



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# **FAIRVIEW LAKE YMCA CAMPS**

# **Family Handbook**

1035 Fairview Lake Rd  
Newton, NJ 07860

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Dear Families,

Welcome to another exciting summer at Fairview Lake YMCA Camps! For more than 110 years, we have been providing a safe and fun summer experience for campers and we are so glad your child will be joining us this year.

At camp, your child will try new things, get out of their comfort zone, connect with their peers, find good role models and learn life lessons. They might also cloud gaze, see a shooting star, watch the sunrise from the ridge and win a cannonball contest. The possibilities are limitless.

As you review this handbook, please remember that while we did our best to include every bit of information we could, you may still have questions – and that’s ok! Please do not hesitate to ask questions – we are here to help.

Another important reminder: camp is a cell phone and screen-free environment. We have included extensive information on why this makes for a safer and more trusting environment at camp in this handbook, but we am happy to walk you through this decision. Thank you for being our partner in giving our kids a screen-free summer.

Have a wonderful, Fairview Lake kind of day!

## Contact Information

Summer Camp Director:	Maya Gujral	<a href="mailto:mgujral@metroymcas.org">mgujral@metroymcas.org</a>
Assistant Camp Director:	Emma Curran	<a href="mailto:ecurran@metroymcas.org">ecurran@metroymcas.org</a>
Associate Executive Director:	Jennie Griffin	<a href="mailto:jgriffin@metroymcas.org">jgriffin@metroymcas.org</a>
Executive Director:	Marc Koch	<a href="mailto:mkoch@metroymcas.org">mkoch@metroymcas.org</a>
Registrar:	Michele Scabet	<a href="mailto:mscabet@metroymcas.org">mscabet@metroymcas.org</a>
Phone:	973-383-9282	
Fax:	973-383-6386	
General E-mail:	<a href="mailto:fairviewlake@metroymcas.org">fairviewlake@metroymcas.org</a>	

For information on communicating with your child, please see page 11.

## FAQs and In-Depth Information

While we intend to make this handbook as comprehensive as possible, our website has a wealth of additional information. Please visit [fairviewlakeymca.org/registered\\_families](http://fairviewlakeymca.org/registered_families) for more information, FAQs, and schedules for arrival and departure times.

Fairview Lake YMCA Camps is proud to be accredited by the American Camp Association. This accreditation goes above and beyond the NJ requirements for summer camps.



## FINANCIAL POLICIES

### MEMBERSHIP

All campers must have a current YMCA membership. The \$50 membership fee (if applicable) must accompany the registration form. At the time of registration, non-members become a Fairview Lake YMCA Camps Summer Youth Member.

### DEPOSIT REQUIREMENTS

\$250 deposit for each one-week session and \$500 deposit for each two- or three-week session. This deposit is applied to the total tuition bill. The \$50 membership fee (if applicable) must accompany the registration form.

### SIBLING DISCOUNT

If more than one child from the same family is enrolled in camp; you receive a 5% discount for each additional child. Discount applies to the lower priced session(s). Applies toward camp tuition fees, they are not applicable for Membership or CIT tuition.

### REFUND POLICY

Deposit fees are non-refundable. Entire camp fees are also non-refundable if a camper leaves due to homesickness, dismissal or voluntary withdrawal. Fees paid over and above the deposit are refundable ONLY if cancellation is made at least 30 days prior to the start of camp session. If it is deemed advisable to send a camper home for an EXTENDED period for medical reasons, one half of the unexpired portion of the session will be refunded.

### FINANCIAL ASSISTANCE

The Y strives to make the Y programs and services more affordable for everyone so that kids and adults can receive the educational, physical, and social benefits of our programs while reducing the stress on adults juggling work and household responsibilities with the uncertainties of life. Through our Y for All Fund, qualifying families and individuals can receive a reduced rate on Y programs. Even if you don't think you would qualify for assistance, we encourage you to apply. [www.fairviewlakeymca.org/yforall](http://www.fairviewlakeymca.org/yforall)

### TUITION PAYMENT

Please remit final payment by June 1. Payments can be made by mailing a check or on our registration website – [www.fairviewlakeymca.org/registernow](http://www.fairviewlakeymca.org/registernow). Accounts with outstanding balances after June 1 will incur a \$50 late fee.

## Arrival Day: WELCOME TO CAMP!

Please do not bring pets to camp.

Check-in takes place on our front field. Visit our website, [fairviewlakeymca.org/registered\\_families](http://fairviewlakeymca.org/registered_families) for a complete schedule of arrival times.

