

**Owners/Directors**

Mitchell & Michelle Kessler

**Director**

Dara Garcia



---

# PARENT HANDBOOK

Spring Lake Day Camp is ready to provide our campers with a fun, memorable and most importantly, a safe camp experience. The following handbook provides general camp information and policies that should be helpful in making your child's experience a positive one. Please review the handbook and refer to it as needed throughout the summer. Of course, if you have any questions, do not hesitate to contact us.

## **REQUIRED CAMPER FORMS** *(All online with CampInTouch)*

**All forms must be completed by May 1st**

- Camper Photo
- Camper Health History (Completed By Parent/Guardian)
- Camper Profile
- Immunization Form
- Covid-19 Vaccination Card
- Physician's Exam
- Parent Authorization
- Van Safety Rules And Regulations
- Anti-Bullying Policy
- Swim Survey (New Campers Only)
- Allergy Action Plan (If Applicable)
- Asthma Treatment Plan (If Applicable)
- Seizure Action Plan (If Applicable)

## **SPRING LAKE DAY CAMP**

234 Conklintown Road • PO Box 176 • Ringwood, New Jersey 07456  
(973) 831-9000 office • (973) 831-9174 fax • friends@springlakedaycamp.com

# TABLE OF CONTENTS

---

## GENERAL INFORMATION

WELCOME TO SPRING LAKE .....	3
MEDICAL INFORMATION .....	3
VISITATION.....	3-4
CAMP RULES .....	4
STAFF .....	5
VAN INFORMATION .....	5
LUNCH/SNACKS .....	6
NUT AWARENESS/FOOD ALLERGY POLICY .....	6
COMMUNICATION.....	6-7
SWIMMING .....	7
RAINY DAYS.....	8
ADVENTURE TRIP PROGRAM .....	8

## MEDICAL INFORMATION AND POLICIES

OUR HEALTH OFFICE.....	9
MEDICATION POLICY .....	9-10

## CLOTHING GUIDELINES

DRESS CODE.....	11
CAMP SHIRTS.....	11
ITEMS TO COME TO CAMP ON THE FIRST DAY.....	11
EVERYDAY FOR CAMP .....	12
SPORTS EQUIPMENT.....	12
LOST AND FOUND .....	12

# GENERAL INFORMATION

## WELCOME TO SPRING LAKE

A Spring Lake experience doesn't just happen. It takes the combined efforts of our dedicated staff, creative planning and a clear insight into the needs of our campers, ages 3-15. Our programs are designed for children with diverse interests - from the Arts and Athletics, to Aquatics and Adventure Challenge. But Spring Lake is more than just a collage of outstanding activities. It is a place where campers explore new experiences, venture outside of their comfort zones, accept new responsibilities and, most importantly, make new friends and amazing memories.

## OFFICE HOURS

**Camp Season:** Monday - Friday, 8:00 A.M. - 6:00 PM

**Off Season:** Monday - Friday, 9:30 A.M. - 5:00 PM

## CAMP HOURS

**Bus Arrival:** 9:00-9:20 AM

**Mini Day Bus Departure:** 1:20 PM

**Full Day Bus Departure:** 4:00-4:10 PM



## MEDICAL INFORMATION

The New Jersey Department of Health requires that all campers submit a medical form signed by a physician prior to the start of camp. Each camper must also have a Health History completed by their parent/guardian on file prior to the start of camp. These forms can be found by accessing your CampInTouch account. **BOTH OF THESE FORMS MUST BE COMPLETED AND SENT TO CAMP NO LATER THAN MAY 1st** so that our health care team has time to review them. *If your child is scheduled for their physical after this date, please submit the Physician's Exam from their previous physical and notify us of the date of the upcoming physical. Please update the Physician's exam as soon as the more recent physical is done.* Make sure to sign the bottom of the Health History so that Spring Lake has consent to treat in the event of an emergency. Camp reserves the right to not pick up or allow campers in camp without a current medical form (completed and signed by a physician) and a Health History form signed by a parent/guardian on file. Camp also reserves the right to not allow campers without such forms to attend any out of camp trips.

Please review the Medical Information and Policies on page 9 of this handbook for more information.

