

Camp College

2022

PICK YOUR PATH TOWARD LEARNING AND FUN!



CAMPER HANDBOOK



www.mccc.edu/campcollege



Welcome To Camp College

Your child's safety while attending camp is a primary concern of the college and, naturally, concerns you as a parent. Our procedures are carefully planned to ensure an enjoyable and safe experience at Camp College. Please familiarize yourself and your child with our procedures and safety issues.

*****IMPORTANT NOTE TO PARENTS/GUARDIANS:** No child at any time is to be dropped off unattended. If your child arrives after 8:45am, parent/guardian must remain with child and follow instructions as relayed in this Handbook. If your child is early, parent/guardian must remain with child until counselors arrive at drop-off location. **Due to COVID-19 scheduling, parents and guardians are not permitted beyond the drop-off and pick-up area.**

General Information for All Camp Programs

Communicating With Us

- For registration or scheduling issues call: (609) 570-3311.
- Our tax ID for childcare deduction is 22-1804242.
- **For camp issues June 21 and after: Call (609) 570-3773, or stop by camp office (SC141).**
If you have an emergency and can't reach us, call our security department at (609) 570-3503.
- **For late drop-off (after 8:45am) report to the FA Circle, call the Camp Office and a counselor will pick up your camper/campers.**
- **For early pick-up send a note that day or call the Camp Office at least two hours in advance. When you arrive in the FA Circle, call the Camp Office and your camper/campers will be brought to your car.**
- **Important Telephone Numbers:**
 - Nurse (PE104) (609) 570-3777
 - Camp Office (SC121) (609) 570-3773
 - Campus Security (SC-Welcome Center) (609) 570-3503
 - Continuing Studies Registration Office (609) 570-3311
- Please keep us informed immediately of any home or work telephone number changes. Call us at (609) 570-3311.

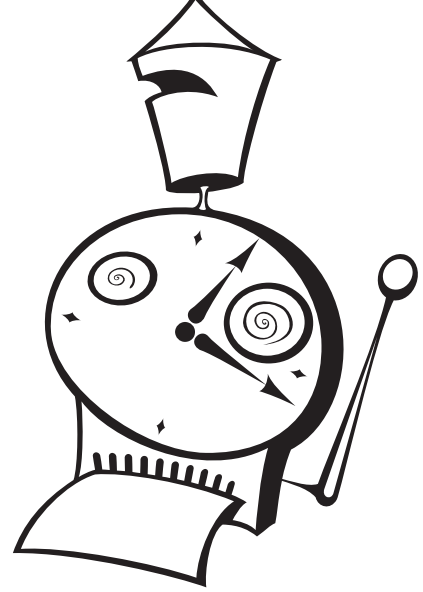
Camp College provides a safe environment for your child to enjoy a summer full of fun and enriching activities. For your peace of mind, in the event of an emergency, the college has an Emergency Management Plan. In addition to several commercial stations that carry MCCC announcements, the central telephone number (609) 586-4800, our college website www.mccc.edu, cable television channel 26 in Mercer County, and public radio station WWFM 89.1 offer additional communication options.



Hours Of Operation.

Specialty Camps, Academic Prep Programs:

- Weekly Specialty Camps **6/21 – 8/12**
- Specialty Camps full-day is in session 8:30am to 4pm.
- Specialty Camps half-day is in session 8:30am to 11:30am or 1-4pm.
- Drop off begins at 8am. **Classes begin at 8:30am.**



SPECIALITY, ACADEMIC PREP PROGRAMS:

- Children should be dropped off at **Student Parking West Lot** walkway (see map pg. 12) 8:00am. **You must park your vehicle and sign in your camper.**
Drop off for afternoon classes is 12:45pm. Counselors supervise children and escort them to and from class.
- Children registered for full-day programs will have supervised lunch and recess from 11:30am to 12:50pm.
- For arrival after 8:45am, drive to the FA Circle and call the Camp Office. A staff member will pick up your camper/campers.