Arrival on Sunday is based on your child's program. A reminder email will be sent to you before you arrive at camp, but you can also refer to this page to plan ahead! If you are dropping multiple children off for camp and they have different check-in times, please use the **LATER** time. Early arrival is not permitted unless pre-approved by the camp director. If your child is arriving after 1 PM, please make sure they have had lunch!

### **PLEASE DRIVE SLOWLY AND WATCH OUT FOR STAFF AND CAMPERS!**

Children will stay in the car with their families unless asked to hop out for a quick health check. For the most efficient check-in experience, please use this process:

- Check-In with the CIT's at the camp gate to receive a Check-In Day flier and information.
- Follow the traffic pattern to the health-check station. Your child will get out of the car and meet one of our health care staff members – they will check your child's temperature, throat, hair, and ask a few general health questions. Your child will then get back in the car!
- As you wait, please take this time to prepare to say goodbye – and encourage them to write, listen, make friends, try new things and have a great time! Please refer to page 18 if you are concerned about homesickness.
- Pull around to our luggage & departure station. Children will get out and staff will assist them in moving their luggage into an awaiting camp vehicle. This is where you'll give your last big hug and wave them off as they head up to meet their cabin mates.
- If your child is taking medication, you'll be directed over to the medication check-in area. If not, you'll head out the main gate.
- Head home knowing that your child is about to have the best summer ever!

There will be a port-a-potty on the field for your convenience.



## Departure Day

Visit our website at [fairviewlakeymca.org/registered\\_families](http://fairviewlakeymca.org/registered_families) for a complete schedule of departure times.

Departure times on Saturday are based on your child's program. A reminder email will be sent prior to your child's pick-up. If you are picking up children in different programs, please pick them up at the **EARLIER** time.

Please confirm with the office if you must pick your child up outside of the pick-up window.

When you arrive at camp, you'll stay in your car and stop at the main office to confirm who you are picking up. You will be asked to present a photo ID at this time. You will be directed to your child's unit where your child will be waiting with their belongings packed.

Please note that children may only leave camp with an authorized adult. If your child needs to depart with another adult, that person must be listed on their Camper Release Form, which is completed when you register your child for camp. Changes to your child's release form can only be done in writing, please contact our office to make these changes.

### Before you depart, be sure to...

#### Talk to your child's counselors.

This is the best way to get first-hand feedback regarding your child's experience from the counselor's perspective. You will be mailed a camper evaluation for your child shortly after their departure.

#### Pick up your child's medications!

Please ensure that all medications/medical supplies are with your child before departure.

#### Check the Lost & Found!

Each summer, we end up with a significant number of lost items. Putting your child's name on their belongings and helping them know what has been packed for them is the best way to minimize loss of items. Prior to your child's departure from camp, please check the lost and found by the office. It's best to send older items, nothing that is too sentimental, in case it doesn't return home. Lost and found left at camp at the end of the summer will be donated to a local charity.

### Post Camp Communication

Please note that any communication with campers and their families will occur through our office. It is our policy that staff do not communicate directly with campers or visit them outside of YMCA programs. Additional information on child protection can be found on page 15. Thank you for respecting and understanding this policy.

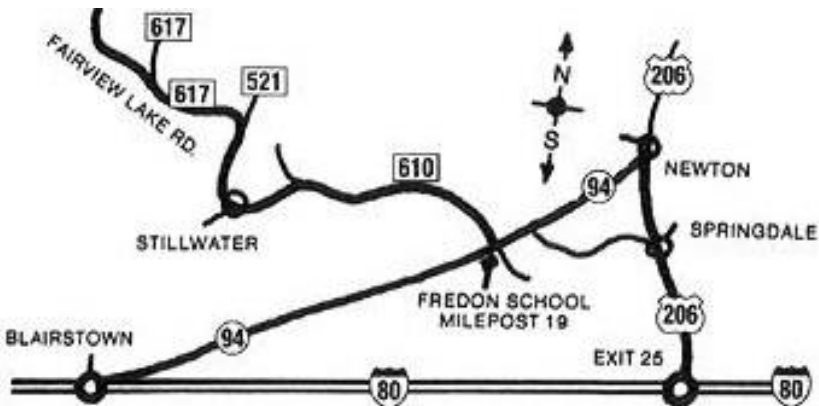
## Driving Directions

**We highly recommend you load the directions into your GPS/Phone prior to departing for camp!**

- Take I-80 to Exit 25, Route 206 North towards Newton.
- Follow Route 206 8.3 miles.
- Turn Left onto Rt. 618 (Fredon-Springdale Road) AFTER the stop light for Sickles Pond Road (Bagel Shop on the corner).
- Follow Rt. 618 for 2.3 miles to the T-intersection with RT 94.
- Turn Left onto RT. 94 and travel .8 miles.
- Turn right onto Route 610 West.
- After 1.8 miles you'll come to a "Y" in the road, bear left (staying on Route 610).
- Go 2.0 miles into Stillwater. Bear right around the Presbyterian Church onto Route 521 North and go .3 miles.
- Turn Left onto Fairview Lake Road.
- Follow Fairview Lake Road, continuing straight at the dead-end sign, to the camp entrance, on the left.

