

Welcome to The Atlantic Club's Summer Programs 2018 "The Best Camp Ever"

Parent Handbook

Dear Parents,

The following information is presented to provide you with answers to many of the questions you will have as your child prepares to attend The Atlantic Club Summer Programs. Further information can be obtained at Camp Headquarters located in the Atlantis Prep School.

It is important that you familiarize yourself with the items in this handbook. Our well trained, educated, and energetic staff is here for you and your child. Please always call with any and all questions, 732-292-4357 or 732-223-2100 x 188.

Welcome to The Atlantic Club Summer Program!

Our Staff:

Our Atlantic Club Staff believes that through positive child development and partnering with parents we encourage children to value their uniqueness and to understand and appreciate their part in the larger community.

Our Staff help children develop skill, self-esteem, character, courage, responsibility, resourcefulness and cooperation. Quality camp experiences help children develop healthy emotional and social skills necessary to grow into strong, considerate, competent adults.

Our staff consists of certified professionals, as well as college students achieving degrees in the Arts, Physical Ed., Education, etc. All Staff are certified in CPR, First Aid, Blood Borne Path, AED/Defibulation, and Oxygen. All Staff have approved background checks on file and have attended our Orientation regarding Corporate and State Policies and Procedures. We also have a nurse on our Camp Site five days a week.

Location:

The Atlantic Club, 1904 Atlantic Ave, Manasquan, NJ 08736

We are situated on 44 beautiful acres. The children will experience our air conditioned Fieldhouse, a covered Complex Area with picnic tables for their play and also inside and outside locker rooms. We have 13 all weather hard courts at our Tennis Facility. Our Atlantis Preparatory School has an enrollment of over 150 children September through June and is home to most of our camps throughout the summer months.

We have our very own Softball Field, Soccer Fields, Volley Ball Courts, Paddle Facility 25 meter heated pool and a heated teaching pool. The Atlantic Club is also home to our Sports Performance Center, an 80x40 indoor turf facility, as well as our Parisi Speed School located in the Fieldhouse. Also on site we have a one and two mile track for roller-skating, skate boarding, biking, etc. along with a nature trail for hiking. And best of all The Atlantic Club Summer Camp has the most qualified, certified, friendly, caring and energetic staff of whom will create a wonderful experience for your child.

Children Must Be Pre-Registered For Programs:

An additional fee is charged for families that arrive on day one of camp without pre-registering. Confirmation of all of your programs must be made prior to the first day of summer camp, swim, sports, etc. We prepare our counselors in advance with who will be attending their sessions, what children will be moving on to different activities through the day, who will be staying through 6PM, what children have allergies, what children have special needs, etc. If you arrive the day of Camp to sign up it is difficult for us to be as prepared as we must be. There is an additional \$25 administrative cost to arrive the first day without having pre-registered through our camp office.

Our Application:

Please complete the application with all the emergency information needed.

Ensure the Medical information is complete and updated as necessary.

Please inform the Camp Office of any additional information what we will need to better care for your child. The Camp Office must be informed of any prior illnesses that your child may have had that we need to be aware of to best care for them. Any exceptional information requires you to visit the Camp Office. The better informed we are, the more fun your child will have in our programs.

Campers will not be permitted to attend camp without the Health Information Form completed and also Authorization to Pick Up Form completed. Thank you.

YOU HAVE ABILITY TO REGISTER ONLINE!

GO TO www.summercampnac.com

Duration of Summer Camp Season:

Camps will begin Monday, June 18th and conclude Friday, August 17th.

The Atlantic Club's Circus Camp is available with limited space week of August 20th through August 24th

Thank you for ensuring your payment at time of booking.

No adults will be permitted to walk the area during our camp day without being accompanied by a staff person.

Our Staff have had a complete background check and are fully trained. No adult without proper background checks will be permitted to roam the property unattended. Adults will be asked to leave the property after drop off.

Thank you for anticipated cooperation regarding this safety policy.

Extended Care:

We are available for your child's care from 7AM – 8:15AM, and also 3PM – 6PM. The cost of Extended Care is \$8/hour, billed at the end of the week. Your child's schedule must be pre-arranged and you must have a credit card on file.

