LIU Post Youth Camps Presents

Performing Arts Academy at LIU Tilles Center



2013

Parent/Camper Handbook

LIU Post Youth Camps

Performing Arts Academy at LIU Tilles Center

PARENT/CAMPER HANDBOOK

CAMP CHECK LIST
Good Attitude
Appropriate Clothing
Bug Spray, Sun Screen
Sneakers,
Instruments, Travel Music
Stands

PLEASE READ THE ENTIRE HANDBOOK.
THIS HANDBOOK WILL BE HELPFUL IN PREPARING
YOUR CHILD FOR THE SUMMER OF A LIFETIME!

Dear Parents and Campers,

Hello and greetings from the LIU Post Youth Camps! Everyone here at the Performing Arts Academy at LIU Tilles Center is so excited that your child/children will be joining us for the summer.

My name is Nickolette Kacharaba and I am the Executive Director of Youth Programs at the LIU Post Campus. The best part of my job is that I have the honor of providing your children with an outstanding summer of fun. This will be my second season directing the Performing Arts Academy at LIU Tilles Center and I cannot put into words how excited I am about the program and where it is going.

We have a superior staff lined up to work with the campers again this year. They have been chosen for their caring commitment to children along with a high level of energy, skill and enthusiasm. Our wonderful music program is guaranteed to provide a summer full of memories for all of the children who attend.

Every day our campers will have a jammed packed musical experience. They will enjoy their Major Performing Groups, A lesson and their two electives every day. Weekly newsletters and letters from the Executive Director of Youth Programs will be sent home outlining all of the events for the week as well as any new information you may need to know about the Performing Arts Academy at LIU Tilles Center.

Please thoroughly read the PAA - Parent/Camper Handbook and share it with your child. This handbook should answer most of your questions about the LIU Post Youth Camps. However, if you have any further questions, please do not hesitate to contact me. I can be reached by phone at (516) 299-4004 or by e-mail at Post-YouthCamps@liu.edu. You can also find out more information through our new Facebook page: www.facebook.com/LIUPostYouthCamps and of course our website: www.liu.edu/post/youthcamps

Sincerely,

Nickolette Kacharaba

Executive Director for Youth Programs Long Island University, LIU Post Campus Hillwood Commons, East Suites, Room 4 http://www.liu.edu/post/youthcamps



Specific Objective of LIU Post Youth Camps – Performing Arts Academy at LIU Tilles Center

The goal of our camp is that our campers grow and develop in their musical abilities and well as camp life as possible. Campers will learn to live in the camp community and develop relationships with peers, adults and the environment. The campers will be encouraged to develop new musical skills, and improve on existing ones. Most importantly, we hope that each camper will establish long-lasting friendships with fellow campers.

"Camp is for the Campers"

LIU Post Youth Camps Mission

Performing Arts Academy at LIU Tilles Center

Each camper, whatever his/her age, shall have the opportunity to:

- Develop his/her character.
- Develop music skills.
- Form positive attitudes.
- Expand leisure and social skills.
- Understand and appreciate music in all its forms.
- Become productive and contributing members of society.

Objectives of LIU Post Youth Camps

LIU Post Youth Camps will provide programmatic and educational opportunities that will help youth...

- To acquire knowledge and skills in the utilization of growing and expanding their performing talents
- To build positive self-concepts through successful experiences in skill acquisition, group interaction and self-expression.
- To gain appreciation and respect for others and human values through social interaction, cooperation and friendship.
- To acquire decision-making and leadership abilities through structured learning experiences, practical leadership roles and democratic participation in group process.
- To develop positive attitudes and useful skills that can be transferred to home, school and work settings.
- To learn how to use leisure time constructively and creatively for greater physical fitness, health and self-esteem.

General Information and Policies About LIU Post Youth Camps Performing Arts Academy at LIU Tilles Center

Camp Hours

The Performing Arts Academy at LIU Tilles Center program begins at 9:00am and ends at 3:30pm. Drop off for campers begins at 8:15am; all campers **MUST** be at camp by 9:00am. Pick up is at 3:30pm for regular camp. To serve the needs of working parents after camp is offered from 3:30pm until 6:00pm for a nominal fee. All campers must be picked up by 6:00pm.

