

# Camper & Parent Handbook 2024



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### **THE LONG RIDGE CAMP SONG - “Here's to the Camp”**

**Here's to the Camp that We Love the Best,  
Long Ridge, Long Ridge Tops the Rest!!!**

**Here we Come to Make New Friends,  
The Long Ridge Spirit Never Ends!!!**

**With Games and Sports and Lots of Fun!  
We Hope the Summer's Never Done!!!**

**So Let's Give a Cheer, Hip, Hip, Hooray!!!  
Long Ridge Camp is Here to STAY!!!!**

Welcome (or welcome back!) to our Long Ridge Camp community! We are honored that you have selected Long Ridge Camp as your children's camp, and we want to do everything possible to make their summer happy, healthy, and full of personal growth.

You can be a big help to us. If your child has any problems or concerns, please let us know about them as soon as possible. Don't be afraid to “bother” us – we are very discreet and that is why we are here. We are always available. And, if you would like to speak with your child's Supervisor or our Head of Swimming, they will be happy to call you at a time that is mutually convenient. Also, if there are any changes at home that may have upset your child, kindly let us know. Then, we can give that little extra attention that often means so much.

**IF YOU NEED TO CONTACT US AT ANY TIME, FOR ANY REASON, PLEASE CALL  
THE CAMP OFFICE AT (203) 322-7694, DURING THE CAMP DAY (in season).**

**DURING the camp off-season,  
WE MAY BE REACHED AT (203) 322-0253.**

**If we are not there, please leave a message and we will return your call.**

You may also email us with your questions at [mail@longridgecamp.com](mailto:mail@longridgecamp.com). Note that while we do often check our emails, please do not email us time-sensitive requests (e.g. transportation changes, dietary issues, etc.).



## CAMP DATES

Camp starts on MONDAY, **June 24th** and ends on FRIDAY, **August 16th**. The Camp will be closed Thursday, July 4th, in observance of Independence Day. **On the last day of Camp, Friday, August 16th, camp will have early dismissal at 2:00 PM** (this allows the staff to clean up for the end of the season). Buses will arrive 2 hours earlier than normal and all Parent Pick-ups must be completed by 2:30 PM on that day.

## PICTURE DAYS and CAMPER T-SHIRT CEREMONY

Camper T-shirt ceremonies and group pictures and individual pictures will be during week 3 and week 5, as these are the weeks when the majority of campers are at Camp. If your child is not at Camp during those weeks, they will receive their camp T-shirt at another time.

[Pictures will be available for purchase online through the Camp photographer's website www.irvinsimon.com/](http://www.irvinsimon.com/). Emails will be sent to you by the Camp photographer once the photos are available.



## MEDICAL FORMS, PROFILE & PROCEDURES

### Health Forms

Each camper must have a current Health Form on file prior to attending Camp. Health forms are available on the Camp website in the “FORMS” section. Health forms are valid for 3 years from the date of the examination. We can accept copies of School Medical Examination Forms or Sports Health Forms as long as they contain all of the same information as the Camp Health Form. Please be sure to complete, signed by physician and parent/guardian and submit all pages of the School/Sports forms including immunizations records.

### Permission to Administer Medication

If your child requires medication to be administered by the Camp Nurse (daily or as needed), you must complete an Authorization for the Administration of Medication form, which can be found on the Camp website in the “FORMS” section. This form is required for any medication -



prescription or over the counter medications. This form must be completed in its entirety and signed by physician and parent/guardian. Each medication must have its own Authorization for Administration of Medication form completed.

The Camp Nurse cannot accept or administer medications without this form completed and on file at camp.

### **Medications in original box/containers and unexpired**

All Medications must be in the original container/box with the pharmacy prescription attached to the container/box. For over the counter medications, they also need to be in the original container/box with the camper's name. Expired medications are not acceptable.

### **All medications will be kept in the Camp Nurse's station**

The Camp Nurse will secure all Epi-pens, inhalers, and all other medications (Prescribed or Over-the-Counter), and should it be necessary to administer them in accordance with the prescription and the Authorization to Administer Medication form.

