



I just **LOVE** it here !

# PARENT'S GUIDE 2017



# GENERAL INFORMATION



## DAY CAMP OFFICE INFORMATION

### **Phone Numbers:**

Office Number: 914-949-2636

Fax: 914-949-0955

Email: Camp@purchasehouse.com

### **Office Hours:**

Pre-Camp Season 9AM to 4PM Monday - Friday

Camp Season: 8:30AM to 5:30PM Monday - Friday

## 2017 CAMP SCHEDULE

Week #1	Monday, June 26 <sup>th</sup>	thru	Friday, June 30 <sup>th</sup>
Week #2	Monday, July 3 <sup>rd</sup>	thru	Friday, July 7 <sup>th</sup> (Camp Closed July 4 <sup>th</sup> )
Week #3	Monday, July 10 <sup>th</sup>	thru	Friday, July 14 <sup>th</sup>
Week #4	Monday, July 17 <sup>th</sup>	thru	Friday, July 21 <sup>st</sup>
Week #5	Monday, July 24 <sup>th</sup>	thru	Friday, July 28 <sup>th</sup>
Week #6	Monday, July 31 <sup>st</sup>	thru	Friday, August 4 <sup>th</sup>
Week #7	Monday, August 7 <sup>th</sup>	thru	Friday, August 11 <sup>th</sup>
Week #8	Monday, August 14 <sup>th</sup>	thru	Friday, August 18 <sup>th</sup>

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## BIRTHDAYS

Parents wishing to have their child's birthday celebrated at camp may arrange (with a group counselor) a cup cake party during lunch time. Goody bags, gifts and candles are not appropriate.



## CAMP ATTIRE

**PLEASE label all items from home with your child's name.** The following items should be brought to camp daily:

### WEAR

- Bathing suit - Girls should wear shorts over their bathing suit.
- T-shirt – Purchase Day Camp or one from home.



- Socks and sneakers
- **SUNSCREEN!** Yes, WEAR sunscreen to camp everyday!



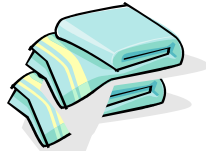
### BRING

- PDC Backpack or a tote or duffel to put everything in.
- A second bathing suit for afternoon swim.
- Underwear and shorts to change into after your last swim.

- Waterproof Sunscreen
- A lunch from home or a lunch order
- Any notes from home

### CONSIDER

- Appropriate outer gear based upon weather (Rain coat if wet or sweatshirt if cold)
- Aqua Shoes or Pool Sandals



*Complimentary  
Towel  
Service!*

☆ Purchase Day Camp provides complimentary towels for all swim times! ☆

## CAMPER FORMS

In March, we send out important information which must be completed by you. These forms are due May 1<sup>st</sup> and they include:

- Camper Medical Information Form (Schedule your doctor's appointment now!)**
- Contact Information Form**
- Aquatics Permission Slip**
- Medication Administration Permission Slip (Optional)**
- Lunch Permission Slip (for those participating in our lunch program)**



At Purchase Day Camp we encourage communication between your family and ours. In May, we begin our TEAM Member Trainings. One portion of that training will include a discussion of each camper with their TEAM Leader. The more information we have about our campers, the better. We can do great things for our campers with the information we are given and that information can only come from you. If you would like to share anything about your child with our staff, no matter how big or small, please take the time to write us a note and mail it, fax it (914) 949-0955, or e-mail it to [camp@purchasehouse.com](mailto:camp@purchasehouse.com).

**Please note:** For campers who will receive services during their time at camp, we ask that you call (914) 949-2636 and schedule an appointment to meet and discuss how we can best help your children succeed.

## CAMP PHOTOS



### PHOTO DAY

Individual photographs will be taken for each camp group during the season. The date and schedule will be sent home with your camper prior to this day. Photo packages are complimentary! We request that each child wear a Purchase Day Camp T-shirt on the day listed for his/her photo. A camper t-shirt will be provided for any child who does not have one on photo day.

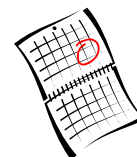
- Make-up photos of individual campers absent from camp on photo day will be taken later in season. Date and times will be announced.
- If photo day is not a regular attending day for a camper, you may bring your child in for the scheduled photo time. Parents will receive a letter indicating the time of their child's photo.
- Photographs cannot be guaranteed in the event of a camper's absence or enrollment option. No retakes on photographs are permitted.



## COMMUNICATION

Communication is key at Purchase Day Camp. Feel free to call the main office (914-949-2636) with any questions you may have and we will direct it to the right person for an answer! Pre Season we provide you with a helpful note pad, "Pad for Daily Communications", for notes you may wish to send to camp once camp has begun. These preprinted pads can be used to communicate changes in transportation, lost and found missing items, request for more lunch envelopes, or anything you may want to communicate with your campers TEAM Leader. The clear pocket on the side of our Purchase Day Camp backpack is the best place to put all communication you would like to send to camp as well as the best place to look for communication from us.

## ENROLLMENT REMINDERS



- Only the Director can approve enrollment or transportation changes.
- Please call the main office with any enrollment or transportation questions.
- Attendance at special programs or trips requires enrollment during the week of the event.
- Additional week must begin on a Monday, please let us know by noon the Friday before.
- Partial weeks are not permitted.
- Half Day AM, Mini Day and Mini K campers may lengthen their day at camp anytime during the season. We just ask that you start on a Monday and let us know by noon on the Friday before.

## EXTENDED HOURS

Extended Hours is an optional program where you can extend the camp day in the morning and/or the afternoon. AM Extended Hours begins as early as 7:45am. PM Extended Hours runs as late as 5:30pm. You may enroll your camper(s) in AM, PM or both AM and PM Extended Hours. AM Drop Off is between 7:45am & 8:35am in front of the main building. Campers enrolled in the PM Extended Hours Program may be picked up any time between 4:15pm & 5:30pm. Park your car in the Library Lot. Come to Jr. Camp Area to pick up your camper. If the weather is inclement, please park in the Main Lot and pick up your camper in the Auditorium. Activities in the Extended Hours Program include playground time, board games, sports activities, snack and more!



