




BRONX HOUSE
teen travel camp

Summer 2017 Parent Handbook

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Parents Manual Summer 2017

Welcome to Bronx House Teen Travel Camp! Our goal is to help campers relate to their peers and counselors; help them grow and participate in-group situations and help them widen their range of interests and experiences. The program emphasizes and provides opportunities for satisfying experiences in many different areas.

Please read this manual carefully and review the information with your child. We want everyone to be prepared for the wonderful camp season we're going to have!

GENERAL INFORMATION

Contacting Us

Senior Director Tween/Teen
Teen Travel Camp Director

Maribeliz Ferrer
Peter Harrison

maribeliz@bronxhouse.org
peter@bronxhouse.org

The Bronx House number 718-792-1800

Please contact *ext. 0* in regards to general question like bussing, trips schedules, etc. and *ext. 230* in regards to payment information. In addition, during the 2017 camp session, be sure to check out our Campers on Facebook, as we will be posting pictures of the trips they will be attending. Go to Facebook and type in the search box "*Bronx House Day Camps*" or go to our website at www.bronxhouse.org and click on the Facebook icon at the bottom of the page.

Camp Season

Full Session	Thursday, June 29 th to Friday, August 18 th (closed Tuesday, July 4 th)
Session 1	Thursday, June 29 th to Tuesday, July 25 th , (closed Tuesday, July 4 th)
Session 2	Wednesday, July 26 th to Friday, August 18 th

Camp Hours

Monday through Friday approximately 7:45am- 5:30pm (exact departure/arrival time will depend on assigned bus)

Teen Travel Camp will follow this time frame with the exception of special late night and extended overnight trips, highlighted in the Teen Travel Camp calendar.

DROP OFF & PICK UP'S

We offer *Early Drop Off* which begins at **7:00am** and *Late Pick Up* that ends at **6:30pm**. Parents participating in Late Pick Up will be charged a late fee for arriving after **6:30pm**. *Fee for late pick up is \$20 every half hour. Campers will not be permitted to attend camp until all fees are paid.*

Dropping off a camper at Bronx House must be no more than 5-10 minutes before their designated bus departure time. We encourage you **NOT** to drop off your child earlier than that.

Campers who return directly to Bronx House at the end of the day **MUST BE PICKED UP NO LATER THAN 5:30PM**. *If not, you will be charged a late fee of \$20 every half hour.* Campers who are walking home must walk home immediately after getting off the bus in order to avoid overcrowding of the sidewalk in front of Bronx House.

TRANSPORTATION

1. All parents will receive notification of their child's designated pick-up point with a schedule indicating time of departure via Email.
2. **Buses cannot wait for campers.** Please make sure you are aware of the bus schedule.
3. Drop off times are estimates, unfortunately, we do not control the traffic.
4. Each bus has a bus counselor who is responsible for taking attendance as the camper gets on and off the bus and maintaining safety during bus transportation. There are approximately 7 staff on each bus.
5. If your child is to be picked up by someone other than the "regular" person, we require written documentation indicating who will pick up your child a day in advance.
6. If you encounter problems in regard to bussing and transportation please contact Bronx House.
7. **Written permission is required to allow your child to walk home after bus drop off or from BH.**

HEALTH AND SAFETY

1. All campers are required by the Department of Health to have a physical examination and submit a current medical certificate prior to the opening of day camp.
NO CAMPER CAN START CAMP WITHOUT ONE.
2. **Please make sure to notify camp staff of all allergies or important medical information. This is for your child's well-being and safety!**
3. In the event of an illness, accident or emergency, staff will contact the parent.

STAFF

Each staff person is qualified and competent to provide wholesome leadership and direction to each child, according to his/her needs. All staff must meet the following minimum requirements to be employed by Bronx House Teen Travel Camp:

1. At least 18 years of age with a minimum of one year of college or counselor experience
2. Leadership for each group includes 2 counselors
3. All staff must attend pre-camp training sessions
4. Three positive reference letters – not including family members
5. No records in the National Sex Offender Registry (every year)

TRIPS

Bronx House Teen Travel Camp participants will be traveling to a new trip every day. All camp participants and staff are transported to the designated trips by school buses, with the exception of our Washington, DC overnight trip. We will have five late night trips where we will be arriving no later than 7:00pm. We encourage all Teen Campers to wear their camp shirt on all trips. ***Additional camp T-shirts, camp bags, and lunch bags are available for purchase at BH.***

SWIMMING

1. A goal of the Teen Travel Camp swim program is to help campers feel safe and comfortable during all water activities
2. For swimming the following dress rules must be adhered to:
 - Girls – a simple one-piece bathing suit
 - **NO TWO-PIECE BATHING SUITS**
 - Boys – Bathing Suits
 - **NO BASKETBALL SHORTS OR SPEEDO'S**
3. Bathing shoes or flip-flops or water shoes are optional.

4. **It is strongly recommended that all children bring a waterproof sunscreen and use it throughout the course of the day.**

CLOTHING

What to Wear:

- Casual Shorts & Camp T-Shirts
- Sneakers with Socks
- Hat (optional)
- Appropriate Swim Suit
- Water shoes for pools and lakes

What Not to Wear:

- Open-toe/open-heel shoes
- Sandals or Flip-Flops
- Long Pants
- No short – short's

Clothing and towels may get lost during the summer. Bronx House is not responsible for any lost items. Please contact the Teen Travel Camp Director in regards to specific lost items. We will do our best to locate them, but we make no guarantees that items will be found.