## **INDIVIDUAL CARE PLAN**

**An Individual Care Plan is required and necessary when a child has a special health care need, dietary restrictions or a disability and it is necessary that special care be taken or provided while the child is at Camp. *If your camper's health form or camp registration form indicates a special condition, special circumstance, or any medication (daily or as needed) the camper must have an ICP form on file by June 1st.*** Together with the camp nurse, the specific care plan will be documented and signed by you (parent/guardian), the camp nurse, and counselors in your child's group.

Generic Individual Care Plans (ex. Bee or food allergies, asthma, etc.) are available on our website: [www.longridgecamp.com](http://www.longridgecamp.com), under "FORMS" as well as a blank form for plans that require more customization.

## **NUT AWARE & FOOD ALLERGY POLICY**

Long Ridge Camp recognizes that food allergies can be serious. Nut allergies are the most prevalent types of food allergies. To protect the health and safety of our campers, we want you to be aware of our policies:

- All campers bring their lunch each day. Counselors are instructed not to allow sharing of food.
- Parents of allergic campers may request to have their child sit with a counselor during lunchtime.
- For all Camp cookouts, the Camp will email notices that a cookout is scheduled. Parents of campers with food restrictions or allergies are asked to make the camp



office aware of any special instructions by emailing [karyn@longridgecamp.com](mailto:karyn@longridgecamp.com) or [mail@longridgecamp.com](mailto:mail@longridgecamp.com)

- For children whose lunch is forgotten at home, we offer jelly sandwiches (peanut butter will not be served).
- The Camp provides snacks each day and, normally on Fridays, a special treat of ice cream. Once camp begins there will be a list of the provided snacks on the LRC website, please feel free to check it out! Please note: The snack list is subject to change at any time due to availability.
- This year we have added some Gluten Free Snacks for our campers that are gluten free.
- Birthdays and other special occasions are special times for our campers! Some parents like to send treats in for the group.

**We have some criteria for any foods that are sent in to be shared with the campers:**

- 1. Foods must be store bought**
- 2. Foods must be Peanut-Free**
- 3. Foods must be Nut- Free**
- 4. Foods must be manufactured in a nut-free environment**
- 5. No homemade snacks**
- 6. An allergy-free/gluten free suggestion that is very popular with all of the campers are popsicles and everyone can enjoy them!!!!**

*Note: Dunkin Donuts and Donut Delight are NOT peanut free or manufactured in a nut free environment.*

- If your child has food allergies or gluten intolerance, you can send in their own birthday and other special occasion treats that can be kept in the nurse's office so they will have their own treat if their group has a special celebration!
- If your child eats nuts, sesame, or peanut butter for breakfast, we would greatly appreciate making sure their hands are washed with soap and water before leaving home. Water alone is not sufficient.

## CONCUSSION AWARENESS

A concussion can happen at home or camp. We all play a role in learning how to spot a concussion and knowing what to do if a child has a possible concussion.

[Good information is found on the Centers for Disease Control and Prevention website at: www.cdc.gov/headsup/youthsports/parents.html](http://www.cdc.gov/headsup/youthsports/parents.html)

If a concussion is diagnosed by a physician, the camp should be made aware of any special instructions for the return to activity. A physician's note is required prior to the camper returning to camp with specific instructions on any limitations at camp.



## CT STATE SAFE SPORT POLICY

[The State of CT has developed a safe sport policy relative to child abuse prevention. This relates to all youth sports programming. The extensive policy can be found at: portal.ct.gov/-/media/DCF/GTF-CJA/HB-6113/Connecticut-Safe-Sport-Policy-Child-Abuse-Prevention-Final.pdf](https://portal.ct.gov/-/media/DCF/GTF-CJA/HB-6113/Connecticut-Safe-Sport-Policy-Child-Abuse-Prevention-Final.pdf)

## TICK AWARENESS

[Living in the Northeast, ticks have become a more common nuisance. Good information is found on the Centers for Disease Control and Prevention website at: https://www.cdc.gov/ticks/](#)

We strongly suggest you scan for ticks each evening during your child's bathing time.

## LONG RIDGE CAMP SICK POLICY

We know that the most important thing is to keep sick people away from healthy people! So if your child is sick, you must keep them home. Staying home stops the spread of Flu, COVID, RSV or any other illnesses and helps the sick person get well. Campers with fevers may return to camp only after being fever free for 24 hours without the use of fever reducing medications. Camp has the right to require a doctor's note prior to the camper returning to camp.