Please drive the speed limit on our local roads – they are winding and narrow, and we have many neighbors (including deer) that might not see you coming.

**Important GPS Note:** When entering our address, make sure to select **Fairview Lake Road**, not Fairview Lake Lane. Fairview Lake Lane is a dirt road with no cell service at the other end of the lake.



## Health Services

The Fairview Lake Health Center is centrally located in the main area of camp and is stocked with first aid supplies and emergency medical equipment. A licensed medical professional with advanced medical training is on-duty 24 hours a day. Each child who comes to camp is unique and is treated as an individual. Please be sure to fill out all forms as completely and accurately as possible and update our staff with any changes. Our ability to accommodate and meet the needs of your child is directly related to the information you provide.

### Required Health History Form

All children must have an updated health history form to attend. Health history forms are electronic and need to be completed on our registration website. Individual health records, medications and other information are kept confidential and will only be shared on a “need-to-know” basis.

### Fever & Illness Policy

Children should arrive at camp in good health. They must be fever free for 24 hours prior to their arrival at camp. If your child is ill or experiencing symptoms of a communicable disease, please contact camp to discuss next steps.

If your child becomes ill at camp (fever, GI upset, suspicious rashes) you are required to pick up your child. Children may return to camp when they have been symptom free for 24 hours. Camp personnel will contact you or other designated emergency contact if your child requires the services of a physician. It is the family’s responsibility to schedule an appointment and transport your child to a physician of your choice.

During orientation, campers will be instructed on how to check for ticks on their bodies. Counselors will remind campers to check themselves for ticks when campers are showering or changing. If a tick is found, the camper will be sent to the camp nurse.

### Emergencies

If your child requires hospital emergency room treatment, camp personnel will contact you. If you cannot be reached, they will contact your child’s designated emergency contact.

### Emergency Contacts

When designating an emergency contact, please make sure it is someone who would be available to come to camp in the event you cannot.

### Medications

If your child is bringing ANY medication to camp, including over-the-counter medications, prescriptions, epi-pens, inhalers, or vitamins, **your family doctor must complete and sign a medication form**. This medication form needs to be signed by you as well and must be submitted prior to arrival by email to: [fairviewlake@metroymcas.org](mailto:fairviewlake@metroymcas.org).

**Medications must be pre-packaged by a licensed pharmacy.** Packaging should be arranged so that each package contains the exact dosage and medications needed to be taken: ie all breakfast/morning medications should be packaged together.

Vitamins and supplements in pill form must also be included in the package. Please speak with your pharmacist to include these.

Medications that are not in pill form (ie liquids, inhalers, injectables, epi-pens) do not need to be packaged and should arrive at camp in their original packaging.

On the health form, you will be asked to select medications you would like our nurse to provide to your child as needed. If the medication is listed on the form, you do not need to bring it to camp. These medications include appropriate dosing of over-the-counter pain medication, anti-itch creams, etc. The full list is available on the health form.

## Immunizations

Each child must have all immunizations as required by NJ law and/or deemed necessary by your family doctor. A record from your child's doctor is required to attend camp and must be submitted prior to arrival. Please submit a scanned pdf copy of the document to your child's registration record.

## Sun Protection

To ensure that your child is protected from the sun during their stay at camp, we request that all children bring with them the following items: Sun block-SPF 30 or higher/broad spectrum/waterproof, sunglasses and hat/visor, and 1-2 UV protective/rash guard shirts. Campers are instructed often to apply sunscreen, and application is supervised by the staff. It is important for you to review proper application with your child prior to their arrival at camp. If your child is especially sensitive to the sun, please indicate this on their health history form and provide the counselors and nurse with your preferred protection plan.

## Mental Health

The mental health of our campers and staff is just as important to us as their physical health. It is paramount that parents and guardians disclose mental health difficulties and management plans with the health care team here at camp.

To support the emotional and behavioral health of your children, all camp staff receive training that helps them understand the diverse needs of youth and respond to those needs with compassion.

