

Creative Themes

working together to build... **Day Camp**



Creative Themes Policies & Procedures

EMAIL

CTDAYCAMP@CTHEMES.NET

MAILING ADDRESS

20 JEWELBERRY DR
WEBSTER, NY 14580

WEBSITE

CTHEMES.NET

PHONE

585-385-6830

PHYSICAL ADDRESS

325 EAGLEHEAD RD
E. ROCHESTER, NY 14445

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.

Camp is Needed More Than Ever!

The pandemic has been hard on all of us, but children have likely been affected the most. Favorite after-school, weekend activities, sports, performing arts, and science are just starting back up. No one knows what the long-term effect to learning, social-emotional development and mental health. Kids will have an opportunity to play together, be mentored by caring staff and most of all be outdoors.

Why Creative Themes Can Make Camp A Success

- Plenty of Space to Spread Out - Over 15 Acres.
- All camp activities-outdoor based
- Experienced and Professional Leadership.
- Mature College Age or Older Counselors
- Lots of Shade, Covered Structures and Tents.
- Activity Instructors.
- Family-Owned and Operated-38 years of experience.

Summer Safety

- Stay Home When Sick.
- Outdoors All the Time.
- Use of hand washing and sanitizing during camp.
- Clean & Disinfect Regularly.
- Provide staff with updated training.
- Limit sharing of supplies and equipment.

Terms to Reference through this booklet

Teams: This is used to describe our cohorts of campers, typically split by grade. In some sessions grades may be combined. Campers could be on a different Team if they are coming for multiple sessions.

Home Base: The area in which our Teams gather, store their backpacks, eat lunch, etc. Only one Team is be assigned to a home base area.

Mask: This a face covering that your child will be the most comfortable in.

2023 Camp Session Dates: June 26th to August 25th

June program PK4/K June 12th & 19th weeks

Camp Open House

Camp Day

The camp day runs from 9:00 a.m.— 3:00 p.m. (PM Extended Care from 3:25-5:30)

- Drop-off begins is from 8:30-9:00
- Pick up from 3:00-3:25

Drop-off

- Parents should remain in their car. Creative Themes staff will direct parent cars and open car doors.
- If a parent needs to get out of the car, CT staff will direct to a designated spot.
- Campers will be escorted into camp by a staff and directors to their home base.

Pick-up

- Teams will be assigned an area in the parking lot to wait for their name to be called.
- Campers will be brought directly to your vehicles.
- Parents will have car signs displayed for staff to know which campers to load into vehicles.

Forgotten Pick-Ups

Anyone picking up a camper must be listed on child's Authorized Pick-up List. (Please see Camper Release Procedures).

If 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., in addition to our extended charges.

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 is likely your child's team 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 after 9:00 am. our main gate will be closed. Parents will need to call the main office 585-385-6830, a staff member will come and check your camper in.
- A note or phone call should be sent with any daily changes. No pick-ups without prior knowledge.

Extended Day Care

PM 3:30- 5:30

- Information to sign up for extended care is in our newsletters and in sessions information prior to each week. Sign up is on your Parent Dashboard.
- Payments for extended care are due at the start of each session the service is being used. (There are no refunds on unused days, due to staffing)
- During Extended hours (3:30-5:30) parents need to walk into camp to sign their camper(s) out.
- Anyone in addition to parents picking up a camper must be on the camper's Authorized Pick-Up List.

Authorized Pick-up List

Only those people in addition to the primary contacts for a camper you can add "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.

Visiting

- During camp hours, parent visiting is limited per the Director.
- No Non-essential outside vendors
- Sick campers or campers leaving early requiring parent pick up will be brought up to parent in the parking lot area by a staff member.

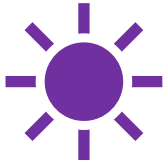
Absences

Notify the camp if your child will be absent, make sure to leave the reason for the absence.

Campers Walking/Biking to Camp

Creative Themes strongly discourages any camper from walking or riding a bike 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.



Team Size

- Campers will be placed into team with assigned staff.
- Teams should be between 25-30 campers. Our staff to camper ratios will be maintained to all health department regulations.
- When teams will be using shared spaces with other teams. (morning show, assembly area, etc.)

Masks- *updated for 2023 regulations*

Creative Themes Camp is operated on private property which gives us the ability to have the following masking policies.

Masks will at the start of camp season be optional

Cleaning & Disinfecting/Handwashing

- Each team will eat in their home base and clean their tables after lunch.
- Hand sanitizers and hand washing stations have been placed around camp for easy access.
- Staff to be trained and will supervise campers to ensure that proper hand washing procedures and hand sanitizers are used liberally.
- Use of EPA approved soaps and sanitizers; Commercial Grade disinfectants will be used daily to ensure sanitary standards are consistently maintained.

Camp Program and Activities

Almost as important as our people, are our amazing activities - Incredible variety, amazing facilities and a talented staff of instructors make our activities an essential part of the camp experience.

- Typical Day – Teams will have a schedule that will rotate through different periods. The schedule will allow for more time to wash hands. Wide variety of activities including sports(games), water time, art, fishing, canoeing, archery, adventure, Playground, and plenty more.
- Hand washing and hand sanitizing will be done through the day.
- Commonly touched surfaces, tables, benches, etc. will be wiped down throughout the day.

Water Activities

We understand that swimming is a favorite activity of many campers and an important part of the camp day. Our pool is 2ft in a shallow end to 4ft in the deep end. All water times will be supervised by Red Cross Lifeguards.

- Pool, Water Slide, Water Games
- Each Team will have water time assigned each day.
- Counselors will be in the water to assist. (Younger campers)
- Teams will all having changing pods at home bases along with other changing spaces.
- We encourage campers to come to camp in their bathing suits, so they only need to change once during the day.
- Changing areas and bathrooms will be cleaned and sanitized throughout the day.

