

PARENT CAMP HANDBOOK

# RUTGERS REC KIDS

SUMMER CAMP




Rutgers Recreation  
Rutgers, The State University  
656 Bartholomew Rd.  
Piscataway NJ 08854

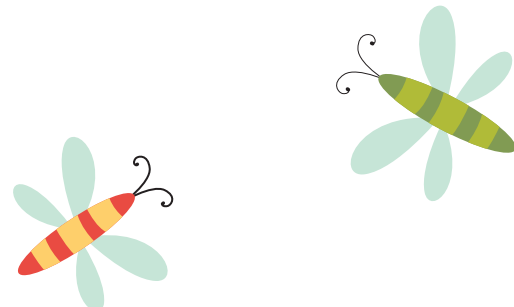
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**RUTGERS**  
Student Affairs



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We are excited to have your child(ren) as campers at RU Rec Kids Summer Camp. The summer is packed full of fun and adventure. RU Rec Kids Summer Camp will provide opportunities for your child to grow, experience, develop and accomplish in a safe and fun atmosphere.

RU Rec Kids Summer Camp is committed to expand the recreational experience and interests of young people between the ages of 5 and 11. Each camper will be nurtured by an excellent camper to counselor ratio in a supportive non-competitive atmosphere.

Each week has it's own camp theme in which the activities, trips and special events are based around. Days will be spent playing individual and team sports, dancing, doing science projects, arts and crafts, going on field trips and more! Whichever week(s) your child(ren) is signed up for will provide an environment and activities that are conducive to building character development.

Our camp staff is comprised of teachers, a certified nurse, college students and full-time Rutgers University professionals with expertise in areas of recreation, aquatics, creative arts and physical education. In addition, each staff member has been selected for their skills, sincere interest in children, enthusiasm and dedication to building strong children.

As you read through this handbook, you will receive a better understanding of how our program operates. Our hopes are that it will help prepare you and your child for a safe and fun camp experience. If you have further questions or concerns please feel free to contact us. We are very excited about this summer and we look forward to introducing your child to new friends and memories.

Sincerely,  
Rutgers Recreation Kids Summer Camp Staff

**RU REC KIDS CAMP PROVIDES A NURTURING AND SAFE ATMOSPHERE FOR YOUR CHILD CHALLENGING THEM TO EXPLORE, AND GROW PHYSICALLY, MENTALLY, AND EMOTIONALLY ALL WHILE HAVING FUN AND MAKING NEW FRIENDS.**

## CAMP READINESS

While camp is open to children as young as age five, some children are not yet ready for camp.

Please make sure your camper is ready by asking yourself the following:

- Is my child able to change his or her own clothing?
- Is my child able to tend to personal needs such as toileting and eating?
- Will my child generally follow simple directions and rules in a structured setting?
- Does my child still need a nap everyday?

## REGISTRATION

Campers are not considered registered until the session they are registered for is paid in full. Payments and registration will be accepted until space is filled. Cancellations will not be refunded after June 1.

Registration includes pre and post care from 7:45am-5:30pm

## CAMP QUALIFICATIONS

All camp staff members are certified in First Aid, CPR and AED. Some have additional specialty training such as our swim instructors who are American Red Cross trained Water Safety Instructors.

All staff are college age or older (18 years or older). It is mandatory that all staff attend a week long training prior to the start of camp. All camp staff who have direct supervision with children have been interviewed, had reference checks, have had a background check, and a search conducted through the National Sex Offender Registry.

## COVID-19 REQUIREMENTS

Rutgers Rec Kids Summer Camp follows the policies and procedures relating to COVID-19 set forth by Rutgers University. This is subject to change. Please visit [cdc.gov](https://www.cdc.gov) for the most up-to-date guidance

Currently, children who attend camp do not need to be vaccinated nor undergo weekly testing.

With any illness, children can return to camp when, for at least 24 hours, symptoms are improving overall, and if a fever was present, it has been gone without use of a fever-reducing medication.



## FACILITIES

### COOK/DOUGLASS RECREATION CENTER

Located at 50 Biel Road on the Cook Campus, the Cook/Douglass Recreation Center is able to offer a variety of activities for our summer camp experience. This recreation center features an 8-lane, 25-meter indoor swimming pool, a two-tiered fitness center, a multipurpose room, a gymnasium, racquetball courts, and locker rooms with showers.

A separate Arts and Crafts/Projects room, a Nurse's Office and restrooms are also located in the Recreation Center.

