



Morristown-Beard School Day Camp

70 Whippany Road
Morristown, New Jersey 07960

Parent Handbook Summer 2017

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Camp Information

Owner: Morristown-Beard School

Directors: Stephanie Galvez and Brad Dzama

Camp Location: 70 Whippany Road,
Morristown, NJ 07960

Phone: 973-532-7569

Email: summer@mbs.net



Dear Parents,

We are delighted that you will be part of the Morristown-Beard School Day Camp this coming summer. We are dedicated to making every summer a special and memorable one.

The contents of this booklet should be read carefully and kept as a point of reference. It provides helpful information concerning life at Morristown-Beard Day Camp.

We are interested in your input so do not hesitate to call us at any time with your comments, concerns or questions. We will try our best to answer each call in a timely fashion.

We look forward to spending the summer with your children.

Sincerely,

Stephanie Galvez and Brad Dzama
Camp Directors



OUR MISSION

To provide a superior, safe, summer day camp experience to children of various ages, interests and background. Morristown-Beard School Day Camp is designed to help children develop skills in sports, arts and crafts, dance, swimming, science, performing arts, and in life. Our counselors work to promote good sportsmanship and self-confidence in each camper. Our community is supportive and welcoming-children thrive and grow stronger as part of our program. All our campers are exposed to new experiences daily. We encourage campers to develop lasting friendships, collaborate in groups, and work toward attainable goals.

At Morristown-Beard School Day Camp we use innovative programming and nurturing leadership to encourage the acquisition of skills, the development of friendships, and a heightened awareness of our natural and social environment, which are all important elements in each child's growth.

At summer's end campers are more prepared to take on challenges that lie ahead in the upcoming year.

AQUATICS PROGRAM

The aquatics program at Morristown-Beard **Traditional Day Camp** includes both instructional and recreational swim, which take place in our heated indoor pool. The program is run by a state certified pool operator and Red Cross certified swim staff, who are all trained as Lifeguards, and in First Aid/CPR/AED. Most on-campus specialty camps, depending on daily schedule and field trips, will swim once recreationally per day. Off-campus specialty camps do not participate in our aquatics program.

INSTRUCTIONAL SWIM- Swim instruction is based on the American Red Cross program. Each traditional day camper will participate in an instructional swim time each day. Our staff is tuned in to the needs and attitudes of all campers. Campers are tested on their first day at camp to determine their current skill level. Instruction takes place in our pool based on the level of each child. As a camper demonstrates the specific skills of one level, that camper can be tested to advance to the next level. The progress of each camper depends solely on his or her ability, motivation, readiness and response to the program. Progress cards are sent home for each camper during the camp session. Our camp swim levels are outlined on our website and in the Swim Program Levels/Bracelets Section of this Parent Handbook.

RECREATIONAL SWIM- This is a fun time when campers can play games in the water, swim with their friends and interact with their counselors in the pool. Each camper is only allowed access to the area of the pool up to and including their designated skill level.

SWIM PROGRAM LEVELS/BRACELETS

Upon arrival, your child is evaluated for basic safety in the water. They will be given a bracelet, which they are required to wear daily. Each colored bracelet designates which area of the pool they are able to swim safely and independently during free Swim times.

During a lesson, your child might be in a different color area due to facility use, and assignment of skills. As they progress and become stronger due to lessons, they will be re-evaluated and assigned a different color to designate their "Free Swim" area. It is our goal to help them advance in every way possible. Lessons are grouped by individual SKILLS. Please take the time to read each BRACELET criteria. Your child must be able to pass all the skills before being awarded a new bracelet. All of the instructors know these requirements and will notify our Aquatics Director if they need to be re-evaluated.

BRACELETS:

Red: (all red bracelets start using a double bubble for free swim)

Work on front and back float, holding for 5 seconds

Jumping in water without help and able to swim back to side

Independence and pool safety

Blue:

15 second front and back float

Swim 2-pool widths front crawl without stopping

Swim underwater 3 body lengths

Tread water for 30 seconds

Green:

30 second front and back float

Tread water 1 minute

Swim 2-pool widths front crawl with rotary breathing and 2-pool widths backstroke without stopping

Dive into deep end and swim to designated wall

Please remember the bracelet system is designed for your child's safety, especially during our free swim time.

