



## Parent Guide – Ivy League Day Camp

Dear Parents:

Welcome to our 49th 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 supervisor, counselors, directors, nurses and the other campers in your child's group. Before the Meet & Greet you will receive a letter with 2 sets of name tags for your camper(s). Please bring one label to the Meet & Greet for your child(ren) to wear. The other label is to be 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 Leiser, Owner/Director

Evan Leiser, Owner/Director

Rick Schmid, Director

Monica Tobio, Head Counselor

## **2019 Camper Forms**

The following forms must be completed for every Camper and received in camp by June 10<sup>th</sup> 2019

This year parents must complete the forms online. The Camper Medical, Camper Profile, Emergency Contact Form, Immunization Form, and Code of Conduct can be completed online. Please use this address to pull up the **Camp Doc Website**. Please also remember to email a photo of your child to [forms@ivyleaguedaycamp.com](mailto:forms@ivyleaguedaycamp.com) with the name of your camper in the body of the email. Please find below a brief description of each form.

- 1. Camper Medical – you can fill this form out for your child.**
- 2. Immunization Form (required by the state) – you can ask your doctor for a copy of his/her immunization chart.**
- 3. Camper Profile Form - general camper information.**
- 4. Emergency Contact Form.** (A phone number that requires an extension will not be accepted by the system.)
- 5. Code of Conduct for Travel & L.I.T.'S.**
- 6. Please email a photo of your child to [forms@ivyleaguedaycamp.com](mailto:forms@ivyleaguedaycamp.com). Please put the name of your camper in the body of the email.**

### **The following forms are optional.**

1. Medication Form- if your child will be taking any medication at camp-complete on Camp Docs
2. Allergy Action Plan-if your child has a severe allergy-complete on Camp Docs
3. IL Camp Gear Order Form
4. Optional Tutoring Form - Full Day K-5th Grade Campers
5. L.I.T Overnight Trip

**Feel free to call the camp office at 732-446-7035 or email us with any questions about camper forms.**

## **CAMP DATES TO REMEMBER 2019**

<b>Spring Fling</b>	Saturday, May 18 <sup>th</sup> 11:00 AM – 2:00 PM
<b>First Time Camp Parent Orientation</b>	Thursday, May 30 <sup>th</sup> 7:00 PM
<b>Mini Day &amp; Preschool Meet &amp; Greet</b>	Sunday, June 23 <sup>rd</sup> 9:00 AM – 9:45 AM
<b>Preppy, Kindergarten, &amp; 1<sup>st</sup> Grade Meet &amp; Greet</b>	Sunday, June 23 <sup>rd</sup> 10:15 AM – 11:00 AM
<b>2<sup>nd</sup> &amp; 3<sup>rd</sup> Grade Meet &amp; Greet</b>	Sunday, June 23 <sup>rd</sup> 11:30 AM – 12:15 AM
<b>4<sup>th</sup> &amp; 5<sup>th</sup> Grade Meet &amp; Greet</b>	Sunday, June 23 <sup>rd</sup> 12:45 PM – 1:30 PM
<b>Travel Meet &amp; Greet</b>	Sunday, June 23 <sup>rd</sup> 12:45 PM – 1:30 PM
<b>First Day of Camp</b>	Monday, July 1 <sup>st</sup>
<b>Family Fun Day</b>	Sunday, July 28 <sup>th</sup> 12:00 PM – 4:00 PM
<b>1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> &amp; 4<sup>th</sup> Grade Parent Night</b>	Wednesday July 31 <sup>st</sup> 4:15 PM – 6:30 PM
<b>5<sup>th</sup> Grade Late Night</b>	Monday, August 5 <sup>th</sup> until 9:00 PM
<b>Mini Day &amp; Preschool Camp Shows</b>	Monday, August 5 <sup>th</sup> Time TBD
<b>Kindergarten Camp Shows</b>	Wednesday, August 7 <sup>th</sup> Time TBD
<b>Camp Play “Mary Poppins ”</b>	Friday, August 3 <sup>rd</sup> 7:00 PM
<b>Last Day of Camp</b>	Friday, August 23 <sup>rd</sup>

## **VISITATION**

1. Parents are welcome to visit camp **by appointment ONLY** weeks 2-7, 10 AM – 2 PM. Please call the office to schedule an appointment with your child’s supervisor. Visitation will be limited to 20 minutes.
2. Mini, Pre-school, and Kindergarten shows will be scheduled the week of August 5th (week 6). Times will be determined.
3. When visiting camp, please check in at the front desk where you will receive a visitor tag, and will be asked to leave your keys, for security reasons, until you leave camp. You will be directed to the camp office to sign in, and escorted by a staff member around the campus.