Pick Up Procedures

• General Pick-Up Information for All Camp Programs:

Please be patient for camper check out. Campers **must** check with designated counselors in the departure area **before** leaving camp. You must park your vehicle to sign out your child.

PLEASE BE COURTEOUS TO OTHERS AND DON'T TIE UP TRAFFIC. Park your car and proceed to the appropriate check out area. Camp staff will direct you to your child's pick-up location. Children **must** follow directions and remain at the designated areas until they are released. If you arrange for pick up by a designee, please provide written authorization to release your child, or call the camp office to alert us of last-minute changes. Include parentrelationship of the designated adult to the

You will receive registration confirmation prior to the start of camp. Each day you must use your picture ID to pickup your child. Staff will request ID to release your child!

Drop Off / Pick Up Procedures

Fair / Clear Weather Conditions



	Drop Off	Time	Pick Up	Time
Specialty Camp	West Student Parking Lot	AM Class 8:00 am	West Student Parking Lot	AM Class 11:35 am
• One-Week • Academic Prep Programs	• Park car and walk camper to sign-in area.	PM Class 12:45 pm	Present a picture ID	PM Class 4:00 pm
		Full Day 8:00 am	<i>* Supervised lunch and recess if registered for AM & PM class within the same week.</i>	Full Day 4:00 pm

Drop Off / Pick Up Procedures

Rainy Day / Severe Weather Conditions



	Drop Off	Time	Pick Up	Time
Specialty Camp	AM & PM Classes PE circle curb service.	AM Class 8:00 am	Park car at Kelsey or PE lot and walk to CM Building.	AM Class 11:35 am
• One-Week • Academic Prep Programs		PM Class 12:45 pm	Must have picture ID	PM Class 4:00 pm
		Full Day 8:00 am	<i>* Supervised lunch and recess if registered for AM & PM class within the same week.</i>	Full Day 4:00pm



Absence, Illness, Medical Forms, & Medications

- Report absences to the camp office at (609) 570-3773. Send a note for expected absence BEFORE it occurs.
- The camp nurse will respond to emergency illness or accidents but is unable to provide all-day care or supervision. You will be contacted to pick up your child. **Please cooperate and respond promptly:**

Health Office: (609) 570-3777

- **If your child must take medicine**, the camp nurse or director will dispense medication in the original labeled container only under the following circumstances:
 - Provide medication at check-in. It will remain in the health office (PE129). If your child takes medication regularly during camp hours, make sure the nurse has an ample supply on hand.
- **No medication (prescription/nonprescription) will be administered without a completed and signed Medication Request Form (pg. 8).** Medication must be delivered to camp in the original container and a recent photo of your child must accompany form.
- Child may not carry medicine **without a physician's Self-Medication order signed by the doctor and you (pg. 8).**
- Children who have had a fever or vomiting the night before MAY NOT attend camp the next day-must be fever-free without medication for 24 hours.
- **THERE IS NO CAMP NURSE TO DISPENSE MEDICATION FOR ANY OFF-CAMPUS PROGRAM.**

Discipline And Camper Code Of Conduct

- With the full cooperation of parents, we look forward to an exciting, safe summer in which campers respect rules and regulations. College is in session and administrative offices are open for business, so it's especially important that campers show respect for others and demonstrate appropriate behavior and language. Our staff always uses positive techniques to guide behavior, but disruptive activities cannot be tolerated and will be subject to the following disciplinary actions:
 - **1st incident:** Verbal warning and parental notification.
 - **2nd incident:** A two-day suspension from camp. *(Please note that the director may require a parent conference before continued attendance is permitted.)*
 - **3rd incident** or at discretion of the director: Expulsion from *Camp College, After-Camp* and any programs, trips, or activities associated with *Camp College*.
- **No refunds are issued for suspension or expulsion.** On the first day of camp, staff will review expected behavior. Parents are expected to review the information with their child. **No camper will be admitted without a signed agreement.**

Getting Around Campus

- Children are encouraged to develop self-assurance to follow their individual schedules, but we always supervise them carefully. Campers may not wander and are never left unattended. Our trained staff will guide your child to each of his/her classes throughout the day.
- Counselors, clearly identified by staff T-shirts and name tags, are stationed around the campus to add an additional level of safety awareness.
- Attendance is taken immediately as each class begins to ensure everyone is present.

