

# 2019 ISC Summer Day Camp

## Camp Enrollment Packet



**Camp Dates: June 24<sup>th</sup> – August 30, 2019**

**Camp Hours: 7:00 am – 6:00 pm**

**Camp Director:**

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Table of Contents

**IMPORTANT DATES..... 4**

**PROGRAM INFORMATION..... 4**

    QUESTIONS/CONCERNS.....4

    CAMP STAFF..... 4

    PK/K PROGRAMS.....5

**DAILY OPERATIONS.....5**

    TUTOR TIME.....5

    CAMP ROLL CALL.....5

    DAILY SCHEDULE.....6

    ELECTIVES.....6

    LUNCH/SNACK.....6

    FREE TIME.....7

    CAMP BANK.....7

    AFTER CARE..... 8

    SPECIAL DAYS.....8

    SPECIAL GUESTS.....8

    WATER/SPLASH DAY.....8

    SWIMMING.....9

    SWIM TEST..... 9

    SWIMMING LESSONS.....10

    FIELD TRIPS POLICY & PROCEEDURES..... 10

    SUNSCREEN..... 11

**SPORTS AND ENRICHMENT PROGRAMS.....12**

    SPORTS SPECIFIC PROGRAMS.....12

    ENRICHMENT PROGRAMS..... 12

**CAMP POLICIES AND PROCEDURES.....13**

    FEDERAL TAX ID NUMBER..... 13

    PAYMENTS.....13

    RECEIPTS/STATEMENTS..... 13

    DISCOUNTS.....13

CHANGING/ADDING DAYS.....	13
CANCEL/ADD FIELD TRIPS.....	14
ABSENCE POLICY.....	14
CHECK-IN/CHECK-OUT PROCEDURES.....	14
PARKING LOT SAFETY.....	16
POLICY ON ILLNESS.....	16
MEDICATION.....	16
INJURY/ILLNESS.....	17
CAMP DISCIPLINE POLICY.....	17
WHAT CAMPERS SHOULD BRING TO CAMP.....	18
WHAT CAMPERS SHOULD NOT BRING TO CAMP.....	18
WHAT CAMPERS ARE NOT PERMITTED TO BRING TO CAMP.....	18
<b>MISCELLANEOUS INFORMATION.....</b>	<b>18</b>
Parent Notification.....	18
PHOTO RELEASE.....	19
G & PG Movie Release.....	19
REFERRAL PROGRAM.....	19
LOST AND FOUND.....	19
CAMP T-SHIRTS.....	19
BIRTHDAYS.....	20
FIRE DRILLS.....	20
ONE FINAL NOTE.....	20

## Important Dates

<b>April 29, 2019</b>	<ol style="list-style-type: none"> <li>1. Enrollment Contract due by this date to guarantee all dates selected**</li> <li>2. Payment for: field trips, swim trips, swim lesson and enrichment camps are due.</li> <li>3. Vacation week deadline – see enrollment contract (This is only for campers that have enrolled for all 10 weeks – 5 days per week and want to remove one week)</li> <li>4. Notification of new start date (if changes are due to school schedule)</li> </ol>
<b>June 3, 2019</b>	<p><u>Camper Welcome from 5:30-7:30 PM</u></p> <p>Children who are attending camp this summer will have an opportunity to get familiar with our facility and meet our staff. There will be an opportunity for parents to meet our camp staff and ask questions about our program.</p>
<b>June 19, 2019</b>	Tuition Payment due for the first week of camp if attending 6/24/19-6/28/19
<b>June 24, 2019</b>	2019 Summer Camp begins!

\*\*After April 29<sup>th</sup>, we will continue to take Camp Enrollment Contracts. However, we cannot guarantee that all the selected days/trips/camps will be available. If you select a day/trip/camps that is filled you will be notified immediately. We also keep the website updated with the days/trips/camps that are closed.

You may add additional days, field trips and swimming trips throughout the summer *based on availability*. You will be contacted immediately if any of the dates or trips you selected are no longer available.

## Program Information

### Questions/Concerns

During the summer, if you have any questions or concerns regarding your child’s camp experience, the Camp Director, Donna Egan, is available during the day and can be reached in person by appointment, or by phone and email (appointment, phone, or email). You may also speak to one of our Assistant Directors when dropping off or picking up your child. If you have an urgent matter during the camp day, please have the front desk page the Camp Director.

### Camp Staff

We are very excited about the team we have assembled this year. Our summer 2019 staff includes over 80 counselors consisting of; professional educators, current high school and middle school coaches, graduate and undergraduate students. All staff members are certified in CPR for the Professional Rescuer, go through an extensive orientation, have been fingerprinted and have had background checks completed by the State of NJ.

Under the direction of the Camp Director, Donna Egan, there are 9 Assistant Directors, and 18 Head Counselors. All of our Assistant Directors have worked at the camp for more than 6 years. Five of our directors are teachers, two are school guidance counselors, and two work full time at ISC Cherry Hill as managers.

Our staff also includes lifeguards. We have lifeguards attending our Chartwell Swim Club trips. All of staff members love working at the camp and return year after year! Many of our returning staff has worked at the camp for more than five summers, most are over the age of 21 and 100% are over the age of 18. Each summer, campers return to camp and see the same familiar faces. All of our camp families will be able to view online the “Meet the Staff” booklet before camp with pictures and information about our camp staff. Because this is a summer camp and the campers are on vacation, each counselor ensures that all of our campers have the best time possible at summer camp, engaging their special interests, and helping them to foster new friendships.