The outdoor areas allow for the usual sports such as football, soccer, basketball, tennis, softball/baseball but also some of the more atypical offerings like sand volleyball, roller hockey, and Frisbee disc golf. There will be a large outdoor tent so that children may have shaded areas throughout the day.

## COMMUNICATION WITH CAMPER FAMILIES

Please provide us with the phone number you would like us to use to contact you for accidents/incidents with your child, emergency closings and any other information we deem important.

If there is an issue you would like to discuss with any of the staff we will arrange meeting times with the necessary parties. We may also request a personal meeting with you, if necessary.

## CONTACTING US

The Cook/Douglass Recreation Center will be staffed during the camp season Monday through Friday from 7:45 AM – 5:30 PM. If you need to contact camp during these hours, please call 848-932-8700 or 848-932-0701.

Additionally, you can email [kristen.imbimbo@rutgers.edu](mailto:kristen.imbimbo@rutgers.edu)

**Rutgers Rec Kids  
Day and Adventure Camp  
Contact Information:**



848-932-0701



[kristen.imbimbo@rutgers.edu](mailto:kristen.imbimbo@rutgers.edu)



[camps.rutgers.edu](http://camps.rutgers.edu)

# PROGRAM INFORMATION

## SCHEDULE OF HOURS

RU Rec Kids Summer Day Camp programming will be conducted on weekdays starting Monday, June 24th running through Friday, August 9th 2024 between the hours of 8:45 AM – 4:15 PM. Pre Care is available starting at 7:45 AM, and After Care is available until 5:30 PM for no additional fee.

**July 4th and 5th there is no camp due to the 4th of July Holiday.**

Parents are urged to have their child(ren) on time for the beginning of each day and picked up promptly at the end of the day.

## WEATHER

Camp is held everyday rain or shine. Please dress your child(ren) according to weather conditions. Please provide sun protection, as part of our program will be outdoors. Hats and insect repellent may provide additional protection.

## PARENT INVOLVEMENT

You are welcome to visit the camp operations in person as long as it is scheduled in advanced. You will have to check in at the front desk and will be accompanied by a camp staff member around camp.

We do not allow parents to chaperone field trips.

## ATTENDANCE/ DROP OFF AND PICK-UP PROCEDURES

### DAILY DROP OFF AND PICK UP PROCEDURE

The camp program begins at 8:45am. Pre care begins at 7:45am. The camp program ends at 4:15pm. After Care runs until 5:30pm at no additional cost.

Please park your car in Lot 99A and escort your child into the building to our awaiting counselors. We will be just inside the FRONT entrance of the Cook/Douglass Recreation Center. You will have to sign your child in (and out) every day. We realize that this may seem like an inconvenience for some, however we do so to insure the safety of your child.

### ABSENCE

Attendance will be taken on a daily basis. For safety reasons, it is important that we know when your child is not attending camp. During normal camp hours, please call 848-932-8700. This is the phone number of the Cook/Douglass Rec Center and is the best phone number to call if you wish to speak to someone on site. If you are calling after hours, please call 848-932-0701 and leave a message if your child is absent at any time. If we don't hear from you, we will start calling you at 9:00 AM to see if your child is out sick.

### LATE ARRIVALS

We would appreciate a phone call letting us know that your child will be late. All late arrivals must report to the camp office (in the Cook/Douglass Recreation Center) by a parent/guardian. After campers are signed in, campers will be escorted to their group.

### EARLY PICK UP

In the morning, during drop off please give a note to the staff member who greets you. This note should contain your child's name and time of pick-up. If someone other than you is picking up your child, please provide the name of that person in the note. This person should have a photo ID with them at the time of pick up. Your child will be ready in the Main Office at the requested time. Your child must be signed out of the office before leaving.

### EXTENDED CARE

Extended care is offered pre and post camp. Pre-care is available starting at 7:45 AM for no additional fee. After-care is available until 5:30 PM for no additional fee. During extended care, campers will be participating in free play in the gym.

Late pick up (after 5:30pm or early drop off (before 7:45am) will result in additional charges of up to \$10/minute.

### PARENT NOTIFICATION

Should the camp need parents to pick their child up early or late for any reason (such as trip delay or emergency with camp or child), the Camp Director will work with the other camp professional staff members to email and call all parents listed on the child's emergency contact form on file in the office for pick up.



# MEDICAL POLICIES

## MEDICAL STAFF

RU Rec Kids Summer Camp has a full time certified nurse on duty to attend to any daily health care needs. Our nurse will handle the dispensing of any medication and will handle/treat minor injuries. A medical history, a medicine release form allowing our nurse to dispense medication and medical treatment plan will be needed prior to the start of camp. The treatment plan for medication must be completed by your child's physician.

