



THE SPIRIT OF SUMMER

PARENT HANDBOOK

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WILLOWLAKE DAYCAMP.COM

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A. Introduction to Willow Lake Day Camp

1. Letter to parents

Dear Parents,

We are delighted that you will be part of the Willow Lake family this coming summer. We are completely dedicated to making every summer a special and memorable one.

We are always interested in your input; so do not hesitate at any time to call us before, during, or after the summer with any comments or concerns. No question that may occur to you should be left unanswered.

The contents of this handbook should be read carefully and kept by you as a point of reference. It provides helpful information concerning life at Willow Lake Day Camp.

We look forward to seeing you and most of all to spending the summer with your children.

Warmly,

Wendy Saiff & Charles Maltzman
Owners/Directors



2. Our mission statement

The Willow Lake Day Camp mission:

To provide a superior, safe summer day camp experience to children of various ages, interests and backgrounds in a beautiful, wooded, facilities-rich, lakeside setting.

At Willow Lake Day Camp innovative programming and nurturing leadership encourage the acquisition of skills, the development of friendships, and a heightened awareness of our natural and social environment, all-important elements in each child's growth.

WLDC enhances and builds our campers' confidence and competence. Our camp community is supportive and welcoming – children thrive and grow stronger in many important ways. All our boys and girls are exposed to and try new things. We help campers develop lasting friendships, work well in groups, and work toward attainable goals. At summer's end children are more prepared to take on the challenges of a new school year.

3. American Camp Association (ACA)

The ACA is the nationally recognized body that accredits America's best camps. In order to meet ACA's rigorous accreditation criteria, a camp must comply with hundreds of standards. Willow Lake Day Camp is proud to be an ACA accredited camp and Wendy Saiff serves as an ACA accreditation visitor ensuring that other camps with the accreditation logo meet ACA standards.



4. 2011 summer dates

The 2011 summer camp season will begin on June 27th and go through August 19th.

- For WLDC special events, please see our special events calendar at: <http://willowlakedaycamp.com/forms/CampEventCalendar.pdf>
- For WLDC bus events and dress up days, please see our bus calendar at: <http://willowlakedaycamp.com/forms/BusCalendar.pdf>

B. Contact and Communication

1. Willow Lake important contacts

Contact	Position
Wendy Saiff	Owner/Director
Charles Maltzman	Owner/Director
Dave Cooper	Director
Pat Reed	Transportation
Nina Treitler	Camp Nurse

Little Willows

Lisa Young	Nursery Unit Leader
Jill Buckler	Kindergarten Unit Leader

Junior Camp

Tom Valle	1 st Grade Unit Leader
Chris Marangon	2 nd Grade Unit Leader
Dave Waxman	3 rd Grade Unit Leader

Senior Camp

Bob Gilmartin	4 th Grade Unit Leader
Ron Handelman	5 th & 6 th Grade Unit Leader

Super Senior Camp

Lauri Stokely	7 th & 8 th Grade Unit Leader
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Counselors in Training (CIT)

Barry Schwartz	CIT Director
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2. How to communicate with us

Communication between camp and home and home and camp is essential in helping to create a positive camp experience for all our campers. Prior to the beginning of camp, all parents can expect a phone call from their child's unit leader to provide parents an opportunity to discuss any concerns they have or to answer any questions. Prior to the beginning of camp, all camp families can also expect a phone call and a home visit from their child's bus counselor (discussed in more detail under transportation). Throughout the summer unit leaders will call to discuss progress campers are making and we encourage parents to call or e-mail camp with any questions or concerns they

might have. Notes from camp that are sent home are placed in the outside front pocket of the campers backpack. Any written communication coming from home to camp should be given to the bus counselor or should be e-mailed directly to the camp office (willowlk@optonline.net).

Camp Office Number: 973-663-2732 Camp E-mail: willowlk@optonline.net Camp Fax (Aug. 19 th through June 24 th - when camp is not in session): 732-545-1704 Camp Fax (June 25 th through Aug. 20 th - during camp): 973-663-3825 Website: willowlakedaycamp.com
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C. Important Forms

1. Enrollment forms

The enrollment form must be filled out in order for your child to be registered to WLDC. See our enrollment form at:

http://willowlakedaycamp.com/forms/Enrollment_2011.pdf

2. Medical forms

Your child must have a completed medical form to us by May 15th, 2011. See our medical form at: <http://willowlakedaycamp.com/forms/MedForm.pdf>

