



Kids in the Game Summer Camp

Parent Handbook 2020

CONTENTS

Welcome to Camp	3
Camp Overview	3
Summer Goals	3
Communication Information	3
Registration Information	4
Registered Weeks	4
Trip Consent	4
Health Form	4
Parent Orientation	4
Payment Information	5
Balance	5

Refund Policy	5
Tax Information	5
Daily Procedures	5
Drop-Off	5
Lunches and Snacks	6
Pick-Up	6
After-Care	7
Absence	7
Field Trips	8
Swimming	9
What to Bring to Camp	9
What Not to Bring to Camp	9
Camper Attire	10
Lost and Found	10
Checklist	10
Camp Store	11
Health, Safety and the Camper Code	11
Camp Group ratios	11
Prescription and Non-Prescription Medication	11
Camper Code	12
Behavior & Discipline	12
Bullying	13
Health & emergency Notifications	13

WELCOME TO CAMP

CAMP OVERVIEW

- Kids in the Game provides positive experiences and opportunities through sports and creative play. Those opportunities do not stop when school is out for the Summer! Staying physically active and engaged is a very important part of Summer break. At Kids in the Game, we aim to provide a comprehensive Summer experience for children as young as Pre-K, all the

way up to those entering 8th grade. A well-rounded Summer is an important part to every child's development!

SUMMER GOALS

- At Kids in the Game's Summer Camp, we want to ensure every child has a fun and enriching Summer. Providing an environment for growth and exploration to help children reach developmental landmarks is a year-round goal at Kids in the Game.
- Each child will:
 - Learn a new skill
 - Play a new sport
 - Develop a positive relationship
 - Make new friends
 - Have fun!

COMMUNICATION INFORMATION

- To provide the best Summer Camp experience possible, we think it is important to maintain open lines of communication. To notify you of upcoming events, themes, trips, and the like, keep an eye out for flyers, handouts, bulletin board posts and other methods of communication. All of this can be found at the camp registration/ sign-in table daily.
- Email
 - info@kidsinthegame.com
- Phone
 - 212-634-7262 ext. 2
- You should always feel free to reach out to Kids in the Game and Camp Administration.

REGISTRATION INFORMATION

REGISTERED WEEKS

- Camp registration and management will be handled through an online account via a partnership between Kids in the Game and UltraCamp. You can access all your camper's registration information throughout the Summer via the UltraCamp website using the account you create. This includes review of the week(s) you are registered for, payment balances, after-care sign-ups, swimming registration, individuals you have authorized to pick-up your camper, and more.
- You can make adjustments via your UltraCamp account to all your camp registration needs throughout the Summer.

TRIP CONSENT

- These forms will be sent to you electronically as camp approaches and can be returned to info@kidsinthegame.com or brought to Camp Orientation Night.
- The Trip Itinerary and Consent form will allow your child to attend our weekly field trips. This will have a detailed outline of each week's day-trip and will allow you to pick and choose which trips you want your child to attend. This will also include our daily trips to the park.

HEALTH FORM

- Please complete this form and upload it to your UltraCamp account or bring it to Camp Orientation Night.
- To fully enjoy the action-packed Summer, we must ensure your child is healthy! The Camper Health Form is required for enrollment in Summer Camp. This form must be completed by you and your child's primary care physician or pediatrician.
- You should have received the acceptable form via email. The form is also available on your UltraCamp account. There is a blank form attached to this Handbook in Appendix A.
- **Campers MUST have a completed health form on the morning of the first day of camp to be dropped off.** Without this form, campers are not permitted to attend camp. This form must be filled out no more than 1 year prior to the last day your child will be attending camp.
 - For example: If the camper's last day of camp is August 2nd 2020, the earliest date that can be listed on the health form is August 3rd, 2020.

PARENT ORIENTATION

- In preparation for the Summer Camp season, we invite you to join us at one of our parent orientations located at the campsite. We ask that you attend one of the orientation dates to learn the ins and outs of Kids in the Game Summer Camp and confirm you have all required paperwork (health form, trip consent form). Parent orientation sessions will include information on safety procedures, day to day processes, field trip procedures, and much more. Dates will be communicated once finalized.

