



Camp Sportsplex

Family Handbook

Summer 2016

Welcome to Camp Sportsplex Summer 2016! We're glad that you have chosen to spend your summer memories with us, and we look forward to providing you with a fun and exciting summer! Our camp is designed to offer your children with the opportunity to try new things, learn to grow, and make lasting friendships. Your children will enjoy lots of fun activities here on-site including swimming, tennis, sports, and arts and crafts among others. Each week we have a fun theme planned to ensure smiles on campers of all ages! Safety is our number one priority here at Camp Sportsplex and we are happy to provide a well-trained and well-educated staff! Whether you are new to Camp Sportsplex or are a seasoned camper we are pleased to welcome you to the 2016 camp program!

In this handbook you will find everything you and your family needs to know about Camp Sportsplex.

If at any time you have any question or concerns please feel free to contact me at (845)565-7600 or Drusso@sportsplex-nw.com.

Thank You,

Danielle Russo
Children's Programming Director
Sportsplex New Windsor

What Does my Child need to bring to Camp?

Each day your child will be involved in activities that will require them to have certain accessories on hand. We ask that everything your child brings with them to camp be **LABELED WITH THEIR FULL NAME!** This way we can prevent your child's belongings from be lost or swapped by another camper. Please follow the list below on what your child will need to bring to camp every day.

- Lunch- Lunch must be in an insulated lunchbox we do not have the space to provide refrigerators for your child's lunch.
 - **NO TREE NUT PRODUCTS ARE ALLOWED**
 - You may order lunch from Travina's Café (to be discussed on page 7)
- Bathing Suit – Your child will be swimming twice a day once in the morning during instructional swim and once in the afternoon for free swim. You may either pack a suit for them or have them come to camp with their suits under their clothes. If you chose the second option please remember to pack them a change of clothes as well.
 - We ask that the tot campers come to camp with their bathing suits under their clothes for easier transition to pool time. Please then remember to pack underwear for them to change into!
- Towel
- Sunscreen
 - We ask that you apply sunscreen to your child before they arrive to camp
 - Counselors, with permission, will make sure your child is reapplying
 - Bug spray and a hat may be another necessity but are not mandatory
- Closed Toe Shoes
 - Sneakers are ideal and mandatory during tennis lessons. If your child does not have sneakers on, they **WILL NOT BE ALLOWED ON THE TENNIS COURTS!**
- A backpack to store all of the camp necessities in.

******PLEASE DO NOT SEND YOUR CHILD IN WITH ANY VALUABLES!! INCLUDING JEWELRY, COLLECTIBLE CARDS, ELECTRONIC GAMES, IPODS AND CELL PHONES! WE CANNOT BE RESPONSIBLE FOR ANY LOST OR STOLEN ITEMS SO PLEASE RESPECT THIS POLICY. IF A COUNCELOR SEES ONE OF THESE ITEMS ON A CHILD IT WILL BE HANDED OVER TO THE DIRECTOR FOR THE DAY AND RETURNED TO THE PARENT AT PICKUP******

Drop Off and Pick Up

Our typical camp hours are from 9:00am – 3:45pm. With a half day Tot Camp offered from 9:00am – 11:45am. We do offer extended care to campers from 7:00am – 9:00am and from 4:00pm – 7:00pm. Campers must be pre-registered in order to use the extended care hours.

Drop off and pick up procedures:

- We ask parents to drop their child off at the back of the facility promptly at 9:00am.
- Please do not get out of your car unless it is parked in a parking spot.
- A counselor will then bring your child to their assigned group.
- If you wish to speak to a staff member or would like to walk your child to their group please feel free to park your car and walk your child over to their group.
- At pick up your child will be walked to your car by a counselor.
 - Please pick your child up on time, if you are later than 4:00 you will be charged extended care fees.
- We will only release children to names provided on the emergency contact form.
 - If your child is being picked up by someone else please provide your child's counselor a signed note at the beginning of the day and have that person have an ID on them.
- If you are using our extended care hours pick up and drop off will be in the front classroom. There is an entrance in the front of the building which leads directly to this classroom.
 - You may not just drop your child off for extended care in the am you must walk your child in and sign them in.

- The same policy goes for extended care PM your child will not be allowed to walk out to your car you will need to come in and sign them out.
- Please be aware that in order to use extended care hours you must have a valid credit card on file.
- If for some reason you know your camper will be late one day or needs to be picked up early please let our staff know immediately. Please feel free to leave Danielle a voicemail with this information at (845)565-7600 or send an email to drusso@sportsplex-nw.com.

RAINY DAY DROP OFF AND PICK UP

- Drop off- On rainy days drop off will be in the camp office. We ask that you have patience as we work to get your child into the camp office. We will have a counselor waiting out by the gate by the playground to walk your child into the camp office and then to their age group.
- Pick up- On rainy days your child will be dismissed out of the main studio doors. The main studio is located on the south end of the building. We will have a counselor outside on rainy days directing traffic and bringing your child to your car.
- In the event of a rainy day we will use our text service to inform you of the change in drop off and pick up procedures. A text will go to the primary contact on your child's registration form.

Lunch

*****Camp Sportsplex is a Peanut-Free zone. We ask that due to allergies you do not send your child in with any peanut butter products! *****

- If your child is bringing lunch from home we ask that you pack it in an insulated lunchbox- NO PAPER BAGS!
 - Lunches will be kept in an air-conditioned room but cannot be refrigerated during camp – so please pack an icebox.
- We also ask you to pack a cold juice box with your child's lunch.
- Your child has the opportunity to order lunch through our onsite Travina's café. You can find the order sheet on our website at <http://www.sportsplex-nw.com/child-center/summer-camps>. The form may also be found in the front lobby.
 - You may pre-order lunches for your children by filling out the sheet and taking it directly to the café or you may give it to a staff member from the café who will be available during drop off at 9:00am on Monday mornings.
 - Counselors will **not** be allowed to take lunch orders
 - If you are ordering from the café please take note that the order **CANNOT** be house charged, all payments must go to the café.
 - If your child has a special diet and something needs to be catered for them please speak to Francis he is very helpful in getting your child the meal they need.

