



**Bonjour NY**  
**Parent Orientation Handbook**

## CAMP GOALS AND OUTCOMES

One of our primary goals at the Bonjour NY French Summer Camp is for our campers to **noticeably improve their level of French by the end of their camp session, whether they attend for one week or nine weeks, and whether they are native speakers or not.**

In terms of content, this means campers will acquire new vocabulary, grammar, and knowledge of Francophone culture. In terms of process, campers will leave camp with an increased level of comfort speaking French as part of their everyday lives. Campers should not consider French to be just another subject in school. Instead, they should be able to communicate in French without realizing they are not speaking their native language. Bonjour NY works to achieve these goals by using the total immersion method of language teaching.

Campers will communicate almost exclusively in French each day with peers and adults and will acquire vocabulary, grammar and cultural awareness chiefly within the following domains:

- Social interaction
- Daily routines
- Sports and games
- Food and eating
- Music, art and dance
- Travel

**Campers will be grouped according to their mastery of the French language to the greatest extent possible.**

Furthermore, it is our goal that campers come away from camp with a **greater appreciation of people from many cultures and of the fact that the Francophone world extends far beyond France.**

In this area, campers will be able to, among other things:

- Identify several outdoor games played in Francophone cultures
- Identify cultural habits relevant to mealtime in various Francophone countries
- Identify distinctive cultural products from the Francophone world such as toys, clothes, foods, currencies, games, traditional crafts, and musical instruments.

Finally, we seek to provide a camp environment where campers will **develop their self-confidence and self respect.** Camp is a place for children to feel secure, step outside their comfort zones, engage with new people in fun and challenging activities, and feel truly accomplished.

In this area, campers will be able to, among other things:

- Identify new friends they've made and new areas of New York City they've become familiar with
- Discuss a situation where they used teamwork to accomplish a goal
- Identify a skill that was initially difficult but that became easier
- Feel comfortable with summer camp routines and structures
- Use the French language with conviction

## **LOGISTICS**

### Hours

You can drop off your child between 8:30 and 9:00 am. Pickup is between 4:30 and 5:00pm. The half-day program ends at 1.00 pm (And at 1:30pm on Tuesdays and Thursdays). If you selected the extended hours option, we offer early drop off starting at 8:00 am and late pickup until 6 pm.

### Attire

Campers should wear their Bonjour NY t-shirts everyday, their Bonjour NY backpack as well as close-toed shoes suitable for physical activities. Campers should bring swimming attire every day since even on days when they don't go to the swimming pool, they might do other water-based activities such as sprinklers. It is recommended that parents pack a change of clothes.

### Food

Campers bring their own lunch. Bonjour NY provides snacks.

With your child's lunch, please pack an ice pack in their backpack if the lunch contains anything that spoils easily, such as mayonnaise or yogurt. There is a refrigerator, but during day trips the lunches will be in the children's backpack until they are eaten.

Due to the increasing numbers of children affected by nut allergies, we ask all of our families to refrain from sending any nut products to day camp. We train campers and our staff to never allow food sharing because of food allergies.

## **HEALTH POLICIES AND PROCEDURES**

### Staff qualifications

The following staff members are certified in CPR Pro and Advanced First Aid and are authorized to provide medical care to campers only within the scope of that training. This includes care for minor burns and cuts, care in cardiac and breathing emergencies, Epinephrine administration and the use of an Automated External Defibrillator (AED).

- camp director
- health director
- aquatic director
- lifeguards
- Several head counselors (2/3 of our team)

**Counselors who are not certified in CPR and First aid will not provide any medical attention to campers, including basic first aid.**

No member of the camp staff is qualified to deal with mental health-related issues. To the extent that such symptoms arise, the health director will call parents to inform them of the circumstances; parents will be responsible for seeking qualified assistance outside of camp.

#### Illness or injury

Parents are notified every time their child suffers an illness or injury. The health director is responsible for assessing the severity of illnesses or injuries and for contacting parents. In cases where the camp director/health director judges that the illness or injury is superficial, such as skinned knees, paper cuts, minor stomach aches, etc., the health director will notify parents when they pick up their child at the end of the day. When the camper's illness or injury is more serious, parents will be notified immediately. More serious medical conditions include

- a fever above 99 degrees Fahrenheit
- situations where a child's physical complaint doesn't diminish after an hour and after all attempts have been made to relieve the pain
- any situation requiring Bonjour NY to call emergency services.

The health director will call the parents to describe the symptoms and ask for pertinent information and advice. In cases where nothing works to improve the camper's condition, the health director will call the parents again and ask them to have someone take the child home.

#### Medication administration

No staff members, including the health director, are authorized to give campers medicine. Campers self-administer all medications, sunblock, antiseptic sprays, etc. under the supervision of the health director. If campers are too young to apply sunblock, the health director or counselors administers sun block spray. No over-the-counter medications are permitted at camp or on trips at any time. Prescription medications will be accepted with a physician's prescription and directions for self-administration. The health director will verify the proper dosage for these medications and supervise the camper's self-administration. Bonjour NY staff never administer injections.

#### Medication storage

All medications will be kept on the health director's person or head counselor at all times (in a fanny pack).

Parents must submit their children's prescription medications to the camp health director. Instructions for administering must be on the bottle itself. Medications will then be stored in the locked medicine box/counselor's fanny pack and removed only by the health director or authorized counselor when necessary for

administration.

## **SAFETY PROCEDURES**

### Drop-off and pick-up procedures

Campers are to be released only to the individuals designated on the dismissal authorization form that parents submit to Bonjour NY before the camp session begins. These authorized individuals sign their name next to his or her child's name on the sign out sheet every day, and counselors check their signatures against the authorized release list before letting campers depart.