In addition, a "Permission to Treat Form" must be completed for every child by their parent/guardian. These forms are on file in the camp office with the camp nurse. On trips, these forms remain in the office and can be used to refer back to, if needed.

## ILLNESS AND INJURY

In case of a medical emergency, the nurse or staff will treat the injury on site. If necessary, local Emergency Services would be contacted and a staff member will attempt to contact the parent or guardian or the contact person listed on the emergency form. Parents/guardians will be contacted immediately if your child experiences loss of consciousness, severe bleeding, an allergic reaction, broken bones, head trauma, or any other injury the nurse warrants as an emergency. If your child needs to go to the hospital, a staff member will accompany your child to one of the two local hospitals of your choice, and stay with your child until you, or your designee, arrive. For minor injuries (normal bumps, bruises, scrapes) that are treated on site, parents will be notified at pick-up at the end of the day. **Be sure your emergency phone numbers are up to date.**

We are concerned with the health and welfare of each child. In order to prevent illness from being spread to campers, we require you to observe the Policy on the Management of Communicable Diseases.

If any of the following symptoms occur at camp, you will be called to take your child home. Upon notification, we require that your child be picked up within one hour.

- Temperature over 100 degrees
- Severe cold with fever or bronchitis
- Difficult rapid breathing
- Severe pain or discomfort
- Vomiting
- Diarrhea
- Rashes that cannot be identified or have not been diagnosed by the physician
- Contagious diseases such as measles, chicken pox, mumps, rosella, pink eye or impetigo (we would appreciate a call notifying us so we can pass the information concerning potential exposure on to other campers)
- Ear or throat infections
- Unusual behavior, such as extreme lethargy, refusing to eat or drink, etc

Children that are sent home from camp can only return if they are free of any symptoms for twenty-four hours and/or on the appropriate medication for twenty-four hours approved by the camp nurse.

## MEDICATION POLICY

If you will be sending your child to camp with medication, you must provide a Treatment/Action Plan that has been signed by your doctor. We cannot administer medication without an Action Plan signed by your doctor. You can either upload the paperwork to CampDoc with your child's Physical, or you can provide a hard copy to the nurse when you drop off the medication.

All medication shall be labeled and stored in the original prescription container. Medications will be stored in a secure area that is inaccessible for campers.

All non-prescription medications will be kept away from the campers and in the Camp Nurse's possession. Parents/guardians will be contacted prior to the dispensing of any over-the-counter medications other than those previously approved. We treat these as medications and can only be administered by the Camp Nurse, or person authorized by the Camp Nurse, with documented parental consent. They are not to be available to the child at camp and are not allowed in their lunches or backpack.

Please give all medications directly to the Camp Nurse, Camp Director, or Head Counselor.

We will reserve the right to decline administering medication if we feel we cannot properly administer it.

## MEDICAL FORMS

No child is permitted to attend camp without a completed medical history, including immunization records. All medical forms are to be completed online and are on file with the nurse at camp and stays on site. Should a group be on a trip, the nurse can be called back at camp by the trip leader for any additional information. All medication needed on a trip will be held and dispensed by the nurse chaperoning the trip.

Children who have been diagnosed with asthma/R.A.D. should have their Asthma Action Plan extended to include the school year and summer camp. A copy of the Asthma Action Plan must be provided to the Camp Nurse.



# CAMP RULES

## COMMUNICABLE DISEASES POLICY

If a child exhibits any of the following symptoms, he/she should not attend camp. If such symptoms occur at camp, the child will be removed from the camp and brought to the nurse and you will be called to take him/her home.

- Severe pain or discomfort
- Acute diarrhea
- Episodes of acute vomiting
- Elevated oral temperature
- Sore throat or severe coughing
- Yellow eyes or jaundice skin
- Red eyes with discharge
- Infected untreated skin patches
- Skin rashes last longer than 24 hours
- Swollen joints
- Visibly enlarged lymph nodes
- Stiff neck
- Blood in urine
- Any COVID-19 symptoms

If a child contracts any of the following diseases, please report it to us immediately.

