



**PARENT INFORMATION
HANDBOOK**

Table of Contents

Absences	2
Allergies	2
Arrival and Pick-up by Car	2
Credits and Refunds	3
Invoicing and Late Fees	3
Extending Days	3
Before and After Camp Care	3
Birthdays	3
Camp Code	3
Camp Rules	4
Cell Phone Usage	4
Clothing	4
Fire Drills	5
Frequently Asked Questions	5-6
Hours	6
Important Dates	7
Lost and Found	7
Lunch	7
Medical Forms	7
Medication	7
Mini-Day Program	8
Nassau County Department of Health	8
Nurse	8
Rainy Days	8
Special Days	9
Swimming	9
Two, Three, & Four Full Day Program	9
Two & Three Year Old Campers	10
Tipping	10
Valuables	10
Workshops	10
Specialty Camp Selections	10

Absences

If your child will be absent please contact the camp office. If we do not hear from you, a call will be made to your home to check on your child. If your child is home due to a communicable illness (strep, pink eye, or chicken pox) the camp nurse must be informed. These are illnesses that must be reported to the Nassau County Health Department.

When your child returns to camp, if he/she may not resume a particular activity, such as swimming or sports, please send a note to the counselor so the appropriate people can be informed. If you are sending your child in with medication, the appropriate forms must be completed. **(refer to section on medication)**

There are no refunds or credits for any reason other than COVID illness with a doctor's note confirming COVID.

Allergies

We are a peanut free camp. If your child has any known allergies they must be documented on his/her medical forms. If you have any questions, feel free to contact the camp nurse.

Morning Drop-off

No earlier than 8:45 am unless you signed up for before-care.

Afternoon Pick-up

4:00 pm - No earlier than 3:50 pm. Follow directions of traffic counselors. Pick up will be from the same areas you dropped off. Stay in the car and your child/children will be brought to you.

12:30 pm - Pull up in a single line behind orange cones (stay to the right of the driveway). Your child will be brought out to you. **DO NOT PASS AROUND CONES.**

*If someone other than a parent is taking a child home, we must be informed, either by phone or written correspondence, who we should be expecting. If we are not notified, we will make every attempt to contact you, but will not release your child until it is confirmed. **There are no exceptions to this rule.***

If you are picking up your child early, please call the office ahead of time so arrangements can be made to have your child packed up and waiting in the lobby of the Early Childhood Center.

Credits and Refunds

There are no refunds or credits for any reason other than COVID illness with a doctor's note confirming COVID.

Invoicing and Late Fees

A child may not attend camp until payment in full is received. A payment by check, credit card, or ACH debit must be submitted before the start of the session attending. All past due invoices will have a \$150 late fee applied weekly until paid in full.

Extending Days

To extend a day from mini-day on Monday, Tuesday, Thursday, or Friday, there is a fee which is to be determined per camp year. To extend a day on Wacky Wednesday, there is a different fee. To request an extended day, please call the office to arrange this.

Before and After Camp Supervision

Available from 8:00 - 9:00 am and 4:00 - 5:00 pm for an additional fee. Please notify the office if you are interested in these programs. The hourly rate is \$17.00 per child. Payable directly to the counselor. Payment schedule should be discussed and worked out with that counselor.

Birthdays

We have eliminated birthday treats being brought into camp for birthday celebrations due to the many allergies and sensitivities to food items. If you let your child's counselor know it's your child's birthday, they will be sure to recognize the special day that it is.

Camp Code

We expect the attitude and behavior of the Old Westbury Summer Camp children to be based upon respect, and that all will be guided by the principle that we should treat others as we expect to be treated ourselves.

Expectations of the Old Westbury Summer Camp:

- ❖ Be responsible for your clothing
- ❖ Be kind to your fellow campers
- ❖ Show respect for other campers' belongings
- ❖ Be polite and considerate of fellow campers and counselors
- ❖ Adhere to camp procedures and rules
- ❖ Respect the property and equipment of the camp

Camp Rules

At camp we stress the importance of abiding by the rules. We find that campers are most comfortable when they know what is expected of them and they take pride in fulfilling their obligations. In order for this to be a valuable learning experience, parents must also cooperate fully following the camp rules.

