



**BRIGHTHOUSE
DAY CAMP
2023
PARENT
HANDBOOK**

#BrightHouseDayCamp2023
#jointheYESmovement
#YouCan'tTeachThat
#IamPHENOMENAL

Brighthouse Day Camp 2023

May 30 – July 28

Dear Brighthouse Day Camp Family!

Welcome to what will be another PHENOMENAL summer! The start of a new summer is always met with great anticipation and excitement but rest assured you have signed your child(ren) up for the ELITE camp in Palm Beach County. We know this is going to be a PHENOMENAL SUMMER, whether your child is new to Brighthouse Day Camp, new to the area or simply returning for another fun-filled summer! I want to formally welcome you BRIGHOUSE DAY CAMP 2023.

Summer Camp is designed to meet the needs of working parents or others who have a desire for fun, interesting, supervised activities for their children. Children who attend Brighthouse Day Camp, will be entering Kindergarten through 10th grade in the Fall of 2023 are eligible to enroll in the Summer Camp Program.

Our camp philosophy is that children be provided with the opportunity to grow as individuals, build self-esteem, and make new friends, all in a safe, exciting, and stimulating environment. We are very confident that over the summer, your child will be learning new skills, strengthening old ones, and exploring the many wonders of camp life. We are extremely proud of our program and our experienced, enthusiastic staff who will lead our campers through this summer's dynamic camp experience.

Children will participate in a wide variety of experiences including: sports, outdoor games, arts & crafts, science, archery and special events!! Campers will access to the gym, fields, classrooms and will have water play throughout the summer. All camp t-shirt, activities, as well as lunch & snacks, are included in the cost of the program.

We are looking forward to a memorable summer with your child. If you have any questions do not hesitate to call me at (561)866-7383 or contact via email at yesrecYALE@gmail.com. BRIGHOUSE DAY CAMP, YOU CAN'T TEACH THAT!!

Yours in Camping,

Yale David

Yale David, President
Brighthouse Day Camp

Brighthouse Day Camp is held at

Somerset Academy Canyons

9385 Boynton Beach Boulevard

Boynton Beach, Florida 33472

Direct Line: 561-866-7383

Cell phone #: 561-236-2841

TAX ID # 47-1901846

Camp - Monday through Friday - 8:30 AM - 4:00 PM
Before Care - Monday through Friday - 7:00 AM - 8:30 AM
After Care - Monday through Friday - 4:00 PM - 6:00 PM

Yale David - Brighthouse Day Camp President

561-236-2841

yesrecYALE@gmail.com

John Quinto - Brighthouse Day Camp Director

Direct Line: 561-866-7383

yesrecQuincy@gmail.com

Camp Open House is scheduled for Sunday, May 28, 2023 at
Somerset Academy Canyons
9385 Boynton Beach Boulevard

From 10:00 - 11:00am (Last Name starting with A-M)

From 11:30 - 12:30pm (Last Name starting with N-Z)

- Meet the staff
- See Facility
- Receive T-shirts, other items
- Receive schedules, calendars, menus, etc.

All families are invited to attend. If you cannot attend, your camper's items will be found in the camp office the remainder of the summer until your camper attends. If you want to order an additional T-shirt for your child/children, the cost is \$10 each. You can order at open house or by giving us a call at (561) 866-7383. (Extra shirts may not be available at Open House unless preordered).

ADMINISTRATIVE STRUCTURE

President: Yale David

Camp Director: John Quinto

YES Basketball Academy Camp Director: Zach Benach

Office Managers: Pam McCarthy/Jen Kramer

EMT: Danielle Bredski

Unit Head: Jodi David

Unit Head: Allison Segal

Unit Head: Emily Helfrich

Unit Head: Eric De Sousa

Director of LIT & Intern Program: John Quinto

Director of Photography & Social Media: Mike Feierstein

Director of Communications: Yale David

GENERAL OFFICE INFORMATION

The camp office staff seeks to assist every parent. Please try the office staff first, before you call the President or Director, to ask structural or procedural questions. The office staff will be pleased to help you. If they cannot, they will refer you to an administrator.