Please answer these questions before sending your child back to camp:

- Does my child have a fever over 100.4 Fahrenheit, chills, or feel feverish today?
- Is my child experiencing any new or worsened respiratory symptoms such as a runny nose, sore throat, cough or shortness of breath?
- Has your camper had any new occurrences of any of the following symptoms:
  - Loss of sense of taste or smell?
  - Muscle aches?
  - Diarrhea?
  - Nausea?
  - Vomiting?
  - Repeated shaking with chills?
  - Rash?
  - Headache?
  - Itchy eyes with discharge?

If you answered “yes” to one or any of the above, your child might have the Flu, RSV, Covid or other illnesses. If your child has a communicable illness (Flu, RSV, Covid, a stomach virus, Pink Eye, Coxsackie virus, etc), the CT State Department of Public Health does not allow campers



with communicable illnesses to attend camp. Please contact the camp to advise us of your child's health issue.

Long Ridge Camp may require a Doctor's note to return to Camp (including diagnosis of the condition/illness and date of return for the camper).

Camp protocols are based on guidance from The Centers of Disease Control (CDC), the American Camp Association (ACA), and the CT Office of Early Childhood (OEC). Parents and Long Ridge Camp must work together to create a safe environment for the campers and staff. All protocols are subject to change as they continuously evolve.

The above policies have helped ensure a safer and more effective environment. If you have any questions or concerns, please feel free to contact us to discuss any health questions with our Nurse. [Please see our website for our current camp sick policy.](https://www.longridgecamp.com/long-ridge-camp-sickpolicy)  
<https://www.longridgecamp.com/long-ridge-camp-sickpolicy>

Please note that these policies and protocols are subject to change at any time.

## **PARENTAL NOTIFICATION**

At Long Ridge Camp, our policy is that if a camper seems to be injured or appears to have an illness, the child must be brought to our Camp Nurse, who is solely responsible for assessment. In case of an injury, we will always call the parent if the injury involves anything more than a small scrape, cut, or minor bruise. When there may be a need for further medical attention, we will notify you. The Nurse's office will also call you if your camper's injury/illness takes place near the end of the day and we are not able to evaluate the injury/illness over time. Since pain/symptoms may develop hours after a minor mishap/illness, symptoms should not be ignored.

## **CAMP CLEANLINESS**

There will be many stations around the camp for hand sanitizing so that campers and counselors may wash their hands with soap and water or sanitize their hands, after using the restroom, and before and after eating. At the end of the camp day, professional custodians will clean the camp.





## WHAT TO BRING AND WHAT TO LEAVE AT HOME

### LABEL EVERYTHING with CAMPERS FIRST & LAST NAME

- Lunch
- 2 Towels
- 2 Bathing Suits
- A pair of Flip Flops/water shoes to walk to/from the pool
- Closed toed shoes
- Swim Goggles
- Sunscreen

**LUNCH:** Campers bring their own lunches every day. Lunches are kept refrigerated. Milk is offered at lunch (an afternoon snack is provided by the Camp). We offer jelly sandwiches for those who forget lunch at home. *A microwave is not available for heating up lunches.*

**CLOTHING:** Shorts and t-shirts are acceptable camp attire. Two dry bathing suits and two towels should be brought to camp daily. **Sneakers must be worn** to Camp to facilitate participation in most activities; however, water shoes (e.g. sandals, Crocs, or flip-flops) must be worn to/from the pool to avoid wet socks and sneakers. **On rainy days, please remember to send your child with a sweatshirt and raincoat.** All rainy-day activities are indoors, however, campers may walk outside during periods of the day.

**EXTRA CLOTHES:** Please consider providing a Ziplock Bag with a fresh extra set of clothes to use when needed: T-shirt - Shorts - Socks - Underwear. Please label everything including the Ziplock bag.

**WATER BOTTLE:** Campers should bring their own water bottle to Camp. Water bottles will be refilled during the Camp day from the Camp water fountains and sinks. Remember to mark your bottle.



