



<b>Hoboken Campus</b>		<b>Jersey City Campus</b>
339 River Street	301 Garden Street	100 River Drive South
Hoboken, NJ 07030	Hoboken, NJ 07030	Jersey City, NJ 07310
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#### **Director of Auxiliary Programs**

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#### **PROGRAM DATES AND THEME**

- June 15 - 18 (*no camp 6/19*) | Sea, Sand, and Sun
- June 22 - 26 | Blast from the Past
- June 29 - July 3 | Wild and Wacky
- July 6 - 10 | Campchella
- July 13 - 17 | World Cup
- July 20 - 24 | Once Upon a Camp
- July 27 - 31 | Survivor Week
- August 3 - 7 | Animal Planet
- August 10 - 14 | Lights, Camera, Fun

## **SUMMER CAMP AT STEVENS COOPERATIVE SCHOOL STAFF**

Get ready for a memorable summer at Summer Camp at Stevens Cooperative, where we prioritize fun, friendships, and new experiences. Our team of skilled teachers and staff are dedicated to creating a nurturing environment for your child. With a blend of our progressive educational philosophy and warm, time-tested traditions, we ensure each child has a fulfilling, safe and engaging summer. We look forward to welcoming your family and providing an unforgettable summer.

### **PACKING FOR CAMP**

**What to Bring:** Children should arrive at camp in sneakers. Please make sure all items are labeled with the child's name.

- Water bottle
- Camp Backpack (provided on the first day of their camp experience)
- Hat and Sunscreen
- Extra Set of Clothing to be kept at camp including shorts, t-shirt, underwear, and socks
- Healthy, nut-free lunch or one ordered through our lunch service
- Snack is provided, however, if you prefer to pack your own we do have both a morning and afternoon snack time
- Medication, epi-pen, etc. (if applicable)
- Rest Items (PreK 3 and PreK 4 only): Small pillow and blanket
- Swimming days:
  - swimsuit,
  - towel,
  - water shoes,
  - goggles,
  - swimming cap (***Pool policy is that all campers must wear a cap***)
  - bag for wet items
- Field Trip days (6s & up only): Please wear a camp t-shirt (provided on the first day of their camp experience), backpack and water, and lunch from home.
- ***\*Additional items for Enrichment classes or camp theme activities will be listed in weekly camp emails.***

**What Not to Bring:**

- Money, valuables, or any electronic items - **the camp is not responsible for the loss of such items**
- Foods containing nuts or nut butters
- Soda or candy
- Glass bottles

### **Cell Phones**

Children cannot use cell phones during the day. Any child with a cell phone will leave it with their teacher at the beginning of the day and retrieve it at 4:00 p.m. Children in aftercare will retrieve cell phones from the front desk upon leaving.

## ARRIVAL AND DISMISSAL

### **Arrival**

<b>HOBOKEN</b>		<b>JERSEY CITY</b>
<b>RIVER STREET</b>	<b>GARDEN STREET</b>	<b>NEWPORT</b>
Staff will be present at the main doors to welcome campers at the door. Families have the choice to walk their camper to their classroom or campers can be escorted from the front doors to their respective classrooms.	Staff will be present at the main doors on 3rd Street to welcome campers at the door. Families have the choice to walk their camper to their classroom or campers can be escorted from the front doors to their respective classroom on the 3rd Floor.	Families will walk around the side walkway to the building and walk their camper to the back door of their classroom, where teachers will welcome campers directly into the classroom
<p>Early Morning Care: 8:00-8:30 a.m. Arrival: 8:30-8:45 a.m.</p>		
<b>Bicycles, Strollers and Scooters</b>		
Bicycles should be locked at the rack outside our building on 4 <sup>th</sup> Street. Scooters and folding strollers can be stored inside the building.	Bicycles should be locked at the rack outside our building on 3rd Street. Scooters can be kept with your camper in their classroom.	Bicycles, strollers, and scooters can be locked on a bike rack located in the rear of our enclosed courtyard space. There is also a bike rack outside our yard space to the rear along the riverfront walkway. We do not have anywhere to store these items inside our facility.

### **Parking**

For Hoboken camp families, only street parking is available. Families that drive may park temporarily on the street.

Newport camp families who drive to camp AND choose to escort their children to the backyard should park on the street near our Newport location. There are metered parking spots around the corner of our block. You may park in these metered spots for free every day between 8:00 - 9:00 a.m. and 3:30 - 4:15 p.m. using the **Newport Parking Tag** on the front dashboard of your vehicle.

