

# Camp Barrett

Inc. Village of Valley Stream



## Purple Division Handbook

### WELCOME:

For those of you returning, welcome back! We hope your school year went well. For those of you joining us for the first time, you're in for a treat! Please read through all of the information contained in this guidebook to familiarize yourself with the Camp Barrett program. We hope to have a safe and exciting experience by providing opportunities for personal growth, increased self-confidence, and friendship built through physical activity and creative endeavors. Our enthusiastic staff strives to make the summer fun and active while encouraging sportsmanship and safety for all.

### CAMP CONTACT INFORMATION

Campus phones are active during the camp season, June 27th till August 9th 2024. The Camp Office is open during the camp season from 8am till 4pm. Prior to the camp season, the camp office has limited hours of operation which can be found on the answering machine.

Staff Member	Email	Phone
Main Office	campbarrettvs@gmail.com	516-780-1189
Camp Trips	campbarrettfieldtrips@gmail.com	
Camp Attendance	campbarrettattendance@gmail.com	

# **GETTING READY FOR CAMP**

It's important to be prepared for the camp season, including having proper clothing, footwear, swimsuits, sunscreen and other items ready before the end of June, when camp begins. By planning ahead, you can have all the essentials taken care of, and set your participant up for a positive experience.

## **What to Wear to Camp**

For daily attire, we recommend that participants dress comfortably each day in **their purple camp shirt, shorts, socks and sneakers**. As either part of their daily attire or under their daily attire they should **COME TO CAMP WEARING** their **bathing suit** each day. Please send them daily with a backpack.

### **Camp T-Shirts**

Purple division participants are required to wear an official Camp Barrett Purple Division T-shirt. Purple Division participants will receive 5 t-shirts at the start of the season when they receive their Welcome Package. Additional T-shirts may be purchased prior to camp when you secure your Welcome Package or at the Camp Office. Shirts are \$9 each, while supplies last. Participants who are not wearing their Camp Barrett t-shirt on a day when traveling off-campus, will be provided one (if available), and your Camp Dashboard will be billed for the \$9 fee.

### **Footwear**

Footwear is required that provides protection for their feet. Sneakers should tie with laces or velcro. We do not recommend slip-on sneakers sandals, crocs, heelys or flip-flops. We recommend a pair of water shoes or old sneakers be used for water play, as it is recommended that participants have footwear on their feet for campus water activities.

### **Swimsuits and Additional Items**

A swimsuit is recommended daily for camp, as well as a beach towel. Participants should wear their swimsuit to camp under their clothes. We recommend a large ziplock bag for wet towels to be put in after water play.

### **Labeling Clothes and Personal Items**

Make sure that all clothing, and personal items (glasses, hat, towel, sunscreen, etc.) are labeled with your child's name and group name.



## Sunscreen

It is important to apply sunscreen at home before you depart for camp in the morning. A base coat of sunscreen, applied to cool, dry skin, is an individual's first line of defense against UV exposure. Camp Staff help participants to reapply sunscreen at key points in the camp day. Camp Staff can help apply spray on sunblock. No staff member is permitted to rub lotion onto participants.

## What to Bring to Camp

### Backpacks & Water Bottles

We recommend that you stow your child's gear, water bottle and anything else they bring to camp in their backpack, clearly labeled with their name and group name. Please avoid sending money, valuables, electronics and toys. Weapons, including toy weapons (ie. Water guns), are also prohibited at camp.

Water drink stations are set up through various locations on campus, and each group has regularly scheduled drink breaks throughout the day. We encourage participants to utilize a reusable water bottle. Disposable cups are also available.



### Participant Cell Phone Policy

It is highly recommended cell phones, and all personal electronic devices, including but not limited to tablets, portable gaming systems, smart watches, and airpods be left at home. Purple Division will be able to use these devices **ONLY** when at their **homebase** tents. They may not record others without their explicit consent from minors guardians. Participants can request to make a call/text during other times of the day in the camp office. Participants may not use their phones at the lunch tents.