Our Mental Health Specialists are available to assist camp staff in providing emotional and behavioral support for all youth at our camps by offering activities intended to promote social and emotional well-being, as well as by partnering with camp staff to respond to campers who are having individual struggles with big emotions or behavioral challenges. They are also available to provide families with resources and referrals to address individual needs upon request.



## Medical Bills

All medical bills are the responsibility of the child's parent or guardian. Camp does not carry medical/accident insurance for individual participants.

## Life at Camp

### Cabins

#### Bunk Assignments

Campers are grouped by program, gender, and age. Upon registration, you can complete a bunk mate request form.

#### Bunk Requests

We will attempt to honor all bunk requests. Bunk requests must be MUTUAL. Please only request one friend. Placing too many friends in the same cabin can often disrupt the social interaction of the group and leaves those who do not already know others at a real disadvantage.

#### Cabin Types

Traditional Camp, Specialty Camps and Ranch Camps are housed in our cabin units. These include the **Birch Unit, Laurel Ridge Unit, Lakeside Unit, and Wickapeck Lodge**. Each cabin has ten or twelve built-in bunks, an indoor bathroom with flush toilets, and hot showers. The cabins have thermostatically controlled gas furnaces, a central cooling fan, electric lights and outlets; plus smoke/carbon monoxide detectors and fire extinguishers. Wickapeck Lodge is one of the original farmhouses on the property, and has three bedrooms and a bathroom upstairs; two bedrooms, a bathroom, and a large living room with a fireplace downstairs; plus a dormitory wing.

A.T.C. Camps and the C.I.T. Program are based on the seasonal side of camp in the **Delaware and Warrior Units**. Cabins are fully enclosed with built-in bunk beds. Each of our seasonal units has their own centrally located bathhouse with flush toilets, hot showers, sinks, and electricity.

Depending on the enrollment and popularity of a program, Fairview Lake YMCA Camps cannot guarantee a placement in a particular cabin or unit.

### Ratios

Overall, camp maintains a 4:1 ratio of campers to staff. This ratio will vary slightly based on activity and supervision needs. Fairview Lake YMCA follows the guidelines of the American Camp Association for program area ratios.



## Schedule

On a typical day our campers will follow a schedule similar to those listed below. Special events, trips, and rainy days may cause variations in the schedule.

### Traditional and Specialty Camps

8:15 am	Line Up & Breakfast
9:00 am	Cabin Clean Up
9:45 am	Activity Periods 1 & 2
12:10 pm	Line Up & Lunch
1:15 pm	Siesta
2:30 pm	Activity Period 3 & 4
5:00 pm	Free Sport/Free Swim
6:00 pm	Line Up & Dinner
7:30 pm	Evening Activity

### Ranch Camp

8:00 am	Cabin Clean Up
8:15 am	Line Up & Breakfast
9:45 am	Ranch Activities
12:10 pm	Line Up & Lunch
1:15 pm	Siesta
2:30 pm	Ranch Activities
5:00 pm	Free Sport/Free Swim
6:00 pm	Line Up & Dinner
7:30 pm	Evening Activity

### Adventure Trips for Challenge\*

8:15 am	Line Up & Breakfast
9:00 am	ATC Activities
12:10 pm	Line Up & Lunch
1:15 pm	ATC Activities
6:00 pm	Line Up & Dinner
7:30 pm	ATC Activities

\*ATC Programs have flexible schedules based on the programs focus and needs. Siesta is built into the schedule daily.

## Meals

Fairview Lake YMCA Camps has a 3-week meal rotation during the summer. Each breakfast consists of the breakfast bar (yogurt, fruit, and granola), cold and hot cereal, juice and water, and a main course (i.e. pancakes and sausage). Each lunch and dinner include a salad bar, juice or milk, water, and a main course. There will be a vegetarian option at each meal. Families who have campers with food allergies or with special food requests will be directed to the Food Service Director. We do not serve nut-based food in our dining hall and Trading Post. However, food allergies, including nut allergies, should still be listed on your camper's health form.

## What to Bring to Camp

### Clothing

Be sure to provide proper clothing for rainy days and footwear for hiking. All clothing and equipment should be clearly marked with your child's FULL name. A packing list for your program can be found on our website.

Trunks must be less than 18 inches tall to be able to fit under the bunk. A list of the things sent to camp taped to the inside of the trunk may be helpful when packing for home. To minimize lost and found, please pack with your child so that you both know what they are bringing to camp. Marked articles which are turned in at "Lost and Found" after the camper's departure will be held for a limited time, if possible. It is best to send older clothing, nothing of sentimental value or expensive items.