We ask that you also fill out the camper release form for your camper. There may be times during the camp season when your child may not feel well. In the event that you are not readily available, we ask for your permission to administer either Tylenol or Benedryl for the reasons specified. As is our practice, you will be notified if your child requires any medical attention. See our camper release form at:

<http://willowlakedaycamp.com/forms/CamperRelease.pdf>

If your child needs our nurse to administer medicine at camp, you must complete our the physician authorization form. See out physician authorization form at:


<http://willowlakedaycamp.com/forms/PhysicianAuthorizationForm.pdf>

3. Overnight and trip forms

During the summer there will be times when a permission slip will need to be

signed in order for your camper to participate in camp activities. These activities include when your camper's group is going to an amusement park for a day or when they are going to stay overnight at camp. These permission slips will be sent home in the outside front pocket of the campers backpack.

D. Transportation



Our campers are transported from their homes to camp each day in air conditioned, seat belted school buses or passenger vans. The State of New Jersey Department of Law and Public Safety, the American Camping Association and our insurance carrier approve all of our vehicles. In addition to seat belts and air conditioning, our buses and vans are equipped with fire extinguishers, hazard flares, complete first aid kits and a medical release for each child.

Vehicles are checked daily to insure that they are in good working condition and in accordance with the regulations of the American Camping Association. Each driver fills out a daily report on the condition of the vehicle.

Our drivers are professional drivers, who are licensed pursuant to the requirements of the Division of Motor Vehicles. To receive a Commercial Drivers License, drivers must pass a stringent test administered by the DMV. In addition, they must undergo a medical examination, including a blood test, a TB test and an eye exam. The State also requires that all drivers be fingerprinted.

In addition to the driver, each vehicle with more than seven campers also has at least one counselor aboard to attend to the needs of the campers during the ride to and from camp. Staff are provided with an activity schedule for games, songs, and special events appropriate for the ride. The bus calendar is available on our website.

Staff traveling with your camper will also advise the camp office and/or nurses of any special needs your child might have on a given day. For instance, if medication must be administered at camp, the bus counselor assigned to your child's vehicle should be given the medication in a prescription bottle along with a note. (See Health & Safety).

The bus counselor will give this to the camp nurse. Our bus counselors can turn in any other messages or notes to the camp administration as well.

All camp vehicles will do a dry run prior to the start of camp to establish the

safest and most efficient transportation route. A staff member will also arrange to visit you at home and will let you know departure and arrival times prior to the start of camp.

When campers arrive at camp, they are greeted by a director and are then escorted by a member of the staff to the area where their unit meets.

When campers are returned home at the end of the day, they are never left at a house without a parent or care giver present, unless an arrangement is made in writing with the camp ahead of time. If you run into an emergency, a flat tire, a traffic jam, etc., please try to contact the camp to let us know. It is always a good idea to have a back-up plan with a close neighbor or friend for such emergency situations. A child will never be left unattended.

Our camp families come from many locations. The transportation of our campers is both a sacred trust and a huge undertaking. Unfortunately we cannot offer individualized routing plans. We want to ensure a safe, efficient, and fun bus experience; therefore we regret that we cannot honor or accommodate requests for:

- * Play dates (for campers or their parents!)
- * Bus Assignments based on friendship

Of course, in the case of a family emergency, please call the camp office so that we can work with you to resolve any transportation concern.

***Due to concerns regarding allergies, there is NO EATING on the bus.

E. Programming

1. Camp Structure

WLDC is divided into 5 divisions (grade entering in fall):

Little Willows (Nursery & Kindergarten)

Junior Camp (1st, 2nd, & 3rd graders)

Senior Camp (4th, 5th, & 6th graders)

Super Senior Camp (7th & 8th graders)

Counselors in Training (9th & 10th graders)

Little Willows

Early childhood educators lead our specially designed program geared for our

3-5 year olds. Our facilities are carefully crafted to serve their needs. Our youngest campers have their own heated teaching pool, playground, private changing rooms, nursery space and bathrooms, plus small groups with extra staff. Nursery campers have an eight period day while the rest of camp has a nine period day. This allows for some extra time at the pool in the afternoon and additional time for snack and for organizing to go home.