## PK/K Program

PK and K make up our youngest camp groups. The PK group is for those campers who are 3 ½ years old by **June 1, 2019** and have not yet attended Kindergarten. The K group is for campers who have just completed their first year of kindergarten. A few important details about these groups are listed below:

- PK and K campers will stay with their assigned group and counselors the entire day. They participate in all camp wide activities, but are always under the supervision of their counselors. They do not participate in “Free Time” (see pg. 7).
- PK and K campers are in separate groups. Occasionally, they are together for a special event or movie.
- PK and K campers store their belongings in our lockers, and a counselor will assign them a different one each day. We do not have the ability to guarantee your child has the same locker each day as our campers do not come on a regular daily basis.
- PK campers and K campers have story time every day, as well as a rest period in the afternoon. There is no mandatory nap time, but they do have a quiet period during which they watch a movie, color or draw, and play board games.
- PK campers and K campers have the option of roller skating on Tuesdays at 10am. This 1 hour roller skating session is led by our certified roller skating instructor, Ms. Janet and Ms. Kristen. This weekly program helps teach our youngest campers, the PK and K, how gain confidence on roller skate. PK and K will have other opportunities throughout the week to roller skate. We also have skate mates (walkers on wheels) that help the smallest campers. We do not tighten the wheels on the skates.
- PK & K groups have extra staff during lunch and snack to assist them.
- **In order to attend camp, your child MUST BE POTTY TRAINED.** In the event of an occasional accident, we will assist them in cleaning up and changing their clothes. Campers who require regular assistance in the bathroom will not be able to attend camp.
- **All PK and K campers are required to have a change of clothes in their bag.** Campers who do not have a change of clothes will remain in triage until you pick them up.
- PK & K campers are **always** escorted to the bathroom by a staff member. Our staff will remain directly outside the bathroom the entire time and assist them if needed. Female counselors take female campers to the bathroom and male counselors take male campers to the bathroom.

## DAILY OPERATIONS

### Tutor Time

Every day between 8:00 am and 8:45 am we have an area designated for Tutor Time. If you would like your child to have supervision while working on their school work or spend that time reading, **notify our staff during check-in.** You must send in the materials for your child in their bag. Tutor Time will be staffed by our counselors that are teachers and college students. Please remember that this is not a 1-on-1 tutoring session. This is a quiet period in a group setting, where counselors are assisting campers who are working on the work that you have sent in with them.

### Camp Roll Call

In the morning, the entire camp is on the rink surface from 8:45 – 9:15 am. We use this time to get all the campers and counselors excited about their day. Topics include going over the schedule of activities and events for the day, introducing all of our staff, talk about current events, announce campers’ birthdays, and listen to some stories, jokes, and music. We often spend a few minutes teaching the campers a new game. Every morning we always take time to remind the campers that we expect them to treat each other and our staff with respect. During the afternoon roll call we take time to recognize campers who have done this and reinforce this positive behavior.

Also during each roll call, our staff is conducting a camp wide roll call, where counselors take attendance. We conduct four camp wide roll calls (9:00, 1:15, 2:45, and 4:15) to ensure the campers' safety. Each group takes roll individually before and after each period, every time they leave and arrive at a new surface or activity, and before and after lunch. During the morning roll call, our health director meets with the directors and head counselors for each grade level, and those attending the swim trip and field trips. The health director reviews camper files who have allergies, medications, inhalers and epi-pens. This all must be completed before the day begins and before our field trips and swim trips depart for the day. After this meeting, campers with food related allergies are assigned an orange wrist band. They are instructed to keep this wristband on for the entire day. A new wrist band will be assigned each morning.

### Daily Schedule

Campers who arrive before 7:30 AM will remain in the front area of our facility. At 7:30 AM, all campers will be separated by grade level and placed on different surfaces. Each grade will follow a daily schedule consisting of seven periods. Every grade has at least one period outside each day. Each period involves every grade changing surfaces and participating in different activities, games and events.

### Electives

Campers in grades 2<sup>nd</sup> through 8<sup>th</sup> have two elective periods each day, Monday through Thursday where campers can choose what activities they would like to participate in. During morning roll call, campers will be asked to select from a menu of activities that are offered to their grade that day. Arts and crafts are an elective that are available to each grade Monday through Thursday. The choices change every day so that we are always offering new ideas and activities.

### Lunch/Snack Schedule

Grade	Lunch Time	Snack time
PK/K/1	10:55	2:00
2/3/4	11:45	3:05
5/6/7/8	12:35	3:05

### Lunch/Snack

- Your child will make his/her lunch choice at the camp desk during check-in
- Lunch is included in our summer camp program unless your child is attending a field/swim trip.
- Hot lunch choice is only available if checked-in before 10:00 am. Sandwich choice is available at all times.
- Please make sure that your child has eaten breakfast before arriving at camp, as we do not provide this.
- Our lunch menu with ingredients is located on our website and at the camp desk.
- Campers with food allergies will be given an orange wristband in the morning at the first roll call by their counselor and it must be worn all day. Campers with food allergies are seated at a separate table during lunch. This is for the safety of your child. Our staff will monitor everything they have on their lunch tray to ensure optimum safety for each camper.
- If your child has a food allergy, please make sure to be very clear about this when filling out your Health and Wellness form. **If your child has a SEVERE food allergy please contact the Camp Director directly to discuss.** Our staff will contact you if we have any questions or concerns about your camper's allergies.
- Lunch portions are similar to a standard school lunch. Second lunches may be purchased at check-in (main lunch/sandwiches: \$3.50).
- In addition to the main lunch, we offer a side salad, fruit and pasta side bar each day. The selections change daily and there is no additional charge.

- The salad, fruit and pasta bar are not meal selections. These are small side portions. Please know that all menu items are subject to change without notice.
- Unlimited lemonade and fruit punch are available during lunch, and ice water will be available to the campers throughout the day.
- We also have a selection of sandwiches each day that include turkey/cheese, ham/cheese and peanut butter and jelly. The sandwich selections will come with all of the sides that the main lunch offers. Campers can choose between the main lunch/sandwich as their choice for lunch. Please note that the lunch meat selection, turkey or ham, do alternate weeks. The morning check-in staff will alert you to which one is available that week.
- If your child does not like the lunch/snack on any particular day or any of the sandwich choices, you must send in a bagged lunch for them. These items may be kept in their bags or an insulated lunch bag.
- We do not have refrigeration available to the campers. We cannot heat your campers' lunches.
- If your child is still hungry after eating breakfast and our prepared lunch and snack, then we suggest you send them with extra food in their bag or money to use our vending machines. Some campers, going through growth spurts, are extra hungry and with all the physical activity, they may need an additional meal provided from home.