General office phones are staffed from 7:00 a.m. – 6:00 p.m., after which you must dial an individual directly.

Camp Office: (561) 866-7383

Yale David's Cell: (561) 236-2841

Somerset Academy Canyons School Office: (561) 732-8252

General E-mail: YESrecYALE@gmail.com, YESrecQUINCY@gmail.com.

BrightHouse Day Camp Website: www.jointheYESmovement.com

HEALTH & SAFETY

In an effort to maintain everyone's safety, we are taking extra precautions this summer.

1. We will have an EMT on staff throughout the day.
2. Masks are optional at the discretion of your family and children. Please note: our health and safety policies are subject to change per direction by our Palm Beach Health Department.
3. Constant sanitizing throughout the day of door handles and highly used areas
4. Hand washing and Sanitizing throughout the day
5. PARENTS WILL NOT BE ALLOWED TO COME ON TO CAMPUS WITHOUT PERMISSION FROM UPPER STAFF.

REGISTRATION FOR BRIGHTHOUSE DAY CAMP

Registration forms are available online at www.jointheYESmovement.com. Tab through the entire document in order to ensure all required information is given. Incomplete forms will not be able to be processed.

A two-week minimum registration is required at Brighthouse Day Camp (Does not have to be consecutive weeks).

1. There will be NO CREDITS given after May 23, 2023 and days missed will not be able to be made up for any reason (THERE ARE NO EXCEPTIONS).
2. There is an administrative fee of \$25 that will be charged if you are signing up the Monday of each week of camp. Also we do not offer a daily rate for staffing purposes and you must be signed up for the entire week (THERE ARE NO EXCEPTIONS).
3. Any changes in registration may result in changes to your discounts. Returned checks are subject to a \$35.00 returned check fee.
4. A \$1 per minute late fee will be charged for late pick up from Camp/After Care.

We reserve the right to suspend your child's participation in the Summer Camp Program until payment has been made. If there are any changes to your child/ren's schedule, please contact Yale David. He will make the necessary changes to the weeks and to your account. Payments are only accepted online at www.jointheYESmovement.com or at the Summer Camp office by either cash, credit card or check written to YES, INC. There is no tuition adjustment due to program withdrawals, holidays, emergency closures, vacations, schedule changes or absences. No refunds will be given.

By registering for Brighthouse Day Camp your enrollment represents a commitment to the Program and to our staff. We hire staff based on the attendance schedules completed by our families. Families will be required to pay for all scheduled time. No refunds will be given in Summer Camp. PLEASE REFER TO ONLINE REGISTRATION FORM FOR ALL INFORMATION ON THE CANCELATION & REFUND POLICY FOR BRIGHOUSE DAY CAMP.

A calendar of events and group schedules will be available for each Summer Camp week. While every effort will be made to maintain all programming as outlined, we reserve the right to modify any program week.

Campers are required to dress appropriately for the daily weather during Summer Camp. Shorts, t-shirts, hats, etc. are acceptable. Campers will be given a camp T-shirt that is to be worn on special days and whenever they would like to. They do not have to be worn every day.

Students are not permitted to wear flip-flops or open-toed shoes of any kind during Camp. (Campers may bring flip-flops/water shoes to wear on water days only).

Sunscreen is permissible and must be provided by the parents/guardians. Spray sunscreen is recommended. Sunscreen is to be labeled you're your child's name and will be kept in their bag.

Campers are provided daily Lunches and Snacks throughout the entire summer. This program is offered through the Palm Beach County School District and is a FREE service to Brighthouse Day Camp and has no bearing on the camp fee. Campers can bring their own lunches but will not have access to microwaves or refrigerators.

GROUPS OF THE WEEK will be provided with Pizza on Fridays at no additional charge. Afternoon snack will also be provided on a daily basis through the Palm Beach County School District.

Brighthouse Day Camp takes your children's safety very seriously and will have a security to provide us a safe, secure and FUN environment for your child(ren). Therefore, we PLEASE ask for your cooperation with all our policies and procedures that are in regards to your children.

