



Parent Manual

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Frogbridge Day Camp
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Transportation Office: (609) 208-1417
Attendance Office: (609) 208-1475
Infirmary (Camp Nurses): (609) 208-0994

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PARENT MANUAL

The following information is presented to provide you with answers to many of the questions you will have as your child prepares to attend Frogbridge Day Camp. Many of the necessary procedures to prepare for camp are carefully explained. Further information can be obtained from the camp office and/or your child's teacher or counselor. It is important that you familiarize yourself with the items in this brochure.

ADDITIONAL WEEKS (CAMPER EXTENSIONS) - Additional weeks may be added based on the current rates quoted in the fee schedule at the time of your extension. You are required to inform the Main Office at (609-208-9050) at least one week in advance if planning to enroll your child for additional weeks. Additional weeks are offered based on enrollment and may not always be available. Last minute requests are considered only if openings within the group & bus are available. Transportation is not always guaranteed.

ATTENDANCE - If your child will be absent, please notify your driver or the Transportation Office the evening prior to the day of the absence. Frogbridge Day Camp takes attendance via our drivers as our busses arrive at camp each day. If the driver cannot be reached, please contact the Transportation Office before 7:30 a.m. and leave the transportation notice provided hanging on your door. This prevents any transportation delays. If your child misses the bus please contact the Transportation Office at (609) 208-1417 to tell us you will be delayed in bringing your child to camp.

BIRTHDAYS - Campers having birthdays during the official camp season are given special attention at camp on that day. All other campers who do not celebrate their birthdays during the camp season will also be recognized at "JR's Annual Birthday Bash". Birthday party packages are now available. Simply call Melissa in the Main Office at 609-208-9050 to place your order. Packages include a personalized birthday cake, candles, party hats and beverages for every camper in the birthday child's group. Our birthday package is priced at \$40, please note: 3 days advanced notice is absolutely necessary.

BULLYING - Bullying is when one or more people exclude, tease, taunt, gossip, hit, kick, or put down another person with the intent to hurt another. Bullying happens when a person or group of people want to have power over another and use their power to get their way, at the expense of someone else. Bullying can also happen through cyberspace: through the use of e-mails, text messaging, instant messaging, and other less direct methods. This type of bullying can also lead to persons being hurt during or between the camp seasons and be especially hurtful when persons are targeted with meanness and exclusion.

At Frogbridge Day Camp, bullying is inexcusable, and we have a firm policy against all types of bullying (see Discipline Procedures). Our Camp philosophy is based on our mission statement of "children first", which ensures that every camper has the opportunity to make new friends, learn through new experiences, grow personally and socially, and create memories that will last a lifetime in a safe and fun atmosphere. We work together as a team to ensure that campers gain self-confidence and self-esteem, make new friends, and go home with great memories. At Frogbridge, every camper and team member deserves to be treated with respect and to feel safe, included and valued.

Unfortunately, persons who are bullied may not have the same potential to get the most out of their camp experience. Our leadership team addresses all incidents of bullying seriously and trains our staff to promote communication with staff and campers so both staff and campers will be comfortable alerting us to any problems during their camp experience. Every person has the right to expect to have the best possible experience at camp, and by working together as a team to identify and manage bullying, we can help ensure that all campers and staff have a great summer together at Frogbridge.

CAMPERS HELPING KIDS – Frogbridge is proud to announce our annual Campers Helping Kids program with all proceeds benefiting local worthy groups or organizations. Each summer's chosen group or organization will be announced on our pledge sheets and weekly newsletters. Participation is greatly appreciated. Pledge sheets and applications are available online or from the main office. All campers are welcome to join the fun! Help us make a difference.

CAMPER CLOTHING & ESSENTIALS–

Please label all clothing and equipment with your child's name or initials and always include his/her group number.

Optional items we recommend our campers bring to camp on their first day and keep in camp throughout the summer include: (*Frogbridge is not responsible for personal items brought to camp)

- **4 Bathing Suits** - to be brought in on the camper's first day of arrival. We will launder (wash and dry) two bathing suits each day at no additional cost to you. Campers will bring home bathing suits when camp is over. We also are happy to provide clean towel service; therefore, towels are not necessary to bring to camp.
- **Sunscreen** - a minimum SPF 45 is recommended

The following items may be brought to camp daily: 1 camp bag, 1 extra shirt, 1 extra pair of shorts, 1 hat for sunny days, 1 pair of sneakers, 1 sweatshirt or jacket, nap or rest blanket (for 3 and 4 year old campers only).

Notes:

1. Campers receive their official Frogbridge camper T-shirts on our scheduled picture day or on the first day they arrive (if after picture day). Camper bags will be distributed on the first day of camp at our camper orientation or on the day the camper arrives if they are not present for the first day of the summer season.
2. All clothing including socks and underwear should be labeled with your child's name in permanent marker. Our staff will label all unlabeled bathing suits with a permanent marker on the bathing suit tag.
3. Sneakers are the official and only acceptable footwear to be worn while participating in any sports activity on Frogbridge property.