### **Free Time**

Every day from 1:15 – 2:45 pm all campers in grades 1<sup>st</sup> – 8<sup>th</sup> enjoy free time. During this period, campers may choose from the following activities: roller skating, arcade games, inflatable, Funzone, turf games organized by our staff, board games and free play. For your convenience roller skates and skate mates are provided to the campers at no additional charge. Your child may wish to bring in money to play the arcade games, purchase items from our stuff shop, purchase food from our snack bar and vending machines during Free Time.

Our PK and K campers will not participate in “Free Time” with the older campers. However, they will have the opportunity to play the arcade games while their grades are playing in the FunZone and Bounce House (arcade games cost money and are optional).

### **Camp Bank**

The Camp Bank is located at the front check-in desk. Envelopes will be available at the camp desk during check-in and check-out to store your camper's spending money for Free Time. These envelopes will be handed out after the 1:05pm roll call at the beginning of Free Time. This is the only time during the camp day that the arcade games, stuff shop, vending machines and snack bar are available to the campers. Campers should return any money to the Camp Bank for safekeeping at the end of Free Time or when they are no longer using their money.

We ask that you have a discussion with you child about what they are permitted to spend their money on during their free time. If you would like to set a daily limit, you may write this on their envelope and our counselors will only dispense the amount that you wrote on the envelope. We cannot monitor the spending habits of each camper. We ask that you discuss with your child what they are permitted and not permitted to purchase.

**Please note: the ISC Summer Day Camp staff will not be responsible for any money not kept at the camp desk. We are not responsible for money that is lost or stolen from a camper's bag. Campers should return left over money to the camp desk at the end of Free Time. Please review this policy and procedure with your child.**

The following list is an idea of what items are available for campers to purchase:

**Items available at Free Time:**

- Snack Bar- drink and snack menu and prices are available online
- Stuff Shop- toys and candy that range from \$0.01 to \$25.00
- Vending Machines- snacks, drinks and candy that range from \$1.00 to \$3.00
- Arcades- 4 tokens for \$1.00. Most games are between 1 and 3 tokens. Crane machines with plush and inflatables are \$2.00.

**After Care**

During the aftercare program from 4:30pm – 5:30 pm, camp groups will participate in the following activities:

- PK & K Campers are on the main field (remain here until 5:45PM)
- 1<sup>st</sup> & 2<sup>nd</sup> Campers are on the roller skating rink
- 3<sup>rd</sup> & 4<sup>th</sup> Campers are in the common area
- 5<sup>th</sup>-8<sup>th</sup> Campers are in the lounge
- At 5:30 all campers with the exception of PK & K move to the common area for final pick up

**Camp Special Days**

On our website, you will find our “Special Day Calendar” that also includes a description of all the activities and events we have planned for our summer camp program. Please encourage your campers to participate in these events! Our staff really loves to get dressed up and it is fun for the campers when everyone participates. These activities help to enrich our program.

**Special Guests**

We have a number of special guests visit throughout the summer on Thursdays for the PK & K and every Wednesday for the whole camp. We have put a lot of time into finding very interesting, educational, and exciting new shows for our campers. The dates and guests can be found on the “Special Days Calendar” and on our website. Please check your calendar so that you don’t miss any of these fun events! If, for any reason, we have to cancel one of the special days, we cannot cancel, credit, or refund you for that camp day.

**Water/Splash Day**

This takes place out in our water play & splash area on our giant slip-n-slide, giant slide and water balloon battle stations. During their daily schedule Pk – 2<sup>nd</sup> will be scheduled to go out as a group. The 3<sup>rd</sup> – 7/8<sup>th</sup> grade will have the choice to attend Water/Splash Day as an elective or at Free Time. Water/Splash Day is every Thursday during camp, weather depended.

**Here are a few important items to remember to ensure your child has a fun time on Water Day:**

- Please review our sunscreen policy and apply sunscreen prior to coming to camp.
- Campers must bring a change of clothes and a towel.
- Campers who do not come to camp prepared will not be able to participate in Water Day.
- PK and K campers must come to camp dressed in their bathing suits. They have their Splash/Water Day during first period.
- PK/K campers who do not come dressed will not be able to participate, as it can take the entire period, even with assistance from our staff to change. We do not want the other campers to miss out on the water day activity.



## Swimming

All campers will have an opportunity to swim one day a week at Chartwell Swim Club located in Marlton. This beautiful swim club has 6 pools, a splash park, playground, and basketball courts. There are also picnic tables under a large tent where the campers will eat their lunch.

The swim trip is an additional fee of \$9.00 per day. You can enroll your child in the swimming trips by selecting this on the Enrollment Contract. If you would like to add swimming trips weekly, you can do so, but they must be added by Wednesday for the following week. **We cannot add any campers to the swimming trips on the day of the swim trip.**

Campers will be supervised by our camp lifeguards, our camp counselors and the lifeguard staff at Chartwell. PK and K campers will swim in the smaller wading pools and are not permitted in the larger pools. 1<sup>st</sup> grade campers will use the medium sized pool in the back that has a tube slide. Campers in grades 2<sup>nd</sup> – 8<sup>th</sup> grade will use the largest front pool. The largest pool also has a slide and a diving board.

