LIU Post Youth Camps
Presents
Summer Day Camp

2013

Parent/Camper Handbook

LIU POST
SUMMER DAY CAMP
PARENT/CAMPER HANDBOOK

CAMP CHECK LIST
Good Attitude
Appropriate Clothing
Bug Spray, Sun Screen
Sneakers,
Swim Suit, Towel

PLEASE READ THE ENTIRE HANDBOOK.
THIS HANDBOOK WILL BE HELPFUL IN PREPARING YOUR CHILD FOR THE SUMMER OF A LIFETIME!

Dear Parents and Campers,

Hello and greetings from the LIU Post Youth Camps! Everyone here at camp is so excited that your child/children will be joining us for the summer.

My name is Nickolette Kacharaba and I am the Executive Director of Youth Programs at the LIU Post Campus. The best part of my job is that I have the honor of providing your children with an outstanding summer of fun. This will be my four season directing the summer camp and I cannot put into words how excited I am about the program and where it is going.

We have a superior staff lined up to work with the campers again this year. They have been chosen for their caring commitment to children along with a high level of energy, skill and enthusiasm. Our wonderful outdoor program is guaranteed to provide a summer full of memories for all of the children who attend.

Class schedules will change weekly so that our campers can enjoy the different experiences of all of the activities we have planned, including nature, swimming, sports, computers, drama, music, arts & crafts and much, much more. We also scheduled various special days throughout the summer. Weekly newsletters and letters from the Executive Director of Youth Programs will be sent home outlining all of the events for the week as well as any new information you may need to know about LIU Post Summer Day Camp.

Please thoroughly read the Parent/Camper Handbook and share it with your child. This handbook should answer most of your questions about the LIU Post Youth Camps. However, if you have any further questions, please do not hesitate to contact me. I can be reached by phone at: (516) 299-4004 or by e-mail at: Post-YouthCamps@liu.edu. You can also find out more information through our new Facebook page at: http://www.facebook.com/LIUPostYouthCamps and our website: www.liu.edu/post/youthcamps.

Sincerely,

Nickolette Kacharaba

Executive Director for Youth Programs
Long Island University, C.W. Post Campus
Hillwood Commons, East Suites, Room 4
www.liu.edu/post/youthcamps

Specific Objective of LIU Post Youth Camps

The goal of our camps is that our campers grow and develop in as many aspects of camp life as possible. Campers will learn to live in the camp community and develop relationships with peers, adults and the environment. The campers will be encouraged to learn new skills, and improve on existing ones, at each activity. Most importantly, we hope that each camper will establish long-lasting friendships with fellow campers.

"Camp is for the Campers"

LIU Post Youth Camps Mission

Each camper, whatever his/her age, shall have the opportunity to:

- Develop his/her character.
- Develop life skills.
- Form positive attitudes.
- Expand leisure and social skills.
- Understand, appreciate and protect our natural environment.
- Become productive and contributing members of society.

Objectives of LIU Post Youth Camps

LIU Post Youth Camps will provide programmatic and educational opportunities that will help youth...

- To acquire knowledge and skills in the utilization and protection of environmental resources, camp crafts and natural sciences.
- To build positive self-concepts through successful experiences in skill acquisition, group interaction and self-expression.
- To gain appreciation and respect for others and human values through social interaction, cooperation and friendship.
- To acquire decision-making and leadership abilities through structured learning experiences, practical leadership roles and democratic participation in group process.
- To develop positive attitudes and useful skills that can be transferred to home, school and work settings.
- To learn how to use leisure time constructively and creatively for greater physical fitness, health and self-esteem.

General Information and Policies About

LIU Post Summer Day Camp

Camp Hours

The LIU Post Summer Day Camp program begins at 9:00am and ends at 3:30pm. Drop off for campers begins at 8:15am; all campers **MUST** be at camp by 9:00am. Pick up is at 3:30pm for regular camp. To serve the needs of working parents after camp is offered from 3:30pm until 6:00pm for a nominal fee. All campers must be picked up by 6:00pm.