Lunch & Snacks

- Lunch is scheduled from 11:30am to 12:50pm for our Campus Kids four-week camp sessions. Campers are divided into supervised groups by pods.
- For those campers enrolled in our one-week camps, Academic Prep and who remain on campus for a full day, supervised lunch and recess are scheduled from 11:30am-12:50pm.
- Campers must pack lunch in an insulated lunch box.
- **Please provide snacks and water bottle for your camper/campers.**



Guidelines for Off-Campus Trips

Drop Off Procedures

- All trips depart from the West Student Parking lot.
- We count on your promptness! Arrive by scheduled check-in time; **we will NOT** wait. If your child misses the bus, no refund will be issued.
- Parents are prohibited from dropping off or picking up campers at off-site locations without contacting the camp office at 570-3773

Pick Up Procedures

- Parents should report to the designated drop off location for the expected arrival time. It will be a long day for both the campers and chaperones, so – please be prompt.

Medications

THERE IS NO CAMP NURSE TO DISPENSE MEDICATION FOR ANY OFF-CAMPUS PROGRAM OR TRIP.

Bus Rules

- Masks and social distancing are required on all trips.
- Everyone must remain seated and seat belts must be worn. Excessive noise or chanting is not permitted. Chaperone and bus driver's instructions must be obeyed. Remind your child to gather personal belongings before leaving the bus.
- An emergency evacuation drill will be conducted, and your child is expected to listen and participate as instructed.
- Eating or drinking is not permitted.

Behavior

- Child must remain with the group and assigned chaperone and follow all instructions.
- Bullying, disrespectful language and failure to follow instruction are not tolerated. Inappropriate behavior any time during the camp season may prevent the camper from participating in a specific trip activity.
- Disruptive behavior puts others at risk and may prevent child from participation in future trips.

PLEASE READ CAREFULLY. INCOMPLETE REQUESTS WILL BE REFUSED BY NURSE.

CAMP COLLEGE MEDICATION REQUEST-PLEASE READ CAREFULLY

PLEASE ATTACH A RECENT PHOTO OF YOUR CHILD

I request Camp College staff to administer the medication described below to my child:

Name: _____ Date of Birth: _____

Name of medication: _____

Amount to be administered: _____ Time(s) to be given: _____

Reason: _____

Side effects: _____ Parent/Guardian Phone Number: _____

Parent/Guardian Signature: _____ Date: _____

IMPORTANT – PLEASE READ: Administering medication is discouraged; however, some children with various illnesses and disabilities will require medication during camp hours. If medication must be administered, please complete and sign this form for **each** medication, including over-the-counter drugs. **INCOMPLETE REQUEST WILL BE REFUSED BY NURSE.** Notify the camp nurse in writing if there is a change in the medication, or if it should be discontinued. Medication must be delivered in the original container, appropriately labeled by the pharmacy or physician, and handed to a camp administrator or nurse **with a completed and signed copy of this form and A RECENT PHOTO OF YOUR CHILD.** The medication will be held in the health office and must be taken by the camper under staff supervision. (Medications that a child must carry throughout the day for self-administration must have a completed *Camper Self-Medication Permission*.)

PHYSICIAN SIGNATURE REQUIRED _____

Health Office – SC 110 * Telephone (609) 570-3777

CAMP COLLEGE SELF-MEDICATION PERMISSION

PLEASE ATTACH A RECENT PHOTO OF YOUR CHILD

Complete this section only if self-medication is required

Camper's Name: _____ Date of Birth _____

Camp Session or Program: _____

PARENT/GUARDIAN AUTHORIZATION

My child has a physical condition which requires him/her to receive medication as quickly as possible in order to avoid a medical crisis. In the interest of his/her personal well being, I hereby grant my child the authority to carry his/her medication _____ and to self-administer it as directed by the prescribing physician when needed.

