

MUA Summer Community Camp

PARENT HANDBOOK



MESSAGE FROM THE DIRECTOR

Hello! Welcome to MUA Summer Community Day Camp. My name is Nashima Harvey, Ed.M. I am the founder of THE LITTLE GREEN HOUSE Educational Services, LLC and I am also the 2017 Camp Director for MUA Summer Community Day Camp. It is with great pleasure to partner with Miftaahul Uloom Academy to create this amazing multicultural and diverse community camp. As an educator for almost 20 years, it is my honor to serve you and your families this summer and allow you all to experience a low cost quality alternative to many of the camps located in Hudson County where students may build solid friendships while stopping the summer reading slide via our book club as well as summer academic enrichment program. Campers will also experience new opportunities through our camp specialties and field trips. There is so much fun to be had this summer at MUA Summer Community Day Camp.

Once again, thank you for choosing MUA Summer Community Day Camp and I look forward to building positive friendships this summer with your families.

Sincerely,

Camp Director Nashima

MUA Summer Community Day Camp is a secular community camp where students within MUA and the local community get to build community relationships, social interactions and friendships. All camp sessions should incorporate the creation of a safe, respectful atmosphere where students are encouraged to explore and grow at their own pace while respecting themselves, others, and the environment. Student safety and respect for all are also important components of ensuring an environment of trust.

MUA Summer Community Day Camp is a traditional summer camp that begins June 26- August 25 from 9:00am to 2:00pm and offers weekly fun themed activities for children as well as interactive academic enrichment.

Our camp offers a wide variety of age appropriate activities designed to broaden your child's interests, promote healthy living and strengthen their social skills. Campers gain self-confidence and build their team working skills each day through sports and specialty activities that engage their creativity and curiosity. The caring, well supervised environment and the tentative extended hours provide peace of mind for working parents.

Student Enrollment:

Registration fee non-refundable: \$50 (Money goes towards tuition)

Weekly Rates Flat Fee Per Child Per Week

\$187.50 a week

Camp T-shirt(\$10) needed for field trips

.

Sibling Discounted Rates:

1st child \$180.00

2nd child \$170.00

3rd child \$160.00

PRINCIPLES OF MUA COMMUNITY SUMMER CAMP

At the MUA Community Summer Camp, the principles of character development and values are a part of who we are. We reinforce the values that you teach at home. The MUA Community Summer Camp is committed to embracing and demonstrating character through the modeling of the four core values: caring, honesty, respect and responsibility. Our goal is to challenge the children and staff to believe in and act on these positive values.

Caring: to love others, to be sensitive to the well being of others, to help others.

Honesty: to tell the truth, to act in such a way that you are worthy of trust, to have integrity; making sure your choices match your values.

Respect: to treat others as you would have them treat you; to value the worth of every person, including yourself.

Responsibility: to do what is right, what you ought to do; to be accountable for your behaviors and obligations.

MUA Summer Community Camp Information

ABSENCES

If your child is not going to attend camp for the day please report his/her absence by calling the Director Nashima at 347-450-5418 or emailing Camp@LearnLiveGreen.com by no later than 8am the day of the absence.

CAMP SITE

Miftaahul Uloom Academy
501-15th Street
Union City, NJ 07087

CAMP HOURS

**Monday through Friday
9am - 2pm**

(Before and After Care Hours are Available separate from camp)

DROP OFF

Sign your child in at the sign-in desk each morning when you bring them to camp. The MUA Summer Community Camp does not and will not assume responsibility for children that arrive before the start time of 9:00am.

EARLY PICK-UP

If your child will be leaving early, please notify the site director, in writing, on the morning of the designated day. The staff will have your child prepared to depart at your requested time. Remember that you will still need to sign your child out.

PICK-UP

Sign your child out when you pick them up from camp. Please bring a photo ID with you everyday. If someone other than yourself or the persons authorized on the registration form will be picking up your child, a written note must be submitted to the camp staff ahead of them. This person must also bring a photo ID with them when they pick up the camper.

****Note: Appropriate legal paperwork is required to be on file with MUA Summer Community Camp when the custodial parent requests the center not to release the child to the other parent.**

LATE PICK-UP

We close promptly 2:00pm

For all children not picked up by the end of the program, regular or extended hours, the following late policy will be in effect:

First 5 minutes: Grace Period

Each 5 minutes thereafter: \$5.00 per child

The late fee is in place to compensate staff members for their time. If you know you will be late, please attempt to make alternate pick-up arrangements.