## **Travel Campers (6<sup>th</sup>-8<sup>th</sup> grade)**

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 the overnight.
4. Please bring the following items on your first day of camp: bathing suit, sneakers, socks, and towel, unless otherwise notified.
5. **Camper forms must be completed one week prior to the start of your camper’s summer. (Campers will not be permitted off campus without a completed medical)**

## **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 July 1st, 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. Buses stagger in the lot between 8:45 – 9:00 AM. We do this in order to limit the time on the bus for all campers. Expect your child to arrive 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 all camp buses.
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 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 **2 PM**. 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 staff member.

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

### **ARRIVAL:**

Campers may arrive at camp between 8:45- 9:00 AM. Preppy arrival is at 9:30AM (all parents must park in the lot and escort their camper inside.) Please follow the directions of the IL Staff 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 the parent designated parking area and escort your camper to his/her group (Mini & Full Day Pre-School, K-1st - Field House, Preppys - Big Room, 2<sup>nd</sup> & 3<sup>rd</sup> Grade - Lunch Tent, 4<sup>th</sup> & 5<sup>th</sup> Grade - Swim Tent, Travel - Swim Pavilion. **Remember that whatever you do from day one will set the pattern for the rest of the summer.**

### **DEPARTURE:**

**Mini Day dismisses at 1:15PM. Preppy's dismiss at 12:30.** All parents park in the parking lot. Enter the main entrance of camp and **SIGN IN** at the front desk showing a valid driver's license for identification. You will then be directed by your child's supervisor to your campers designated area where you will need to **SIGN OUT** your child with their senior counselor. Be prepared to show a valid driver's license for ID verification EVERY DAY. If someone other than the child's parent is picking up please be sure that person is on your Emergency Contact list and the camp office is notified prior to dismissal.

**Full Day dismisses at 4:00PM.** All parents park in the parking lot. After entering the main camp entrance, you will be directed through the double doors to the right into the Big Room. You will then need to **SIGN IN** showing a valid driver's license for identification. Upon PT dismissal at 4:00PM, you will be directed by an IL staff member to your camper's designated pick-up locations where you will need to **SIGN OUT** your child with their senior counselor. Be prepared to show a valid driver's license for ID verification EVERY DAY. If someone other than the child's parent is picking up please be sure that person is on your Emergency Contact list and the Camp office is notified by **2 PM** prior to dismissal that day. Below are the designated pick up locations:

Pre-School – 1st Grade – Field House  
2<sup>nd</sup> & 3<sup>rd</sup> Grade – Lunch Tent  
4<sup>th</sup>, & 5<sup>th</sup> Grade – Large Swim Tent adjacent to lap pool  
Travel – Swim Pavilion

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 **2 PM**. Campers may not be dismissed between 3:30PM and 4:00PM.

**EXTENDED HOURS:** Hours are 7:15-8:45AM and 4:15-6PM. Campers signed up for extended AM care must be dropped off to the campo lobby 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. (Parent Transportation) PT's should park cars in the lot away from the building and sign in as usual. Mini Day 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, 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. Travel will receive 2 camp shirts and a camp bag. All campers must wear their camp shirt on photo day.
2. Campers, 2nd Grade through Travel 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 FIRST AND LAST 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, but may be worn at the pool deck during swim only.
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 on our camp website.
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. Travel 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. **CELL PHONES:** Cell phones are discouraged during the camp day. All communication will come from the camp office and Supervisors. Please call the office if you need to get a message to your child.
5. **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.
6. **CONFERENCES:** Should you wish to discuss your child's progress with our directors or supervisor please call the office to arrange an appointment.
7. Parents of **Ivy League campers** will receive a phone call from his/her supervisor periodically throughout the summer, as to his/her camp experience. **If you have a concern, don't wait, call us!**
8. On **late nights**, all campers must be picked up at camp. You will be notified of dates and times.
9. 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, supervisor, director, or office
10. 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.
11. Some of our special events are outside performers that may include reptiles, animals, or loud audio visual performances. Please look on the special events calendar and weekly newsletter for more details about these events. Please feel free to make the camp and supervisors aware of any concerns.

## **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	Bus Driver	\$15-\$25
		Bus Counselor	\$10-\$20
Jr. Counselor	\$25-\$35	Extended Care Counselor	\$20-\$25
WSI (Swim Instructor)	\$15 - \$25		

**Please feel free to call the camp office with any questions or concerns throughout the summer at 732-446-7035.**