

The Philip Coltoff Center
at Greenwich Village
Summer Camp

Parent Manual



Summer 2009

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The Philip Coltoff Center at Greenwich Village Summer Camp
219 Sullivan Street
New York, NY 10012
Catharina Oerlemans - Camp Director
(212) 254-3074

This camp is licensed by the New York City Department of Health and Mental Hygiene and is inspected twice yearly. The inspection reports are filed at the Bureau of Food Safety and Community Sanitation.

INTRODUCTION TO THE THE PHILIP COLTOFF CENTER AT GREENWICH VILLAGE SUMMER CAMP 2008

The staff at the *Greenwich Village Center's Summer Camp* believes that summer is a time for children to play, learn new skills and make friends in a safe, fun and nurturing environment. Our activities promote creativity, collaboration and opportunities for success.

Summer camp should be a time for children to have fun and create memories to carry through the year. It is also a time when parents must know that their child is safe and being well taken care of. Our staff works hard to create a camp program that meets these needs by providing your child with:

1. A meaningful, small group experience where boys and girls can play, learn and work together with other children they may or may not see during their school year.
2. An opportunity to spend the summer in a developmentally appropriate setting where fun and social activities are encouraged.
3. An opportunity to learn new skills through group work and specialties such as pottery, music, art and drama.

We are delighted that your child will be participating in the *The Philip Coltoff Center at Greenwich Village Summer Camp* and we look forward to a wonderfully rewarding summer.

REGISTRATION INFORMATION

To register your child for the *Greenwich Village Center Summer Camp*, you should contact the *Center* for an informational brochure and registration form or go online to get the brochure and information at www.childrensaidsociety.org/pcc/summercamp. This form should be returned with the required \$300 deposit and updated medical form.

Following acceptance, based on space availability, you will be sent a packet to complete. The packet includes an intake form, medical form, authorized pick up form and other pertinent camp information.

Priority is given to families currently attending programs at the *Greenwich Village Center*.

ALL campers must be registered for their entire length of stay by July 24th.

There will be no registration past this date.

CAMP CALENDAR

The following are key camp dates for your family to be aware of. If any changes occur in these dates, you will be notified prior. There will be four 2 week sessions this summer, they are:

Session 1: Monday, June 29th to Friday, July 10th

Session Two: Monday, July 13th through Friday, July 24th

Last day for Registration - July 24th.

Camp Photos - TBD

Camp Show - TBD

Session Three: Monday, July 27th through Friday, August 7th

Session Four: Monday, August 11th through Friday, August 21st

Camp carnival - TBD

Dates for the shows might be subject to change. We will update you.

OPEN COMMUNICATION

We welcome parents' comments and suggestions. Administrative offices are located on the first floor in the 219 building. Please stop by or call if there is anything you would like to discuss or if you have a question. You can contact Cat Oerlemans, Camp Director at 212-254-3074 during summer hours.

CAMP PERSONNEL

We believe that the key element in providing a successful camp experience is the quality of the staff. Our staff consists of responsible individuals who are enthusiastic and caring about their work with children. Many of our staff are those who work in our Nursery, Early Childhood and Arts programs during the school year. Additional staff members are teachers who teach elsewhere during the school year and college students who are working towards degrees in education, recreation, social work or similar fields.

All groups will have a minimum of three staff members on a daily basis. Head Counselors are at least college age and most have had a few years of camp experience at the Center. Assistant counselors are at least a junior or senior in high school, but many may be college age or older. Typically, assistant counselors have been floaters in years past. Floaters are high school students who may have no previous camp experience, or how may have been volunteers for camp in years past.

GROUPING

The camp is divided into 10 age specific camp groups. Each group will have between 14 and 20 children, depending on age and will have a head counselor, an assistant counselor, and a floater as well as volunteers and other staff.

Each group has its own classroom to use as its home base, along with cubby storage for each camper's personal items.

The Camp Director, Catharina Oerlemans, with help from the Executive Assistant, will oversee all groups and staff.