## Swim Trip Schedule

- PK – 1<sup>st</sup>: Mondays & Wednesdays
- 2<sup>nd</sup> – 4<sup>th</sup>: Tuesdays & Thursdays
- 5<sup>th</sup>-8<sup>th</sup>: Wednesdays

## Swim Test

All campers must pass a swim test if they would like to go in the 5-9 ft. deep end, use the water slides and jump off the diving board. The test consists of the camper being able to swim across the pool (approx. 30 ft.) and being able to comfortably tread water. They do not have to know specific swim strokes, but they do need to show that they are able to swim safely. The test is conducted by the Chartwell Lifeguard Supervisor with our Lifeguard Supervisor overseeing the test. Once a camper passes the test, they will be given a colored band each time they attend the swim trip that allows them to go into the deeper water, use the diving board and water slide. If they do not pass the test, you will receive a notice and they must wait 30 days to take the test again.

Occasionally, campers have off days due to being nervous about the test even though they are able to swim. If you feel that your child should have passed the test, please contact us and we will retest them again the next time they attend the trip. The campers that do not take the test can swim in the low end of the pool. Campers that have passed the test in prior years need to retake the test. This is for the safety of your child.

## Swim Trip Policies and Procedures

- **We cannot, under any circumstances, add campers to swimming on the day of the trip.**
- Campers must arrive before 9:00 am dressed in their bathing suit, with a towel and lunch
- **They must wear their camp shirt on all field/swim trips. If they do not have one on, one will be provided for \$6.00. This will be automatically charged to the credit card on file.**
- They must have a change of clothes in their bag to change into upon return to ISC.
- Please make sure you put their name on everything!
- Campers must have sunscreen applied before they come to camp.
- If your child does not have their bathing suit, they will not be permitted to attend the trip.
- There are no refunds, credits or substitutions on swimming trips for any reason.
- **Campers must bring or purchase a bagged lunch from ISC.**
- Campers cannot purchase lunch or snacks from the snack bar at Chartwell Swim Club.

Packed lunches are available for \$3.50 to be purchased on field trip days. Your child will have the choice of a Cheese or a Peanut Butter/Jelly sandwich with pretzels and a juice box. You can purchase this on the morning of the field trip. ***We do not offer the option of lunch meat since we cannot refrigerate any lunches.***

### **Swimming Lessons**

If you would like your child to participate in the group swimming lessons that are run by Chartwell Swim Club Instructors, you may enroll them by selecting box at the top of the enrollment contract. The cost is \$125 for six 30-minute lessons. The due date for enrolling your child in swimming lessons is April 29, 2019. Swim lessons are available to campers in K through 8<sup>th</sup> grade. PK campers are not permitted to take lessons, there are no exceptions. Campers must also be signed up to attend the swimming trip on the day of their lessons. A camp staff member will remain with the campers for the duration of the lesson. Dates are listed in the Enrollment Forms Packet.

### **Field Trip Policies and Procedures**

- We cannot, under any circumstances, add campers to the trips the day of the trip.
- Campers attending field trips must be checked-in at camp before 9:00 am.
- Campers who are checked-in on or after 9:01 am will not be permitted to attend the trip. No exceptions and no refunds!
- You may not drive your camper to the trip if they are late.
- You may not pull your child out of line when a field trip arrives. They must be checked back into the building by our field trip staff. This is for the safety of your child.
- Field trip enrollment is included on the Enrollment Contract.
- Campers can only attend trips with their specific grade.
- Deadline for field trips is April 29, 2019. At that time, we will order the buses based on the number of campers that have enrolled. We will continue to keep the trip open until the buses are filled.
- You may sign up for additional trips by using the Schedule Request Change Form that is available at the camp desk and on our camp website.
- Schedule additions must be submitted by Wednesday for the following week's trips and are based on availability.
- Field trips must be paid in full at the time of enrollment.
- There are no refunds/credits/cancellations or substitutions on field trips for any reason.
- Parents are not permitted to attend field trips with our camp. Although, we would love to have your help on these trips, with over 700 campers in our program, we do not know all of the parents and cannot have parents on the trip that we do not know. This is for the safety of your child, as well as the other campers.
- Field trip itineraries and information are posted on our website. Please read this information to find departure/arrival times, items the campers should bring, etc.

### **Field Trip Late Arrival Policy**

It is a huge undertaking preparing our campers for field and swim trips. In the event you check-in on or after 9:01 am, we will not allow your child on the field or swim trip. We understand that this can be upsetting for you and your child and it is also very difficult for us to have to turn a child away from a trip. However, the safety of EVERY camper is always our main priority. Please leave early to ensure that you arrive on time when your child is attending a trip, as we know that traffic can be unpredictable. Always make sure that you check your child's schedule before they come to camp so that they are prepared to go on the trip. No refunds will be made if you arrive late for a trip.

### **What should campers bring on a field trip?**

- Brown Bag Packed lunch/drink (no glass bottles)
- Campers must wear their camp T-shirt on all field/swim trips.
- Campers must have their bag with their name on it to help them keep track of their belongings.
- Bathing suit, towel, sunscreen and a change of clothes on all water trips
- The allowance of snack purchases and/or souvenirs will be listed on the Field Trip Itineraries.

### **Please note:**

- We always bring water for the campers on all field trips.
- Campers are not permitted to buy lunch on any field trips.
- Please remember that during all field/swimming trips (with the exception of the Playdrome Bowling & Medieval Times), campers must bring their own lunch and drink.

If your child arrives to camp without their lunch on a day they are scheduled to attend a field or a swim trip or you would like to purchase a lunch, packed lunches are available for \$3.50 on field trip days. Lunch consists of Cheese or Peanut Butter/Jelly with pretzel and a juice box. We cannot provide lunch meat on field trips, because we cannot keep them refrigerated. You can purchase this on the morning of the field trip.

If your child does not bring a bathing suit on a water/swim trip, they will not be permitted to attend the trip and you will not receive a credit or refund for the trip. You will receive an incident report at the end of the day. Unfortunately, we do not have time in the morning to contact parents if their child is missing their bathing suit while we are preparing for the field trip. Please be sure to check your child's schedule before they come to camp so they are not disappointed when they find out they are not scheduled to attend the field trip.