### What About Laundry?

All children enrolled in **three or more consecutive weeks** will have their laundry done at no extra charge. Children should pack two weeks' worth of clothing. Emergency laundry service will be provided as needed. Please send a laundry bag with your child's name clearly marked. We highly recommend a mesh laundry bag.

### Optional Items

Musical instruments are welcome and can be used during leisure hours and for regular camp programs. Campers wishing to rollerblade or skateboard must bring their own equipment, including a helmet and pads, which must be worn correctly when using the equipment. We reserve the right to confiscate equipment and hold it until the end of your child's session if they are using it unsafely. We encourage campers to bring small games with the exception of handheld electronic games. Remember to put your child's name on everything. A power strip (no extension cords) should be brought for hairdryers and fans. Camp chairs and hammocks are welcome in all programs. Campers in ATC and CIT programs do not have electricity in the cabins.

## What NOT to Bring to Camp

The camp insurance policy does not cover personal items. Please leave valuable items at home. If you decide to send your child to camp with these items, please consider the risks. Camp is not responsible for anything that may happen to these items. Electronics that connect to the internet are prohibited.

- Electronics that can connect to the internet or cellular service, such as phones, smart watches, iPads or tablets.
- Cash, credit, or debit cards.
- Bicycles (unless participating in a program that requires the use of a bicycle).
- Weapons (ATC campers are permitted to bring one pocketknife).



- Expensive items.
- Drugs and alcohol, including e-cigarettes or other vape devices.
- Items with inappropriate or adult content.
- Extension cords.

If you have any questions about whether your child can or cannot bring something to camp, please contact us prior to your arrival.

## Cell Phones & Screens Policy

**Fairview Lake YMCA is a cell phone free facility.** All devices that connect to the internet or cellular service, including smartwatches, phones and tablets, are expressly prohibited and will be confiscated and held in the main office until departure.

If your child is experiencing homesickness or other difficulties at camp, we will contact you!

Beyond the obvious that phones and tablets are extraordinarily expensive and delicate electronics, and that service is spotty here on our property, there are two big reasons for our screen-free policy:

1. We want our campers to develop authentic and strong relationships with the people and places they physically interact with.
2. We want to support campers in growing their independence and gaining problem solving skills by creating a community of peers for support.

Let's face it, social interactions can be hard, and many kids choose to keep interactions online. This can lead to bullying, isolation, and anxiety. By taking away the electronic barrier, campers spend time together - learning to navigate relationships, reading body language, building community and supporting each other. Campers gain confidence in their social skills and are more likely to develop strong relationships once they return home. There is less pressure and more time to live in the moment.

We want our campers to appreciate the physical world around them. No screen can duplicate a shooting star streaking across the sky, the smell of wood smoke or the sound of laughter around a campfire. By keeping camp screen-free, children appreciate a sunset after a full day of fun and the thrill of a water slide race with a friend –feelings you can't create on the internet.

Our second goal is to help our campers grow their independence and build a community. Campers who overcome problems feel pride, a sense of accomplishment and gain self-esteem – all building blocks for success later in life. Our staff are trained to help campers solve problems – they don't solve the problem for them. Campers learn to support each other through tough spots – navigating a first crush, overcoming a fear, or being away from home for the first time. This community they create will be one they can lean on for the rest of their lives.

There is nothing better than hearing your name being chanted because you've finally reached the top of the climbing wall, getting high fives for your first bull's eye at the archery range, or feeling the refreshing rush of a cannonball into the lake. By building strong relationships, supporting each other and appreciating the world around them, campers are happier, more resilient and will have more fun – the most important part of camp!

If your child is experiencing homesickness or other difficulties at camp, we will contact you! Campers will not be permitted to use their phones for photography at any point in the summer, including at the end-of-session banquet. If your child would like to take pictures while at camp, we encourage them to bring a separate disposable camera.

## Communicating with Your Child

### Mail: Incoming and Outgoing

Letters are important at camp and we encourage your family to write often. When writing to your child, be cheerful, talk about home, friends, and activities matter-of-factly. Ask questions about camp that will let your child know you are really interested in what they are doing. You may also wish to send mail early, especially if your child is attending a shorter program. Our office will hold mail for campers. Camp staff will encourage campers to write home. You may also wish to send your child with addresses or pre-addressed and stamped envelopes so that they can write to other family members or friends. Address all mail as follows:

**CHILD'S FIRST AND LAST NAME, Cabin #  
Fairview Lake YMCA Camps  
1035 Fairview Lake Road  
Newton, NJ 07860**

\*If you are writing to children enrolled in ATC, CIT, or Ranch, please write their program name rather than cabin number

### Packages

Packages can be fun for campers to receive. When sending packages, please be mindful of the limited space in a cabin, and that your child cohabitates with seven other children and two counselors! Suggested items to send are a book, magazines, comics, coloring books, markers, decks of cards and items to share with their new friends. **DO NOT SEND TREATS CONTAINING PEANUTS OR TREE NUTS.**

### Phone Calls

Campers cannot receive or make calls while at camp, unless authorized by the Summer Camp Director (i.e. an emergency at home). If you wish to learn how your child is doing, please call and ask for the Unit Leader, who will be happy to chat with you and arrange a check-in with your camper.