Cell Phone Usage

We realize that many of the campers have cell phones. They are not permitted to use them during camp hours. If there is an emergency, please contact the office. We are not responsible for damage or loss. These devices should be secured in a safe place during the camp day.

Clothing (Write your child's name in all clothing, towels, bathing suits, sunscreen)

Your child should be dressed in play clothes: shorts, t-shirts, and sneakers. (3-6 year olds should wear velcro). We will issue a free camp t-shirt to each child the first Wednesday of their first session with us. These shirts should be worn on our special event days (Wacky Wednesdays).

Toddlers should have with them diapers & wipes they normally use in a ziplock bag with their name, their own sippy cup with name on it, a bathing suit for water play, towel, plastic bag for wet suit/towel, water shoes, & sunscreen.

Children Nursery through Kindergarten should bring 2 towels, 2 bathing suits, one complete change of clothing (including socks and underwear), jacket or sweatshirt, slip on shoes (flip flops), goggles, & sunscreen. Each child will have a cubby for items you would like them to keep at the camp.

Children Grades 1-8 should bring 2 towels, 2 bathing suits, sneakers, flip flops for ease and speed back and forth to the pool, goggles, sunscreen, and a jacket or sweatshirt. Each child will have a cubby/locker and may leave items such as sunscreen, goggles, and flip flops at camp if they wish to do so.

Fire Drills

Fire drills are conducted during the first week of each session. It is important for the children to be familiar with the exits in the building and to follow the orders of their counselors when the fire alarm rings.

Our counselors attend a staff meeting prior to camp and are made thoroughly familiar with the procedures to be followed in case of an incident.

Frequently Asked Questions:

1. *What is the philosophy of the camp?*

Simply put, we at the OWSC hope to nurture the younger children by providing a balanced day of sports, arts and crafts, and swimming combined with many other activities of fun and learning. The older children are challenged in workshops in which they develop an interest in the areas they have chosen

2. *How many children attend your camp and what size is your property?*

The Old Westbury Summer Camp will accept no more than 250 full time campers per session as space is limited. Our camp is situated on 14 acres of property. The campers' headquarters are housed in a building with central air. In addition, we have a heated outdoor pool (18 inches to 5 foot), tennis courts, 2 gyms, 2 playgrounds, and many open fields. A small piece of the property is wooded. This area is maintained for nature walks. We enjoy telling parents that there are approximately 18 children per acre!

3. *What qualifications will my child's counselor have?*

All the counselors for the wallaby groups (Grade nursery - Grade 2) are teachers. The assistants are college and high school students. Counselors for cub/pack and wanderer groups (Grades 3-8) are college students. The assistants are 1st, 2nd, or 3rd year college students or high school students.

4. *What is the staff/child ratio?*

One (1) adult for every eight (8) campers, but group size varies based on grade or skill level in workshops. In addition, an assistant is assigned to each group.

5. *What is your swimming program like?*

Each camper is evaluated by the senior lifeguard WSI (Water Safety Instructor) during their first swim period of camp. The campers of each grade are then grouped with the same level

swimmers. Colorful swim bracelets are given to each child before their swim period to designate which area of the pool they should be in. For the inexperienced swimmer, basic skills in groups of 3 or less are taught.

The more experienced swimmers are taught in larger groups in a step-by-step American Red Cross program. All children are instructed by our lifeguards, who are Nassau County Certified, Red Cross Certified, and have CPR training. We have a Water Safety Instructor who oversees the pool, lifeguards, children, and staff. Some junior lifeguards are added for additional supervision and training.

The camp is an excellent place to give your child the opportunity to learn how to swim. If your child attends the camp at least 4 full time weeks, he/she will have enough hours of instruction according to the Red Cross to receive a Red Cross swimming card, indicating the level of swim instruction to be eligible for a Red Cross card. These are mailed home at the end of the summer.