If for whatever reason your child does not have his/her camp shirt, bag, or lunch for the field trip, we will provide them with these items and your credit card will be charged accordingly (lunch: \$3.50, camp shirt: \$6.00). Please note: that campers must have a bag with their name on it to hold their things, or else they will be charged for a camp bag (Camp Bag \$6.00).

### **Sunscreen**

ISC Summer Day Camp is aware of how damaging UV rays from the sun can be to your child's skin. During the summer months, or when necessary, ISC Summer Day Camp will reapply and encourage the reapplication of sunscreen under the following circumstance:

- The field/swim trip takes place outdoors
- If the camper participates in an outdoor activity after 3pm
- The outdoor activity lasts longer than 4 hours outdoors

**It is the parents' responsibility to apply sunscreen to their child before releasing their child to the care of the ISC Summer Day Camp.** Please send in sunscreen (labeled with your child's name) in your camper's bag each day. In the event we need to reapply sunscreen and sunscreen was **NOT** provided from home, campers will be provided sunscreen from ISC Summer Day Camp with at least an SPF 30 or higher from the camp triage room. If your child has a sensitivity/allergies to certain sunscreens, please be sure to note this on the health and wellness form.

All campers will spend time outside each day. **Please apply sunscreen to your child before he/she arrives at camp. Please also send your child with sun protection such as SPF clothing, hats and sunglasses with their names labeled on the items.** If your child is attending any field trip, it is imperative that you apply sunscreen

to him/her before coming to camp.

Counselors will assist the PK, K, and 1<sup>st</sup> grade campers in reapplying their sunscreen on field trips and outdoor activities and will remind the older campers to do so throughout the day when they are outside.

When necessary, a counselor will assist each child that may be unable to personally apply his/her own sunscreen. When a child needs such assistance, the counselor will apply sunscreen on only the exposed parts of the child's skin. Children will be requested to apply sunscreen along their suit lines. Also, the counselor will only apply sunscreen while another counselor is present.

## Sports and Enrichment Programs

### Sports Programs - Available for 2<sup>nd</sup> grade and up

We are pleased to offer a sports program in multiple sports. All coaches are current college, high school, middle school, youth league coaches and trainers. All coaches are also past or current college level players who have years of experience playing and coaching young players. Our coaches will help the campers to improve their skills and learn new ones while helping them to develop a better understanding of the game all while having fun! The last half hour campers will scrimmage to give them a chance to practice what they have learned and allow them to play and have fun! Campers should wear comfortable clothes and sports sneakers (NO CLEATS). Campers should bring a change of clothes. We will have water available on site.

### Sports Program Information

- These sports programs are available for 2<sup>nd</sup> -8<sup>th</sup> grades only.
- These camps are free for campers to participate in but must be enrolled by Monday, April 29, 2019.
- To enroll your child in any of the sports programs, submit the enrollment contract form by April 29, 2019.
- Campers must be enrolled in camp on any day they are attending these programs.
- Sports will all take place at ISC Cherry Hill on our outdoor backyard field. Basketball will take place in the front playground.
- Each sports program will run Monday through Thursday from 10 am – 12 pm, unless otherwise stated.
- Campers will select their lunch choice when they check-in. Lunch is served at noon.
- If you select a sports or enrichment camp, and in the same week select a swim or field trip, your child will attend the swim or field trip you selected and paid for them to attend. If you wish to remove your child from the swim or field trip, you would fill out a field trip cancellation form. **Please note: There are no refunds, cancellations, substitutions, or credits if you cancel the trip.**

### Enrichment Program Information

- Prices vary according to program
- To enroll your child in any of the enrichment programs, submit the enrollment form with payment in full by April 29, 2019.
- These enrichment programs are available for 2<sup>nd</sup> - 8<sup>th</sup> grades only.
- Campers must be enrolled in camp on any day they are attending these programs.
- **If your child is absent from camp on any of the days they are scheduled to attend the programs, you will not receive a refund or credit.**
- Enrichment programs will take place on-site in our air-conditioned private classroom setting.
- Each program will run Monday through Thursday from 9:30am – 12:00pm, unless otherwise stated.
- Campers will select their lunch choice when they check-in and will have lunch after program is completed.

## Camp Policies and Procedures

### Federal Tax ID Number: # 80-0532335

Camp tuition is eligible for Child Care/Dependent Care Reimbursement through your employer or as a straight deduction on your tax return. The ISC of Cherry Hill's Federal Tax ID number is provided for this purpose.

### Payments

- Payments are due each **Wednesday** at 9:00 am for the following week's camp days.
- You can pay by check/cash or credit card
- If payment is not received by 9:00 am, we will automatically charge your credit card on file for payment.
- If you prefer to pay in full or in advance, you may do so at any time.
- We accept all major credit cards with the exception of **American Express**.
- A \$25 fee will be charged for all returned checks/denied credit cards.
- Please put your child's name on your check, especially if it is different from yours, along with the week you are paying for, field trip, etc.
- **The parent who registers their child is responsible for all tuition payments. We will accept checks or credit card payments from another parent/party; however, it is the responsibility of the parent that registers their child to obtain this information.**
- **Call the camp office during business hours (9am – 5pm) if you have questions regarding camp payments.**

### Receipts/Statements

If you would like a receipt or statement of any/all monies paid, you can request one at the front desk at check out or by emailing the camp office (Gabby@intsports.com). Your request will be processed in the order in which it is received and you can expect them to be available when you pick up your child at the check-in/out desk in the evening. **Receipts and statements are not available in the morning during drop off.**

### Discounts

We are pleased to offer a 10% discount on camp tuition to all State of NJ, Active Military, Virtua Health Systems, Cooper Health Systems, Lockheed Martin, PHH Mortgage, Subaru of America and Deborah employees. You must submit proof of employment with your enrollment. We will accept a copy of your badge, letter from an employer or any other proof of employment. This is for **tuition only** and does not include registration, field trips, swimming trips, enrichment programs or any other camp costs. We do not have any other companies that we are working with to offer tuition discounts at this time.

