



# **WOODMONT DAY CAMP**

**FAMILY HANDBOOK**

**2023**

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## WELCOME LETTER

**Dear Woodmont Family,**

We are excited to be sharing the summer of 2023 with you! Our preparations have been underway with everything from staffing to programming and lots of fun in between. Our Village Leaders, Specialists, and Group Counselors join us in welcoming you to Woodmont. We are all looking forward to greeting our campers this summer and making our camp family complete.

Our core values of Kindness, Confidence and Respect are integral parts of both our philosophy and program. While camp is an opportunity to develop skills in swimming, sports and arts, it's also an opportunity for campers to learn about themselves and ways to become a better person. At Woodmont, we make this happen every day.

To assist you in preparing for your opening day of camp, we have put together this Parent Handbook. It contains our procedures and policies that have been designed to ensure a successful, safe and fun summer for all.

If you have any questions or concerns, please do not hesitate to contact us.

Sincerely,



Ilisha & Sam Borek

### CONTACT INFORMATION

Woodmont Day Camp  
420 Phillips Hill Road  
New City, NY 10956  
Phone: 845-638-0700  
Fax: 845-634-7198  
[info@woodmontdaycamp.com](mailto:info@woodmontdaycamp.com)

# CAMP DATES

## SUMMER CAMP DATES

Week 1	<b>Monday, June 26th</b>	to	Friday, June 30th
Week 2	Monday, July 3rd	to	Friday, July 7th [ <b>NO CAMP Tuesday, July 4th</b> ]
Week 3	Monday, July 10th	to	Friday, July 14th
Week 4	Monday, July 17th	to	Friday, July 21st
Week 5	Monday, July 24th	to	Friday, July 28th
Week 6	Monday, July 31st	to	Friday, August 4th
Week 7	Monday, August 7th	to	Friday, August 11th
Week 8	Monday, August 14th	to	<b>Thursday, August 17th</b>

## IMPORTANT DATES

All Camper Medical Forms Due	Thursday, June 1st
<b>Our nurses need time to review all forms before the start of camp.</b>	
Bus Transportation Information Emailed	Thursday, June 15th
Parent Drop-Off & Pick-Up Information Mailed	Monday, June 19th
Opening Day of Camp	Monday, June 26th
Independence Holiday (NO CAMP)	Tuesday, July 4th
Last Day of Camp	Thursday, August 17th

## SUMMER OFFICE HOURS

Monday through Friday  
7:00am to 6:00pm

## MYCAMPMINDER

MyCampMinder is the way to connect to camp online. You can access medical forms, update financial information, and authorize adults for pick-up. Please call the camp office with any questions.

## CAMPANION

Campanion is a mobile app we use to share your camper's experience with you. With a personalized stream of content featuring brilliant photography, regular updates from camp, access to medical forms and more, our hope is that Campanion makes you feel closer to your camper's experience. Download the app from The Apple App Store or Google Play and log in using your same account information for MyCampMinder.

# CAMP BAG

## WHAT TO BRING TO CAMP

- Each camper will receive a Woodmont **Backpack**. This bag will go back and forth with the camper daily.

Please pack your camp bag  
with the following items:

**LABEL! LABEL! LABEL!**

Please put your camper's full name on all items!



**2 Bathing Suits**  
(no bikinis please)  
(tankinis ok!)  
(to go home everyday)



**Pool Shoes**  
(to leave at camp))



**Hat**  
(if desired)  
(to go home everyday)



**Goggles**  
(if desired)  
(to leave at camp)



**Sunscreen**  
(spray preferred)  
(stick for face)  
(to leave at camp)

**Sneakers and socks must be worn every day.**

**Towels are provided for all water activities.**

**Rain ponchos will be provided if it rains.**

Please send  
a **Sweatshirt**  
in a Ziplock bag to be  
kept at camp.



**Sweatshirt**  
(to leave at camp)

**Kinder & Lower Village Campers please pack  
a change of clothes in a Ziplock bag to leave at camp.**

## MEET OUR TEAM

We are excited to introduce you to the members of our Administrative Team. Our mission is to partner with you to make certain your campers have the best possible camp experience.