Camp Location

The Performing Arts Academy at LIU Tilles Center is located on the beautiful LIU Post Campus in Brookville, Long Island. Campers will be using all facilities on the campus including but not limited to: the LIU Tilles Center, sports facilities, gardens and nature trails, and air-conditioned classrooms

Traffic Rules

At anytime when driving on the LIU Post Campus, please do not exceed 25mph and always be on the lookout for children and friendly squirrels. During designated drop-off and pick-up times, staff will be on hand to greet campers at the car and help keep traffic moving. If you would like to park for an extended period of time please park in one of the designated spots and not in the main traffic pattern. It is always a good idea to take your keys with you and never leave your vehicle unattended. Please take special notice that during the camping season, cars traveling in our parking lot are only permitted to go one way towards Northern Boulevard. Drivers should not exit the parking lot at the Gold Coast Road entrance.

Arrival Procedures

Campers will be dropped off and picked up in the same location. In most cases, you will not have to get out of the car. We will check your child in and give you a card for your windshield. This card will be used as part of the pick up procedures. Although we encourage all to be on time, we do know and understand that occasionally things happen that can prevent this from occurring. If your child is late (after 9am for Camp) you must escort them to the designated area where you must check them in with the Executive Director of Youth Programs. A staff member will escort your child to their proper activity. Every effort will be made to get the camper to their group in a timely manner, however late arrivals may experience delays in getting to their assigned activity. Morning drop-off begins at 8:15am and ends promptly at 9:00. Never drop off your child at camp unattended. Our campus is large and campers need to be supervised at all times for safety and security reasons.

Once all campers are checked, the Executive Director of Youth Programs or Associate Director will contact parents of campers who have not arrived that day. We do this to touch base with you and assure that everything is all right. If you know in advance that your camper will not be at camp, please put a letter in writing to the Executive Director of Youth Programs .

Important Note to Parents: For the benefit of your child please try to arrive at camp by 9:00am for the Performing Arts Academy at LIU Tilles Center. Camper groups will be participating in special group time, and orientation from the director at the beginning of each day. This group time is vital in setting the tone for the camp day and often involves the camper making decisions for their day. It is sometimes difficult for late campers to adjust to the day and it is disruptive for all the campers in the group.

Departure Procedures

Campers will be split into 2 groups for dismissal, those that are staying for aftercamp and those that are going home. Campers that are staying for aftercamp will go with one of their counselors to the Long Island Room of the Winnick Center to meet with the after camp staff and Administrative Staff Member. Campers that are going home will go with their other counselor to the designated drop off area to meet the Administrative Staff and their parents. The Associate Director will check campers out. There will be designated areas in the parking lot for Ir. Band, Sr. Band, Ir. Chorus and Sr. Chorus. Signs will be posted in each area. Counselors will bring their camper groups to these designated areas. If your children are siblings or carpooling with campers of different ages your children will be with the younger camper's group. Please park by your children's designated areas. All parents must have a pink card with the camp logo and with their child's name in their window in order to pick up their child. Campers arrive at the designated area for dismissal at 3:30pm. If you need to pick up your child earlier please call the camp office at the number provided to you weekly on the Director's Letter or leave us a note at morning drop-off. We will have your child ready for pick up at the designated area at the specified time. To avoid interrupting camp activities, please plan to pick your child up early in only "have to" situations such as doctor appointments, family emergencies, etc. Due to our large campus it may take a few minutes to locate your child, get his/her belongings and hike him/her up to the pick-up point. Please remember that campers in the after camp program will be picked up at the basketball courts. The After Camp program begins at 3:30pm and ends at 6:00pm. All campers must be picked up by 6pm. Staff will not be available to watch your children after this time. A late fee of \$20.00 per ten minutes is assessed for campers remaining after our 6pm closing time. We will contact you and your emergency contact to come pick up your camper if you are not at camp by closing time. If we cannot reach you, the local authorities will be contacted.

Security at Pick Up

You will receive a yellow card with your child's name when you check him or her in on the first day. Please make sure to have your yellow card displayed in the window of your car at pick up and drop off. This will be one form of identification for picking up your child. LIU Post Youth Camps will check photo ID for people that we do not recognize or who do not have the yellow card in their window. Please give us a note in writing at drop off or the day before if someone else is picking up your child. You may call in the request; however we will be calling you back to confirm the change with the number on your registration form. We will not release any child to anyone who is not on the authorized pick-up list.

It is not uncommon for families to car pool or for campers to go home with friends at the end of the day. We must have your written permission if your child is going to be picked up by another parent.

At LIU Post Youth Camps, the safety and welfare of our campers is our number one priority. Every effort will be made to assure your child's well being. In the unlikely event we have a reason to believe that a parent or other authorized person on the pick up list is under the influence of drugs or alcohol or is impaired in any way, we will not release the camper to that person's custody. We will call a spouse, relative or someone else from the emergency contact list to come and take the child home.

