



73 East Valley Brook Road

Long Valley, NJ 07853

Phone: (908) 876-3429

Fax: (908) 876-4635

E-Mail: info@meadowbrookdaycamp.com

www.MeadowbrookDayCamp.com

2010 * PARENT HANDBOOK * 2010

MEADOWBROOK COUNTRY DAY CAMP PHILOSOPHY

Our goal at Meadowbrook is to create the best possible camp environment in which children can thrive. We believe camp is a place where children have the opportunity to try new activities, take on new challenges, increase their self-esteem and grow in a safe, nurturing, fun environment. We accomplish this through a dynamic and creative program organized by our warm and caring professional staff.

Our staff is what makes Meadowbrook truly unique. All staff members are carefully selected and trained, and we set a very high standard for staff involvement with our campers. One of the most important aspects of each child's summer is the special relationship that will blossom with his/her counselors. Here at Meadowbrook, every staff member knows that it is his or her job to help create those special "indelible" summer memories for our campers.

IMPORTANT DATES

Monday	June 28	First Day of Camp!!
Monday	July 5	Camp Closed
Friday	July 23	First 4-Week Session Ends
Monday	July 26	Last 4-Week Session Begins
Saturday	July 31	Summer Splash 2010
Wed.-Thurs.	Aug. 4 & 5	Camp Dance Shows (at night)
Monday	Aug. 16	MCDC Rookie Day
Friday	Aug. 20	Last Day of Camp

All campers will receive a camp calendar with all events, activities and trips. Please keep it available throughout the summer and refer to it daily for important dates. All Travel Campers will also receive a Travel Calendar with all planned day trips and optional overnight trips including anticipated late return trips. ***All late returns and late-night programs require pick-up from camp.*** Both calendars will also be available in the forms section of our website (www.MeadowbrookDayCamp.com) at the beginning of the summer.

PARENT / CAMPER ORIENTATION

Parents and campers will get the opportunity to meet their Division Head, Counselors and fellow campers during our 2010 pre-camp orientation meetings. We will also provide important information to parents about the summer. Additionally, we will distribute camper backpacks and t-shirts at the meetings. We encourage ALL campers and parents, both new and returning, to attend their orientation.

2010 PARENT / CAMPER ORIENTATION MEETINGS

Tiny Toons (Pre-K & Kind.)	Tues.	June 22	5:00 PM - 6:30 PM
Explorers (1st)	Wed.	June 23	5:30 PM - 6:30 PM
Freshmen (2nd)	Thurs.	June 24	5:30 PM - 6:30 PM
Juniors (3rd) & Seniors (4th)	Wed.	June 23	7:15 PM - 8:15 PM
Young Adventurers (5th & 6th)	Thurs.	June 24	7:15 PM - 8:15 PM
Travel (7th-9th)	Tues.	June 22	7:15 PM - 8:30 PM

COMMUNICATION

We believe that clear, open lines of communication between our camp families and our Leadership Team ensure a successful summer experience for your child. If at any point during the summer you have a question or concern, we encourage you to call camp immediately (please call – e-mail is not as effective during the summer.) Potentially problematic situations can be easily handled or avoided if parents communicate the problem to us quickly. If you do call camp with a concern, please ask to speak with your child's Division Head. Our Division Heads are with their groups throughout the day and are closest to your child and his/her counselors on a regular basis; therefore, your child's Division Head is best equipped to solve a group problem. Since our Leadership Team members spend their days outside at camp with your children, you may need to leave a message and receive a call back at the end of the day.

Any notes that are sent home from camp will be placed in the front pocket of your child's backpack. Please check it every day. We ask that you also place any notes being sent to camp in that same front pocket or use our bus mail envelopes. Your note should include your child's first and last names, telephone number, group and bus number. Our staff knows to check that pocket each morning.

MEADOWBROOK WEBSITE

The Meadowbrook website (www.MeadowbrookDayCamp.com) is an excellent source of information throughout the summer. The forms page in the Parent Section will allow you to download all important forms that you may need during the summer, including those in this mailing. It is also a great way to see what is happening at camp. We continuously post pictures from camp in our online photo album. To view photos, the password is "sunshine". You can also find copies of each of our weekly summer newsletters that are e-mailed home each Friday.

BEHAVIOR EXPECTATIONS

We expect that campers will treat each other and all staff members in a kind, respectful, considerate manner. If at any time these expectations are not met by a camper, we will use appropriate strategies to encourage the camper to improve his/her behavior. If all reasonable efforts are made to help a camper understand acceptable behavior and these expectations still are not met, we will notify the parents of the problem and appropriate consequences will follow. These may include possible suspension for a day or two, and in extreme cases, possible request to withdraw the child from camp. There are no refunds or credits given due to suspension or withdrawal as a consequence of poor behavior.