Brighthouse Day Camp's security will be checking identification of anyone other than staff or campers entering camp. Please make sure to bring your photo ID with you when coming to camp. This policy is put in place to protect our campers and staff. Security is positioned at the camp entrance and other locations throughout the camp day.

DAILY PROCEDURES ARRIVAL:

Upon entering the school anyone that will be dropping off or picking up your camper will be required to have an orange carpool tag in the windshield of their car. If there isn't an orange carpool tag, security will stop you and you required to show a picture ID at all times. You can get your orange carpool tags at Open House or by coming to the camp office.

Before Care begins at 7:00am. Only those signed up for Before Care are permitted. Parents will drive down to the furthest building and a staff member will be outside to welcome your camper. Please do not leave your child outside the building unattended before 7:00 AM.

Regular drop-off will begin at 8:30am. If your child arrives between 8:30am - 9:00am, Children will be escorted to their bunks by staff.

Camp starts promptly at 9:00am. If your child arrives at camp after 9:00 AM, your child must go directly to the main office where staff will take them to their bunks. Do not drop children off in the parking lot or at a doorway. Park in the spaces provided in the parking lot. Do not leave your car running and/or leave other children in the car.

After Care begins at 4:00pm. Campers will rotate from different activities for the entire time they are in after care. When arriving to pick up your child, please stop your car in front of the outside basketball courts where a staff member will announce your arrival and another staff member will bring your child the car. Please make sure to have your ID available to sign out your child. Campers must be picked up by 6:00pm.

AM Drop Off -

1. Arrive between 8:30am & 9:00am
2. Pull your car around to in front of the outside basketball courts where staff will meet your camper.
3. The passenger side doors are opened by camp staff. Campers MUST exit the car on the passenger side, NO EXCEPTIONS!
4. Parents should never get out of the car. A staff member will always escort your child out of the car.
5. Please have all camp items in the car. Do not have anything in the trunk. It may not be safe to go behind a car.
6. Please pay attention to the staff giving directions
7. Do not linger as there will be parents in other cars behind you attempting to drop of their child.
8. If there is a long line of cars waiting to drop off or pick-up students, please be patient. Under no circumstances will a student be released from the car drop off line to any person not in a vehicle in the car line.

PM Pick Up-

1. Pull your car around in front of the outside basketball courts where staff will be directing traffic.
2. There will be two lanes
3. Please have your orange car pool card in your windshield so we can properly call your campers name.

4. Parents should never get out of the car. A staff member will always escort your child to your car.
5. Please pay attention to the staff giving directions
6. Do not linger as there will be parents in other cars behind you attempting to pick up their child.
7. If there is a long line of cars waiting to drop off or pick-up students, please be patient. Under no circumstances will a student be released from the car pick up line to any person not in a vehicle in the car line.

At no time is anyone to park and leave his or her car on the drop-off, pick-up lane. Parking a car in the drive through lane will obstruct the flow of traffic and create a potentially dangerous situation. Please understand that parking in unauthorized areas is considered a serious offense. It is strongly encouraged that purses, electronic devices, etc. be taken out of the vehicle when it will be unattended. The camp or its employees are not held responsible for any stolen items left inside a vehicle.

Handicap spaces are to be reserved and utilized for handicapped drivers that currently have a decal indicating so. Unauthorized vehicles are not to park in those identified parking spaces.

- Parents/guardians will drop off their camper in our carpool line in the morning and will be escorted to Before Care or their bunk by a counselor. Our students' safety is everyone's responsibility. Please follow all guidelines for both arrival and dismissal. Parents who are not part of the carpool are asked to park in designated areas and to use extreme caution when escorting their children to or from their cars.

EARLY DISMISSAL ENDS @ 3:00!!

It is a very laborious process to get all the children home at the end of the day and we need our full staff on hand starting at 3:00. It is not fair to our counselors and office staff to be chasing campers around campus the last part of every day. Our counselors and staff are on duty based on the scheduled drop off/pick up time for camp. Security will ask you to park your car until carpool time begins if you arrive after 3p!!