Pets and Animals

Please do not bring pets or animals of any kind with you to drop off and pick up. Although you may know your animal, there are many campers who are allergic and may scare easily. Thank you in advance for your cooperation.

Personal Information

A special note to parents regarding personal information:

Having prior knowledge about a learning difficulty, ADHD, a recent loss or major change in the family or child's life makes a tremendous difference in helping us be sensitive to your child's need for patience, understanding and reassurance-particularly the first few days of camp.

This is especially true for a child who may have an attention problem or who gets nervous in new situations. Many parents feel that camp will not accept their child if they are forthcoming about these situations, yet children need us to be partners with parents in planning for a safe and successful summer. Please be open with us. Let's work together to create a magical summer experience for your child.

Health Forms

All campers are required by LIU Post Youth Camps and the Nassau County Department of Health to have a health form filled out in its entirety, before their camp session begins. Please make sure that both you and your child's doctor have signed this form. Campers must have a physical on record within the past 12 months. Immunizations must be listed and up to date. Please make sure to note all allergies and medication. All health forms must be mailed in by June 8th 2012. Campers will not be permitted to attend camp without this form. IF THE FROM EXPIRES DURING THE SUMMER PLEASE MAKE ARRANGEMENTS IN ADVANCE TO GET IT UPDATED AS YOUR CHILD WILL NOT BE ABLE TO ATTEND CAMP WITHOUT AN UPDATED PHYSICAL.

Medicine Policy

If your child requires medication, it is vital that you inform the Executive Director of Youth Programs or counselor during check-in. All medications must be given directly to the director or counselor in the **ORIGINAL PERSCRIPTION BOTTLE.** By law, we may not administer any prescription medication unless it comes in the correct bottle with the child's name on it. Make sure your child's health form contains when the medication is to be given and in what dosage. List any side effects and who to call if we have any questions. All medication (even aspirin) must be given to the child's counselor or the Executive Director of Youth Programs. No children are allowed to keep medication with them at camp. Please speak with the Executive Director of Youth Programs for special circumstances involving asthma inhalers or severe allergies to bee stings, Epic-pens etc.

Illness Information

Children should not be sent to camp if they have had the following symptoms prior to arrival. Children must be symptom-free without medication for 24 hours before returning to camp. A child who is unable to participate in activities (due to an injury) should not be sent to camp.

- Fever: if over 100 degrees or accompanied by other symptoms such as diarrhea, vomiting, etc.
- Respiratory Problems: Severe congestion or unexplained wheezing
- Vomiting or Diarrhea: which occurs more than once or is accompanied by other flu-like symptoms
- Rash: if the cause of the rash is unknown, if the rash is not being treated or if the rash is known to be contagious
- Chicken Pox: or other communicative diseases

If a child becomes ill at camp, he/she will be isolated and a parent will be called to pick him/her up.

Injuries/Illness

If your child is injured or becomes ill during camp, the staff will take whatever steps necessary to obtain medical care. These steps may include, but are not limited to the following:

- Immediately notifying and bringing camper to the Infirmary.
- Attempts to contact parent or guardian.
- Attempts to contact any person listed as emergency contacts.
- Contact of ambulance or paramedic.
- Transportation of camper to the nearest emergency room in the company of a C.W. Youth Camps staff member.

Payment

Each child's camp fee must be paid by **June 7th 2013.** To ensure a space for your child early registration is advised. Payments can be made through the LIU Post Youth Camps Office. No child will be allowed to participate in the program without full payment.

Refund Policy

Tuition is refundable until June 7th, 2013 less the non-refundable deposit of \$200.00. There will be no exceptions. All withdrawals must be submitted in writing to the Executive Director of Youth Programs no later than June 7th, 2013. There will be no refunds for days missed. If a camper is absent for five consecutive days due to illness, a credit will only be given with a doctor's note. LIU Post Youth Camps reserves the right to dismiss a camper whose conduct or influence is unsatisfactory or in the opinion of the director not in the best interest of the camp. In the event of such a dismissal, no refund or credit will be made. Possession of tobacco, alcohol, illegal drugs or weapons is grounds for immediate dismissal from camp. If camp closes due to a natural disaster such as a blackout, hurricane, etc. there will be no refund issued for that day or days.

Discipline Policy

Camp is the perfect environment to promote social skills and self-esteem in children. We encourage and work with campers to achieve these skills. The techniques we employ to accomplish these goals include: non-elimination games, group and camp cheers, age specific groups and activities, low camper-staff ratios, positive reinforcement and attention to the individual needs of each child.

