



Parent & Family Handbook

SUMMER CAMP 2023 IN JACKSON HEIGHTS

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WELCOME TO SUPER KICKERS SUMMER CAMP!

1. WELCOME!

We are very excited to have your child be part of SK Summer Camp this year! We are a well-established program operating in Jackson Heights for the past 12 years. We are approved by the New York City Department of Health and Mental Hygiene.

Super Kickers strives to make your child's summer camp experience enjoyable and memorable. Our main focus is to keep the children safe, active, and engaged during the summer and to make sure they have fun! This is a general guide to help you navigate the day to day of our camp.

2. OUR STAFF

Our staff consists of trained coaches and instructors, most of whom work with us year round. All of our Activity Coaches are specialized in their field and have many years of experience. All of our Camp Staff has undergone comprehensive background checks. We exceed the requirements for having staff trained in CPR/first aid.

3. COMMUNICATING WITH CAMP

We understand that communication with our parents and guardians is key. The best way to contact us is through email: info@superkickers.com. Our program will be serving approximately 75 families and their children daily this summer, and our hope is to keep our phone lines clear for emergencies only.

For questions regarding your child prior to a day or week that they are attending, such as communicating absences, or for non-urgent questions for the Directors, please email info@superkickers.com. Our office number will also be active in the summer months and you can call and leave a non-urgent message. That number is listed below.

For last minute, day-of communication specifically during camp hours, such as informing us of early/late pick up, checking on how your child is doing, etc., you may text the Camp at the camp number below. In case of emergencies, please call the camp

number immediately.

- **CAMP NUMBER: 808-298-7272**
- **OFFICE NUMBER: 833-787-3754**

3.1 GENERAL AND ADMINISTRATIVE QUESTIONS

For questions/concerns about your child's activity schedule/account/fees/enrollment, please contact: Shahnila Khalid, Office Manager, by email at info@superkickers.com. Shahnila will be onsite at the camp daily. (9am-4pm)

4. ARRIVAL PROCEDURES

Arrival takes place at the 77th Street entrance of PS69. This entrance is located on 77th Street on the side of the school between 37th Avenue and Roosevelt Avenue. The school's address is 77-02 37th Avenue, Jackson Heights, NY 11372. **PLEASE DO NOT BRING YOUR CHILD TO THE MAIN ENTRANCE, ONLY IF YOU ARE ARRIVING LATE. (After 9:00 am)**

We ask that parents/guardians and the children line up in the morning. **Arrival time is from 8:30-8:45 each day.** Please **be timely** in bringing your child each morning (doors will close at 9:00am).

When you arrive with your child each morning, you will be asked for your family's primary phone number by a SK staff member in order to sign your child in. The family primary phone number you give to sign in your child must match the family primary phone number listed in your Jackrabbit account. Therefore **the family primary phone number in your JackRabbit account must be updated** to avoid any issues during check in. For instructions on how to update the family primary phone number in your [Jackrabbit account](#) please [watch this video](#). A staff member will also have a daily attendance sheet on hand if there is any glitch in the system.

Once your child is signed in, one of our staff members will escort them to their group's classroom.

Please note that parents/guardians are not allowed into the building for security reasons.

5. DISMISSAL PROCEDURES

Parents/guardians **must** sign their child out of camp in the afternoon. Your child's Group Coach will have the daily sign out sheet.

If there is someone who is NOT ALLOWED to pick up your child you MUST inform the office in writing by emailing info@superkickers.com.

5.1 4:00 PM DISMISSAL

Dismissal takes place outside the entrance on 77th Street between 37th Avenue and Roosevelt Avenue, the same location where arrival takes place. Please wait outside the building at dismissal. **Dismissal will start at 3:50pm.**

If you do not arrive by 4:05pm, your child will be taken to after care and you will incur a late pick up fee. Please refer to section 13.1 for more information regarding late pick up fee.

5.2 5:00 PM DISMISSAL

Dismissal takes place outside the entrance on 77th Street between 37th Avenue and Roosevelt Avenues, the same location where arrival takes place. **Dismissal time will be from 4:50 pm-5:00 pm.**

If you are late to pick up your child, you will infer a late pick up fee. Please refer to section 13.1 for more information regarding late pick up fee.