Camp Location

The Summer Day Camp is located on the beautiful LIU Post Campus in Brookville, Long Island. Campers will be using all facilities on the campus including but not limited to: the Pratt Center, with a beautiful eight lane indoor swimming pool, sports facilities, gardens and nature trails, computer labs and air-conditioned classrooms.

Traffic Rules

At anytime when driving on the LIU Post Campus, please do not exceed 25mph and always be on the lookout for children and friendly squirrels. During designated drop-off and pick-up times, staff will be on hand to greet campers at the car and help keep traffic moving. If you would like to park for an extended period of time please park in one of the designated spots and not in the main traffic pattern. It is always a good idea to take your keys with you and never leave your vehicle unattended. Please take special notice that during the camping season, cars traveling in our parking lot are only permitted to go one way towards Northern Boulevard. Drivers should not exit the parking lot at the Gold Coast Road entrance.

Arrival Procedures

Campers will be dropped off and picked up in the same location. Enter the LIU Post Campus through the East Gate. Proceed to the first stop sign. Make a right after the first stop sign and turn into the parking lot. On the left hand side, you will see basketball courts and a tent. Under that tent is where the Executive Director of Youth Programs and camp staff will be located. Pull up to the tent and we will provide "curb side" service for your children. In most cases, you will not have to get out of the car. We will check your child in and give you a card for your windshield. This card will be used as part of the pick up procedures. Although we encourage all to be on time, we do know and understand that occasionally things happen that can prevent this from occurring. **If your child is late (after 9am for Day Camp) you must escort them to the Long Island Room where you must check them in with the Camp Director.** A staff member will escort your child to their proper activity. Every effort will be made to get the camper to their group in a timely manner, however late arrivals may experience delays in getting to their assigned activity. Morning drop-off begins at 8:15am and ends promptly at 9:00. **Never drop off your child at camp unattended.** Our campus is large and campers need to be supervised at all times for safety and security reasons.

Once all campers are checked, the Executive Director of Youth Programs or Associate Director will contact parents of campers who have not arrived that day. We do this to touch base with you and assure that everything is all right. If you know in advance that your camper will not be at camp, please put a letter in writing to the Camp Director.

Important Note to Parents: For the benefit of your child please try to arrive at camp by 9:00am for the Summer Day Camp. Camper groups will be participating in special group time, and orientation from the director at the beginning of each day. This group time is vital in setting the tone for the camp day and often involves the camper making decisions for their day. It is sometimes difficult for late campers to adjust to the day and it is disruptive for all the campers in the group.

Departure Procedures

Campers will be split into 2 groups for dismissal, those that are staying for aftercamp and those that are going home. Campers that are staying for aftercamp will go with one of their counselors to the Long Island Room to meet with the aftercamp staff and Camp Director. Campers that are going home will go with their other counselor to the basketball courts to meet the Associate Director and their parents. The Associate Director will check campers out. There will be designated areas in the parking lot for Discovery, Adventure, Explorer, Pioneer and CIT campers. Signs will be posted in each area. Counselors will bring their camper groups to these designated areas. **If your children are siblings or carpooling with campers of different ages your children will be with the younger camper's group. Please park by your children's designated areas.** All parents must have a yellow card with the camp logo and with their child's name in their window in order to pick up their child. Campers arrive at the basketball courts for dismissal at 3:30pm. If you need to pick up your child earlier please call the camp office at the number provided to you weekly on the Director's Letter or leave us a note at morning drop-off. We will have your child ready for pick up at the basketball courts at the specified time. **To avoid interrupting camp activities, please plan to pick your child up early in only "have to" situations such as doctor appointments, family emergencies, etc.** Due to our large campus it may take a few minutes to locate your child, get his/her belongings and hike him/her up to the pick-up point. Please remember that campers in the aftercamp program will also be picked up in the same location. The After Camp program begins at 3:30pm and ends at 6:00pm. **All campers must be picked up by 6pm. Staff will not be available to watch your children after this time. A late fee of $20.00 per ten minutes is assessed for campers remaining after our 6pm closing time. We will contact you and your emergency contact to come pick up your camper if you are not at camp by closing time. If we cannot reach you, the local authorities will be contacted.**