Rainy Day

Camp is open on rainy days. Our goal is to run our normal camp day schedule as much as possible even on rainy days. Our staff develops activities that can be done under shelter. All campers will remain in their teams. We do ask that all campers come dressed appropriately, CT does not have extra sweatshirts, rain jackets or boots, etc.

Hot Days

Occasionally, a summer day brings unseasonably hot weather. During the days of extreme heat camp activities will be scaled down to limit participation in high-energy activities. Campers will have access to water and shaded areas to ensure their safety.

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. Daily clothing needs to include comfortable playclothes appropriate for the weather in which you do not mind getting dirty. A backpack is recommended to keep track of all items that you bring. We suggest the following items:

- Swimsuit and towel- *we do recommend this year campers come to camp in a swimsuit if it is comfortable for them, then they can change after their water time. Changing takes a lot of time and with the need to not mix teams it makes the logistics more complicated. We want to have as much play time as possible.*
- Plastic bag for wet clothes
- Extra set of clothes- Raincoat and or sweatshirt weather dependent.
- Sunscreen lotion and bug spray
- Sneakers (closed toed shoes are required for activities such as Climbing Tower) (No Crocs, flip flops or slides)
- Daily
 - Refillable water bottle-with only water
 - Sunscreen-spry and face sticks recommended.
 - Lunch (Monday through Thursday)
 - Snack- (Monday through Friday) peanut free

Sunscreen/Insect Repellent

All campers should apply sunscreen in the morning prior to arriving at camp. Staff will assist campers with applying sunscreen after water periods. Sunscreen will take place in an open setting. All campers need to provide their **own sunscreen**. 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.

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.

Lunch/Snack

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:

- Campers pack health lunches Mondays through Thursdays.
- Fridays at camp will be Pizza Day, Pizza is provided by Mark's Pizzeria. Lunch will include pizza, chips/pretzels, fruit, and water/lemonade.
- Camper should pack an **extra snack daily**-we ask this snack is an easy to eat snack and peanut free (only for snack time).
- Extended Care campers will be provided a snack.
- Drinks are available daily at lunch-lemonade and water.
- Water is always available. Water will be available at all team's home bases daily, campers **NEED to bring a water bottle** to refill throughout the day for water only. Cups will be used during lunch when lemonade is served.
- 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.
- CT is not a peanut free camp and allow campers to bring peanut products, we do work with our campers with all allergies to make sure they will be safe at camp.
- When serving food all staff members will be wearing gloves.

Sick Child Policy

Please do not send your child to camp if he/she is sick and/or running a fever. Due to COVID-19 if your child has any of the following symptoms that are new or unusual, they should be kept home:

- Cough
- Shortness of breath
- Muscle aches
- Sore throat
- Loss of taste or smell
- Headache or fatigue

If a child becomes ill during camp, a parent or person authorized to pick-up will be contacted to come get your camper. 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.

If a camper has a chronic or pre-existing health condition with symptoms that can mimic those of COVID-19, this diagnosis should be recorded by the camper's physician on a current health appraisal form (prior to attending camp).

Medications

Note: 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 Camper Medication Form to be completed by parent/guardian and the camper's physician. This form can be printed from your child's medical forms.

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 in the medical forms section on your Parent Dashboard. We also encourage a one-on-one meeting prior to the campers start date with the Camp Director or assigned staff.

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, 2023. Campers without an immunization history on file will not be permitted to attend camp.

Health Checks/Screening

- Health staff will monitor all health checks and identifying areas of concerns.
- All camper and staff temperatures will be taken daily prior to joining camp.
- Anyone with a temperature greater than 100.4 cannot attend camp.
- Children with fever or cold-like symptoms will have parents contacted to pick up their child.
- High Risk Campers and Staff must be identified and subject to daily monitoring.
- Health Director in conjunction with Camp Directors will communicate openly with all camp families and staff while maintaining the confidentiality of any ill individuals.
- Any campers showing symptoms of COVID-19 or are in a household with anyone with symptoms or diagnosed with COVID-19 will need to stay home from camp until cleared.
- Anyone who stays home or has symptoms of an illness must be tested prior to returning to camp.
- The Camp Health Office will call home if they feel anyone not feeling well and needs to be picked up.

What happens if there is a COVID-19 Positive Diagnosis?(needs to be updated per NYS)

If a camper or staff member reports they are COVID-19 positive, Creative Themes will always maintain the confidentiality of the individual while mitigating the situation. The case will be reported to the Health Authorities. We will follow the directives of the NYS Health Dept at the current time.

Illness or Injury Refund Policy

- In the case of an injury or serious illness that prevents your camper from attending their session we will work with the parent to get your camper into another week (if there is an open spot, and a doctor has cleared them to participate.) If for some reason we cannot, we will keep a credit on your family account for up to one year. Refund considerations, less the deposit, may be made. A signed letter from the acting physician stating the camper's inability to participate in camp activities will be required.
- All other cancellations will follow our cancellation policy laid out on our website.

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

Cell Phone

We know cell phones what keeps us connected to one another. For the time, a camper is at camp we ask the following:

- If cell phones come to camp, they **must remain safely in a backpack.**
- If a camper needs to call home, they use the camp phone.
- If a parent needs to get in touch with a camper, they call the camp phone, and we will either get the camper or relay the message.
- Campers are not allowed to take any pictures on their phones at camp.

Creative Themes is not responsible for the loss or damage of any personal item.



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 a senior staff member will write up the incident and put it in the camper's file. The incident 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 not be allowed at camp for the next day of camp.
- Second Offense: Child will be allowed to attend camp the remainder of the session.
- Third Offense: Child will be removed 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 provides 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.