### **Late Arrival, Absence, or Early Pick Up**

If your child will be absent or late please notify the office as soon as possible. Our camp groups have scheduled activities, some off-site, beginning at 9:00 a.m. every day, so we encourage all campers to arrive by 8:45 a.m. Campers who miss the bus on field trip days are not able to stay at camp as they do not have a group to stay with. If you need to pick your child up early from camp please do so before 3:15 p.m. After 3:15 p.m., managing many individual dismissals becomes a logistical constraint.

### **Dismissal**

Children will only be dismissed to a parent, guardian, or other person designated on the Pick-Up Authorization List. Any changes to the normal pick-up routine should be communicated to camp staff with as much notice as possible. Any adult picking up a child must present identification to any summer programs staff upon request. Families picking up early should arrive no later than 3:15 p.m. Any later, and we ask that you wait until the planned dismissal time of 3:45 p.m.

<b>HOBOKEN</b>		<b>JERSEY CITY</b>
<b>RIVER STREET</b>	<b>GARDEN STREET</b>	<b>NEWPORT</b>
Dismissal 3:45-4:00 p.m. Aftercare: 4:00-6:00 p.m.		
Children will be dismissed out the front doors.	Children will be dismissed outside the blue doors on 3rd Street.	All camp groups will be dismissed outside the backdoors of their classroom or gymnasium to their designated pick-up person. Pick-up people will be directed through the back gate to the classroom for pick-up.
Rising 5th-8th graders with a signed Unaccompanied Dismissal form in the Document Center may leave the building independently.		

### **Aftercare**

Aftercare runs M-F 4:00-6:00 p.m. for all ages for the cost of \$100 for the week or \$25 a day. Children not picked up at 4:00 p.m. will be taken to aftercare. Aftercare campers may then choose to play inside with games, art materials, or toys (LEGOs, Magnatiles, building blocks, etc.). Groups may also go outside for outdoor play. There is a late fee of \$25.00 if your child is not picked up by 6:00, and an additional \$25.00 for every 15 minutes thereafter, i.e. a pick up after:

- 6:00 p.m. would incur a \$25.00 late fee,
- 6:15 p.m. would incur a \$50.00 late fee,
- 6:30 p.m. would incur a \$75.00 late fee, and so on.

## **SNACK & LUNCH**

Snack occurs twice daily, once in the morning and once in the afternoon, before dismissal. Please feel free to send in your own snacks or Summer Camp at Stevens Cooperative will provide individually packaged snacks (cheez-its, pretzels, chex mix, goldfish or something similar) to campers.

Lunch can be provided by home or families may choose to use our preferred lunch delivery service, Simply Gourmet. The lunch service is not available to Adventure Campers or campers on their field trip days so they must bring lunch from home.

To create an account and manage orders, you can reference the [\*\*Simply Gourmet Parent/Guardian Letter\*\*](#) or go to [\*\*https://www.simplygourmetlunches.com/\*\*](https://www.simplygourmetlunches.com/)

### **Nut Free Policy**

To ensure the safety of all campers, our camp is a *nut-free* environment. This includes all forms of nuts (peanuts, tree nuts, etc.) and products containing nuts. We ask that parents and guardians carefully check all snacks and lunches to ensure they do not contain any nut products. Your cooperation in maintaining a nut-free environment is vital to keeping all campers safe and comfortable.

## **LOST AND FOUND**

A Lost & Found bin will be maintained throughout the camp session. Families are encouraged to check it regularly, as items can accumulate quickly. Please label all personal belongings with your child's name, as the camp is not responsible for lost or misplaced items. The Lost & Found will be available through the last day of camp. Any items not claimed by that time will be donated to a local charity.

## **CAMPER EXPECTATIONS**

### **Campers are expected to:**

- Respect the property of others, including program materials.
- Respect and follow the directions of the summer staff.
- Respect yourself and all others, treating them with kindness and empathy.
- Participate actively and safely in all camp activities.

### **Our Approach to Behavior: Restorative Justice**

At our camp, we are committed to fostering a community rooted in respect, empathy, and personal growth, one where every child feels safe, supported, and valued. When a camper makes a mistake or engages in behavior that impacts others, we use a restorative justice approach.

Rather than focusing on punishment, restorative justice emphasizes learning, accountability, and relationship-building. Our goal is to help campers understand the impact of their actions and develop the skills needed to make better choices in the future.