Name of Medication _____ Dose/Amount _____

Condition requiring self-medication: _____

In granting this permission for my child to self-medicate, I hereby absolve Mercer County Community College and all its employees from any liability or legal responsibility for any condition that may arise from the administration or lack of administration of such medication.

Parent/Guardian Signature: _____ Date: _____

A parent's signature alone is not sufficient. Doctor's signature MUST be submitted also.

PHYSICIAN'S AUTHORIZATION-REQUIRED

The above-named patient must use _____ by self-administration. He/she has been instructed in its proper use.

Physician's Signature: _____ Date: _____

Note: A completed and signed copy of this form must be given to the camp director or nurse no later than the first day of camp or the first day that the child brings the medication to camp. (609)570-3777.

Daytime Phone: _____



Sign up for important updates regarding rainy day pick up and reminders from the Camp College Office. Follow the instructions below to receive information for **SPECIALTY CAMP** right on your phone.

Pick a way to receive messages for Specialty Camp:

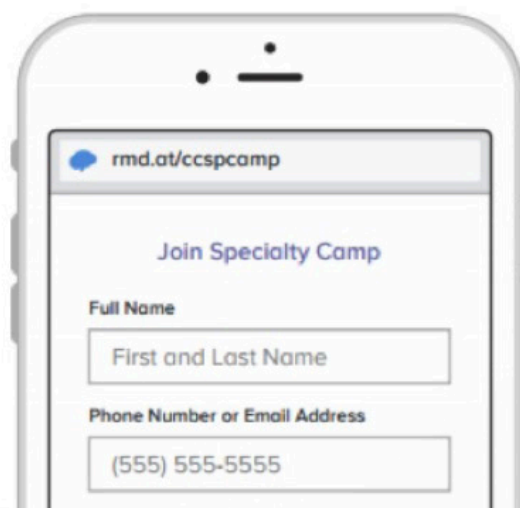
A

If you have a smartphone, get push notifications.

On your iPhone or Android phone, open your web browser and go to the following link:

rmd.at/ccspcamp

Follow the instructions to sign up for Remind. You'll be prompted to download the mobile app.



B

If you don't have a smartphone, get text notifications.

Text the message [@ccspcamp](#) to the number 81010.

If you're having trouble with 81010, try texting [@ccspcamp](#) to (209) 222-6081.

** Standard text message rates apply.*



Don't have a mobile phone? Go to rmd.at/ccspcamp on a desktop computer to sign up for email notifications.



LUNCH MENU

Dear Camp College families. Your campers have the option of packing their own lunch or purchasing on campus. Campers have the choice of the prepared menu each day or there will also be other options available including a deli/salad bar and hot box with pre-made hot sandwiches, snacks and drinks with various pricing. The Cafeteria accepts cash only. If your child has any food allergies, please pack lunch.

Below is the selection for the prepared menu for each day. The cost is \$6.00 per lunch.

Monday

- Cheeseburger or Hamburger
- Fries or fruit cup
- Bottled water or juice

Tuesday

- Turkey, Ham, or Veggie Sub
- Chips or side salad
- Bottled water or juice

Wednesday

- Cheese, Sausage, or Pepperoni French Bread Pizza
- Chips or side salad
- Bottled water or juice

