



# Parent Guide – Ivy League Day Camp

Dear Parents:

Welcome to our 42<sup>nd</sup> season at Ivy League Day Camp! The following pages have been designed to simplify your preparation for the Camp season.

Please check the calendar for your child's Meet & Greet dates and times. At that time, you will meet your child's Division Leader, Counselors, our Directors, Nurses and the other Campers in your child's group. Before the Meet & Greet you will receive a letter with a set of name tags for your camper(s). Please bring the labels to the Meet & Greet for your child(ren) to wear. A second set of labels will be mailed to you for your camper to wear on the first day of Camp.

Please remember that our rules and regulations have been designed for the happiness and well being of your child. We are here to ensure your child has a fantastic and rewarding summer experience. Communication is of utmost importance. Please do not hesitate to call us if there is any concern you might have in regard to your child at any time during the Camp season. We are looking forward to a safe and fun-filled BIG LEAGUE season and are delighted that your child will be a part of it.

Very truly yours,

**Jon, Evan, Sandy & Ron Leiser, Owners/Directors**  
**Rick Schmid, Director**

## **2012 Camper Forms**

**The following forms must be completed for every Camper and received in camp by May 15, 2012. This year parents have the ability to complete the forms on-line and either print and mail in OR save as a PDF to their desktop and e-mail to us. All of the forms can be found on our website IVYLEAGUEDAYCAMP.COM under ILDC Families - Camp Forms.**

- 1. Camper Medical with a small photo attached. ILDC would prefer if you could attach and email a photo of your child to [Marcy@Ivyleaguedaycamp.com](mailto:Marcy@Ivyleaguedaycamp.com).**
- 2. Immunization Form (required by the state)**
- 3. Camper Profile Form**
- 3. Emergency Contact Form.** Please provide Camp with phone numbers that are up to date and accurate. (A phone number that requires an extension will not be accepted by the system.)
- 4. Code of Conduct for Grads, C.A.P.'S and L.I.T.'S only.**

The following forms are optional.

1. IL Camp Gear Order Form
2. Optional Tutoring Form - Full Day K-5th Grade
3. Medication Form if your child is on any medication
4. Allergy Action Forms if your child has a severe allergy
5. Optional Grad overnight
6. Optional C.A.P. /L.I.T overnights

## CAMP DATES TO REMEMBER 2012

Thurs., May 10.....L.I.T. Meet & Greet – 7:00-8:30 PM  
Sat., May 19.....Spring Fling – 11AM – 1PM  
Wed., June 7.....Orientation for 1<sup>st</sup> time Camp Parents 7:00 – 8:00 PM  
(Details to Follow)  
Tues., June 12..... Grads (6<sup>th</sup> & 7<sup>th</sup> Graders) Meet & Greet – 6:15 – 7:00 PM  
C.A.P. (8<sup>th</sup> & 9<sup>th</sup> Graders) Meet & Greet – 7:15 – 8:00 PM  
Fri., June 15 – Sat., June 23.....Drivers Practice Bus Routes  
Sat., June 16..... Mini Day & 1<sup>st</sup> Grade Meet & Greet – 9:00-9:45 AM  
Preppy & Kindergarten Meet & Greet – 10:15 – 11:00 AM  
Pre-School (PS Full Day) Meet & Greet – 11:30 AM – 12:15 PM  
Middle (2<sup>nd</sup> & 3<sup>rd</sup> Grades) & Upper (4<sup>th</sup> & 5<sup>th</sup> Grades)  
Meet & Greet – 12:45 -1:30 PM  
Mon., June 25..... First Day of Camp (except Preppys)  
Mon., July 2..... Photo Day (except Preppys)  
Tues., July 3.....First Day of Camp for Preppys  
Wed., July 4..... No Camp  
Tues., July 10 – Thurs., July 12 ...C.A.P./L.I.T. Optional Overnight to Lake Placid, New York  
Tues., July 10.....Preppy Photo Day  
Tues., July 17.....Upper Parents Night - 4:30 – 6 PM  
Sun., July 22..... Family Fun Day – 12 – 4 PM  
Mon., July 23..... Photo Retake Day  
Tues., July 24..... Middle Parents Night - 4:30 – 6 PM  
Wed., July 25 – Thurs., July 26...Grad Optional Overnight to Hershey  
and Dorney Park, Pa.  
Mon., July 30<sup>th</sup> – Wed., Aug. 1.....C.A.P. /L.I.T Optional Overnight to  
Virginia/Washington, D.C.  
Fri., Aug. 17.....Last Day of Camp – See You in 2013!

## VISITATION

1. Parents are welcome to visit Camp by appointment weeks 2-7, 10 AM – 2 PM. Please call the office to arrange it.
2. Mini, Pre-school, and Lower shows will be scheduled the week of July 30<sup>th</sup>. Dates and times to follow in June.
3. When visiting Camp, please check in at the front desk where you will receive a visitor tag, and be escorted by a Staff member. You will be asked to leave your keys, for security reasons, until you leave Camp.