If you intend to pick up your child early from camp on any camp day, you **MUST** adhere to the following procedures:

On the day of pick up, please call or email the camp office & send a note to your child's counselor detailing the pickup (Child's name, group, time, and who will be picking up your child).

Please park outside the CAMP OFFICE to pick up your child(ren) and if someone other than a parent is picking up a child, we must verify it with the parent; please provide a phone number where we can reach you during business hours.

When you arrive for pick-up, please come to the EMT office where your child will be waiting for you. You must sign your child out and please have your Picture ID available.

Please avoid scheduling appointments for your child during the camp day. This causes disruption and campers tend to miss FUN activities. Campers are to remain on camp grounds during the entire camp day.

We have instructed all our camp personnel not to release any child, at any time, to anyone unless ALL the above procedures are followed. Under no circumstances are children to be taken without notifying the office. The same rule applies to late drop-offs. Please park your car outside the CAMP OFFICE and a staff member will escort your child to their appropriate location. Also, if you do not wish for your child to be released to a particular person, please inform the Camp Office immediately in writing.

Your child will be escorted by their counselor to the gymnasium for dismissal. Your child's number will be called and you may drive through the car line to pick-up your child. ALL STUDENTS NOT IN AFTER-CARE MUST BE PICKED UP IN A VEHICLE IN THE CAR LINE. We cannot retrieve students from After Care until the dismissal process is over for the day.

EMERGENCY CONTACT INFORMATION: It is very important for us to have the name and phone number of someone who can be responsible for your child, if we cannot reach you. This person should be able to come to camp and pick up your child if necessary. Please be sure that the person you list has this understanding. If at any time your personal information changes, please notify the office immediately. This can only be done by the parent/legal guardian that registered the student(s).

No child will be released to anyone not on the authorization list or unable to show a picture ID. Emergency Contacts must include those individuals who a parent/legal guardian permits the child to leave camp grounds with on any day at any time.

CUSTODIAL PARENTS' RESPONSIBILITIES

Custodial parents are responsible for alerting the camp of any special circumstances with regard to noncustodial parents' rights and obligations. It is necessary for the camp to have on file documentation as to who has legal custody of the camper whenever there is a question regarding custody. If there is no court order, then both parents have the right of access to the camp records and pick-up of students during or after camp. It is the custodial parent's responsibility to advise the camp of any special circumstances

CAMP PHONE

If you need to speak to your camper PLEASE DO NOT CALL THEM DIRECTLY. You can reach the camp office at 561-866-7383. If no one answers we have a voice mail and will return each voicemail immediately. You can also email us at YESrecYALE@gmail.com or text us at (561) 236-2841.

MESSAGING/OUTREACH/TEXT ALERTS

Distribution of camp related messages will be through email and text messages. Families enrolled in the camp are able to opt into the system to receive emails. Information on how to receive text message alerts will be sent out in the beginning of the summer. We will use the service to provide information that is timely and relevant. Please be sure to read our daily emails and texts for all daily information. They maybe sometimes monotonous but they are always giving you information.

SOCIAL MEDIA

Brighthouse Day Camp uses Social Media to communicate information about upcoming events, important notices, and camp news. You can LIKE- BRIGHHOUSE DAY CAMP or YALE DAVID on Facebook - Follow BRIGHHOUSE DAY CAMP on INSTAGRAM to stay connected and informed.

WEBSITE INFORMATION

All Brighthouse Day Camp information is listed online via the website at www.jointheYESmovement.com.

SUMMER TIPS:

- Please allow a little extra time for drop off, especially on the first day of camp.
- It's not unusual for some children to have a hard time saying goodbye. One thing to remember is that a drawn-out goodbye makes the transition harder for some kids. Most campers recover quickly and end up having a good day. If there are any ongoing concerns, we'll be sure to call.
- Remember your sunscreen and insect repellent! It might save time to put these on at home rather than after you arrive at camp.
- Your child will be leaving their backpack in their Bunks for much of the day. Please keep that in mind when choosing items to send. At the end of the day, you can check in with staff and your child to see if there's anything that could be skipped the next day (towel, hat, etc.).
- Labeling your child's clothes and belongings with names or initials helps us to reunite misplaced items and families.
- Please avoid scheduling appointments for your child during the camp day. This causes disruption and campers tend to miss FUN activities.