## VISITATION

Spring Lake Day Camp does not have any scheduled visiting days. We do, however, have an open door visitation policy. For security reasons, you must call our office **in advance** to notify us of your planned visit. Visits are to be kept to a maximum of two periods (approximately 1.5 hours). **We do require proof of Covid-19 vaccination prior to your visit. Unvaccinated or partially vaccinated visitors must show proof of a negative antigen test within 24 hours of visiting or a negative molecular/PCR test within 72 hours of visiting. Visitors must follow the camp's masking and Covid-19 policies in place at the time of the visit.** PLEASE NOTE THAT VISITING IS NOT ALLOWED ON SPECIAL EVENT DAYS INCLUDING SONG AND BANNER.

- All visitors at Spring Lake must stop at the gate and identify themselves to the gate guard.
- Please park only where the gate guard directs you.
- All visitors MUST report to the office prior to visiting or picking up/dropping off a camper.
- All campers must be signed in as well as signed out in our front office by a parent or guardian. If your child is being picked up early, please notify your child's Division Leader or the office IN ADVANCE so that your child is brought to the office on time and so that they are taken off of the afternoon bus attendance.
- If you are picking your child up early, you will be given a pick-up slip at the time you sign them out. This slip must be handed to the gate guard on your way out of camp.
- If your child is being picked up by another family member, babysitter or friend, we will require proper notification, as well as identification from the person picking up.
- All visitors on the campgrounds must wear a visitor's pass
- Please drive slowly as you enter and exit camp. Watch for children and speed bumps.

## CAMP RULES

At Spring Lake we stress the importance of safety by creating an environment that requires clear-cut goals and values. Children at Spring Lake sense that they are part of an orderly, safe environment and this helps them develop a positive self image. In order for campers to derive the most from the many experiences that camp offers, we ask our parents to cooperate with us.

- Please do not send money or expensive valuables to camp. Electronic items such as iPods/iPads, handheld games, digital cameras and cell phones are prohibited during the camp day. **We will not be responsible for the loss of such items.**
- Campers may not use cameras or cell phones for the taking of photographs during the camp day.
- Campers cannot bring guests to camp at any time or for any reason. Medical regulations and liability limitations dictate this policy.
- We ask that campers take pride in their camp by cleaning up after themselves, keeping their bunks neat and clean, and disposing of trash in the garbage cans located around camp.
- Campers must stay with their groups and attend all activities.
- Campers may not go anywhere in camp unless accompanied by a staff member.
- All campers must be toilet trained.
- Anti-Bullying Policy: Spring Lake Day Camp has a firm policy against all types of bullying which is set forth in our Anti-Bullying Policy that all camp families and staff members must sign. As set forth in our *Anti-Bullying Policy*, Spring Lake has the right to dismiss any camper and/or staff member whose condition, conduct, influence or behavior is deemed unsatisfactory or detrimental to the best interest of our camp.
- **Campers and visitors are not permitted to possess and/or use a dangerous weapon, alcohol, tobacco, marijuana, drugs, vaping paraphernalia or controlled substances (in any form) on the camp premises, at any camp sponsored event or while wearing a camp uniform. This will result in immediate expulsion from camp.**

## STAFF

Our Spring Lake staff is specially selected for their warmth, expertise and desire to work with children. They bring their energy, creativity, sensitivity and warmth to Spring Lake and our campers.

We diligently train all staff members prior to and throughout the camp season. At our three orientations, we share our philosophy, warm traditions and camp techniques and responsibilities to ensure a fulfilling camp experience for all. A key element to the success of Spring Lake's program is the high percentage of returning staff. Our returners help to mentor our new staff so that our Spring Lake traditions and commitment to excellence continue. All of these elements help us to provide the best possible summer for our campers and staff alike.

Our counselors work extremely hard to provide all of the campers with a safe and fun summer. Although we adhere to an optional tipping policy, many families do want to show their appreciation for our staff. For your convenience, before the end of your child's session, you will receive a letter listing your child's counselors and a suggested tip guideline.

## VAN INFORMATION

**Please review the Van Safety Rules and Regulations (and any addendums) with your child prior to the start of camp. This information is available on line by accessing your CampInTouch account.**

Prior to the start of your child's session, you will receive your child's van number, name of their van counselor, and an approximate pick-up time for your camper. The van counselor will also reach out to you prior to the first day of camp. Please be understanding about pick up times for the first week until we can make any adjustments, if necessary. We ask that parents not detain the van driver or van counselor. If you have any questions or concerns, please call the camp office for assistance. All notes and medications should be given to your van counselor who will bring them to the office upon arrival at camp.