THE FOLLOWING SHOULD NOT BE BROUGHT TO CAMP:

1. **CELL PHONES** – Cell phone use is not permitted throughout the day at Frogbridge. All cell phones should always be left at home throughout the summer. Any cell phones being used will be confiscated and remain in the camp office until the end of the day. Cell phone use (pictures, calling, texting, etc.) has proven to be disruptive to the group and also distracts the user from participating in all camp events. Travel campers may bring cell phones on the bus on trip days, while traveling.
2. **ELECTRONIC GAMES** – While many parents may believe this is a good idea to pass the time on the bus ride to or from camp each day, it simply distracts your child from participating in camp events.

Frogbridge Day Camp is not responsible for any cell phones, games or any personal items that are lost, damaged, or stolen while in transit to/from or on Frogbridge camp grounds.

CAMPER TALENT SHOWS & PERFORMANCES - Parents of campers participating in the TheatreWorks Spectacular (Week 8), Camper Talent Shows (Week 4) and the Tadpole Village Camp Show (Week 4, times and dates are listed on our official camp calendar) are invited to attend these special events. All talent shows will begin promptly at 1:30 p.m. Our evening TheatreWorks performance begins at 6:00 p.m. Each participating child in the TheatreWorks performance will NOT go home by bus in the afternoon. They will remain in camp to practice for a full dress rehearsal and will be given dinner by Frogbridge. Parents not in attendance must make arrangements to pick children up upon conclusion of the show. Please arrive for seating at any of our shows not earlier than 30 minutes prior to the performance. Guests arriving earlier than 30 minutes prior to the performance will be held in our parking area. Doors will open promptly 30 minutes prior to show time. All performing campers must be signed out immediately following the show.

COUNSELOR-IN-TRAINING PROGRAM (CIT) -

Aim: To develop skills in teenagers through mental, physical, emotional, and social experiences so they may become a part of the professional camp staff.

Objectives: To give the CIT an opportunity to:

1. Develop a positive attitude relative to the Counselor - Camper relationship.
2. Develop an understanding of individual differences.
3. Develop new skills and improve old ones.
4. Develop fine qualities of leadership.
5. Develop a sense of responsibility.

Requirements:

1. Must have finished the 8th or 9th grade by June of the current camp season.
2. All CITs pay a discounted tuition.

Program:

1. Each morning, a CIT is assigned to a group for six periods where he/she becomes an assistant to the teacher or counselor and is responsible to the teacher or counselor and the CIT Leaders throughout the day.
2. Each day, CITs may participate in an optional peer interaction program that includes swimming as well as time to socialize and reflect on their day.
3. Assignments may be changed at the discretion of the CIT Leaders or at the request of the CIT.
4. In-service training sessions are scheduled during the season with the Division Leaders, teachers, counselors, CIT Leaders, and Camp Director.
5. Exciting special programs are offered weekly, such as trips to places of interest. Some of these trips may require all CITs to be picked up by a parent/guardian upon arrival at the camp. (See the trip calendar and the "Release of Children" section for all pertinent policies.) There is one overnight trip during the last week of camp offered to all 10th grade CIT's as a thank you for a successful summer!

Evaluation:

1. CITs will be evaluated during the camp season by their immediate supervisors as well as the CIT Leaders and Camp Director. Future staff selections are based, in part, on these ratings. It is for this reason that all 10th grade CIT's may not be offered employment the following summer.

Dress Code:

1. Bikinis may not be worn on the camp grounds by any CIT. A tankini, bearing less than 2 inches of the navel is permissible. Sneakers are the official footwear at Frogbridge. While participating in any and all camp activities, all CIT's and staff team members must wear sneakers, the only acceptable footwear for leading or assisting campers.

CONFIDENTIALITY - The names, addresses, and phone numbers of our campers and staff are confidential. We are not at liberty to share this information. If, however, you would like to send an invitation to someone, send a stamped envelope with the name only to the camp office. Our office staff will address and mail the letter for you.

DISCIPLINE - It is our policy to keep disciplinary issues minimized and to help children monitor their own behavior. Our camp team presents model age-appropriate behavioral guidelines and reflective communications to encourage children to express their emotions. We encourage self-control, self-direction, responsibility, and cooperation. When practical and safe, logical or natural consequences will be presented to your child.

The camp team is trained in the process of positive discipline. Positive discipline instructs a child as to what they should do. For example, "We walk inside the building," versus, "No running!" This philosophy of discipline is in accordance with our belief that children learn best in an environment where guidance and encouragement promote the development of self-esteem. "Time out" may be used selectively for children who are at risk of harming themselves or others. The period of "time out" will be just long enough to enable the child to regain control of him/herself, and will never be longer than 1-2 minutes per each year of age. During the "time out" a staff member will visually observe the child.

Aggressive physical behavior (fighting, hitting, biting, etc.) by a child toward another child or staff member is unacceptable. Staff members will intervene immediately should this type of situation occur in order to protect all of the children and encourage more acceptable behavior. Physical restraint (a staff member holding a child) will not be used except as necessary for control of the situation. Children will be shown positive alternatives rather than just being told "no". Parents will be informed if such an incident occurs. If a child's behavior is uncontrollable, extremely disruptive, and/or harmful to him/herself or others, the camper may be dismissed from camp at the discretion of the Camp Director. Open communication between home and camp is considered the key to effective discipline.