### Snack and Lunch

Purple Division participants will have a snack and lunch period each day with fellow Purple Division participants. Families are responsible for sending a small snack for individuals to have earlier in the day. They will also have a lunch period scheduled and will report to the lunch tent. We recommend that participants have a lunchbox with them to take to their lunch period each day. During the 1st period they will have the option to submit their lunch to Camp Staff who will store it in refrigeration units. Brown bags, tupperware or ziploc bags that are clearly labeled with their name and group to be stored can be submitted. The the entire lunch box will not be stored in the refrigeration units. All individuals should bring all utensils and plates needed to eat their lunch. There is no microwave on campus.

## **Food Allergy Awareness**

Camp Barrett has adopted an “allergy aware” policy for participants. Since all lunches and snacks are brought in from home, we are unable to prohibit certain common food allergenic foods and we take additional precautions for participants with food allergies.

We keep all lunches for participants and participants with allergies separate from other lunches. Allergen-Free tables are available for anyone with food allergies. Tables are monitored and cleaned between each lunch period to prevent allergen transfer.

Food and treats are not permitted to be shared among the group unless you receive written/email permission from the Camp Director (ie. Birthday celebrations etc.)

**If your child has a food allergy, please include all pertinent information on their health forms. The more we know, the better prepared we can be to take care of your child.**

If your child requires an Epi pen or medication that may be required for use at camp, be sure to bring it with you when you get your Welcome Packet. All medications must be submitted with a health professional’s written order/prescription tag.

Camp Barrett Staff participates in annual training, in which they are taught planning steps and strategies for reducing allergic reactions and responding to life-threatening food allergy reactions. In addition to learning how to prevent, recognize and react to food allergy emergencies.

## **THE CAMP SEASON**

**Camp is closed on July 4th in observance of Independence Day.** Please review your camp calendar for an overview of special events and themed days.

### **The Camp Day (For Parents/Guardians)**

At Camp Barrett we want the camp experience to be as convenient as possible. Our participants are enjoying their summer vacation, though many parents still have to work. Therefore, the gates open every morning Monday through Friday promptly at 9:00 A.M. To avoid confusion please have your child to the park on time.