WHAT TO LEAVE AT HOME:

• Toys • Electronics • Gaming Equipment • Money • Valuables • Trading Cards • Pokémon Cards

Cell Phones: Cell phones, like other electronics, are not allowed to be used at camp at any point during the camp day. This includes watches or any other device capable of making a call. If you need to reach your camper please call the camp office. If a camper is seen using a phone we will confiscate it and return at the end of the day.

PERSONAL BELONGINGS

Please do not allow your child to bring to camp any personal belongings; this includes toys, electronic equipment or the latest fads. Please understand that camp cannot be responsible for lost or stolen items. Also, please put your child's name on these items. Please label all your child's belongings (lunch boxes, camp shirts, bags, etc.) with his/her name in permanent ink or marker to lessen the chances of items being lost. Please do not send your child to camp with expensive jewelry.

****Brighthouse Day Camp is not responsible for the loss or damage of any of the above listed items if they are brought to camp.***

Our water days are on select Tuesdays throughout the Summer. We will be bringing in Water Bounce Houses, water toys and various other activities. Please check your child(ren)s schedule to see what time of the day they will be having water play. Make sure on these days you apply sunscreen prior to camp and send them a towel and a change of clothing for the remainder of the day.

What to pack for camp daily:

- Hats
- Sneakers and socks
- Sunscreen
- Water Bottle
- Undergarments
- Plastic bag to place wet items in
- Change of dry clothes
- Insect Repellent (optional)
- 1 swimsuit (please check on water day as to what period they are scheduled. Can wear suit to camp if it is early)
- Towel
- Water Shoes/Flip Flops for Water Day

HEALTH AND SAFETY

General counselors are directly responsible for the health and safety of their children. They have the time and the training to devote themselves to this very important part of their job.

If your child is injured or becomes ill at camp, you will be notified immediately. PLEASE KEEP US CURRENT REGARDING YOUR PHONE NUMBERS BOTH AT HOME AND WORK. This information is vital should an emergency arise.

A child who has a cold, sore throat, fever, stomach virus, or other communicable disease should not be sent to camp. If your child has a cold, is coughing, and has a runny nose, please consider that he/she may be contagious to others. Please keep him/her home or make arrangements for his/her care until he/she recovers. If your child has a rash, please keep him/her home and contact your doctor to find out the cause.

When possible, please notify the camp office at 561-866-7383 if your child will not be attending camp on a particular day. Your cooperation is needed in this area.

Since it is the policy of Brighthouse Day Camp to inform parents of certain contagious conditions or illnesses, we expect that you will let us know if your child contracts any such condition. If you suspect that your child is not well, please keep him/her at home, regardless of his/her desire to come to camp. We ask that you do this out of consideration for his/her bunkmates.

If a camper has an injury or illness requiring anything more than routine care, the camp will contact the parent/guardian to discuss treatment plans. (*Routine care implies band-aids, ice-packs and similarly minor treatments.) The camp has an infirmary with an EMT. A camper who has a fever higher than 98.6 must be kept out of camp for 24 hours.

PRESCRIPTION AND NON-PRESCRIPTION MEDICATION POLICY

Brighthouse Day Camp Staff may only administer medication to a camper with written authorization from a parent or guardian

*It is imperative that for any medication to be dispensed that the Brighthouse Day Camp Medication

Form is completed and signed by a physician and parent prior to camp. Medication cannot and will not be distributed without it. This is for your child's safety. All medications for late nights will follow the same procedure.

- We will only check in the exact number of doses the camper will receive during the week. - At least one dose of medication must be administered at home before any medication can be administered at camp. (With the exception of any emergency-use medication such as inhalers, epi-pens, etc.)