At no time will a child be subjected to physical punishment or verbal abuse by the staff.

DISCIPLINARY PROCEDURES – Our disciplinary actions follow a "three strikes, you're out" policy. If a team member has been unable to correct a problem within the group, the child will be brought to the Division Leader for a period of "time out" (strike 1). At this time, the Division Leader will discuss the situation with the child, explaining the correct behavior that should replace the one performed by the child. A phone call home to parents will follow. If this behavior persists following the phone call home, the child will be brought to the Main Office where he/she will meet with the Camp Director. It is at this time that a suspension of up to three days may be levied (strike 2). (Suspensions vary based on the severity of the camper's actions and are at the discretion of the Camp Director.) Upon returning from a suspension, it is expected that the problem would be rectified and no further situations within the group would exist. If, however, the problem does persist, it is at this time that the child will be expelled from our summer program (strike 3). This policy re-affirms Frogbridge Day Camp's belief in second chances. We believe that throughout a child's life, he/she will certainly make mistakes, however, we hope they will not be detrimental to their group or other children, and that they will learn from these mistakes.

CAMPER SUSPENSIONS AND EXPULSIONS - If a camper is suspended at any time throughout the summer, no refunds of any kind are given for missed time.

If a camper is expelled from our camp, 50% of the remaining unused balance of tuition will be returned to you, while 50% will be withheld by the camp.

If a travel camper in any travel program is expelled from our travel programs, no refunds of any kind are given. Our travel programs are fully paid for before the summer camp season begins. Spots are very limited, therefore, refunds of any kind, in whole or in part will not be considered.

DURATION OF SEASON – Please refer to the dates and rates page on our website or the camp calendar for specific dates.

EARLY PICK-UP (Before 3:15 p.m.) - Parents who wish to pick up children early can make these arrangements through the Attendance Office. Please call (609) 208-1475 or send a note to the Attendance Office via your child's driver. If a camper is to be picked up before the end of the camp day, parents must notify the attendance office by noon of that day. **Because of bus dismissal, campers may not be picked up between 3:15p.m. and 4:00p.m.** All campers who are picked up early or arrive late to camp must be signed out or in at the Attendance Office. **Proper identification as well as the correct family password is required.**

EXTENDED HOURS - Extended camp hours are provided at an additional cost. Children may be dropped off at camp no earlier than 7:30 a.m. and no later than 8:45 a.m., and be picked up no sooner than 4:00 p.m. and no later than 6:00 p.m. each day.

FINANCIAL POLICY - All tuition must be paid in full by April 1st of the camp year. Partial payments on a weekly or monthly basis will be accepted prior to April 1st. If a camper's tuition is not paid in full by designated date (or any other agreed date), the camper will not be permitted to attend camp.

There is no credit given for individual days or weeks such as scheduled holidays, child's illness, family vacations, missed bussing, rainy days or days when camp must close due to circumstances beyond our control such as extreme weather, blackouts, power failure or health concerns such as pandemics or other health related concerns that prohibit us from opening on a particular day or days.

Make checks payable to: **Frogbridge Day Camp**. There is a \$35.00 fee for returned checks. Visa, Master Card and American Express are accepted for your convenience, however a 2% non-refundable administrative fee is applied to all credit card charges.

All deposits and tuition payments (less 2% credit card fee if applicable) will be refunded upon request up until June 1st. After June 1st, however, a \$250 registration fee per camper applies if enrollment is cancelled. Any requests for changes must be put in writing.

FOOD PROGRAM – Lunches are prepared by our professional culinary team using menus developed by camp food experts. Meals are well balanced and cater to the needs and tastes of the campers. Substitute foods are available upon request. Daily alternatives such as subs, salads, bagels, cereal and frankfurters are always available.

An afternoon snack is served daily. Menus are sent home so that parents may prepare dinner accordingly. Please note special health and allergy diets on the camper's health and registration forms. Please inform your child's teacher or counselor of any special dietary needs or allergies.

Due to extreme health allergies; including nuts, peanut butter and any and all peanut butter by-products (peanuts, chocolates with peanuts, etc.) these foods are BANNED by Frogbridge Day Camp. No food of any kind may be brought to camp at any time. Only food provided by Frogbridge may be served on Frogbridge grounds. This includes travel to and from camp each day on the busses. Did you know that even items such as Dunkin Donuts have traces of peanut elements? Thank you for your help, understanding, and cooperation in this very serious matter. We apologize for any inconvenience this may cause.

GRATUITIES - Staff members greatly appreciate any gratuities offered at the conclusion of your child's summer experience at Frogbridge. However, they are not required. Our office staff is capable of providing recommended ranges for gratuities.