### Changing/Adding Days

Once you have submitted your Enrollment Contract, your schedule will be set for the summer and there can be no cancellations of any days/weeks selected. You are responsible for all days you have selected on your Enrollment Contract. However, we understand that situations may arise that warrant a change in your schedule. For these situations, we will make every effort to accommodate these changes based on availability. Please note that while we may be able to substitute days on your schedule, we cannot deduct from the number of days you originally selected for any reason. You are required to pay for all days that you have chosen on the enrollment contract. **You cannot switch a day that has already passed or the present day a camper is scheduled to attend. Please see the absence policy for details.**

### To Add/Change Camp Days:

- Fill out a Schedule Request Change Form available on our website or at the camp desk.

- Schedule Request Change Forms must be submitted by 9am on Wednesday for the following week.
- This request must be approved by the Camp Director. You will receive confirmation that the request has been approved/not approved based on availability, as soon as it has been processed.

### **Cancel/Add Field Trips**

If you do not want your child to attend a field trip that they are scheduled to attend, you must fill out the Field Trip Cancellation form located on our website and at the Camp Desk. You may cancel the field trip up until 9:00 am on the day of the trip. If we do not have a signed form from the camper's parents/guardian, they will have to attend the trip. **Please note: You will not be credited or refunded if you decide to remove your child from a field trip for any reason.**

You can add field trips to your child's schedule after April 29, 2019 as long as we have availability by filling out the "Schedule Request Change" form located at the Front Desk and on our website. This must be done by Wednesday at 9:00 am for the following week. You will receive confirmation as soon as your request is processed. You will also be notified if we are unable to accommodate this request.

### **Cancellation of Field Trips due to Weather**

Occasionally, we will cancel a field trip because we believe that the weather is unsafe. We make the decision at 9:00 am and will send out an email notification. If for any reason we decide to cancel a field trip, the cost of the trip will be deducted from your next camp payment or credited to your account. If it is cancelled during your child's last week of camp, you will receive a refund check within two weeks. You will receive an email telling you when the credit will be issued. We will not remove a camp day from your Enrollment Contract due to a cancelled field trip. If a trip is cancelled due to weather and we have previously purchased tickets, we will issue you the ticket. We cannot issue refunds on tickets that we have purchased.

### **Absence Policy**

It is not necessary to notify us if your child will be absent from camp. Please be aware that if your child is absent from camp for any reason, there are no opportunities to make that time up. **There are no refunds, credits or substitutions for missed days due to illness, injury or family activities.**

### **Check-In/Check-Out Procedures**

The check-in process is extremely important as it is our way of keeping track of all the campers that are attending camp that day. Although we do try to get campers checked-in quickly, it does take a few minutes to greet and check-in each child. Please allow extra time in the morning to allow us to carefully check-in each camper and please be patient with our staff. Ask for a director if you have questions about your child. There are several directors on duty at all times.

### **Check-In:**

- Parents and campers will not be permitted to enter the building until 7:00 AM.
- You must accompany your child into the building and check them in at the camp desk. Campers who are not escorted in to the building by an adult will not be permitted to attend the camp that day.
- Three tables are set up for check in: PK-1<sup>st</sup> – Table 1, 2<sup>nd</sup> -4<sup>th</sup> – Table 2, 5<sup>th</sup> – 8<sup>th</sup> – Table 3
- If you have children in multiple grades, you **DO** need to go to each table.
- Your child will make his/her lunch choice at this time.
- You may leave spending money for your child for snacks or games in an envelope with the child's first and last name and grade on the front.
- All money will be stored at the camp desk and will be monitored by our staff.

- Please do not allow your child to keep their money in their bags or pockets as it may be lost easily.
- We will not be held responsible for any money that was not kept at the front desk.
- If you have questions or concerns about your child please ask to speak to a director. The check-in staff needs to focus on properly checking-in upwards of 325-350 children each morning. They will not be held responsible to remember to communicate information that you have relayed to them about your camper. It is very important that you speak directly to a director, so that we can address your questions and concerns.

#### **Check-Out:**

- All check-out is done at the main camp desk.
- **I.D. Please!** When picking up your child from camp, you will be asked to show identification. Our check-out staff does get to know the parents and you may not be asked for ID because they recognize you. Please bring ID with you in case a new staff person is at the check-out desk. This is for the safety of your child.
- The only people who will be permitted to pick up your child besides the parents are those who are listed on your child's Authorization for Child Release form. No one will be permitted to pick up a child without identification. **THERE ARE NO EXCEPTIONS!!**
- To make changes to the Authorization for Child Release form, you may fill out a new form available online or at our camp desk at least 24 hours in advance to when the change is needed.
- Once your identification has been checked, we will notify your child and ask them to report to the camp desk. We understand that parents are often in a hurry; however, it may take your child a few minutes to gather his/her belongings and come to the front desk. We appreciate your patience in this matter. Please allow extra time for this in your schedule.
- **All campers must be picked up by 6:00 pm.** If you are unable to pick up your child by 6:00 pm please contact one of the authorized persons on your Release Form to pick up your child. You will be charged a late fee of \$15. For example, if you arrive between 6:01 pm-6:15 pm, you will be charged \$15 per family; if you arrive between 6:16 pm-6:30 pm, you will be charged \$30 per family. All staff members work an eight hour shift and we must pay overtime to any of our staff members to stay with our campers that are not picked up by 6:00 pm.

#### **Parking Lot Safety during Drop off and Pick Up:**

- Please remember to be very cautious in the parking lot during drop off and pick up.
- Please be patient and use caution at all times.

#### **Policy on Illness and the Management of Communicable Diseases:**

We are very concerned with the health and welfare of every child at our camp. To prevent illness from spreading to other campers, please do not send your child to camp when they are ill or possibly contagious.

