

Tiana Bayside Parent Handbook



Table of Contents

2	Introduction/Contact Info	7-11	FAQs
3-14	Before the program	12	Program Rules
3	Forms Checklist	13	Daily Packing List
4	Directions to site	14	General Itinerary
5	Check-in & Pick-up Information	15	During the program
6	Preparing your camper	16	After the program

INTRODUCTION

Kim Manzo

Kim has worked on the Habitat Team at CCE Marine Program for 18 years, primarily based out of SCMELC, but leads habitat related activities at Tiana Bayside as well. She is the Director of our Seahorse Art & Science Program. Her specialties are marine habitat restoration and seahorse conservation.



Ella Gatfield

Bayside Adventures

Ella is our Back to the Bays Educator, overseeing programmatic development and education throughout the East End. Invested in education, specifically surrounding habitat restoration, Ella develops and teaches marine-based curriculum that welcomes a variety of ages, interests, and skill levels.

Carolyn Munaco

Carolyn has worked for CCE Marine Program since 2013. She is the ArtSea Program director, an arts & science instructor, and a marine education & outreach assistant. As a working local artist, Carolyn's specialty is art and the creative process influenced by the marine environment.



Donovan Bauman

Donovan has been involved in our Education and Outreach efforts since 2022; acting as both a marine science instructor and a curriculum-developer for our Tiana Bayside programming. Donovan has a keen interest in communicating wildlife ecology and habitat conservation to children and adults alike; both to inform and engage with the broader public.



Contact Information:

Find Us At:

Phone: (631) 566-1215

Seahorse Art & Science and Marine Art & Science

Kim Manzo

KP92@cornell.edu

Bayside Adventures

Ella Gatfield

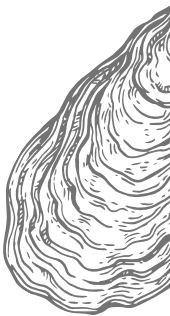
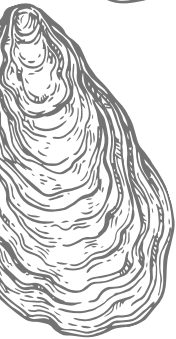
eg649@cornell.edu

ArtSea, Tiana Turtle Steward. Marine Art & Science

Carolyn Munaco

cjm427@cornell.edu

db695@cornell.edu (Office, Darci Bielenda)



DIRECTIONS TO TIANA BAYSIDE FACILITY

Cornell Cooperative Extension of Suffolk County
89 Dune Rd.
Hampton Bays, NY 11946

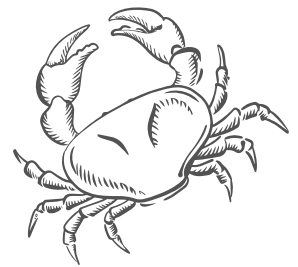
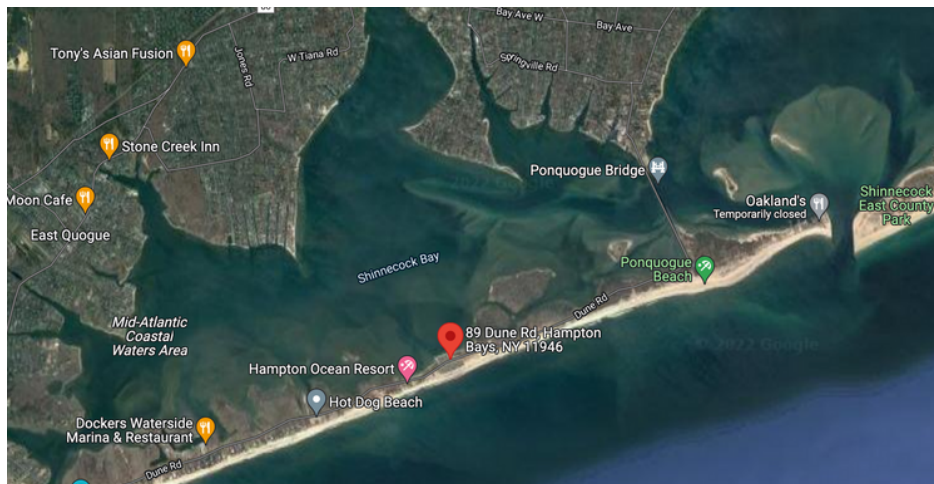
Do NOT confuse with 89 Dune Rd in East Quogue or Westhampton Beach

From Western Long Island

After crossing the Post Bridge, turn left onto Dune Rd, then look for a BLUE building on the left/bayside (north).

