CAMPER PICK-UP.....	7
CAMP CARE	7
WEATHER	7
WHAT TO BRING.....	8
WHAT NOT TO BRING.....	8
TRIP DAYS.....	8
CAMPER ILLNESS	9
MEDICAL CONDITIONS/ALLERGIES.....	9
EMERGENCY CONTACTS.....	9
WEEKLY PARENT EMAIL	9
CAMPER BEHAVIOR.....	10

GENERAL INFORMATION

Welcome! Our camp program runs for 8 weeks, and offers programs for students entering Grades 1 through 9. Camp hours begin at 9:00am. Please do not drop your child off prior to 8:50am, or you will be charged for Camp Care that day. Pick-up is promptly at 3:00pm (4:00pm for Travel Camp). Any child not picked up by 3:10pm (4:10 pm for Travel Camp) will be sent to Camp Care and charged for that day. During the camp season, please send all questions to Rachel Cunningham, Camp Director. She can be reached on her cell phone at 609-592-2868 or at summercampewt@gmail.com. Calls can also be made to the Recreation Office during the week from the hours of 8:30am – 4:30pm. 609-443-4000 ext. 214 or 225.

REGISTRATION

All camp participants must register through Community Pass on the township website, www.east-windsor.nj.us. **All campers must be registered for the week by 12:00pm the week prior.** (i.e., If you are registering for Week 2, your registration must be completed no later than Wednesday, June 28th.) Due to scheduling and trip reservations, there are no exceptions to this policy. Payment can be made online at our website, <https://register.communitypass.net/EastWindsor>, brought in person, or mailed to the Recreation Department. We will accept a deposit with the remaining balance due no later than the Wednesday prior to the start of camp. If there is an outstanding balance for a camper at the start of camp, that camper will not be permitted to attend camp until the balance is paid.

FEES

Explorer & Adventure Camp

The 2017 weekly registration fee for East Windsor residents is \$180, with a reduced fee of \$110 for Week 2. The weekly fee for Hightstown residents is \$205, with a reduced fee of \$135 for Week 2. Weekly fees include the cost of field trips, presentations, transportation to and from the trips, and a camp T-shirt to use during the summer. If your child attended camp last year, we will be using the same neon green shirts for your convenience. Additional shirts will be available to purchase on a first come, first served basis.

Travel Camp

The 2017 weekly registration fee for East Windsor residents is \$285, with a reduced fee of \$170 for week 2. The weekly fee for Hightstown residents is \$310, with a reduced fee of \$195 for week 2. Weekly fees include the cost of admissions to all trips, lunch where noted, transportation to all trips, and three camp T-shirts to use during the summer. If your child attended camp last year, we will be using the same neon green shirts for your convenience. Additional shirts will be available to purchase on a first come, first served basis.

WAITLIST

Our Camp Programs have a limited number of spots available each year. Once those spots have been filled, a waitlist will automatically be created for that week. The waitlist is based on a first come, first serve basis. Please make sure to place your child on the waitlist through Community Pass. Should a space become available for your child, the Recreation Department will contact you directly.

SCHEDULE

Our campers will have a fun-filled, exciting day each and EVERY day of camp. At the high school we have access to the gym, fields, and classrooms where we have fun games, arts and crafts, and activities planned. Each week we have a special presenter come in as well as a trip for each group. (Travel Camp will go on a trip each day of the week.) We ask that you get your child(ren) to camp promptly at 9:00am each morning, as our days start quickly.