Security at Pick Up

You will receive a yellow card with your child's name when you check him or her in on the first day. Please make sure to have your yellow card displayed in the window of your car at pick up and drop off. This will be one form of identification for picking up your child. LIU Post Youth Camps will check photo ID for people that we do not recognize

or who do not have the yellow card in their window. Please give us a note in writing at drop off or the day before if someone else is picking up your child. You may call in the request; however we will be calling you back to confirm the change with the number on your registration form. We will not release any child to anyone who is not on the authorized pick-up list.

It is not uncommon for families to car pool or for campers to go home with friends at the end of the day. We must have your written permission if your child is going to be picked up by another parent.

At LIU Post Youth Camps, the safety and welfare of our campers is our number one priority. Every effort will be made to assure your child's well being. In the unlikely event we have a reason to believe that a parent or other authorized person on the pick up list is under the influence of drugs or alcohol or is impaired in any way, we will not release the camper to that person's custody. We will call a spouse, relative or someone else from the emergency contact list to come and take the child home.

Pets and Animals

Please do not bring pets or animals of any kind with you to drop off and pick up. Although you may know your animal, there are many campers who are allergic and may scare easily. Thank you in advance for your cooperation.

Personal Information

A special note to parents regarding personal information:
Having prior knowledge about a learning difficulty, ADHD, a recent loss or major change in the family or child's life makes a tremendous difference in helping us be sensitive to your child's need for patience, understanding and reassurance-particularly the first few days of camp.

This is especially true for a child who may have an attention problem or who gets nervous in new situations. Many parents feel that camp will not accept their child if they are forthcoming about these situations, yet children need us to be partners with parents in planning for a safe and successful summer. Please be open with us. Let's work together to create a magical summer experience for your child.

Health Forms

All campers are required by LIU Post Youth Camps and the Nassau County Department of Health to have a health form filled out in its entirety, before their camp session begins. Please make sure that both you and your child's doctor have signed this form. **Campers must have a physical on record within the past 12 months.** Immunizations must be listed and up to date. Please make sure to note all allergies and medication. All health forms must be mailed in by **June 7th 2013. Campers will not be permitted to attend camp without this form. IF THE FROM EXPIRES DURING THE SUMMER PLEASE MAKE ARRANGEMENTS IN ADVANCE TO GET IT UPDATED AS YOUR**

CHILD WILL NOT BE ABLE TO ATTEND CAMP WITHOUT AN UPDATED PHYSICAL.

Medicine Policy

If your child requires medication, it is vital that you inform the Executive Director of Youth Programs or counselor during check-in. All medications must be given directly to the director or counselor in the **ORIGINAL PERSCRIPTION BOTTLE**. By law, we may not administer any prescription medication unless it comes in the correct bottle with the child's name on it. Make sure your child's health form contains when the medication is to be given and in what dosage. List any side effects and who to call if we have any questions. All medication (even aspirin) must be given to the child's counselor or the Camp Director. No children are allowed to keep medication with them at camp. Please speak with the Executive Director of Youth Programs special circumstances involving asthma inhalers or severe allergies to bee stings, Epi-pens etc.

Illness Information

Children should not be sent to camp if they have had the following symptoms prior to arrival. Children must be symptom-free without medication for 24 hours before returning to camp. A child who is unable to participate in activities (due to an injury) should not be sent to camp.

- Fever: if over 100 degrees or accompanied by other symptoms such as diarrhea, vomiting, etc.
- Respiratory Problems: Severe congestion or unexplained wheezing
- Vomiting or Diarrhea: which occurs more than once or is accompanied by other flu-like symptoms
- Rash: if the cause of the rash is unknown, if the rash is not being treated or if the rash is known to be contagious
- Chicken Pox: or other communicative diseases

If a child becomes ill at camp, he/she will be isolated and a parent will be called to pick him/her up.