From Eastern Long Island

After crossing the Ponquogue Bridge, turn right onto Dune Rd, then look for a BLUE building on the right/bayside (north).



DROP OFF/CHECK-IN & PICK-UP INFORMATION

DAILY DROP-OFF/CHECK-IN:

- **Daily Drop-Off/Check-In: promptly 9AM at Tiana Bayside Facility parking lot.**
- **If you are running late, you must call the director as soon as possible: (631)566-1215.** If you arrive late and have notified the Camp Director, you will have to walk your child to the group on the grounds of Tiana Bayside or ocean side and check-in with the Camp Director.
- **If your child is not coming to camp that day, please call or email the Director to alert of absence.**

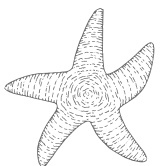
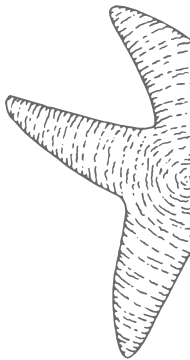
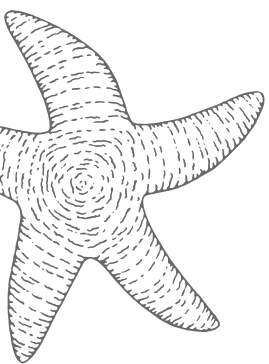
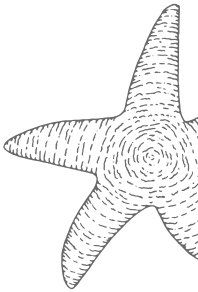
DAILY PICK-UP/SIGN OUT:

- **Daily Pick-Up/Sign Out: 2PM**
- **EVERY DAY YOU MUST SIGN-OUT your child with the Camp Director or assistant. Do not leave without doing so. If a different person is picking up your child, we must have written permission from you.**
- **Being on time to daily drop-off is not only important to daily scheduling, but is considerate of the time it can take out of our camper's and staff's day. Being on time to pick-up is also an important consideration of our staff's time. We recommend leaving extra time on your first day to camp to ensure you arrive to our location on time. Being early on the first day will allow extra time for any questions you may have before we begin our scheduled activities.**

PREPARING YOUR CHILD

Children will most likely miss something about home while at camp, especially on their first day. Homesick feelings are normal and there are many things parents/guardians can do to help prevent strong homesickness and help your child successfully transition to camp. Here's a list of encouraging things to discuss with your child that we have found helpful:

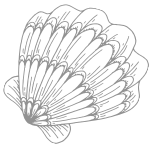
- *“Try new things.”* Camp has a lot of stuff you can't do at home or school...it's a place to discover a whole new thing you're good at or enjoy.
- *“Be patient with yourself.”* It may take time getting into a new routine and meeting new people.
- *“Help out.”* At camp it's typical that your child will be asked to clean-up, set-up, help out, etc. Explain to your child that they're going to be a part of a group. You expect them to cooperate and help out however they can.
- *“Ask for help if you have a problem or need something.”* Talk to your child about what to do if they have a problem (i.e. someone not being nice, etc.)...talk to their counselor. Even go to the Camp Director.
- *“Remember your strengths.”* What are you good at? Trying new things? Making Friends? Doing crafts? Learning new things? Supporting others?
- *“Practice being grateful.”* There are a lot of people at camp who work very hard to make sure that your child will have a great experience. Remind your child to express gratitude and to treat others as they would like to be treated.



FAQs

What should my child wear every day?

It's inevitable for kids to get dirty at camp. We suggest your child not wear anything you wouldn't want stained. We recommend sending campers with a change of clothing and socks in case they get wet. Everyday a bathing suit should also be packed or can be worn to camp, if they bring a change of clothing. We are not a swimming camp, but we have many fun ways to stay cool!