STAFF

We are very fortunate to have a great staff with us for Summer 2017, many of whom are returning staff members from previous summers. All of our staff members are certified in CPR and AED, and have experience working with children and in various educational/recreational backgrounds. All of our employees 18 years of age and above have had a background check conducted as well. Our Site Supervisors have all been involved with the East Windsor Camp Programs for many years, and many of our staff are former campers! Our camp director, Rachel Cunningham, is a certified teacher and has been in this position for five years. Ashwin Anantharaman, our Facility and Program Manager, joins our supervisory staff after running the Junior Travel program for the last three summers, and is also a certified teacher. Our team leaders include:

Explorer Camp: Supervisor – Justine Balland
Asst. Supervisor – Melissa Wingo

Adventure Camp A: Supervisor – Lee Pearson
Asst. Supervisor – Aimee Sandoval

Adventure Camp B: Supervisor – Bhanu Anantharaman (Mrs. Andy)
Asst. Supervisor – Jimmy Nottingham

Travel Camp: Supervisor – Luke Drazdik
Asst. Supervisor – Shelby Delfino

Facility Manager: Ashwin Anantharaman

Arts & Activities Coordinator: Rachel Dzieminski

Recreation and Camp Office Assistant: Sara Platizky

ARRIVAL

Due to the high number of campers this summer, we ask that you exercise patience as campers are getting dropped off each day. We encourage parents to park their cars and walk their children inside. If you are walking in the parking lot, please use the crosswalk, and listen to the staff directing both walkers and traffic in the parking lot. Your child's counselor will be waiting for them at their room inside with a bright smile!

LUNCH/SNACK

Lunch is not provided for campers, unless specifically mentioned for a trip. All campers must bring their lunch each day. We also recommend bringing a snack or two for the campers to eat. **WATER BOTTLES ARE STRONGLY RECOMMENDED.** We have access to the water fountains in the building, but we URGE you to send your child with plenty of water to drink. When it comes to staying hydrated, water is the absolute best thing for your child.

CAMP GROUPS

Our campers are all placed in groups by the grade they will be entering in September. Supervisors and counselors place campers in specific groups for attendance purposes, but please be assured that your child will be able to spend their day with their friends. If you have any questions or concerns regarding this, please do not hesitate to contact us or speak with the Site Supervisor.

SWIMMING

This summer our Adventure Camps (A&B) will be swimming at the Peddie School two times per week (only once the week of July 4th). Campers that want to swim in the deep end must pass a swim test.

Our Explorer Camp will be swimming twice a week at Water Works in West Windsor (zero-depth entry).

Both locations will be staffed with lifeguards and counselors actively monitoring all swimming activity.

CAMPER PICK-UP

Any person picking up a camper MUST present a photo-identification at the time of pick-up.

Please do not assume that the counselors know you; if a counselor is not there at the time of pick-up and another staff member is checking out your child, you will be asked to present identification. **All parents MUST park their cars and come inside to get their child.** Campers will not be dismissed unless a parent/guardian comes inside to sign their child out.

If someone else will be picking your child up, we must have a note **in writing** stating who the person picking up your child is. Please inform them that they must bring a photo ID. This note can either be given to the Site Supervisor or emailed to the Camp Director (Rachel Cunningham) at summercampewt@gmail.com. For security purposes, no child will be released if consent is given over the phone.

CAMP CARE

Morning and Afternoon Care will be available for campers of the Explorer, Adventure, and Travel Camps. Morning Care runs from 7:00am to 9:00am and Afternoon Care runs from 3:00pm (4:00pm for Travel) to 6:00pm. Daily registration is available at the camp with your child's supervisor.

Explorer & Adventure Camps:

Fees for daily Camp Care are \$20.00 for Morning Care, \$25.00 for Afternoon Care, and \$40.00 for both.

Travel Camp:

Fees for daily Camp Care are \$15.00 for Morning Care, \$20.00 for Afternoon Care, and \$25.00 for both.

Fees for weekly camp care can be found online during registration as well.

WEATHER

As much as we wish we could control the weather each summer, it's inevitable that we could face days where inclement weather hits. In the event of rain, every attempt will be made to keep the schedule as close to normal as we can. If anything has to be changed, you will receive notification from Community Pass via email.

Please remember that all trips/activities are subject to change.