## GRADS (6<sup>th</sup> and 7<sup>th</sup> graders) and C.A.P.'S (8<sup>th</sup> and 9<sup>th</sup> graders)

1. Please print, sign and return the “Code of Conduct Agreement”.
2. Several times during the 8 week session your child will go on a day trip that will return after our normal dismissal time (Late Night). **All Campers on Late Nights are to be picked up at Camp.**
3. **Overnight Trips** - Parents will receive e-mailed notifications with particular information prior to each overnight.
4. Please bring the following items on your first day of Camp: Bathing suit, sneakers, socks, and towel, unless otherwise notified.

## **CAMPERS TRANSPORTED BY BUS**

Morning pick-ups begin at approximately 8:00AM. If your child starts Camp on the first day of the season, your child's driver or bus counselor will attempt to contact you a few days prior to his/her starting Camp. **PLEASE ONLY CALL CAMP THE WEEKEND PRIOR TO YOUR FIRST DAY IF YOU HAVE NOT HEARD FROM YOUR DRIVER.** If your child starts camp after June 25<sup>th</sup>, you will receive a call with pick up information prior to start date. Please expect some delays in transportation during the first few days of Camp. Full Day Camp is in session from 9AM - 4PM and Mini Day 9AM - 1:15PM. Expect your child home within the hour. Please note that the following guidelines should be followed by our bus drivers and counselor staff, as well as parents.

1. Campers will not be permitted to switch buses going home.
2. The driver is never allowed to leave the bus in accordance with the laws of New Jersey. There are Bus Counselors on the large school buses and/or vans wherever possible.
3. Bus Drivers can only wait two minutes for your child; please be ready. If your child is not ready for the bus, parents must transport the child to camp.
4. Drivers are not permitted to leave your child unless you make your presence known, or if Camp has written permission to leave your child without anyone at home. If a parent is not present, the child will be returned to Camp where the parent must pick up the child. Drivers will notify camp by radio or cell phone. We will then contact you.
5. If there is a permanent address change, please notify Camp as soon as possible.
6. If your child is scheduled to go home by bus, and it becomes necessary to pick him/her up in person, you must notify the office before **NOON**. Parents must pick up their children and sign them out. **Children will not be dismissed between 3:30 and 4:00**. Car keys will be held at the front desk until you leave.
7. In the case of severe inclement weather conditions, the Directors will delay dismissal of campers and buses until such time as weather permits a safe departure.
8. Please educate your child about safety; in particular, the safe way to get on and off the bus. A Camp bus will be at Camp on Meet & Greet day so campers can practice getting on and off the bus. All campers are assisted off the buses and placed on the buses by a counselor.

## **CAMPERS TRANSPORTED BY PARENT (PT's)**

**ARRIVAL** is at 8:45- 9:00 AM. Please follow the directions of the IL personnel in our busy parking lot. Pull up to the curb and a staff member will help your camper out of the rear driver's side of the car. Campers will be escorted to their group. Continue out through the camp Exit onto Gordon's Corner Road or if necessary, park in a parent designated parking area and escort your camper to his/her group (Lower and Pre-School - Field House, Mini and Preppys - Big Room, Middle - Lunch Tent, Upper - Pool Tent, Grads - Swim Pavilion, C.A.P.'S – Dance Pavilion.). **Remember that whatever you do from day one will set the pattern for the rest of the summer.** Preppy Arrival is at 9:30AM. All Parents must park in the lot and escort their camper inside.

**DEPARTURE:** All Parents park in the parking lot. Enter the Main Entrance of Camp and SIGN IN at the Front Desk. Mini Day campers should be picked up at 1:15PM in the Field House. Preppy's are to be picked up at 12:30PM in the Big Room. Full Day Campers, through 1st grade, are to be picked up in the Field House at 4PM. Middle, Upper, Grads and C.A.P.'S are to be picked up at their arrival areas. When picking up in 2 locations please pick up the younger child first. Campers will not be released to parents until dismissal time, unless the office is notified by Noon. Campers may not be dismissed between 3:30PM and 4:00PM. NO EXCEPTIONS.

**EXTENDED HOURS:** Hours are 7:15-9AM and 4-6PM. Campers signed up for extended AM care must be escorted to the Arcade Room and signed in. PM extended care campers must be signed out in the lobby at the end of the day.

**RAINY DAY DISMISSAL:** Children will NOT be dismissed 1/2 hour prior to dismissal time, regardless of weather conditions. PT's should park cars in the lot away from the building & sign in at the front desk. Mini Division will be dismissed from the Big Room. All other divisions will be dismissed from the Field House. In the case of severe inclement weather conditions, the Directors will delay dismissal of both PT Campers and those transported by bus, until such time as weather permits a safe departure.