## FIELD TRIPS

Field trips are taken by TNT and Junior Leader groups going into 6th grade and older. Permission slips announcing trip details will be sent prior to the start of the camp season.

## GROUP ASSIGNMENTS & PROGRAM TIMES



### JUNIOR CAMP

Campers must be 3 by September 1<sup>st</sup> 2017 (or a PCC Student)

Half Day AM:	9:00 AM To 12:10 PM	Tadpoles & Polliwogs	3 & 4 Year Olds Co-Ed
Mini Day:	9:00 AM To 1:45 PM	Tadpoles & Polliwogs	3 & 4 Year Olds Co-Ed
Full Day:	9:00 AM To 4:00 PM	Tadpoles & Polliwogs	3 & 4 Year Olds Co-Ed

### SENIOR CAMP

Full Day: 9:00 AM TO 4:00 PM      Mini-K: (Kindergarten Age Only Eligible) 9:00 AM TO 2:00 PM

Turtles	Kindergarten Boys	Salmons	2 <sup>nd</sup> Grade Girls
Snails	Kindergarten Girls	Eels	3 <sup>rd</sup> Grade Boys
Minnows	1 <sup>st</sup> Grade Boys	Dolphins	2 <sup>nd</sup> & 3 <sup>rd</sup> Grade Girls
Guppies	1 <sup>st</sup> Grade Girls	Cobras	4 <sup>th</sup> & 5 <sup>th</sup> Grade Boys
Frogs	2 <sup>nd</sup> Grade Boys	Starlings	4 <sup>th</sup> & 5 <sup>th</sup> Grade Girls

### T-N-T PROGRAM

Full Day: 9:00 AM TO 4:00 PM

Flamingos 6<sup>th</sup>, 7<sup>th</sup> & 8<sup>th</sup> Grade Girls      Dragons 6<sup>th</sup>, 7<sup>th</sup> & 8<sup>th</sup> Grade Boys



### JUNIOR LEADER PROGRAM

Full Day: 9:00 AM TO 4:00 PM  
9<sup>th</sup> & 10<sup>th</sup> Grade Boys and Girls

### EXTENDED HOURS

AM Program: 7:45 AM To 9:00 AM

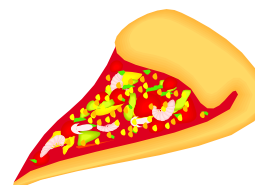
PM Program: 4:15 PM To 5:30 PM

### GROUP OF THE WEEK

Each group at Purchase Day Camp participates in the Group of the Week festivities. During "their week", the campers and TEAM Members of each group participate in opening exercises by performing a song or group cheer.

#### Schedule:

Week 1:	Tadpoles & Polliwogs
Week 2:	Snails & Turtles
Week 3:	Guppies & Minnows
Week 4:	Frogs, Salmons, Dolphins & Eels
Week 5:	Starlings & Cobras
Week 6:	Flamingos & Dragons
Week 7:	Junior Leaders



### PIZZA LUNCH FOR GROUP OF THE WEEK

The culminating activity is a Pizza lunch provided by the camp. Each group is provided with a pre-planned lunch activity and lunch one day during "their week" according to the schedule listed above. Pizza, water and ice cream are served. If a camper does not eat any of these items, parents are requested to send in a bag lunch with them. We ask parents not to place snack bar orders by the Groups of the Week on this day. If you have any questions, please see your child's TEAM Leader or Program Coordinator.

## HEALTH INFORMATION

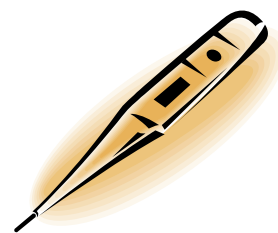
### ALLERGIES

Please list all allergies your camper may have on the Enrollment Application/ Camper Medical Information Forms. We require a Medication Administration Permission Slip be filled out by a physician for each medication brought to the Day Camp before the start of camp. Because we supply snack daily, we will provide you with a list of ingredients for all camper snacks prior to the start of camp. It is important that you let us know which snacks your child can/cannot have in writing. A list of ingredients of all the food items sold in our snack bar is available upon request. Because cooking is one of our scheduled activities you will be given ingredients as part of a permission slip for each cooking activity. It is important to return each permission slip before your campers' scheduled cooking class.



### ILLNESS POLICY

Counselors will observe the children daily on arrival at camp; however, children with any indication of illness should be kept home. Purchase Day Camp prides itself on having a professional nursing TEAM that places the child's health and comfort first and foremost. Campers who become or are determined to be ill at camp will be evaluated by our nursing TEAM as to the status of that illness. Campers who are vomiting, have a fever, or have open sores among other symptoms or complaints may be too sick to remain in camp. The Camp Nurse makes that decision based on the welfare of the ill camper, other campers and TEAM Members. Once notified to pick up and sign out an ill camper, a timely response by parent, guardian or listed emergency contact person is required. The Nurse makes every effort to reach parents first, with the emergency numbers provided. If a parent plans to be away on vacation, they should check with their emergency people to make sure they will be available. Our nursing TEAM has many years of experience with children in a school/camp environment. Parents will be notified when we have been informed that a camper in their child's group has one of the illnesses listed on the next page. If your child is sent home due to one of these illnesses, you must follow the guidelines listed below before your child can return to camp. Please feel free to contact our Nursing TEAM with any questions. If your child is sent home from Purchase Day Camp with any illness that might be contagious, a note from your physician will be required for your child to return to camp and a list of any medication prescribed. This information will better enable us to make your camper and every other camper's experience held at Purchase Day Camp a healthier one.



### HEALTH INFORMATION (continued)

**SAMPLE:**

Official notification was received on \_\_\_\_\_, \_\_\_\_\_ that a child in the \_\_\_\_\_ Group is ill with the ailment checked below. Please review the symptoms and notify the Camp Nurse should your child display any of them. If you have any questions, please do not hesitate to call our Nurse.