### YEAR-ROUND TEAM

Owners/Directors	Ilisha & Sam Borek
Camp Administrator	Peter Goldberg
Staffing & CIT Director	Marisa Gershwin
Curriculum & Staffing Coordinator	Michelle Huberfeld

### PROGRAM TEAM

Program Director	Christina Zimmerman
Program Coordinator	Allison Goldberg
Swim Director	Wendy Cowen-Smith
Lakeside Director	Dawn Bernstein
Athletic Director	Joe Hroncich
Creative Arts Director	Akiva Friedman
Adventure Director	Matt Toubin

### CAMPER CARE TEAM

Head Nurse	Whitney Bisland
Dietary Specialist	Mary Smith
Transportation	Shari Rogers
Operations	Jason Emerson

## MEET OUR LEADERSHIP TEAM

### VILLAGE LEADERS

Our Village Leaders are responsible for the well-being of each of their campers and are committed to providing a safe, secure, and enjoyable experience. They are available throughout the summer to respond to any of your questions or concerns. All Village Leaders are actively involved with their groups during the camp day. If you leave a message with the office, they will return your call as soon as possible. You can also email [office@woodmontdaycamp.com](mailto:office@woodmontdaycamp.com) with a message that will be passed along to your camper's Village Leader.

**Kinder Village** (3, 4 & 5 year olds) – Helene Collins & Becky Shefsky

### Lower Village

1<sup>st</sup> & 2<sup>nd</sup> Grade Girls – Melissa Leventhal

1<sup>st</sup> & 2<sup>nd</sup> Grade Boys – Victoria Turloukis

### Middle Village

3<sup>rd</sup> & 4<sup>th</sup> Grade Girls – Hilary Scharf

3<sup>rd</sup> Grade Boys – Michelle Huberfeld

4<sup>th</sup> Grade Boys – Brooke McGovern

### Upper Village

5<sup>th</sup> & 6<sup>th</sup> Grade Girls – Izzy Fisher

5<sup>th</sup> & 6<sup>th</sup> Grade Boys – Jennifer Seaman

### Super Seniors

7<sup>th</sup> & 8<sup>th</sup> Graders – Daniella Denaro

### Teen Travel

8<sup>th</sup>, 9<sup>th</sup> & 10<sup>th</sup> Graders – Kathleen Grand-Pierre

**Counselors In Training (CIT)** (10<sup>th</sup> grade) – Marisa Gershwin

## TRANSPORTATION

Our commitment to your camper's SAFETY & WELL-BEING requires elaborate transportation procedures. We need and appreciate your understanding and cooperation. If you have any questions or concerns about transportation, please contact Shari in the office.

### **BUS TRANSPORTATION**

Our busses are air-conditioned and driven by licensed CDL (Commercial Drivers License) drivers with a Woodmont bus counselor on board.

Prior to the first day of camp, a Woodmont staff member, your bus counselor, will call and attempt to visit the homes of the campers on their bus. At that time, they will stop by the camper's house to introduce themselves if requested. We believe camp begins as soon as your camper steps onto the bus in the morning and ends when they get off the bus at the end of the day.

**Your camper's detailed bus transportation information will be emailed on June 15th, 2023.**

Campers are expected to obey all instructions from bus counselors and drivers. Our bus rules will be posted on each bus.

All requests for bus changes must be in writing through email. There will be no bus changes permitted during the first and last week of camp.

Campers not going home on their regularly scheduled bus must be picked up before 3:00pm or after 4:30pm.