The MUA Summer Community Camp should be notified if you foresee late arrival, as it is often stressful for a child when parents are late.

NOTE: When a child is not picked up in emergency situations including, but not limited to: inclement weather or natural disasters, we will follow the above “late pick-up” policy listed above starting 45 minutes from when the parent has been informed of the need for campers to be picked- up.

CHILDREN AT RISK

Parents who arrive at the MUA Summer Community Camp in an incapacitated condition (i.e. alcohol, drugs) present a risk to their child. The staff in charge will advise the parent of their options regarding the transportation of their child to his/her home. Some options that may be exercised are:

Call another person on the child’s emergency contact list Call the other parent

Call a taxi

Call a nearby neighbor / friend

If a reasonable conclusion cannot be reached, the parent will be advised that either Child Protective Services or the Police will be called.

2017 CAMP SCHEDULE

WK 1: June 26-30, 2017

WK 2: July 5 - July 7, 2017 (Short Week)

WK 3: July 10 - 14, 2017

WK 4: July 17 - 21, 2017

WK 5: July 24 - 28, 2017

WK 6: July 31 - August 4, 2017

WK 7: August 7- August 11, 2017

WK 8: August 14 - 18, 2017

CAMP ATTIRE

Each camper will receive one Camp T-Shirt for the entire summer. Additional shirts can be purchased for a fee of \$10.00

Please remember to dress your child appropriately for camp. Our camps use discovery and play as a major part of our camp program, thus we encourage you to dress your child in clothing that you do not mind getting dirty or stained with art materials in the course of your child engaging in a fun activity. Here are some other reminders of clothes for camp:

T-Shirt with Sleeves

Shorts (No skirts, girls!)

Socks

Appropriate Clothing for Camp: NO halter or tube tops, NO short shorts etc!

Tennis Shoes (No sandals or flip flops, please!)

LABEL EVERYTHING!! (Even underwear!)

PRINCIPLES & CHARACTER DEVELOPMENT

We plan to provide the best day camp program possible. At MUA Summer Community Camp that means more than just activities. We believe character development is an important challenge for all of us – staff, volunteers, members, participants and parents – to accept and demonstrate the positive values of caring, respect, honesty and responsibility

COMMUNICATION

Every Monday you will receive important information regarding schedules, field trips, special events, etc. Please read all information carefully and save it for future reference.

Parent Communication Log

At each camp, you will find a binder or notebook in which you can leave messages for the Camp Director or Counselor. Please write all messages down in this book including, known absences, vacations, the need to conference, etc.

CONDUCT

Our Code of Conduct states that the MUA Summer Community Camp is committed to providing a safe and welcoming environment for all of our members and guests. To ensure safety and comfort for all, we ask individuals to act appropriately while they are in our facility or participating our program. We expect persons using the camp to behave in a mature and responsible way and to respect the rights and dignity of others.

Our code of conduct does not permit language or action that can hurt or frighten another person or that falls below a generally accepted standard of conduct. Specifically this includes:

Angry or vulgar language including swearing, name calling, and shouting;

Physical contact with another person in an angry or threatening way;

Any demonstration of sexual activity or sexual contact with another person;

Harassment or intimidation with words, gestures, body language or other menacing behavior;

Behavior which intends to or results in the theft or destruction of property;

Carrying or concealing any weapons or devices that may be used as weapons.

Campers are responsible for their own personal comfort and safety and should ask any person whose behavior threatens their personal comfort to refrain. Staff are

trained and expected to respond to any reported violation of our code of conduct. Please do not hesitate to notify a staff person if you need assistance. We want to help! MUA Summer Community Camp Management will investigate all reported incidents. Dismissal from a program may result from any violation of the code of conduct. No refunds will be given.

DISABILITIES

In order for MUA Summer Community Camp to provide the best day camp experience for your child, we ask that prior to registration, you consult with the camp director regarding any special needs of your child. Due to the fact that there are some medical treatments and procedures that legally MUA Summer Community Camp staff is not trained nor qualified to perform, children will be enrolled on an individual basis. We will make every attempt to serve all children.

DISCIPLINE POLICY

If your child needs to be disciplined acceptable measures may include; stern verbal warnings, time- out from activity, removal from activity and placed with staff away from group, suspension from camp, removal from camp. Unacceptable measures may include verbally degrading the camper, physical punishment, isolation without proper supervision.