PAYMENT INFORMATION

BALANCE

- Full payment is required before your camper arrives at camp. During online registration, a non-refundable \$100/week deposit was paid. That \$100 is applied towards each individual week of camp you registered for. The

cumulative amount deposited (i.e. \$400 for 4 weeks of camp) cannot be applied to any other week of camp.

- The remaining balance is to be paid leading up to camp and no later than the Friday before your child is registered to attend.
- All accounts have a scheduled payment for 8/21/20 (the last day of camp) that will clear up any incidentals or outstanding balances that have not been paid prior.

REFUND POLICY

- The \$100 deposit for each week of camp is strictly non-refundable and non-transferable.
- A camper's weeks are able to be switched pending availability (price may vary). Weeks cannot be transferred to another child. All transfers must be made before June 15th.
- There are no refunds or discounts for being absent due to sickness, vacation, inclement weather, other programming, or any other reason including moving, unexpected circumstances, etc.
- If you pay for multiple weeks in full and would like to cancel certain weeks, you can do so before June 15th. This will be a full refund, minus the \$100 deposit per week registered for. There will be no refunds or credits granted after June 15th.
- If you pay for swim lessons and would like to cancel certain weeks, you can do so before June 15th. This will be a full refund of the swim lesson fee. There will be no refunds or credits granted after June 15th.
- Picking up after 6pm will result in a \$30 late fee per child for every 15 minutes. As we are only permitted in the building until 6pm, it is extremely important all campers are picked up by this time.

TAX INFORMATION

- Kids in the Game's Tax ID is 46-2686302

DAILY PROCEDURES

DROP-OFF

- Procedure
 - Drop-off starts at 8:00AM and runs until the camp day officially starts at 9AM.
 - If you will be dropping your child off via car, please be sure to drive safely in the vicinity of camp, and do not block any road ways.
 - There is a process for dropping off lunches upon sign-in. Camp administrative staff will assist in this process on day one of camp.

- The Camp Director and members of the administrative team will be at the sign-in/ registration table to welcome you and your camper as well as answer any questions you may have.
- Upon signing-in your child, they will join their group for the day!
 - We ask that you say your goodbyes to your child upon signing them in. We know that this is the first camp experience for many of our campers, and want to help accommodate that. We often find that lingering can prolong the goodbye and make separation more difficult. Our coaches are highly skilled and excellent at making your child feel welcome upon your departure! If any problems persist, you will be contacted immediately.
- Late Arrival
 - If you will be arriving after 9AM, please contact the camp administration. This will allow them to let your campers' coaches and division leaders know that you are on the way. The camp day begins at 9AM and groups will begin to travel to their first activities shortly after the morning rally.
 - We ask that you please try to arrive by 9AM so that the camp day can get off to a great start without delay!

LUNCHES AND SNACKS

- All food brought to camp must be *nut-free* due to allergen requirements. Your understanding and support is greatly appreciated in providing a safe environment for all campers!
- Lunch
 - All campers are required to bring their own lunch.
 - Please label your child's lunchbox as well as all items inside.
 - Lunches will be organized upon drop-off and placed in refrigeration units at the beginning of the day.
 - We suggest sending your child with a nutritious and non-perishable lunch.
- Snack
 - There is a Snack Shop at camp if your child would like to purchase snacks. Otherwise you can pack a snack to send with them!
 - The Snack Shop includes items such as sports drinks, water, pretzels, fruit snacks, and other healthy options to keep your child fueled for all activities.
 - Snacks should be packed separately from lunch, as the lunches will be put away in refrigerators until lunchtime.

PICK-UP

- Procedure

- o Pick-up starts at 4:00pm and runs until 4:30pm for campers entering Kindergarten or up (at 4:30 your child is checked-in to after-care, and you will be charged for that time).
- o Pick up for Pre-K campers starts at 2:30pm and runs until 3:00pm (at 3:00 your child is checked-in to after-care, and you will be charged for that time).
- o Anyone picking-up a child must show a valid ID upon sign-out.
 - To sign a child out, you *must* be listed on that child's authorized pick-up list.*

*This list can be edited throughout the summer via your UltraCamp account. If you would like to add or remove someone on site, the camp administration can also assist in making those edits.

- Camp administration, including the Camp Director and Assistant Directors will oversee this process daily and be available to answer any questions.