ABSENTEEISM

Please call your Bus Counselor or Driver if your child will be absent from camp. Doing so will help the buses get to camp in a timely manner. **There are no refunds or credits given due to illness or absenteeism.**

TOILET TRAINING

All campers must be fully toilet trained prior to attending camp.

RAINY DAYS

Rainy Days are special days at Meadowbrook. We have special schedules to follow and participate in activities that we do not do on normal sunny days. The type of rain that we are having determines what will happen at camp. If it is just a light drizzle, we may decide to stay outside and enjoy the refreshing gift from above. If it is a heavier rain, then everyone goes inside and we follow our rainy day schedule. We may also send some of our older campers out of camp on rainy day trips. Our 5th - 9th graders frequently venture off the grounds on rainy days; however, our 4th graders may also leave camp if we have an abundance of rainy days. Rainy day trips in the past have included Movies, Roller Skating, Ice Skating, Indoor Sports Arenas and Bowling. We do ask that you still send in bathing suits and towels on rainy days as a rainy morning often leads to a bright sunny afternoon in Long Valley.

LUNCH & SNACK

Meadowbrook provides lunch for all campers everyday (except those campers on scheduled out of camp trips). You will receive a lunch calendar prior to the start of camp indicating each day's lunch offering. Salad bar and fresh fruit will be available daily. A variety of sandwiches, bagels, and cheese sticks will always be available as an alternative to the day's offering. Campers may also bring lunch from home if they prefer, and their lunches will be refrigerated upon arrival. Lunches brought from home should be in a bag that is labeled with the camper's name and group number. At the end of each day, all campers have a snack of Ice Cream or Ice Pops before we say goodbye. If your child has any dietary restrictions, please contact the camp office.

GOODIES FROM HOME

At Meadowbrook, we provide many opportunities to have fun with food. This includes activities such as Cooking & Chocolate, a refreshing snack at the end of each day and special events at camp such as carnival, popcorn at the movies, watermelon and ice cream sundae parties. In all instances, we are conscious of the frequency of these events as well as the impact on campers with specific food allergies. Therefore, we ask that parents please NOT send extra candy, cookies, etc. to camp for their child's group (including birthday treats). If your camper is celebrating a birthday, Meadowbrook will provide an ice cream sundae party for your child's group at no additional charge.

GROUP PHOTOS

Throughout the summer, our staff photographer will be photographing all of our groups. A complimentary group photo will be sent home to each camper as they are completed. We will continue to regularly post photos of Meadowbrook "in action" on our website, www.MeadowbrookDayCamp.com. To view photos, the password is "sunshine". All of the website photos are available for purchase from www.Shutterfly.com.

VISITING DAYS AND VISITING POLICY

We realize that parents often wish to see their children in action here at camp. It is for that reason that we have visiting days during the summer. All groups will have one scheduled visiting day during the second or third week of the summer. Visitation times will vary by group so that you will have a chance to see your campers in both swim instruction as well as one additional activity. Specific visitation times will be provided BY GROUP shortly before the scheduled visitation days.

We also have an open visitation policy. All we ask is that you call to set up an appointment with your child's Division Head at least 3 days before you would like to visit. Appointments are scheduled between 9:45 AM and 2:45 PM. Scheduled appointments are necessary to avoid conflicts with special events and to ensure that we have the appropriate staff available for each visit. For security reasons, all visitors to camp must be accompanied by a Meadowbrook staff member at all times. Additionally, many parents want to see swim and certain specific activities that are important to them and scheduling appointments in advance aids us in fulfilling these requests. Thank you for your cooperation.

EQUIPMENT

Meadowbrook supplies all necessary equipment for all activities. You will be contacted if there are any special events which require any special supplies. Please keep all personal belongings at home unless otherwise specified, especially electronic devices (I-pods, Game Boys, Walkman, etc.) and trading cards of all types. **Meadowbrook is not responsible for lost or damaged belongings.**

PETS

We have many campers with pet allergies or fear of certain animals. When coming to camp for any reason (visiting days, pick-up, drop-off, Summer Splash, etc.) please be considerate of all of our campers and **LEAVE YOUR PETS AT HOME.**

CLOTHING & DRESS

Campers should always dress for the weather in washable play clothes that will stand abuse. Your camper will come home from camp with dirty clothes. Please do not send any clothes that you are concerned about ruining or losing.