Injuries/Illness

If your child is injured or becomes ill during camp, the staff will take whatever steps necessary to obtain medical care. These steps may include, but are not limited to the following:

- Immediately notifying and bringing camper to the Infirmary.
- Attempts to contact parent or guardian.
- Attempts to contact any person listed as emergency contacts.
- Contact of ambulance or paramedic.
- Transportation of camper to the nearest emergency room in the company of a LIU Post Youth Camps staff member.

Payment

Each child's camp fee must be paid by **June 7th 2013.** To ensure a space for your child early registration is advised. Payments can be made through the LIU Post Youth Camps Office. No child will be allowed to participate in the program without full payment.

Refund Policy

Tuition is refundable until **June 7th, 2013 less the non-refundable deposit of $200.00.** There will be no exceptions. All withdrawals must be submitted in writing to the Executive Director of Youth Programs no later than **June 7th, 2013.**There will be no refunds for days missed. If a camper is absent for five consecutive days due to illness, a credit will only be given with a doctor's note.

LIU Post Youth Camps reserves the right to dismiss a camper whose conduct or influence is unsatisfactory or in the opinion of the director not in the best interest of the camp. In the event of such a dismissal, no refund or credit will be made. Possession of tobacco, alcohol, illegal drugs or weapons is grounds for immediate dismissal from camp. *If camp closes due to a natural disaster such as a blackout, hurricane, etc. there will be no refund issued for that day or days.*

Discipline Policy

Camp is the perfect environment to promote social skills and self-esteem in children. We encourage and work with campers to achieve these skills. The techniques we employ to accomplish these goals include: non-elimination games, group and camp cheers, age specific groups and activities, low camper-staff ratios, positive reinforcement and attention to the individual needs of each child.

The following discipline policy is in place to ensure the safety and well being of all campers:

- It is the philosophy of the camp that the camper and staff treat one another with mutual respect.
- Camp rules are discussed during camper orientation and again with campers in their groups by their counselors.
- A camper who fails to follow the rules or follow the directions of the staff will be given a verbal warning or a "time out" (Sit away from group for a few minutes). If the behavior continues, the Executive Director of Youth Programs will be notified immediately. The Executive Director of Youth Programs will bring the behavior to the attention of the camper's parent or parents. Together, the Executive Director of Youth Programs and parents will put a plan in place to help the camper correct their behavior. If the behavior persists and it is deemed detrimental to the well-being or safety of the camper, other campers or staff, the camper's registration will be canceled without refund and the camper will be removed from the camp. There will be no refunds given for campers who have been removed or suspended from camp.

- Under no circumstances will any member of the camp staff use corporal punishment, such as grabbing, hitting, slapping, or use of physical punishments such as running laps, standing with arms outstretched, or use of profanity or abusive language or humiliation of a camper.
- All incidents will be documented.

We definitely do not want to expel a camper from camp, but we do want everyone to have a safe and happy summer, and sometimes these discipline measures are needed to ensure a quality camp experience for all.

Camp Rules

Please review and discuss the following rules with your child before they attend camp. The Executive Director of Youth Programs will reiterate these rules to the campers each Monday of the new session during orientation.

- Respect yourself and others.
- Follow all directions.
- Stay in assigned areas.
- Keep hands and feet to yourself.
- Stay with your counselors at all times; at no time are campers permitted to wander off by themselves.
- Bad language is not permissible.
- Campers are responsible for their personal belongings.
- All campers should report any injuries immediately to their counselors.
- There is no gum chewing at camp.
- Campers should have closed toed shoes/sneakers for their activities during the day. They may wear flip flops at the pool. (This is done for safety reasons, i.e.: ticks, branches, etc)
- Campers may not bring any valuables to camp such as IPods, IPads, hand-held video games, cell phones, personal sports equipment, etc.
- Campers are not permitted to bring any food to camp as it would violate Health Department regulations.

Drug/Alcohol/Smoking Policy

The possession of alcohol, marijuana or narcotics is strictly prohibited at the camp. If a camper is in possession of or uses drugs or alcohol, he or she will be sent home immediately and removed from the camp. Smoking by campers is also prohibited. The LIU Post Youth Camps reserves the right to remove any camper who uses or possesses illegal drugs, alcohol, fireworks and/or items typically considered dangerous.