Grouping is done on the basis of age (and grade, for school age campers), as well as knowledge of your child gained from registration material and his/her past functioning in Center programs. There is the attempt to place children in groups with Nursery school classmates and school age campers with other children from their school.

Requests for children to be placed together are accepted and honored if space is available, if children are the same age and if gender balance is appropriate. Requests should be made on the registration form.

The structure of camp ensures that each child will be in an age appropriate group with proper supervision and counselor/camper ratio. Our facility is large enough so that each group has plenty of space for indoor and outdoor activities.

CAMP STRUCTURE

The Summer Camp is designed to provide a camp experience specifically geared toward a younger age group (3-7). Campers will take part in many creative and fun activities suited towards these young ages. Daily activities will include: arts and crafts, active games, water sprinkler time, playground time, in class play time, sing-a-long and many other exciting and themed activities.

Each day will include the following:

1. Welcome Circle
2. Sing-a-longs
3. Arts and Crafts Projects
4. Playground/Sprinklers/Pool
5. Story time
6. Snack
7. At least 3 bathroom breaks
8. Lunch
9. Free Choice time in the classroom
10. Goodbye Circle

Our 3-5 year olds (9am to 2 pm groups) will enjoy the water sprinklers that are located in the smaller part of the playground. Our 5 - 7 year olds (9am to 4 pm groups) this year will likely be again going to the Thompson Street pool.

All groups will take part in our specialty classes which this year will include Pottery, Art, Yoga/Movement and Drama. Qualified instructors teach these classes, some of who currently teach at our center.

Throughout the summer, days are set up to facilitate camp unity and spirit. There will be one camp show in July and a carnival in August. All parents are invited to enjoy their children perform at the camp show and we will let you know where and when it will take place.

RAINY DAY ROUTINES

Rainy days are fun days at Greenwich Village Center. Our facilities allow us to accommodate for many indoor activities. On rainy days, campers spread out in our facility using our air-conditioned theater, auditorium and gym. Most groups are able to sign up for use of the television to screen appropriate movies and television specials. If you would like more information on this, please contact Cat, the Camp Director at 212-254-3074.

Activities can include, but are not limited to rain themed art projects, indoor beach parties, and special cooking projects. However, we still ask that your child come to school with their bathing suit and towel—just in case!

FIELD TRIPS

Campers age 4-7 will take part in field trips throughout the summer. Field trip destinations may be The Central Park Zoo, The NY Aquarium, The Firefighters Museum, TADA, New York Hall of Science or other exciting areas and places around New York. Campers are required to wear their camp T-shirts on these days.

SAFETY

At the Greenwich Village Center, we are committed to ensuring the safety of all campers and staff. Your children are our children. To help us adhere to our safety policies, we ask that only those people who are authorized to, pick up your children. Authorized people are those who are on the list handed out with your registration information. If you would like to make any changes to this list, please see Cat in the office so she can help you make these adjustments. We also ask that you follow the school's wellness policy which will be given out to you at the beginning of camp or earlier.

THINGS TO BRING

Each day every child should come to camp with:

- A lunch (no glass bottles)
- A bathing suit
- A towel
- Water shoes
- Sunscreen

Please have your **children wear their bathing suits to camp**, as we will be doing most of our water activities in the **morning** and bring a pair of underwear for your child to change into after water activities. Also, please apply some sunscreen before coming to camp. Campers must wear water shoes while playing in the water slide—if they do not have them, they will not be able to participate. Additionally, it is important to also keep a change of clothes in your child's cubby.

LOST AND FOUND

It is school and camp policy that children do not bring toys from home. We also ask that your clearly label every article of clothing and personal belonging that you do bring to camp. Our lost and found is located to the left of the main office on the first floor of the 219 building. If you are missing something and cannot find it in the lost and found, please come and see the office staff and we would be happy to post a notice or speak to the camp counselors.

We look forward to working with your family and making this a successful camp season for all!