GROUPING

1. A group includes approximately 15-20 boys or girls. In grouping, the following aspects are considered.
 - Age
 - School-grade
 - Friendships
2. **Campers are required to stay with their group and counselors at all times.**
(Bronx House reserves the right to make final decisions regarding grouping)

WHAT TO BRING

Lunches/Snack

1. Bagged lunches that we will receive from the D.O.E will be available daily. The menus are included in this manual. Parents can send lunch for their children every day.
2. **On some trips, lunch may be available for purchase. Please note that most of the trips charge top dollar for food.**
3. **Water bottles**– please send a refillable water bottle with your campers. It is important to keep your child hydrated and water does the best job.
4. Lunches must be sent in an insulated bag with an ice pack and marked with the child's name and group number. No paper bags, please.
5. Please try to send a healthy lunch with a minimum of sugary products.
6. Light snack is provided only on regular day trips, **not on Late Nights trips.**

RAINY DAY PROGRAM

CAMP GOES ON- RAIN OR SHINE

WHAT NOT TO BRING

We respectfully request all Teen Campers to keep the following items at home:

- Personal Sports Equipment
- Electronic devices other than cell phones. **Please note that we are not responsible for lost/stolen phones.**
- Any offensive materials including clothing, books, magazines, etc.

ACTIVITIES/TRIPS

1. Campers will participate in a variety of activities and trips provided by Bronx House. These activities include; swimming, sports, amusement and water parks, state parks, museums, etc.
2. All campers are expected to participate in all scheduled activities.
3. A schedule of trips and their locations, late night trips and overnight trips will be provided on the camp calendar.
4. We request that all campers wear their Bronx House shirt every day.

OVERNIGHTS & LATE NIGHTS

1. Notice of all overnights & late nights will be sent out in advance by our staff.
2. **Parents must attend a mandatory overnight trip orientations:**
 - **Washington D.C.** **Wednesday, July 5th @ 6:00pm**
 - **Club Getaway** **Tuesday, August 1st @ 6:00pm**
3. **PLEASE NOTE THAT CAMPERS WITH A CAMP BALANCE WILL NOT BE PERMITTED TO ATTEND THESE EXCITING TRIPS (NO EXCEPTIONS!)**

OVERNIGHT TRIP CHECKLIST:

- Sleeping bag or Air Mattress
- Small pillow
- 1-2 towels & 1 washcloth
- Shampoo & soap
- Toothbrush & Toothpaste
- Deodorant
- Comb or brush
- Jacket or Sweat Shirt
- Long sleeve shirt (depending on the weather condition)
- Pajamas or other sleeping clothes
- Enough underwear and sock for three days
- Your Bronx House Camp T-Shirts***

- Shorts
- Dress clothes (for Club Getaway)
- Water bottle
- Sunscreen
- Flashlight
- Bug Spray (Club Getaway)

ZERO TOLERANCE /ANTI-BULLYING POLICY

At Bronx House, we believe every child has the right to a safe and fun filled summer experience. Our camp philosophy and mission is to ensure that every camper gains self-confidence, makes new friends, and goes home with great memories. Bullying is inexcusable and we have a zero tolerance policy towards all types of bullying.

Bullying is when one or more people exclude, tease, gossip, hit, kick, or intimidate another person with the intent to hurt or have power over that person. Bullying can occur at all age levels.

Zero tolerance means that Bronx House will address all incidents of bullying seriously and will work with staff and parents to immediately affect a solution to the bullying situation. However, if the situation persists, with the willful hurting of others, we will immediately take appropriate action to remove the offending child from camp.

COMMUNICATION POLICY

- Employees are not allowed to exchange phone numbers with a camper under any circumstances.
- Employees are responsible to maintain a professional relationship with campers. No employee should allow or attempt to follow, reach out, or ask for campers social media accounts (i.e. Instagram, Twitter, Facebook).
- Taking pictures with campers is not permitted. The Teen Director is responsible for taking pictures during all trips.

PARENT NOTIFICATIONS

1. Parents will be notified immediately if their child is experiencing a medical emergency. In the event of a non-emergency medical issue you will be notified via the Camper Incident Report.
2. If during the summer you move, change jobs, or change your telephone numbers, you must notify us of such a change. It is imperative that we have your most current phone numbers (cell, work, and home).
3. **Reasonable efforts will be made to assist children to adjust to the camp setting. Your full cooperation is expected. Disruptive behavior will be dealt with in the following manner:**
 - The misbehaving child will be given a time out to reflect on his/her actions, as a result will not be allowed to participate for 20 minutes on the activity of the day.
 - If misbehavior continues or is severe parents will be notified via a *Camper Incident Report* when their child has not behaved appropriately.
 - Upon receiving the second *Camper Incident Report* (for behavior related problems) participants will be suspended.
 - Upon receiving the third *Camper Incident Report* (for behavior related problems) participants may be dismissed from the program.
 - Physical violence will not be tolerated and may be grounds for immediate suspension or termination. Please see our Zero Tolerance/Anti-Bullying Policy.

TEEN WORKSHOPS

There will be four Teen Learning Workshops incorporated in camp throughout the summer. These Teen Learning Workshops will be focused around topics impacting teens such as how to appropriately address issues, communicating effectively, positive leadership, bullying and self-esteem. All teens will participate in these workshops prior to attending an exciting trip. All topics will be instructed by trained professionals who currently work with this age group.

Bronx House Teen Travel Day Camp is inspected and licensed by the NYC Department of Health and Mental Hygiene (NYC DOHMH). A copy of the inspection can be obtained from the NYC DOHMH at Citywide Licensing Center (CWLC), 42 Broadway, 5th Floor, New York, New York, 10004 (212) 487-4104.