

# Parent Manual



990 Pelham Parkway South ~ Bronx, NY 10461  
Phone: 718-792-1800 ~ Fax: 718-792-6802  
[www.bronxhouse.org](http://www.bronxhouse.org)



Due to changes in state regulations and camp policies that may occur, information in this manual may be subject to change.

## Table of Contents

Contacting Us .....	Page 3
Camp Supervisors .....	Page 3
Camp Schedule .....	Page 3
Camp Hours .....	Page 3
Sample Daily Schedule .....	Page 3
Health and Safety .....	Page 4
COVID Quarantine .....	Page 4
Transportation .....	Page 5
Clothing .....	Page 5
What to Bring .....	Page 5
What to Leave at Home .....	Page 6
Rainy Day .....	Page 6
Electronics Policy .....	Page 6
Communication Policy .....	Page 6
Staff/Groupings .....	Page 6
Lunch/Snack .....	Page 7
Activities/Trips .....	Page 7
Late Nights .....	Page 7
Swimming/Boating .....	Page 7
Rainy Day Program .....	Page 7
Zero Tolerance /Anti-Bullying Policy .....	Page 8
Behavior Policy .....	Page 8
Parent Notifications .....	Page 8
Ten Tips For A Successful Summer .....	Page 8

## Day Camp Parent Manual

Welcome to Bronx House Teen 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. Bronx House recruits mature and capable staff to work in our programs. We count on each of them to be a positive role model to our campers. The staff will provide a safe and caring environment where each child has the opportunities to grow, learn and discover.

Teen Camp can be a memorable experience and Bronx House is committed to providing your teen with a fun, interesting, educational and safe summer. If there is anything that we can do to make your teen's summer more enjoyable please do not hesitate to contact our camp supervisory staff. We look forward to a great summer!

The Bronx House number is 718-792-1800. The switchboard is open from 7:30am to 10:00pm during the summer as per the building schedule.

We love to hear from parents, so please contact your child's Unit Leader in regards to any feedback, concerns or issues. The camp staff checks their email and voicemail every day after we return from camp and will respond to you as soon as possible. Unit Leader email addresses will be provided before camp begins. Please contact ext. 0 in regards to general questions like bussing, trip schedules, etc. Please contact ext. 230, 250 or 267 in regards to payment information.

### Camp Supervisors

Teen Camp Unit Leader: Destiny Knight      [destiny@bronxhouse.org](mailto:destiny@bronxhouse.org)  
Chief Operating Officer: Leon Davis      [leon@bronxhouse.org](mailto:leon@bronxhouse.org)

### Camp Schedule 2023

Full Summer	Thursday, June 27 - Friday, August 16 (closed July 4)
Session 1	Thursday, June 27 - Tuesday, July 23 (closed July 4)
Session 2	Wednesday, July 24 - Friday, August 16
Parent Visiting Days	Saturday, July 13 and Saturday August 3

### Camp Hours

Monday–Friday, approximately 7:35am-5:45pm. Departure/arrival time will depend on assigned bus. The bus assignment email will be sent on June 21<sup>st</sup> by 9pm.

Campers who return directly to Bronx House at the end of the day must be picked up according to their individual bus schedule. For buses that are scheduled to arrive to Bronx House before 5:30pm, parents can pick up at the scheduled time, but must pick up by 5:30pm. If you pick up late you will be charged a late fee of \$20 every half hour.

Early Drop Off begins at 7:00am and Late Pick Up ends at 6:30pm. Parents participating in Late Pick Up will be charged a late fee of \$20 every half hour for arriving after 6:30pm.

### Sample Camp Schedule (Non-Trip Days)

Arts & Crafts	Campers will have the opportunity to be creative in a variety of themed arts & crafts projects through painting, assembling, coloring and more.
Rec. Swim	Campers can have fun with their friends playing games or just relaxing and cooling off in one of our pools.
Lunch	Campers can bring their own lunch or utilize the cold lunch that we receive from the Dept. of Education.
Archery	How to properly handle and shoot a bow and arrow is taught and guided by a trained specialist, allowing campers to increase their skills throughout the summer.
Dance	Choreography to popular songs engages campers in dance that both boys and girls can develop creative movement skills from.
Rec. Swim	Campers can have fun with their friends playing games or just relaxing and cooling off in one of our pools.
Basketball	Campers can bring their own snack or eat what we provide then participate in a group activity afterwards.
Nature	Campers will participate in activities such as nature walks and cup fishing.

### **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. It must include the following forms: 1.) health history and exam, 2.) immunization history, 3.) standing orders form.
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. Our camp infirmary is well-equipped and staffed by a registered nurse. In the event of an illness, accident or emergency, staff will contact the parent.
4. Children that have a temperature of 100.4 degrees or higher and/or feel sick in another manner in the morning should not be brought to camp. Parents will have to drive or arrange transportation to camp to pick up sick children.
5. In the event of possible COVID exposure, the current Rockland County Dept. of Health quarantine and testing policy in effect will be adhered to as it relates to vaccinated and unvaccinated children.
6. Children that were possibly exposed away from camp must also adhere to the quarantine and testing policy in effect. Please notify your child's Unit Leader if he/she was possibly exposed away from camp before sending them to camp.

### **COVID Quarantine**

1. If you test positive for COVID-19, stay home for at least 5 days and isolate from others in your home.
2. You are likely most infectious during these first 5 days.
3. Isolate if you are sick and suspect that you have COVID-19 but do not yet have test results. If you test negative you can end your isolation. If you test positive follow the quarantine guidelines below.
  - a. If you had no symptoms
    - i. Day 0 is the day you were tested (not the day you received your positive test result
    - ii. Day 1 is the first full day following the day you were tested\

- iii. If you develop symptoms within 10 days of when you were tested, the clock restarts at day 0 on the day of symptom onset
  - b. If you had symptoms
    - i. Day 0 of isolation is the day of symptom onset, regardless of when you tested positive
    - ii. Day 1 is the first full day after the day your symptoms started
- 4. If your symptoms are improving you may end isolation after day 5 if you are fever-free for 24 hours (without the use of fever-reducing medication).
- 5. If your symptoms are not improving continue to isolate until you are fever-free for 24 hours (without the use of fever-reducing medication) and your symptoms are improving.

## **Transportation**

1. Campers can take the bus at Bronx House or at an intersection in the neighborhood.
2. Intersection pick up must be selected by the parent and paid for regardless of how close the location is to your home. We do not automatically assign intersection pick-ups.
3. All parents will receive emailed notification of their child's designated pick-up point with a schedule indicating time of A.M. departure and P.M. return via email on June 23rd by 9pm.
4. Buses cannot wait for campers in the morning or pick-up person in the evening. It is important to observe the schedule.
5. Return times are estimates. Unfortunately, we do not control the traffic.
6. Each bus has a bus counselor who is responsible for taking attendance as the child gets on and off the bus and maintaining safety while the bus is in transit. All of our camp counselors and supervisors also ride on the buses.
7. If your child is to be picked up by someone other than the "regular" person, we require a written note to that effect prior to the day that a change will occur.
8. If you encounter problems with transportation please contact our transportation coordinator, Mercedes Gomez at ext. 226.

## **Clothing, etc.**

### **What to Wear**

- Casual Shorts & T-Shirts
- Sneakers with Socks (Velcro sneakers for younger campers if possible)
- Hat (optional)
- Rain jacket or poncho for rainy days

### **What Not to Wear**

- Open-toe/open-heel shoes
- Sandals or Flip-Flops
- Long Pants/sweat pants/ripped pants
- Dresses, skirts or short-shorts

## **What To Bring**

### **Lunches/Snack**

1. Bagged lunches that we receive from the D.O.E will be available daily. The menus will be available before camp starts. 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. Some venues allow pre-paid vouchers to be purchased on their website.**
3. **Water bottles** – It is important that your child stay hydrated and water does the best job.
4. Lunch should be sent in an insulated bag with an ice pack. 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.**

### What Not To Bring

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

1. Personal sports equipment.
2. Electronic devices including cell phones. **Please note that we are not responsible for lost/stolen phones. If needed, the Teen Camp Unit Leader will contact parents and parents can contact the Teen Camp Unit Leader by calling Bronx House or via email.**
3. Any offensive materials including clothing, books, magazines, etc.

### Rainy Day Program

CAMP GOES ON - RAIN OR SHINE! Trips may be modified based on weather (or forecast). We will email or robocall you as early as possible when trips have changed. Please send a bathing suit on rainy days, since we may swim at Bronx House.

### Our Electronic Policy Is Designed To:

1. Encourage campers to spend more time in the outdoors via activities and trips
2. Promote socialization between campers
3. Reduce the stress associated with the damage to and theft of electronics
4. Give your children a much-needed break from the world of technology
5. Allow your child to fully embrace and “plug into” the connections they make with other campers as they “unplug” from their electronics
6. Ensure that your child is not exposed to age-inappropriate material
7. Ensure that your child cannot post their camp photos on the internet
8. Ensure that your child is not focusing on situations revolving around their friends at home
9. Prevent your children from hearing about situations and incidents concerning home and family before their parents have a chance to communicate with them

### Communication Policy

1. Staff is not allowed to exchange phone numbers with campers (or parents) under any circumstances.
2. Staff is responsible to maintain a professional relationship with campers. No staff will attempt to follow, reach out, or ask for camper’s social media accounts (i.e. Instagram, Twitter, Facebook).
3. If this occurs, please report it to Destiny Knight (Teen Camp Unit Leader).
4. Taking pictures with campers is not permitted. The Teen Camp Unit Leader is responsible for taking pictures during all trips.

### Staff/Grouping

1. Leadership for each group includes 2 Senior Counselors.
2. All staff must attend pre-camp training sessions.

3. A group includes approximately 12-15 boys or girls. In grouping, the following aspects are considered. (Bronx House reserves the right to make final decisions regarding grouping.)
  - Age
  - School/grade
  - Friendships
  - Degree of social and emotional maturity
4. Campers are required to stay with their group and counselors at all times.

### **Lunch/Snack**

7. Lunches that we receive from the D.O.E may be available daily. The menus will be provided upon receipt from the D.O.E. Parents can send their children with lunch if they prefer or the child does not like what is on the menu.
8. **As many children are severely allergic to peanuts and other types of nuts, please be considerate of this risk. Please send your child to camp with food that does not contain peanuts/nuts.**
9. 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 or glass bottles please.
10. There are no microwaves for heating lunches.
11. Please try to send a healthy lunch, keeping sugary products to a minimum.
12. A light snack is provided every afternoon.

### **Activities/Trips**

1. Campers will participate in a variety of activities at our campgrounds on Thursdays and trips on all other weekdays. Activities include; swimming, sports, nature, gardening, arts & crafts, high/low ropes course, climbing wall, music, dance, theater, archery, yoga and more. All campers are encouraged to participate in all scheduled activities.
2. All camp participants and staff are transported to the designated trips by air-conditioned school buses. We will have 4 late night trips where we will be arriving between 7pm-8pm. Teen Campers should wear their camp shirt on all trips. Additional camp T-shirts (if available), camp bags, and lunch bags are available for purchase at Bronx House.
3. We will post pictures and videos on our Bronx House Day Camp Facebook page throughout the summer.

### **Late Nights**

1. Notice of all late nights will be sent out in advance by our staff.
2. **PLEASE NOTE THAT CAMPERS WITH A FINANCIAL BALANCE WILL NOT BE PERMITTED TO ATTEND THESE EXCITING TRIPS (NO EXCEPTIONS!)**

### **Swimming/Boating**

1. All Campers will receive a swim test at Bronx House to determine their swim ability for safety.
2. For swimming the following dress rules must be adhered to:
  - a. Girls – a simple one-piece bathing suit
  - b. NO TWO-PIECE BATHING SUITS
  - c. Boys – Bathing Suits
  - d. 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.

5. All campers are required to wear life preservers in the paddle and rowboats. Staff is always present on the boats.
6. It is strongly recommended that all children bring waterproof sunscreen and use it throughout the course of the day. Please teach your child how to apply the sunscreen themselves as we cannot help them (except with spray bottles).

### **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.

### **Behavior Policy**

1. Reasonable efforts will be made to assist children to adjust to the camp setting. Your full cooperation is needed and expected. Disruptive behavior will be addressed in the following manner:
  - a. The misbehaving child will be given a warning. Time will be given to child to cool off and think about his/her actions.
  - b. If misbehavior continues or is severe, parents will be notified via a phone call.
  - c. A child may be suspended or dismissed from summer camp depending on the severity of an incident, regardless of the date and the amount of verbal/written incident reports notifications you may have received prior to the child's current actions.
  - d. Physical violence will not be tolerated and will be grounds for immediate suspension or dismissal. See the Zero Tolerance/Anti-Bullying Policy.
  - e. Campers suspended will not be entitled to refunds.

### **Parent Notifications**

1. From time to time, parents will receive robocalls from Bronx House regarding changes in schedule or late arriving buses. Please make sure to listen to those messages carefully as they contain important information. We will be sending out a "test" call 24-48 hours prior to the start of camp. All robocalls will come from 718-792-1800. Please do not reply.
2. 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 a phone call for injuries beyond minor cuts and scrapes.
3. If you move, change jobs, or change your telephone number during the summer, you must notify us of such a change. It is imperative that we have your most current phone numbers (cell, work, and home).

### **Ten Tips For A Successful Summer**

Following these tips will help make camp a great experience! Please review this list with your child.



- ✓ Be a kind groupmate and be respectful of everyone's ethnicities, backgrounds and differences.
- ✓ Do everything with enthusiasm.
- ✓ Try new things.
- ✓ Don't be afraid to take chances or look silly.
- ✓ Be cooperative.
- ✓ Let your counselors help you get the story! Many situations that happen are misunderstandings.
- ✓ Have a "can-do" attitude.
- ✓ Smile a lot.
- ✓ Participate. After all, that's why you're here!
- ✓ Have fun!!

***Bronx House is inspected and licensed by the Rockland County Department of Health, 50 Sanatorium Road, Pomona, NY 10970. A copy of the inspection can be obtained from the Rockland County Department of Health at 845-364-2608.***