- Prescription medications must be in the original container bearing a pharmacy prescription label that displays: - Patient name - Prescribing physician name - Directions for use (dosage, frequency, route of administration) - Date filled - Expiration date

- Non-prescription medication must also be provided in the original container that includes directions for use. Medication will only be administered in accordance with the written directions

*Parents will be notified if your child is vomiting, has a fever over 98.6 or any injuries that may require your immediate attention.

*We would like to also state that your child's privacy will be respected. Medication distribution is done in the most sensitive way possible.

There are several illnesses that are common occurrences in camp-aged children. Children will not be allowed at camp and will be sent home if they exhibit any symptoms of illness. Please help us control and minimize the spread of infections to others by providing care for your child when he/she is sick and keeping them at home while doing so.

LUNCH & SNACKS

Lunches will be provided daily to each camper through the summer. A menu will be up on our website. Please review the menu with your child daily. If your child does not like what is being served that day, you are still able to send in your own lunch. All lunches must be brought in a bag or lunchbox with the child's name and group clearly printed (Large Ziploc type bags work best). Upon arrival at camp, the lunch will be collected and kept until lunch time when it will be returned. If your child has any allergies, please let camp know in writing. Snacks will be provided each afternoon for all campers.

Campers will also have the opportunity for a Pizza Party during the summer and you will be informed when that day will be via email.

BRIGHTHOUSE DAY CAMP is NOT a peanut free, gluten free or any other food free environment. Our campers come to camp with many different kinds of allergies. At Brighthouse Day Camp we are certainly sensitive to those with allergies and we pledge to do our utmost best in keeping everyone safe and educated about our campers' issues. PLEASE BE SURE TO CLEARLY STATE ANY ALLERGIES ON YOUR REGISTRATION FORMS.

BIRTHDAYS: Parents might want to recognize their child's birthday in camp. If you would like to bring in cupcakes, please arrange it with the camp office. We ask that you not bring cake to camp. Cupcakes or Cookies (Store bought only) are acceptable. **NO PEANUTS OR ITEMS CONTAINING NUTS ARE ACCEPTED OR ALLOWED FOR ANY ACTIVITY AT CAMP.**

COMMUNICATION:

Parent to Camp Communication is a prime factor in our operation. The lines of communication must be kept open at all times so that we may be properly tuned into your child's needs. Please notify us immediately if:

1. Your child has developed a communicable disease.
2. You will be out of town.
3. Your telephone number and/or email address (home and/or work) has changed.
4. You wish to change or add to the emergency contact numbers we are to use.

BRIGHOUSE EXPECTATIONS, POLICIES, & CONSEQUENCES

Our primary goal is to maintain a physically, emotionally, and intellectually safe environment for all participants. Our role in any behavior management situation is to promote the camper's safety, comfort, and growth. We strive to prevent problematic behaviors, and we avoid punishment as it removes a growth opportunity. Being proactive and preventative, using proximity and positive messages, and giving specific feedback are constant themes throughout staff training and are easily seen in our daily interactions with children. We also try to identify what may be driving the behaviors. Is the camper hungry? Angry? Lonely? Tired? Disrespectful behavior is often a precursor to unsafe behavior. To keep children safe, we strive to identify and redirect disrespectful behavior as it occurs. When redirection is unsuccessful or when instances of unsafe conduct occur, we follow these general steps:

1. Reconnect with the camper - stop talking and listen, communicate calm, validate their feelings, reflect what we hear. We will reiterate or clarify expectations, making sure they understand, and let them know next steps.

If a child is disrespectful of the rules that apply to the bunk, or an activity or if they are disrespectful to another camper or a staff member, the following consequences will be enforced:

2. The camper will be given a clear verbal warning. A written warning may be sent home along with a phone call and/or email.
3. Staff will remove the camper from the group to have a longer conversation and engage the camper with leading questions that get them to think about what's going on. Tell me what happened? What do you think should happen now? The child will also be brought to the camp director. An adult family member will be called and at this time, they will discuss ways to reinforce our expectations.
4. If the unacceptable behavior continues, or if the camper threatens the emotional or physical safety of themselves or anyone else, our staff will contact you (the parent/ guardian) to build an agreed upon action plan. Any instance of direct physical, emotional, or sexual harm will result in the immediate removal of the camper from the group and a call home. The child, parent and staff will

meet to discuss the latest incident and such instances could result in a camp suspension of one to five days (depending on severity) or expulsion from camp. No refund will be given in such cases.