Junior camp: provides 1st, 2nd, and 3rd graders with great diversity in programming. First grade is a transition year where campers begin to experience some high ropes activities and a fun filled but 'slow' ride on a tube off one of our pontoon boats in Lake Hopatcong. In second grade campers begin our archery program, our basketry program and take their first ride on one of our three ziplines. Third grade begins our hobby program with a first taste of our extensive electives including sports clinics. Third graders also are scheduled to climb our 30 foot climbing tower and have access to both of our thrilling ziplines.

Senior camp: keeps 4th, 5th, and 6th graders eager by offering them the option for a more sports-centered day, or the opportunity to be part of our big shows by selecting our theater option. Campers in 4th grade also begin our kayaking program on Lake Hopatcong. Campers learn how to kayak and develop an understanding of and an appreciation for the ecology of the lake. They have seen bald eagles on the lake, beaver dams, picked wild blueberries and even played on an old fashion lake tire swing.

Super senior camp: continues to keep 7th and 8th graders excited by having them participate in multiple out-of-camp trips. Many also opt to continue their participation in our high quality, theater productions.

Counselors in Training

WLDC's CITs are entering 9th and 10th grade. Guided by our staff, teens who love both camp and young children and who are good role models, happily take on new responsibilities.

On their first day of camp, campers are given a schedule of their activities. As campers arrive at camp in the morning they meet the rest of their group in the same assigned meeting area every day. The camp day has 9 different periods. Within those 9 periods every camper has two swim periods (one instructional and one free swim) as well as



lunch. The other 6 periods consist of specials at camp that range from activities involving the arts as well as physical and athletic activities.

2. Hobbies

Campers in third grade and up have an opportunity to choose a hobby from a long list of activities that they will participate in for a 5 day period, one period a day. (There are nine, 40 minute activity periods in a day.) Each counselor is given a special list of activities available to the group from which the campers can choose. Hobby time is a real favorite with our campers.

3. Overnights & late nights

Campers in grades 3 through 6 have an overnight during the summer. On the day of their overnight, the unit takes a trip to a water park. They return to camp at the end of day and have a bar-be-que and organized evening activities. After a fun filled and exhausting day on water rides, they are ready for a good night's sleep at camp so they can get up refreshed and ready for all the fun at camp the following day. Some campers opt to get picked up by a parent in the evening instead of spending the night and that works well too.

Our nurse is NOT present at our overnights however a member of our staff with first aid training does spend the night along with the counselors and the unit leader.

3rd graders have a Family Night, a night when 3rd graders and their siblings stay at camp and parents join them at 5 PM for a special evening program at camp.

2nd grader campers have a scheduled parent night. During this evening, parents are invited to come and spend an evening at WLDC and participate in activities that their campers do every day. This is an event for 2nd graders and their parents ONLY – siblings are sent home on the bus.

1st and 2nd graders also have a late night scheduled during the summer. This is an evening when the second grade unit stays after camp and has their own 'private' swim, has a bar-be-que dinner, plays games and gets picked up by their parents at 7 PM.

In order for your camper to participate in his or her late night or over-night,

they must bring in a signed permission slip that will have been previously sent home.

4. Aquatics program

The aquatics program at Willow Lake includes instructional swim, recreational swim and boating. All of our swimming takes place in our four heated pools. We have two Olympic sized pool (Starfish and Dolphin pools) and one mid-sized pool (Shark pool) and one smaller pool (Nemo pool) designed especially for our youngest campers. Our Pool Director manages the pools and our Instruction Director supervises our top notch swim instructional program.

a. Instructional swim

Swim instruction is based on the American Red Cross program. Our staff is completely tuned in to the needs and attitudes of all campers. Records are kept from summer to summer so if a camper completed one level at the end of last summer, he or she would advance to the next level the following summer. If a camper has completed any swim levels during the winter months, we encourage parents to inform us so the camper can be placed in the appropriate swim level without losing instructional time. New campers are evaluated during the first two days at camp to determine their skill proficiency.

Instruction takes place on a "skill to skill" method. Once a camper completes the specific skills needed, that camper then advances to the next level. The progress of each camper depends solely on his or her ability, motivation, and response to the program.

Swim cards are awarded as a camper completes all of the swim skills in a particular level.

b. Free swim

This is a fun time when campers can play games in the water, swim about with their friends, and have fun on our terrific water slides. Campers must pass a deep water test to get a deep water bracelet enabling them to go into the deep end of the pool.



c. Swim events

Our entire camp participates in our annual Water Carnival, a day long festival with water rides, aquatics attractions and music.