See Check Box Below	Incubation Period	Symptoms	When Child Can Return To Camp
Scarlet Fever	2 – 7 Days	Rash, sore throat, temperature, vomiting.	When Dr. confirms it is no longer contagious.
Whooping Cough	5 – 21 Days	Coughing, worse at night.	5 days after antibiotics begin.
Pediculosis (Head Lice)		Itching of scalp, small white eggs on hair.	24 hrs. after shampoo, treatment has begun, & absence of eggs.
Conjunctivitis		White of eyes become red or pink. Eyes may hurt, itch or water.	24 hrs. after start of medication & discharge has stopped.
Fifth's Disease	5 – 10 Days	Low grade fever, tiredness, red rash resembling a slap.	When fever subsides (see Additional note)
Pneumonia		Temperature, wheezing, coughing.	When Dr. or Health Dept. confirms it is no longer contagious.
Strep Throat	2 – 5 Days	Sore throat, difficulty swallowing, red throat, temperature, swollen glands on side of neck.	48 hrs. after antibiotic treatment has begun.
Impetigo		Small bumps, clustered together, skin becomes red. May ooze, areas form honey colored crusts or blister.	1 day after treatment has begun. Lesions must be dry.
Pinworm		Intense itching in and around anus area.	After treatment has begun.

**MEDICATION POLICY**

We require a **Medication Administration Permission Slip** be filled out by a physician for each medication brought to the Day Camp before the start of camp. Purchase Day Camp will not administer medication requiring a needle or syringe except in an extreme emergency. Parents must notify the camp office regarding any camper taking medication for hyperactivity etc. Any medication must be in its labeled, original container. Counselors will be notified to bring the camper at the designated time to the First Aid Room. Medication will be administered by the Camp Nurse or other authorized personnel.

**SUNSCREEN**

Because of an amendment to NY State Law, we are required to have written permission from a parent permitting your child to possess and use sunscreen. This permission is given as part of our Enrollment Policies. We ask that all campers arrive at camp with an application of sunscreen. You may give permission for a counselor to help your child reapply sunscreen after swim. Permission for this can be given by signing the sunscreen permission on our Medical Form.



## LOST & FOUND

Please **label** all clothing items. Each locker room has a lost and found crate. There is a general lost & found cabinet located on the lower level of the building just outside the gym. Lost & found items are brought to this location from the locker rooms each Thursday. Toys, Baseball Gloves, Tennis Racquets, etc. **should not** be brought to camp unless specifically requested.



Portable video games, DVD players, IPODS and Cell Phones are not permitted at any time.



## LUNCH TIME

### LUNCH IS INCLUDED!

Lunch is included in our camper's fee and is provided by Purchase Day Camp. Campers can choose one entrée, one snack, one beverage and even one dessert each day! In early spring The Lunch Authorization Form, which will be included in the Camper Form Packet, will be mailed home. On this form, parents can choose from the options below how they would like their camper to order lunch.

- Option 1: I give my camper permission to choose his/her lunch order on a daily basis.  
*No paperwork is necessary; your camper will choose his/her lunch with a counselor each morning.*
- Option 2: I will choose my Camper's lunch order on a daily basis.  
*Parents will receive prepaid lunch cards like the sample below to fill out each day.*

PURCHASE DAY CAMP PRE-PAID LUNCH PLAN			
Camper _____		Circle MON TUES WED THUR FRI	
Camp Group _____		Date _____	
Please Select 1 Item From Each Category (Lunch, Snack, Drink, Dessert)			
Lunch	Snack	Drink	
Chicken Nuggets (8)	Potato Chips	Water	
Hamburger	Goldfish	Apple Juice	
Cheeseburger	Pretzels	Fruit Punch	
Hot Dog	Popcorn	Grape Juice	
Grilled Cheese	GoGurt	Berry Lemonade	
Meatball Hero	Apple	Horizon Fat Free Milk	
Crispy Chicken Sandwich	Fruit Snacks	Horizon Chocolate Milk	
Chicken Caesar Wrap	Animal Crackers		
Garden Salad			
Caesar Salad			
Turkey Sandwich			
Turkey & Cheese Sand.	Dessert		
Cheese Sandwich	Fla-Vor-Ice		
Bagel Plain	Ice Cream Sandwich		
Bagel w/CreamCheese	Chipwich		
Pizza - 2 Slices	Rice Krispy Treats		
Available Fridays Only			
		Attention: If you have a food allergy, please notify the camp office	

You may also choose to Opt out of our lunch plan and bring a lunch from home or order lunch from the snack bar on a daily basis (see more info on the next page).





## LUNCH TIME (Continued)

### LUNCHES FROM HOME

All lunches brought from home will be refrigerated (bags preferred). Please label all Lunch Bags with the Camper's Name and Group. We recommend sending juice or milk with campers' lunches. Glass bottles are not permitted. Half Day Junior Campers do not eat lunch at camp.



### LUNCHES PURCHASED AT CAMP

Even if you opt out of the lunch plan, you may still buy lunch on a daily basis. Lunches from the snack bar are available to Junior Leaders, T-N-T Campers, Senior Campers, Mini, and All Day Junior Campers daily. Lunch Envelopes with menu prices and daily specials is included with the complementary gift pickup provided in the spring. Additional lunch order envelopes will be sent home with campers during the first week of each child's enrollment. Extra lunch envelopes are available upon request. All Lunch orders will be taken at camper arrival time. All food from the A La Carte menu, snacks and beverages are available daily. Lunches can only be ordered on a daily basis. Substitutions for daily specials on a particular day will not be permitted. See the sample lunch envelope below.

