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**BLOOMINGDALE**

**SUMMER DAY CAMP**

**PARENT HANDBOOK**

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**1.0 Introduction**

Welcome to Bloomingdale Day Camp located in our beautiful town of Bloomingdale NJ. We are excited to have your child(ren) with us this summer. Our weeks will be filled with amazing programs and activities, along with trips, that your camper will enjoy. We will be based out of Walter T. Bergen School at 225 Glenwild Avenue. Campers will experience tons of outdoor fun throughout the day right here in our own home town.

**1.1 Mission: Our mission at BDC is for your child(ren) to experience a safe, active and fun summer. We provide a well-rounded curriculum where there is something for everyone. Your child(ren) will make new friends, learn to cooperate and have fun doing so.**

**1.2 Staff**

**Erin Alvarez**

**Recreation Director** Erin obtained her Bachelor’s Degree in Elementary Education and Psychology at Monmouth University. She spent 7 years teaching in a public preschool and 3 years in a third grade classroom. After having her two children, Erin worked part time as a nanny to twins and then as a Children’s Librarian. She currently works as a Tax Assessor’s Clerk in West Milford, NJ and, most recently (2/2023) as the part time Recreation Director in Bloomingdale. She loves the position!! She said it possesses all the things she enjoys most: children, education, creativity, programs and fun! This is her second year helping run Bloomingdale Summer Day Camp. She is excited to meet everyone and hoping for a safe and memorable summer for ALL!!! She is available to help with anything in order for you to feel your most comfortable and your child(ren) to have a great summer!!!! You can email her at any time at ealvarez@bloomingdalenj.net or call/text at 973-222-1310.

**Kailey Fitzpatrick**

**Camp Director**, Kailey graduate college in 2015 from Salve Regina University in Newport, RI with her Bachelor’s Degree in Special Education. She also graduated with her Master’s in Literacy from William Paterson in May of 2020. Kailey has been working locally as a 3rd grade teacher at Aaron Decker Elementary in Butler for the past 10 years. She is very familiar with area, living in Bloomingdale her whole life and purchasing her first home in town. Kailey has also worked closely with the Bloomingdale Recreation Department. After graduating college, she became involved in the Bloomingdale/Butler Youth Field Hockey team and is now the head coach and organizer.

Kailey has a 6 year old German Shepard named Parker who loves the outdoors as much as she does. During her spare time, she is an avid ready, Betty Crocker in the kitchen, always planning a trip, and enjoys all things DIY! Kailey is excited to be involved in this amazing program and help create a safe, positive and engaging experience for all campers this summer.

**Counselors**: We have 2 Senior Counselors, who are 18 and older and bring a wide range of experiences and talents. From arts and crafts, to sports and swimming, our staff rise to the occasion! Our Junior Counselors are ages 16-19. They have an orientation where they learn Camp’s policies and procedures, as well as child behavior and how to be a great counselor!

**1.3 CAMP INFO / RATES**

Located at the Walter T. Bergen School, 225 Glenwild Ave.

Camp begins at 9:00 am daily and runs until 4 pm daily. AM Care from 7:30 am to 9:00 am. For more information on camp cost, please email our **Rec Director @** **recreation@****bloomingdalenj.net**

**BLOOMINGDALE NJ RESIDENTS**

**$220 per week (5 days)**

**$155 per week (3 Days)**

 **$180 per week (4 day week) (Week 2 ONLY) No camp 7/4**

**Non-Resident:**

**$235 per week (5 days)**

**$170 per week (3 Days)**

 **$195 per week (4 day week) (Week 2 ONLY) No camp 7/4**

**AM Care - $10.00 a day. 3 days = $30 5 days = $50**

**10% sibling discount available (tuition only)**

**\*\*\*PRICE SET TO INCREASE $25 AFTER MAY 1ST\*\*\*\***

**\*\*\*\*\*Registration ENDS June 1st\*\*\*\***

**Swimming at Stony Brook in Butler on Tuesdays and Thursdays.**

**Bowling at Holiday Bowl in Oakland on Fridays. The campers are bussed and wear seat belts, they also have counselors on the bus with them.**

**Mondays and Wednesdays will be Special Group Activities and Events!**

**2.0 POLICIES AND PROCEDURES**

Bloomingdale Summer Day Camp is a TECHNOLOGY FREE ZONE, so please DO NOT let your camper bring CELL PHONES, TOYS, IPODS, CAMERAS, PETS, VIDEO CAMERAS, SPORTS EQUIPMENT OR GAME SYSTEMS to summer camp.