**No refund/credits/substitutions will be made if your child is sent home sick or absent.** If your child becomes sick or injured he/she will be taken to the camp triage. We do not have a nurse on duty; however, our entire camp staff completes a course in CPR for the Professional Rescuer and First Aid. All illness/injuries are reviewed by a director.

#### **If any of the following symptoms occur at camp, you will be contacted to pick up your child:**

- Temperature over 100 degrees
- Severe cold with fever or bronchitis
- Difficult, rapid breathing
- Severe pain or discomfort, including ear or throat

- Vomiting
- Diarrhea
- Rashes that cannot be identified or have not been diagnosed by a physician
- Contagious diseases such as measles, chicken pox, mumps, rosella, pink eye, ring worm or impetigo (we would appreciate a call notifying us so we can pass the information concerning potential exposure on to the other campers)
- Ear or Throat infections
- Unusual behavior (i.e. extreme lethargy, refusing food or drink)
- Any infected skin area (i.e. ring worm)
- Detection of Head Lice

**Upon notification, we require that your child be picked up within one hour. Children sent home from camp because of illness may not return to camp until they are:**

- Free of symptoms for 24 hours
- On the appropriate medication for 24 hours
- Have a physician's note stating that they are free of symptoms

### **Medication**

- All medication must be turned in at the camp desk with a medication form.
- Forms are available at the camp desk and also on our website.
- Parents must provide any precautionary information specific to the medication.
- **All medication MUST be labeled and stored in the original prescription container.** Medications will be stored in a secure area that is inaccessible to campers.
- If you want us to dispense Tylenol to your child for headaches/minor ailments, please indicate this on the Health & Wellness Form.
- You will always be contacted by a director before Tylenol is administered to your child

Please do not send your child to camp with medicine in their bag or pocket. If found, they will be sent home for the day with no refund or credit. This creates a very dangerous situation for our camp community if the medication falls out of their bag. Please hand all types of medicine in at the front desk so we can put it in our camp triage. This assures that it is available for your child. Moreover, if a child has their medicine, inhaler or EpiPen in their bag, our staff will not know the camper has the medicine with them. This can be very dangerous in the event of an emergency. Campers who have medicine in their bags or pockets will be sent home from camp.

### **Injury/Illness**

If your child receives a minor injury (i.e. scrape, cut, bruise, bump, etc.) while at camp, he/she will be taken to the camp triage. The triage counselor on duty will assess the situation and take care of any minor incidents. If the triage counselor feels the incident warrants further attention, he/she will notify one of the directors. The director will determine whether or not the parents need to be contacted. We cannot call every parent for every minor bump or bruise, but we will contact you if we deem necessary.

If your child becomes seriously ill or injured at camp, a director will contact you immediately. If we feel it is necessary, we will contact 911 immediately. A director will accompany your child to the hospital and will stay with your child until you arrive. Once at the hospital, our staff will not authorize any medical treatment. All injured campers will be taken to Virtua Hospital in Voorhees unless you request otherwise.



Incident reports will be filled out for all minor injuries/incidents by the counselors and will be reviewed by a director. If your child has received an incident/injury report, you will be given the report when you pick up your child.

## **Camp Discipline Policy**

It is the ISC Summer Day Camp's goal to provide a healthy, safe and secure environment for all campers. Campers are expected to follow the camp rules and to interact appropriately in a group setting.

### **Camp Rules**

- Be respectful to yourself, others, and camp property.
- Listen and follow directions.
- Keep hands, feet, and all other body parts to yourself.
- Foul language/name calling is not permitted
- Be responsible for your personal belongings at all times.
- Leave expensive toys/jewelry/items at home, we are not responsible for the loss or theft of these items.
- No cell phones are permitted at ISC Summer Day Camp.

### **Cell Phones**

Cell phones are not permitted at camp. All campers under our care will have access to a phone if they need to reach their parents/guardians. We cannot monitor your child's cell phone use and it is not safe for your child or the other campers to have access to them at camp. On field trips, all staff members have a cell phone with them at all times. Any time a camper wishes to call their parent, they may do so by asking a staff member. Please do not allow your child to bring their cell phone to camp. All cell phones will be removed from campers in the event the camper is caught with their cell phone. **There are no exceptions.** Cell phones will be left at the front desk until pick-up.

### **If your child chooses to disobey the camp rules, we will take the following actions:**

- Staff will redirect the camper to a more appropriate behavior and remind them of the camp rules.
- If the behavior persists, the camper will be placed in time-out and will lose minutes of free time.
- The staff will document the situation by filling out a discipline report. All discipline reports are reviewed by the Camp Director or an Assistant Director and a copy is sent home.
- If a child's behavior at any time threatens the immediate safety of them or other children or staff, the parent will be notified and expected to pick up the child immediately.
- If your child is suspended from camp you are still responsible to pay for those days.
- Continuous disruptive behavior may result in a suspension or expulsion from the summer camp program.
- If your child is expelled from the camp your financial responsibility will end at the end of that week. You will not receive a refund for any days in that week.

We will make every effort to calm your child, redirect them and diffuse every situation, as we do understand that children occasionally become upset and can act out. However, if we feel that we cannot control your child, then we have no other alternative than to remove them from camp.

If your child is being sent home because they are not following the camp rules or they are being disruptive to the rest of the campers, he/she will be placed in time-out in the camp office until they are picked up. Campers must be picked up within one hour. Please note: If you are contacted to pick up your child from camp due to behavior issues, you will not receive a credit/refund for that day.

If we decide to suspend or terminate your child's camp enrollment due to severe behavioral issues, you will not receive a credit/refund for the week that the camper was suspended/terminated. We will terminate his/her enrollment at the end of that camp week and you will not be charged for any week(s) after. If your child is expelled from camp, siblings of that child may continue to attend camp; however, if you decide to remove your other children from camp, you are still responsible for paying for **all** the days/weeks the siblings were originally enrolled.