6. WHAT TO WEAR

Campers should wear a Super Kickers t-shirt, shorts, sneakers and sunscreen everyday. **Please, no open shoes/sandals.**

Uniform shirts can be purchased at PS69. Please reach out to the office by email (info@superkickers.com) to find out the remaining dates for T-shirt and rash guard sales.

6.1 WATER PLAY DAYS

Our camp includes a fun water play/water slide activity.

Please send your child with a bathing suit on, a towel and a change of clothes for water play days. Water shoes are recommended.

Please refer to the daily activities schedule (see Section 8 below) to know what days your child's group will have water play.

6.2 WEEKLY THEMES

We have created weekly themes to make camp even more fun and exciting! **Every Thursday** campers will dress according to the following themes:

- Week 1 (Thursday, July 13): Patriot Day
- Week 2 (Thursday, July 20): Pajama Day
- Week 3 (Thursday, July 27): Crazy Hair Day
- Week 4 (Thursday, August 3): Wacky Shoe Day (two different shoes)
- Week 5 (Thursday, August 10): Backwards T-shirt Day
- Week 6 (Thursday, August 17): Jersey Day
- Week 7 (Thursday, August 24): Group Color Day

7. WHAT TO PACK

- Backpack
- Lunchbox
- Water bottle (non-disposable preferred)
- Healthy lunch if not having the one provided
- Extra healthy snacks
- Change of clothes (required for all ages)
- Spray-on sunscreen for outdoor activities
- A book
- Bathing suit, towel and water shoes (for water play days)

Please Note: We have been approved for summer meals, so will be able to provide breakfasts, lunches and afternoon snacks for the children. (see Section 9 below)

***PLEASE LABEL ALL OF YOUR CHILD'S POSSESSIONS WITH THEIR**

FIRST AND LAST NAME*

If your child has any allergies, PLEASE LABEL everything with your child's allergy information. (lunch box, back pack, etc)

7.1 SUNSCREEN AND INSECT REPELLENT

The NYC DOHMH requires a **written permission** from the parents/guardians for campers to be able to carry and use spray sunscreen and/or insect repellent at summer camp.

Please print a copy of the following document, sign it and place it inside your child's backpack if you send sunscreen or insect repellent for your child to use:

📄 Sunscreen_Insect Repellent - Parent Permission - SK Summer Camp 2023.pdf

Please note: We are NOT permitted to apply sunscreen or bug spray to the children's skin. Children must apply it on their own with the coach's supervision. Please, if you are sending either of these products in your child's backpack, **send only spray-on sunscreen and spray-on bug spray that your child can apply by themselves.**

8. DAILY SCHEDULE/ ROUTINE

Camp activities will rotate on a daily basis to ensure that your child has a unique and exciting experience. The daily activities schedule is available on your [parent portal](#) under your child's class resources and on [our website](#).

Camp hours are: Monday through Friday from 8:30am-4:00pm, with aftercare option from 4:00pm-5:00pm.

9. MEALS AT CAMP

Meals are being provided by the NYC Summer Meals Program. Your child can eat breakfast at home or at our program. They can eat a lunch you provide or one that is provided to us. There will be a small snack provided each afternoon as well, but we ask that you please send extra snacks daily. Also please label your child's lunchbox.

Again, if your child has any allergies, please label everything with your child's allergy information (lunch box, back pack, etc).

10. CAMPER GROUPS AND RATIO

Campers are divided into age groups. Campers are grouped into 12-15 children, and coach:student ratios are strictly maintained based on the ages of the children. Generally, there is a 1:8 coach:student ratio for most age groups, with 1:6 for younger children. Each Group is assigned a color. You can check which group your child is in in the Class tabs under your child's name in your Jackrabbit account.

11. STUDENT RESPONSIBILITIES

We aim to create an environment where our children feel safe and are able to express themselves. All enrolled children are expected to conduct themselves appropriately during program time.