Camp Drop Off/Pick Up:

- First Step Campers (18 months-2 ½ yrs) and Rookie Campers (2 ½ yrs-3 yrs) are inside Atlantis Prep School.
- Enrichment Campers are inside Atlantis Prep School.
- Rookie campers (4 yrs-Kindergarten) are at our playground located next to Atlantis Prep School.
- Adventure Campers are on the side of the fieldhouse.
- All Sports Camps are in our indoor turf facility.
- Power Tennis Campers are at Tennis #1 (outdoor courts).
- Munchkin and Tennis Academy Campers are at Tennis #2.
- Njswim Campers are at our Complex Pool.

All campers must be signed out by a parent or guardian. You will be asked to show ID until the counselors get to know you.

Early Pick Up:

Parents who wish to pick up children early can make these arrangements through Camp Headquarters. Please call 732-292-4357, or 223-2100 x188 to arrange this. In the event of an emergency, come to the Camp Office (located at Atlantis Prep) and we will page your child's counselor to bring the child to the Camp Office.

Various Programs Offered:

- Day Camps (First Steps, Rookie and Adventure Club)
- Our Circus Camp is back!
- Atlantis Prep's Enrichment Classes are exciting and there is something for everyone! This summer try Lakehouse Music Academy, Little Cheer, Ahoy Mateys, Join The Force, Designer Divas, Cooking Classes and so much more!!
- Sport Camps to include Softball, Soccer, Baseball, Basketball, etc.
- Tennis Programs with the Pros include: Munchkin Tennis, Tennis Academy, Power Tennis.
- Our Extended Care is for the child that needs an extended day through 6PM.

Financial Policy:

All fees must be paid in full prior to bringing your child to our summer programs. No refunds after May 15th. Only camp credits will be offered after May 15th. All refunds will be charged a \$50 Service fee. Any cancellations must be put in writing and given to the camp office. There is no credit given for child's illness, vacations, and rainy days. There is a \$30 fee for returned checks or declined credit cards. We must have a (secured) credit card on file. Walk-ins on the camp day without prior registration will be charged a \$25 application fee. There will be a Change Fee of \$15 for any camp changes.

Allergies:

We ask that you pre-register so that all of our counselors are made aware of each child with an allergy. Also, please ensure The Atlantic Club receives complete medical information on your child or children. **We do provide a PEANUT FREE “ZONE” (table) for any children with allergies to foods.** Children are not permitted to share snacks.

Medication:

If your child needs medication of any type while he/she is at camp, a doctor's note must indicate a specific time and dosage to be given. All medication must be in the original container and labeled with your child's name and brought to the Nurse's office along with a the permission To Medicate Form signed by the parent giving The Atlantic Club instruction and permission to store and dispense the medication.

Please **DO NOT** leave the medication in your child's bag for him/her to take. Please bring the medication to the Camp Office or directly to the Nurse's office. If you select to bring your child's medication directly to the Nurse **please ensure the Camp Office is also aware.** Please arrange a meeting with the Nurse if you are leaving an epi-pen in our care. Our staff has been trained in the dispensment of the epi-pen. Always ensure the Camp Office is aware of medication needed. It will then be noted in the attendance log that the counselor has with them through the day.

Communicable Disease:

Pink eye, ringworm, head lice, etc. must be fully treated before a child is permitted to return to camp. If your child has a fever they should be fever free for 24 hrs before returning to camp. A doctor's note must accompany the child when they return. The nurse will check each camper to verify that the child has been treated and assure that other campers will not be affected in the future. In case of head lice, the child must be lice/nit free before returning to camp.

In the event of an emergency, the child will be transported via ambulance to Jersey Shore University Medical Center (unless you have made us aware we should use a different hospital.) You will be contacted IMMEDIATELY. It has occurred where we are unable to contact anyone on your child's emergency list. When this occurs we continue to try and contact you and the child is transported to the hospital with one of our directors by ambulance. Our staff person will stay with the child until you arrive. A team of staff will be working on contacting you and all others on your emergency contact form until we successfully reach you. Our staff person accompanying your child will also be able to be contacted by phone until you arrive.