6. *What do the children do on a rainy day?*

As we have 2 large indoor facilities, all activities can be moved indoors. Swim lessons take place in our heated pool and are only canceled at the discretion of the senior lifeguard. Of course, under threat of lightning, lessons are automatically canceled.

7. *What's for lunch?*

We are a peanut free camp! Daily lunches consist of salad, fruit, yogurt, and various sandwiches. Three days a week there is a hot lunch choice. Every other Friday we serve a BBQ lunch consisting of hot dogs and hamburgers. An afternoon snack of ice cream follows. Monday is "Make your own Sundae" day!

Hours

The summer office is open from 8:15 am to 4:15 pm. You may call any time during those hours, however, campers may not be dropped off before 8:45 am. All counselors are in a staff meeting each day from 8:30 - 8:45 am. All phone messages will be given to your child's counselor at the conclusion of the meeting.

Important Dates:

April 15th - Last day deposit is refundable
May 17th - Balance is full due
July 3rd & 4th - Camp Closed
Aug. 18th - Last Day of Camp

Sessions:

June 26th - Session I begins
July 10th - Session II begins
July 24th - Session III begins
Aug. 7th - Session IV begins

- The camp brochure is on our website, including Medical/Medication forms.
- Emergency cards are mailed to you. Please complete prior to attendance at camp. The information you supply should be the “best” way to contact you or your designated emergency contact if your child needs to be picked up or requires medical attention.
- Payment in full is due at time of registration after May 15th.
- Session must be paid in full before the camper may attend.

Lost and Found

A lost and found container is located in the front lobby of the camp. The items collected will be held until the end of the summer. After that they will be donated to a charitable organization. **Any item that has a child’s name on it will be returned to them.**

Lunch

Lunch is provided for all campers and included in the registration fee. There is no need for your child to bring food, drink, or snacks to camp. A varied selection of choices is offered each day and a menu is posted on our website. *For childrens with allergies, you can request a meeting with the chef on campus*

Medical Forms - available on our website

Under N.Y state law, all children who attend the summer program must have a current medical on file with the camp nurse. Please have your physician complete the enclosed form. If your child has a medical on file at their school that covers the days they will be attending camp, we will accept a copy. **CAMPERS MAY NOT BEGIN THEIR SESSION WITHOUT A MEDICAL ON FILE - NO EXCEPTIONS**

Medication

Prescription medicine can only be administered to a child by the camp nurse. Children are not allowed to self-medicate unless we have an official

form on file by the parent and doctor clearly stating the child has been instructed on the correct procedure for self-medication.

All medications must be left with the summer camp nurse. If properly labeled, you may send the medication in with your child on the bus. The nurse will administer the medication at the indicated time if the proper form "Medication Administration", is signed by a parent and doctor, explicitly stating the procedures to follow and sent in to the camp. All prescription medications must be in their original container with the child's name, type of medication, and dosage on the container. If you have any questions regarding this procedure do not hesitate to call and speak with the nurse. This form is available on our website.

Mini-Day Program

The mini-day program is available to children in Toddler through Grade 2. The hours of this program are 9:00 am to 12:30 pm. Nursery - Grade 2 receive lunch and a Red Cross swim instruction. The Toddlers receive a light lunch in their headquarters and will have water play instead of swim. Children will be dismissed in the lobby of the camp office building. For the safety of all campers, cones are set up prohibiting cars from going beyond a certain point. Please park in the designated areas for pick up at 12:30 pm.

Nassau County Department of Health

According to New York State Law, all summer camps are:

1. Required to be licensed by the Nassau County Department of Health
2. Required to be inspected twice yearly
3. Required to provide the address where inspection reports concerning The Old Westbury Summer Camp on file:

Nassau County Department of Health, 200 County Seat Road, Mineola, N.Y. 11501

Nurse - 516-626-9268 ask for ext. 222

There is a camp nurse on duty throughout the camp day. Please call with any questions or concerns you may have regarding the medical needs of your child.