In situations where someone whose name is not on the dismissal authorization form comes to pick up a child, a member of the camp staff will call parents to verify that they allow that person to pick up their child. This person is then asked for ID and camp staff writes down the relevant information on the sign out sheet. Parents are asked to provide written authorization for that person to pick up their child in the future.

The camp director calls the parents of any missing camper to verify whether the camper is late or will not attend camp that day.

### Fire drills

Bonjour NY staff conducts fire drills every Monday or Tuesday morning at the beginning of a new camp session in English.

### Emergency communications

In cases that require calling emergency services, the camp owner or administration staff will call the affected camper's emergency contacts to apprise them of the situation.

## **CAMPER BEHAVIOR MANAGEMENT**

Campers are given a comprehensive 30-minute orientation every Monday or Tuesday at the beginning of each new camp session that covers the week's activities as well as camp rules and safety information.

### Camper discipline policy

- Disruptive behavior will first be met with verbal requests from the counselors to stop and time-outs from activities.
- If the disruptive behavior continues, the child will be removed from the activity and may be removed from activities for the rest of the day
- If the camper continues to be disruptive, parents will be notified.
- A child will be asked to leave the camp only in extreme cases
- Serious behavior or problems should be recorded in the non-medical incident log at the camp director's discretion.
- Discipline problems will be discussed at the weekly staff meetings.

## Bullying

Bonjour NY staff is trained to foster positive relationships among campers, including conflict resolution, problem solving, and the importance of teamwork and making new friends. At the same time, we realize that challenging behavior exists. Therefore, camp staff is trained to recognize and respond to bullying. Counselors explain to campers during their orientation on the first day of each session what bullying is and that it is not acceptable under any circumstances, and what they should do if they suspect they witness or experience bullying.

## **PERSONAL PROPERTY POLICY**

### Personal Sports Equipment

Bonjour NY-owned equipment or any other equipment found on camp property that does not belong to the camper or counselor is not to be used without permission and instructions from a counselor. Campers may be removed from an activity or prevented from using an item at a later date if they do not properly follow these instructions.

Campers and counselors are allowed to bring their own equipment for appropriate use in camp activities. However, campers are advised not to do so since Bonjour NY provides all the equipment they will need. Campers and parents are also advised that if campers choose to bring personal equipment to camp, they do so at their own risk. Bonjour NY will not reimburse campers or counselors for personal equipment damaged or lost while in use at camp.

## **DAY TRIPS**

### Transportation

Chartered school buses are used for camp outings.

### Chaperones

No chaperones are allowed on day trips.

### Swimming

Campers go swimming at NYC public pools two times a week, on Tuesday and Thursday mornings. Even though all these sites have their own lifeguards, we bring our certified lifeguards and an aquatics director on all swimming trips to ensure that Bonjour NY campers are directly supervised at all times.

### Arrival and Departure Information for Camp Day Trips

Unless prior notice is given, all day trips taken by the Bonjour NY French Summer camp will occur during normal camp hours. Campers will return to the camp site in time to be picked up by parents or guardians at the usual camp ending time.

### Deviations from Normal Schedule

Parents or guardians will be informed of a change in schedule that would require campers to arrive earlier or to leave later than usual to or from the camp site. In case of unforeseen conditions such as inclement weather that might lead to campers returning to the camp site later than the usual ending time, or to a trip cancellation, either the camp director or Bonjour NY's administrative assistant will call or text parents or guardians as soon as possible to inform them of the circumstances and of the estimated arrival time.

### Bus Safety Procedures

Bonjour NY transports campers to and from trips in chartered buses provided by NYC-certified bus companies. We abide by all bus company safety rules during loading, unloading, and riding in the bus.

*In-Bus Procedures:* Campers are to be seated facing front and are to be belted in at all times. They must keep their heads, hands and arms inside the bus at all times and speak to others in a normal speaking voice that does not distract the driver. They are to keep their belongings either on their laps or under the seat in front of them and out of the aisle. Counselors are to supervise all behavior while the bus is en route. If campers have questions or concerns while riding the bus, they are to stay in their seats and raise their hands so that counselors can assist them.

### Bus transportation orientation for campers

Before getting on the bus, counselors provide campers with an orientation about the safety regulations they need to know and procedures they need to follow while riding the bus.

#### General Safety Rules:

- Stay with your assigned counselor at all times.
- Wait for your assigned counselor to give you instructions to board the bus before getting on.
- When entering the bus, walk slowly one by one up the stairs, holding on to the handrail so you don't fall. Do not push each other.
- Try to buckle your seat belt, and ask your counselor if you need help.
- Stay seated facing the front with your seatbelt on AT ALL TIMES!
- Keep all of your belongings either on your lap or under the seat in front of you; do not put them in the aisle.
- Speak with others using a normal speaking voice that isn't so loud that it will distract the bus driver.
- Don't lean out the bus windows. Keep your head, hands, arms, legs or other body parts INSIDE the bus at ALL TIMES.

- If you have a question or need a counselor's help while you're in the bus, raise your hand and a counselor will come and help you.
- When we arrive either at the trip site or back at camp, **STAY SEATED AND BUCKLED** until your counselor says it's ok to stand, move into the aisle and walk off the bus.
- Walk off the bus in the same way you got on: one by one, holding the handrail.
- Get in a line behind your counselor and wait for everyone else to get off the bus. Stay with your buddy and your group **AT ALL TIMES**.
- Do not touch anything related to the exit doors at any time.
- Do not eat while on the bus.

Bus Evacuation Procedure:

- If anything happens and we have to get off the bus before we arrive at our destination, wait for instructions from your counselor. He or she will tell you exactly what to do.
- When he or she instructs you to get off the bus, make sure your buddy is with you.

**HAVE A GREAT SUMMER!**

**PASSEZ UN BON ÉTÉ !**