PURCHASE DAY CAMP DAILY LUNCH ENVELOPE									
Lunch			\$	#	Snack			\$	#
Chicken Nuggets (8)	\$4.00		Potato Chips	\$1.00					
Hamburger	\$4.00		Goldfish	\$1.00					
Cheese Burger	\$4.00		Pretzels	\$1.00					
Hot Dog	\$3.00		Popcorn	\$1.00					
Grilled Cheese	\$3.00		GoGurt	\$1.00					
Meatball Hero	\$5.00		Apple	\$1.00					
Crispy Chicken Sandwich	\$5.00		Fruit Snacks	\$1.00					
Chicken Caesar Wrap	\$5.00		Animal Crackers	\$1.00					
Garden Salad	\$4.00								
Caesar Salad	\$4.00		Drink			\$	#		
Turkey Sandwich	\$4.00		Water	\$1.00					
Turkey & Cheese Sand.	\$4.00		Apple Juice	\$1.00					
Cheese Sandwich	\$3.00		Fruit Punch	\$1.00					
Bagel Plain	\$2.00		Grape Juice	\$1.00					
Bagel w/CreamCheese	\$3.00		Berry Lemonade	\$1.00					
Available Fridays Only			Horizon Fat Free Milk	\$1.00					
Pizza 1 Slice	\$3.00		Horizon Chocolate Milk	\$1.00					
Dessert			\$	#	<div style="text-align: center;"> </div> Camper _____ Camp Group _____ Date _____      Circle _____      MON    TUES    WED    THUR    FRI				
Fla-Vor-Ice	\$1.00		Totals						
Ice Cream Sandwich	\$2.00		Lunch Cost	\$					
Chipwich	\$3.00		Amount Enclosed	\$					
Rice Krispy Treats	\$1.00		Change Due	\$					

Attention: If you have a food allergy, please notify the camp office

### RECYCLING

Water bottles, juice and soda cans, must be placed in recycling cans.



## PDC GO KIT

The "PDC Go Kit" will be posted online in early June. It has all the information you need to start camp in one neat little package. You can view our updated **PARENT'S HANDBOOK**, which is a valuable source of information about Arrival & Dismissal, Health Policies, Visiting, Camp Attire, and our outstanding Swim Program. Once the GO KIT is posted online you will also find Group Schedules, Special Events and Dynamo Days as well as Leadership Assignments listing your child's counselors. We will mail you Camper Name Tags, Bus Transportation Schedules, Carpool Number Cards and Lunch Forms/Envelopes about a week before camp begins.

## POOL PICKUP

POOL PICK UP is a complimentary service we provide at Purchase Day Camp for camper families who are also enrolled as Purchase Pool Members. You may park in the lower lot and pick up your camper any time between 4:15PM and 4:45PM under the Pavilion behind the main building. It is not necessary that you be going to the pool to take advantage of pool pickup!

## SNACK

Purchase Day Camp will provide water and a snack at a time determined by the counseling TEAM. If your camper has a food allergy, please read the **Allergies** section on page 4.



## CANDY/SNACK POLICY

Purchase Day Camp will provide a variety of snacks; however, candy and gum will not be sold. In addition, the snack vending machines will not be available to campers during camp hours. Campers wanting snack treats other than those sold at the snack bar must provide them from home

## SWIM INFORMATION

### SWIM ATTIRE

**Campers should bring swim attire to camp each day regardless of the weather. In the event of inclement weather, the Administration will make the decision whether or not we go swimming.**

### WATER SHOES PERMITTED (RESTRICTED USE)

Campers may use aqua shoes to get to and from locker rooms and at each of our pools. No one will be allowed to use water shoes in the pool if they have been worn for purposes other than those listed.

### GOGGLE USE AT THE POOL

Purchase Day Camp will allow the use of goggles during instructional swim for medical reasons only. While we discourage the use of goggles at any time, campers will be allowed to use their own goggles during Free Swim. Goggles used must only cover the eyes. No goggles or masks which cover the nose or mouth will be allowed at the pool at any time. If your camper is required to wear goggles, please write us a note. This may even be done before the start of camp.



### EYE IRRITATION AT THE POOL

A high level of chlorine is not the reason why eyes get red or irritated after a long day at the pool. A high or low pH reading is what usually causes these conditions. A major factor affecting PH balance is sunscreen. The type and amount of sunscreen in the water can be the main reason for swimmers eye irritation. All pool chemical readings are monitored twice hourly.

## SWIM INFORMATION (continued)

### SWIM LESSONS

Purchase Day Camp uses the American Red Cross Swim Program. All campers will receive swim lessons daily. Junior Leaders are the only exception as they are given a choice to take swim lessons. Campers will be placed in "like swim ability" swim groups at the beginning of the season. For more information please see our "Swim Program Parent's Guide". If a parent does not wish for their child to swim due to illness etc. they must send a note in with the camper. Please turn the note in to the camper's TEAM Leader so that we can give a copy to the Swim Program Coordinator.



### IDENTIFICATION FOR DAY CAMP SWIM LEVELS

Purchase Day Camp has established criteria for determining the swimming level of each camper for Free Swim. Three (3) levels will be implemented: Level I - Beginner Swimmer Level II - Shallow Water Swimmer Level III - Deep Water Swimmer.

- **LEVEL I** Beginner Swimmer will be identified by having **NO ARM BAND** while at the pool and will be defined as a camper who cannot perform a single bob and cannot perform the prone float and recovery. Campers determined to be Level I - Beginner Swimmers will be restricted to the "Blue Pool" or "Green Pool" depending on the group assignment. The Blue Pool is two (2) feet at its shallowest point to a maximum of three (3) and ½ (3.5) feet deep. The Green Pool is two (2) feet at its shallowest point to a maximum of four (4) feet deep. All campers going into kindergarten or younger will automatically be classified as a LEVEL I Swimmer regardless of ability.
- **LEVEL II** Shallow Water Swimmer will be identified with a **NAVY ARMBAND** while at the pool and will be defined as a camper who successfully performs a single bob and the prone float and recovery, but cannot perform the Deep Water Test. Campers determined to be Level II - Shallow Water Swimmers will be restricted to the "Blue Pool" or "Green Pool" depending on the group assignment. These swimmers will be identified with a **NAVY ARMBAND**. The Blue Pool is two (2) feet at its shallowest point to a maximum of three (3) and ½ (3.5) feet deep. The Green Pool is two (2) feet at its shallowest point to a maximum of four (4) feet deep.
- **LEVEL III** Deep Water Swimmer who successfully completes the Deep Water Test will be identified by a **RED ARMBAND** while at the pool. The Deep Water Test is comprised of 60 seconds of treading water, six (6) widths of the "Red Pool" using a "good crawl" or "good breaststroke" followed by 60 seconds of treading water. A "good crawl" is defined as the proper stroke, with breathing on the side, not in the front. A "good breaststroke" is defined as the proper stroke with all the proper timing as well as the correct glide. Campers determined to be Level III - Deep Water Swimmers will be restricted to the "Red Pool" or "Green Pool". The Red Pool is four (4) feet at its shallowest point to a maximum of ten (10) feet deep. The Green Pool is two (2) feet at its shallowest point to a maximum of four (4) feet deep.