- Snack
 - We provide a snack for all campers daily. Our snack includes lemonade and one of the following:
 - Goldfish, Ice pops, pretzels, cheese its, fruit snacks, cheese puffs, or veggie sticks.
 - Your child may choose to bring snack money in with them to use at the café:
 - Snack money should be sent in once a week in an envelope with your child's name and grade on it. We cannot accept money that is not in an envelope.
 - Your child's counselor will hold onto the snack money until it is time for snack. Campers cannot keep snack money on them.
 - Snack items from the café range in price from \$.50 - \$3.00 with choices of candy, chips or ice cream.

Swim Program

Your child will be using our outdoor pool two times throughout the day while attending camp.

- In the morning your camper will be provided with Swim Lesson Instruction from one of our certified swim instructors.
 - On each Monday throughout camp your child will be assessed by a certified swimming instructor. The instructor will then place your child in the correct swimming level. Swim caps will be handed out on Mondays. The color of your child's swim cap will let the lifeguards during free swim know where your child may swim safely.
 - We require all children to take part in the swim lesson program offered to them, because it is a safety issue, if your child does not partake in lessons we will not be able to allow them to use the pool during free time as well.
- In the afternoon your child will have time to use the pool during free time. Each camper will be required to wear their swim caps during free swim time.
- Please note that our tot campers that are full day will be using our 1 ½ foot kiddie pool during free swim time.
- Caps are to stay with the counselors at the end of the day.

Tennis Program

During a day at Camp Sportsplex your camper will also be receiving tennis instruction from our Tennis Staff.

- We ask that your child comes prepared to play tennis with sneakers on.
 - No camper will be allowed on the tennis courts if they do not have sneakers on.
- All Tennis equipment is provided by Sportsplex. If your child has their own equipment they are allowed to bring that to camp with them. We ask that you label the equipment. All campers will be responsible for their own equipment.
- If tennis is an activity your child enjoys, we do offer private one on one sessions during camp times. Please speak to Jason Stokes if you are interested.

Arts & Crafts Program

Your child will also take part in the arts and craft program at Camp Sportsplex. Each week they will make projects relating to the theme of the week. Your child will have time each day to meet with our arts and craft specialist.

Please take note that your child will be using multiple arts and crafts products throughout the day so please dress them appropriately. If you do not want a specific item to get paint or marker on it please do not send your child to camp in that item of clothing.

Athletics Program

Another portion of your child's day will be spent with our Athletic Director. During this time the campers will be spending time playing different kinds of sports and team activities to help build their teamwork within the groups. Such sports may include baseball, volleyball, and dodge ball among others. Again please keep this in mind while getting your campers ready for camp each morning.

Drama Program

Your campers will also get to work with our Drama Specialist during their day. At this time they will be working on their end of the year talent show routines performing skits, and partaking in karaoke.

Our drama specialist and arts and craft specialist work hard on the planning the projects each day for your child. We ask that each camper come to camp with a zip lock bag each day to bring their projects home in. This way our projects do not get wet in your child's bag with their swimsuit. Please label this bag with your child's name.

Fitness

Our Teen Group and 5th and 6th graders get a half hour a day with a certified personal trainer.

Special Events

Each week at Sportsplex Camp we plan out a special theme for your children to enjoy. This summer our themes will be Water World week, Superhero week, Disney/Pixar week, Carnival Week, Around the World, Game Show Week, Olympics Week, and our Talent Show! Each Friday there will be a camp wide event celebrating that week's theme.

Every Wednesday we also will be having wacky Wednesday's! Each week will be a different theme which will be announced on the Monday of the week before.

The last Friday of camp will be our talent show and our Award Ceremony we welcome families to join us on that day. More information will follow as we get closer to the date.

Camp Emergencies

Camp Sportsplex number one priority is the safety of all the campers and camp staff. We ensure through training and weekly staff meetings that safety is always maintained. If we do have an emergency on site all staff members are trained on the procedures that Sportsplex has preapproved.

- In the event that we need to evacuate the building the staff will make certain that your children are all together and brought to a safe meeting site while parents/guardians are notified to come pick up the campers. The same goes for anytime Sportsplex must close the building.
- All children must have three emergency contact numbers on file. If at any time these numbers must change please contact Danielle ASAP.
- Your children will have fire drill practices once throughout each session of camp.

Health Center

- On site we will have a health center set up with first aid equipment and a Medical Director for any health issues that may arise during camp.
- We do ask that you only send your children into camp in good health. If at some point we feel it is necessary for your camper to be sent home you will be notified to come and pick them up. So please keep your child at home if they are feeling ill.
- Please note that all medical forms must be returned to Miss Danielle **no later** than May 15th. If the Medical forms are not present by the first day of camp we will not allow your child to come to camp that day.

- Anyone registering after May 15th must have their medical forms filled out on the day of registration.

One Team Text

In the case that Sportsplex needs to close early or they cannot open on time, you will receive an email and a text from the club. This service notifies every one of any club related emergencies. I will be adding primary contacts to the one team text service. Please be aware that you will receive a text for any week of camp if there is an emergency regardless if it the week your camper is enrolled or not. You will also receive a text if we need to change pick up or drop off procedures due to weather.