AFTER-CARE

- After-Care
 - o If you are unable to pick-up your child by 4:30PM you can register them in after-care.
 - o After-care runs from 4:30-6pm (K-8th Grade)
 - Pre-K after-care runs from 2:30-6pm
 - o After-care can be added or removed on-site as needed. You can also pay for after-care on-site as needed.
 - o If you are unsure when you may need to utilize after-care, please communicate with the camp administration as soon as you know when you will be using it. We understand that schedules change, and we are happy to accommodate!
- Payment
 - o After-care is an additional cost of \$20/day per camper entering Kindergarten or above. After-care for Pre-K campers is \$25/day.
 - o Payment can be made online beforehand or on site if you are using after-care as-needed.
 - o If your camper is not signed-up for after-care and they are not picked up by 4:30, they will be checked-in to after-care. A note will be made on your account. Upon pick-up, if you would like to pay for after-care in cash or check, that can be completed. Otherwise, the charge can be added to the card you have on file on your account.

	Time	Cost
Pre-K Campers	2:30-6pm	\$25/day
K-8 th Grade Campers	4:30-6pm	\$20/day

- Activities
 - This is an extension of the camp day but with fewer kids. Children in after-care will have a few options of activities each day. After a long active day, after-care options include relaxing games, arts & crafts, and other ways to unwind and recharge for the next day.

ABSENCE

- Please notify camp administration if your child will be missing a day of camp. For your child's safety, if we are not alerted of their absence a call will be made to ensure they are under your watch. The Health Director and administrative staff are responsible for reaching out.
- Illness – If your child has been diagnosed with a contagious illness or you have reason to believe they have such an illness, please hold them out of camp until they are well enough to participate and interact with their peers.

FIELD TRIPS

- Kids in the Game Summer Camp offers great experiences, not only at camp, but away from camp headquarters as well. There are a few things to be aware of if your child is attending our weekly field trips:
- Trip Consent
 - If you have not filled out the trip consent form, your child will not be allowed to travel with the rest of the campers on the trip. If you do not want your child to attend a particular trip they will remain at camp that day and participate in normal camp-day activities.
 - Please be aware of any announcements on the days leading up to a trip. These will be made at the registration/sign-in table and made known at pick-up and drop-off.
- Day of...
 - Please be sure to arrive on time on field trip day. Some trips require that we leave camp shortly after the start of the day at 9AM.
 - Before leaving camp, campers will go through an orientation for the day's trip and be reminded of all safety procedures and rules.
 - The camper to coach ratio for field trips is 5:1. Once campers are assigned to their field trip group, they will remain with those five campers and counselor all day.
 - If campers are delayed in their return to camp, the administration will communicate with parents and guardians about a potential late arrival back to camp that day along with details about how camp dismissal and pick-up may be affected that day.
- Special requirements
 - Campers are given and required to wear their Kids in the Game tee-shirt on field trips.
 - Each camper will also be provided with a bracelet with the camps contact information on it for safety purposes.

- o Lunch
 - Lunch must be brought in a disposable bag on field trip days. Many of our field trip sites do not allow us to bring in lunch boxes so being able to dispose of the waste is most efficient. Please label your child's disposable lunch bag.
- Transportation
 - o This Summer's field trips require local travel on public transportation (NYC Transit) as well as some travel on private transportation (contracted buses). All staff are trained on travel procedures. Campers will go through a field trip orientation to make sure they understand the rules and procedures of the trip.
 - o Clear communication regarding what mode of transportation is being used during that week's field trip will be sent out and shared in the days leading up to the trip.
 - o Campers and camp staff will never use personal cars to transport anything or use for transit of camp related activities.

SWIMMING

Open Swim

- Campers entering 1st grade and up in the Fall will be permitted to participate in open swimming once a week.
- All campers who would like to attend swimming trips must first pass a swimming test. Please be aware that if your child does not know how to swim they may be asked to stay at camp during these trips.
 - o This is a "Free-Swim" session, and there will not be a swimming lesson component to it.
- All of Kids in the Game's aquatics staff are trained and certified lifeguards. In collaboration with onsite swim staff, they ensure the safety of all children while at the pool.

Swim Lessons

- You have the option to enroll your child in swim lessons, regardless of their swimming ability, for an additional cost per week. This can be completed via your UltraCamp account.