11.1 RULES AND EXPECTATIONS

Our responsibility to you and to this community requires that we maintain a high standard of safety, health and community living practices. In addition, we want parents and families to be aware of how we will respond to disruptive behavior if and when it occurs. These are some important rules and requirements of our program:

- No child is permitted to leave our grounds during program hours until they are released to a parent/guardian.
- We do not allow any profane language or actions.
- No pretend gunplay of any kind is permitted.
- NO physical violence of any sort will be tolerated at camp. If a problem arises, the following steps will be taken:
 1. **Cool down:** The child will be moved to another location away from the site of the incident in order to 'cool down' (not punishment)
 2. **Identify the problem:** With a Staff Member's assistance, the child will put in their own words what the problem was.
 3. **Brainstorm solution:** With a Staff Member's assistance, the child brainstorms possible solutions to the situation.
 4. **Guidance talk:** If the child is unable to come up with a solution, the Staff Member will suggest alternative actions that can be taken.

5. **Go for it:** the child returns to their space or activity to apply the agreed-upon solution.
6. **Follow up:** The staff member encourages, monitors and guides as necessary.

* **Please Note:** The parents of all children involved will be notified about the behavior at dismissal. If the behavior is repeated the child(ren) will be removed from the activity and the parent immediately contacted by the Camp Director.

11.2 CELL PHONES

Most of the children in our programs do not have cell phones. However, if your child does have one, please note that cell phones are not permitted to be turned on during program hours. If you need to reach your child, please contact the Site Director.

12. MEDICAL PROCEDURES

Many of our coaches are CPR/First Aid trained, and we have a Health Director on site daily. You will be notified about any minor accidents through our accident reports at the end of the day. If an emergency arises during the day, we will call you immediately.

We do not administer medications at Camp. If your child needs to take any medication, please administer it before bringing your child to camp or you can arrange a time to come to the camp and administer it yourself to your child.

The only medication we are allowed to administer in the event of an emergency is the EPIPEN/allergy medication. If your child has any emergency medication such as epi-pen or inhaler, please notify the group coach. The group coach will keep it in an emergency bag and will have it with them all day.

If your child has an EIPEN/allergy medication, please bring all the paperwork from the doctor prior to/or on the first day of camp. We will not keep EIPENS without it.

Please DO NOT send your child to camp if s/he has fever, vomiting or diarrhea. If you do so, we will have to send your child back home. Children need to be 48 hrs symptom free to attend camp. We will need a doctor's note from the doctor stating that the child is clear to attend the camp. If your child has any allergies, PLEASE LABEL everything

with your child's allergy information. (lunch box, back pack, etc)

12.1 MANDATORY MEDICAL FORMS

As a requirement by the NYC DOHMH, the following medical forms are mandatory for all campers attending summer camp:

- [Child and Adolescent Health Examination Form](#)
- [Emergency Reservation Form](#)

If your child has any allergies, takes medication or requires special medical attention, please submit the appropriate paperwork from the doctor:

- [Individual Allergy and Anaphylaxis Emergency Plan](#)

13. PAYMENTS

All Camp fees and tuition should be paid off by June 23rd, 2023 in order for your child to attend Camp. If payment is not complete by the due date, the card on file will be automatically charged. Campers are not allowed to attend camp if there is an outstanding balance in the family account.

13.1 LATE PICK UP FEE

Regular dismissal ends at 4:00PM. Children who are not enrolled for Aftercare and are not picked up by 4:05 PM will be charged \$30.00. Aftercare dismissal ends at 5pm, after that a \$10 fee will be charged for every extra 10 minutes your child stays late.

13.2 MAKE UP POLICY

No make ups will be allowed except in rare cases such as a death in the family or child's hospitalization. You will need to send a request to info@superkickers.com and provide the requested documentation. The Director will have the last word on whether the child is eligible for a make up.

13.3 CANCELATION POLICY

Registrations can be canceled until March 31st for a full refund. For cancellations

done after March 31st, any amount of tuition that is still due will be waived, minus the paid tuition amount. A credit will be issued in that amount. For cancellations done on/after May 15th 2023, the payment of the full Summer Camp tuition is still due. **There are no exceptions.** Only credits with Super Kickers will be given in the case of extreme/contagious illness or injury. A doctor's note is required. The registration fee is non-refundable.



I, _____, parent of
_____, have read, understood and agreed
to the parent/guardian/student responsibilities and the rules and expectations as laid out in the
Handbook and Parent Orientation.

Parent/Guardian Signature

Date ____/____/____