During color Olympics there are numerous, fun filled water events scheduled.



d. Boating

Kayaking, canoeing, and paddle boating take place on our own private lake. Red Cross certified lifeguards supervise campers in all of these activities. Campers and counselors are required to wear life jackets whenever they are in the boats on the lake.

e. Kayaking

Beginning in fourth grade campers learn to kayak on Lake Hopatcong. Under the direction of an experienced kayak professional (who also happens to teach biology and grew up on Lake Hopatcong), campers learn kayaking skills as they explore the natural wonders of the lake. Beaver, heron, even eagles have been spotted before in secluded coves on the lake. Campers develop an appreciation of the natural wonders of a lake environment as they learn about animal behavior and develop a sense of self-confidence in relation to this outdoor setting.

f. Motor boating

All our campers can do some exploration of Lake Hopatcong from one of our pontoon boats. Our Little Willows climb aboard their favorite 'pirate' ship and take a trip on the 'high seas' perhaps for a special picnic or treasure hunt on an island.

Beginning in kindergarten, campers experience the fun and excitement of a hydrotube ride. Kindergarten campers through 3rd graders are cradled in a



tube on a somewhat more subdued ride. Older campers get a bit more action on a faster ride with more thrills and spills.

5. Off-site trips

3rd grade campers go on a trip to Tomahawk Lake on the day of their overnight.

4th through 6th grade campers go on a trip to Camel Beach on the day of their overnight.

7th & 8th grade campers go on four trips over the course of the summer to various water and/or amusement parks.

Parents will receive a permission slip for all of these trips.



Please see our camp event calendar for specific dates and times of each trip at: <http://willowlakedaycamp.com/forms/CampEventCalendar.pdf>

6. Rainy days



Rainy days WLDC are still fun filled days. Campers are able to play games or do crafts under our lunch pavilion, hockey dome, gymnastics and karate tents, in any one of our many arts & crafts, ceramics, and basketry houses, or in our main building.

In addition to providing our campers with indoor activities, we also send campers to the movies and/or bowling on a rotating schedule. *On rainy days campers in 4th grade and up may bring a little spending money (under \$5) for a snack if they go out. Campers in 3rd grade and under should not bring any money.*

*Rain all day is hard to predict. Even if it seems to be a rainy day, always pack a bathing suit and towel in case the weather improves.

F. Health and Safety

Our registered nurse is in charge of our infirmary. In addition, there are numerous people on staff who have CPR and First Aid certification including everyone on our swim staff.

In the event that a child is injured or becomes ill at camp, the parent will be notified immediately. We have a professional relationship with St. Clare's Hospital in Dover and the Jefferson Township Emergency Ambulance Corp in the event that they are ever needed.

Any medication that a child needs to take at camp must be given by the parent to the bus counselor assigned to your vehicle. The bus counselor or van driver will give it to the nurse. Only our registered nurse can administer medication. **DO NOT SEND ANY MEDICATION TO CAMP WITH A CHILD.**

1. The medication must be prescribed in the child's name.
2. The original medicine container, including the patient's name, name of the drug, and dosage must be sent to the nurse. We recommend RX be filled in 2 containers, one for home and one for camp.
3. A note should be sent to the nurse's office explaining in detail the nature of the child's illness and the recommended schedule of administration of medicine.
4. Medication requiring a prescription should be accompanied by a prescription from the doctor. Any over the counter medication will be distributed only if accompanied by a note from the parent.

In the event of an injury requiring additional medical assistance, the family's insurance is used as the primary coverage.

G. General Information

1. Lunch and snacks

No one knows best what your child eats, and what you want your child to eat, than YOU!!!

Campers bring their lunches four days a week, Monday - Thursday, in a paper



bag that is clearly marked with the child's name and group number. All lunches will be refrigerated upon the camper's arrival. We suggest that you discuss with your child what you will pack in his or her lunch considering that your camper is having a very full and active day and needs a nutritious lunch to give them the energy for all they do at camp. You do not need to pack a drink because we will have cold water available and we find that children appreciate water rather than sweet fruit drinks (and of course it is healthier for them). Once a week, usually on Friday, we will serve pizza lunch.

Lunches are refrigerated so you do not need to pack lunches in insulated lunch bags and you do not need to be concerned with spoilage.

Keep in mind that each afternoon we provide a treat of ice cream or ices as a refreshing pick me up so do not load up lunches with sweets. An additional snack is provided for our Little Willows (nursery, kindergarten, first, and second grade) during the day to carry them through lunch.