HEALTH AND WELFARE - Sunscreen should be applied to your child before they leave the house each morning. A bottle of sunscreen should be left in camp for your child. Please label all bottles. Sunscreen will not be shared. **A staff member will apply sunscreen to your child only if written permission has been received.**

The medical form must be filled out carefully and completely by the parent and physician then returned to the camp office before your child's first day of camp. **This form may not be brought to camp by your child.** This is in compliance with New Jersey State law.

On-site nurses are available to administer daily medications or even first aid in the event of an accident. In the event of illness or injury requiring further medical attention, you will be contacted immediately in order to determine your desired course of action. If the injury is of a serious nature, our medical staff will offer advice and proper medical attention will be dispensed immediately.

In the event of an emergency, the child will be transported via ambulance to the nearest hospital or emergency room facility (typically Centra State Medical Center) and you will be contacted to meet an accompanying team member at that facility. A child cannot be transported for care, or receive emergency care at camp unless the waivers for emergency care have been signed. The waiver is on the Health Care form.

If a child is absent for three consecutive days, you are requested to contact the camp office. The camp will attempt to contact the home of campers absent on consecutive days. If you have any nursing questions, please contact one of our nurses at (609) 208-0994.

You should discuss all individual concerns with your child's Division Leader, and Teacher or Counselor prior to opening day. The first two weeks of camp are the adjustment period. Remember, do not wait to correct a situation. Act immediately! Contact your child's Division Leader as soon as possible. Don't wait until the end of the summer to solve problems. We do our best when we are able to deal with the matter immediately. The Camp Director will remain in camp until 6:00 p.m. daily to speak with parents concerning any situation that may occur. All messages for the Camp Director will be responded to daily between 4:15 p.m. and 6:00 p.m. Your Division Leader is available throughout the day to discuss any issue that you may have.

INSURANCE - The camp, campers, and staff are covered by an extensive comprehensive insurance program while either in transit or at camp. Bills resulting from camp related accidents are to be sent to the camp office. Please be aware that there will be delays in payment while the insurance company investigates and processes the claim. You are encouraged to use personal insurance plans to assure prompt payment.

LAST DAY OF CAMP - Camp is dismissed at 3:00 p.m. on the last day of camp. Campers will arrive home one hour earlier.

LATE DROP OFF (After 9:10 a.m.) - Parents dropping off a camper late may only do so after 9:15 a.m. Our main entrance will be closed to all vehicles between 8:45-9:15 a.m. each morning for bus arrival. Once our arrival is completed at 9:15 a.m., our main road will re-open and late camper drop offs may begin. Please show proper ID and password to our security officer at the main gate and proceed to the Attendance Office to sign in and drop off your child(ren).

LENGTH OF DAY - Morning and afternoon assemblies are held at 9:15 a.m. and 3:35 p.m. Dismissal is at 4:00 p.m. Parents who regularly bring children directly to the campsite can drop children off **before** 8:45 a.m. and pick them up **before** 3:15 p.m. or **after** 4:00 p.m. It is very important to keep all roads clear for bus arrival and departure. Extended hours are available (as early as 7:30 a.m. and as late as 6:00 p.m.) at an additional charge.

LOST AND FOUND – Our teachers and counselors understand that camp is an exciting new place, and that children's personal belongings are not always their own first priority. Care is taken to ensure that children remember to retrieve their clothing, toys, works of art, etc., but it seems that there is always something left behind. At the end of each day, items found unlabeled are held up so that their owners may claim them. All found and unclaimed items are then brought to the lost and found area where they may be claimed at a later time. All lost and found items not claimed will unfortunately be discarded or donated to charity on September 15th.

Please pay strict attention to the following:

1. Label all articles with sewn in nametags or an indelible laundry marker. Named items can be returned immediately.
2. Do not buy new items for camp. Children may not recognize them if they are lost and may feel even worse about losing them.
3. Discuss care of personal belongings with your child before camp. Identify such things to them as their hat, swimsuit, jacket, etc. Remind them to check the lost and found area for lost items.
4. Call immediately when you find something missing, and send a notice with your child advising his/her teacher or counselor of any details that will help find it.
5. Lost articles are kept until September 15th, when they are then donated to a local charity.
6. Do not send cell phones, books, toys, games, money, or other personal belongings to camp unless officially requested. In any case, never send anything to camp that is so valuable that its loss would cause serious unhappiness.

Frogbridge Day Camp is not responsible for any lost, damaged, or stolen items while in transit to/from or on Frogbridge Camp grounds.

MEDICATION – Prescription and or nonprescription medication shall be administered only after receipt of written authorization from the camper's parent, guardian or prescriber and under specific directions only from the licensed

prescribing physician. All medication should be labeled with your child's name, in the original prescription bottle, and sent to the nurse's office for storage and dispensing. If your child needs any type of medication while he/she is at camp, a parent must indicate a specific time and dosage to be given. Make sure you have ample medication at home in case medication is left at camp. Please do not give the medication directly to your child to take. A log of all medical treatments will be kept. Children may not carry medication with them throughout the camp or in their pad; all medications must be kept in the infirmary.