**ANYONE PICKING UP A CAMPER  
IS REQUIRED TO SHOW PROPER PHOTO IDENTIFICATION.**



# TRANSPORTATION

**PARENT TRANSPORTATION** (for families that have selected this option and don't ride a bus)

**Drop-Off** is between 8:30am and 8:50am

**Mini Day Pick-Up** is at 1:15pm

**Full Day Pick-Up** is between 4:05pm and 4:30pm

## MORNING DROP-OFF

*Please be respectful of our neighbors and do not arrive before 8:30AM, there is not a safe place for you to wait or park. At 8:30AM, you will be directed by our staff to drop your camper off at their Village. Our Administrators will be there to open your car door and direct your camper to their group. **Please have your camper unbuckle themselves or you should unbuckle for them.***

## AFTERNOON PICK-UP

*Please be respectful of our neighbors and do not arrive before 4:05PM, there is not a safe place for you to wait or park. If you arrive prior to this time, you will be turned away and asked to come back. Like drop-off, you will drive to each Village to pick-up your camper.*

**If your camper is unable to buckle themselves, we will have a designated lane where you can pull over and buckle in your camper before leaving camp.**

## SAFETY INFORMATION

To ensure the safety of campers, parents, and staff:

- ✓ Administrative staff will be on the driveway to direct you.
- ✓ **Please stay in your car and follow the directions of our staff.**
- ✓ Please be prepared to have camper enter and exit on the passenger side of the vehicle.
- ✓ **To drop-off and pick-up your camper, the vehicle being used must have one of the Woodmont Car Tags hanging from the rear-view mirror with the number facing out. If you are carpooling, you must display multiple car tags.**
- ✓ Please do not use your cell phone.
- ✓ Please do not bring any pets with you in the car.
- ✓ **DRIVE SLOWLY**; there will be campers at camp when you are arriving!

**ANYONE PICKING UP A CAMPER  
IS REQUIRED TO SHOW PROPER PHOTO IDENTIFICATION.**

# TRANSPORTATION

## LATE ARRIVAL

To ensure the safety of our campers during arrival, we ask campers who miss the bus or parent transportation be brought to camp after 9:15am. No drop-offs are allowed during our mini day dismissal, 1:00pm-1:30pm.

All vehicles will be stopped by our security guard before being allowed onto the grounds. Our staff will then direct you to the office to sign in your camper. The office will arrange for a staff member to escort your camper to their group.

## EARLY PICK-UP

To ensure the safety of our campers during departure, campers who are leaving early must be picked up before 3:00pm. No pick-ups are allowed between 1:00pm and 1:30pm, during our mini day dismissal.

All vehicles will be stopped by our security guard before being allowed onto the grounds. Our staff will then direct you to park in front of the office. Someone will meet you at your car to sign out your camper. **ANYONE PICKING UP A CAMPER IS REQUIRED TO SHOW PROPER PHOTO IDENTIFICATION.** Your camper will be brought directly to your car.

## EXTENDED CAMP HOURS

Before Care & After Care options are available for an additional cost and must be previously arranged.

**BEFORE CARE DROP-OFF MUST BE BETWEEN 7:30am - 8:15am**

**AFTER CARE PICK-UP MUST BE BETWEEN 4:30pm - 6:00pm**

**ANYONE PICKING UP A CAMPER  
IS REQUIRED TO SHOW PROPER PHOTO IDENTIFICATION.**

## HEALTH & SAFETY

At Woodmont, we take the health of our campers and staff very seriously. Our Health Center staff includes two full-time nurses. In addition, we have a Dietary Specialist to help care for your camper. We ask that you partner with us in keeping every camper healthy. Please do not send your camper to camp if they are not well enough to participate in camp activities. All campers must be fever free without taking medicine for 24 hours before they can return to camp.

We will contact you if:

- Your camper becomes ill with a fever and/or vomiting.
- Your camper has a significant bump, bruise or cut.
- Your camper has any head related injury.
- Your camper visits the health center multiple times in one day.

If we can't reach you, we will call the emergency contact.

### HEALTH CENTER

All minor injuries such as bumps, bruises, cuts and scrapes that may occur during the camp day or any person needing medication will be treated at the Health Center.