## **Key principles of our restorative approach include:**

1. Accountability: We encourage campers to take responsibility for their actions. This helps them understand how their behavior affects others and the community as a whole.
2. Understanding Impact: We facilitate conversations where the camper has the opportunity to reflect on how their actions may have hurt or affected others, helping them develop empathy.
3. Repairing Harm: The goal is to help the camper find ways to make amends or "repair" any harm caused. This might involve apologizing, offering to help, or finding another positive action to restore the trust and harmony of the group.
4. Inclusive Dialogue: Restorative justice emphasizes communication between the camper, the person affected, and staff members. This gives everyone a chance to express their feelings and work together toward a solution that benefits the entire camp community.

Through this process, we aim to guide campers in making better choices, building strong relationships, and growing into more responsible and compassionate individuals.

## **Camper Readiness & Detailed Expectations**

Below is a more detailed overview of the skills and behaviors campers are expected to demonstrate in order to thrive in our camp environment.

### **Independence & Personal Responsibility**

- The child can manage age-appropriate self-care tasks such as using the restroom, washing hands, dressing, and maintaining personal hygiene.
- The child is able to keep track of their belongings, care for their own water bottle, and gather their items independently.
- **For younger campers:** The child is fully potty trained (more on this below)
- **For older campers:** The child demonstrates responsibility and follows through with expectations independently.

### **Following Instructions & Staying with the Group**

- The child can follow directions from adults in a structured environment.
- The child is able to remain with their group, move between activities, and handle transitions throughout the day.
- The child understands and follows basic safety rules.

### **Communication & Asking for Help**

- The child can express their needs, feelings, and concerns to an adult.
- The child can inform a teacher or counselor when they need a break, feel unwell, or need help in a social situation.

### **Social Readiness & Group Interaction**

- The child has participated successfully in another out-of-home program such as school, daycare, after-school activities, clubs, or sports.
- The child can manage themselves appropriately in group settings.

- **For younger campers:** The child is comfortable interacting with peers and warming up to new people.
- **For older campers:** The child can collaborate, share space, and navigate typical peer dynamics with age-appropriate maturity.

#### Emotional Regulation & Coping Skills

- The child can handle frustration, conflict, and being away from home for the day.
- When upset, the child is able to use coping strategies with adult support.
- The child can adapt to new settings, routines, and experiences.

#### Stamina & Engagement

- The child can participate in a full, active day that includes outdoor time, hands-on activities, and scheduled transitions.
- The child has the energy, focus, and enthusiasm to remain engaged across a variety of camp experiences.

#### Interest & Motivation

- The child shows excitement or curiosity about joining camp, meeting new people, and trying new activities.
- The child demonstrates readiness to be part of a community experience.

#### Bathrooming

All campers must be fully toilet-trained before the start of their camp attendance. Fully toilet-trained children must be able to do the following without adult assistance and minimal adult prompting:

- Be accident-free in regular underwear (i.e., not training pants or disposable pull-ups) during the daytime, for at least two weeks prior to the start of their camp attendance.
- Recognize and be able to tell a teacher in words that they must use the bathroom before they have to go
- Hold their bathroom need until they can get to the bathroom from a classroom or the playground
- Be able to get on and off the toilet mostly independently
- Pull down/up their pants/underwear or lift dress/skirt (please avoid sending children to camp with difficult snaps or buttons)
- Wipe themselves after using the bathroom
- Flush the toilet
- Wash/dry their hands

#### MEDICAL AND EMERGENCY INFORMATION

The New Jersey State Department of Health requires each camper to have a completed medical form within the last calendar year on file. The Universal Health Form, available in the Document Center in your online account (Account Home Page > Additional Options > Document Center > Universal Health Record) must be completed and signed by a physician before the start of camp. There must be at least

two emergency contacts listed (other than the parents/guardian). In addition, the contact information on file must be up to date each week your camper attends camp.

### **Administering Medication**

If your child requires medication during the day, you must send a signed note with instructions and label the medicine with your child's name. Medication will only be administered by the nurse and authorized staff. If your child requires the use of an EpiPen, the parent/guardian must provide it on the child's first day of camp with complete orders from the child's physician. The EpiPen must be labeled exactly as it came from the pharmacy. Our administrators and staff are trained in EpiPen use.

### **Asthma**

All inhalers are to be checked in with the camp office and nurse. It is our policy that children under eight years old do not carry inhalers. Camp teachers will carry inhalers in their camp class bag that will travel with them to each activity. All inhalers must be labeled and in a Ziploc bag. The camp has a nebulizer available for use if proper authorization, appropriate medication, and a formal medical order from your camper's physician are sent in by the parents/guardians.