Lost & Found

We do have a lost and found here at camp. **It is highly recommended that you label all items brought to camp with your child's name.** We make every effort to keep all camper belongings on their person or in their backpack. At the end of each week we will display

the lost and found items so campers can see what has been left behind and claim anything that belongs to them. Please make a quick check of your child's back pack at the end of each day. It is much easier to recover lost items on the same day they were lost.

Rainy Days
Camp goes on rain or shine. Campers will be expected to participate in activities so please dress them appropriately. In case of a severe weather warning, campers will be kept indoors and safe. Parents will be immediately notified of any changes in the schedule.

Items from Home
Campers can bring canteens, water bottles, books, bandanas, sunscreen, towels and clothing items. Please put your child's name on everything from home. We cannot guarantee the safe keeping of extra items and are not responsible for the loss or damage of these items. Please do not send any sports equipment with your camper to camp. We have everything they will need. There are other items not allowed at LIU Post Summer Day Camp. **The forbidden items include chewing gum, candy, any type of food, cell phones, IPods, IPads, pocket knives, hand-held video games, trading cards, weapons of any kind, sports equipment, and toys.**

What to Wear
We would like to see all of our campers wear shorts or pants, T-shirts, socks, and tennis shoes (or other appropriate footwear). **For reasons of safety a camper must wear closed toed shoes. No flip-flops or sandals will be allowed for camp activities, however, these shoes can be brought to camp and worn at the swimming pool.**

A sweat shirt or windbreaker is advised for later in the season and ponchos or raincoats for wet days. On rainy days, campers will still spend some time outside so being prepared is vital. Extra socks are also useful for rainy days.

Swimsuits and towels should also be sent with camper's every day as well as sunscreen. Counselors are not permitted to put sunscreen on the campers. All swimsuits and towels must be taken home each day.

Safety
The health and safety of each camper is a prime concern. Counselors are trained in safety, First Aid and CPR. Our staff places an emphasis on preventative safety and supervise activities closely.

Meals
Lunch is served daily to our Summer Day Camp campers. Campers eat with their camper groups and counselors. Please do not send in any food from home as it will violate New York State Department of Health regulations. Please see the attached lunch menu provided in this handbook. There is a three week rotation of this menu.

Remember, there is an alternative to the meal each day for those campers who did not care for the main meal. If your child has an allergy or is on a special diet, please contact the Executive Director of Youth Programs as soon as possible. Our food service is able to accommodate most allergies and diets. We will monitor all campers to make sure they are eating and notify parents if there are any concerns.

Snacks

An afternoon snack and drink is provided to campers. A sample of snacks offered is listed on our menu. **We do recommend that campers bring a water bottle to camp labeled with their name.** In addition to plenty of water breaks at our drinking fountains and water coolers located throughout the property, campers are allowed and encouraged to fill their personal water bottles and carry them around camp.

Our Summer Day Camp Program

The success of our campers is centered on age specific groups, excellent staff and our wide variety of activities. At LIU Post Youth Camps we provide traditional camp activities like swimming, art & crafts, music, hands-on nature study, land sports, cooking, drama, and computers. We also offer several "Special Day" activities that are planned throughout the summer. Through hands-on activities and low counselor to camper ratios, camp builds self-esteem and provides an excellent opportunity for individual growth and maturity.

All campers are divided into age specific groups so they can interact with others who are on their physical and emotional level. There are 2-3 counselors and at least one junior counselor assigned to each group.

Our beautiful facility has many buildings with air-conditioned classrooms, a new recreation facility with an amazing swimming pool, nature trails, gardens, state-of-the-art computer labs and grassy playing fields.