The following discipline policy is in place to ensure the safety and well being of all campers:

- It is the philosophy of the camp that the camper and staff treat one another with mutual respect.
- Camp rules are discussed during camper orientation and again with campers in their groups by their counselors.

- A camper who fails to follow the rules or follow the directions of the staff will be given a verbal warning or a "time out" (Sit away from group for a few minutes). If the behavior continues, the Executive Director of Youth Programs will be notified immediately. The Executive Director of Youth Programs will bring the behavior to the attention of the camper's parent or parents. Together, the Executive Director of Youth Programs and parents will put a plan in place to help the camper correct their behavior. If the behavior persists and it is deemed detrimental to the well-being or safety of the camper, other campers or staff, the camper's registration will be canceled without refund and the camper will be removed from the camp. There will be no refunds given for campers who have been removed or suspended from camp.
- Under no circumstances will any member of the camp staff use corporal punishment, such as grabbing, hitting, slapping, or use of physical punishments such as running laps, standing with arms outstretched, or use of profanity or abusive language or humiliation of a camper.
- All incidents will be documented.

We definitely do not want to expel a camper from camp, but we do want everyone to have a safe and happy summer, and sometimes these discipline measures are needed to ensure a quality camp experience for all.

Camp Rules

Please review and discuss the following rules with your child before they attend camp. The Executive Director of Youth Programs will reiterate these rules to the campers each Monday of the new session during orientation.

- Respect yourself and others.
- Follow all directions.
- Stay in assigned areas.
- Keep hands and feet to yourself.
- Stay with your counselors at all times; at no time are campers permitted to wander off by themselves.
- Bad language is not permissible.
- Campers are responsible for their personal belongings.
- All campers should report any injuries immediately to their counselors.
- There is no gum chewing at camp.
- Campers should have closed toed shoes/sneakers for their activities during the day. They may wear flip flops at the pool. (This is done for safety reasons, i.e.: ticks, branches, etc)
- Campers may not bring any valuables to camp such as IPods, IPads, hand-held video games, cell phones, personal sports equipment, etc.
- Campers are not permitted to bring any food to camp as it would violate Health Department regulations.

Drug/Alcohol/Smoking Policy

The possession of alcohol, marijuana or narcotics is strictly prohibited at the camp. If a camper is in possession of or uses drugs or alcohol, he or she will be sent home immediately and removed from the camp. Smoking by campers is also prohibited. The LIU Post Youth Camps reserves the right to remove any camper who uses or possesses illegal drugs, alcohol, fireworks, weapons and/or items typically considered dangerous.

Lost & Found

We do have a lost and found here at camp. It is highly recommended that you label all items brought to camp with your child's name. We make every effort to keep all camper belongings on their person or in their backpack. At the end of each week we will display the lost and found items so campers can see what has been left behind and claim anything that belongs to them. Please make a quick check of your child's back pack at the end of each day. It is much easier to recover lost items on the same day they were lost.

Rainy Days

Camp goes on rain or shine. Campers will be expected to participate in activities so please dress them appropriately. In case of a severe weather warning, campers will be kept indoors and safe. Parents will be immediately notified of any changes in the schedule.

Items from Home

Campers can bring canteens, water bottles, books, bandanas, sunscreen, musical instruments, portable stands for instrumentalist, and folders with music. Please put your child's name on everything from home. We cannot guarantee the safe keeping of extra items and are not responsible for the loss or damage of these items. Please do not send any sports equipment with your camper to camp. We have everything they will need. There are other items not allowed at LIU Post Youth Camps. The forbidden items include chewing gum, candy, and any type of food, cell phones, IPods, IPads, pocket knives, hand-held video games, trading cards, and weapons of any kind, sports equipment, and toys.

What to Wear

We would like to see all of our campers wear shorts or pants, T-shirts, socks, and tennis shoes (or other appropriate footwear). For reasons of safety a camper must wear closed toed shoes. No flip-flops or sandals will be allowed for camp activities, however, these shoes can be brought to camp and worn at the swimming pool.

A sweat shirt or windbreaker is advised for later in the season and ponchos or raincoats for wet days. On rainy days, campers will still spend some time outside so being prepared is vital. Extra socks are also useful for rainy days.

Safety

The health and safety of each camper is a prime concern. Counselors are trained in safety, First Aid and CPR. Our staff places an emphasis on preventative safety and supervises activities closely.