HEALTH AND SAFETY

Our certified EMT or Athletic Trainer, who occupies the role of Camp Health Director, is in charge of the health and welfare of each camper on our campus. In addition, the majority of our counselors and staff onsite possess CPR/AED and First Aid certifications, including our entire aquatics staff. Our Health Director works under the General Agreement and Treatment Orders established by our School Physician.

In the event that a child is injured or becomes ill at camp, the parent will be notified immediately. A daily log of injuries and illnesses are kept in our health office, in addition, accident reports are completed when warranted. We have a professional relationship with Morristown Memorial Hospital, as well as with the Morris Minutemen Ambulance Squad, in the event they are ever needed.

Any medication that a child needs to take must be given to the Health Director by the parent. In addition, the Camper Health Authorization Form (all campers) and Camper Treatment Form (if child is taking medication) must be on file in the Camp Office. These forms must be downloaded from our website at <http://summer.mbs.net>. Only our Health Director/Asst. Health Director can administer medication. Do not send any medication to camp with your camper. In the event your camper needs to take medication at camp at any time during the camp season, the following must be observed:

- ✓ Medication must be given directly to Camp Health Director/Asst. Director
- ✓ The medication must be prescribed in the child's name
- ✓ The original medicine container, including the patient's name, name of drug, and dosage must be sent to the Health Director
- ✓ Camper Health Authorization Form must be on file with Camp Office
- ✓ Camper Treatment form outlining the detailed nature of the child's illness/condition and the recommended schedule of administration of the medicine. This form must be signed by the legal parent/guardian of the camper. This form must be on file for both prescription and over the counter medications.

LUNCHES AND SNACKS

Campers can bring their lunch daily or purchase our weekly lunch program. Please note, our lunch program is not available for off-campus and half-day specialty camps.

If a camper chooses to bring lunch please be sure the bag or lunch box is clearly marked with the child's name and group name. All lunches will be refrigerated. Please discuss with your child what you pack in his or her lunch. Our campers have a very full and active day and need a nutritious lunch. Consider packing some form of protein, carbohydrates, and fruit or vegetables. Drinks are not required, they are provided for all on-campus campers. Morristown-Beard Day Camp will provide a choice of water, apple juice, orange juice, fruit punch, lemonade or milk.

Our camp lunch program can be purchased on a weekly basis only. The lunch menu is available for review on our website at <http://summer.mbs.net>. Please do not send any money to camp with your child. If you wish to add the lunch program at anytime, please contact our Camp Business Office to add the service to your family account. The lunch program offers two hot meal selections, a vegetable, fruit, deli bar, a dessert and a drink daily. The lunch program is an all you can eat option.

Mid-morning snack will be provided for all on-campus campers daily. The snack includes a fresh fruit option, as well as another selection that changes on a weekly basis, and a drink. Each afternoon ice pops are provided for all on-campus campers. If your child participates in our Extended Day program, an additional snack will be provided as well.

If your camper has dietary restrictions of any kind including food allergies, please make sure this information is recorded on your family account and your health form. Please inform your child's counselor as well. **Please note- We are not a nut-free facility. However, we do provide daily snacks that are nut-free and always offer nut-free options.**

Mountain Bike Campers:

- ✓ Drink provided daily
- ✓ Bag lunch must be brought from home each day

WHAT TO WEAR/WHAT TO BRING

Campers should come to camp in weather appropriate attire each day. Sneakers should be worn daily. Please apply sunscreen at home and send an additional supply with your camper for reapplication during the day. If you are enrolled in one of our Specialty Camps, please dress according to camp needs. Most classroom-based camps are held in our air-conditioned buildings, while Mountain Biking and History Adventures Camp will be on trips daily. Please use guidelines listed for each camp below. Remember this is only a general guideline; you may wish to add additional items.