Rainy Days

On rainy days it is pretty much business as usual due to our extensive indoor facilities. Sports activities move indoors to the 2 gymnasiums available. If swim is canceled, it is replaced with a special rainy day game or craft.

Special Days

Every Wednesday is Wacky Wednesday. 1:00-3:00 pm a special event takes place - it could be a carnival, outdoor waterslides, a DJ - you never know what might turn up on the camp grounds. Campers registered for a full day participate in such activity. **Please have your child wear his/her camp t-shirt each Wednesday**, since we like to take a lot of pictures on these fun days. The t-shirt is free and will be given to your child **the first Wednesday of his/her first session**. If your child is registered for a half-day, you can pay an additional fee to have them participate.

Swimming

There are two swim periods each day. The a.m. swim is a Red Cross Swim lesson, given by our certified lifeguards. Each camper is evaluated and instructed at his/her level. The campers are given a colorful bracelet indicating the area of the pool they can be in. This allows the lifeguards and counselors to quickly assess if a child moves into the wrong area of the pool. The p.m. swim period is “free swim” in which the campers enjoy “pool games” with the lifeguards. Half day campers receive a.m. instructed swim only. If a camper completes 4 weeks of camp they will have earned enough hours of instruction to receive a Red Cross swimming card indicating the level of swim they have attained. Campers who attend 3 or 4 days must reach 10 hours of instruction to attain a Red Cross card. **The campers are required to take lessons each day in order for the program to be effective. If, for any reason, your child cannot swim on a particular day, a written note must be provided.**

Pool Rules -

The pool rules are explained to all of the campers on the first day they attend swim. The rules are strictly enforced. We insist on no running, no pushing, and no horse playing within the pool area. A child who does not follow the rules will be escorted from the pool area and unable to return for a full day. The children will learn to not only enjoy the water, but how to be safe in or around the water.

Two, Three, and Four Full Day Program

The two, three, and four full day program is available to children entering grades Nursery through Grade 2. Your choice of days should be marked in the appropriate area of the registration form. Keep in mind when selecting your days the Wednesdays are our “special event days” and every other

Friday the Wallaby groups have a special activity planned just for them. In addition, Mondays are “make your own sundae” day.

Two & Three Year old campers:

Children two years old (by 7/1/23) for the Tiny Tots program. Children who reach the age of 3 by July 1st **AND** are toilet trained may register for one of the programs offered for Nursery age children. Three year olds **NOT TOILET TRAINED** should register for the Tiny Tots program. We understand “accidents” happen but this should be the exception and not occur on a regular basis. Once trained they can switch to the Nursery group.

Tipping

The camp has no written guidelines for tipping. It is not mandatory, but rather at the discretion of each family. When special bonds are formed between campers and counselors during the child’s summer, parents may choose to reflect their appreciation in a monetary form. Your kindness and generosity is always greatly appreciated.

Valuables

Children should not bring anything of value to camp. There is no need for a child to have money with them. Electronic devices, such as IPods, cell phones, or hand held games are not permitted in camp and will be held in the office until dismissal if a child is found using one of these items during camp. The Old Westbury Summer Camp will not be held responsible for the loss of these types of items.

Workshops

A.M. and P.M. workshops are offered to children entering Grades 3-8. Instructors in the workshops are experienced and skilled in that particular activity. Any special equipment needed for a particular workshop is listed on the workshop from choices. All workshops offered are subject to change and/or cancellation, depending on enrollment. The children may change workshop choices in the first 2 days. After that, they must remain in the workshop they have chosen.

Specialty Camp Selections:

A mini-day 9:00 am -12:30 pm and a full day 9:00 am - 4:00 pm are offered for each specialty selection. The mini-day includes materials and a snack. The full day includes materials, lunch, snack, drink, a.m. & p.m. workshops, swim, and some recreational activity time.