### TABLE OF EXCLUDABLE COMMUNICABLE DISEASES

#### RESPIRATORY ILLNESS

Chicken Pox  
German Measles  
Hemophilus Influenza  
Measles  
Mumps  
Meningococcus  
Strep Throat

#### GASTRO-INTESTINAL ILLNESS

Giardia Lambia  
Hepatitis A  
Salmonella  
Shigella

#### CONTACT ILLNESS

Impetigo  
Lice  
Scabies

#### COVID-19 VIRUS

## SUMMER CAMP DISCIPLINE POLICY

RU Rec Kids Summer Day Camp's goal is to provide a healthy, safe and secure environment for all day camp participants. Children who attend the camp are expected to follow the behavior guidelines set for by the camp:

- Campers are expected to respect the camp staff and other campers
- Abusive or offensive language/gestures are not tolerated
- Campers must remain in a supervised camp area at all times
- Campers will not display aggressive behavior to others
- Campers must keep hands and feet to themselves unless supervised activity permits
- NO weapons may be brought to camp
- Leave all valuables at home including toys, games, cell phones, etc. Things can be easily broken or lost at camp!
- Children must keep all belongings including money on them

At times campers may behave inappropriately. Some of their behaviors may even be injurious to themselves or others. In order to preserve the safety of the children, these behaviors must be controlled.

With careful planning and preparation, our camp counselors create an environment that will encourage good behavior. We believe in positive reinforcement and strive to give each camper an opportunity to feel successful.

We want everyone at camp to have a good experience and have fun. It is not fair to other campers if their experience is made less enjoyable due to the repeated inappropriate behavior of someone else. To continue to address the same issues over and over takes away from the time spent with other campers.

**CAMP RULES CONT... ON PG. 6**



# CAMP SPECIFICS

## CAMP RULES CONT...

When a camper does not follow the behavior guidelines, we will take the following steps:

1. First offense, staff will redirect the camper to more appropriate behavior
2. Second offense, the camper will be reminded of the behavior guidelines and day camp rules, and a discussion will take place
3. If the behavior persists (third offense), a parent will be notified of the problem
4. The staff will document the situation. This written documentation will include what the behavior is, what provoked the problem and the corrective action taken. Parents will be notified by a note, phone call or conversation during Camp Sign In/Out if negative behavior becomes a concern, and a conference will be scheduled to identify the problem and discuss solutions if deemed necessary
5. If a child's behavior at any time threatens the immediate safety of them, other children, or staff, the parent may be notified and expected to pick up the child immediately
6. Continuous disruptive behavior may result in 1-3 day suspension from camp
7. Dismissal from the Summer Camp program will be considered if a camper's disruptive behavior cannot be redirected

Please remember that extreme incidents may require immediate dismissal without prior notice and without a refund.

## FIGHTING

For the safety of all the children at camp, physical fighting is absolutely prohibited and will not be tolerated. Therefore, any fighting offense may result in immediate suspension from the program.

If your child continuously displays inappropriate behavior (fighting, stealing, abusive language, etc) he/she may be dismissed from participating in camp indefinitely. Payment for suspended or expelled camp weeks is not refundable.

RU Rec Kids Summer Camp will endeavor to maintain a learning and working environment free of bullying.

## GROUPING OF CAMPERS

Campers are grouped on the basis of their age. We limit the group sizes to a maximum of 6 campers to one counselor for 5-6 years old (K-1st grade), 8 campers to one counselor for 7-8 year olds (2nd-3rd grade), and 10 campers to one counselor for 9-11 year olds (4th, 5th and 6th grade). This way each child receives the proper amount of supervision and individualized attention. Activities with a higher risk (i.e. trips) will have additional and specialized staffing.

## SWIMMING

Campers enrolled in camp will have the opportunity to participate in structured swim lessons along with recreational swimming conducted on a daily basis. All swimming is done under the supervision of certified lifeguards. For instructional swim, campers are evaluated and assigned to a group based on their skill level. We maintain a 1:3 ratio for beginner level swimmers, 1:5 ratio for all other level swimmers. All swim lessons are conducted by ARC – WSI certified staff.

During swim time, campers who choose not to participate must sit on the pool deck during the assigned swim time.

Instructors will work with children to help them improve their swimming skills and move towards more independence in the water. Each child will be tested and placed in a swim group at the beginning of each week of camp based on their swimming abilities. Children have the opportunity to improve their swim strokes and demonstrate skills to advance to higher swim levels.

## FIELD TRIPS

Each week (except for 4th of July week), we feature a special trip planned according to the age level and interest of the campers. Campers are transported via school bus to the trip location. We must have assigned permission slips on file for your child(ren) to go on field trips. **No child will be allowed to go without one.**

We ask you to dress your child in the camp t-shirt provided to you on trip days. **Please do not alter the camp t-shirt in any way.** Lunch is not provided so we ask, just as in every other camp day, each camper brings his or her own lunch unless otherwise stated on the permission slip.