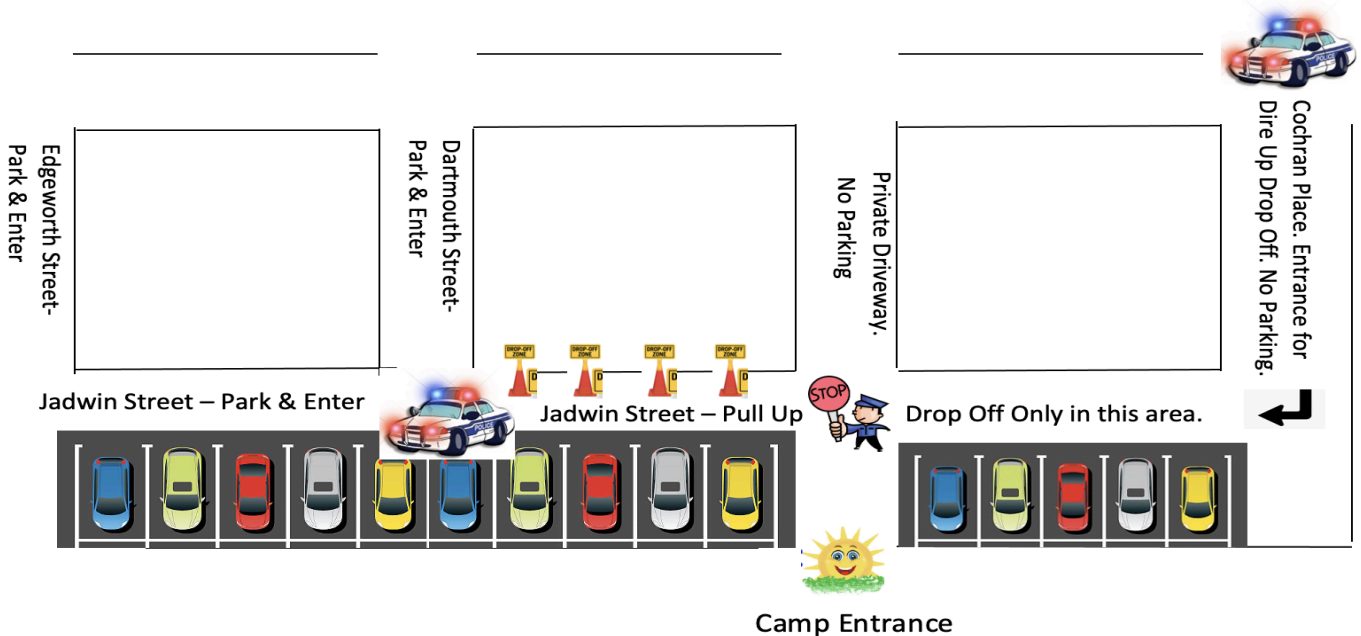
### **Morning Arrival (2 options)**

Participants are dropped off at camp at 9AM. Camp Barrett offers a valet arrival, so a Staff Member will greet you and your child at the car to check them in at our Welcome Area. Please follow the driving directions, and obey all posted traffic signs and instructions from camp Staff on site. If you do not want to use the valet arrival, you may park your car using street parking, and walk your child to the welcome area. Please read below for further details.

(1) *Pull Up- Drop Off:* Allows you to drop your child off without having to park and walk into the park. Starting at 8:45am you can line up on Cochran Place facing south (towards Jadwin Street). Please leave room for neighbors to pull out of their driveways. Once you turn onto Jadwin Street you will be directed to a drop off point labeled #1 to #4. When

you pull up to your drop off point a staff member will be there to help your child into camp. Your child should be able to get out of the car on their own if you are using this method. Drivers and other adults are not permitted to get out of the car. Participants should only exit the vehicle on the passenger side at a drop off point and not before. You will see Public Safety at the entrance to the Pull Up-Drop Off line and at the end. Nassau County Crossing Guards are present to aid in the crossing of streets directly in front of camp.

(2) *Park and Enter:* Families should feel free to park and escort their child into camp. There is NO Parking on Cochran Place or Jadwin Street directly in front of the park. When arriving at camp please stay on the sidewalks and cross the street with the crossing guard. Remember all of these procedures are in place for the safety of all children. We know and understand that it is hot and you may have to park and walk a bit further but we hope everyone has a safe and fun summer.



## Dismissal Procedures

Dismissal will begin at 2:50PM for the Purple Division. Individuals will be dismissed from the front entrance gate of campus. Purple Division participants will exit the park entrance and each family should have a plan in place for picking up their child. Once the Purple Division exits campus Camp Barrett is not responsible for participants.

## Early Dismissal from Camp

In the event of an early dismissal, parents should notify the camp office. Your child will be escorted to the front gates and dismissed at that time. Plans for pick up should be arranged with the child for days like this.

## Visiting Camp

In the event that you need to visit or speak with the Camp Director or your Child's Group Leader, you must call the Camp Office to schedule an appointment. Visiting policies are subject to change based on the camp schedule, weather or other factors.

## **Color Wars & Carnival Day**

Parents/Guardians are allowed to visit the camp on the day of their Color Wars. Parents/Guardians will need to present their Pick Up Cards at the front gate, sign in and wear their Guest Pass at all times. All card holders are welcome to bring 2 guests with them, and must escort them through the Welcome Area.

## **Off Campus Visits**

Parents/Guardians **may not** chaperone participants or visit with participants during off campus field trips. Please call the Camp Office to discuss further if you have any questions/concerns.

## **Messages/Absences**

Please call the Camp Office or email the Camp Attendance if your child will not be attending camp for any reason. *There are no refunds or make-up days for absences. There is no refunds or make-up for not attending a trip.*

# **Camp Day**

## **Morning Arrival**

Our day begins with reporting to their designate space under their group tent. Groups check-in, take their attendance, drop-off lunch, drop off personal gear and discuss the day's schedule, activities, events or trip.