Day Trips For Pioneer Campers

This summer our Pioneer Campers (ages 12-14) will discover the true beauty of our home town. Each week will be based around a theme that will include a day trip. Day trips will be to local museums, preserves, and aquariums. Pioneer Campers will be able to leave campus to experience the possibilities Long Island has to offer in the way of science and the natural environment. Day trips will be once a week, leaving campus at 9:00am and returning by 3:00pm, including lunch. There is an additional fee of $20.00 per week for these trips as it helps cover the costs for gasoline and other amenities. ***Please do not send money with your child to buy souvenirs or other food.***

Communication

We enjoy being able to see our camp parents every day; that is one of the benefits of running a day camp. Besides speaking with you each day directly, we will also communicate through the use of handouts, posters and signs. We strive to tell you the

good and not-so-good about each session and your feedback is always welcome. Please remember that our door is always open.

If at any time you need to contact your child or the Executive Director of Youth Programs please call the camp office at 516-299-4004 or e-mail us at Post-YouthCamps@liu.edu. There will be a direct line to the camp available once the summer begins. You will receive this number in your weekly Monday letter once camp begins. In the event of an emergency we will contact you and advise you of our plan.

Your Child's Group

A lot of time is spent placing your child into his/her group. We take into consideration factors like your child's age/grade, the boy to girl ratio, how many weeks the camper is coming and other group dynamics.

Campers are placed into age specific groups. The camp program is structured so that as the campers get older and continue to come to LIU Post Youth Camps over the years, they will have new experiences and challenges. Because of this progression and the developmental stages of children, we do not move campers outside of their age/grade range. Please keep this in mind when asking for "group with requests."

Activities

Swimming: Due to the popular demand by both campers and parents, swimming has become one of our most enjoyable activities at camp. Campers use the indoor heated pool in the Pratt Recreation Center. Campers will swim at least once a day in a recreational swim period. At the beginning of the period, campers will have a small amount of instruction. The remaining part of the period will be relay races, games and other water programs. Whether your child chooses to swim or not, they are still required to go to the pool with the rest of their group. All campers are encouraged to swim. If your child is unable to swim for a medical reason, please contact the Camp Director.

The staff at the LIU Post Youth Camps has taken a number of precautions to reduce risks at the pool. The following safety precautions are taken by our staff. Please familiarize yourself and your child with these procedures prior to the first day of camp. The LIU Post Youth Camps staff will review these procedures with your child on the first day of camp.

LIU POST
Summer Day Camp
Waterfront Safety

Aquatic Staff

*Instructor Requirements: Shall be 21 years of age and hold a current Red Cross Water Safety Instructors Certificate and shall have three (3) years of previous waterfront experience. The waterfront director shall have the authority to direct all water front staff and campers at the waterfront.
*Lifeguard: Shall be 17 years of age and possess current advanced lifesaving and basic life support for the professional Rescuer (CPR) certificates from the American Red Cross or equivalent agency based on the standards approved by the State Commissioner of Health. We will have 4 lifeguards at all times.
* Your child's counselors will also be in the pool with them as an added form of supervision.

Pool Rules

* All campers are tested as part of their swimming program (swimmer or non-swimmer). This is a requirement from the Department of Health.
* The pool shall have a divided area for each group and campers are required to stay in the area according to their ability.
* The BUDDY SYSTEM shall be used at the pool and a list of all campers in the pool shall be kept by a counselor at the pool entrance.
* Counselors must be with the campers at all times in the pool area and locker room.
* Campers may not enter the pool or pool area without permission from the staff.
* There will be no running, excessive noise, or horseplay in the pool or on the pool deck.
* Campers must listen to instructions from counselors and aquatic staff at all times. Failure to do so will result in sitting out the swimming activity.
* Campers must shower before entering pool area.
* Campers who are not swimming must sit on the bleachers.
* Spitting, spouting water, blowing the nose or discharging bodily waste is strictly prohibited.
* No street shoes on pool deck.
* No diving off of the blocks.
* Campers must wear proper bathing suits (no jeans or cut off shorts).
* No diving in the shallow end.

Locker Room Rules

*Campers must never be in a locker room without a counselor or staff member present.
*Campers must put all personal belongings in a locker.
*There is no horseplay or excessive noise allowed in the locker room under any circumstances.