We know that many campers have cell phones and feel the need to have them for emergency purposes. We ask that if they MUST have it with them that it remains “off” and secure in their backpack. If a child is seen with their phone it will be confiscated and returned at the end of the day. If your child needs to speak with you they can speak to a senior staff member for assistance in making a call.

The possession and/or use of alcohol, illegal drugs, firearms and explosive devices are prohibited at camp. Smoking/Vaping by campers is absolutely prohibited. Parental permission has no bearing on this regulation.

**2.1 ARRIVALS AND DEPARTURES**

**9:00 AM DROP OFF** at Walter T. Bergen School: “KISS AND GO LINE” Parents please pull up to the front of school along the curb alongside the building. Campers will be assisted out of the vehicle on the passenger side. Parents are to remain in vehicles and have campers ready to exit vehicles with all of their belongings. NOTE: Campers will not be accepted until 9:00 am. NOTE: If there is a line up PLEASE DO NOT BLOCK THE FRONT OF THE SCHOOL wait your turn in your vehicle before the school building until the congestion moves.

**4:00 PM PICK UP** at Walter T. Bergen School**:** Pull in the parking lot then proceed to form a line in front of school. Counselors will assist your camper into the vehicle on the passenger side. Parents are to remain in vehicles. Proceed with caution when campers are secured in your vehicle and watch for other campers and cars in the parking lot.

**2.2 WRITTEN NOTES**

If there is an occasion where your child(ren) gets injured, or feels sick or there is a behavioral issue, we will send home a “Note to Parents” in their book bag. Feel free to email or call during business hours with any questions.

**2.3 ABSENCES, LATE ARRIVALS & EARLY PICK-UPS**

**Late Arrival:** In the event your camper will be arriving late at camp, please email Kailey Fitzpatrick at bloomingdalecamp@gmail.com indicating approximate arrival time. Camper(s) must be checked in with a Senior Staff member prior to parent leaving.

**Early Departure:** In the event your camper needs to leave early, please advise by emailing bloomingdalecamp@gmail.com a minimum of 24 hours in advance.

If someone other than a parent is picking up your camper, please advise in writing by emailing bloomingdalecamp@gmail.com in advance.

**2.4 COMMUNICATION**

If you need to reach camp at any time during the camp day, please email bloomingdalecamp@gmail.com or call/text **862-330-9116.**

Other important emails and phone numbers to have:

Erin Alvarez, Camp Director, recreation@bloomingdalenj.net or 973-222-1310.

**2.5 BEHAVIOR – CODE OF CONDUCT**

We want everyone to have a great time so proper conduct will be expected at all times. If there are any major disciplinary problems the parents will be notified and those campers will be dismissed from camp.

**2.6 BULLYING POLICY**

We have a strict bullying policy, NO BULLYING! We encourage you and your children to tell our senior staff if they are being bullied by another Camper. We will handle this and contact all children’s parents involved.

**2.7 CAMP ATTIRE**

Campers should wear comfortable loose fitting clothing appropriate for play and art. Please wear **closed toed** shoes comfortable for their safety in running and playing sports

Camp shirts are provided and we request them to be worn on trip days and bowling.

**2.8 PHOTOS FOR PUBLICITY**

We take videos and pictures of the children for publicity purposes. We create slideshows that we share with campers at camp as well as post them to our social media pages. When registering your child(ren) please be sure to answer this question when filling out the online registration form.

**2.9 SUNSCREEN & INSECT REPELLENT**

Parents please apply sunscreen and bug spray to your camper prior to arriving at camp. Campers will be reminded to re-apply throughout the day as necessary so please send **labeled** containers in their backpack daily.

**2.10 SEVERE WEATHER CONDITIONS**

Bloomingdale Day Camp’s priority is for the safety of your children. Swimming will be canceled in heavy rain and/or any thunderstorms. Camp will be held indoors in such weather.

**2.11 PERSONAL PROPERTY**

Insurance Policy: The fire and theft policy carried by the camp does not provide coverage for personal possessions. Please leave valuable items at home. We cannot be held responsible for lost items. Please also LABEL all personal items.

