



# INFORMATION PACKET

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E. ROCHESTER, NY 14445

# DAILY CAMP PROCEDURES

## Camp Day

The camp day runs from 9:00 a.m.— 3:00 p.m. Sign-in/out area is in the main lower camp area.

- Extended Day Camper Care begins at 7:30 a.m. and afternoon extended care is available until 5:30 p.m.
- For those campers who are not attending extended care, camp sign-in takes place 8:30 - 9:00 a.m. and sign out takes place 3:00—3:25p.m.
- If you need to pick up during the camp day, please do so in the camp office.

## Afternoon Pick-Up

Anyone picking up a camper must be listed on child's Authorized Pick-up List. (please see Camper Release Procedures). In the event that a child is not picked up, CT staff will attempt to notify authorized individuals for pick-up. If they cannot be reached within 2 hours of scheduled pick-up time, the Monroe County Protective Agency will be notified. There is a charge of \$1.00 per minute for any child remaining after 5:30 p.m.

## Early Pick-Up and Departure

Please provide written notice if you need to pick-up your child prior to 3:00 p.m. Please be aware that due to the nature of the camp property, it's likely your child's group will not be in the immediate area of the camp office.

- Unusual arrivals/departures close to the regular arrival/departure time will result in delays.
- Those who drop-off/pick-up between 9:00 a.m. and 3:00 p.m. are required to sign-in/out at the Health Office located in the Camp Office.
- A note or phone call should be sent with any daily changes.

## Extended Day Care

AM Care-7:30-8:30am

PM Care-3:30-5:30pm

- Information to sign up for extended care will be sent out in late spring and in information prior to each session. Sign up is on your MYCT Account.
- Payments for extended care will be due at the start of each session the service is being used.
- CT staff will sign campers in and out.

## Absences

Please notify the camp if your child will be absent.

## Campers Walking/Biking to Camp

If your child will be walking/biking to and from camp, please send a signed note to the camp office with specific days and dates that this is permitted. Please remind your child to sign-out with their counselors before departing each day. Note: NYS law requires that children have proper safety equipment (i.e. helmet) to ride a bike.

# CAMPER RELEASE PROCEDURES

The following procedures are in place for your child's safety and will be employed during the camp season. Anyone picking up a camper must be on the camper's Authorized Pick-Up List.

## Authorized Pick-up List

Only those people listed under the "Persons Authorized to Pick-up Camper" on the camper application will be permitted to sign-out campers. Notes will be accepted for changes prior to the time of pick-up. You may make changes right on your Parent Dashboard. Please note that a parent, regardless of custodial arrangements, has the authority to obtain a child from camp at any time **unless** a copy of the Court Order is on file with the Camp Office.

# OTHER CAMP INFORMATION

## Sick Child Policy

Please do not send your child to camp if he/she is sick and/or running a fever. If a child becomes ill during camp, a parent or person authorized to pick-up will be contacted to pick-up the child. Children must be symptom free for at least 24 hours before returning. A doctor's note may be required for your child to return to camp.

## Camper T-Shirt

Each registered camper will receive a camp t-shirt as part of their registration. Camp t-shirts will be distributed to each camper during their first session in attendance.

## Cell Phone/Electronics Policy

Camp is a cell phone and electronic free zone. If cell phones come to camp, they must remain safely in a backpack. Creative Themes is not responsible for the loss or damage of any personal item. If a camper is continually reminded to put their cell phone away, staff may take the phone and lock it safely in the Camp Office.

## **Rainy Days**

Campers will take part in a full scheduled program of activities regardless of the weather. We are prepared with a rainy-day schedule for each group which focuses on crafts, group games, and special events. Be sure to dress campers appropriately for the weather!

## **Swimming**

During 2018 camp will be running one-week sessions. These sessions do not allow for us the time needed to run red cross swim lessons. During camper's pool time campers will need to be evaluated for basic swimmer/non-swimmer skills (per NYS health code) if they wish to swim during their sessions at camp. This will be done during the first few days of a session and only needs to be done once a summer. If a child wishes to swim in our deep end they will need to be proficient in our deep end skills.