### **What should campers bring to camp?**

Your child should bring their a bag with their name on it to camp each day with the following items:

- Bathing suit and towel (on swimming and water days)
- Sunscreen (please put name on it) applied prior to coming to camp
- Complete change of clothes (required for all PK and K campers)
- **Socks are required for all activities.** If you do not provide socks, we will provide socks for \$2.67 upon your child's request. We will charge the card on file.
- Sneakers/close-toed shoes (campers are required to keep their shoes on all day except when playing in the Funzone, on the inflatables, roller skating or while swimming.)
- **1<sup>st</sup>—8<sup>th</sup> grade campers** will have a chance to skate each day & may bring their own skates. However, we do have roller blades and roller skates available for campers to use at no cost.

**Please be sure all items brought to camp are clearly labeled with your child's full name** and please remind your child to keep close track of all items. Each camp group is designated a locker area or bin to store their belongings. With the exception of PK and K campers, it is your child's responsibility to keep track of his/her belongings.

### **What should campers NOT bring to camp?**

We prefer that your child does not bring any expensive toys or games to our camp. Our staff's responsibility is to look after the campers, not their toys/jewelry/personal items. If you choose to allow your child to bring in an expensive item and it is lost, damaged or stolen, please do not contact the Director or any staff about this, as we are not responsible. The ISC Summer Day Camp staff will, **under no circumstances**, be held responsible for the loss, damage, or theft of these or any other valuable items. If you choose to allow your child to bring expensive toys/items to camp, please note that you do so at your own risk.

What campers are **NOT** permitted to bring to camp:

- Cell Phones
- Gum
- Handheld Gaming Systems
- Expensive Jewelry/Toys/Games/Etc...
- Glass Bottles

## **Miscellaneous Camp Information**

### **Parent Notification**

Communication between our camp and our camp families is the backbone of our success at ISC Summer Day Camp. Email communication tools, such as our mass notification system, allow our camp families to be in-the-know with everything camp-related. This system allows us to leave a recorded message/reminder or email on the designated phone and email address you provided on the Health and Wellness Form. If and when we need to share general camp-wide information or in the unlikely event that an emergency should occur, we will use

the information provided on this sheet to communicate with you. We will also contact you with field and swim trip reminders and other camp information. If at any time during the summer you would like to change this information, you may email the Camp Director.

**\*\*Please note, if you have “opted-out” during the summer of 2018, you will remain “opted out” for this summer 2019. If you have “opted-out” of the system in previous years and would like to “opt-in” for this year please contact the camp director to be added again.**

### **Photo Release**

Any photos or video footage taken while your child is at camp may be used for promotional purposes in print media and/or internet promotion. No financial compensation is available should such a picture/video be used. If you do not wish to have your child appear in photos or video used to promote our camp, please initial the appropriate line on the Health and Wellness Form.

### **G & PG Movie Release**

From time to time our campers may have the opportunity to watch videos during the camp day. Usually, the video will support one of our special days or the PK & K curriculum. The majority of movies viewed carry a rating of G. Occasionally, movies may be rated PG. If you do not wish to have your child watch a movie with a PG rating, please initial the appropriate line on the Health and Wellness Form.

### **Referral Program**

We are pleased to continue to offer our referral program to our camp families. If you refer a family to the camp that has never attended, and they enroll, you will receive a \$50 credit towards your first week of camp. The new camp family must check the appropriate box on their registration form and list your name. Only one referral credit will be issued for each new camp family.

### **Lost and Found**

Our staff makes every effort to ensure that your child will return home with everything he/she brought to camp. Please put your child’s name on **everything** they wear or bring to camp including their shoes. With the exception of PK/K, it is your child’s responsibility to take care of their belongings while at the camp. A camp lost and found area will be located near the front desk. At the end of each day, our maintenance/cleaning staff will place any items that have been found in our building in the lost and found, so please check it periodically for any missing items.

### **Camp T-Shirts**

- All campers will be given a camp T-shirt during check-out on their first day.
- If your child is attending a field trip on their first day of camp, we will issue the t-shirt at check-in.
- Campers are not required to wear their camp T-shirt to camp each day, but **MUST** wear them on all field trips. This is done for your child’s safety.
- If your child arrives to camp without their t-shirt and is scheduled to attend a field trip, we can automatically charge the credit card on file \$6.00 and they will be issued a new one. You can also pay for this in cash at check-in. They will not be permitted on the trip without one.
- We also ask that you send your child to camp each day with a bag of their choice that is clearly labeled with their name. This will help them to keep track of their belongings throughout the day.
- Each camper only receives one camp T-shirt, but additional ones may be purchased (\$6 – Shirt).

**Camper Birthdays**

Campers that have a birthday while they are at camp will be mentioned during our afternoon roll call with a Happy Birthday song sung by the campers and staff. If you would like to send in a treat to share with the campers in your child's grade during snack, contact the camp Director for a head count for that grade and allergy restrictions.

**Fire Drills**

Our staff conducts a fire drill every week of camp on a different day and time. This is for the safety of the campers. These drills ensure that we are able to get the campers out of the building and accounted for in the event of an emergency. Our meeting spot is directly behind the building. In the event of a real emergency, we need to be prepared get all of our campers safely out of the building and accounted for as quickly and efficiently as possible. You will be notified immediately in the event of a real emergency.

**One Final Note**

Our staff works extremely hard to get to know all of our campers and to ensure that every camper feels safe and attended to while they are in our care. Please treat our staff with respect at all times. With over 80 staff members working at the camp and up to 450 campers each day, it is almost impossible for every staff member to know everything about your child's day. Please ask to speak to a Director/Assistant Director if you have something you would like to discuss about your child. We will always make the time to speak with you about your concerns and address every situation in a timely manner. If you have any issues or concerns you would like to discuss, please never hesitate to bring it to our attention.