Fairview Lake YMCA is a cell phone free facility. Cell phones are expressly prohibited and will be confiscated and held in the administration office until departure.

Our office hours are between 9am-5pm daily. If you call at other times of the day, you will hear a recorded message that includes our emergency phone number. Please only use this line for a true emergency unless directed to call by a member of our staff.

## **Social media & Photography**

The privacy and protection of our campers and staff is a priority here at Fairview Lake. We maintain Facebook, YouTube and Instagram accounts, and will update them throughout the week. We utilize SmugMug, a password protected gallery site to share the majority of our photos. While we do make a huge effort to update our photography albums in a timely manner, please understand that limitations of technology here at camp can sometimes thwart these efforts.

Please do not make assumptions about your child's well-being or enjoyment of camp based on photos – we will contact you if there are any concerns. We do not guarantee daily photos of each child.

## **Our Staff**

Our staff have diverse backgrounds and come from all over the country and globe! Staff are selected through an interview process and have reference checks and a complete criminal background check, performed before they are employed by camp. Staff take part in a 40-plus hour training prior to the start of camp, which includes child protection, safety procedures and best practices – as well as extensive training on how to be a great camp counselor.

Staff are prohibited from babysitting, nannying or having contact with campers outside of camp without a prior relationship being established. If you know a staff member from home, please contact our office so we may document this relationship.

Staff are prohibited from sharing social media or contact information with campers. If your child would like to contact a staff member, please have them write to them, care of camp, and we will make sure that they receive the letter.

If you have any concerns, please contact our office immediately.

For more information on other ways we keep kids safe at camp please visit:  
[www.fairviewlakeymca.org/keepingkidssafe](http://www.fairviewlakeymca.org/keepingkidssafe)

## Behavior and Discipline at Camp

Our goal at Fairview Lake YMCA camps is to provide a welcoming atmosphere and a sense of home for all our campers. Please review the following guidelines with your child so that we can work together to keep camp safe for all participants.

### Behavior Standards

Campers and staff are expected to understand and follow general behavior guidelines while at camp. When your child is at camp, specific rules for safety will be explained to them.

#### General Rules and Standards:

- Campers and staff must respect themselves, other people's bodies and other people's belongings.
- Campers and staff must follow all rules and guidelines in every area of camp.
- Campers and staff must not behave in a way that disrupts the enjoyment of camp for another person.
- Campers and staff must maintain their personal hygiene.
- Campers and staff must represent themselves and camp in a positive way.

### Hate Speech Policy

The Metro YMCA of the Oranges denounces the use of words or images to harass individuals or groups based on gender, gender expression, race, religion, sexual orientation, or any other aspect of identity. "Hate speech" of this nature is contrary to our YMCA's Mission Statement, Diversity Statement, and Core Values. Individuals determined to have participated in such harassment, may be subject to consequences including suspension and expulsion.

### Behavior Management

Fairview Lake YMCA Camps utilize a progressive behavior response plan to ensure that our responses to challenging behaviors are consistent, focused on assisting the child to succeed in our programs, and involve engagement of the parent or guardian in addressing the child's needs. If your child consistently has issues with challenging behaviors, you may receive a behavior report intended to inform you of the behavior, communicate how we are working to address the underlying need of your child, and engage you in strategies to support your child.

Positive discipline is used to help promote social and emotional growth. We use two methods for promoting positive behavior. First, we reinforce and promote desired behaviors with verbal praise and recognition. Second, we provide a 'reset opportunity' where we talk with children making inappropriate choices to educate them about making better choices in the future and allow the child to rejoin activities. Finally, we work with children to repair any harm caused by their behavior and restore community within the group.

## Examples of unacceptable behavior that warrants a report are:

- Being rude or disrespectful to staff and other children, including the use of offensive language or gestures.
- Disregard for rules.
- Bullying.
- Refusing to follow basic rules of safety, including sneaking out of cabins at night.
- Stealing.
- Defacing and destruction of camp property.
- Physically harming or threatening to harm themselves, another camper or staff member.