## **Daily Schedule**

Each of our Groups follow a schedule of various planned activities designed to provide Participants with a variety of physical, fun, creative and artistic opportunities throughout the day. Generally, activities are 30 minutes, and all activities are outdoors. Some activities are offered on a daily basis, while others may be offered on a weekly basis. Individuals will be assigned to buddy up with a group of younger children and will spend a portion of the day working along side this group playing and interacting with the participant s of this group.

## **Special Interest Clubs**

Participants who attend the Full Day Program will attend Special Interest Clubs in the afternoon. Purple Division participants will help the counselors during this portion of the day to facilitate activities for participants in these centers.

## **Special Events, Theme Days, and Traditions**

In addition to our amazing daily routines, Participants also look forward to a variety of special events, theme days, and traditions, which are scheduled on the camp calendar. Due to inclement weather activities may be canceled or rescheduled at the discretion of the

Camp Director. Additional activities are scheduled during the camp season as a surprise to participants. Participants are encouraged but not required to dress up for our theme days.

## **Off Campus Trips**

We love venturing off campus to visit amazing venues long island has to offer, including some of the most popular childhood destinations. Purple Division participants will travel to a venue on a bus and return to campus via the bus. If a trip leaves or returns to campus outside of the normal hours, we will notify you in advance, and can be found on the Purple Division Calendar. No parent chaperones are permitted on the trip or at the venue.

## **WEATHER CONDITIONS:**

We are a completely outdoor facility. We provide shaded areas throughout the camp for participants to cool down and get shade from the sun.

## **Rainy Days**

In the case of inclement weather we may close or have a delayed opening.

### **Cancellation of Camp Prior to Camp Day**

The cancellation of Camp Barrett will be determined by the Camp Director. This decision will be made and communicated via facebook/instagram, email, and an automated call/text system to the specified number you provided on your application/forms by 7:30AM, in general, to give you time to make alternate arrangements. In the event of any possible extreme weather (hurricane, tropical storm, tornado etc.) has been predicted we will make the decision whether or not to open camp the day prior and notice will be sent to families via the methods stated above.

### **Cancellation of Camp During the Camp Day**

In the case that the camp is in session already for the day before substantial rain begins, Purple Division participants will be dismissed alongside the Red to Blue Division campers. Parents/Guardians will receive an automated call that the campus is shutting down. Purple Division participants can:

- Exit the park and walk home.
- Participants can remain under the lunch tent and wait until parents call participants' cell phones to exit campus on their own.
- Participants can wait under the lunch tent until an adult enters campus to get them.



## **Extreme Heat Days**

Camp typically remains open despite the extreme heat, although if it is deemed unsafe, we can cancel camp for the day.

Typically on days of extreme heat the scope and the duration of each activity is modified depending on the severity of the weather. Participants will continue to move from one activity to another to participate in their scheduled activities with breaks built in for hydration and shade. Additional time and increased frequency in the sprinklers and other water based activities will take place that day as well. We encourage all families to make the decision that is best for them based on the weather for the day.

## **CAMP RULES, POLICIES, AND PROCEDURES**

Safety is our #1 Priority. Purple Division participants should be aware of the rules at camp, and know what is expected of them. The development and discussion of expected positive outcomes is important to help everyone understand the importance of their role in our camp community, and that their attitude, behavior and choices impact themselves and others.

## **Home/Camp Communication**

In an effort to provide you with peace of mind while your child is at camp, we make every effort to provide clear and consistent communication between camp and home. You may receive written communication, emails, in-person reminders, phone calls, text messages, or other communications that are designed to keep you informed about your child's experience, and to alert you to any changes or disruptions in the camp day.

## **Risk Management/Emergency Drills**

Our staff are trained in risk management practices, including safety and security of the campus and also receive emergency preparedness training in fire evacuations, active shooters, lockdowns and lockouts. Our camp has only one point of entry and egress at the main building and all other entries are locked during camp hours. Open entrances are staffed at all times during the day.

In addition, we notify the police department, fire department and hospital in advance of our camp program, activities, and schedule so they are aware of our presence in the community, and that any activation of a 9-1-1 response may involve children. This notification is updated yearly before the camp season by our Director.