Forbidden discipline actions:

Physical punishment, striking a child, roughly handling or shaking a child, restricting movement through binding or tying, forcing a child to assume an uncomfortable position, or exercise as punishment; enclosure in a small confined space; punishment by another child; separation from the group so that the child is away from the hearing and vision of a staff member; withholding or forcing of food or rest; verbal remarks which are demeaning to the child; punishment for toileting accidents; and punishment by applying unpleasant or harmful substances.

Behavioral Guidance

In order to promote your child’s physical, intellectual, emotional, and social well being and growth, staff shall interact with the child and one another to provide needed help, comfort, and support and:

- **Respect personal privacy**
- **Respect differences in cultural, ethnic, and family backgrounds** ○ **Encourage decision making abilities**
- **Promote ways of getting along**
- **Encourage independence and self direction**
- **Use consistency in applying expectations**

Behavioral guidance will be constructive in nature, age and stage appropriate, and will be intended to redirect children to appropriate behavior and resolve conflicts. Parents will be notified when persistent behavioral problems are identified and will include any disciplinary steps taken in response.

EXPECTATIONS

Good behavior will be encouraged in a positive manner. Before the first day of camp, you and your child are required to read through and sign the “Behavior Agreement” form, found in your registration packet. This way you will both be aware of the rules and consequences. The staff will work cooperatively with parents, keeping them informed of behavior problems and methods used to teach and guide them toward socially acceptable behavior. Behavior problems that cannot be resolved cooperatively will result in your child’s dismissal from the Day Camp Program. Certain abusive behaviors will result in immediate dismissal.

If your child has been receiving assistance in behavior management during the school year, it is imperative that this information be shared with the camp staff. This will enable us to work more effectively and productively with your child.

PAYMENT POLICIES

Registration Ends June 2,

Registration Costs: \$50 (THE \$50 cost will be deducted from your camp payment)

CAMP MUST BE PAID IN FULL PRIOR TO JUNE 26

MUA Summer Community Camp requires a 72-hour processing period before confirmation of placement.

All withdrawals from a camp session and/or refund requests must be done in writing through the Miftaahul Uloom Academy, 501-15th Street, Union City, NJ 07087. Phone Number- 3470450-5418

Registration cancellations must be made 2 weeks prior to the start of the camp. Cancellations less than two weeks in advance will be charged a 20% processing charge in addition to the non-refundable deposit.

All cancellations must be submitted in writing. NO child will be accepted into camp unless the balance has been paid in full by the start date of camp. If transferring your child to another camp, there will be a \$35 transfer fee after May 1. No fee is required if the child is moved from the wait list to a camp slot. All requests for transfers must be submitted in writing. No child will be able to register without all the required paperwork filled out and submitted to the MUA Summer Community Camp.

MUA Summer Community Camp reserves the right to remove a child from any program due to behavioral or other concerns. In the event that this may occur there will be no refund given. Every attempt will be made to work with children and their families through conferences and direct communication.

EVALUATIONS

The MUA Summer Community Camp program is always looking for feedback from the parents to further improve our camp program. We will be distributing evaluations to parents over the course of the summer. We ask that you please fill out and return these

evaluations. Parental assessment of the camp's strengths and weaknesses will aid in the improvement of camp programs and in the facilitation of new ideas. Parents are invited to give regular assessments of the camp program to the site director at any time.

FIELD TRIPS

Several day camps will participate in field trips to different places or have special guests coming to the day camp sites. Please check your child's camp bag for trip announcements. In case of rain, a field trip may be changed or cancelled. On trip days, please bring a completely disposable lunch as well as extra water and snacks.

Unless your child is participating in a Trip / Outdoor Camp where field trips are implied, permission slips must be signed in advance for your child to attend. Notice of such outings will be posted prior to any trip. Trips may or may not include transportation on MUA Summer Community Camp bus, van, public transportation, or walking. You will have the option for your child not to attend field trips or special events. Parents are always welcome and encouraged to attend our field trips.

GENERAL CAMP SCHEDULE

Children participate in a variety of activities each day. The activities can be camp wide activities, personally selected activities, and unit activities. The Specialty weeks where we have a Specialist come to teach our campers something new will have a half-day specialty format and a half-day traditional camp format. Trip and Outdoor weeks will offer activities depending on the location of the trip.

In general, the camp day is arranged as follows :

If applicable there will be a before-care program from 8:00-9:00

9:00-10:00 Breakfast/Morning Activities

10:00 - 11:00 Camp Activities (Snack at 10:45am)

11:00 - 12:00 Camp Activities

12:00 - 1:00 Lunch

1:00 - 2:00 Camp Activities (Snack at 1:30pm)

If applicable there will be an after-care program from 2:00pm - 5:30pm

Before and After Care Extended Hours Program

Children in the extended hours program will be given a variety of structured and non-structured activities to choose from each day.

However this program is separate from MUA Summer Community Camp and arrangements must be made with the Before and After Care Extended Program Director for further information.

LOST AND FOUND

We do have a lost and found area at camp. It is highly recommended that you label all items (clothing, towels, lunch boxes, water bottles, etc.) with your child's name. While we make every effort to keep all campers' belongings in their backpack or on their person, MUA Summer Community will not be held responsible for lost or stolen items. At the end of each week, we will display the found items, and then take any remaining items to Goodwill. Please make a quick check of your child's backpack at the end of the camp day before leaving. Lost items are much easier to recover on the same day they are lost.

LUNCHES & SNACKS

Breakfast and Lunch is provided for all campers. However if your camper does not want to eat provided meals they should bring a non-perishable lunch and a beverage to camp daily unless otherwise notified.

Snack is not provided by the camp so if you would like your child to have a mid-day snack please pack one with their belongings and label the bag it is in,

When providing students with their own meals and snacks, please pack a healthy, low sugar and balanced meal, no soda please! Do not send food or drinks in glass containers. Lunches will not be refrigerated; therefore, we ask that you send lunches that do not contain mayonnaise or other food items that will spoil if not kept cold. Freezing lunches and juice the day before and/or inserting a cold pack in the lunch container will help preserve the food. Please mark all lunches (and all containers inside lunches) with the camper's first and last name and the date. A marker and masking tape for labeling lunches will be available at the sign-in desk and in the camp location.

Please do not provide your camper with food that will need heating or to be microwaved. Camp staff are not responsible for food preparation or pre-heating meals.

We will have 2 snack periods daily. Please send extra food for these times as well as a water bottle.

***Campers are NOT permitted to use the soda or vending machines or have access to local stores. All food and drinks should come from home.**

The MUA Summer Community Camp is a **NUT FREE ZONE. We ask that you do not provide lunch or snacks that contain peanuts, peanut butter or other nuts at camp to ensure the safety of all children. Please note that if your child brings a lunch or snack that contains nuts or nut products, MUA Summer Community Camp staff will provide a nutritious alternative and the item will be returned to you at the end of the day.**

Your understanding and support in helping is to provide a **NUT FREE ZONE is greatly appreciated. MUA Summer Community Camp continues to work towards an inclusive environment that supports and acknowledges the right of each person to be fully included in all activities that occur in our programs.**

MEDICAL/ EMERGENCY INFORMATION

Essential Forms:

Camp Registration form

Health/Immunization Form

Policies and Waivers Form

Proof of Identification Form

Parent Handbook Acknowledgement If needed, a Medication Consent form

These forms must be given to the MUA Summer Community Camp at the time of registration or your child will NOT be able to attend camp!! Please be sure that the information on the forms is accurate and complete. Please do not leave any of the fields blank on any of the forms.

ADDRESS AND TELEPHONE NUMBERS

Please inform MUA Summer Community Camp in writing of all changes to address and phone numbers. If your emergency numbers change, it is important that we are notified immediately to ensure proper notification of parents in case of an emergency. Also, please notify the MUA Community Summer Camp if you are going out of town; this allows us to quickly contact others on your emergency contact list if necessary.

BUGS & BEES

To reduce the possibility of both bug bites and stings, a few simple precautions can be taken. Bugs and bees are attracted to patterns on clothing that resemble foliage in the outdoors. To reduce this attraction, wear solid, light colored shirts, shorts, or trousers. Another major attraction occurs from “smell”. Sweet smelling soaps and shampoos will attract both bees and bugs so try to use unscented products when showering and bathing

and avoid the use of perfumes. Please also try to use a sun block of at least SPF 15 that is unscented.

ILLNESS POLICY

By June 1, all children must have a current physical on file. Physical examinations must be complete and signed by a child's physician. All immunizations must be current.

Children must be healthy enough to participate in the program's daily routine. We do not have the facilities to care for sick children and therefore do not allow them to attend the program. For the safety and comfort of your child, please keep them home until they feel better and no longer present the danger of passing on their illness.

If you are keeping your child home due to illness, please contact the camp by 8:30am and let the staff know of your child's absence. When your child has a fever (fever of 101) or vomiting/diarrhea, please make sure they remain at home 24 hours after their temperature and symptoms returns to normal. We may require a physician's release for any medical or health condition. If your child becomes ill while at the center, you will be asked to pick up your child as soon as possible.

The following are defined as illness or communicable health problems:

Conjunctivitis (pink eye)

A chronic runny nose with colored discharge

A chronic cough

A fever

Vomiting or upset stomach

Signs of general fatigue or discomfort

An open rash

Head lice

Knowledge that the child has had a fever within the past 24 hours

Please notify the MUA Community Summer Camp if your child or any member of your immediate household develops a communicable condition (as defined by the local health department), such as pink eye, chicken pox or lice. Parents are responsible to notify the MUA Community Summer Camp within 24 hours or the next business day. In the case of a life-threatening illness, please notify the MUA Community Summer Camp immediately. It is important for us to post a notice to other parents as soon as possible.

In the case that your child becomes ill during the program, you will be contacted as soon as possible. If the parent or guardian is unable to be reached, the child's emergency contact will be notified. It is the responsibility of the parents to arrange for the child to be picked up from the center as soon as possible.

Accidents/Emergencies

All precautions will be taken to prevent serious health risks to all campers.

In the event that a minor injury occurs, First Aid will be administered at the camp location by the camp staff.

The following procedures will be followed:

First Aid will be provided and the incident recorded in the camp log.

The child will periodically be observed after First Aid has been applied.

In the event of a medical emergency, immediate action will be taken by the staff as per your orders on the camp registration form and policies and waivers. Please be sure to keep these forms updated at all times. If parents or other responsible adults are unable to be reached, the child will be taken to the nearest hospital for any necessary treatment.

In general, in the event that a major injury or health problem arises and professional medical care is required, the following steps will be taken:

Immediate First Aid will be administered by the camp staff person until professional services arrive.

You will be contacted. If you cannot be reached, the emergency contact person will be notified.

911 will be called.

A staff person will accompany your child to the hospital and remain until you or your emergency contact person arrives.

The incident will be described in writing on the MUA Community Summer Camp incident report.

Emergency information is very important for us to provide the safest possible environment for your children.

***** Please notify us right away when there is a new work or home phone number, or if you have moved and have a new address. If your child is sick or injured, it is important for us to be able to contact you right away. Please keep these accurate at all times.**

The MUA Community Summer Camp does not incur the cost of medical treatment and it is imperative that you indicate on your child's health history / registration form what type of health insurance you carry.

EMERGENCY PLAN

MUA Summer Community Camp will have a site-specific emergency plan including an assembly area program, facility evacuation plan, notification (sounding of alarms) system, shelter-in-place plan, locations of fire extinguishers and first aid kits, etc. Staff have been trained and are expected to be well-versed in emergency procedures. Every two weeks of summer camp will include both a fire drill and shelter-in- place drill, so that campers are aware of what to do in an emergency. The MUA Community Summer Camp summer camp sites' emergency plans are available for parents to read. Please see the camp director for a copy of this plan.

The following are general procedures for the MUA Community Summer Camp in case of emergencies:

Shelter-in-Place: In the event of an emergency that requires an on-site shelter-in-place, campers, members, and staff will assemble in the designated area on site (please refer to site-specific plans for actual locations). In the event of an emergency that requires campers, members or staff to be moved to an alternate location, participants and staff will be transported via MUA Community Summer Camp buses or use local transportation to the following locations in order as possible:

Facility Evacuation (in case of fire, or other emergency): In the event of an emergency requiring facility evacuation, campers and staff will exit the building through the nearest exit, and meet at pre-determined assembly areas. Camp staff will take roll of campers in their groups, site directors will take a total count to assure that all children have left the building safely, assistant site directors are responsible for medication, first aid kits and evacuation kits.

Chemical / Biological / Terrorist Emergency Plan: In the event of any of these emergencies, campers and staff are required to relocate to the on-site shelter in place location. Once there, no one (including parents and children) will be allowed to enter or exit the building until there is further notification from a MUA Community Summer Camp Senior Staff person.

Severe Inclement Weather: In the case of severe inclement weather campers will meet at their designated camp area. All campers will remain in their groups under until the weather passes or the parents pick the camper up. No refunds will be given for inclement weather closures or modifications.

Parents: Please create an emergency plan to have your child picked up during emergency situations. Be aware of local weather conditions that you feel may warrant your child being picked up from camp. Due to the large number of campers attending camp, the MUA Community Summer Camp will not call you to pick up your child unless the camp is canceled.

MEDICATION POLICY

Our medication policy is primarily established to accommodate the administration of medications(s) commonly prescribed by physicians for the treatment of short-term illnesses. Prescription and "over-the-counter" medications will not be dispensed without written consent from the child's parent.

Complete the medication authorization form included in your camp registration packet. Keep all medication in the original container with the prescription label / direction label attached. Medication must be labeled with the child's name, the name of medication, the dosage amount, and the time or times to be given.

Hand all medication (including inhalers, etc.) to the camp counselor. Campers are not allowed to keep medications on their person, in their backpacks or lunch bags.

All medications will be locked up and given to your child at the prescribed time.

Medication authorizations are only valid for 10 days, at which time, all unused medication will be returned to the parent or disposed of, unless a new form is completed. If a child is taking medication for an extended period, a note with these specifications and signed by a physician must be submitted.

SUNSCREEN

Should your camper be required to use sunscreen while participating in the camp day, the following procedures MUST be followed:

Please complete the medication authorization form included in your camp registration packet.

Keep the sunscreen in the original container, labeled with your camper's name and hand to the camp counselor for storage.

Camp staff with appropriate medication administration training will apply sunscreen to campers under the age of 9 years old. All campers that are older than 9 years old will be permitted to apply their own sunscreen.

BUG SPRAY

Should your camper be required to use bug spray while participating in the camp day, the following procedures MUST be followed:

Please complete the medication authorization form included in your camp registration packet.

Keep the insect repellent in the original container, labeled with your camper's name and hand into the camp counselor for storage.

ALLERGIES

In recent years, there has been an increase in the number of children with severe allergies to peanut products and other things in our camps. We try our best to accommodate these campers without inconveniencing other campers. If you're aware that your child is severely allergic to something, it is your responsibility to notify the MUA Community Summer Camp in advance so we may take proper precautions.

The MUA Community Summer Camp is a NUT FREE ZONE. We ask that you do not provide lunch or snacks that contain peanuts, peanut butter or other nuts to camp to ensure the safety of all children. Please note that if your child brings a lunch or snack that

contains nuts or nut products, MUA Community Summer Camp staff will provide a nutritious alternative and the item will be returned to you at the end of the day.

Your understanding and support in helping is to provide a NUT FREE ZONE is greatly appreciated. The MUA Community Summer Camp continues to work towards an inclusive environment that supports and acknowledges the right of each person to be fully included in all activities that occur in our programs.

SPECIAL DIETS

The MUA Community Summer Camp must be made aware of any child who requires a special diet due to medical or religious reasons.

CHILD ABUSE

State laws of New Jersey require the MUA Community Summer Camp to report suspected or actual child abuse and/or neglect to the proper authorities. In compliance with the laws, the MUA Community Summer Camp has adopted a policy, a summary of which is as follows:

- Sexual misconduct and / or child abuse on the part of employees is prohibited by the MUA Community Summer Camp. Any employee that admits to or is found guilty of an incident of illegal sexual misconduct shall be immediately terminated from employment and any position of responsibility with the MUA Community Summer Camp.**
- Any employee of the MUA Community Summer Camp who has reason to suspect that a child is abused or neglected should report that matter immediately to his/her supervisor who shall make a report forthwith to the local department of the county or city where the child resides or where the abuse or neglect is believed to have occurred. If neither locality is known, then such report shall be made to the local department where the abuse or neglect was discovered.**
- Any employee making a report of child abuse or neglect pursuant to the appropriate sections of the New Jersey statutes or who participates in a judicial proceeding resulting there from shall be immune from any civil or criminal liability in**

connection therewith, unless it is proven that such employee acted in bad faith or with malicious intent.

ASBESTOS

The MUA Community Summer Camp site is held at Miftaahul Uloom Academy in Union City, NJ. This site was inspected in accordance with the Asbestos Hazard Emergency Response Act (AHERA). In accordance with New Jersey and Federal Requirements, a copy of that report is available at all times for your inspection and an asbestos management plan has been implemented. For more information, please contact school officials at Miftaahul Uloom Academy Sr. Faatimah or Site Director Nashima.

ORGANIZATIONAL CHART – MUA Community Summer Camp SUMMER CAMP PROGRAM

Camp Director
Assistant Camp Site Director
Senior Camp Counselors
Junior Camp Counselors
Volunteers/Interns

PARENT PARTICIPATION

You are always welcome in the program either on an on-going or isolated basis to share special interests or expertise. Please contact us via camp email: camp@learnlivegreen.com to volunteer your services.

Parents of enrolled children may make unannounced visits at anytime. All custodial parents have the right to enter the day camp at any time. We request, however, that visits of a lengthy nature are scheduled with the Director ahead of time in order to avoid having too many people in the room at one time. Visitors other than parents are welcome to visit, but should make an appointment with the Director ahead of time.

We would also like to invite all the parents to attend special events and shows may be put on by the children each week.

PERSONAL BELONGINGS

Please do not allow your child (ren) to bring personal belongings to camp. The MUA Community Summer Camp can not be responsible for the loss or damage of toys, games, clothes or other personal belongings.

Please do not bring the following to camp:

Any electronic games / devices (including, but not limited to: Gameboys, PSPs, iPods, CD Players, etc., etc.)

Money

Cell phones

Trading Cards

Guns, knives or weapons of any sort - fake or real

Valuable items

Clothing & Other Belongings

All belongings brought to the MUA Community Summer Camp should be properly marked with the child's name.

Should children need to bring specific items from home for activities, appropriate notice will be given to parents ahead of time.

SPECIAL EVENTS AND BIRTHDAYS

Special food treats may be brought in for holidays, special events or birthdays. Arrangements should be made ahead of time with the camp director. All food must be brought in covered containers with written directions if necessary. If sending in store brought items, please send unopened packages.

PHONE CALLS

**Please do not call to speak to your child or your child's counselor unless it is an emergency. If your child is experiencing problems, we will call you immediately. If you need to speak to your child's counselor, please leave a message with the MUA Community Summer Camp office at 201-223-9920 and s/he will return your call as soon as possible. You may call the day camp site director with your questions or concerns at any time.
Director Nashima contact info : 347-450-5418**

RULES & SAFETY

Safety is paramount to the camp program. All children MUST be brought to and picked up from camp by a parent or authorized person. All parents will be asked to show an I.D. when retrieving their child. This helps ensure their safety.

Camp rules will be established and taught to the children at the beginning of camp and regularly reviewed to ensure the safety of all campers. Please review the following list of rules with your child:

General Rules

- 1) Exit the car only at drop-off point and only from the passenger side of vehicle.**

- 2) Stay with your group at all times.**
- 3) Cross the parking lot at the crosswalk. Look both ways before crossing.**
- 4) Always walk. Never cross between cars.**
- 5) No climbing on gates, fences, or trees.**
- 6) No horseplay, screaming, or yelling while in the bus.**
- 7) No inappropriate or abusive language is permitted.**
- 8) No hitting, kicking, or other physical abuse is permitted.**
- 9) Listen to and respect the rules and boundaries of any games played in camp.**
- 10) Participate and cooperate during activities.**
- 11) All campers will be expected to display good teamwork. How we play is more important than whether we win or lose!**

SIGN-IN/SIGN-OUT

This is a very essential part of the camp program. Parents or other authorized persons are responsible for signing their child (ren) in and out at the beginning and end of each day. Legal documentation of custodial rights may be required. This helps us to provide the safest environment possible as well as provide the opportunity for us to talk with you about your child's day.

Children will be released only to those authorized by the parent on the child's Registration Form. It is the parent's responsibility to notify the camp of any changes in authorization. If someone other than these people must pick-up your child, a written note must be sent in ahead of time. Those picking up children should be prepared to show identification to the camp staff member upon request. No child will be released to anyone who is not authorized to pick up that child.

Please help to ensure the safest possible environment and remember to notify the center of any absences.

No camper will be allowed to leave by him/herself and / or sign him/herself out of camp, regardless of written permission.

STAFF

The MUA Community Summer Camp and Before and After Care Program strives to hire a highly qualified, well-trained staff to conduct all MUA Community Summer Camp childcare programs. The summer camp staff is comprised primarily of upper level high school students, college students, recent graduates, schoolteachers, and our professional MUA Community Summer Camp childcare staff. The day camp staff members are innovative and creative individuals who love working with children. All staff meet

requirements set forth by the State, County and MUA Community Summer Camp, as applicable. MUA Community Summer Camp staff members participate in planned training and education process to further their skills in child development and recreation. The camper to staff ratio is no more than 10 to 1.

SWIMMING

Please send your child to camp with a swimsuit and towel EVERYDAY. Although you will be provided with a schedule that indicates your camper's swim schedule, sending your camper with his / her swim gear each day will allow them to participate in any activities in case of a schedule change.

Please indicate on your registration form whether or not your child has experience swimming. Day camp staff, as well as certified lifeguards, will supervise all pool times.

TAX INFORMATION

The Miftaahul Uloom Academy tax ID number is ???

TERMINATION POLICY

The MUA Community Summer Camp reserves the right to terminate your child's camp enrollment with or without refund if the staff deems in the best interest and/or safety of the camper, other campers, parents or staff. If a child's camp enrollment termination is deemed necessary by MUA Community Summer Camp staff parents will be informed of reasons for termination of services.

TRANSPORTATION

There is no transportation available with the exception of field trips or special events.

The transportation schedule for Trip and Outdoor Camps are as follows. All children in camps that require transportation must be dropped off no later than 8:55am in order for buses to depart promptly at 9:00am. The buses will return to the transportation site at approximately 1:45pm unless otherwise indicated due to unforeseen circumstances.

WEATHER

Outdoor play is an important part of our daily camp schedule. Parents are asked to dress their children appropriately for the weather conditions. A light sweater or jacket may be needed in the mornings.

During periods of extreme heat (Code Red), the camp staff will scale down the physical camp activities. Campers will not be able to be outside for more than 15-20 minutes at a time. Indoor facilities will be utilized by programming more crafts and low-activity events or activities. The staff will take children inside to increase their water intake on these days. All precautions will be taken to prevent heat related injuries during these times.

Hints for the Heat

The MUA Community Summer Camp will monitor the weather conditions and plan our camp day accordingly. On Code Red days, we will limit outdoor play. Additionally, here are some ways you can keep your camper COOL:

- 1. Provide at least two drinks in his/her lunch.**
- 2. Drinking water is encouraged at camp. (We instruct our counselors to “water” their campers whenever they pass the drinking fountain.)**
- 3. Provide them with a hat to wear and dress them in light colors.**
- 4. Rainy days and code red days are specially programmed days at the camps. Alternative indoor activities have been planned and may include instructional videos, sing-a-longs, and games. Field trips, swimming, outdoor activities will resume as weather permits.**

Special Notes to Parents

As a provider of children’s programs, the MUA Community Summer Camp strives to effectively screen and train all staff and volunteers. MUA Community Summer Camp child development and camping programs are licensed by the state and/or jurisdiction in which they take place. Our quality programs enrich the lives of thousands of children each year and the safety of every child is a top priority for us.

To make sure your child remains safe outside of MUA Community Summer Camp supervision and to protect our staff and volunteers, the MUA Community Summer Camp encourages your cooperation in the following areas:

It is a violation of MUA Community Summer Camp policy for a MUA Community Summer Camp employee to baby-sit, host sleepovers, or spend time one-on-one with your child outside of the MUA Community Summer Camp programs.

Please do not leave your child at the MUA Community Summer Camp school site, or playing field unless a MUA Community Summer Camp staff member or volunteer is there to receive and supervise your child.

Talk to your child about the importance of telling you if someone does or says something that makes them feel uncomfortable. Emphasize that adults should not ask them to keep secrets from you.

Explain to your child that s/he has a basic right to privacy and that no one should touch them inappropriately or compel them to touch someone else inappropriately.

Instruct your child to always remain part of the group. Stress safety in numbers.

Be concerned if your child suddenly becomes withdrawn or balks at attending certain activities or being around a particular person. Gently seek to find out why.

Report any actions by MUA Community Summer Camp staff or volunteers that you deem to be inappropriate to the Camp Director.

If these actions involve suspected child abuse, contact the Child Protective Services Department of your jurisdiction immediately, or call your local police department.

ORIENTATION

Orientations have been scheduled as follows:

Tentative June 23, 2017

9-10am

Discuss camp procedures

QUICK REFERENCE CHECKLIST

Did you remember to send?

- ☐ **Backpack (labeled)**
- ☐ **A healthy lunch and snack that is labeled and dated (no glass containers)**
- ☐ **Water Bottle**
- ☐ **Sunscreen (labeled)**
- ☐ **Swim suit and towel**
- ☐ **A plastic bag for wet stuff**
- ☐ **Bug Spray (labeled)**
- ☐ **A poncho/raingear on wet days**
- ☐ **Old shoes are recommended for muddy days**
- ☐ **A complete change of clothes for younger campers**
- ☐ **And remember to label all items with your child's name**

If you have questions or concerns, please feel free to address them with the MUA Summer Camp Director Nashima via:

Email: [Camp@ LearnLiveGreen.com](mailto:Camp@LearnLiveGreen.com)

Phone: 347-450-5418

We look forward to a happy and safe summer with your child (ren)!