MINI-WEEK PROGRAM – Frogbridge offers a mini-week program for campers ages 3, 4, 5, and 6 (pre-K through 1st grade) only. This shortened camp week begins on Tuesday and continues through Thursday. Regular camp hours and transportation schedules apply. Activities include swimming, lunch, and a variety of sports and crafts. Groups are led by teachers, adult assistants, and college counselors. All campers must be toilet trained prior to their first day of camp.

NATURE OF ANTICIPATED CAMP ACTIVITIES – Some of the activities listed in our literature may not be familiar to parents. We have a Go-Kart track with motorized go-carts; a bumper car arena with motorized cars where campers will bump each other; a 30 foot rock climbing tower in which children will climb, repel and then may be attached to a zip line either 15 feet or 30 feet above the ground and travel from 100 to 500 feet; a low ropes and high ropes challenge course and team building course on which campers climb on ropes and other objects above ground level; a bungee trampoline, a variety of boating activities in our lakes including bumper boats, paddleboats, tube rides and kayaks; an archery range; laser tag course; gymnastics; playground area; and more. Please check our literature for a list of camper activities. If you have any questions about the type of activities the campers participate in, the inherent risks involved, or questions about your child(ren) participating, please call us immediately. Please understand that like any activity at our summer camp, there are inherent risks when participating and possible injuries can occur. We will of course do our very best to supervise and instruct all campers in the safest ways to participate and remain injury free.

NEWSLETTERS - Newsletters will be posted on www.frogbridgedaycamp.com each week throughout the summer. The intent is to keep you posted about camp activities. Please read them carefully.

PICTURES – Please refer to the camp calendar for the exact date of picture day. Individual and group pictures are available through purchase only and may be ordered through order forms provided by the camp, which will be mailed prior to the first day of camp. Camp T-shirts will be distributed and must be worn on this day. Please note: there is only one picture day scheduled each summer. **Parents are not permitted to visit on Picture Day**, so we can ensure a quick and efficient picture taking process. Schedules change greatly on picture day, so it would be very possible that the activity you hoped to see your child participated in at the time of registration would be missed for camp pictures.

RELEASE OF CHILDREN - Since the safety of your child is our utmost concern, Frogbridge Day Camp maintains a strict policy regarding the individuals to whom we will release a child. You are asked to specify a security password on the enrollment form for the release of your child, along with the names of emergency contacts, which are those persons with whom you entrust the care & welfare of your child.

Advanced written notice is required for an individual to be authorized to pick up a child. In the event of an emergency, the Camp Director or Office Staff may be notified by phone as to the name, address, phone number, and brief physical description of the person who will be picking up the child. The Camp Director or Office Staff will inform the Bus Counselor or Driver. Once this individual arrives at the camp, a staff member will need to verify the individual's identity by reviewing two forms of identification and the password before the child is released. The authorized individual must then sign and note the time of the child's release.

If a non-custodial parent is not included among those persons authorized by the custodial parent to pick up the child, please inform the Camp Director or Office Staff. Should an unauthorized individual arrive to pick up a child, a parent or emergency contact person will be immediately notified via a phone call. If the Bus Counselor, Camp Director, or Office Staff is unable to reach a parent or emergency contact person, the child will not be released.

STAFF CONTACT - We urge you to call the camp office at any time to discuss any and all matters that will be helpful to our team in dealing with your child. The Camp Director will return all calls after 4:15 p.m. upon completion of the camp day. Your child's Division Leader is considered your camp liaison throughout the summer. Your Division Leaders are available throughout the day to speak with you. Please do not hesitate to call at any time.

Please place notes for the teachers/counselors in your child's bag or give them to your driver via our "Bus Mail" envelope. Please alert your child if they do have a note in their bag and that they will be asked for them in the morning. Please check your child's bag for notes coming home from the camp. We send home notices and menus on a weekly basis.

The camp can only communicate with and provide information to one camper family; that being the one whose address is on the official registration form. Parents living outside the home of the child must obtain information from the child's legal parent/guardian. Only one schedule, one picture, etc., can be provided for each camper.

SWIMMING - Campers will swim twice each day throughout the summer. One of these swim periods is our "Instructional Swim" period, while the second is considered a "Free Swim" period. All campers will be evaluated the first day they arrive, as well as during each Instructional Swim period. A progress report identifying your child's swimming level and current progress will be sent home every 2 weeks.

Swimming is the one activity, which can be classified as "Camps Universal Concern." No matter what skill level a youngster may have reached, he/she is still faced with the challenge of "moving ahead." Many parents find it difficult to understand how a child can do well at the "swim club" on a weekend, yet fear the instruction at camp. What generally has occurred is that by the third week of camp some campers have reached a frustration level. They have progressed to a plateau, which for any number of reasons is difficult to go beyond. Fear is the overriding factor that will cause a child to offer a variety of excuses for not wanting to "swim today ". The child may be afraid of the embarrassment of failing. With fear a child is often "cold". The child who is confident is rarely "cold". Campers move from one instructor to the next as their ability group changes. For some campers, adjusting to different personalities is difficult. For others, simply changing into a bathing suit can be disturbing.

Our instructional swim team is trained to be sensitive to the needs of the children with whom they work. It is significant to note that when a child overcomes the fear preventing progress, he/she then moves through all camp activities with a renewed enthusiasm and confidence. Our policy is to try to understand each individual child and with the leadership of highly qualified swimming personnel, encourage participation and progress without pressure. No child is forced to swim or to take a test. Parents are requested to be aware of this information and to speak directly to your child's Teacher, Counselor or Division Leader when a child needs assistance in overcoming a hurdle. Each camper is given the opportunity to progress at his/her own rate of speed. The child's level of readiness dictates the amount of progress made. All campers participate in an instructional and recreational swim period daily. Senior campers, travel campers, CIT's (grades 6 - 10) have an optional instructional swim period.

TRANSPORTATION – In an effort not to inconvenience parents, all drivers will conduct a dry run on their own time prior to the first day of camp. It is in this way that several transportation delays on the first days of camp may be avoided. The dry run is designed for our drivers so they may locate each home on their route and plan their route accordingly. At this time a door tag will be left for you indicating approximate times for pick up and drop off as well as your driver's name. All campers will receive their camper bag on their first day of camp.

Please remember that you are expected to notify the Driver the night before if your child is not to be picked up the following day. Understand that the pick-up schedule may be adjusted as new campers join our busses weekly to improve the individual route of each bus. Keep in mind that new children are added and subtracted from each run on a weekly basis. If you are unable to contact the Driver, please call the camp **Transportation Office** at (609) 208-1417 before 7:30 a.m. Parents must call the Transportation Office to remind us when to expect the camper's return.

If a camper is to go home with another child, the request must be made in writing and presented to the Camp Director. If the child is not on his/her regular transportation route, the request will be honored only if there is a space on the bus.

CENTRAL EXPRESS OPTION

Frogbridge Day Camp also offers an optional "Central Express" bussing option. In this program, campers meet in a designated location as a group and will be brought to the camp with very limited stops, if any. Parents must arrive at the designated pick-up/drop off location 10 minutes prior to the busses arrival time each morning and afternoon. Each "Central Express" bus stops at limited pick-up locations and then heads directly to camp, thus significantly decreasing their time on the bus each day!

Frogbridge Day Camp utilizes only experienced drivers with Commercial Driver's Licenses. All drivers are fully investigated including; background checks, fingerprinting, drug testing, and several letters of reference as well as a referral from the Bus Company with whom they are presently working. Drivers are provided with operating instructions. If a vehicle is ever delayed due to mechanical reasons, another vehicle will be dispatched to pick-up the campers. Children will be picked up between 7:30 a.m. and 8:45 a.m. depending on the distance from camp. Please have your child ready. Someone must be at home to greet the camper in the afternoon when he/she is brought home at the end of the camp day. Dismissal is at 4:00 p.m. daily. We may not leave a child unattended at a home without a greeting by a parent or guardian unless a written letter of permission to do so is received in our office prior to the start of camp.

TRAVEL PROGRAMS - Exciting trips are scheduled for our 7th grade Getaway Travel Program, 8th grade S.C.O.R.E. Travel Program, 9th & 10th grade Teen Travel Program, CITs (9th and 10th graders). Parents are notified in advance. In the event of inclement weather, parents should check with the Camp Office about possible postponement and rescheduling. Please see the trip schedule to gain insight into which dates and arrival times are applicable to each weekly trip. Signed permission slips must be received for campers to leave the campground. Written permission applies to all trips throughout the summer. Parents/guardians are required to pick up their child on any late night returns to camp in which case, the busses have already left the camp property at 4 p.m. All campers must be signed out after any late return trips. In the event that a child arrives to camp unprepared on a trip day that requires a camper T-shirt to be worn, a new, replacement camp shirt must be purchased immediately at a cost of \$15. Campers may not leave campgrounds for most trips without an official Frogbridge camper t-shirt.

VISITATION POLICY - Parents are permitted to visit their child most days during the camp season. However, there is no visiting permitted on the **first day of camp (camp orientation day), picture day, the final day of color war, talent show days or the last day of the camp season.**

Visitation is limited to one, 40-minute period. Your child's Division Leader will guide you through your visit. We appreciate your understanding and cooperation in not asking to see your child participate in other activities. While we would love to have our parents observe the many wonderful events throughout the camp season, experience has taught us that excessive visiting is disruptive. The many children whose parents cannot take time off to visit are greatly disappointed if another parent is present for excessive periods of time.

WEATHER RELATED ALTERNATE SCHEDULES - Frogbridge utilizes an alternate schedule throughout the summer in the event of inclement weather. This is our Rainy Day Schedule.

RAINY DAYS – Every day is a sunny day at Frogbridge. Frogbridge provides as complete a program as possible on rainy days. Campers are required to move from one building to another and therefore, should dress accordingly. Campers may bring an additional outfit on a rainy or inclement weather day.

We make every effort to keep campers dry. The children do however move from one building to another, outside in the rain, so it is conceivable that some campers who are unprepared, may get wet. It is our philosophy that movement on a rainy day is far better than confining campers to one building.

HAZY, HOT & HUMID DAYS – As to be expected, the summer is the hottest time of the year. Therefore, we consider it extremely important to prepare for these very hot and humid days to ensure the well-being and comfort of our campers. Our daily schedule takes extreme heat into consideration by programming all afternoon activity periods in the air conditioning or outside in the pool or shade. Most active sports such as baseball, basketball, tennis, soccer, lacrosse, hockey, etc. will close each day after 6th period.

All Schedules are subject to change at the Camp Director's Discretion.

We hope we have successfully answered many of your summer camp concerns or questions. If there is anything further you would like assistance with or there is a question you find that has not been addressed within these pages, please call us without hesitation. We look forward to hearing from you.

Enjoy your summer! Happy Camping!

Welcome Home!

FROGBRIDGE DAY CAMP

Safety Plan

& Operating Handbook

Protocols and Procedures To Ensure The Safety Of Our Campers and Team Members.

Developed with the guidance from the American Camp Association and the CDC.

Updated June 14, 2022

**Frogbridge Day Camp
7 Yellow Meetinghouse Road
Millstone Township, NJ 08510
Phone (609)208-9050**

www.frogbridgedaycamp.com

Welcome Back!

Wow, is it good to be back! We can't wait to see all of those smiling faces as we celebrate another amazing summer at Frogbridge. The anticipation and excitement is building with each and every passing day. 10 months is always too long to be apart!

Opening Frogbridge Day Camp safely every summer is the result of months of hard work and dedication as we have strived to provide our campers and team members with yet another incredible summer experience.

What we have learned through data and science is that the risk of transmitting any viruses such as Covid-19 in the outdoors is extremely low, but providing our campers with a healthy summer camp experience is immeasurable. Imagine the smiles on the faces of campers of all ages as they sing, dance, laugh and play with their camp friends in a safe and healthy environment this summer! THAT is why we have worked tirelessly this past year, and that is why we believe that camp is among the most important experiences of our children's lives!

WELCOME TO AN EVEN BETTER FROGBRIDGE EXPERIENCE!

Camp may look slightly different than in previous years, now in an even further upgraded campus!

Facility upgrades include new touchless faucets in many of our restrooms, additional outdoor tents, increased ventilation of indoor spaces, increasing the number of outdoor hand washing stations, and adding hand sanitizing stations throughout the campus.

Here are a few facility changes you will find this summer:

- 1) In buildings with windows, if the outside air temperature and humidity are moderate, all windows will be opened, ceiling fans and/or floor fans have been installed and will be on to promote air circulation.
- 2) Indoor spaces that have HVAC systems will utilize high efficiency particulate air (HEPA) filters with a MERV-13 filtration rating.
- 3) If windows must remain shut due to weather or safety conditions, we will maintain continuous operation of exhaust fans and HEPA filters.

CLEANING & SANITIZING PRACTICES

- 1) Communal spaces are cleaned and disinfected at a minimum of once per day.
- 2) Frequently touched surfaces are cleaned and disinfected multiple times per day.
- 3) Electrostatic sprayers are used to clean all indoor buildings and all buses each day.
- 4) Restrooms and pads are cleaned multiple times throughout the day and disinfected daily.

EXPECTED CHANGES FOR THE SUMMER OF 2022

- 1) Masks are optional and are not required to be worn on camp grounds. 2) All "clubs" will be group choice, keeping our camp groups together, while still enjoying club activity periods.
- 3) In order to limit the risk of any illnesses being brought to camp by visitors, Parent/Guardian tours will unfortunately not occur this summer.
- 4) Talent Shows will be recorded and posted each day so that our camp families can enjoy the shows from the comfort of their own homes!
- 5) TheatreWorks will unfortunately not take place this summer, as we try to eliminate campers from multiple groups joining together in indoor spaces.

These simple changes will help us eliminate any need for quarantining of "close contacts".

Other than the above mentioned areas of concern, we are fully back to normal here at Frogbridge. The special events are back! The full salad bar is back! The pools are back to normal with no restricted use areas! Leagues are back! And best of all, our Parent BBQ is back during week 7!

PARENT DRIVE OPTION

For those families that have chosen not to take the bus or enroll in our extended care option. **We have had a large increase in families choosing this transportation option for the summer of 2022. For this reason we will be dividing all parent drive families into four specific color groups - blue, green, yellow and red.** Once assigned to a group you will be provided with a laminated sign to be placed in your windshield. Upon arrival you will proceed to the dedicated parking lot for your color.

Arrival in AM

- 1) **DROP OFF TIMES for 2022-** Green, Blue Red and Yellow groups will arrive for drop off at 9:05 am each day. Morning assembly will begin at 9:15 daily. 2) Please display your laminated colored sign in your windshield so that it may be clearly seen by our team members.
- 3) Follow signs to NEW designated drop-off areas separated by color. Please bring your camper to their dedicated picnic table and sign them in upon arrival. 4) Team members will assist campers in getting to assembly and meeting their teachers and counselors.