### **In Case of Emergency or Illness**

Parents/guardians will be asked to pick up their child if the child has a fever, has vomited, or is feeling unwell and is not comfortable enough to stay at camp. In the event of an urgent medical emergency that cannot be treated on our premises, children will be taken to a local hospital at the discretion of the ambulance, and parents/guardians will be contacted immediately.

### **ILLNESS PRECAUTIONS**

Summer Camp at Stevens Cooperative is committed to the health and well-being of all our campers. We will continue to follow all CDC and NJDOH guidance. We will be sure to communicate any pertinent information to families as it may arise.

To ensure the health of all, children must be kept home if they have:

- Diarrhea or vomiting
- Temperature of 100 degrees Fahrenheit or higher
- Sore throat
- A deep, wet-sounding cough (a "productive" cough)
- Yellow eyes or jaundiced skin
- Red eyes with discharge
- Difficult or rapid breathing
- Infected skin or skin rashes lasting longer than 24 hours
- Swollen joints
- Visibly enlarged lymph nodes
- Blood in urine

Following particular illnesses, please keep your child home until:

- Fever: their temperature has remained normal for at least 24 hours.

- Colds: nasal secretions are clear.
- Chicken Pox: for at least 24 hours after the eruption of the last spot, and until all pustules are completely dry and scabbed-over.

### **SESSION CHANGE REQUESTS**

We realize that occasionally there may be a change in your schedule that conflicts with the week your child is registered for a summer program. Session cancellations and session swaps can be made by you on your account until May 1st. For our full policy, please refer to the Tuition and Refund Policy section of our Terms of Agreement

### **CAMP ACTIVITIES**

- Morning and afternoon meetings
- Cooperative classroom games and activities (based on camp theme)
- Swimming - Formal instruction and recreation
- Art - projects fitting the theme of the week using a variety of media
- Recreation - sports and cooperative games to encourage participation and teambuilding
- Music & Movement- songs, instruments, cooperative games, and rhythm
- Lunch and Snack
- Rest Time
- Playground/Park time
- Sprinkler
- Enrichment- blocks of time dedicated to activities specific to class subject (Enrichment Camps only)
- End of the week large-scale themed event

### **Swimming**

At Summer Camp at Stevens Cooperative, swimming is a fun and essential part of our summer experience! We prioritize safety, skill development, and enjoyment for all participants. While at the pool, camp groups will be supervised by their two camp teachers, two swimming specialists, a lifeguard on duty, and any available support staff. All swim sessions will include a mix of instructional and recreational swim, at an age-appropriate level.

All campers are required to wear a floatation device unless determined by their parent/guardian and communicated to camp staff. **If your child does not need to wear a floatation device, this can be noted on your camp location's respective swimming consent form, in the registration process, and accessible in the Document Center of your UltraCamp account.** Swimming days will be indicated on weekly camp emails.

### **HOBOKEN**

All campers swim twice per week for 45 minutes at the DeBaun Aquatic Center on the Stevens Institute of Technology campus.

## **NEWPORT**

All campers swim three times per week for 30 minutes at the Newport Swim and Fitness Center pool.

### **Field Trips**

Field trips offer campers the opportunity to explore new places, learn about the world around them, and engage in fun, hands-on activities. Trips may include local museums, parks, nature reserves, theaters, planetariums, Sandy Hook Beach at Gateway National Park in Atlantic Highlands, and other exciting locations depending on the camp's theme for that week. Details of each trip will be shared in weekly camp emails.

In the event of inclement weather, or trip cancellations made by the venue, attempts will be made to reschedule during that week, however, if this is not possible for logistical reasons, no refunds will be issued for canceled trips. Camp staff will program a camp day on-site that focuses on fun and safety. Canceled trips will be communicated to families promptly, on an as-needed basis.

*\*Field Trips are available to 1st Grade campers and older.*

**Please check weekly emails for the most up-to-date details specific to each upcoming week of camp. Contact [summer@stevenscoop.org](mailto:summer@stevenscoop.org) with any questions.**

### **IMPORTANT DOCUMENTS**

**Student Health Record:**

<https://stevenscoop.finalsuite.com/fs/resource-manager/view/d4b7a57b-998f-436c-ae74-9141d473dbba>

**Simply Gourmet Information Letter:**

<https://drive.google.com/file/d/1ltjjgk4BgDRRkddOrHmIpQyyIwJUAjZ1/view?usp=sharing>

**Newport Parking Tag:**

<https://drive.google.com/file/d/1bj8W5eMwQdZ5Miv9o7QXpZODHRH0pCRo/view?usp=sharing>