We do not publish specific risk management practices, or go into detail about our emergency procedures for public consumption, so that potential threats can be mitigated without the intrusive party being aware of specific Staff and participant responses to emergencies. Participants and staff will periodically participate in drills so that participants are aware of the procedures while on campus. While we cannot control the actions of those who potentially mean to cause harm to

members of our camp community, we diligently prepare to make sure that we can do everything in our power to keep everyone safe.

## Park Perimeters

Camp Barrett is a completely fenced in facility. If a staff member notices a person acting in a suspicious manner inside or outside the park, along the perimeter, during arrival/dismissal, they will introduce themselves and ask if they may be of assistance. Supervisors and the Camp Directors will also report to speak with the suspicious person and if uncomfortable with the response, the staff will immediately call 911 to gain further guidance and assistance.

No person will be permitted to sit in parked cars/stand along the perimeter during camp hours, except for 15 minutes prior to and after arrival and/or dismissal times. Staff may still approach these people and ask to see a camp issued pick up card and photo identification as a precaution.

Staff is not responsible for any damaged, misplaced or stolen items.

## Parking Around the Park

Please remember to be courteous to our neighbors and **do not block driveways, double-park or block the gates to the park.** There is a crossing guard present at the gates of the park for the safety of you and your child, please cross the street at the corner where she is present and not further down the block.

Please follow all driving directions and obey all posted signs and instructions from camp staff, public safety and code enforcement. If you do not want to use the drive up-drop off arrival, you may park in designated parking spaces in front of campus, or use street parking, and walk your child to the welcome areas. When using street parking all cars will be parked appropriately in spots, not blocking driveways or double parking. All cars will be turned off when no one is in them. No U-Turns are permitted around campus. No verbal aggression towards any Village employee directing traffic will be tolerated or accepted. Failure to follow these guidelines may result in participant s being expelled from camp with no refunds for tuition or add-ons.



## Bullying Policy:



At Camp Barrett Park, bullying is inexcusable, and we have a firm policy against all types of bullying. Each child is expected to treat all other participants with respect, and to help each other achieve the best possible experience. If a child has difficulty meeting this expectation, parents will be called upon to assist and will be held to the discipline policy.

Our leadership addresses all incidents of bullying seriously and trains staff to promote communication with their staff and participants. We work together as a team to ensure that the children gain self-confidence, make new friends, and go home with great camp experience.

## Discipline Policy:

All participants are expected to exhibit appropriate behavior at all times while they are on our property, or participating in our camp/trips. Participants are expected to behave in a mature, safe, responsible way as well as, respect the rights and dignity of others. A caring and positive approach will be taken regarding discipline. Camp staff will reinforce appropriate behavior through positive reinforcement, firm statements, and redirection of activity. We will listen to the participants and respect the participant's needs, desires and feelings. We will praise and encourage participants while modeling appropriate behaviors. All participants must understand and follow the guidelines set for. Please review these guidelines with your child.

- Talk in a pleasant manner. Foul language, put downs/poor sportsmanship and bullying will not be accepted.
- Be safe! Always obey camp and bus rules and staff.
- Treat all equipment and supplies with proper care and respect.
- Show respect for the staff, bus drivers and fellow participants.
- Aggressive behavior that is threatening to the child, staff or others will not be permitted at the camp.
- Keep hands, feet and other objects to yourself.
- Have a positive attitude and have fun.
- Participants should talk to a counselor or any other camp staff member if they are uncomfortable with any experience or need assistance while at the camp.

When a participant does not follow behavior guidelines, we will take the following action steps as the behavior problem progresses. Depending on the severity of the behavior, we may skip a particular step. (ie. If a behavior warrants it, an immediate suspension or expulsion may result.)