## **Camp Inspection**

Creative Themes Day Camp is permitted to operate by the NYS Department of Health. We are inspected twice annually. Reports are filed with the Monroe County Department of Health.

# CAMPER PREPARATION

## What to Pack

We advise packing the following items in your camper's backpack each day. Please be sure to clearly label everything with your camper's first and last name. (Check your MYCT account for labels provided from Oliver's labels for purchase) Daily clothing needs to include comfortable play clothes appropriate for the weather in which you don't mind getting dirty. A backpack is recommended to keep track of all items that you bring. We suggest the following items:

- Swimsuit and towel
- Plastic bag for wet clothes
- Extra set of clothes
- Sunscreen lotion and bug spray (if not okay to use camp supply)
- Sneakers (closed toed shoes are required for activities such as Climbing Tower) (No Crocs)

## Lunch

At the Creative Themes, we are committed to healthy living in all our programs. For this reason, we ask that you follow the following guidelines when packing your camper's lunch each day:

- We recommend campers pack health lunches Mondays through Thursdays.
- On Fridays we provide Pizza, chips/pretzels and fruit.
- Drinks are available daily at lunch-lemonade and Kool-aid
- Water is always available
- Lunches are kept in large coolers, if campers pack items needed to keep extremely cool they need to pack an ice pack in their lunches
- Please do not send items that require reheating or cooking.
- Please do not send campers with soda or candy.

## Lost and Found

Misplaced items are common among elementary school age children. You can help limit lost items by following the below procedures. All lost and found not claimed after two weeks will be donated to a charitable organization. CT is not responsible for lost, stolen, broken, or destroyed items.

- Label all belongings with camper's first and last name.
- Remind each child to check his/her belongings at the end of each day.
- If something is lost, check the lost and found as soon as possible.
- Notify camp staff upon sign-in/sign-out regarding lost items or speak with your child's lead counselor.

## **Sunscreen/Insect Repellent**

All campers should apply sunscreen in the morning prior to arriving at camp. Staff will assist campers with applying sunscreen after swim periods. Sunscreen will take place in an open setting. Creative Themes provides sunscreen onsite. The brand is Rocky Mountain Sunscreen. All parents need to have submitted permission for staff to use sunscreen and apply (on application & MYCT account). If your child can not use our sunscreen we recommend that camper bring their own bottle of sunscreen lotion labeled with their first and last name and give to their counselor. Because campers spend a large part of their day outside, we recommend campers wear a hat to protect them from the sun, wear approved swim shirts while participating in swim periods, and have their own personal bottle of sunscreen available.

# MEDICAL AND HEALTH INFORMATION

## Medications

It is preferable that prescription medications be administered at home when possible.

**All** medication (both prescription and over-the-counter) dispensed at camp requires a Medication Consent Form/Special Health Care Plan to be completed by parent/guardian and the child's physician. This form can be printed from our website or obtained by calling the main number.

Camper medication may be dropped off the week prior to camp starting or given directly to the camp Director or Asst. Director during the camp season. All medication must be in its original container and clearly labeled with campers first and last name. We cannot accept any medications that are not in their original containers.

Campers with special care needs, including severe allergic reactions, asthma, or physical limitations are required to submit a special health care plan which can be found on the website. We also encourage a one on one meeting prior to the campers start date with the Denise.

## Immunization History

New York State Department of Health requires each camp to keep a current copy of every camper's immunization history on file for them to attend. A complete copy of your child's immunization history should be submitted to CT no later than June 1, 2018. Campers without an immunization history on file will not be permitted to attend.

## Emergencies

Our staff is trained in handling a variety of emergency situations. In the event of an emergency, we will make every attempt to notify parents immediately. If necessary, local emergency services will handle emergency transportation.

## Prohibited Items

The following items will be confiscated by CT Staff and held in the office for parents to retrieve at the end of the camp day.