### SWIM PROGRESS

If a parent has any questions about the swim progress of their child or a problem relating to the swim program, they should contact the Swim Program Coordinator.

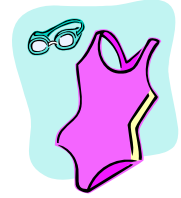
## SWIM INFORMATION (continued)

### PURCHASE POOL DEEP WATER TEST

**ELIGIBILITY** – Prior to taking the test, campers must demonstrate a deep water readiness to our TEAM Members showing an acceptable crawl or breaststroke, the ability to tread water, confidence and endurance. Typically, campers are in at least third grade before they are ready to take the test.

#### **TEST REQUIREMENTS**

- 1) One minute of treading in deep water.
- 2) Six widths of the pool with an acceptable crawl or breast stroke technique.
- 3) One minute of treading in deep water.



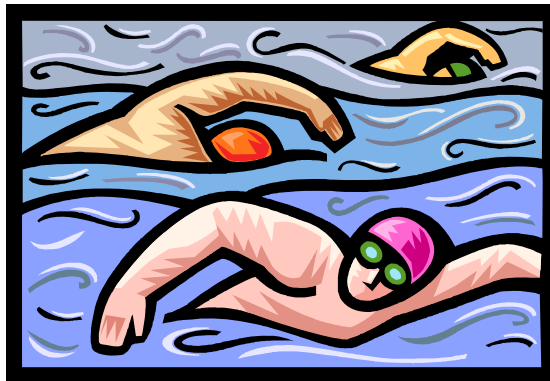
**PASSING THE DEEP WATER TEST** - Individuals passing the Purchase Pool Deep Water Test will receive a certificate of completion.

**INCOMPLETE TEST RESULT** - Individuals unable to complete the deep water test will be informed of the reasons for the incomplete results.

**RE-TESTING POLICY** - Individuals requiring a re-test must wait until the next day and/or be perceived to be "ready" by the Waterfront TEAM

#### **COMMON UNACCEPTABLE TECHNIQUES**

- Double pump on crawl stroke.
- Breathing forward on crawl stroke.
- Arms not forming an outward sweep or wiping face after each pull on breaststroke.
- Pulling & kicking at same time or use of a kick other than the breast stroke kick on the breaststroke.
- Head below water, treading on back or not stationary when treading water.



## TRANSPORTATION



### CAR TRANSPORTATION

#### AM ARRIVAL TIMES

We are ready to receive campers as early as 8:35am. We assign AM Drop-Off Times for campers. On your Carpool Number Card, which you will receive in our “PDC Go Kit” in June, you are assigned a drop off time between 8:35am and 8:50am. We recognize that this time may not work for your particular schedule. However, if most of our parents can work it out, that will also alleviate a lot of traffic on the street and make our process fast, efficient and most of all SAFE. In addition, no matter what your assigned drop off time, we encourage you to drop off earlier.

#### AM DROP OFF GUIDELINES

- When arriving from the south on Purchase Street, use the road shoulder in front of the Community House. You should leave enough room for cars to pass in your lane on the driver's side. **Turn on your right signal as soon as you can see any of our TEAM Members.**
- When arriving from the north on Purchase Street, **turn on your left turn signal as soon as you can see any of our TEAM Members** and wait to be directed into the Main Parking Lot.
- Pull your car around the Main Lot as close to the exit as possible or until directed to stop. Our TEAM Members will help unload campers from your car. Drivers, please do not get out of your car. If you must assist your camper, please park. While parking during AM arrival is not encouraged, please notify our parking lot TEAM Members for instructions if parking is necessary.
- Once campers have been dropped off proceed carefully out of the lot on our TEAM Member’s instructions. Please follow the AM Traffic Flow Pattern.