WHAT TO BRING

All campers should arrive to camp each day wearing shorts and a t-shirt/tank top. We STRONGLY recommend all campers coming with socks and sneakers. No open-toed shoes. We will be playing games in the gym and outside, and open-toed shoes/sandals can lead to toes and feet getting hurt.

Please make sure that your child always has a pair of socks in his/her bag. In the event of inclement weather, activities such as bowling are always an easy choice.

WATER BOTTLES!

Please send your child to camp wearing sunscreen, and more to apply during the day. Our counselors are trained to make sure that the campers are reapplying sunscreen, especially if they will be outside after they visit the pool. We don't want anyone getting a sunburn!

Please do not forget to send your child with a towel/bathing suit/goggles on days they will be swimming.

Make sure to label everything. We have a lot of campers that are in similar sizes, and we want to make sure that items do not get misplaced.

WHAT NOT TO BRING

- Video Games
- Fidget Spinners
- iPods/MP3 players
- Money (unless needed for a trip)
- Cell phones (unless needed for Travel Camp/trips)
- Any other electronic devices

*****East Windsor Township and East Windsor Recreation (including all staff), are not responsible for any lost or stolen items brought to camp.*****

TRIP DAYS

GREEN camp shirts MUST be worn to camp whenever there is a trip. If your child arrives to camp without a shirt for a trip, they will be given one to wear and you will be charged \$5. Many of the places we visit have other groups at the same time. By having all of our campers wearing the same shirt, it is easy to identify where every group is at any given moment.

Campers registered in Explorer or Adventure Camp will receive one (1) shirt on their first day of camp. Travel Camp will receive three (3) shirts on their first day of camp.

If you would like to purchase additional shirts, they are available on a first come-first serve basis for \$5.00.

Camp Shirts must NOT be torn or defaced in any way.

CAMPER ILLNESS

If your child has a fever, vomiting, or diarrhea, they cannot come to camp. They must be symptom-free for a full 24 hours prior to returning to camp.

MEDICAL CONDITIONS/ALLERGIES

If your child has an allergy that requires an Epi-Pen or Benadryl, your child must keep it in his/her backpack. **Staff cannot hold or administer any medication to campers.** If your child has an allergy, we must have a copy of the Action Plan from your pediatrician. This is an important document, as it informs staff what to look out for during an allergic reaction and the proper steps to take if an emergency should arise. ****Please keep these medications in the same place in their backpack all summer, and let your child's counselor know where they are.****

EMERGENCY CONTACTS

Please be sure that the emergency contacts you listed are up-to-date. If you are unsure, please contact the Recreation Office or Camp Director.

WEEKLY PARENT EMAIL

You will receive an email prior to each week of camp outlining the activities at camp that week, as well as what information your child needs regarding trips and activities. ****This is especially important for Travel Camp, as you will get information about what each trip provides, and additional information about each location.**

If you are not receiving this email, please let the Recreation Office know.

CAMPER BEHAVIOR

We want all of our campers to have a fun, safe, and exciting summer. Camp is the time to play with your friends, get some fresh air, and enjoy yourself.

The following policy will be followed regarding camper discipline:

First Offense: The camper will be given a verbal warning and a short dismissal from the activity.

Second Offense: The Supervisor will be notified, and a written warning will be sent home to the parent/guardian.

Third Offense: The Supervisor, Facility Manager, and Camp Director will be notified, the parent/guardian will be called, and the camper will be suspended from camp for one (1) day.

Fourth Offense: The Supervisor, Facility Manager, Camp Director, and Recreation Director will be notified, The parent/guardian will be called, and the camper will be suspended from camp for three (3) days.

Fifth Offense: The Supervisor, Facility Manager, Camp Director, and Recreation Director will be notified, The parent/guardian will be called, and the camper will be suspended for the remainder of the program.

The severity of each offense is up to the discretion of the Camp Director and/or Recreation Director. If the offense is deemed more serious, the Camp Director and/or Recreation Director can skip the order of disciplinary action listed above.