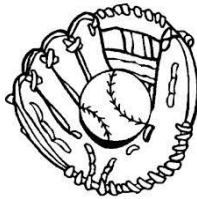
## **CAMPER LABELING/LOST & FOUND**

All items including clothes, backpacks, towels, bathing suits, water bottles etc must be labeled with the child's first and last name. Anything that is 'lost' is returned as it is 'found', if it is labeled! Unmarked belongings will find their way to the Camp office. On the last day of camp, any unclaimed items will be donated to local charities.



## **SUNBLOCK LOTION**

We recommend sunscreen with SPF 30 or above. Please apply water-resistant sunscreen before Camp and send sunscreen to Camp (with your child's name on the bottle) to be reapplied after each swim period. Many parents prefer sunscreen sticks for the face and sunscreen spray for the body, but that is a personal preference.



## **SOFTBALL GLOVE**

On days that older campers are scheduled for softball, they may bring their own gloves but a glove is not required.



## ELECTRONICS/COLLECTIBLE TRADING ITEMS

We believe Camp is a place for your child to connect with other campers. We offer a large variety of activities every moment your child is at Camp to give them this opportunity. Therefore, we have a firm policy banning the use of cell phones, video games, devices with headphones, and other electronics once the children arrive at Camp. In addition to electronics, collectible trading items such as Pokemon cards are not allowed. While we understand that some parents may send these devices for the bus ride, they can bring them to the Camp office before flag raising and retrieve them after the last period of the day. Otherwise, we cannot be responsible for these items as they can, and often do, get misplaced or broken. We appreciate your support.



## TRANSPORTATION

We want the ride to camp to be an extension of the camp day! Your child's bus counselor is responsible for the social atmosphere on the bus. If your child is unhappy on the bus for any reason, please don't hesitate to discuss the problem with the bus counselor or call the Camp office. We are very discreet and find that virtually all bus problems are easy to solve when we know about them. The sooner you call us the faster we can resolve the issue.

We ask for your patience with the timing of our buses and vans. The timing of these routes can change daily due to a number of things:

- Traffic patterns changing, road construction, accidents, etc.
- Daily camper attendance
- Weekly bus times will vary due to the attendance of campers.

In the morning, we ask that you or a caregiver wait with your child for the bus. A few minutes lost waiting for children at their homes or at our central pick-up locations can quickly become a significant delay by the end of a bus route. You, or a caregiver, should also be waiting outside when the bus returns at the end of the day. **We will not drop a child off at home unless we**



**know someone is there waiting or we have prior authorization.** We will leave a young child in the care of another adult (e.g. a babysitter) ONLY if we have your prior approval.

Your child is only permitted to ride the bus he/she has been assigned to. We must have your permission called into Camp or emailed that day if you are changing your transportation arrangements to the end-of-day pick-up by car. *(Please read the End of Day Pick Up section below for instructions on how to pick your child up by car).*

**If your child is sick or is going to be absent or will be driven to Camp, please call the bus counselor first and then the Camp (bus counselor phone numbers will be provided on the first day of Camp).** If your child's transportation changes during the day, please call the camp office and we will notify all concerned. Counselors do not have access to their cell phones during the camp day.

**You will be notified a week before camp begins concerning the approximate time your child will be picked up/dropped off at home.** Please bear with us, delays in scheduling take place the first few days of Camp. It usually takes a short time before the children, parents, and drivers become accustomed to the routine.

## **PROCEDURE FOR PARENTS DRIVING CAMPERS**

### **EXTENDED DAY CAMPERS**

You will receive an email regarding the AM/PM extended day procedure a week before the camp start date.

### **REGULAR DROP-OFF- 9:00 AM - 9:30 AM**

Drop-off time will occur between 9:00 AM and 9:30 AM only. Campers will go directly to their Camp groups upon arrival. Since there will be many buses and cars arriving at the same time, we have a separate area of the driveway for drop-offs. As you enter the property you will be directed to the parking lot by our staff.

- You will be asked to drive to a designated section for drop-off where your child will get out of your vehicle and go to their group with the assistance of a staff member. We ask that you stay in your vehicles at all times.

## **CAMPER'S FIRST DAY**

Each camper wears a name tag on their first day of Camp which has their group and transportation information. If you drive your child to Camp, your child will receive their name tag at the drop-off destination, which will include your Long Ridge Camp Placard, which will include your camper(s) name, family number, and other information. If your child rides the bus, the bus counselor will provide their name tag.