**AM TRAFFIC FLOW PATTERN** (please refer to the **AM & PM TRAFFIC FLOW PATTERN** Diagram on the following page)

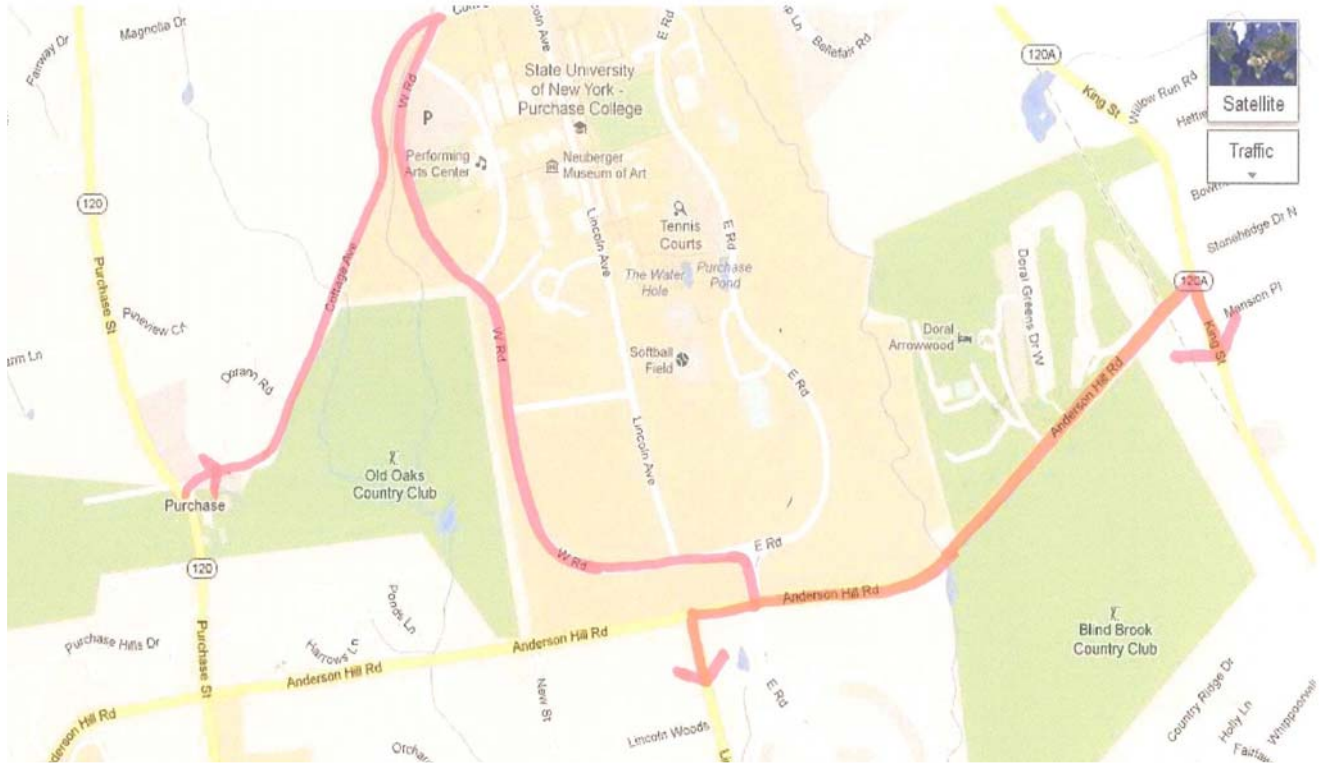
- **Cars will not be allowed to turn left out of our parking lot to head south on Purchase Street. This procedure will be in effect from 8:40am till 9:15am.**
- Cars that wish to head south (left) onto Purchase Street will be required to go down Cottage Avenue and through SUNY Purchase and exit onto Anderson Hill Road across from Pepsico. From there you can pick up the Hutchinson River Parkway via Lincoln Avenue or head to Rye Brook via King Street.
- Cars that wish to head north (right) on Purchase Street will exit our lot and go around the triangle to the stop sign at Cottage Avenue and Purchase Street. They will only be allowed to make a right turn and proceed north on Purchase Street. This is unchanged from past years.
- Cars heading to White Plains should turn right (north) onto Purchase Street and then go down Barnes Lane through Silver Lake to get to North Broadway.

Because we will not have to stop traffic to clear our lot, this process will allow us to take cars into our lot faster and keep traffic flowing on Purchase Street. As soon as you have dropped off or picked up your campers, you will be free to exit the lot.



## TRANSPORTATION (continued)

### **AM & PM TRAFFIC FLOW PATTERN**



### **MID DAY DISMISSAL**

**AM Half Day Campers:** 12:10PM Dismissal. Please park in the main lot and wait for your child on the front porch. We will bring the campers out to you.

**Mini-Day:** 1:45PM Dismissal. Dismissal-Please park in the main lot and wait for your child on the front porch. We will bring the campers out to you.

**Mini K Campers:** 2:00PM Dismissal-Please park in the main lot and wait for your child on the front porch. We will bring the campers out to you.

### **PM DISMISSAL**

#### **PM Pick Up Times**

No dismissals between 3:00 and 3:30pm except in an emergency.

#### **Between 3:40PM and 4:15PM – Main Lot and Lower Lot**

Car Pool numbers and specific pick-up times AND LOCATIONS will be included in our “PDC Go Kit” mailed home in June. The Car Transportation number and pick up time is indicated on the Carpool Number Card. This card should be placed in the front window of the parent's car on the driver's side when entering our parking lot. For carpooling purposes, you may request additional Carpool Number Cards by calling or stopping in the main office.

We will be using both the Main Parking Lot and the Lower Parking Lot for regular PM PICKUP.



**Carpool Numbers from 1 to 99 will use the Lower Parking Lot. See Lower Lot Guidelines. Carpool Numbers 100 and higher will use the Main Lot. See Main Lot Guidelines.**

Unless early pick up arrangements are made, entry into the Main or Lower parking lots for dismissal prior to 3:35PM is prohibited.

## TRANSPORTATION (continued)

### Lower Lot Guidelines (Carpool #1 to #99)

- When arriving from the south on Purchase Street, stay in the “through traffic” lane and pass the upper lot line on the road shoulder in front of the Community House. When you pass the line on your right, turn on your right turn blinker and proceed down Cottage Avenue.
- When arriving from the north on Purchase Street, turn on your left turn signal and turn down Cottage Avenue (across from Old Oaks Main Entrance). Wait at the stop sign for direction from our TEAM Members. Proceed to Lower Lot as directed by our TEAM Members.
- Follow **Upper & Lower Lot Guidelines**

### Main Lot Guidelines (Carpool #100 and Higher)

- When arriving from the south on Purchase Street, use the road shoulder in front of the Community House. You should leave enough room for cars to pass in your lane on the driver's side. **Turn on your right signal as soon as you can see any of our TEAM Members.**
- When arriving from the north on Purchase Street, **turn on your left turn signal as soon as you can see any of our TEAM Members** and wait to be directed into the Main Parking Lot.
- Follow **Upper & Lower Lot Guidelines**

### Upper & Lower Lot Guidelines

- Arrive as close to your scheduled pick up time as possible.
- Place your Carpool Number in a visible location on the driver's side dashboard or visor.
- Open your window so you can hear our TEAM Member's instructions.
- All vehicles **MUST** park in order to maintain traffic flow on Purchase Street.
- Please remain **IN** or **AT** your car and let our specialist walkers guide your children to you.
- When you are ready to leave, step on your brake and put your car in reverse. This way we will see your reverse lights and know that you are ready to leave.
- **DO NOT MOVE YOUR CAR UNLESS SIGNALLED TO DO SO.** Please be patient, we will move you out as soon as possible. Please understand that we cannot always move cars on a first come, first serve basis.
- When backing out, please pull your car **STRAIGHT BACK.** DO NOT turn your wheels unless directed to do so. There is plenty of space behind you. When backing straight out, please pull your car completely out of the space so you do not have to make a three point turn.