If a child forgets his or her lunch, do not worry. We have sunflower butter (tastes even better than peanut butter), jelly, bread, cream cheese, mini bagels, etc. If there are any dietary restrictions of any kind, please let us know in writing so that we can make appropriate alternative arrangements on Friday when lunch is served.

Though we are not peanut free, we are peanut aware. We have peanut free tables where campers with peanut allergies can sit for lunch. All snacks we provide are peanut free and our cooking specialist are informed of campers with food allergies.

2. What to wear - What to bring

We recommend children come to camp in a dry bathing suit and that they wear shorts and a shirt over the bathing suit (boys in trunk bathing suits can just wear a shirt with it.) All campers must wear sneakers and socks. All campers should have sunscreen applied at home each morning. We will reapply sunscreen during the day.

In the camp backpack (which we provide to campers on the first day of camp), campers should bring another dry bathing suit, underwear, one or two towels, a large plastic bag for wet stuff, and additional sunscreen in a ziplock bag. Because we are up in the mountains, sometimes the mornings can be cool. On those cooler days, please have your child wear a sweatshirt or light

weight jacket.

On your camper's first day of camp, put all this in a in a grocery bag labeled with your camper's name. We will transfer it all into your camper's camp backpack which he or she will get on the first day of camp.

Little Willows should bring water shoes or crocs to wear at the pool. These are not necessary for campers in 1st grade and up. Many campers bring goggles for the pool.

Campers also should bring their lunch in a brown paper bag clearly labeled with the campers' name and group number. One day a week, usually Friday, the camp provides lunch (pizza) so you need not pack one.

Willow Lake strongly recommends that everything be marked with camper's full name in permanent marker!

****DO NOT bring to camp anything expensive, anything breakable or anything you hold dear! Campers should not have electronic devices including cell phones or iPods.

3. Lost and found

All items coming to camp should have the name of the camper on them, either by nametape or laundry pen. In the event you use a laundry pen, check after each washing that the name is still readable. Staff can return items that are lost by campers only when their names appear on the item.


4. Absences

In the event a child will not be attending camp, the driver or bus counselor should be notified the night before or before 7:00 A.M. of that morning. The office would also like to know if a child is not coming to camp and why. A call or e-mail communicating that information is helpful.

5. Session extension policy

If you wish to extend the number of weeks your camper is registered for, let us know as soon as possible.

6. Visiting the Camp



During the camp season there are several theater productions when parents are invited to watch their children perform. Nursery, Kindergarten and 1st Grade performances are scheduled during the camp day. In fourth grade and up, plays are scheduled for 6:00 PM after the regular camp day has ended. Children participating in the theater production (and their siblings who attend camp) will not go home on their buses that day, but stay in camp and return home later with their parents.

In second grade, parents come up to camp for a special parent/camper evening. Siblings of second graders who attend camp **WILL RETURN HOME ON THE BUS** since the evening activity requires the participation of only second graders and their parents. So please plan accordingly to get childcare for children who are not in second grade.

Third graders have a family night and siblings can attend with their parents.

In addition, parents are also welcome to come and visit during the camp day if it is not raining or not a day when a special event is scheduled. Simply call the summer office a day or two before you want to come so we can have your child's schedule ready for you. We ask that you limit your visit to 1 hour. Make sure to call in advance of a visit so we make sure your camper is not out on Lake Hopatcong when you come.

7. Discipline

We believe that our program offers a tremendous variety of activities to interest our campers. If any camper doesn't wish to participate in an activity, staff and camper can talk together to discover a palatable solution and options. We require only that campers try all activities with a positive and cooperative attitude.

The more we know about any child special needs a child has, the better we are able to evaluate whether the program we offer at camp is suitable for the child. It is our expectation that parents will inform us concerning any special needs or issues. In the rare instance that we feel we cannot provide a camper with a positive and safe camping experience, the director reserves

the right to have the parent withdraw the camper from the program.

8. Feedback & evaluations

Towards the end of the summer we send out an evaluation form to each of our camp families. We ask that you fill out the evaluation honestly. We do take a careful look at them as we are constantly looking for ways that we can improve our programs here at Willow Lake Day Camp.

We delight in sharing the wonderful world of the camp experience with our campers. We can think of no better way for a child to spend his or her summer than in the company of friends, of supportive and nurturing adult role models, in an environment rich in opportunities for exploration and growth. At Willow Lake we do believe that **Camp Does Kids A World of Good.**