**2.12 FOOD/SNACK**

All campers need to bring their lunch to camp each day. Please put in lunch box labeled with your child(ren) name and an ice pack if necessary. Please ensure that your camper also brings a **refillable water bottle** clearly labeled with their name so that they stay hydrated throughout the day.

**PM “juice call”** Ice Pops are provided for all campers every afternoon.

**2.13 ILLNESS POLICY**

Medical Attention: Staff members are trained in “basic first aid”. Campers requiring anything above “basic first aid” will have the parent contacted to obtain professional medical assistance. If there is a major injury and your child has to be taken to the hospital you will be notified immediately. All injuries are documented.

**2.14 MEDICATIONS**

All medications and Epipens need to be in their original container, in a large zip lock bag, labeled clearly and with all instructions for dispensing.

**2.15 WEBSITE CALENDARS & CAMP NEWSLETTERS**

Check out our website [www.bloomingdalenj.net](http://www.bloomingdalenj.net) for full summer calendar, Parent Handbook, online registration and more information about our Camp. Please also follow us on Facebook Bloomingdale Recreation for all up to date postings.

**Camp Weeks/Dates/Themes:**

Week 1 June 23 - 27 Bricktastic Adventures

Week 2 \*June 30 – July 3 Big Top Adventure

Week 3 July 7 – 11 Splashtastic

Week 4 July 14 - 18 The Enchanted Forest

Week 5 July 21 - 25 Shipwrecked

Week 6 July 28 - Aug 1 Big Bubble Bash

Week 7 August 4 - 8 American Ninja Warriors

\*NOTE: (July 4th off)

Registration: Campers can register for the weeks and days of their choice.

Camp runs 7 weeks - from June 23, 2025, through August 8, 2025.

Camp has a 5 day or 3-day options: (Monday, Wednesday, Friday OR Tuesday, Wednesday, Thursday) option available to meet your needs.

Camp Hours: 9:00 to 4:00 daily for first 7 weeks.

AM Care available daily from 7:30am to 9:00am

**2.16 SWIMMING PROCEDURES** 

Swimming Trips: This year we will be swimming at Stony Brook in Butler NJ on Tuesday and Thursdays. Swimming supervised by Red Cross certified lifeguards

All campers will be “swim tested” on or when lifeguards are available. Campers will be placed in appropriate swim groups based on their swimming ability.

Campers are to wear their swimsuits **TO CAMP** on swim days, bring a towel, water shoes and sunscreen. We highly recommend two piece tankini suits for the younger ladies. Older campers must wear a t-shirt over their swim suit at all times. Please ensure that you label all items. On swim days, please send a change of clothes so campers can change after swimming. Don’t forget a plastic bag for wet items too! **Non-swim days** we advise you to pack a swimsuit & towel just in case we have water activities planned for the day and your camper(s) do not want to get their clothes wet.



**2.17 BOWLING PROCEDURES**

**Bowling Trips:** Fridays, campers will travel to the Holiday Bowl in Oakland. Please ensure that your camper wears socks and sneakers on bowling day. Many campers choose to purchase a bowling snack at the bowling alley - but keep in mind that we do return back to camp and have lunch. Parents please send **exact change** in an envelope marked with the camper's name and selection to avoid any confusion at the alley. *Tips are appreciated by Alley Staff!*

\*Menu can be found on our Website; [www.bloomingdalenj.net](http://www.bloomingdalenj.net)

**2.18 REFUND POLICY**

 This refund policy will be strictly enforced for campers as follows:

|  |  |
| --- | --- |
| If cancellation to campers registration occurs \_\_\_\_ days prior to camps 1st scheduled day (06/23/25) | A refund of \_\_\_\_\_\_ will be granted and will be processed in October 2025 |
| 28 days prior | 100% (tuition and fees) |
| 21 days prior | 75% (tuition only) |
| 14 days prior | 50% (tuition only) |
| 7 days prior | 25% (tuition only) |
| Less than 7 days | 0 %  |

If a cancellation to campers registration occurs due to medical reasons at any time during the summer program, a doctor's note stating that the camper cannot attend is required. **Tuition only** for full weeks not already in session will be refunded at 100%.

No refunds or “make up days” will be honored for days campers miss due to illness/absence.

All Refunds are processed in October following the closing of day camp.