**NOTE:** Children will not be released to anyone except Parent or Legal Guardian, without a note on file in the office. Any child leaving Camp during the day for any reason, must be signed out in the office. If returning, Camper must be brought to the office.

### **Ivy League and American Camp Association Camper Illness Policy**

As per the CDC (Center of Disease Control) regulation, if your child exhibits symptoms of illness, like symptoms, including fever of 100 degrees F, or above, coughing, sneezing, and body aches, PLEASE KEEP YOUR CHILD HOME and consult your physician as soon as possible.

The CDC and the State of NJ recommends a child be fever free, temperature of 98.6 degrees or lower, for 24 hours before returning to Camp. Even if they have been on an antibiotic for 24 hours, they must also be fever free for 24 hours.

Please do not hesitate to contact the Camp Nurse if there are any questions that may arise.

### **DAILY DRESS**

1. A Camp bag and shirt will be issued to your child at "Meet & Greet" or on his/her first day of camp. Grads and C.A.P.'S will receive 2 camp shirts and a Camp bag. All Campers must wear their Camp shirt on Photo Day.
2. Campers 4th Grade thru C.A.P.'S must wear their Camp shirt on trip days unless otherwise specified.
3. ALL CLOTHING, FOOTWEAR AND PERSONAL TOWELS SHOULD BE PROPERLY LABELED WITH YOUR CHILD'S NAME. EVERY ATTEMPT WILL BE MADE TO RETURN LOST CLOTHING IF LABELED.
4. Shorts & tee shirts are recommended. Sneakers and socks are recommended for all activities. Aqua shoes may be worn to the pool. Please label each shoe with Camper's name. NO sandals or flip-flops for in-camp activities.
5. Additional Camp apparel may be purchased from the IL Store. Items will be displayed at "Meet and Greet". The IL Store has imprinted hats and camp shirts. A list and pre-order form (Ivy League Camp Gear) can be found under "ILDC Families – Forms.
6. ALL children should come to Camp wearing a bathing suit under their clothes. Full day Campers should pack a second bathing suit for PM swim and underwear for going home, along with 2 towels. For young children we recommend a towel no larger than bath size. No large beach towels, please. A plastic bag will keep the wet items separate from the dry. All MINI DAY and PREPPY campers should come to camp wearing a bathing suit under their clothes and a towel in their bag.  
GRAD & C.A.P. campers refer to your calendar to determine proper attire for trip days.

## **MISCELLANEOUS INFORMATION**

1. ALL CAMPERS WILL RECEIVE A NAME/GROUP TAG IN THE MAIL PRIOR TO THE START OF CAMP. PLEASE PLACE IT ON YOUR CHILD ON HIS/HER FIRST DAY.
2. **FOOD:** Lunch will be served to all campers and staff. Please tell us of any FOOD allergies or issues. An afternoon snack of ice cream or ices is served for full day campers. No outside food will be allowed in Camp or on the Camp bus.
3. **POCKET MONEY & VALUABLES:** i.e.: cell phones, I Pods, electronic devices, money. There is no need for any of these. We cannot be responsible for such items once the camper has been picked up for his/her day at Camp. You will be notified if your child's group will be going on a trip and if spending money for souvenirs is needed.
4. **PHONE CALLS:** The Camp phone is busiest from 8:30 to 9:30 and 3:30 to 4:15 each day. So that we may serve you better, please try to call us between 10:00 and 3:30.
5. Parents of **New Ivy League Campers** (Mini Day - Grads) will receive a phone call from his/her Division Leader after the first week of Camp, as to his/her Camp adjustment. If you have a concern, don't wait, call us!
6. **Conferences:** Should you wish to discuss your child's progress with our Directors or Division Leaders, please call the office to arrange an appointment.
7. On **late nights**, all campers must be picked up at Camp. You will be notified of dates and times.
8. Please check the special zippered pocket on the Camp bag for Notes, "Ivy Grams" and "Swim Grams". If you have any notes for your child's counselor, please place them in this note compartment and on the outside indicate counselor, Division Leader, Director, or Office.
9. Ivy League Day Camp Photos will be posted every day. Please call the office for a password and you will be able to see photos of them in action during camp.

## **GRATUITIES**

Although the providing of gratuities is not required, we at Ivy League feel that it is appropriate for the following staff members to be acknowledged accordingly. The giving of tips is a very personal and individualized matter, therefore, we are providing a guideline to help you in this endeavor. Please feel free to adjust the figures in accordance with your satisfaction, your child's satisfaction as well as the number of weeks spent in Camp.

### **8 Week Suggested Gratuities**

Sr. Counselor \$45-\$55

Jr. Counselor \$25-\$35

Bus Driver \$15-\$25

Bus Counselor \$10-\$20

Extended Care Counselor \$20-\$25