WHAT TO BRING TO CAMP

- Daypack
 - o Water Bottle
 - o Sunscreen
 - o Bug Spray
 - o Extra set of clothes
 - o Lunch & Snack (*nut-free*)

- o Swimsuit and towel for swim days

*Please label all personal items being sent to camp

- Optional Items
 - o Hat
 - o Sunglasses
 - o Wipes
 - o A book (for downtime)

WHAT NOT TO BRING TO CAMP

- Personal Sports Equipment
 - o Kids in the Game provides all the necessary sports equipment. Therefore, your child does not need to bring his/her own. Kids in the game is not responsible for lost or stolen equipment.
- Personal Property
- Toys
- Screen-Free Camp!
 - o Cell Phones*
 - o Electronic Device- iPods, MP3 Players, Radios, Personal DVD Players
 - o Video games
- Trading Cards
- Make Up
- Skateboards, Roller Blades, Scooters, etc.
- Jewelry
- Pets or Animals
- Drugs, Alcohol, Weapons, or Vehicles of any kind.

*Cell phones are prohibited to enhance your child's camp experience. We understand that you may want your child to have one for emergency purposes. Please make arrangements with camp administration if your child will have a cell phone with them. Under these circumstances, campers can bring their cell phones, as long as they are kept in their bags and do not become a distraction.

CAMPER ATTIRE

- We have an action-packed Summer ahead! Your child should dress comfortably. This means being ready for time in the park and in the warm sun. We suggest shorts, tee-shirts, comfortable socks, and sneakers. Packing an extra set of clothes is required for lower camp and encouraged for all other campers.
- Additional items that may be helpful are hats or sunglasses to shade from the sun.
- If your child would like to wear sandals that is OK, as long as there are sneakers packed in their bag.
- During field trips, campers are required to wear the Kids in the Game tee-shirt they will be provided with upon their first field trip.

LOST AND FOUND

- KING Summer Camp does have a lost and found area. To reduce the number of items lost, we strongly suggest labeling all of the items your child will be bringing to camp. Kids in the Game cannot be held responsible for lost or stolen property.
- All items in the Lost and Found need to be picked up during the last week of Summer Camp (8/17-8/21).
- Items left at camp after 8/21/20 will be donated to Good-Will.

CHECKLIST

- Backpack
 - ✓ Lunch and Snack (*nut-free*)
 - ✓ Sunscreen
 - ✓ Bug Spray
 - ✓ Water Bottle
 - ✓ Extra set of clothes
 - ✓ Swimsuit and Towel for swim days
 - ✓ Be sure to label all personal items being sent to camp
- Additional items for Pre-K and K Campers
 - ✓ Package of wipes
 - ✓ Nap mat
 - ✓ Bed sheet or towel for nap time

CAMP STORE

- Your child will receive a Kids in the Game Summer Camp tee-shirt on their first week of attendance. If you would like to purchase another camp tee-shirt for yourself or your child, the Camp Store will be open each day at drop-off and pick-up. Other items will be available for purchase as well, such as reusable water bottles, tote bags, and sunglasses.

HEALTH, SAFETY AND THE CAMPER CODE

CAMP GROUP RATIOS

- To guarantee a safe and fun environment, Kids in the Game Summer Camps adhere to a strict camper to coach ratio. Not only does this improve the overall safety and well-being of our campers but it also ensures more personalized and attentive instruction.
- Normal Camp Activities:
 - Ages 4-5 1:5
 - Ages 6-7 1:8
 - Ages 8+ 1:10
- Field Trips:

- o All ages 1:5

PRESCRIPTION AND NON-PRESCRIPTION MEDICATION

- Medication should be taken before and after camp whenever possible. Before we can allow your child to self-medicate, you must complete the medication instruction form. If your child will need medication during camp hours, please abide by the following procedures:
 - The camp must receive written authorization from the parent/guardian and physician along with the name of the medication, the condition for which the medication is being used, the required dosage, and the frequency with which it is to be dispensed.
 - All medications must be clearly labeled with the child's name.
 - All prescription medications must be current and in the original prescription bottle.
 - All medications must be given to the camp staff on the first day your child attends camp.
 - All medications must be picked up by the parent/guardian at the end of the camp week.
 - Explicit written directions including dosage and frequency of dosage must accompany medication.
 - The Health Director or Assistant Camp Director will supervise while campers self-medicate.
 - All medication will be kept in a locked, secure location.