## SEPARATION ISSUES

If your child is having difficulty separating from you, we will do our very best to work with the staff to help your child feel comfortable. Although separation is sometimes hard for both parent and child, remember it is a first step towards your child's future growth as an individual. We will be happy to help you in any way we can. If requested, we will call your cell phone for an update.

## HALF-DAY AFTERNOON PICK-UP – BEGINS at 1:30 PM

Please pull your vehicle up to the end of the right side of the driveway (to the end of the farthest building) and wait in line. Please do not arrive early as campers will not be ready to leave starting at 1:30 PM, (at the start of Camp until campers are in a routine, this timing will likely be delayed). Have your Camp Placard visible to staff so your camper(s) can be called to be dismissed. Counselors will bring campers to your vehicle. PLEASE have patience. To ensure a smooth dismissal, we ask that you stay inside your vehicle to allow for Campers to be dismissed as quickly as possible. Staff will be assigned to direct traffic. Please follow their directions, as we want to ensure everyone's safety.

## REGULAR END OF DAY PICK-UP – 4:00 PM - 4:30 PM

Parents participating in the regular Parent Pick-Up should arrive between 4:00-4:30. The driveway will be open to Parent Pick Up after the dismissal of the camp buses/vans. Have your Camp Placard visible to staff so your camper(s) can be called to be dismissed. Stay in your vehicle and follow the directions by staff members directing the cars to ensure a smooth dismissal process and everyone's safety.

## PICKING UP DURING THE CAMP DAY

### **Camper Early Dismissals before 2:55pm**

All early dismissals are through the Camp office. If you need to pick up your camper early anytime before 2:55 pm, please contact the Camp office to make all necessary arrangements prior to arriving for pick-up and your camper(s) will be waiting in the Camp office for pick up.

### **Camper Early Dismissals between 2:55 pm-3:30**

2:55 pm-3:30 pm, the onsite Camp parking will not be available due to the arrival of the buses/vans for Camp dismissal. For dismissals after 2:55 pm, you must park in the parking area across the street and walk over to the Camp office.

*Camper pick-up should be avoided between 3:30 pm-4:00 pm.*



## SWIM INSTRUCTION

We take swimming very seriously at Long Ridge Camp. Our approach is never to force a child, but to encourage them to progress in the water – we have had wonderful success with our campers in the pool. We heat our pools so that we can go swimming even when it is a little cool. We try to ensure that every camper is placed in the right swim group at the beginning of Camp and will re-evaluate placement throughout the summer. If you have any concerns about your child’s swim group or his/her progress in the pool, please do not hesitate to contact us.

Sometimes children ask, “Why am I doing this again?, I did this last year.” Review at the beginning of the summer is very important because swimming is a progressive activity. Children often forget skills during the winter and it sometimes takes two or even three weeks before children reach the level of physical conditioning that enabled them to perform specific skills the previous summer. In order for children to swim in the deep end of our pools, they need to pass a deep-water test. Campers will be given this test when their instructors feel they are ready. **Campers who do not initially pass the test may retake the test once they demonstrate progress.** *It has always been our policy to encourage participation in all activities with the exception of medical/physical limitations. Please do not excuse your child from swimming unless there is a medical/physical reason.*

## PERTINENT INFORMATION – CAMP NEWSPAPER

Important information for parents is included every week in our Camp newspaper. Please look for it every Friday! It will be sent to you via email.

## SHARING FAMILY INFORMATION (UPON REQUEST)

Frequently, we receive requests for other families’ contact information (for children to maintain friendships throughout the school year). Upon request only, we provide the primary contact persons’ phone/email addresses. If you would prefer we didn’t share your phone/email address with other families, please let us know by emailing [mail@longridgecamp.com](mailto:mail@longridgecamp.com)

**We're looking forward to having your child with us in Camp and enjoying a happy and healthy summer together! See you this summer!**



**DAILY**  
**CHECKLIST**

Lunch

2 bathing suits

2 towels

Pool shoes (e.g., flip-flops, crocs)

Water bottle

Sunscreen

Hat (if preferred)

Rain jacket / Sweatshirt (if needed)

*Reminder to please mark every item of clothing with your child's first and last name*