All of our vans can be identified by a Spring Lake Day Camp sign. Since there may be more than one van on your street it is essential that you check the van number that is posted on the front and side of the van before boarding your child. Van counselors have a list of all campers assigned to their van. If your camper will be absent on a day that they were scheduled to attend, please call your van counselor (or the office if you cannot reach them) in the morning. If there will be a planned absence, please send a note to the office with your van counselor prior to the absence.

The buses leave Spring Lake in the afternoon at approximately 4:00- 4:10. After the first few days you will have an idea of the time your child will be home. The van will stop at your home unless other arrangements have been made. An adult member of the household must be present unless written permission is on file for your child to be dropped off without an adult present.

**For safety reasons, we are unable to accommodate any bus change requests. Campers and staff will only be able to board their assigned bus and cannot come into camp or leave camp on any bus other than the one to which they are assigned.**

**PLEASE NOTE THAT FOOD MAY NOT BE BROUGHT ONTO OR CONSUMED ON THE BUS AT ANY TIME.**

## LUNCH / SNACKS

Our large dining pavilion gives us the opportunity to serve wonderful, professionally catered hot meals for lunch. The food served at camp is of excellent quality and ample quantity within the boundaries of nutritional good sense. In addition to our daily entree, there are a variety of substitutions available including grilled cheese, pasta, soup, yogurt, bagels, turkey and tuna. Fresh salad and fruits are also offered daily.

You will receive a copy of our camp menu prior to camp which will indicate what will be served during the summer. It is important that you indicate on the Camper Profile, Health History and Physician's Exam forms if your child has any specific food allergies or dietary restrictions. SLDC has a gluten free kitchen which is available to campers who have Celiac Disease or a gluten allergy where cross contamination is an issue. A doctor's note is required for campers to receive food from the gluten free kitchen.

In addition to lunch, SLDC provides a morning snack (graham crackers, pretzels, Nutri-grain bars, etc) as well as afternoon ice cream/ices. Ice pops will be provided on a daily basis for campers that are lactose intolerant. If your child celebrates a birthday during camp, we will also provide a special ice cream treat for the group.

## NUT AWARENESS / FOOD ALLERGY POLICY

Spring Lake Day Camp has adopted a "nut-aware" policy for our camp. This includes all nuts, peanuts, tree nuts, peanut butter, nut butters, nut oils, sesame and sesame oil. We have many children in camp who have severe, life-threatening allergies that can result from ingesting or even being near these items. SLDC makes every attempt to ensure that all food served in camp is nut-free. In addition, we have campers who have severe, life-threatening allergies to other food items including eggs and dairy. In order to keep all of our campers safe, unless otherwise approved by the Camp Director for your child's specific dietary issues, **NO OUTSIDE FOOD OR SNACKS CAN BE SENT ON THE BUS OR TO CAMP.** Thank you for your assistance in helping to keep all of our campers safe and healthy.

## COMMUNICATION

At Spring Lake we believe that a close relationship between the camp and parents enhances each child's summer experience. We are always available to address any questions or concerns regarding your child.

- Your child's Division Leader is your primary point of contact. The Division Leader will reach out to you prior to camp to welcome you and to discuss your child's personal needs and any concerns that you may have.
- Division Leaders and/or the Director of an individual camp (Junior, Girls' or Boys' Camp) will be in contact with you during the summer.
- Please contact your child's Division Leader or their individual camp Director (Boys', Girls, Junior Camp) during the summer if you have any questions or concerns. Please note that the Directors and Division Leaders are out on the grounds after 8:30 am, meeting with staff, greeting the buses and overseeing activities. They will check their messages several times during the day but most calls will not be returned until after the buses leave at 4:00 pm.