## TRANSPORTATION (continued)

### PM TRAFFIC FLOW PATTERN (please refer to the AM & PM TRAFFIC FLOW PATTERN Diagram)

- **Cars will not be allowed to turn left out of our parking lot to head south on Purchase Street. This procedure will be in effect from 3:40pm to 4:15pm.**
- Cars that wish to head south (left) onto Purchase Street will be required to go down Cottage Avenue and through SUNY Purchase and exit onto Anderson Hill Road across from Pepsico. From there you can pick up the Hutchinson River Parkway via Lincoln Avenue or head to Rye Brook via King Street.
- Cars that wish to head north (right) on Purchase Street will exit our lot and go around the triangle to the stop sign at Cottage Avenue and Purchase Street. They will only be allowed to make a right turn and proceed north on Purchase Street. Cars heading to White Plains should turn right (north) onto Purchase Street and then go down Barnes Lane through Silver Lake to get to North Broadway.

### TRANSPORTATION GUIDELINES

- Watch your speed when entering parking lot.
- Pay attention to our parking lot TEAM Members.
- **Cell Phone use is prohibited at any time in our lots. Safety is our concern.**
- The Library parking lot, which faces Purchase Street, is NOT to be used by patrons of Purchase Day Camp at any time except for PM Extended Hours.
- The lower blacktop lot is closed weekdays till 3:30PM during the camp season.
- The upper main parking lot is available for camp parking only on weekdays during camp season.
- Purchase Day Campers will be released to a parent or an adult guardian ONLY.

**While most of these guidelines are obvious, our system will not work successfully without driver cooperation and compliance.**

### EARLY DISMISSAL AND CHANGES IN TRANSPORTATION

On days you wish to pick your camper up early or make a change in normal transportation routines we ask you to follow these guidelines:

- No dismissals between 3:00 and 3:30pm except in an emergency.
- Please send a note or call the office to let us know what time you will be picking up.
- If your camper normally rides the bus please indicate the bus number.
- We ask that you pick up no later than 3:15PM for an early pickup.
- Please go into the main office to sign your camper out.
- The group will be contacted and a TEAM Member will escort your camper to meet you in the main office.

### PRIVATE LESSONS DISMISSAL AND PICK-UP

Campers attending pre-arranged private swim or tennis lessons will be dismissed to the Pool Pick up Program (see page 8). Campers will be released to the Instructor assigned to the lesson. A note indicating who the Instructor is must be sent in and the Parent/Guardian is responsible for pick up at the conclusion of the lesson.





## TRANSPORTATION (continued)

### BUS TRANSPORTATION

Bus Transportation is another option that Purchase Day Camp offers. You may choose AM, PM or AM and PM bus transportation. Junior Campers enrolled in Mini Day as well as Kindergarteners enrolled in Mini K are eligible for Mid Day Busing as well. A schedule will be provided to Bus Campers who have enrolled in this transportation option prior to the start of camp.

### BUS TRANSPORTATION COMPANY

We use the First Student Bus Company. Bus Drivers are also provided by First Student Bus Company. A specific listing of Drivers will be available prior to camp

### BUS MONITORS

In addition to the bus driver, each bus will have a bus monitor. The bus monitors are Purchase Day Camp TEAM Members whose role is to help campers on and off the bus on a daily basis.

### BUS ARRIVAL & DISMISSAL

As the buses arrive in the main parking lot, campers will be brought to their normal opening exercises location. Senior Campers, TNT and Junior Leaders will meet on the lower blacktop everyday unless it is raining; in which case they will meet in their Rainy Day Opening Location. Junior Campers will meet every day in the auditorium. Junior Leaders, T-N-T and Senior Campers will be dismissed from the auditorium, activity rooms or gym, (depending on age group) to each camper's bus located by the camp side porch. Junior Camper dismissal will be from Girls Locker Room #3 to each camper's bus located by the camp side porch.

### BUS TRANSPORTATION GUIDELINES

A parent or guardian should be at home each day for each child's scheduled arrival. Please allow several minutes grace on either side of the scheduled time for absences or delays en route (AM also). If it's impossible to have someone greeting a child, parents must notify the camp office.

Buses will leave the camp grounds at approximately 3:40 to 3:50PM each day for Full Day Dismissal.

#### **Parents should notify the office if their child is not attending camp on a given day.**

In an effort to avoid unnecessary delays en route to and from camp, we ask parents not to visit with bus drivers. Parents should direct all requests and concerns etc. through the Day Camp office. Bus drivers cannot approve enrollment changes.

We expect bus campers to adhere to the following behavior guidelines:

- Remain in bus seats at all times en route to and from camp.
- Try to keep voices to a moderate pitch.
- Give the bus driver and fellow passengers respect at all times.
- No food or drinks are permitted
- Keep seat belt buckled at all times.
- If a house, driveway or mailbox is not identified by the camper's last name or a street number, parents should appropriately label one or more of the above prior to June 15<sup>th</sup>.



New York State Law requires each child on bus transportation to be seat belted. Parents are strongly urged to instruct their child in the proper use of a standard seat belt.

State Law requires an A.A.A. approved booster seat for all children under the age of 4 on bus transportation. A.A.A. approved booster seats will be provided by the bus company and must be left in the bus for the duration of the transportation enrollment.