CAMPER CODE

- All campers at Kids in the Game Summer Camp are expected to adhere to the following Camper Code:
 - o I will be respectful and honest to:
 - My coaches, my peers, my spaces, and my community.
 - o I will stay "In-Bounds" by:
 - Following all rules and instructions laid out by counselors and staff.
 - o I will be safe by:
 - Playing by the rules of the game and using my hands and feet the way they are supposed to be used.
 - o I will be kind by:
 - Being a good teammate and making sure my camp is a bully-free zone. I pledge to help others when I can.
 - o I will do my best to have fun!

BEHAVIOR & DISCIPLINE

- Summer Camp should be a safe and fun experience for all! To maintain that creed, there must be rules to follow and consequences to enforce them. Kids in the Game implements a discipline policy that has a strong emphasis on

positive reinforcement, redirection, prevention, and the development of self-discipline. Reminding campers that camp rules are established for safety and to ensure that there are behavioral expectations. Suggesting positive alternatives to unacceptable behavior before it gets out of control is important in our eyes.

- In the event that positive prevention is not enough, campers will be held to the following behavior and discipline steps.
- Disciplinary code for Minor and/or Serious Offenses*:
 - Step 1- Verbal warning
 - Reminder of camper code or rule broken and why we have that rule.
 - Step 2- Take a time-out/ Restriction from activity
 - Step back and reflect on the repeated offense.
 - Think of how to prevent this from happening again.
 - Loss of a full activity-block as a consequence.
 - Step 3- Conference with Director or Assistant Director
 - Discussion of repeated offense and how to help prevent it in the future.
 - Step 4- Call home to parent.
 - Step 5- Meeting with parent and child.
 - Step 6- Suspension from the camp.
 - Immediate suspension may occur for any offense deemed serious enough by the Camp Director
 - If any suspension should occur, no reduction or return of fees will be made.

*Minor Offense (i.e. Failure to follow Camper Code, disrespect to fellow campers or camp staff, inappropriate behavior or language, unsafe play, etc.)

Serious Offense (i.e. Stealing, fighting, bullying, endangering another camper or staff member's well-being or safety, verbal, physical, emotional or sexual abuse, possession of a weapon, alcohol or drugs, continued disregard for Camper Code or any other authority)

- We want to ensure a safe, fun, and quality camp experience for all!

BULLYING

- We want all campers to feel welcome and safe coming to camp and making new friends. That is why we provide a bully-free camp atmosphere. This stems from providing a well structured behavior code and making all expectations clear. Summer Camp has a team atmosphere and letting all campers know that bullying is not something teammates do, is important.
- All of our staff are trained on these standards that address the topic of bullying. These include:
 - Bully Free Zone; positive language about supporting your group/teammates and fair consequences for instances of bullying.
 - Creating a sense of community and team. Provide structure that makes campers feel comfortable coming forward with any bullying issues.

- Bullying is unacceptable at camp. Any suspected bullying between campers will be reported to the Camp Director immediately and communicated to the parents or guardians of the parties involved.
- If you suspect any bullying that has not been brought to the attention of Camp Administration, please reach out so that the situation can be dealt with swiftly and orderly.

HEALTH & EMERGENCY NOTIFICATIONS

- Parents/ guardians will be notified of an illness or injury to their camper immediately, depending on severity (as judged by the Camp Health Director).
- In case of a medical emergency, the child's parents and emergency contacts will be notified immediately.
- In all cases, the Camp Director or Health Director will make contact via phone call and then follow up on the incident during pick-up that day.
- An incident report will be made for each instance, big or small.