7. Bullying is unwanted, aggressive behavior among camper aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose. This definition includes cyber bullying. Brighthouse Day Camp has a zero tolerance for bullying in any form. A student who bullies another student or staff member will not be permitted to return to camp until a parent/administrator conference is held. At this time disciplinary measures will be discussed. This policy ensures that all individuals will enjoy a safe environment free from unreasonable interference, intimidation, hostility, or offensive behavior on the part of camp personnel, students, parents or visitors to the school.

8. Brighthouse Day Camp acknowledges that harassment, sexual or otherwise, is against the law and will not be tolerated. The term "harassment" includes, but is not limited to, slurs, jokes, and other verbal, graphic or physical conduct relating to an individual's race, color, sex (including same sex), religion, national origin, citizenship, age or disability. Bullying is considered to be harassment. Bullying includes, but is not limited to; unwanted name calling, teasing or physically touching a person. Harassment and bullying can be verbal, physical or through the use of technology. A student who bullies another student or staff member will not be permitted to return to camp until a parent/administrator conference is held. At this time disciplinary measures will be discussed.

PROHIBITED ITEMS IN CAMP

1. Students are not permitted to have any of the following objects in their possession. If a student is found to have any of the items listed below, the item will be taken from the student. The item will be given to an administrator and a parent must come to the office to pick-up the item.
 - Cell phones, - Smart watches, - any entertainment equipment, - Electronic games, - Sharpies markers, - Candy or chewing gum. -

**** The use of drugs, alcohol, and weapons are prohibited and will result in immediate expulsion from Brighthouse Day Camp!!!**

Although it is essential that campers understand the expectations and limits for conduct during the camp day, we believe that children should remain involved in camp activities as much as possible. Kids come to camp to be active, to socialize with other kids, and to have fun; therefore we do not believe in removing a child from an activity unless the child demonstrates behavior that is unsafe to him/herself or unsafe to others. Of course, it should be noted that our staff takes great care to organize and supervise activities that involve large groups of children moving around at once in a fun, safe way; we expect our campers to respect the structure of these activities.

NON-DISCRIMINATION STATEMENT: Brighthouse Day Camp prohibits discrimination in employment, and activities on the basis of race, national origin, color, creed, religion, sex, age, disability, sexual orientation, gender identity, or associational preference.

CAMP EMERGENCIES:

When, and if, an incident or any kind of threat or crisis occurs, the following procedure must be implemented for the safety and security of all students.

1. Staff member will alert the office.
2. Office staff will make necessary phone calls; 911, alert the administrative team, call security, and make an announcement: Code Red – Danger in the building, Code Yellow – Danger in the community, Code Black – Tornado or natural disaster
3. All counselors will look outside their doors; pull in any children in from the hallway, or nearby bathrooms. Lock their doors and shut their windows.
4. The administrative team, security, and all staff available will walk the campus in search of any stray children.
8. Cafeteria staff will secure the lunch area.
9. Custodians will lock and secure all doors to the building.
10. Everyone remains in emergency mode until alerted by the office.
11. An All Clear announcement will be made when the emergency has passed.
12. In the event of a tornado threat, the Code Black will be announced, please follow procedure for tornados.
13. In Tockdown situations, the police department becomes in charge of the buildings. Families will be notified of situations once the authorities have approved for the school to do so.
14. In an effort to alleviate chaos or stress, counselors will remain calm and entertain in a normal manner. We need to maintain a quiet and safe environment for all of our students.