1. Shorts & T-Shirts must be worn daily.
2. All clothing, footwear and towels should be clearly labeled with camper's name.
3. Sneakers must be worn everyday and must be worn at all activities other than swimming. Sandals or flip flops may only be worn to and from the pools.
4. NO KEENS (open, strappy sneakers worn without socks). Traditional closed sneakers and socks should be worn daily due to the nature of many of our activities (example: Archery, Challenge Course, Fishing, etc.)
5. NO SNEAKER SKATES (also known as Heelys) - For the safety of all our campers, sneakers with wheels will not be permitted at camp or on any camp trips.
6. All campers (except travel) will receive a camp t-shirt and personalized Meadowbrook backpack at the Parent/Camper Orientation.
7. All travel campers will receive a travel t-shirt and sweatshirt at the Parent/Camper Orientation.
8. Bathing Suits: All Campers should bring two bathing suits and two towels to camp everyday.
9. Extra Clothes: A spare set of clothes in the backpack (especially for younger campers) is advisable. Also, a light sweatshirt for cooler days is recommended. The weather at camp is known to change quickly, so it is always best to be prepared.
10. This year's camp shirt must be worn on all scheduled out-of-camp trips.

CELL PHONES

Cell Phones are not permitted in camp or on out-of-camp trips. If a camper is found using a cell phone, the phone will be taken away and held in the office until the end of the day.

LOST & FOUND

With your help we can make sure that all of your child's belongings return home daily. Please label all clothing and towels with your child's name. Any found article is brought to the lost and found which is periodically searched for labeled articles. Any article that can be identified is returned and the others remain in the lost and found until they are claimed. Items are kept at camp for approximately 1 week after camp closes and then they are donated to charity.

CAMPER REGISTRATIONS / EXTENSIONS

Registering in advance is the most economical way to enroll your children at camp. If you are interested in extending your child's stay at Meadowbrook during the summer, please call the camp office for the weekly extension rates. Early Bird registration for next summer typically starts around mid-July.

SOME IMPORTANT NAMES AT CAMP

Owner / Director.....Roz Buck
Owner / Director.....Jed Buck
Director.....Rich Sherer
Asst. Director.....Lynda Pepe
Office Manager.....Marty Lamport
Waterfront Director.....Rich Attonito

DIVISION NAMES

<u>Name</u>	<u>Grade Entering</u>
Tiny Toons.....	PreK & K
Explorers.....	1st
Freshmen.....	2nd
Juniors.....	3rd
Seniors.....	4th
Young Adventurers.....	5th & 6th
Tweens.....	7th
Teens.....	8th
Supers.....	9th

NURSE'S OFFICE & MEDICAL FORMS

Our air-conditioned Nurse's Office is staffed by two Registered Nurses and is located in a quiet, private room inside our Rec. Barn building. The Nurses treat minor injuries, illnesses and dispense medications. Our Nurses also inform parents of their child's visits through notes home or phone calls in accordance with current American Camp Association standards.

Medical Forms must be completed and signed each year prior to any camper attending camp. Please return your medical forms for each camper as soon as possible to allow time for review and input of medical information. As per the Health Department's regulations, no campers will be allowed to come to camp without having their completed Medical Forms on file. Our Medical Form is a two-part document. One part is the Camper Medical History Form which must be completed and signed by a parent each year. The other part is the Camper Examination Form which must be completed and signed by a parent and a physician based on a physical performed by the physician on or after August 20, 2008.

All medications, prescriptions and non-prescriptions, require the written permission of the Parent/Legal Guardian and the physician before they will be administered. Medications must be in their original bottle, accompanied by full instructions and be brought to the camp office or Nurse's Office by the Parent/Guardian or given to a Meadowbrook staff member (such as the Bus Counselor). A Camper Medication Form must also be sent with EACH bottle of medication. Medication should NEVER be given to a camper to bring to or from camp. All medications must remain in the Meadowbrook Nurse's Office at all times.

7 WAYS TO HELP US KEEP MEADOWBROOK HEALTHY!

1. Complete and mail all Medical Forms on time.
2. Advise the camp of any contact with contagious disease after your camper's Medical Form is turned in, especially during the summer.
3. DO NOT send your child to camp if he/she is not feeling well in the morning.
4. If your child has been sick, we ask that all children be fever-free, with no vomiting and/or diarrhea for 24 hours before returning to camp.
5. Any medication being sent to camp must be accompanied by a Camper Medication Form with full instructions and be in the original bottle. Medication is to be given to a staff member or dropped off at camp.
6. Inform the camp if your child has recently been taken off or changed medication that he/she has been taking for an extended period of time.
7. Notify the camp office of any and all allergies immediately.