- Tobacco, alcohol, drugs
- Trading/playing cards (if problem occurs)
- Electronic games or devices (including cell phones)
- Valuables (CT is not responsible for lost or stolen items)
- Personal toys or games
- Weapons (play or real)
- Candy, gum, cough drops (due to food allergies, campers should not bring candy or snacks to share)
- Animals
- Lighters or matches

# IMPORTANT DATES AND EVENTS

## Open House

Dates for Open House will be sent in May newsletter. They will also be posted on our website.

## 2018 Camp Session Dates

Session 1: June 11 - June 15

Session 2: June 18 - June 22

Session 3: June 25 - June 29

Session 4: July 2 - July 6

Session 5: July 16 - July 20

Session 6: July 23 - July 27

Session 7: July 30 - August 3

Session 8: August 6 - August 10

Session 9: August 13 - August 17

Session 10: August 20 - August 24

4th of July, camp is open

# PAYMENT OPTIONS AND PROCEDURES

## Payment Option

Checks or ACH payments are accepted. Information can be found on our website on the [payments & forms page](#). June/July sessions due May

## Changes in Registration

Parents are responsible for informing the camp office **in writing** of all changes to camper registration. Please be sure to update any changes in contact details including address and phone numbers as they arise.

## Refunds/Credits

Please note we are unable to pro-rate weekly camp fees for any reason.

Any cancellations by May 1<sup>st</sup> will received a full refund minus the registration fee.

After June 1<sup>st</sup>, a 50% refund or 75% credit of camp fees will be issued.

After July 1<sup>st</sup>, A 50% credit of camp fees will be issued.

\*If a cancellation is less than 10 days before the start of a session no refund will be given. (This will supersede all other cancellations)

*Refunds for special circumstances will be determined by the directors. Please contact directors as soon as possible with any questions. (Registrations fee is non-refundable at any time)*

Once a session begins, no refunds or credits will be given without a medical reason verified by your child's pediatrician.



# BEHAVIOR EXPECTATIONS

## Behavior Policy

The physical safety of all campers is the primary priority of camp staff. Any camper who commits an act of physical aggression or gross disobedience will complete a behavior/bully incident report with camp staff. Reports will be shared with parents, and may result in any of the following actions as determined by the camp director or director's designee:

- First Offense: Parents will be contacted, and the child will be suspended for the next day of camp.
- Second Offense: Child will be suspended from camp the remainder of the session.
- Third Offense: Child will be expelled from camp for remainder of summer.
- There will be no refund of fees or deposits for days a camper is suspended.***

## Expected Behavior

- Campers are expected to respect and listen to camp staff
- No taking of other campers' stuff
- No fight or bad language
- No destroying of camp property

## Bullying Policy

Our leadership team addresses all incidents of bullying seriously and encourages campers, staff, and parents to alert us to any problems during the camp season. Bullying is a complex problem; there are four specific characteristics that can qualify a situation as bullying. The behavior must be intentional, repetitive, hurtful, and involve an imbalance of power.

**Intentional**—Children can hurt other children by accident. Bullying, however, is always intentional and meant to cause some sort of harm, whether it is physical or verbal. This behavior may persist even after the victim has asked the bully to stop.

**Repetitive**—In most cases, bullying happens repeatedly. Bullies often target children who they know will not do anything about the behavior, so they can continue bullying as long as they like.

**Hurtful**—Bullying is a negative behavior that may include physical or verbal harm. The types of hurtful behavior that qualify as bullying are varied, but they all cause harm of some sort to the victim.

**Imbalance of power**—If two children hold an equal amount of power, one cannot bully the other. This imbalance of power can come from different sources, including age, size, strength, and social status.

Please review the Behavior and Bullying Policy with your children. Our camp is dedicated to providing every camper with a positive summer experience. We have a set of community standards and expectations for behavior which all camp participants must follow. It is our goal to ensure that all participants in our community gain self-confidence, make new friends, and go home with a magical and memorable experience.