- Bus communication envelopes will be sent to all camp families. You can communicate with us in writing by handing the envelope to your child's van counselor.
- Preview Day: A special day for all new campers and their parents to explore camp will be held a few weeks prior to the first day of camp. At this time all members of our Leadership Team will be available to answer questions concerning SLDC.
- You will receive a copy of the camp calendar prior to camp. It will have all of the trips, special events and dress up days listed. Parents may be notified by email, phone call, text or mail/van mail of any updates and/or changes to schedules, events, etc.
- Updates on your child's progress will be sent home to our Junior Camp families periodically throughout the summer.
- We will be using CampInTouch this summer for our photo galleries as well as our weekly newsletter, the Springboard. Directions for using this link will be sent home.
- In addition, newsletters from each camp will be sent home with a synopsis of the past week as well as what our campers have to look forward to the following week.

## SWIMMING

Our policy at Spring Lake is to encourage and motivate children to love the water and to progress at their own rate. Our pools are specifically designed to meet the needs of our campers and our aquatics program is truly a "swim camp within a camp."

- All of our lifeguards are American Red Cross certified and our swim program adheres to the guidelines set forth by this organization.
- All campers are assessed during the first few days of camp and are grouped by ability within their own age group.
- A Swim Survey for new campers only can be found on your CampInTouch account. Please complete it promptly as this will help with the initial swim group placement of your camper.
- Campers at Spring Lake are scheduled for instructional and recreational swim periods, as well as watercraft activities.
- All campers who have passed the Deep Water Challenge will be given an SLDC green deep water bracelet. These bracelets must be worn to swim in the deep water areas of our pools and in the plake, as well as to independently use water crafts at our lakefront. Bracelets are disposable and new ones will be provided upon request. BRACELETS ARE NON-TRANSFERABLE.
- Swim reports on each child's progress and level will be sent home periodically for campers through Level 4. Campers in Level 5 and up will receive swim reports upon completion of a level, except that campers who start their session in Level 5 or up will receive a swim report after 2 weeks.
- Please assist us by encouraging your camper to participate in all of our aquatic activities. If your camper is to be excused from swimming, please send a note that morning to your child's Division Leader. If we do not have a note from home, all campers will change for swim and will go with their instructor during swim instruction.



## RAINY DAYS

Spring Lake's policy is to provide a complete camp program on rainy days. Fortunately, we have many indoor buildings, covered areas and two large fieldhouses. Campers move from area to area following a Rainy Day Schedule. If it is raining in the morning, please make sure that your camper is dressed appropriately including wearing a raincoat. You should also send bathing suits, towels, etc. in the likely event that the weather clears and we can resume a normal camp day.

Spring Lake reserves the right to close camp on a day of extreme weather. Three Rain Days are built into our summer program. In the event that extreme weather is expected and we need to use a Rain Day, we will communicate this decision to you by 6:30 am via our texting system. Please know that this decision will be made out of an abundance of caution, in accordance with our commitment to camper safety.

## ADVENTURE TRIP PROGRAM

The Spring Lake Adventure Trip Program for Grades 3 through 10 offers unique experiences. These trips are optional\*\*\* and require additional fees which reflect the price of admission, as well as supervision and transportation costs. We make every effort to keep the prices as reasonable as possible. Our trip program enrolls campers on a first-come first-serve basis. No reservations will be accepted without trip forms and payment. **In order to uphold the best supervision and security, we require that all campers enrolling in the trip program have an orange Spring Lake travel T-shirt and recommend a camp sweatshirt for overnight trips.** Every child must wear a trip shirt as they board the bus; there will be no exceptions. All campers going on any trip must have the Medication Authorization Form for Overnight Trips (available online in your CampInTouch account) signed and submitted.

**No camper will be permitted to go on ANY out of camp trip without the camp having current and completed medical and immunization forms signed by a licensed physician, as well as a completed Health History form signed by the parent/guardian.**

\*\*\*If your child is not going on one of the optional trips, they will still enjoy a fun-filled day in camp participating in their regularly scheduled activities. Trips for JTPs (rising 9th graders) are included in their tuition. If a trip is scheduled, all JTPs must participate. There is NO in-camp option available for this age group.



# MEDICAL INFORMATION AND POLICIES

---

## OUR HEALTH OFFICE

We would like to take this opportunity to tell you about the nursing staff and their duties here at SLDC. It is the goal of the Spring Lake Health Office to provide all of our campers with a happy and HEALTHY summer.

There are 3 full time Registered Nurses at SLDC. We may also have EMT's and/or nursing students on staff. The Registered Nurses will review all medical forms prior to the start of camp.