1. Redirection: Staff will redirect the participant to more appropriate behaviors.
2. Verbal Warning: If inappropriate behavior continues, the participant will be reminded of the behavior guidelines and camp rules, and asked to decide on action steps to correct his/her behavior.
3. Parent Conference: If the participant's behavior still does not meet expectations and is affecting the experience of other participants or his/her safety or that of other participants, he/she will be brought to the camp office to meet with the director or assistant director. During that time, the director may call a parent/guardian with the participant present, or will call home after the participant returns to the group. This is up to the discretion of the director/assistant director.
4. Written Warning: Written warnings are issued and are given to a parent if a child persists in unacceptable behavior. The Camp Director or Supervisor will speak with the child and their parent/guardian. The parent/guardian will be required to sign the written warning acknowledging receipt of the warning. Parents/guardians will be required to pick the child up from the camp immediately.
5. Second Written Warning & Meeting: If a participant's unacceptable behavior persists a second written warning will be issued, and a meeting with the Camp Directors, necessary staff, parent(s) and child will be held. At this time, suspension or expulsion from the camp will be discussed.

## **Personal Belongings**

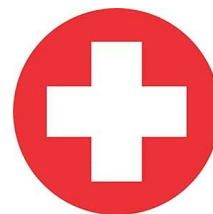
We encourage participants to be independent and care for their personal items, and keep all of their gear in their backpack when not in use. All valuables should remain at home. Electronic devices of any kind are prohibited on campus, unless at their homebase. Participants may not take photographs or videos while at camp. Camp Barrett is not responsible for loss or damage to any personal items.

## **GENERAL MEDICAL INFORMATION AND POLICIES**

### **Participant Health and Wellness (before leaving home)**

Please **DO NOT** bring your child/children to camp if they do not feel well or are exhibiting signs or symptoms of any illness. Keep your child/children home if they are: vomiting, have diarrhea, a fever of 100 or higher. The health of our camp community depends on keeping communicable diseases, such as pink eye, strep, influenza, COVID-19, coxsackie, and unexplained rashes out of camp.

Thank you for helping us to keep our camp community healthy throughout the summer.



### **Participant Health Forms**

Parents/Guardians are asked to complete and submit all health forms to Camp Barrett by May 1st, or within 110 days of enrollment after May 1st. Failure to do so will result in the participant's enrollment being canceled/voided with no refund. All health forms are available on the Camp Dashboard.

### **Infirmery/Health Office**

There is a designated Health Office with an area for sick and injured participants. Health-trained Camp Staff are certified in American Red Cross CPR/AED for Professional Rescuers, Responding to Emergencies First Aid. Camp and off campus venues are equipped with at least one AED device. Parents/Guardians will be notified immediately when a participant becomes ill. If a participant receives a minor injury (scraped knee, etc) they will receive first aid. In the event of a major emergency, 911 will be called immediately and the parents will be notified.

## **SPECIAL NEEDS:**

If your child requires any special attention or needs ( i.e. speech, learning disability, hearing or physical limitations), please indicate on your registration sheets, and please make the nurse and the Camp Director aware of any pertinent information. We will provide reasonable accommodations, modifications, and services in accordance with the needs of a child's disability. Parents must communicate the child's physical, emotional and/or cognitive needs with the Camp Director prior to the first day of attendance. We want all children to succeed and have a fun summer! All information will be kept confidential.

## TRIPS AND SPECIAL EVENTS:

### Trips:

Trips are included in the tuition cost for the Purple Division. Trips are **NOT REFUNDABLE!** Participants should come wearing their Purple Camp Barrett shirt, with a backpack containing snack/lunch, drinks or money. If meals are included in the trip, it will be listed on the Purple Division Calendar and you will be reminded via email, text and phone call. Counselors will not be responsible for holding money sent with your child.



### **Late Arrivals during Field Trips:**

The bus will not be held later than the departure time if Purple Division Participants arrives at camp after the trip has departed, they will remain on campus. The trips are non-refundable.

### **Bus Behavior:**

Keeping the children safe is our number one priority. In order to ensure a safe ride, we must be firm about behavior during transportation. If a child is misbehaving on the bus (ie. foul language, disturbing fellow participants, not following bus rules), the following steps will be taken:

1. A verbal reminder as to appropriate bus behavior.
2. An assigned seat and a phone call to the family.
3. Suspended from the bus for the following trip.
4. Expelled from the bus for the remainder of the summer.

Hoping for another fabulous summer!

Camp Director –Nicole Winter  
and the Assistant Directors &  
the Supervisor Team.