E-Mails:

Please be sure to update our office with your e-mail address as well as any contact changes. We will send you our newsletter weekly via e-mail and also any important information you may need to know.

Health and Welfare:

If your child will be absent, please call The Camp Office at 732-292-4357. We will inform your child's camp counselor. **Please note that we do not do make up days for absent campers.**

Clothing List:

Please pack a towel, sweat shirt on a cold day, snack, sunscreen, water bottle, and also a bathing suit in a plastic bag. (Option is to wear the suit and bring a bag for the wet suit.) All clothing and equipment must be labeled with your child's name.

***The Atlantic Club is not responsible for any lost or stolen items.**

Please have your child wear sneakers. Flip-Flops or swim shoes may be used in the Pool area. Water bottles and sunscreen must be also labeled and in their bags. (No glass.) Please place sunscreen on your child before they arrive at camp. We will apply sunscreen as well, as needed.

Children attending our "First Steps" (18 months-2 ½ years) or "Rookie" (ages 2 ½ - K) Atlantis Prep Camps must provide their child's counselor with a complete extra set of clothing to be left in the classroom incase of a spill or accident.

Please do not send in expensive electronic equipment for your child. **Absolutely no phones are allowed at camp.** Our Counselors all carry portable radios and if you call our main office we can have the counselor call you back directly and also put your child on the phone.

Conduct and Discipline:

The staff will present model age appropriate behavioral guidelines and reflective communications to encourage children to express their emotions. We encourage self-control, self-directions, responsibility, and cooperation. The staff is trained in the process of positive discipline. Positive discipline instructs a child as to what they should do. For example, "We walk inside the building," versus, "NO RUNNING!" This philosophy of discipline is in the accordance with our belief that children learn best in an environment where guidance and encouragement promote the development of self-esteem. "Time-Out" may be used selectively for younger children who are at risk of harming themselves. This period of "time out" will be just long enough to enable the child to regain control of him/her, and will never be longer than 1-2 minutes per each year of age. During the "time-out" a staff member will certainly be with the child.

Aggressive physical behavior (fighting, hitting, biting, etc.) by a child toward another child or staff member is unacceptable. Staff members will intervene immediately should this type of situation occur in order to protect all of the children and encourage more acceptable behavior.

Children will be shown positive alternatives rather than just be told "NO."

Parents will be informed if such an incident occurs. If a child's behavior is uncontrollable, extremely disruptive, and/or harmful to him/herself or others, a parent will be **called immediately** and we would ask that the child take a break from camp. Open communication between home and camp is key in correcting these situations.

Lost and Found:

All lost and found will be brought to the Fieldhouse for campers in the Adventure Camps and sports programs. All lost and found for our Atlantis Prep Camps (First Steps, Rookie and Enrichments) will remain in that building. Tennis lost and found will remain in Tennis Building One. Swim will be at the pool.

All lost and found items will be held for two weeks before given to charity. All clothing and equipment must be labeled with your child's name.

***The Atlantic Club is not responsible for any lost or stolen items.**

Our Summer Programs:

Camp (8:30AM – 3PM Monday-Friday)

As you can see in our Program Brochure we offer Day Camp to various age groups.

This is how we break it down:

- Our **First Steps** is for children entering 18 months-2 ½ years
- Our **Rookie Camp** is for children ages 2 ½ through Kindergarten
- Our **Adventure Club** is for children entering 1st Grade through 8th Grade

We have certified Life Guards keeping all of our pool areas safe. We will always have the proper number of guards on site at each pool location. All new campers will be evaluated the first day they arrive. Only children successfully passing our swim test will be permitted in the deep end of the pool. Our Camp Counselors are in the pool with the children as well as sitting on the deck watching the children. Younger campers swim in our Teaching Pool in which is roped off ensuring they can stand.

Our campers have a busy morning with a schedule of various activities. (All sports, game room, volleyball, Gaga Pit, arts and crafts, paddle, nature hikes, etc.) Lunch will be approximately 12:00 Noon and Pool Time is offered after lunch. Some children may opt out of swim time and take part in field activities or various programs.