## Depending on the severity and frequency of behavioral issues one or more of the following actions will be taken:

- A verbal warning from staff and action plan to help modify behavior.
- Temporary removal from activity.
- Parent/Guardian Conference via phone.
- Initiation of a Behavior Support Plan.
- Suspension from the program.
- Expulsion from program without a refund.

## Suspension & Expulsion

We are committed to working with all families to prevent a child from being suspended or expelled from our programs. Our staff will utilize the steps outlined in the Behavior Policy to help a child develop better self regulation. In addition, we will:

- Always use positive methods and language while disciplining children. Praise appropriate behaviors.
- Consistently apply consequences for rules. Give the child time to regain control.
- Document the child's disruptive behavior and maintain confidentiality. Give the parent/guardian written copies of the disruptive behavior that might lead to expulsion.
- Schedule a conference with the director, staff, and parent/guardian to discuss how to promote positive behaviors. Give the parent resources regarding methods of improving behavior.
- Recommend an evaluation by a professional consultant on the premises.
- Recommend an evaluation by the local school district's child study team.
- The following are reasons we may have to suspend or terminate a child from this center:

## Child's Action for Expulsion

- Failure of a child to adjust after a reasonable amount of time
- Uncontrollable tantrums/angry outbursts
- Ongoing physical/verbal abuse to staff or other children

The child's parent/guardian will be advised verbally and in writing about the child's behavior warranting a suspension or expulsion. The parent/guardian will be informed about the length of the suspension and the expected behavioral changes required for the child to return to camp. Failure of the child to satisfy the terms of the plan may result in permanent expulsion from the program. In case of expulsion, the parent/guardian will be given a specific date that allows sufficient time to seek alternate child care, whenever possible (depending on the risk to other children's safety or welfare).

A child cannot be suspended or expelled from the program as a form of retaliation if the parent/guardian has made a complaint regarding a program's alleged violations of licensing requirements, reported abuse or neglect occurring at the program, or questioned the program regarding policies and procedures.

## **Bullying**

In order to ensure that everyone has a positive experience, the physical and emotional safety of each of our campers and staff members is our number one priority. Therefore, at Fairview Lake YMCA Camps, bullying is inexcusable and is grounds for dismissal from camp.

Bullying comes in many forms. Throughout the summer, we work with our staff to identify and stop any incidents that may occur. We understand there are different types of bullying, and that physical bullying (pushing, hitting, kicking) often pales in comparison to emotional bullying and exclusion (teasing, gossiping, taunting). Bullying is aggressive behavior that is intentional, is repeated over time, and involves an imbalance of power or strength. During each session of summer camp, we work within the cabins and as a camp to set the expectations of how each of the campers wants and can be expected to be treated. We are committed to offering a program that helps campers to see the "common ground" they all have. The best way to reduce bullying is to create a positive atmosphere from the start.

We have designed our schedule to provide many opportunities for cabin unity and understanding. Each year our campers tell us that one of the most special things about Fairview Lake is that it is fun and a safe place where they can come as who they are. Our policy is not in reaction to a problem at camp, but rather a proactive approach to offering a wonderful experience to each of our campers.

We encourage you to let us know about concerns that you have regarding bullying or other incidents at camp. If your child has been involved in bullying outside of camp (either as a bully or being bullied) we would greatly appreciate you sharing that information with us. Campers are given a clean slate when they arrive at camp, but knowing that a child has been involved in bullying in the past will help us to identify issues earlier. We know that with excellent staff training and follow through, solid communication regarding our expectations to campers, and a strong partnership with parents that we can be successful in managing this issue. We ask that you discuss appropriate and inappropriate behavior with your camper prior to arrival. In addition, your family should understand our approach to discipline at Fairview Lake.

## Homesickness

Occasionally, children do feel homesick. This is a perfectly natural and normal part of the camp experience and we have trained our staff to help your child through their homesickness. Before they come to camp, it is important for you as a parent/guardian to recognize the potential for homesickness and create a plan with your child.

- Talk about camp with enthusiasm. Do not encourage problems by talking about how they will be missed or how sad you'll be that they are gone.
- Practice being away from home – sleepovers at a peer's or relative's house will help children acclimate to sleeping away from home.
- Help your child to understand that it is okay to feel homesick – it is a perfectly normal feeling and something that you know they can overcome!
- Let your child know your confidence in them. Camp is a happy experience - a part of growing up, for which you feel they are ready.
- Pack familiar items for your child – a picture of your family or a pet, a favorite stuffed animal or even familiar bedding do a lot for a child – and give our counselors great tools to help a child communicate what they are feeling.
- Do not promise to come for them if they experience homesickness – instead, help them create a plan for what to do if they do feel homesick – who to talk to, how to send letters and maybe even a special surprise packed in their bag!