Tot Docks

We have "Tot Docks" to enhance our swimming program. "Tot Docks" are docks that go into the shallow section of the water and decrease the depth of the water from 4 feet to 2 feet so that all campers are able to stand in the pool.

Buddy System

The buddy system is used at the pool to help ensure bather safety. When entering the swim area, bathers of equal swimming ability are paired together and given a number and colored bracelet based on swimming level. Should two bathers be paired of unequal ability, they must stay in the area restricted to the level of the less-skilled swimmer.

On a given signal, for example a whistle or an air horn, the buddies should grasp one of each other hands and raise their arms above their heads. The aquatics director will call out identification numbers. When buddies hear their number called they shout out "here". Swimming and activities will resume once all buddies are accounted for. This will be done every 15 minutes.

If the numbers during a buddy check do not match, a quick recount is done. If these numbers still do not match, a third count is done and an in-the-water buddy check will become an out-of-the water buddy check in order to obtain a more accurate count. If on the third count the numbers are still not equal, the emergency procedures for the lost swimmer plan will begin.

A "Buddy Board" must be located at the entrance of the swimming area. All bathers are issued a tag showing which group (non-swimmer, level 1, 2, 3, 4, and so forth) that they belong to. These tags are kept in the "out" section when the swimmers are not in the facility. As they enter the swim area, the tag is moved to the appropriate "in" section. A staff member of the camp should be stationed at the board to ensure that the tags are placed in the proper section.

Swim Levels

Red = non-swimmer; must stay on tot docks, where water is not above 2 feet; will not be allowed in water above chest height.
Orange= beginning swimmer; comfortable in water, but could not make forward progress without assistance/support; may go to first set of ropes; access to water level of 3-5 feet.
Green = intermediate swimmer; could swim 15-20 yards without assistance (body position could be diagonal); may go to second set of ropes; access to water level of 3-5 feet.
Blue = proficient swimmer (body horizontal in water); access to entire pool and water level of 3-10 feet.

Lost Swimmer Plan

- Campers are checked by buddy system, if a swimmer is missing, the Associate Director, Executive Director of Youth Programs, Senior Associate Provost, and Campus Security shall be notified immediately.
- The buddy board staff member will continue to check and recheck the buddy board.
- Working with the life guarding staff, a search will be done of the pool, locker rooms, bathrooms, all other rooms in the Pratt Center and the outside area.
- Staff not involved in the check of the Pratt Center will check other program areas.
- The Executive Director of Youth Programs will remain at the scene. If the lost swimmer is not located immediately, the Executive Director of Youth Programs will request the necessary police/fire rescue assistance.
- If a lost swimmer is located under the water, the rescue effort begins immediately.
- If a lost swimmer is found safe, end lost swimmer search and notify all concerned parties.
- Parent shall be notified immediately after search has been conducted.
- All actions and results will be documented.

Daily Activities

Campers will rotate through a series of 9 program areas each week. The program areas are: Art, Computers, Cooking, Dance, Drama, Music, Nature, Recreation and Sports. Each week campers will receive a schedule of activities that they will be visiting allowing them to participate in each area at least once a week. In addition have a group period once a week that is planned by the counselors in their group, and a Unit Period that is planned by the Unit Leader for all the campers in the age group to attend.

Staff

Now that we are almost to the end of our Parent/Camper Handbook, let me share with you the true secret of LIU Post Youth Camps--our staff! At the heart of the camp program are the individuals who have energy, enthusiasm, and the desire and ability to work with children in an outdoor environment. Each year we select only the most qualified and mature staff members to work with our campers.

For a person to become a member of the LIU Post Youth Camp staff they have to:

1. Pass the initial screening of applicants which requires certain skills and a genuine love for children.
2. Pass the personal interview.
3. Have a clean background check and 3 professional positive references.
4. Demonstrate a good attitude and work ethic during our extensive week long June staff training session.
5. Never settle for less than excellence.