**All medical forms must be submitted by May 1st. Please make sure that a current Health History form signed by a parent/guardian is submitted prior to that date and that all sections of the form are filled out completely, The physician's examination and immunization forms must be filled out and signed by a licensed physician. If your child's physical is after May 1st, please submit their previous physical, notify us of the date of the upcoming physical and then submit the latest physical examination form as soon as it is done.**

It is also important that your emergency contacts and their phone numbers are up to date, in the event that we cannot reach you in an emergency. Make sure that your emergency contacts are individuals that are actually and easily available if needed (ie If a relative lives out of state or cannot drive to pick up a sick child, they should not be listed as an emergency contact).

## MEDICATION POLICY

- Campers may NOT carry any medications, including over the counter medications, on their person. **All medications sent to camp are to be given by the parent to the van counselor.** The van counselor will deliver all medications to the main office where they will be retrieved by the Health Office. **Do NOT place medication or messages regarding medication in a child's backpack.** Medications to be given in camp are to be sent in on the first day of your child's session and will go home on the last day of their session. Please specify if medications are to be sent home daily.
- ADMINISTERING PRESCRIPTION MEDICATION - Medications will be administered by our camp nurses provided they are sent to camp in the original container, labeled with the child's name, proper dosage, and time to be given exactly as it came from the pharmacy. The parent/guardian MUST send a signed authorization with full instructions and the prescribing doctor MUST confirm via prescription any changes to the dosage. Inhalers must be labeled in the original box with the pharmacy label. No medications (other than Tylenol and/or Motrin with written parental consent) will be administered under any circumstances other than those outlined in this handbook.

- OVER THE COUNTER MEDICATION - If your child requires Benadryl, Advil, ear drops, or any over the counter medication, your child's physician MUST authorize this on the medical form. In addition, the parent/guardian MUST send a signed authorization with instructions. Label the medication with your child's name and it will be kept in the Health Office during your child's session. You will be notified in the event it becomes necessary to treat your child.
- EPI-PEN - All campers that require an Epi-pen MUST have an Allergy Action Plan on file by May 1st. If your child requires use of an Epi-pen, the parent/guardian must provide it on the child's first day of camp with complete orders from the child's physician. The Epi-pen must be labeled exactly as it came from the pharmacy. If your child goes on a camp trip their Epi-pen goes with them. In the event that it becomes necessary to treat your child with the Epi-pen, it is our policy to transport your child to the nearest emergency room by ambulance for further evaluation.
- ASTHMA - All children with asthma MUST have an Asthma Treatment Plan on file. This form must be completed by May 1st. If your child uses an inhaler it should be given to the van counselor on the first day of your child's session. This inhaler will be kept in the Health Office for use during camp. If your child goes on a camp trip, the inhaler also goes with them. All inhalers sent to camp should be properly labeled and in the box just as it came from the pharmacy. Inhalers are only used for the child whose name appears on the box. If the orders for the use of the inhaler change we will need a new prescription or new doctor's orders. It is the camp policy that no child carries their inhaler unless the child is at least 11 years old AND there are specific doctor's orders indicating that the child has been properly instructed as to the independent use of the inhaler and may carry it while at camp. This order can be sent on a separate form or your doctor may include it on the back of the child's medical form.
- The camp has a nebulizer. If your child uses or may require a nebulizer, you must send your own tubing, mask and nebulizer medication which must arrive in its proper container labeled from the pharmacy with the doctor's orders. It will be stored in the Health Office and used for your child only, as directed by your physician.
- SEIZURES - If your child has a seizure disorder, including febrile seizures, please complete the Seizure Action Plan found in your CampInTouch account by May 1st. Any camper who has had a seizure (including febrile seizure) within the last 5 years will have a counselor or lifeguard assigned to shadow them in the pool.
- IN CASE OF EMERGENCY OR ILLNESS - In the event of a medical emergency that cannot be treated on the camp premises, the nursing staff will contact you immediately. You will also be contacted if your child has a temperature of 100 degrees or higher as they will need to go home. This is a NJ Board of Health policy that must be followed. CHILDREN CANNOT RETURN TO CAMP UNLESS THEY HAVE BEEN FEVER FREE FOR 24 HOURS. In the event of vomiting or diarrhea, we ask that your child remain home for 24 hours so as to prevent the spread of virus and/or infection. If your child has been sent home with any of these symptoms, please keep them home the following day or until they have been free of symptoms for a 24 hour period. If your child is ill in the morning we ask that you keep them home for the day.

# CLOTHING GUIDELINES

---

## DRESS CODE

Spring Lake Day Camp is a uniform camp for all campers age 3 through our LTP program. Each age group has its own select colored shirts. **Only minimal alterations can be made to a child's camp shirt in keeping with the camp spirit and in order to avoid distractions and protect the body.** Campers should also wear appropriately fitting shorts, bathing suits and closed shoes that allow them to participate in the many specialty areas of camp. **SLDC reserves the right to request that a camper change a clothing item should our staff deem it inappropriate or unsafe.**

## CAMP SHIRTS

- We are pleased to be using The Camp Spot as our clothing distributor. The Camp Spot can address all of your SLDC clothing needs and can be reached at (973) 994-7416 from 10:00 am - 5:00 pm.
- All campers will receive two complimentary shirts. In order to obtain these shirts you must call The Camp Spot or go to their website at [www.thecampspot.com](http://www.thecampspot.com).
- We suggest that you order three additional shirts.
- WHEN YOU ARE ORDERING YOUR SHIRTS, PLEASE MAKE SURE THAT YOU ARE ORDERING THE CORRECT COLOR SHIRT FOR YOU CHILD'S AGE.
- All campers grades 3-9 who are participating in our Adventure Travel Program must have an orange SLDC travel T-shirt to wear on out-of-camp trips. (No exceptions) Please note that you can choose the orange travel shirt as one of your complimentary shirts. We recommend that campers participating in an overnight trip purchase an SLDC sweatshirt.

## ITEMS TO COME TO CAMP ON THE FIRST DAY

The following items should be sent to camp on the first day in the plastic SLDC bag that will be provided. These items will be put in your camper's individual cubby and will stay at camp.

**PLEASE PUT YOUR CHILD'S FIRST AND LAST NAME ON THE SLDC BAG AS WELL AS ON ALL CLOTHING AND OTHER ITEMS BROUGHT TO CAMP.**

- A complete change of clothing including underwear & socks (does not need to be SLDC uniform items)
- A bathing suit
- Towel (grades 2 and up)
- Long pants
- Sweatshirt or light jacket
- Poncho or raincoat with hood
- Sneakers
- Sunscreen (spray only)
- Facestick sunscreen
- Flip flops/pool shoes (to be worn at the pool only)

If one of the above items is worn home please make sure to send it back the next day so that it can be put back in your child's cubby.

## EVERYDAY FOR CAMP

- All campers should wear a bathing suit, camp t-shirt, shorts (girls only) and sneakers to camp each day.
- Campers should bring an extra bathing suit, underwear and shorts (boys only) to camp each day.
- Campers 2nd grade and up should bring a towel each day. (Towel service is provided for campers in Junior Camp - through 1st grade)
- Apply sunscreen to your child in the morning before camp (even if it is raining). Sunscreen will be reapplied at your request after each swim. Please send a labeled bottle of spray sunscreen and a sunscreen facestick to be kept in camp.
- Sneakers are required footwear. Campers may not wear sandals, flip flops or any open-toe shoe that does not provide complete foot protection.

## SPORTS EQUIPMENT

Spring Lake will provide all sports equipment. If your camper would like to bring their own tennis racquet or baseball glove please make sure that you label each item. No hockey or lacrosse sticks, please.

## LOST AND FOUND

**Spring Lake Day Camp is not responsible for the loss or damage of personal items including valuables and electronics. Items of value should remain at home.** Our counselors do their best to ensure that campers' belongings are properly cared for and following the Clothing Guideline will help in those efforts. If you do find one of your camper's items missing, please send a note to their Division Leader with any details that will help us locate the missing item. **PLEASE LABEL ALL OF YOUR CHILD'S CLOTHING, TOWELS, SPORTS EQUIPMENT (ie baseball gloves, etc) AND ALL OTHER PERSONAL ITEMS WITH THEIR FIRST INITIAL OR NAME AND FULL LAST NAME.** This will make it easier for us to return found items.

We are looking forward to an amazing summer and to having you as part of our Spring Lake family. If you have any questions, please reach out to us.