### DIETARY SPECIALIST

Our Dietary Specialist works closely with the camp nurses, the head of the dining hall, and the Village Leaders to oversee and assist all our campers who have food allergies or special dietary restrictions. After our nurses review the medical forms, our Dietary Specialist will contact you to discuss any specific needs.

### CAMP FORMS

The Rockland County Department of Health and American Camp Association require that all campers submit their medical forms prior to the beginning of camp. These forms can be found in your account online. You can access your medical forms online through your **MyCampMinder** account or with **Companion** our NEW Mobile App. We MUST have all medical forms on file before the first day of camp for campers to attend camp.

The Camper Profile Form is also available to you online through your account on **MyCampMinder** or **Companion**. Please complete this form to help us learn more about your camper.

## HEALTH & SAFETY

### PRESCRIPTION MEDICATIONS

**Under New York State law, campers/staff member may not bring to or carry medications of any kind in camp. This includes over the counter medications such as Tylenol, Aspirin, Motrin, Cough medicine or drops, antacids, and others.**

In general, medications should be administered at home unless the medication is necessary for the camper to accomplish their daily activities. If the physician directs that a medication must be given during the camp day, it is necessary that we have a written order from the camper's physician stating this and a written statement from a parent/guardian requesting the medication be administered. Each camper will be required to have their physician sign a **PHYSICIAN EXAM** form. The following information must be included on the form:

**Name of Camper and Date of Birth**

**Medication with dosage, time to be administered, and route of administration**

**Any special considerations in the delivery of the medication**

**\*\*All medication orders must be renewed each summer\*\***

Medication must be sent in the prescription container from the pharmacy. If your camper takes this medicine at home and at camp, ask your pharmacist for two labeled bottles. Non-prescription medications must be in the original container. Even over the counter medications that are prescribed by the physician will need an order for administration at camp.

### NON-PRESCRIPTION MEDICATIONS

Woodmont's Health Center keeps many frequently used over the counter medications available. These cannot be administered to a camper without a **NON PRESCRIPTON DRUG AUTHORIZATION** signed by the parent/guardian and the physician. The health center staff will notify you of any medications being administered to your camper by end of camp day. Telephone consents for medication administration will not be permitted.

## PROGRAM

At the heart of Woodmont is our variety of amazing activities led by a talented group of specialists. This is where the fun, engagement, friendships, learning, and camp memories begin. This is the most important part of the camp experience and our team has been working hard to re-imagine the process and make the experience better than ever.

### SUMMER CALENDAR

Please check out our summer calendar online: <http://woodmontdaycamp.com/current-families/calendar/>

### LUNCH MENU

Please check out our lunch menu online: <http://woodmontdaycamp.com/current-families/menu/>

### TRIPS OUT OF CAMP

Please refer to the camp calendar for all out of camp trips that are scheduled. Camp t-shirts must be worn on all trips out of camp. You will receive an email reminder the day before each trip with specific details.

### SWIMMING

The Woodmont swim program follows the guidelines of the American Red Cross Instructional Swim Program Levels 1 – 6. Swim is an integral part of our daily program. All campers swim twice per day while Mini Day campers swim once. Throughout the summer, we will be sharing your camper's swim progress with you.

In order to swim in water above the chest line (deep water), a camper must pass our deep water test. In order to pass the test, the camper must jump in deep water, rotate 360 degrees with head above water, independently tread water for 60 consecutive seconds with chin above water, effectively swim 2 lengths of the pool and exit the pool from the deep end. After passing the deep water test, campers will receive a yellow swim bracelet. A swimmer without a bracelet cannot swim in areas of the pool where the water level is higher than their chest line.

Campers in Kinder Village who want to swim in our 3-foot pool during free swim must pass the Kinder Village advanced swimmer test. In order to pass the test, the camper must slide into the 3-foot deep pool, swim 2 widths of the pool and exit the pool independently. After passing the Kinder Village advanced swimmer test, campers will receive a green swim bracelet.

