

WILLOW LAKE DAY CAMP

(BUSINESS OFFICE)
P.O. BOX 1266
HIGHLAND PARK, NJ 08904

OWNER/DIRECTOR: WENDY SAIFF
DIRECTOR: DAVE COOPER
ADMIN. DIRECTOR: MARK SAIFF

CAMP LOCATION STATE HIGHWAY ROUTE 181
WOODPORT, NJ 07849
PHONE (973)663-2732

Dear Parents,

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

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

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

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

Warmly,

Wendy Saiff
Owner/Director

OUR MISSION:

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

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

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

TRANSPORTATION

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

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

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

In addition to the driver, each vehicle has at least one counselor aboard to attend to the needs of the campers during the ride to and from camp. Staff are provided with an activity schedule for games, songs, and special events appropriate for the ride.

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

The staff member will give this to the camp nurse. Any other messages or notes can be turned in to the camp administration by our staff member as well.

All camp vehicles will do a dry run prior to the start of camp to establish the best transportation route. A staff member will also arrange to visit you at home and will let you know departure and arrival times.

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

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

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

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

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

OUR AQUATICS PROGRAM

The aquatics program at Willow Lake includes instructional swim and recreational swim, which take place in our four heated pools. We have two Olympic sized pools and one mid-sized pool and one smaller pool designed especially for our youngest campers. The program is run by a state certified pool operator and Red Cross Certified swim staff.

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

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

Progress reports are sent home at the end of the 4th week and again at the end of the camper’s session. Red Cross cards are awarded as a camper completes all of the swim strokes as designed by the Red Cross.

RECREATIONAL SWIM - This is a fun time when campers can play games in the water, swim about with their friends, and have fun on our two terrific water slides.

SWIM EVENTS - Our entire camp participates in our annual Water Carnival, a day long festival with water rides, bumper boats, aquatic attractions and music. During our Color Olympics, the campers participate in inter-camp swim meets.

BOATING - Rowing, kayaking, canoeing, and paddle boating are integral parts of the boating program taking place on our own private lake. Red Cross certified members of the waterfront staff with boating skills direct campers in all of these activities. Campers and counselors are required to wear life jackets whenever they are in the boats on the lake.

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

OUR PONTOON BOATS – All our campers can do some exploration of Lake Hopatcong from one of our pontoon boats. Our Little Willows climb aboard their favorite ‘pirate’ ship and take a trip on the ‘high seas’ perhaps for a special picnic or treasure hunt on an island. Campers in second grade and up not only ride **in** the pontoon, they may try a ride from behind as they get pulled in a tube, banana boat or knee board.

HEALTH AND SAFETY

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

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

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

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

In the event of an injury requiring additional medical assistance, the family's insurance is used as the primary coverage. However, the camp will pay any out of pocket expenses such as deductibles or co-payments.

LUNCHES AND SNACKS

We are committed to the health and well being of children. We believe that no one knows best what your child eats, and what you want your child to eat, than YOU!!!

Campers bring their lunches four days a week, Monday - Thursday, in a paper bag that is clearly marked with the child's name and group number. All lunches will be refrigerated upon the camper's arrival. We suggest that you discuss with your child what you will pack in his or her lunch considering that your camper is having a very full and active day and needs a nutritious lunch to provide him or her with the energy needed for all they do at camp. Consider packing some form of protein and some carbs and also fruit and some vegetables. You do **not** need to pack a drink because we will have cold water available, and we find that children appreciate water rather than sweet fruit drinks (and of course it is healthier for them).

Keep in mind that each afternoon we provide a treat of ice cream or ices as a refreshing pick me up, so do not load up lunches with sweets.

Once a week, usually on Friday, we will serve a pizza lunch. An additional snack is provided for our Little Willows (nursery, kindergarten, first, and second grade) during the day to carry them through lunch. If a child forgets his or her lunch, do not worry. We have peanut butter (or soy butter), jelly, bread, cream cheese, mini bagels, etc. If there are dietary restrictions of any kind, please let us know in writing so that we can make appropriate alternative arrangements on Friday when lunch is served.

WHAT TO WEAR – WHAT TO BRING

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

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

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

Rainy Days: Campers sometimes leave to go out of camp to the movies or bowling on rainy days but all campers do not always leave the camp on rainy days. On a rainy day campers 3rd grade and up may bring spending money, 3-5 dollars in case they want to buy a treat. Bring additional clothing if it is a rainy day and be certain to clearly label the rain jacket or sweatshirt with the camper's name.

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

****DO NOT bring to camp anything expensive, anything breakable or anything you hold dear! Campers should not have electronic devices including, hand-held games, cell phones, ipods, or trading cards.

LOST AND FOUND

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

HOBBIES

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

ABSENCES

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

SESSION EXTENSION POLICY

We have found that Willow Lake Campers sometimes wish to extend their time at camp. We hope to accommodate these requests whenever possible and can best do so if these changes are made before the second week of camp. However, if the request comes after the second week, an administrative fee of \$100.00 is added to the tuition increase.

VISITING THE CAMP

During the camp season there are several theater productions when parents are invited to watch their children perform. Nursery, Kindergarten and 1st Grade performances are scheduled for 12:30 PM. In fourth grade and up plays are scheduled for 6:00 PM after the regular camp day has ended. These visits in the early evenings make it possible for working parents to join us. Children participating in the theater production (and their siblings who attend camp) will not go home on their buses that day but stay in camp and return home later with their parents.

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

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

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

EXPECTATIONS

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

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

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

Camp Does Kids A World of Good!