Trips will depart from the Cook Douglass Recreation building. Counselors and a trip leader will chaperone the children on all trips. Transportation will be provided on the trips through a hired school bus company with a trained driver.

Attendance will be taken prior to departure and prior to boarding the bus/vans for return. Staff will have the camper rosters and emergency contact information on hand.

Each camper will be responsible for any money he/she brings on a trip. We strongly discourage your child from bringing money on the trip. Counselors are not permitted to hold onto any money or valuables for a camper.

In the unlikely event that the trip is delayed and their arrival is not anticipated until after the normal camp closing, the head counselor on the trip will call back to camp and alert the staff who then will activate the Emergency Communication System. You will get a phone message notifying you of this delay.

In the event that there is a wheel chair on the bus, it must be securely locked in place during transportation.



The trip leader has a roster of the campers on every trip, along with their signed permission forms. This form contains an emergency contact name should a parent need to be contacted while on the trip by the trip leader.

Should there be inclement weather, the trip leader will make the decision, after consulting with the camp director, to shorten, extend or divert the trip if necessary. Should changes be made, the camp director back at camp will be informed by the trip leader and they can call parents if needed.

## SPECIAL EVENTS

Each week has a unique theme and corresponding Special Event. These themes include: Howdy Campers, Star Spangled Spectacular, World of Sports, Wild and Whacky, Movin' and Grovin', All Mixed Up, and Knight's Quest. All events are held on Friday afternoons and all campers are present together.

## WHAT CAMPERS SHOULD WEAR TO CAMP

Campers **MUST** wear the provided camp t-shirt (given to them during week 1 or their first week of enrollment) on trip day (please do not alter the shirt). It is a helpful means of quick identification for the counselors and a safety check for your child(ren).

Dress your child(ren) in appropriate clothing for outdoor play. Be aware that shoes may get muddy and clothing may get stained sometimes. Your child may get messy at some point during camp. We suggest that campers wear sneakers or other comfortable shoes everyday. We do not recommend flip-flops or other open-toed shoes. Absolutely no Heelies allowed. Clothing with inappropriate language or graphics is not allowed.

## WHAT CAMPERS SHOULD BRING TO CAMP

Each day, please pack the following and make sure you label your child's personal belongs:

- Lunch and a Beverage
- Sneakers and Socks
- 1-2 towels
- Hat (optional)
- 1-2 bathing suits
- Water bottle
- Sunscreen
- Change of clothes (optional)
- Backpack
- 1 snack

## WHAT CAMPERS SHOULD NOT BRING TO CAMP

- I-pods/MP3 players
- Money (except on trips)
- Cell phones
- Playing cards
- Handheld Video Games
- Any valuables
- Toys
- Gum or any type of candy
- Soda
- Alcohol and drugs
- Personal sports equipment
- Vehicles
- Animals
- Weapons

**ANY OF THE ABOVE MENTIONED ITEMS FOUND AT CAMP WILL BE TAKEN AWAY BY A STAFF MEMBER AND CAN BE RETRIEVED BY A PARENT FROM THE CAMP DIRECTOR.**

## MEALS & SNACKS

All lunches will be able to be refrigerated upon arrival at camp. On trip days they will go into travel coolers. On trip days, please pack your child's lunch in a disposable bag.

The camp has chilled water fountains throughout the indoor facility and will have ice water cooler stations available outdoors as well. We encourage you to send a refillable water bottle with your child to camp so that we can minimize the use of disposable cups and the impact that we have on the environment. At RU Rec Kids Summer Camp, the staff members work to promote no littering throughout the camp's property and on field trips. We bring garbage bags on trips to help reduce littering and pick up trash and dispose of it where the children eat.

We ask parents to provide a morning snack and camp will provide an afternoon snack. A list of snacks will be provided prior to each week of camp. This way if your child has any allergies or special dietary needs, you can send a substitute snack so he/she can still enjoy a snack with the rest of the camp. The certified nurse supervises snack time and lunchtime and reviews all of the children's allergies to see if a child cannot eat a certain snack provided.

## RU REC KIDS SUMMER CAMP AIMS TO:

- Encourage good sportsmanship and positive interactions during all levels of play at camp.
- Create a safe space for children to learn to overcome obstacles and help build self-confidence, along with an awareness of cultural diversity.
- Encourage the development of social, emotional and physical development of children by trying new activities.
- Provide an enjoyable experience throughout summer camp.