An informational sheet describing our swim program and deep water test is available online <https://woodmontdaycamp.com/camper-experience/swim/>

# PROGRAM

## RAINY DAYS

Camp is in session rain or shine. It is helpful to send your camper to camp prepared for both rainy day and regular day activities. We will maintain a regular schedule, including swimming, for as much of the day as possible.

In the event of an unexpected heavy rain during the day, we have sufficient indoor space to keep campers and staff safe and dry while still participating in fun activities.

## CAMP PICTURES

On Friday, July 21st a professional photographer will be taking individual and group photos. Campers must wear their camp t-shirts on these days. Shortly after picture day, you will receive an email from the photographer with a password to view and purchase these photographs or photo gifts.

Our Woodmont staff photographers will take and post pictures each day. They can be viewed by logging into your **MyCampMinder** account online or using **Companion**, our Mobile App.

## ELECTIVE PERIODS

The Elective Program provides campers with an opportunity to select an activity of their choice to be included in the daily program. This allows campers to select their favorite activities and empowers their decision-making skills and ability to personalize their program.

Electives are selected by campers the Friday before the upcoming week. During week 1, electives begin on the second day of camp in order for campers to make their choices on Monday. If a camper is not in camp on Friday, an email will be sent home to make their selection.

## **POLICIES & PROCEDURES**

### **BIRTHDAYS**

Birthdays during camp are celebrated in each camper's group with a birthday treat during lunch. The birthday camper also receives a "birthday sticker" to mark their special day. We believe this is the most appropriate way to celebrate a camp birthday. Please do not send anything additional to camp, including treats or group gifts.

### **LOST & FOUND**

Woodmont cannot be held responsible for lost personal items. Our counselors work hard to ensure that all belongings are properly cared for. If you find something is missing, please notify the office, giving any details that will be of help locating the missing item. Placing labels or writing your camper's name on EVERY article of clothing will make it easier for us to return lost items.

Discuss care of personal belongings with your camper before camp. Younger campers especially need to be familiarized with their belongings. Campers at Woodmont are encouraged to be independent and care for their personal items.

### **SUNSCREEN**

Please apply sunscreen before your camper arrives at camp. We ask that you send in a bottle of sunscreen (LABELED WITH YOUR CAMPER'S NAME). Counselors will re-apply during the day.

### **ELECTRONICS & TECHNOLOGY**

Woodmont is an electronics-free environment. Please keep electronic devices, cell phones, tracking devices and other internet accessible devices at home. These items are not permitted in camp and will be held in the office if found during the day.

### **EXPECTATIONS OF CAMPERS**

Campers should expect a fun and safe environment while at camp. We know that there may be times when campers may not get along or agree with one another. However, we expect that these disagreements will be handled in a kind and respectful way. We want everyone at camp to feel that they are in a safe environment where they are valued.

### **BULLYING POLICY**

Bullying is when one or more people exclude, tease, taunt, gossip, hit or put down another person with the intent to hurt. At Woodmont, we have a firm policy against all types of bullying. Every camper at Woodmont is accepted and we work together to ensure that campers gain self-confidence, make new friends and return home with great memories. Our leadership addresses any incident of bullying and trains staff to promote communication so that information is openly provided.

## CORE VALUES

The Woodmont experience provides a dynamic program in an environment which fosters growth and independence for every child. The relationships that children form with each other and with our staff provide the foundation for the Woodmont experience. It is through these relationships that our campers can learn about themselves and others.

### MISSION STATEMENT

Woodmont's mission is to make a difference in the life of each camper through impactful relationships and experiences.

### CORE VALUES

Our core values of **Kindness**, **Confidence** and **Respect** are integral parts of both our philosophy and program. Campers and staff promote these values daily with team building activities, bracelets, catching campers "doing something good" and discussions about what it means to be kind, confident and respectful. While camp is an opportunity to develop skills in swimming, sports and arts, it's also an opportunity to learn about ways to become a better person.