WEATHER EMERGENCIES

If the weather emergency occurs prior to the Brighthouse Day Camp opening please listen to the TV stations or radio stations to learn about Camp closings. If programs are closed in Palm Beach County, we will be closed as well. There will also be a recorded message on 561-866-7383 as to the status of Brighthouse day Camp opening/closing as well as text messages & emails sent out.

CLOTHING / THE CAMP DAY

Campers spend the day involved in a diverse range of activities including sports, art, music, water play and much, much more. Children should come to camp each day dressed comfortably in shorts, t-shirts, and sneakers (NO SNEAKERS WITH WHEELS WILL BE ALLOWED). *Shirts will be distributed prior to camp. CAMP SHIRTS DO NOT HAVE TO BE WORN EVERY DAY. If you would like to purchase additional t-shirts please call the office at 561- 866-7383 or email Yale at yesrecYALE@gmail.com. Parents should use their best judgment when dressing children for camp, sending sweatshirts, rain ponchos, etc. when the weather is cold or rainy.

ALL ITEMS MUST MARKED

We make every effort to prevent the loss of clothing. Please identify your child's belongings by clearly marking the items with child's name (first and last) & group name. You are the first defense against lost and found! Please help us help you by labeling your child's belongings and clothing. It will be helpful to send a zip lock bag for your child's wet bathing suit on water days. PLEASE NOTE THAT IF YOU DO NOT PUT YOUR CAMPERS NAME ON THEIR CAMP SHIRTS IT WILL BE IMPOSSIBLE TO IDENTIFY WHOSE IS WHOSE!!

LOST AND FOUND: A lost and found area will be designated in the main office. Everyday items that are found are put on the table. Feel free to call the camp, email, or write a note if your child does lose something at camp. We will do our best to get all items returned.

SUNTAN LOTION AND WATER

Summer days can be excruciating and the sun is very strong. Please apply sunscreen to your child in the morning before he or she arrives at camp and send a bottle of sunscreen in his or her camp bag to be applied additionally. Campers are encouraged to drink plenty of water during each day. We recommend all campers wearing a hat during the camp day. Please remember to label everything.

STAFF

Each Brighthouse Day Camp group has a minimum of 2 counselors. Brighthouse staff are composed of skilled counselors who are carefully screened, interviewed, and trained prior to the beginning of camp. Their strengths lie in their dedication to helping children develop socially, cognitively, and physically. Our team of unit heads, counselors, and specialists are selected for their positive energy, enthusiasm, and elite teamwork.

TIPPING POLICIES

Each summer, parents ask us about our guidelines for tipping. Our position is that tipping is personal, between parent and staff member. We only ask that the procedure be professional and low key. If you do choose to tip, please send clearly labeled, sealed envelopes with your child(ren) during your camper's last week at camp. These envelopes can also be given to the camp office to be delivered.

MEDIA COVERAGE

During the summer it is possible that your child will have his/her picture taken or videotaped. These pictures may be taken throughout the camp program day or special events. These pictures may be used for promotion, in the local paper, on the website or on Facebook. A successful camp experience requires an active partnership between our staff, your child, and you, the parent. To help you know how much fun we're having in each camp, we routinely post pictures and highlights on Facebook and Instagram. Please make sure you have signed the picture/media release form online so we can use your child's picture for these publications or events. If you do not desire to have your child's picture used for these publications, please indicate so.

SPECIAL ARRANGEMENT

Please call us with any concerns you might have. If it can be handled in a few moments by a phone call, otherwise we can set a time that is convenient for all concerned to discuss the matter. Remember, we're in this together! We are extremely interested in hearing parents' comments both complimentary and constructive. You will find that problems brought to our attention are dealt with immediately and corrected when possible. Most importantly, it does not matter how trivial the matter may appear, we want to know about it. We welcome your calls and comments. The most important person at Brighthouse Day Camp is your child and we **NEVER** lose sight of that. In case of an emergency please call the Camp Office in at 561-866-7383. We will ensure the professional and discreet handling of any situation and will be your partners in the process. **LOOKING FORWARD TO A SAFE AND SUCCESSFUL SUMMER AND YOU CAN'T TEACH THAT!!**