Emergency Procedures and Protocols

In the event of an emergency during the camp day (i.e. fire, natural disasters, criminal activity, campus lockdown) the staff will follow these procedures:

1. Notify the Executive Director of Youth Programs immediately.
2. Establish a headquarters in which the Executive Director of Youth Programs in charge.
3. The Executive Director of Youth Programs will contact Public Safety and the Senior Associate Provost.
4. Communication between the Executive Director of Youth Programs, Associate Director, Program Coordinator and Unit leaders will remain constant with updates through the use of walkie talkies and cell phones.
5. If additional help or notification is needed, the Executive Director of Youth Programs, Associate Director, Program Coordinator, Public Safety, Senior Associate Provost and Provost will make the necessary calls to the police and/or other emergency services as well as the parents.
6. The Senior Associate Provost, Executive Director of Youth Programs and Public Relations will handle the media if necessary.
7. Document all activity and results.

SAMPLE MENU FOR LIU POST YOUTH CAMPS 2013

Meals

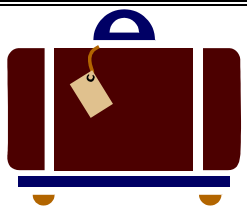
Lunch is scheduled for the entire camp to eat together and is a great time to relax and socialize with new and old friends. A snack and juice are provided as well. Meals are varied day to day and plentiful. Each meal is served buffet style and has several choices, always including vegetarian selections. We can accommodate more special needs such as food allergies. (By request of the director, please call the office to have all of your food allergies met.)

LIU POST YOUTH CAMP - Lunch Menu

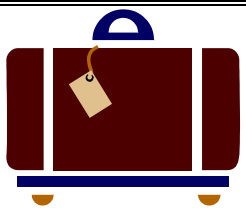
Monday	Tuesday	Wednesday	Thursday	Friday
Day 1 Macaroni & Cheese Tossed Salad Rolls w/ butter	Day 2 Chicken Patties Tossed Salad Roasted Potatoes	Day 3 Pizza Tossed Salad	Day 4 Taco Day Meat, Lettuce, Tomato Salsa, Sour Cream and Guacamole	Day 5 Fried Chicken Corn on the Cob Tossed Salad
Day 1 Hamburgers/Cheese Tossed Salad Chips	Day 2 Chicken Patties Tossed Salad Roasted Potatoes	Day 3 Penne & Meatballs Tossed Salad Italian Bread	Day 4 Turkey Meatloaf Tossed Salad Mashed Potatoes w/Gravy	Day 5 Grilled Cheese Tossed Salad Chips
Day 1 Baked Ziti Tossed Salad Rolls	Day 2 Chicken Patties Tossed Salad Roasted Potatoes	Day 3 Roasted Chicken Rice w/Veggies Tossed Salad	Day 4 Pizza Tossed Salad	Day 5 Ham & Cheese Turkey & Cheese Tossed Salad Potato Chips

Ranch & Italian Salad Dressings
Alternate Meal-Sliced White or Wheat Bread, American Cheese & Cream Cheese & Jelly
Water
Juice
Basket of Apples, Oranges, Pears & Bananas

Snack
Italian Ice, Ice Cream, Pudding, Cake
After Camp Snack
Juice & Packaged Cookies, Chips, Popcorn



WHAT DO I PACK FOR LIU POST SUMMER DAY CAMP?



PLEASE PUT YOUR NAME ON EVERYTHING YOU BRING:

- ☐ Extra pair of sneakers and socks as well as shoes or sandals to wear at the pool
- ☐ Sweatshirt or jacket
- ☐ Swimming suit and beach towel
- ☐ Rain coat or poncho (This is important, because we may have to walk in the rain)
- ☐ Bug lotion and sunscreen
- ☐ Any fun costumes or items for special days
- ☐ Water Bottle

OPTIONAL ITEMS TO BRING:

- ☐ Disposable Camera

PLEASE DO NOT BRING THESE ITEMS TO CAMP:

- ∅ I-pods/radios or laptop computers
- ∅ Matches, Lighters, etc.
- ∅ Electronic games (I.E. Gameboys, DS)
- ∅ Sports Equipment
- ∅ Weapons
- ∅ Drugs or Alcohol of any kind

NOTES: