



# Parents' Handbook

## - 2012 -

Boulder Ridge Day Camp  
104 Goose Green Road  
Barkhamsted, CT 06063

Office Hours: Monday through Friday: 9 am to 5 pm  
While Camp is in Session: 7:30 am to 5:30 pm

P: (860) 379-6500  
F: (860) 921-5165

E: [info@boulderday.com](mailto:info@boulderday.com)  
W: [www.boulderday.com](http://www.boulderday.com)

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Dear Boulder Ridge Families,

Thank you for choosing to send your child to Boulder Ridge Day Camp this summer! We know you have put your trust in us to provide a safe, educational, and fun summer to your child.

Boulder Ridge Day Camp is owned and operated by the Ebner family, whose three generations have been running camps for over 60 years. With BRDC's 68 acres, beautiful waterfront and pool, and abundant indoor space, we provide educational, challenging, and enjoyable activities in both small and large groups under the guidance of caring, well-trained staff to give children an experience that lasts a lifetime.

The following document outlines many of the policies and procedures we have at Boulder Ridge Day Camp. Thank you for doing your best to abide by these guidelines. This ensures that your children are receiving the best possible care at our camp, and that we are providing you the most efficient service.

We're excited for a fun, exciting summer here at Boulder Ridge with your kids!

**Vicki Noad**  
Camp Director  
[vicki@boulderday.com](mailto:vicki@boulderday.com)

# Camp Dates & Times

## 2012 Spring and Summer Calendar:

May 20:	Open House: 1:00 – 4:00 pm
June 1:	Medical Form and Final Payments Due
June 25 – July 6:	<b>Session 1</b>
July 4:	Parents' Night for Session 1 Campers Sleepover for Session 1 Campers: 4 <sup>th</sup> Grade and Older
July 9 – 20:	<b>Session 2</b>
July 18:	Parents' Night for Session 2 Campers
July 23 – August 3:	<b>Session 3</b>
August 1:	Parents' Night for Session 3 Campers
August 8 – 19:	<b>Session 4</b>
August 15:	Parents' Night for Session 4 Campers Sleepover for Session 4 Campers: 4 <sup>th</sup> Grade and Older

Trip schedule and additional special event details will be sent home with campers, as well as put on our website at the beginning of each session.

Regular Camp Hours: Camp runs Monday through Friday from 9 am to 4 pm.

Extended Camp Hours: Before and After Care

Early drop-off and late pick-up are available, times and fees are as follows:

Before Care	7:30 am – 9:00 am
After Care	4:00 pm – 5:30 pm

Before or After Care is \$30 per week if paid in advance.  
Both Before and After Care is \$50 per week if paid in advance.  
If you choose to pay in advance, there are no refunds for days missed.  
Camp does not provide transportation for Before or After Care.

As Needed Before or After Care: You may utilize the Before or After Care program as needed for \$8 per time used. Payment is expected the day of service. Even if you utilize this service for a full week, the fee will remain at \$8 per time used. Please call the camp office to let us know that you will be dropping off early or picking up late.

## General Policies & Procedures

### What to Bring to Camp:

- BRDC backpack
- 2 bathing suits

We require that your camper use the Boulder Ridge bag that we provide. Campers will receive this bag on their first day of camp. On your camper's first day, please send their belongings in a disposable bag labeled with their name and their counselors will assist them in transferring their things to their new Boulder Ridge bag. Please send your camper with their bag and two bathing suits each day.

Clothing: Please be sure your child is dressed in comfortable and appropriate clothes each day. One Boulder Ridge t-shirt is included in the camp tuition, but is not required to be worn at camp, except on trip days, which campers and families will be notified of on the first day of their session.

An extra change of clothes can be sent with younger campers on the first day to be kept at camp, just in case.

BRDC apparel will be available for purchase. Information will be sent home on the first day of each session, as well as sold on Parents' Nights.

Please make sure every article of clothing is clearly labeled with your child's name. We end up with lots of lost-and-found and we want to be able to return everything that belongs to you, back to you.

Footwear: To avoid injury, please be sure that your child wears comfortable sneakers with socks each day. You may send flip-flops, sandals, or Crocs to be worn in the pool area during lessons and free swim only. Please do not forget to label all shoes and sandals.

Sports Equipment: All necessary sports equipment is provided to all campers. If campers prefer to bring their own equipment, please make sure it is clearly labeled. Ebner Camps, Inc. is not responsible for lost, stolen, or damaged equipment.

Rainy Days: Boulder Ridge is in session regardless of the weather. In case of rain, please send your camper to camp in appropriate rain attire. Except in the case of extreme weather conditions, most activities will continue with their normal programming.

### **What to Leave at Home:**

Campers are responsible for their own belongings. Certain items are easily damaged and are best left at home to maximize your camper's experience. Campers may not bring mp3 players, cell phones, video games, cameras, and other electronic equipment. We have had cell phones and mp3 players broken and lost at camp in the last several years, which is why we have this policy. If found, we will hold them for the duration of the camp day and return them to the family member upon pick-up.

Please do not send your campers with towels! Towels will be provided to your child at camp.

Clothing with messages referring to tobacco, drugs, alcohol, or sex is not permitted in an effort to keep a clean, healthy environment for our campers while at our camp. Additionally, any camper found with weapons, tobacco, drugs, or alcohol will be immediately suspended from camp with no refund of tuition. Campers, including CITs, may not have vehicles on camp.

### **Absences:**

Please call the camp office before 8:00 am to let us know of any absences so that the bus does not wait for your child. If your child is not at the bus stop, we will assume they are not attending camp that day. Please note that there are no substitutions or refunds for days or weeks missed.

## **Registration Policies & Procedures**

### **Enrollment:**

A Camper Application form or online registration and medical form must be completed and signed for each camper.

### **Adding, Changing and Canceling Sessions:**

Adding Sessions: You may call the camp office to add sessions if space is available. For extensions after June 1, payment is due in full by cash, cashier's check, money order, credit card, or electronic bank draft.

Changing Sessions: You may call the camp office to change sessions if space is available. There is no penalty for changing sessions.

Partial Cancellation: If you need to cancel some, but not all, of your camper's enrollment you may do so with no penalty if the camp is informed in writing at least one week prior to the start of the session you are canceling. If the camp is not notified one week in advance you will incur a cancellation fee of \$75.

Full Cancellation: If you wish to cancel your camper's enrollment, we must receive written confirmation from you before it can be processed. \$75 per 2 week session of each camper's deposit is non-refundable. Remaining deposit will be refunded if cancellation occurs on or before April 30, 2012. Starting May 1, 2012, the entire

deposit is non-refundable. Non-arrival of camper(s) on opening day of any session without prior notification of at least one week will result in a 100% forfeiture of tuition.

### **Account Balance and Forms of Payment:**

- Final payment is due by June 1<sup>st</sup>.
- All payments after June 15<sup>th</sup> must be by cash, cashier's check, money order, credit card, or electronic check.
- No personal checks will be accepted after June 15<sup>th</sup>.
- Credit card payments will incur a 3% convenience fee.
- If you wish to pay by cash, payments may only be made at camp from 9 am to 4:30 pm, Monday through Friday, after May 16<sup>th</sup>.

## **Camp Programming**

### **Daily Schedule:**

Generally, our daily schedule allows for campers to experience all the activities we have at camp during a two-week session, scheduling activities for small groups in the mornings, and giving campers the opportunity to choose in the afternoons. Tentative schedules can be provided to parents upon request. All schedules are subject to change.

### **Swimming & Swim Tests:**

All campers will receive a swim test on their first day of camp to assess their swimming abilities. Swim lessons and tests are generally done in our heated swimming pool. Campers are grouped by ability for swim lessons.

**Campers Entering 5<sup>th</sup> Grade and Younger:** Campers will have American Red Cross swimming instruction daily (exceptions may be made on special event or bad weather days). These campers are required to participate in swim lessons unless we receive written permission from a parent or guardian excusing them. In the case that they are excused, they will be asked to sit by the pool side and will not be sent to a different activity.

**Campers Entering 6<sup>th</sup> Grade and Older:** These campers are not scheduled to receive a daily swim lesson. If you would like them to receive one, please contact the office.

In addition to swim lessons, a recreational swim time can also be chosen as an elective period, or may be scheduled on a rotation. Please send two bathing suits to camp daily to accommodate this schedule.

Lifeguards and swim instructors are present at all times.

If needed, we allow Little Swimmers or equivalent to be sent to camp with your camper to avoid accidents in the pool.

### **Special Events:**

**Weekly Themes:** Each week, there is a different camp theme that culminates in a camp-wide special activity at the end of the week. Information regarding dress-up days, themes, and special camp-wide events will be sent home with campers, as well as put on our website at the beginning of each session.

**Awards Ceremonies:** At the end of each session, we recognize campers that have excelled and improved for each different activity. Additionally, we may exhibit skits, dances, or other programs that have been worked that session.

**Sleepovers:** There will be two sleepovers for campers entering 4<sup>th</sup> grade or older. The sleepovers will take place on July 4<sup>th</sup> for Session 1 campers and August 15<sup>th</sup> for Session 4 campers. Details will be sent home during those sessions. There are no sleepovers for Sessions 2 or 3. There is an additional fee for sleepovers.

**Day Trips:** Off-camp day trips are available to campers. Campers who are entering 5<sup>th</sup> grade or older are eligible to go to Camp Awosting for go-karts and waterfront activities, and tubing down the Farmington River. Other trips may include trips to People's State Forest for our older campers, nature trips for our younger campers, and mountain biking or hiking to the nearby reservoir for those interested. Some activities are subject to age or grade requirements and swim tests. Campers who do not attend the day trips will continue

with previously scheduled activities. For 2012, there is no additional fee for the tubing and Awosting trips. If additional trips are offered, there may be a small fee. Boulder Ridge t-shirts are required for some off-camp trips. You will receive a schedule and details of trips at the beginning of each session. Permission slips for these day trips are not required. If you do not wish your child to attend, you may send a note or email in to the office.

**Parents' Nights:** We will be hosting Parents' Night each two-week session, at which most group leaders and activity counselors will be available for you to meet. All campers will be sent home as usual and should return with their parents later in the evening. Details will be sent home during each session.

**Week-Long Sleepaway Trip to Awosting and Chinqueka:** Boulder Ridge campers are eligible to attend Camp Awosting or Chinqueka at a discounted price for a taste of what sleepaway camp is like! Please contact the office for more information.

## **Behavior Policy**

Our first objective is to minimize discipline situations by keeping campers actively engaged in a stimulating and interesting program. Good supervision and participation by our staff keeps problems to a minimum.

### **Behavior Management:**

The staff will make every effort to relate to campers on an individual basis. The whole group will not be responsible for the actions of one camper. Because each camper, each age group, and each situation is different, our responses vary. However, we will uphold the following:

- Staff will not damage a camper's self-image or embarrass the child.
- Staff will help campers learn self-control, choose alternatives, identify feelings, and develop an understanding and respect for the feelings of others.
- Every effort will be made by staff to enlist the cooperation of the child and parents to solve the problem.

If the counselor is in need of help, they will ask for the Head Counselor's assistance, who has additional experience and training in camper management. If necessary, the Camp Director will also help. The Administration will contact parents to let them know if there is an ongoing behavior problem.

BRDC reserves the unrestricted right to dismiss a camper whose conduct or influence, in the opinion of the Director, is detrimental to the best interests of him/herself, the camp or other campers. Early dismissal from camp will not warrant a refund.

### **Property and Equipment Damages:**

Parents are financially responsible for intentional damage to all equipment and facilities caused by their camper.

### **Drugs, Alcohol, Weapons, and Pets:**

Alcohol, drugs, and weapons are strictly forbidden. If a camper is caught with any of these items at camp or on the bus, it will be grounds for immediate dismissal with no refund of tuition.

We ask that you refrain from bringing pets on the camp property for the safety of the campers, staff, and other animals.

### **Special Needs:**

Please call the camp office no later than June 1<sup>st</sup> if your child has special needs.

## **Health Center & Medical Procedures**

### **Health Center:**

There will be a nurse on site during regular camp hours.

### **First Aid:**

Routine scrapes and cuts will be treated by our nursing staff. General medications and first aid supplies are

provided at no cost to campers. Over the counter medications are provided with permission of the parent/guardian and physician on the Boulder Ridge medical form.

### **Illness:**

We ask that if your child is ill, they remain at home. If a child becomes ill during the camp day, we will call you to come and pick them up. If you are unavailable, we will call the emergency contact.

### **Emergencies:**

In the case of serious illness or accident involving your child, as determined by the camp nurse, the camp will contact you directly. If you cannot be reached, your emergency contact will be called. Your authorization signature on your health form allows us to secure prompt treatment.

### **Medical Forms:**

- Completed medical forms are due by June 1<sup>st</sup>.
- Both a parent/guardian and the doctor must sign the form for it to be complete. Incomplete forms will be returned.
- Please refer to the instructions located at the beginning of each section for details on physical and signature requirements.
- A camper may not attend camp without a current and completed medical form on file.

### **Medication:**

We prefer that all medications be administered at home before or after the camp day. Medications that are required during the camp day will be dispensed by our Camp Nurse in the Health Center.

All medications including inhalers and Epi-Pens require a Prescription Drug Authorization form which can be obtained at [www.boulderday.com](http://www.boulderday.com) or by contacting the camp office.

All medications must be turned into the camp nurse by a parent/guardian. Medications should not be sent with your child on the bus, but can be given to the bus monitor. Please call the office to make arrangements.

All prescription medication must be in the original container that identifies the prescribing physician, the name of the medication, the dosage, and the frequency of administration. All medication, including over the counter items (vitamins, creams, lotions, etc.) must be dispensed by the Health Center, with the exception of sunscreen. Please make sure the camper's name is on all items. Please send enough medication to last the entire season. Refrigeration will be provided if necessary.

All inhalers and Epi-Pens must be kept in the Health Center. The Health Center is always open and they can be obtained at a moment's notice. Medications will be sent on off-camp trips with your camper.

Left over medications, Epi-Pens, and inhalers will be sent home with the bus monitor on the last day of camp. Please be sure to ask the bus monitor for these medications upon pick-up of your camper. All unclaimed medications will be destroyed 10 days after a camper's last day, per state requirements.

BRDC and its staff are not responsible for lost or damaged medications, eye glasses, contact lenses or retainers.

### **Sunscreen:**

Please apply waterproof sunscreen to your child every morning before they leave for camp. We will have sunscreen on hand at camp for reapplication. If your child requires a specific brand, or if you prefer that your child use personal sunscreen, please send it with them in their Boulder Ridge bag each day.

## **Lunch, Snacks & Food Allergies**

### **Lunch:**

You may choose our lunch plan or send a lunch in a paper bag labeled with your camper's first and last name. We will refrigerate the lunches and provide beverages (juice and water).

If you are choosing the meal plan and did not sign up for it already, please contact the camp office. All campers

on the meal plan must be paid in advance of the first day of the session. There are no refunds for days missed.

### **Food Allergies:**

If necessary, we will have a separate “peanut-free” lunch area for campers and staff with peanut allergies. We have several staff and campers with food allergies; so, if possible, please do not send foods with peanut or peanut butter to camp. If your child has a food allergy, please make sure that it is clearly indicated on the medical form. If you do send a peanut item in your camper’s lunch, please write “contains peanuts” on the outside of the lunch bag.

### **Snacks & Water:**

Boulder Ridge will supply an afternoon snack each day for all campers. Water is always available at multiple locations around camp all day long.

## **Transportation & Security**

### **Bus Transportation:**

Central bus transportation is provided for all campers, if needed. At least one camp counselor will be riding the bus as a Bus Monitor, who is given additional training in transportation, security, and procedures of pick-up/drop-off at bus stops. Our 2012 Bus Schedule is located on our website. If any changes are made, you will be notified.

All camp buses will be marked with signs that say “Boulder Ridge Day Camp.”

Campers must be respectful and follow bus rules as explained on the first day of each session. Failure to do this will result in loss of transportation to and from camp. There will be no discount or refund for campers who lose bus privileges.

Eating or drinking on the bus is a safety hazard and is not allowed. Please do not send your camper with any food or drinks for the bus ride.

Morning Bus Stop Procedures: Campers should be at the bus stop 5 minutes before the scheduled stop. Please be sure to stay with your camper until the bus has arrived. Please be prompt at the bus stop, as any delays result in delays for the remainder of the bus route.

When the bus arrives, you will be greeted by the Bus Monitor with whom your camper will be checked in with.

Due to the bus schedule, the bus will wait no longer than 2 minutes at the scheduled stop for late campers. Campers missing the bus will need their own transportation to camp.

Please give any forms or payments to the Bus Monitors. This way, forms are less likely to be forgotten in backpacks or lost by campers.

Afternoon Bus Stop Procedures: Bus Monitors will step off the bus first at each bus stop and check authorization of parents and guardians as needed. This means that each parent or authorized pick-up MUST walk up to the bus as it arrives to the bus stop to collect their camper, as our Bus Monitors have been trained to release campers to their parents in this manner. Please be prepared to show photo identification every day, and be sure to tell this to the people you have named as authorized to pick-up your child.

If you are running late and need to use a different stop, please call the office immediately.

If the parent/guardian or an authorized pick-up does not appear, the bus will wait 2 minutes and then proceed on their route. In no instance will a camper be dropped off with no one present and authorized to pick them up. Campers cannot walk home from the bus stop.

If you miss the bus stop drop-off time, your child will be kept on the bus while it continues its normal route. The office will contact you to arrange another stop for pick-up. If no one can be reached, campers will return to camp and parents are expected to pick them up at camp. In this case, After Care charges will be incurred.

