



**FAMILY AND CAMPER  
HANDBOOK SUMMER 2025**

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# Welcome to Camp!

Dear Families:

We are very pleased that you have chosen The Caedmon School Discovery Camp to provide a Day Camp experience for your child. We take great pride in our summer camp program, and we're excited for another fantastic summer!

We offer a program that is built around Care, Honesty, Respect, Responsibility, and Exploration into every activity. Children are grouped by age for an age-appropriate experience. A typical day at camp will include instructional and free swim time, arts & crafts, music, movement, tennis, sports and games, Broadway, yoga, and so much more.

We are very fortunate to have professionally trained and certified staff to provide a quality, fun-filled experience for your child. They will encourage each child to take part in new activities, learn new skills and foster relationships. Our goal is to make memories that last a lifetime!

Please read this handbook carefully. It will provide you with information on our Policies and Procedures and general camp information. We will be having a family orientation and open house for families and campers before camp begins, but if you have any questions before that meeting, feel free to email us at [campdirector@caedmonschool.org](mailto:campdirector@caedmonschool.org) or call us at 212-879-2297.

Once again, thanks for choosing The Caedmon School Discovery Camp. We are looking forward to a great summer camp season!

Thank you,

Slawomir Balon  
Adam Schlessinger  
Camp Co-Directors

## **The Caedmon School Discovery Camp Summer in The City!**

The Caedmon School Discovery Camp is a trip-themed program dedicated to discovering the many wonders in and around the five boroughs of New York.

**Discovery Camp Sessions are available from June 30th through August 8<sup>th</sup>.  
Closed on Friday July 4<sup>th</sup>.**

Our facility is right in the middle of the greatest city in the world, and we will take full advantage of the many attractions available to entice, engage, and expand the horizons of naturally curious children. From the top of Manhattan's Empire State Building to the depths of Coney Island's Aquarium, from the Bronx Zoo to the Queens Hall of Science, our groups will participate in age-appropriate trips and activities, guided by experienced Caedmon teachers and other talented specialists.

### **The Caedmon School Discovery Camp**

We do not discriminate against students because of gender, race, religion, color, disability, nationality, ethnic, origin, or sexual orientation in any of the rights, privileges, programs, and activities generally accorded or made available to the children at the camp. It does not discriminate on the basis of gender, race, religion, color, disability, nationality, ethnic origin, or sexual orientation in the administration of its educational policies and other camp administered programs.

### **Clothing List:**

Your camper should come to camp on their designated swim days with a clean and dry bathing suit and a towel. Every child will be assigned a locker and/or cubby. All campers should have the following items in their locker for daily use:

**extra towel, sunscreen, comb/brush, sneakers, swim cap, change of clothing, extra bathing suit, mat/blanket (optional for younger/half-day campers).**

**Place a few extra-large zip lock bags in the backpack. This will allow dry items to stay dry.**

Comfortable, washable play clothes and sneakers are recommended (**no party shoes, shoes with heels, crocs, or flip flops**). Each camper should always keep a complete change of clothing in his/her cubby. **Clothing should be labeled with your child's first and last name** for identification purposes.

\*Swim caps are required for all campers who use the off-site pool.

### **Arrivals:**

The Caedmon School Discovery Camp begins on Monday, June 30th at 8:30 a.m. Children may arrive as early as 8:15 a.m. throughout the summer and will be supervised by their counselors at their designated arrival spot. At 8:30 a.m. all Campers will be escorted by one of their counselors to their homeroom.

### **Absences:**

If a child will be absent, it must be reported to the camp by telephone or email between 8:00 PM and 8:00 AM to avoid the necessity of contacting the child's home. The family's cooperation in this matter is greatly appreciated. In cases where a child is ill for more than three consecutive days, the Department of Health requires a doctor's note before the child can be readmitted to the camp. Any contagious diseases must be reported to the camp **immediately** so that other parents can be informed promptly. Additionally, it is the family's responsibility to notify the camp if they have traveled to a country where there is a risk of contracting an infectious disease.

### **Dismissals:**

Families are required to provide the camp office with current written and signed dismissal instructions for their children. Children will be dismissed to authorized persons only. If any exception to the arranged procedure is desired, a signed note detailing the exception must be presented to the Camp Director. Plans that alter a child's normal dismissal arrangements require a signed note explaining the change. We do not open the doors for dismissal until all the campers have been gathered together. For security purposes, we ask that you please send in a picture of any authorized persons who may pick up your child at dismissal time. Children will be brought two-by-two by their Head Teacher to the courtyard or front door of the school for dismissal.

**The Frogs, Beavers, and Monkeys will be dismissed at the front door, and the Bees and Penguins will be dismissed at the courtyard door.** We ask that you wait patiently during this process.

### **Camp Dates and Hours:**

The full 6-week summer program runs weekdays from June 30th through August 8<sup>th</sup>.

Monday through Thursday 2's & 3's: 8:30 – 11:30 (Half Day) 4's- 12's: 8:30 – 4:00 (Full Day)

Friday 2's & 3's: 8:30 – 11:30 (Half Day) 4's- 12's: 8:30 – 12:00 (Half Day)

### **Business Hours:**

The Caedmon School Discovery Camp is open from 8:00 AM to 4:00 PM. For routine camp matters, families are requested to call the camp office (212-879-2297) between the hours of 8:00 AM and 4:00 PM.

### **Calendar:**

The camp calendar is distributed to all families. Please keep your calendar handy, so you can consult it throughout the summer for information about upcoming field trips and special events.

### **Medical Forms:**

A completed Medical Form is mandatory for every camper prior to the opening of the camp. If you are a Caedmon School student, we ask that you get a copy from the Nurse's station and bring it to the camp office.

**Note: Every query on the medical form must be completed.** The Department of Health requires that each medical form indicate that every question was read and answered by the parent. There will be no exceptions made to this rule. We will return the form to you, if it is not properly completed. If you need any clarification on this, please contact the camp office.

**Note:** If you are a family who attends Caedmon during the school year, we will accept your school medical form if it is up to date. Please check with the school nurse or the camp nurse to ensure you are up to date with all of your medical forms.

## **Trips:**

All campers will be given “The Caedmon School Discovery Camp” t-shirt, which must be worn on trip days. You will be given a trip itinerary for your child and a trip consent form to sign. We have safety plans in place for every occasion that the campers leave our premises. All Head Teachers and many Assistant Teachers are certified in CPR. Each trip will always have a Trip-Leader who is a licensed CPR/RTE (Responding To Emergencies). We also keep a communication line open to the camp whenever the children leave on a trip. We **cannot dismiss campers from the trip site or accept their arrival at a trip site.** To do so would compromise the safety of our other campers.

Campers are **NOT** permitted to bring money on the trips. Camp takes no responsibility for lost wallets and money.

## **Lunch and Snacks:**

Each camper will be required to bring his or her own lunch and beverage daily. We ask that the lunches provided meet the camper’s nutritional needs and include fresh fruits and vegetables. Please try to use a lunchbox that contains a cooler compartment. If you need one, we sell lunch cooler bags! Refrigerators are limited, and we cannot guarantee that everyone’s lunch will have space in the fridge. Please refrain from packing candy or gum.

**Morning and afternoon snacks will be provided. Please be advised that The Caedmon School Discovery Camp is a “NUT AWARE” camp. Do not pack any foods that contain nuts.**

## **Birthday Celebrations at Camp:**

**On a child’s birthday**, a special treat may be sent to camp for distribution at snack time. Before making any plans for a birthday celebration, please contact the Camp Director. **The directors can provide you with a list of approved foods and vendors** to ensure the safety of our campers from common food allergies. Ice cream, cake, party decorations, favors, and the exchange of gifts are not permitted. However, if you would like to donate a book in honor of your child’s birthday, we warmly welcome that.

## **Communication Between Home and Camp:**

The Caedmon School Discovery Camp considers the close contact between Families, The Camp Directors, and The Head Teacher a vital “partnership.” Families wishing to speak with their child’s Head Teacher can directly contact the Head Teacher first before calling the Directors. All information is passed along to us and please feel free to call the Directors if you still need to talk, clarification, etc.

## **Lost and Found:**

To help ensure that misplaced items are returned promptly, all camper clothing should be clearly labeled with the camper's name. Items without proper labeling will be placed in the Lost and Found, and families may inquire about lost items at the camp office. Unclaimed items in the Lost and Found will be discarded after August 8th to prepare for the upcoming school year.

## **Discipline Policy:**

At The Caedmon School Discovery Camp, we seek to provide a safe and fun environment where all children are respected and have an equal opportunity for fun. While it is our hope that all will participate in Camp, we cannot risk the happiness or safety of the group.

In the event that discipline becomes necessary while a child is at camp, the following actions are standard and may be used in any combination while on camp property or during a camp-sponsored field trip or activity: verbal warning, time out, exclusion from activity, written warning, incident report, early pick-up by parent, suspension and/or removal from camp.

Any form of fighting will not be tolerated; and in the event of such occurrence that produces even a minor injury to another child, the parents will be required to meet with the Camp Director for remediation. In the event of fist-fighting or other physical harm to another child, an incident report will be completed, signed by the parent and will remain on file in the camp office. Additionally, the child could receive either a written warning or suspension, at the discretion of the Camp Directors, without any reduction in tuition or refunds.

Automatic suspension of one or more days, at the discretion of the Camp Directors, will be given as a result of any of the following incidences, but not limited to:



1. Repeated bullying or threatening another child or camp staff member
2. Repeated use of foul/offensive language
3. Stealing
4. Involvement in damaging private property (families/guardians are responsible for repairs/replacement of said property)

**Tuition Payment:**

Your enrollment deposit of \$1,000 has secured a place for your child at The Caedmon School Discovery Camp. This deposit is applied toward the total amount due and is non-refundable. A statement of your balance is available in our registration portal. Please note that the camp tuition must be paid in full by Friday, June 30, 2025. Failure to make full payment by this date may result in a delay or cancelation of your child attending camp.

**Payment Policy:**

Enrollment is accepted on the express condition that all prior charges incurred on behalf of the camper and dues to the camp have been paid. A camper for whom, all charges dues have not been paid shall not be permitted to commence activities until such charges have been paid. A camper, whose charges for tuition and fees are in delinquent, at any time during the camp season, will be subject to suspension from activities at the discretion of the camp director.

**Refund Policy:**

Should the camper be withdrawn for any reason prior to June 30, 2025, the families/guardians shall be responsible for 50% of the camp tuition with no application of the deposit toward that amount. Should the camper be withdrawn for any reason on or after June 30, 2025, the families/guardians shall be responsible for 100% of the tuition and all fees.

**Cancellation Policy:**

This agreement may be cancelled, and the parent(s)/guardian(s) shall not be liable for any further payments if the Business Office of the camp receives written notice of cancellation before June 30, 2025

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## **Camper Forms:**

We acknowledge that parents are the best source of information about their children. Therefore, we request that you complete all forms with great detail. This information will help us to work toward a more positive camp experience for your child on a day-to-day basis. All camper forms must be received by **Monday, June 23, 2025. Failure to do so may delay your child from going to camp on his or her first day of camp.**

**1<sup>st</sup> Parent Orientation – Tuesday, May 6, 2025 (Zoom)**

**2<sup>nd</sup> Parent Orientation – Tuesday, June 3, 2025 (Zoom)**

There will be a **Parent Orientation at 6:00 P.M. to 7:00 P.M.** on Tuesday, May 6, 2025, and June 3, 2025. This will be a great opportunity to meet our Camp Directors. During this time, we will go over camp procedures, the Parent Handbook, and answer all the questions you may have.

**Camper Open House – Thursday, June 26, 2025**

There will be an Open House for Campers and their Families on this day. Bring your camper to meet their teachers, to visit the classroom and to meet fellow campers. This is every casual greet and meet. You do not have to stay the whole time. Come when it is most convenient for you and your family.

**2:00 P.M. – 4:00 P.M.**

If you have any questions or concerns, please contact The Caedmon School Discovery Camp at 212-879-2297 or at [campdirector@caedmonschool.org](mailto:campdirector@caedmonschool.org)

# HANDBOOK ACKNOWLEDGEMENT

By signing this acknowledgement, I state that I have thoroughly read 2025 The Caedmon School Discovery Camp Family and Camper Handbook.

I understand that I will be held to these rules and guidelines stated in the Handbook.

I realize that this handbook provides all the necessary information and guidelines for The Caedmon School Discovery Camp. Failure to comply with handing in necessary paperwork and tuition by Monday, June 30, 2025, will mean that my child will not attend camp until I comply.

Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Guardian's Printed Name \_\_\_\_\_

Camper's Name: \_\_\_\_\_

Camper's Group: \_\_\_\_\_