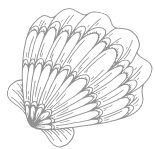


What kind of food and drink should I pack?

Please pack a SNACK and LUNCH in an INSULATED lunch bag. Your child will also need plenty of water. Please pack a large LABELED and INSULATED water bottle. Plastic water bottles can get warm, get misplaced and become unidentifiable. We can refill water bottles throughout the day. Speak to your child about the importance of drinking plenty of water on hot days. Please try not to pack any food items containing nuts as we often get campers with severe nut allergies.

Can my child bring a cell phone?

No, we strongly suggest that campers leave cell phones at home. Cell phones, like many other modern technologies, are expensive possessions that can easily be lost or damaged during camp. Additionally, camp is an exciting opportunity for children to build a sense of independence and we encourage them to focus on their camp experience.



Does my child need any spending money?

At Tiana Bayside Facility we do not have a camp shop or concession stand, so spending money is not necessary but we may take a special trip to get ice cream across the street at the Tiana Pavillion.



FAQs continued...

Do you accommodate special needs?

If your child requires any sort of special accommodation (i.e. medication dispensation, physical adaptation, verbal or otherwise), please contact the camp office as soon as possible. We do our best to make accommodations when given a reasonable amount of notice and if the accommodation is within our scope of practice.

What kind of child is this program geared towards?

We try to maintain a good balance of activities throughout the day between crafts, educational programs and more active components such as outdoor games, nature walks, etc. All of our activities are hands-on and interactive to keep children with varied interests and skills engaged as well as excited. YES, we do get sandy and walk in the water!

Is there a multi-child discount?

No. As a not-for-profit organization we cover camp operation costs by the funds we bring in through camp fees. With the amount of families that send more than one child to camp, we would not be able to continue offering camp at the current price.

Are there scholarship spots for families in need?

In the past we have been given generous donations from local entities that are to be used for scholarships for families in need. You will have to contact the Camp Director to inquire. If we have scholarship spots available, you will need to complete an application with The Family Service League of Long Island who are able to evaluate financial need.

What if my child does not turn the required age until the end of summer?

Age or Grade requirements are set by the New York State Department of Health who conduct a preseason inspection as well as impromptu random inspections of our camp. Age requirements are set to protect the children. Inspectors check all paperwork, including immunizations. If we have campers younger than 6, inspectors can shut our camp down.

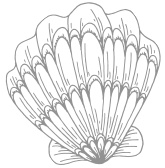
How do I get on the waitlist if a session is full?

Please view camps at CCEMarineEastEnd.org to add yourself to our waitlist!

FAQs continued...

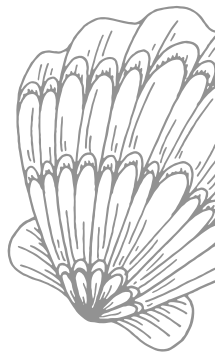
I have concerns about beach safety:

Many camp activities are conducted on the bay and ocean beaches outside of Tiana Bayside Facility. Although we are not a swimming camp, campers participate in fun beach learning activities, such as: seining, beach games and scavenger hunts, even fishing. Emphasis is not placed on swimming but rather inspiration, observation and education for marine biology related group activities. For additional peace of mind, Ella, Kim & Donovan, have a Waterfront Lifeguarding Certification. Lifejackets can be provided if you feel your child needs one for wading into the water.



What are some environmental considerations?