**2.19 Bloomingdale Day Camp’s FAQs**

* **Can I visit my child throughout the day?**

 We ask that parents not come unannounced or visit during the day. The campers have an active schedule and any interruptions can cause delays in their next planned activity. Campers’ safety is our number one concern and our staff will ask unauthorized individuals to remove themselves from the camp area.

* **What is your policy for PM care pick up?**

We have after care (PM Care) available until 6pm and this year will be held at the WTB School! Our ratio is 1 counselor to 10 children, and oftentimes we have more staff on hand. We do ask that parents, family members or neighbors (as long as they are on the permission list you provided when you registered) show ID so we can ensure the safe release of our campers. If you have any updates to authorized individuals who can pick up your camper please email bloomingdalecamp@gmail.com We also suggest a PM snack if they want one. Pack one labeled PM Care snack and be sure your child knows it's for later!!

* **Who is transporting our campers?**

We use Jordan school buses, not a white van or any other vehicle. There are seat belts and counts are made at each stop. We always have our staff members on the vehicle while campers are being transported and have bus counts that are checked twice!

* **Does my child get to change after swim time?**

We have all children change as long as they have brought in their clothes. Please send campers in their bathing suits under their clothes on all swim days (refer to the activity calendar on our website). Put their underwear in a plastic bag (a large zip lock bag is the best) and label the bag with their name. When they change, their wet clothes will go in the bag. Sometimes, children do not want to change even after we tell them to, we will take all steps possible to “urge” them to change.

* **What happens when my child has an accident?**

Children, especially younger ones get so caught up in activities that they forget and may have an accident. Our counselors take their groups often throughout the day but it can still happen! In this instance please send in an extra pair of underwear and shorts in a second labeled zip lock bag, that can stay in their bags all the time. Then they won’t get embarrassed, especially on swim days!

* **Can I send in snacks for my child?**

Yes, of course you can. We provide ALL campers with an “icy treat” at the close of the day which we call “juice call”. During the day campers can have a snack but please send in ones that are not messy or need to be heated up. Something portable and easy to eat and dispose of are the best snacks for camp. We don’t schedule a snack time so it's up to the child when they want their snack.

* **Where can I get more information on your Day Camp?**

Our web site [www.bloomingdalenj.net](http://www.bloomingdalenj.net) has ALL our information available! Contact info, emails, phone numbers, calendars, and anything else you may need to know about our camp**.**

* **What is your swimming policy?**

We swim at Stony Brook in Butler 2 days a week. At Stony Brook we line the children up in their group lines, review the rules and start the fun. Any children who know how to swim are tested to see what their level is. SB provides lifeguards, and we have our own staff. There are three levels. Red: very shallow water for younger children, Yellow: for a bit more advanced swimmer, and Green for the very advanced swimmer. Lifeguards are situated throughout as well as all our staff.

We practice the “Buddy” system at all times. When swimming a child needs a buddy to go into water and must check in with the staff where campers can enter the water. This makes it easier for counting and monitoring our campers wherever we are. The campers need a buddy at all times and are only allowed in the level area they were tested for. Our staff is situated all throughout the water, playground, volleyball area, beach area and at the water's edge constantly counting and monitoring your children. We do NOT take swimming time lightly and we are on alert at all times.

* **Lost and Found?**

We have a large bin where we store any items left behind by your children. Our counselors may not find items until after your child leaves. We try to make sure they have all of their belongings but sometimes it's a busy day and they do not have the time to back track their entire day!

* **What are your ratios?**

 New Jersey Health State standards are

 Ages 6 and under: 8 campers to one counselor.

 Ages 7-9: 10 campers to one counselor

 Ages 10 and older, 12 campers to one counselor.

* **What do I do if I need to pick up my child early, bring them late or if they are not attending Camp?**

If you are picking up your child early please email bloomingdalecamp@gmail.com AS EARLY AS POSSIBLE so we can have them waiting for you with all of their belongings.

If your child is NOT coming to Camp please use the same contact info to let us know so we can adjust our attendance.

If you are bringing your child late PLEASE let us know as soon as you can. Our buses leave for swimming and bowling as early as 9am and 9:30am. **\*\*\* After 3:15 there can be no early dismissal permitted because it disrupts the close of the day when we have all children collecting their belongings, juice call, and dismissal procedures.**

**We Thank You For Sharing Your**

**Camper With us this Summer**