Rookie Camp is offered for ages 2 ½ through Kindergarten. Morning sessions of camp are daily from 8:30am – 12pm and full day schedules are from 8:30am – 3pm.

All Rookies should pack a labeled snack daily (am & pm snacks are required for Full Day campers). Full Day Preschoolers (2/3 year olds) will have a rest time during the day and will need bedding for their cots. Please provide a fitted-size crib sheet and a light blanket for rest time. Full Day Pre K - Kindergarten campers will have supervised pool time each day in the shallow instructional pool (supervised by lifeguards and our staff). Girls should wear bathing suits UNDER their clothing and boys should wear a bathing suit with shirt to camp. Sandals or flip flops are required for water activities. Please pack a labeled towel and extra set of clothing for after pool time. A plastic bag is recommended for wet items.

Lunch Program:

Lunch may be brought from home or purchased daily for \$5.00 **CASH ONLY**. The counselors will collect any lunch money in the morning before the campers begin their day. The lunch menu is Mon, Wed, Fri- Pizza, Tues, Thurs- Jersey Mikes (choice of ham/cheese or turkey/cheese sandwich). We do have a "Peanut Free" table set up for any children with allergies.

Visiting Days for Special Events:

When visiting the campus for a special show, etc. we ask that you DO NOT request to take your child from their group. Children will only be dismissed from the Fieldhouse Camp Office or from their designated pick up spot at the end of the camp day. We appreciate your anticipated cooperation. The counselors must sign out each child to a parent or authorized person. During a camp day (Monday through Friday 8:30AM-3PM)

we ask that only staff travel back to the Camp Sites. **Only trained Atlantic Club staff will be in the area where our campers are playing.**

Thank you for your understanding.

Sport Camps:

The Atlantic Club has various Sport Camps throughout the summer. Parents must pre-register for all camps. Please refer to the application in regards to what equipment your child must bring to enhance their Sport Camp experience. Our mature, experienced coaching staff is dedicated to seeing the individual daily progress of each camper, which is key in the camper's personal development. Our campers are rotated from outside to our new indoor Turf Facility. All Sports Camps run 4 days- Mon-Thurs. We offer the option of "Camp Friday" on Fridays which gives your child the full week.

Tennis Program:

Our Tennis and Munchkin Tennis programs take place in our Tennis #2 building. Campers must be pre-registered as space is limited. Campers must also be signed-out by a parent or guardian who is noted on the Parent Authorization Pick Up Form. If they are extending their day and going to Mid Day Camp at 12PM – 3PM we will escort them to their proper area to be signed in and will expect the authorized parent/guardian will sign them out at the end of their day.

Enrichment Camps:

Enrichment Camps are all located at Atlantis Prep School and offer our campers the opportunity to savor a theme-based program for the entire week. These camps begin at 8:30am and end at 12pm Monday through Friday. Many of our campers do stay for lunch and Mid-Day Camp (12pm-3pm). Our counselors will safely transfer the children to their designated group.

Contact Information for our Coordinators, Leads and Directors:

Our Staff have various office locations; however it is mandatory that they walk the property throughout the day ensuring all children are learning, they are safe, and having a wonderful experience.

All Directors have portable phones and can be contacted throughout the day.

- Sport Camps are under the Direction of Coach Ed McRae, 732-223-2100 x 377.
- Day Camp is under the Direction of Allison Storer, 732-292-4357 or 223-2100 x 188.
- Atlantis Prep Camps and Enrichment are under the Direction of Melissa Girkes at 732-528-5437 x356 or 732-292-4356
- Swim School is under the Direction of Joe Oehme at 732.292.4368 or 732-223-2100, x 348
- Tennis Academy is under the Direction of Nancy Ehrola, 732-223-2100 x 183

**For further information not included in this Parent Handbook
please call our Camp Office at 732-292-4357.**

**Thank you for selecting THE ATLANTIC CLUB SUMMER
PROGRAMS FOR YOUR CHILD'S SUMMER OF FUN!!**