Bus Changes: Campers may only switch bus routes or stops with written permission from parents/guardians.

Please send a note in with your child or fax it in as far in advance as possible. You may also request a bus change form from the Bus Monitor. We will only honor bus changes if there is room on the bus. If there is not room on the bus, we will contact you to make other arrangements.

### **Drop Off & Pick Up at Camp:**

Drop Off:	Before Care	7:30 – 8:50
	Regular Camp	8:50 – 9:00
Pick Up:	Regular Camp	3:50 – 4:00
	After Care	4:00 – 5:30

Campers arriving before 8:50 am or remaining after 4:00 pm will be billed for the Before and/or After Care Program.

For pick up and drop off, please enter at the far left (when facing camp) entrance and continue around the driveway to the office.

During regular pick up and drop off times a counselor will be waiting there to welcome or dismiss your child. Please do not leave without checking in/out with this counselor. If you need to come in to the office, please pull off to the side and park so other cars can get by. To ensure the flow of the buses, please do not park in the main parking lot during drop off and pick up times.

For Before Care drop off, please escort your camper to the dining pavilion.

For After Care pick up, please enter the office and we will call for your camper.

Campers cannot walk home from camp.

### **Early Pick-up from Camp:**

If you need to pick up your camper before 3:50 pm, please notify the camp office as far in advance as possible. When you arrive, please enter at the far left (when facing camp) entrance and continue around the driveway to the office. Please pull off to the side and park so other cars can get by and proceed in to the office. We may ask for identification before releasing a camper.

To ensure the safety of your child, any camper leaving with someone other than parent or guardian is required to bring a written note stating the time of dismissal, and the name and phone number of the person picking up the camper. The note should be signed by the parent/guardian and handed in no later than that morning.

### **Camp Security:**

All visitors to camp need to check in at the office, and will be accompanied by a camp staff on camp property or have a visible Visitor's Badge. Any person on camp property without an accompanying staff member or a Visitors' Badge is immediately escorted to the office by a staff member.

## **Communication & Visitation**

### **The Boulder Ridge Beacon:**

Throughout the program, campers will compile photographs and write articles which will make up the Boulder Ridge Beacon. One newsletter will be published during each two-week session.

### **The Boulder Ridge Summer Website:**

Throughout the summer, pictures and events will be posted on our Boulder Ridge Summer Website. Please visit [www.boulderday.com](http://www.boulderday.com) and follow the link for this website.

### **Emails:**

We often use email as a tool for relaying information to parents. Please take a moment to add [info@boulderday.com](mailto:info@boulderday.com) and [vicki@boulderday.com](mailto:vicki@boulderday.com) to your address book to ensure that our messages do not get sent to your Spam or Junk folders.

### **Calling Your Child:**

If you have questions regarding your child's activities or whereabouts, you may call the camp office and speak to an administrator. We will not pull your child out of an activity to speak with you unless it is an emergency.

### **Visiting Camp:**

There are multiple opportunities to visit camp:

- Open House: May 20 from 1:00 to 4:00 pm.
- Boulder Ridge Parents' Nights each two-week session.

### **Directions:**

#### **From Canton/Avon/Simsbury: Route 44**

- Follow Route 44 West to the center of New Hartford.
- At the light, take a right onto Route 219 (you will be driving over a bridge).
- Take your immediate left after the bridge onto Greenwoods Road (there is a firehouse on the corner).
- At the fork in the road, bear right up a hill onto Holcomb Hill Road.
- Boulder Ridge Day Camp is approximately 1.2 miles on your right.

#### **From Winsted: Route 44**

- Follow Route 44 heading east (toward Hartford).
- At the flashing traffic light, turn left onto Route 318.
- At the stop sign, continue straight. Go over the bridge and up the hill past the fire department.
- At the top of the hill, turn right onto Goose Green Road.
- Boulder Ridge Day Camp is approximately 1 mile on your left.

#### **From Torrington: Route 202**

- Take Route 202 heading east (to Canton/Avon/Hartford).
- You will come to a stop light at the intersection of Routes 202 and 219. Take a left onto Route 219.
- You will come to the center of New Hartford. At the traffic light, go straight (you will be going over a bridge).
- Take your immediate left after the bridge onto Greenwoods Road (there is a firehouse on the corner).
- At the fork in the road, bear right up a hill onto Holcomb Hill Road.
- Boulder Ridge Day Camp is approximately 1.2 miles on your right.