Dismissal in the PM

- 1) **PICK UP TIMES for 2022-** Green, Blue, Red and Yellow groups should arrive at 4pm. Parent drive pickups in the afternoon may not begin until all buses and team members' vehicles have left the property.
- 2) Please display your laminated colored sign in your windshield so that it may be clearly seen by our team members.
- 3) Follow signs to new designated pickup areas, separated by color. 4) Please park your vehicle and proceed to the dedicated picnic tables to sign out your camper with our team members.
- 8) If someone else is picking up your child, please make sure that you call the office in advance to let us know. The correct password must be known and photo ID must be provided by all others picking up your camper.

EXTENDED HOURS

For those families requiring early drop off (begins at 7:30 am) and late pick-up (ends at 6pm), please refer to the following policies and procedures....

1. Campers will be separated by age, grade and group.

EARLY PICK-UP

For those families that may require early pick-up, please follow the following procedure:

- 1) Email or call at least 60 minutes in advance of your arrival and your child will be waiting with their assistant counselor at the gazebo outside of the attendance office.
- 2) Please park in the pickup/drop off lot after checking in with the security guard. 3) Please be prepared to show identification and provide your family password to our security guard upon arrival..
- 4) Proceed to the attendance office window to sign your camper out. 5) If someone else is picking up your child, please make sure that you call the office at least 60 minutes prior to pickup to let us know. This person must show a photo ID and present the correct family password in order for your child to be released. We will not release your child to anyone not authorized by you and without proper ID and password.

LATE ARRIVAL

For those families that may drop off after campers after camp has started, please follow the following procedure:

- 1) Please park in the pickup/drop off lot after checking in with the security guard.
- 2) Please be prepared to show a photo ID and present your family password to our security guard upon arrival.
- 3) Proceed to the attendance office window to sign your camper in.

DAILY MONITORING OF CAMPERS

We are asking our parents to be our first line of defense in a multi layer approach to a safe and healthy camp experience. Please **DO NOT** send your child to camp if they have a fever, sore throat, body aches, cough, difficulty breathing, fatigue, or have an unexplained loss of smell or taste.

We require **72 hours (minimum of 3 full days) of being FEVER FREE without the use of medicine before returning to camp.**

Signs and Symptoms of COVID-19:

Cough Fatigue
Diarrhea Muscle Aches
Fever Shortness of breath
Headache Unexplained loss of taste or smell
Sore throat

IN THE EVENT OF A CONFIRMED OR SUSPECTED CASE WHILE AT CAMP

- 1) Interview the confirmed or suspected case and begin contact tracing in coordination with appropriate local and state health resources, as warranted.
- 2) Check the temperature of the individual according to camp processes. 3) If camper or team member is suspected to have COVID-19 based on this assessment, we will:
 - a. Place a face mask or cloth face covering on the individual.
 - b. Isolate individuals by separating symptomatic individuals by at least 6 feet. c. The isolation area will be at a designated quarantine facility located away from the infirmary.
 - d. If the individual needs to return home, we will isolate the individual until appropriate transportation home can be arranged.
- 4) Consider if a camper or staff member warrants further clinical evaluation, and if so, determine if it is either in-person or via telehealth.

5) Notify camp management, parents/guardians, and appropriate healthcare providers in accordance with guidance from our local health officials.

6) Advise those who have had close contact with a person diagnosed with COVID-19 to separate themselves, self-monitor for symptoms, and follow CDC guidance if symptoms develop.

IN THE EVENT OF A POTENTIAL EXPOSURE

1) Immediately inform parents/legal guardians about any potential contact their children may have had with suspected or confirmed cases.

2) Immediately inform parents/legal guardians if their child is experiencing any symptoms.

What happens if someone tests positive for COVID-19?

There are a number of different scenarios that have been considered by the Department of Health (DOH), and they all contain variables that make this difficult to detail with specifics. Here are the most common scenarios as defined by the DOH.

Scenario 1: A **parent/sibling** of a camper/staff in your child's group tests positive for COVID-19. That specific camper/staff is considered to have had "close contact". That camper/staff must stay home, only if they are exhibiting any symptoms of covid-19. There is NO impact on the other campers or the general camp. **There are no refunds or tuition credits provided in this scenario.**

Scenario 2: A **camper/team member** tests positive within a camp group. That person would not come to camp for 5 days after he/she first developed symptoms AND for 72 hours (3 days) after the fever has ended without the use of fever-reducing medications. The individual may return to camp on day 6 but must wear a mask when indoors on days 6-10. **There are no refunds or tuition credits provided in this scenario. Essentially, here is the camp's policy on quarantining once diagnosed with Covid-19:**

Individual tests positive on day 0

Days 1-5 Must stay home and isolate from camp.

Days 6-10 may return to camp but must wear a mask when on the bus or indoors.

If a camper does not wear a mask during days 6-10, they may not return to camp until the full 10 day period has passed.

There is no quarantining necessary for any close contacts within the camp group that are NOT exhibiting any symptoms of Covid-19.

There are no refunds or tuition credits given for any health related missed days or absences of any kind.