## TRANSPORTATION (continued)

### BUS TRANSPORTATION NOTE:

Children not registered for AM or PM bus transportation are NOT permitted to use the bus under any circumstances. Bus transportation is not available for extended hours. Bus drop-off location can only be changed to a location on a regular route; with the approval of the Camp Director.

### SEVERE STORM TRANSPORTATION NOTICE

- In the event of severe thunderstorms, heavy wind and rain at closing, we may choose to delay or suspend camp dismissal for a short period of time.
- Parents should not call us to see if we are in an emergency dismissal mode. Carpool people will find out when they arrive at the main parking lot.
- PM Bus campers may be delayed if this procedure is implemented.



P.S. Normal end of the day rain and storms do not apply.

## VISITING

Purchase Day Camp does not have a specific visiting day. We are not good just one day, we're good everyday!! Parents are welcome to visit to observe a typical day at Purchase Day Camp at any time, **with the exception of Special Event Days, rainy days and the last three (3) days of camp.** We recommend selecting one or two periods between 9:30 & 11:30AM as an optimal visiting time for most campers.

**Visiting parents must sign-in at the Main Office and receive a PDC Visitor's Pass.**



## **Behavior Management Protocols**

The basis for handling camper behavior issues at Purchase Day Camp is the same as the rest of the camp program:

**SEE - *Sensitivity, Enthusiasm and Encouragement***

**TCBI - *The Camper's Best Interests***

Our philosophy does not include a Zero Tolerance policy. Each situation is different and requires a different approach. The first, last and best tool at our disposal is COMMUNICATION: Communication within the Counseling TEAM, with the administration and with parents. Most parents do not want to have a child misbehave at camp. In fact, no parent wants his or her child to misbehave at camp. We will communicate with parents what we observe and the impact it is having on their child as well as the impact on the rest of the program.

### **GENERAL BEHAVIOR MANAGEMENT PROTOCOLS**

If a child breaks a camp rule, the first level of behavior management is a brief removal from the group ("take a break"). The length of the "break" is to be determined based upon the age of the child. The camper's TEAM Leader will explain why the action is not permitted, and the consequences for future misbehavior. If the same or similar incident occurs repeatedly, the camper's Administrator will be informed and a note will go home that day. Parents are always welcome to call with any questions or concerns they may have.

If similar incidents continue throughout the season, further communication may be required. This may include some, or all, of the following:

- Discussion between the camper and the group Administrator
- Phone call from the group TEAM Leader
- Phone call from the group Administrator
- Discussion between the Director and the camper
- Phone call from the Director

### **BITING PROTOCOL**

If a child bites another person (camper or TEAM Member), the following procedures must be followed:

- The campers Administrator will be notified immediately
- The child will receive a time out and the seriousness of biting will be explained to the child.
- The Camper's TEAM Leader will call home and a note will be sent home.
- If a second biting incident occurs, the camper must be sent home.

If a third biting incident occurs, your camper's Administrator and the Director will be notified immediately. The child will be sent home and the Administrator and the Director will determine the next course of action, which may include some or all of the following:

- Discussion between the Group Administrator and the child
- Phone call from the TEAM Leader
- Phone call from the group Administrator
- Discussion between the Director and the child
- Phone call from the Director

The Director will determine the appropriateness of the child's participation in the camp program.

## **TOILET TRAINING POLICY AND PROTOCOLS**

Purchase Day Camp's policy is that all children must be toilet trained. Despite this policy, it is expected that some children might have accidents during camp. These protocols are followed if an accident should occur.

### **Wetting Accidents:**

If a camper has a wetting accident, the child's clothes will be changed and the wet clothing will be sent home at the end of the day with a note describing the accident.

If a second accident occurs within a week, the same procedure will be followed and your camper's Administrator must be notified. If a third circumstance occurs, Your Camper's Administrator will decide the next course of action in conjunction with the Director. These may include some, or all, of the following:

- Discussion between your Administrator and the child
- Phone call from the TEAM Leader
- Phone call from your Administrator
- Phone call from the Director

If it is believed that the child is not toilet trained, the Director will make the final determination and decision on the child's permission to attend camp.

### **Bowel Movement Accidents:**

Campers must be toilet trained to attend camp. There are obvious reasons for this policy. Most notably is the potential impact at the pool. A bowel movement in the pool would require us to close the pool for the day leaving campers unable to swim.

If a child has a bowel movement accident, the camper will be cleaned and his/her clothes will be changed. The soiled clothes will sent home at the end of the day with a note describing the accident. Your Camper's Administrator will be notified immediately. If a second accident occurs, your Camper's Administrator will decide the next course of action in conjunction with the Director. These may include some, or all, of the following:

- Phone call from the TEAM Leader
- Request to have the parent come in and change the child
- Phone call from your Administrator

If a third accident occurs within a two (2) week period, the Director will make contact with the parent. If it is believed that the child is not toilet trained, the Director will make the final determination on the child's permission to attend camp.

## **WHO IS YOUR CAMPER'S ADMINISTRATOR?**

<b><u>Jr. Camp &amp; Sr. Camp</u></b> Ducklings, Tadpoles, & Polliwogs	<b><u>Pre-School Boys &amp; Girls</u></b>	<b><u>Barbara Paci</u></b>
<b><u>Sr. Camp</u></b> Snails, Turtles, Guppies, Minnows	<b><u>Kindergarten &amp; 1<sup>st</sup> Grade Boys and Girls</u></b>	<b><u>Joslyn DeLancey</u></b>
<b><u>Sr. Camp</u></b> Frogs, Salmons, Eels, Dolphins, Starlings, Cobras	<b><u>2<sup>nd</sup> - 5<sup>th</sup> Grade Boys and Girls</u></b>	<b><u>Pam Kelly</u></b>
<b><u>T-N-T &amp; Junior Leader Program</u></b> Flamingos, Dragons & Junior Leaders	<b><u>6<sup>th</sup> - 10<sup>th</sup> Grade Boys and Girls</u></b>	<b><u>Frank Dellaripa</u></b>