### STATEMENT OF INCLUSION

Woodmont is committed to creating an environment that welcomes and embraces individual differences, and unique experiences/viewpoints; we promote fair and equitable treatment of everyone, and value all perspectives. We support all individuals and embrace their differences including racial and ethnic origin, gender identity/expression, sex, sexual orientation, social economic status, political and religious beliefs. This is modeled and inherent in our core values: Kindness, Confidence and Respect (KCR).

We expect: respectful communication and cooperation; teamwork; proactive inclusion of staff and campers; and for you to always embrace and pay attention to the principles of diversity, equity, and inclusion.

### PROJECT MORRY

We are proud to partner with Project Morry through our annual Swim-A-Thon. Project Morry is a comprehensive, year-round youth development organization dedicated to empowering children from under-resourced communities to create a positive future.

Each summer, our campers participate in our annual Project Morry Swim-a-Thon. A certificate will be emailed home stating how many laps your camper swam. If you choose, you can then make a donation for each lap. All donations are made payable to PROJECT MORRY and are tax deductible to the extent permitted by law. For more information on Project Morry or to make a donation online, check out their website at [www.projectmorry.org](http://www.projectmorry.org)



## **CAMP OFFICE & AFFILIATIONS**

We are always interested in speaking with you about your camper. The camp office is open Monday - Friday from 9:00am - 5:00pm (all year) and Monday - Friday from 7:00am - 6:00pm (during camp). We work with both local and national organizations to ensure that camp is safe and fun for all of our campers and staff.

### **CAMP NOTES**

Paper notes are no longer permitted. If you need to speak with someone or want to share information with the Village Leader, please call the office (845-638-0700) or email us ([office@woodmontdaycamp.com](mailto:office@woodmontdaycamp.com)).

### **CAMPER ABSENCES**

Please notify the Woodmont office directly if your camper will not be attending camp. During the summer, our office staff is available beginning at 7:00am. You can call and leave a voice message at any time. If your camper takes a bus to camp, the office will alert your bus counselor. Please do not notify your bus counselor directly about camper absences.

### **EXTENSIONS**

Extensions are subject to availability in the camper's group and bus. Call the office to inquire about availability. Please call by the Thursday of the week prior to the extension.

### **AMERICAN CAMP ASSOCIATION (ACA)**

Woodmont is accredited by the American Camp Association (ACA). Accreditation is based on standards for health, safety, and program quality. The ACA is a community of camp professionals who share their knowledge and experience to ensure the quality of camp programs.

### **ROCKLAND COUNTY BOARD OF HEALTH**

Woodmont is permitted by the Rockland County Board of Health.

## STAFF

Woodmont spends months carefully screening, interviewing and hiring only the most qualified staff. Our staff aims to provide campers with opportunities for emotional and physical growth, to encourage their natural abilities and instill in them the benefits of participating in a group. Our ultimate goal is to provide an enjoyable, exciting summer experience that motivates our campers to approach the future with courage, confidence and a feeling of self-worth.

Our staff creates a warm, family feeling at Woodmont in a number of ways. We encourage continuous skill development throughout the summer; stress personal development no matter what the inherent ability of a camper may be; and lastly, work to create an atmosphere of attention and care for the individual.

We have a great percentage of returning staff each summer who are just as excited for the first day of camp as the campers.

### GRATUITIES

Our staff appreciates every thank you that they receive. When families choose to give a gratuity, we suggest the following amounts as a guide for a full season at camp:

Group Counselors:	\$60 - \$80 each
Bus Counselors:	\$50 - \$60 each
Bus Driver:	\$25 - \$35 each
AM Care Staff:	\$15 - \$25 each
PM Care Staff	\$25 - \$35 each
Swim Instructor:	\$30 - \$40 each (these gifts are pooled and split evenly)
Village Leaders:	While not expected, they are always appreciated.

To make the tipping process easier, our staff have provided their **Venmo** accounts to allow for contactless tipping. No tip envelopes will be accepted. You will receive an email during the last week your camper(s) is enrolled with a list of staff **Venmo** accounts.



oliver's labels



Visit our Camp Store under  
Current Families on our website  
[woodmontdaycamp.com](http://woodmontdaycamp.com)