Traditional Day Camp and Half-Day Guppies should bring some type of backpack or bag to camp each day. Campers should bring 1 bathing suit and a plastic bag for wet suit. Campers do not need to bring towels to camp as they are provided. Sneakers and comfortable clothes are strongly advised.

Beginner Bike/Mountain Bike Campers need a mountain bike. A helmet must be worn at all times while on your bike. Campers should bring a backpack with a water bottle (at least 2L/day), protective glasses, and a rain jacket in case of bad weather. Bike is brought to campus on Monday and stored for the week on-campus.

Specialty Camps that are classroom-based camps will take place in air-conditioning, so dress accordingly. All campers will swim one time per day; remember to bring a backpack with a bathing suit. Towels are provided for all campers. All academic-based campers will receive a Morristown-Beard School notebook and pencil during their first week at camp.

Morristown-Beard Camp strongly recommends that EVERYTHING be marked with the camper's full name in permanent marker!

DO NOT bring anything expensive, anything breakable or anything you hold dear to camp! Campers should not have electronic devices including, hand-held games, cell phones, ipods, or trading cards.

LOST AND FOUND

All personal items should have the name of the camper on them. Any item left behind in our locker rooms, fields, or gym areas will be brought to the lost and found table in the colonnade of the Athletic Center. Please check this table for misplaced belongings.

ABSENCES

In the event a child will not be attending camp, please notify the camp office at 973-532-7569 as soon as possible. It is important that the administrative staff know if a child is not coming to camp. This is especially important for our Specialty Camps that travel off-site daily.

SESSION EXTENSION POLICY **ADDING ADDITIONAL PROGRAMS**

Morristown-Beard Day Campers sometimes wish to extend their enrollment at camp. We will accommodate these requests whenever possible, if our space and numbers allow. If you wish to add any of our extra fee programs such as early drop-off, lunch or extended day, these may also be completed through our Camp Business Office. Please contact the Camp Business Office at 973-539-3032.

VISITING THE CAMP

During the camp season there are several opportunities for parents to visit Morristown-Beard Day Camp. Parent visitation day for instructional swim is usually scheduled during the 4th week of camp. The camp dance shows will be held during the last week of camp. Our younger groups will perform on Thursday at approximately 1:45PM and the older groups will perform on Friday at approximately 1:45PM. We will update you on exact times, dates, and specifics of these visitation opportunities as the summer progresses. Please check the weekly camp newsletters!

PARENT COMMUNICATION

During the off-season, parent communication is handled through our website and parent email newsletters. We encourage you to update your family account with current email addresses to ensure that you are receiving our off-season information. During the summer, we will distribute a weekly parent newsletter via email. Current information on special theme days, Olympic updates and all pertinent in-season camp information will be noted in these newsletters. The camp website (<http://summer.mbs.net>) provides links to Group Schedules, Lunch Menu, Olympics Scores, Camp Calendar, Newsletters, and Weekly Photos. In addition, parents can download necessary forms and additional paperwork if needed from the website. You may contact our camp staff at any time using the following number: 973-532-7569 or by emailing summer@mbs.net.

EXPECTATIONS

We believe that our program offers a tremendous variety of activities to interest our campers. If a camper does not wish to participate in an activity, staff and campers are encouraged to discuss other participatory options. We only ask that campers try all activities with a positive and cooperative attitude. The more we know about your child, the better we are able to provide the most positive environment. Parents are expected to inform camp staff of any special issues that may influence a camper's experience. In the rare instance that we feel we cannot provide a camper with a positive and safe program, the Director reserves the right to ask a parent to withdraw the camper from the camp. If a child is disruptive to camp, we will follow the camp disciplinary procedure outlined in the Discipline Procedure section of this Parent Handbook.

DROP-OFF AND PICK-UP TIMES/LOCATIONS

Please consult the enclosed campus map to view the specific times and locations for drop-off and pick-up for all our camps. These areas are also outlined in our Frequently Asked Questions document available on the website. Please note the Sibling/Family pick-up area highlighted on our map for participating families. You may also review the enclosed Drop-off and Pick-up Memo enclosed in the Parent Handbook.

DISCIPLINE PROCEDURES

In order for all of our camps to operate smoothly, we must set reasonable limitations to maintain safety, protect health, and respect the rights of others. Constructive methods of discipline will be used to promote the child's self-discipline and good behavior. Serious behavior that affects other children, counselors, or supervisors, such as, but not limited to, swearing, fighting, leaving the group, or refusal to obey directives of the staff, will be handled in the following manner:

First Warning: Written notice of infraction requiring Parent/Guardian signature.

Second Warning: Parent, Staff/Camper conference and possible temporary suspension.

Third Warning: Child will be dismissed from camp and fees are forfeited.

Any other discipline problems, as determined by the staff, may also be reasons for warnings or terminations. In very serious cases, suspension may be the first step.

MORRISTOWN-BEARD SCHOOL DAY CAMP

Terms of Enrollment

By registering online for Morristown-Beard School Day Camp, I agree to all of the following Terms of Enrollment:

Fees, Payments and Refunds

1. The application fee does not apply to tuition.
 2. The application fee and tuition deposit are non-refundable.
 3. All payments other than the application fee and the tuition deposit are fully refundable until June 1, 2017.
 4. No refunds or credits will be issued for withdrawals or program changes (including weeks attending) after June 1, 2017.
 5. Campers may enroll for additional weeks subject to availability. Any weeks added after camp starts are charged a \$40 processing fee.
 6. There are no refunds or credits due to illness, absence, suspension, dismissals, withdrawals, or emergency closing.
 7. Tuition deposit equal to 25% of Family Balance is due on or before March 4, 2017 to reserve spot in camp.
 8. All spots will be forfeited if application fee is not received prior to February 4, 2017, and deposit is not received prior to March 4, 2017.
 9. All payments are due in full by May 6, 2017. If payment is not received, your space will be forfeited. All late payments are subject to a late charge of \$40. Campers with a tuition balance may not attend camp and no refunds or credits will be issued. There is a \$35 charge for all returned checks.
 10. Changes to your registration may be made online without penalty at any point up to May 6, 2017 by logging on to your family account page.
- Health Authorization, Permission to Participate in Activities and Contact Information
11. All campers must submit a Camper Health Authorization Form and current immunization records prior to June 22, 2017. No camper will be permitted to attend camp without these forms. No refunds or credits will be issued after June 1, 2017 if a camper does not submit the required forms.
 12. Permission is granted for my child to participate in all camp activities including trips off campus.
 13. Campers family contact information on group lists may be shared with other camp families solely for the personal use of such families.

Photography and Video

14. The Camp may photograph and video campers. These images may be used for brochures, websites, promotional, and/or advertising purposes.
15. Parents are permitted to take photographs at the Camp Dance Show, Talent Show, and Swim Visitation Day. No other photographs are permitted without specific authorization from the Camp.

No Discrimination

16. The Camp is committed to creating an environment that is open and inclusive to families from all backgrounds. Harassment and discrimination in violation of federal and state civil rights law is strictly prohibited.

Suspension, Dismissal and Denial of Enrollment

17. The Camp reserves the right, in its sole discretion, to suspend or dismiss any camper if his or her conduct violates the policies of the Camp and/or is not in the best interests of the Camp or of any other camper(s), and no refunds or credits will be issued. (Disciplinary Procedures will be outlined in Registration Packet.)

18. The Camp reserves the right, in its sole discretion, to exclude any camper from enrollment if the involvement of his or her parent(s) or guardian(s) is not in the best interests or is detrimental to the well-being of the Camp or of any other camper(s).

Termination of Agreement

19. The Camp reserves the right to terminate this agreement at any time and for any reason with no penalty.

Governing Laws and Venue

20. This agreement shall be subject to and governed by the laws of the State of New Jersey.

21. Any dispute concerning, relating, or referring to this agreement, any representation concerning my child's camping experience, or the camping experience itself shall be resolved exclusively by binding arbitration in Morris County, New Jersey according to the then existing commercial rules of the American Arbitration Association and the substantive laws of New Jersey.

Changes of Terms, Rules and Regulations.

22. The Camp reserves the right to make changes to its Rules, Terms, and Regulations in its sole discretion. Any changes to this document will be communicated to parents.

PAYMENT SCHEDULE

Payments for camp tuition and any additional fee programs for all weeks are due by May 6, 2017 to the Camp Business Office. Payments received after that date will be subject to a late fee of \$40. The Camp Business Office is open Monday thru Friday, 8:00 a.m. to 3:00 p.m. Any questions about your child's tuition, fees, or balance due can be directed to the Business Office by calling Cathy Meller at 973-539-3032. Changes may be made to your online family account at <http://summer.mbs.net> prior to May 6, 2017. You can also view your account balance at anytime. No refunds issued for any reason after June 1, 2017.

EXTRA FEE PROGRAMS **(available on a weekly basis only)**

Early Arrival: Enables drop off between 7:30 a.m. and 8:30 a.m. in our air-conditioned Dining Hall. During this time your child will be supervised by our camp counselors, while enjoying breakfast and an activity of the day. For breakfast, your child can choose juice or milk and select from donuts, muffins, bagels with cream cheese/butter, cereal with milk, and fresh fruit or fruit cocktail. The fee for this program is \$55 per week. Unless you purchase early drop-off, your child must arrive at camp after 8:30 a.m.

Lunch Program: Morristown-Beard's highly qualified food service prepares nutritious and well-balanced lunches for our campers. Each day your child can choose hot and cold entrées, plus a variety of salads and a dessert. Drink is provided for all campers. The fee for this program is \$40 per week. Menu can be viewed on our website at <http://summer.mbs.net> and proceed to Lunch link. The Lunch program is not available for some of our Specialty Camps (Bike)

Extended Day: This program provides for pick up between 3:30 p.m. and 6:00 p.m. in our Athletic Center. Campers will have a variety of supervised activities to choose from including, but not limited to, athletic activities, book club, arts and crafts, movie, aquatics, and various outdoor activities. Activities and offerings will change each day. Program includes an additional snack. The fee for this program is \$120 per week. Your family account will be charged \$5 per minute past 6:00 p.m. Please make the necessary arrangements to pick up your child on time each day. Please note that from 3:10 p.m. to approximately 3:45 p.m. daily, extended day campers are located in the air-conditioned Dining Hall. If you plan to arrive early to pick-up an extended day camper during this time period, you must inform us in advance so we can have your camper(s) remain in the Athletic Center. From 3:45 p.m. until 6:00 p.m., all extended day campers can be picked up in the Athletic Center.

Full Fee Program: Purchase all 3 of our extra fee programs for a discounted price of \$195/week.

SIBLING DISCOUNTS

A 10% discount on tuition is available for the second child and 15% for the third child if all children are signed up for three or more weeks of the traditional day camp only (Specialty Camps excluded). Discounts will be shown on your account balance on your online family account.

ALTERNATE PICK-UP

If you anticipate that at any time during the camp season, your camper may need to be picked up by someone other than the legal parent/guardian, the name of these individuals must be listed on your online family account. In addition, if you plan to add someone at anytime during the camp season you must add them to your online family account. Please inform the alternate pick-up to bring a valid photo identification with them at pick-up time.

PERMISSION SLIP FOR DAY TRIPS

If your child participates in one of our camps that incorporates day trips into their day, the Permission Slip for Day Trips must be read and agreed to on your online family account prior to your child's first day of camp. You **must** check the box, "I agree to the Field Trip Permission terms outlined below" which is stated under your registration summary on the REGISTRATION portion of your online family account.

PARENT ORIENTATION/OPEN HOUSE **TRADITIONAL DAY CAMP ONLY**

An Open House/Parent Orientation will be held for enrolled Traditional Day Camp parents and campers on Saturday June 17, 2017. The session will give parents and campers an opportunity to meet camp administrative staff, counselors, and other campers in your group. An informal tour of our camp facilities will be offered during that time.