- **Ticks:** Campers are often led on guided walks through the property. We have not had a problem with ticks in the past, but it is always a possibility. Camp staff does a basic check with campers after our walks. However, we highly suggest doing a thorough scan at home, especially of your child's scalp. Campers may bring bug spray and will be prompted to apply it before we begin any activity that will require bug spray.
- **Poison Ivy:** Our trails may contain poison ivy. We educate campers prior to our walks so that they are able to identify poison ivy. Our staff does a great job making campers aware of its locations, keeping them at a safe distance. There is a possibility that campers may come into contact with the oils accidentally. We recommended that hands are washed with dish soap and cold water after removing and putting on shoes and clothing worn during the nature walk. IvyBlock can also be used (available at Walgreens). It is FDA approved and can be applied before camp or before our walks to repel the oils.
- **Bug Bites:** Please pack bug spray with your child every day. DEET products offer the best protection against mosquito bites, the Centers for Disease Control and Prevention advises. DEET, "does not present a health concern to the general population," the EPA has found. DEET is approved for use on children of any age. Staff will prompt campers to apply bug spray prior to an activity that will require caution.
- **Sun Burn:** Keep in mind that many of our activities will be conducted outside. We recommend applying sunscreen before coming to camp every day. Staff will also prompt campers to reapply before we go outside. All sunscreen and bug spray bottles should be labeled with your child's name.



FAQs continued...

Can a younger child be placed in an older group with a friend or family member and vice versa?

It is possible to place older children into younger groups – but only if we are able to accommodate this switch, depending on safety ratios and registration capacity limits. We always place the older child into the younger child’s group and we do not permit younger children to be placed into an older group. Please keep in mind that our camp is very small and we do several activities all together so even if children are in separate groups, they will only be separated occasionally during the day. When requesting children of different ages to be together, consideration should be made of the possibility of the older child being “bored” with activities and lessons that have been tailored for the younger children.

Can I make sure that my child is placed in the same group as their friend/relative?

Such requests can be made during the online registration process. If you have any concerns or questions, you may call or email ahead of time. Also, please note that even though your campers may be in separate “groups”, there are still plenty of activities that allow both groups to interact throughout the day. We have found that the separation can be a good opportunity for siblings to develop independence from one another and allow them to better develop new friends!

Can we visit/early dismiss our child?

We believe camp provides an opportunity for youth to acquire self-reliance, and confidence through achievement in a new environment. We ask that parents/guardians refrain from visiting campers during the camp day, unless there is an emergency. Any person visiting the camp, for any reason, must contact the Camp Director prior. If family plans require you to pick up your child early, contact the Camp Director in advance to make the necessary pick-up arrangements. Please see previous question for more information on how we accommodate these requests.

FAQs continued...

Can I contact you if I am worried about how my child is doing?

It is important for the safety of all campers that our phone line remain available for incoming and outgoing calls. For this reason, we ask that you refrain from calling camp unless you need to change his/her pick-up time or there is an emergency requiring your child's immediate attention. If your child has any issues, we will contact you.

What payment methods can we use?

Payment is made in full during the Online registration process.
AMERICAN EXPRESS IS NOT ACCEPTED.

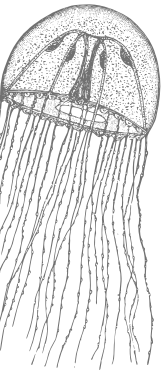
What is the refund policy?

Camp fees are non-refundable, with the following exception: Medical refund requests must be made by **email** to: db695@cornell.edu and must include a doctor's note within **5 days of the illness that prevented your child from attending camp** (less a \$25 processing fee). There will be no pro-rating or reduction of fees based on missed days due to illness. Consideration for medical refund requests and extenuating circumstances will be reviewed at the discretion of the CCE Marine Program Director. We reserve the right to suspend or remove a child from camp due to dangerous or extremely disruptive behavior. Refunds will not be given wherein this decision is necessary.

What is the cancellation policy?

Requests for a non-transferable refund of 50% may be given **30 days** prior to your registered camp session. This request must be made by email containing the date and time





PROGRAM RULES

We ask that you review these rules with your child before coming to camp. We have 3 simple rules to create a healthy and happy community:

1. *Be Safe*
2. *Be Respectful*
3. *Have Fun!*

Being safe and respectful means different things to different people. Here are some consequences for specific violations of these rules:

A CAMPER WILL BE ASKED TO LEAVE FOR THE FOLLOWING:

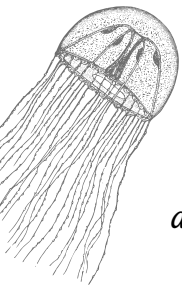
- Providing false identification, including falsification of camper's age;
- Possession and/or use of cigarettes, cigars and other tobacco products, and controlled substances;
- Possession and/or use of matches, lighters, candles, and other combustibles;
- Possession and/or consumption of alcoholic beverages;
- Possession and/or use of a dangerous device, including but not limited to: pocket knife, folding knife, slingshot, firearm, paintball gun;
- Leaving camp property; running away; being in restricted camp areas without permission;
- Sexual, racial, religious or any other form of harassment;
- Theft, vandalism; damaging, destroying or defacing personal or camp property;
- Fighting, bullying, threatening and other forms of violence and aggressive behavior



A PARENT/GUARDIAN WILL BE PHONED and CAMPER MAY BE ASKED TO LEAVE CAMP FOR THE FOLLOWING:

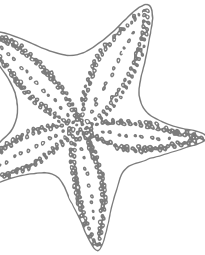
- Non-compliant behavior; failure to comply with camp rules and the reasonable direction of camp staff or failure to adjust to camp routines;
- Non-participation (refusing to participate in programs and activities)
- Disruptive behavior;
- Profanity, obscene gestures, indecent conduct

In the event that a camper is asked to leave camp, the appropriate staff will notify the parents/guardians immediately. The parent MUST provide transportation home for the child. Our goal is to ensure that no camper is injured or adversely affected by the actions of another camper. We will therefore apply camp rules fairly and consistently. Refunds will not be offered to campers who are sent home for violating camp rules.



DAILY PACKING LIST

Items to bring to camp everyday:

- 
1. **INSULATED** and **LABELED** water bottle (plastic bottles can be mixed up/lost)
 2. **Snack and lunch** in an insulated bag (we do not have a refrigerator)
 3. **Towel & bathing suit** (we have fun ways to stay cool)
 4. **Reef-safe sunscreen** (applied before camp as well)
 5. **Water shoes with closed toe** (extra pair of sandals recommended)
 6. **Bug Spray** (preferably containing DEET; See FAQ: page 9).

We recommend that campers also bring:

1. **Hat and sunglasses**
2. **Sneakers and socks**
3. **Extra change of clothing and a bag to put wet bathing suit in**

We recommend that campers DO NOT bring:

1. **Cell phone**
2. **Expensive items** such as a camera
3. **Games**
4. **Sentimentally valued items** or jewelry




GENERAL CAMP ITINERARY

All activities will be based on a different aquatic science/biology topic. We like to keep the topics a surprise! A typical camp day will consist of a greeting in the morning, guest speaker or daily marine topic lesson, snack, art project (ArtSea) or science experiment (Bayside Adventures)*, lunch, and plenty of outdoor exploration of one of our magnificent marine habitats, such as salt marsh, ocean beach walk, or eelgrass seining. *Marine Art/Science is always a healthy combination of both creative expression and scientific discovery.

A more detailed Itinerary will be provided closer to the camp start date. PLEASE NOTE: Schedules are subject to change. Some of the outdoor activities are weather/tide dependent and therefore the itinerary is subject to change on days when the weather is bad or questionable. Special guests/events are also subject to change pending guest availability.


ITINERARY Examples

ArtSea & Steward




9:00: Check-in at Tiana Bayside Facility
9:15-9:30: Camper Orientation/Free artistic expression
9:30-10:15: Learn new technique and begin art project
10:15-10:30: Morning snack
10:30-11:15: Habitat exploration/finding inspiration
11:15-12:00: Guest speaker or science lesson
12:00-12:30: Lunch
12:45-1:15: Continue art project using inspiration
1:15-1:45: Outdoor Educational Theme Game
1:45-2:00: Cleanup and dismissal

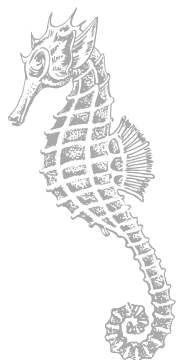
Marine Art and Science & Seahorse




9:00: Check-in at Tiana Bayside Facility
9:15-9:30: Camper Orientation/Topic of the day
9:30-10:15: Educational Lesson of the Day
10:15-10:30: Morning snack
10:30-11:15: Art+Science Integration Project
11:15-12:00: Outdoor Game/Activity
12:00-12:30: Lunch
12:45-1:15: Habitat exploration
1:15-1:45: Naturalist journaling
1:45-2:00: Cleanup and dismissal