Often, children who are experiencing divorce, changes to their living situation, a death in the family, or even gaining a new family member will feel homesickness more acutely. Please communicate any life events with us so we can be more prepared to help your child if they do experience homesickness.

If your child is experiencing problems with homesickness, we will call you. Chances are by the time a "homesick letter" has reached you, the problem is resolved. Please trust our judgment in this matter. We strongly encourage parents with homesickness concerns to visit our parent resources page for more recommendations from experts in the camping and child development fields.

## Swimming at Camp

Each day, campers will have the opportunity to swim at camp. On their first day, all campers are given a swim assessment in the lake under the direct supervision of certified lifeguards and receive a swim band on the first day of camp. This is a safety procedure that helps staff distinguish between swimmers and non-swimmers.

Swim levels are Red (non-swimmer), Yellow (intermediate swimmer) and Green (swimmer). The swim test includes demonstration of front crawl/freestyle or breaststroke, and treading water.

Swim lessons are provided to all campers in grades 2-6 and are optional if campers are not a green level swimmer in grades 7-10.

Campers and staff will swim and boat under the supervision of our staff lifeguards.

## Off-Site Trips

Campers who are not in an Adventure Trips for Challenge program sign up for additional off-site trips. Reservations are on a first come/first served basis, and spaces are limited. No additional spending money is required, but campers headed to the fair can have additional money added at registration. A waiting list will begin after we reach maximum enrollment. Please note that trips are not offered each week of camp.

**ALL TRIPS ARE NON-REFUNDABLE DUE TO OUR CONTRACT WITH THESE VENDORS.**

### Mountain Creek Waterpark

Located in Vernon, NJ, this waterpark boasts over 20 attractions! We'll spend a large part of the day at the park, so pack your sunscreen! Campers will move around the park in groups with a counselor.

### Flagstaff Extreme (FLG-X) Treetop Adventure

**NEW!** The FLG X Treetop Adventure course is an elevated obstacle course set in the beautiful trees of Northern New Jersey and securely suspended between the trees at 15 to 50 feet off the ground. Some of the features of course include suspended bridges, swings, slides, nets, ziplines and even an aerial surfboard.

Please note that campers attending this trip **must** be able to reach above their heads with their hands to a height of 5'9" flat footed. (69in or 175.26 cm) to participate!

### White Water Rafting

Beginner rafters to high water adventure seekers can enjoy a fun filled day of whitewater rafting on the Delaware River! With our Fairview Lake lifeguards in tow, we'll explore the beauty of the



park and have a lot of fun along the way. Personal Flotation Devices (PFDs) must be worn at all times and will be provided by camp.

## **Sussex County Miners Baseball**

Let's root for the home team! We'll take in a night game at Skylands stadium located in nearby Augusta, NJ. These fun games often include camp doing the YMCA or participating in silly between-inning games and contests on the field.

## **NJ State Fair**

Pig racing, carnival rides, boardwalk games, and more await your child at the State Fair in Augusta, NJ! The trip fee includes a ride bracelet and \$25 in spending money, and additional spending money can be added for this trip. Campers will enjoy the fair in groups with counselors.

## **Additional Information**

### **Trading Post**

Families may add funds to their child's trading post account via our registration website to purchase additional snacks, souvenirs and Fairview Lake clothing! Please speak with your child before the summer to discuss good money management habits – and how many stuffed snakes they are allowed to purchase. Funds on your child's account at the end of the summer will be donated to our Annual Support Campaign.

### **Transportation**

We offer transportation to and from camp from NYC and from New York City Airports for an additional fee every camp session during the summer. Registration can be made online through our registration page. Prior registration is required.

### **Holdovers**

Campers staying multiple back-to-back sessions have the option to stay at camp and participating in our Holdover programming. If you choose to have your child participate in the Holdover programming, you must register in advance.

### **Reflection Service**

A non-religious reflection service open to campers of all denominations is held every Sunday at camp. Themes vary each week, but past themes have included Kindness, Friendship and Trust. Campers and staff are invited to participate through song, skit or reading. The individual religious faith of each child is respected.

### **Birthdays at Camp**

If your child's birthday takes place while they are at camp, we celebrate with singing and a cake for the cabin group to share. Please let their counselor know if your child becomes overwhelmed with attention on their birthday and we will arrange for a smaller celebration.



## Pets

Please do not bring your pet to camp with you when picking up or dropping off your child. Campers may only bring animals of the stuffed variety to camp.