MEADOWBROOK SWIM PROGRAM

Every camper will generally swim twice each day: Swim Instruction every morning and General Swim every afternoon. For Swim Instruction, campers are grouped based on their swimming strokes per the Red Cross swim program. Instructional swim levels are based on skill proficiency only. Our instructors work hard to continuously move campers up to new swim levels by constantly evaluating stroke progressions. General Swim levels are based more on stamina and swimming efficacy as opposed to stroke proficiency. Each camper has a colored wrist band that allows campers access to certain sections of the pool. Red bands are for the shallow end, green bands are for the middle section and blue bands are for the deep end. Initially, all level 1-2 swimmers wear a red band, level 3 a green band and levels 4+ a blue band. A camper may test up to the next level after the first 3 days of swim lessons by passing the "deep water test" during his/her free swim period. To earn a green band, campers must swim one half of a lap and tread water for 30 seconds. For blue bands, campers must swim one entire lap of the crawl stroke and tread water for 60 seconds. Before moving any camper to a higher level in either Swim Instruction or General Swim, we must be confident in the camper's ability to swim safely in the new swim area.

SUNSCREEN

Protection from the sun's rays is extremely important for all campers. We recommend that you cover your child with sunscreen before he/she leaves for camp in the morning. You may send sunscreen to camp in your child's bag so that the counselors can re-apply throughout the day. We also have sunscreen available in bunks and around camp for frequent application.

TRANSPORTATION

BUS TRANSPORTATION

Morning pick-ups will typically be between 8:00 and 8:30 AM. Your child's Bus Driver/Bus Counselor will visit your home to meet you prior to the first day of camp. They will notify you in advance of the day and time they plan to visit you. As part of their visit, they will give you a completed bus information form which includes approximate pick-up and drop-off times. We recognize that due to everyone's busy schedules, it is sometimes impossible for the Driver and Bus Counselor to meet everyone in-person. In these cases, they will certainly contact you by phone as well as leave you the bus information form described above. Please allow 15 minutes plus or minus your scheduled pick-up time for the first week of camp until the routes gel. Also, please note that campers' pick-up and drop-off times may change throughout the summer as a bus route's roster may change with each session change at camp.

PLEASE CAREFULLY NOTE THE FOLLOWING GUIDELINES WHICH MUST BE FOLLOWED BY OUR DRIVERS AND BUS COUNSELORS.

1. We are unable to transport children to destinations other than their own homes.
2. The driver is never allowed to leave the bus in accordance with New Jersey law.
3. Bus Drivers can only wait two (2) minutes for your child; please be ready. If you miss your pick-up, please call the camp right away. We may be able to get the driver to return to your home or you may be able to meet the bus at a later stop along the route. IF NOT, PARENTS MUST TRANSPORT THEIR CHILD TO CAMP.
4. Drivers are not permitted to leave your child unless you make your presence known. The only exception to this is if the office has written permission to drop a child off unattended at his/her home. If it is determined that a parent is not present, the child will return to the bus for the remainder of the bus route. A second drop-off attempt will be made after the bus route is completed. If a parent is still not home, the camper will go to the bus counselor's house or back to camp until he/she is picked up by a parent. Camp will attempt to contact the parents by cell phone.
5. Notify the office of any permanent address changes as soon as you know. Advanced warning of a change of address will ensure continued bus service for the camper.
6. Meadowbrook insists that seat belts must be used at all times and that proper behavior on the bus be maintained. Please discuss with your child the importance of behaving on the bus. A child may be removed from a bus if proper bus behavior is not displayed.
7. Campers must listen to the Bus Driver and Bus Counselor at all times. Campers must not distract the driver. All campers must remain seated at all times.
8. No Food may be consumed on the bus.

PARENT TRANSPORTATION (PT's)

For safety reasons, if you are driving your child to camp please remain in your car in line in the front parking lot and we will escort your child to the appropriate arrival area. Please note that campers should arrive each morning between 8:45 and 9:00 AM. At the end of the day, campers should be picked up between 4:00 and 4:15 PM in the front parking lot. Please remain in your car with your pick-up sign clearly visible. When you reach the front of the line, please place your car in park and your child will be escorted to you. Please be sure that anyone picking-up your child from camp has your family's official Meadowbrook PT Car Sign. If this is not possible, please notify the office that your child's PT Adult will not have the card that day. If you need an additional sign, please contact the office.

EARLY PICK-UP

You must notify the office in advance (preferably in writing) if you plan on picking up your child early instead of using normal transportation home. The note should include who will be picking up your child and the approximate pick-up time. Parents must pick-up their children no later than 2:45 PM in the camp attendance office at the main school house. After 2:45, our buses are returning to camp and it is necessary for us to clear the camp roadway and to finalize our transportation lists for the day. In order to ensure a safe, timely and orderly departure for all of our campers, please adhere to this timing. When picking up your child early, please park in the lower lot and proceed to the attendance office at the main school house where your child will be waiting for you. In the office, all children must be signed out and given a pass which must be turned in to our security officer upon exiting camp at the front gate.