HEALTH RECORD FOR CHILDREN IN DAY CAMPS & AFTERSCHOOL & YOUTH CENTERS
 (This side to be filled in by parent before presentation to physician)

NAME OF PROGRAM _____

_____ / / M F
CHILD'S LAST NAME FIRST NAME BIRTHDATE SEX

Home Address: _____ Phone: _____

Parent or Guardian: _____ Phone: _____

Place of Employment: Father (Guardian) _____ Phone: _____

Mother (Guardian) _____ Phone: _____

In case of emergency, notify: _____ Phone: _____

If Parent, Guardian are not available in an emergency, notify:

1. _____ Phone: _____

or 2. _____ Phone: _____

Important: Has this camper been exposed to any communicable disease during the three weeks prior to camp attendance:
 Yes No (If yes, state type of exposure: _____)

HEALTH HISTORY: (Check box if child has had afflictions, give appropriate dates)

Allergies

- | | |
|--|---|
| <input type="checkbox"/> Rheumatic Fever _____ | <input type="checkbox"/> Hay Fever _____ |
| <input type="checkbox"/> Seizures _____ | <input type="checkbox"/> Poison Ivy, etc. _____ |
| <input type="checkbox"/> Diabetes _____ | <input type="checkbox"/> Insect Stings _____ |
| <input type="checkbox"/> Asthma _____ | <input type="checkbox"/> Penicillin _____ |
| <input type="checkbox"/> Chicken Pox _____ | <input type="checkbox"/> Other Drugs _____ |
| | <input type="checkbox"/> Food _____ |

Other Past Illnesses _____

Operations or Serious Injuries (Dates) _____

Hospitalization (Dates) _____

Chronic or Recurring Illness _____

Any specific activities to be encouraged? _____

Conditions that require activity to be restricted? _____

Permission for all program activities unless otherwise noted by Dr. _____

Appliance worn (glasses, contacts, etc.) _____

Medication taken _____

Suggestion from Parent/Guardian _____

CONSENT FOR EMERGENCY MEDICAL TREATMENT

I do hereby give authority to the Day Camp and Year Round Afterschool and Youth Center Program staff to obtain necessary emergency medical treatment for my child with the understanding that the family will be notified as soon as possible.

Relationship _____ Signature _____ Date _____ Tel.# _____

Department of Health and Mental Hygiene — The City of New York — Bureau of Food Safety and Community Sanitation

PHYSICAL EXAMINATION

(To be filled out by Physician – please note information on reverse side)

The purpose of this health record is to provide the staff with pertinent information which will help to serve the needs of this child in Day Camps and Afterschool and Youth Center programs.

IMMUNIZATION HISTORY – This is a record of dates of basic immunization and most recent booster doses.

DTaP, DTP, DT, Td	Date _____	Date _____	Date _____	Date _____	Date _____
Polio	Date _____	Date _____	Date _____	Date _____	Date _____
MMR	Date _____	Date _____	Date _____		
Hemophilus Influenzae type b (Hib)	Date _____	Date _____	Date _____	Date _____	Date _____
Hepatitis B	Date _____	Date _____	Date _____	Date _____	
Varicella	Date _____	Date _____			
Pneumococcal Conjugate (PCV)	Date _____	Date _____	Date _____	Date _____	Date _____
Other _____	Date _____	Other _____	Date _____	Other _____	Date _____

MEDICAL EXAMINATION – To be filled out by licensed physician.

Examination is acceptable when performed no more than 12 months prior to arrival at camp.

- Code: S = Satisfactory
- X = Not Satisfactory (Explain)
- 0 = Not Examined

General Appearance _____

Genitalia _____

Height _____ Weight _____ Blood Pressure _____ Posture & Spine _____ Throat - Tonsils _____

Nose _____ Teeth _____ Abdomen _____ Hernia _____ Feet _____ Lungs _____ Skin _____

Hgb. Test (Date) _____ Urinalysis (Date) _____

Eyes _____ Vision _____ w/Glasses _____ Extremities _____ Heart _____

Ears _____ Hearing _____

Neurological Findings _____

Describe Abnormal Findings and/or Handicapping Conditions _____

Allergy: (Please specify) _____

Recommendations and restrictions while in camp:

Special Diet _____

Special Medicine (dose, route of administration, when should it be administered) _____

Is parent/guardian sending special medicine? _____

Activity Restrictions _____

Swimming _____ Diving _____

General Appraisal: _____

I have examined the person herein described, reviewed his/her health history and it is my opinion that he/she is physically able to engage in Day Camp/Year Round Afterschool and Youth Center activities, except as noted above.

 EXAMINING PHYSICIAN (SIGNATURE) **M.D.**

 PHYSICIAN'S NAME (PLEASE PRINT)

Telephone _____ Address _____

Date of Examination _____ ZIP CODE _____