Bayside & Adventures



9:00: Check-in at Tiana Bayside Facility
9:15-9:30: Camper Orientation/Fish tank setup
9:30-10:15: Educational Lesson of the Day
10:15-10:30: Morning snack
10:30-11:15: Habitat exploration & specimen collection
11:15-12:00: Wildlife identification and naturalist journaling
12:00-12:30: Lunch
12:45-1:15: Science Experiment and data collection
1:15-1:45: Marine science themed game
1:45-2:00: Cleanup and dismissal



DURING THE PROGRAM

Partnering with Your Child's Educators

Developing a relationship with your camper's educators and camp director can lead to a better camp experience for your child. Not only that, but your child will interact with his or her counselors differently than you or their teachers, so there's an opportunity to gain insight into your child's personal development. There are 2 simple questions we encourage you to think about and be prepared to discuss with your child's counselors:

1. *What are my hopes for my child?*
2. *What are my fears for my child?*

Those two simple questions will give our counselors valuable guidance in how they can support your child. We encourage you to take the time to speak with your child's counselors or the Camp Director. Rest assured, our staff are here to support the development of your unique child.

Lost & Found Policy

Please label your child's items, especially water bottles and towels. If your child does lose something, we keep found items in a central location and try our best to reunite them with their owners throughout the day. Parents/guardians may look through Lost and Found during arrival or dismissal.

Foul Weather Policy

Camp will be held rain or shine. During thunderstorms or heavy rain, we will move inside the camp building until the storm passes. Indoors we will continue lessons, play games, do crafts and other activities.

In case of extreme/ severe weather or events forecasted for the immediate future (hurricanes, tornadoes, etc.) camp will be cancelled and parents will be notified as soon as the decision is made. If a weather event, such as flooding, worsens throughout the day, parents will be asked to pick up their children early before the may prevent safe travel.

AFTER CAMP

Questions to Ask Your Camper

Asking your child questions about their camp experience can help them to understand the experience better than if they were left alone. We've provided a list of directed questions to support parents' support their children. We hope this will create a discussion that allows families to analyze their camper's experiences.

- *What new things have you learned about yourself?*
- *Have you learned any skills that you want to continue to develop?*
- *Was there anything that pushed you outside your comfort zone?*
- *Is there anything you would do differently?*
- *Describe an incident or activity at camp that had a special meaning for you.*
- *If you could change one thing about camp, what would it be?*
- *What is your favorite memory from camp?*
- *How can experiences at camp be applied to life and school?*
- *How did you like the campers and leaders?*
- *What can you teach me that you learned at camp?*
- *Finish the sentence, "If I come back to Sea Adventures Marine Camp, I will..."*

Stay Connected!

Encourage your camper to write to us or their new marine camp friends. You can also stay in touch through our Facebook page ([@TianaBayside](#)) ([@BacktotheBays](#)) or Instagram ([@ccemarineprogram](#))!

Feedback- Voice Your and Your Camper's Opinions

We want to know how we're doing! Please email Kim Manzo, kp92@cornell, Ella Gatfield, eg649@cornell.edu or Carolyn Munaco, cjm427@cornell.edu, with feedback. Your opinions, suggestions and concerns are valued!



BEFORE THE PROGRAM

IMPORTANT!

- **REQUIRED FORMS:**

All immunization forms must be submitted 2 weeks prior to camp start date - anyone who does not submit their paperwork on time they will forfeit their spot without a refund! Your child will not be allowed to attend camp without ALL completed required forms. The Department of Health requires us to possess a complete health profile on every camper.



Contact Information:

Find Us At:

Phone: (631)566-1215

Seahorse Art & Science and Marine Art & Science

Kim Manzo

KP92@cornell.edu

Bayside Adventures

Ella Gatfield

eg649@cornell.edu

ArtSea, Tiana Turtle Steward. Marine Art & Science

Carolyn Munaco

cjm427@cornell.edu

db695@cornell.edu (Office, Darci Bielenda)