Thursday

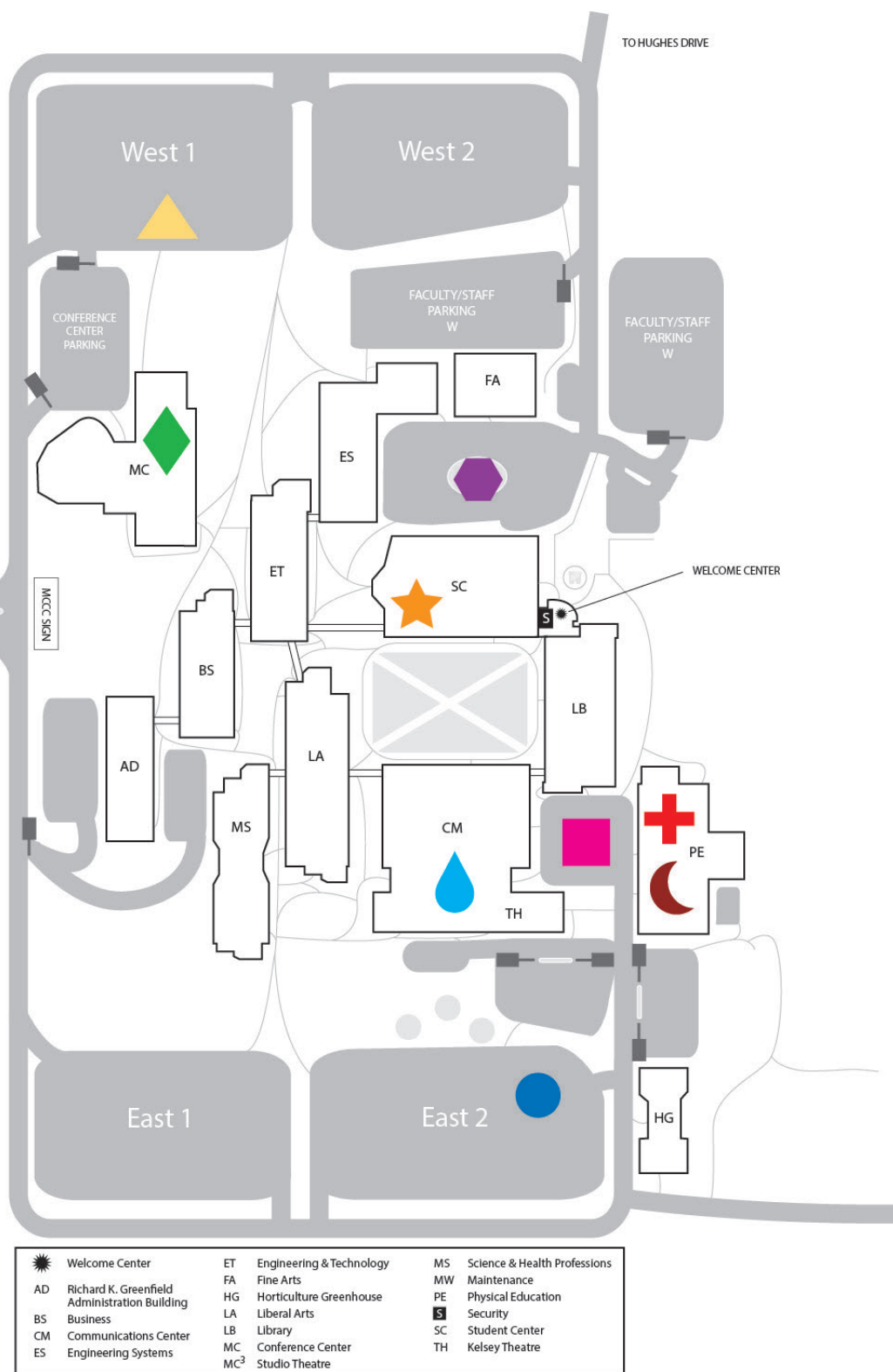
- Hotdog
- Fries or fruit cup
- Bottled water or juice

Friday

- Chicken fingers (3)
- Fries or side salad
- Bottled water or juice

KEY

-  Camp College (4 wk) Drop Off
-  Camp College (4 wk) Pick Up
-  Rainy Day Pick Up
-  Specialty Camp (1 wk)
Academic Camp (4 wk)
Fun Fridays Drop Off + Pick Up
-  Before Camp / Sea Camp Drop Off
-  After Care Pick Up
-  Camp College Office
-  Camp College Registration
-  Nurse





www.mccc.edu