Meals

Lunch is served daily to our Performing Art Academy campers. Campers eat with their camper groups and counselors. Please do not send in any food from home as it will violate New York State Department of Health regulations. Please see the attached lunch menu provided in this handbook. There is a three week rotation of this menu. Remember, there is an alternative to the meal each day for those campers who did not care for the main meal. If your child has an allergy or is on a special diet, please contact the Executive Director of Youth Programs as soon as possible. Our food service is able to accommodate most allergies and diets. We will monitor all campers to make sure they are eating and notify parents if there are any concerns.

Snacks

An afternoon snack and drink is provided to campers. A sample of snacks offered is listed on our menu. We do recommend that campers bring a water bottle to camp labeled with their name. In addition to plenty of water breaks at our drinking fountains and water coolers located throughout the property, campers are allowed and encouraged to fill their personal water bottles and carry them around camp.

Performing Arts Academy at LIU Tilles Center Program

The success of our campers is centered on age specific groups, excellent staff and our wide variety of activities. At Performing Art Academy at LIU Tilles Center we give lessons, participate in their major performing group and explorer their elective courses. Through hands-on activities and low counselor to camper ratios, camp builds self-esteem and provides an excellent opportunity for individual growth and maturity.

All campers are divided into age specific groups so they can interact with others who are on their physical and emotional level. They are also divided according to musical interest so you are spend time with campers that have similar interests as you. There are 2-3 counselors and 14 camper at least in each group.

Our beautiful facility has many buildings with air-conditioned classrooms, the LIU Tilles Center, nature trails, gardens and grassy playing fields.

Communication

We enjoy being able to see our camp parents every day; that is one of the benefits of running a day camp. Besides speaking with you each day directly, we will also communicate through the use of handouts, posters and signs. We strive to tell you the good and not-so-good about each session and your feedback is always welcome. Please remember that our door is always open.

If at any time you need to contact your child or the Executive Director of Youth Programs please call the camp office at 516-299-4004 or e-mail us at Post-YouthCamps@liu.edu. There will be a direct line to the camp available once the summer begins. You will receive this number in your weekly Monday letter once camp begins. In the event of an emergency we will contact you and advise you of our plan.

Your Child's Group

A lot of time is spent placing your child into his/her group. We take into consideration factors like your child's age/grade, the boy to girl ratio and other group dynamics.

Campers are placed into age specific groups. The camp program is structured so that as the campers get older and continue to come to LIU Post Youth Camps over the years, they will have new experiences and challenges. Because of this progression and the developmental stages of children, we do not move campers outside of their age/grade range. Please keep this in mind when asking for "group with requests."

Staff

Now that we are almost to the end of our Parent/Camper Handbook, let me share with you the true secret of LIU Post Youth Camps--our staff! At the heart of the camp program are the individuals who have energy, enthusiasm, and the desire and ability to work with children in an outdoor environment. Each year we select only the most qualified and mature staff members to work with our campers.

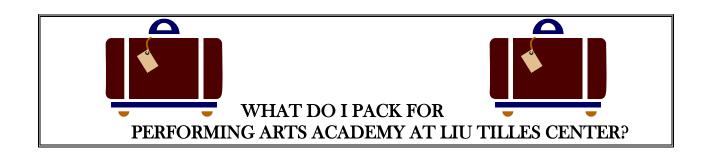
For a person to become a member of the Performing Arts Academy at LIU Tilles Center staff they have to:

- 1. Pass the initial screening of applicants which requires certain skills and a genuine love for children.
- 2. Pass the personal interview.
- 3. Have a clean background check and 3 professional positive references.
- 4. Demonstrate a good attitude and work ethic during our extensive week long June staff training session.
- 5. Never settle for less than excellence.

Emergency Procedures and Protocols

In the event of an emergency during the camp day (i.e. fire, natural disasters, criminal activity, campus lockdown) the staff will follow these procedures:

- 1. Notify the Executive Director of Youth Programs immediately.
- 2. Establish a headquarters in which the Executive Director of Youth Programs in charge.
- 3. The Executive Director of Youth Programs will contact Public Safety and the Senior Associate Provost.
- 4. Communication between the Executive Director of Youth Programs, assistant Executive Director of Youth Programs, Program Coordinator and Unit leaders will remain constant with updates through the use of walkie talkies and cell phones.
- 5. If additional help or notification is needed, the Executive Director of Youth Programs, Assistant Director, Program Coordinator, Public Safety, Senior Associate Provost and Provost will make the necessary calls to the police and/or other emergency services as well as the parents.
- 6. The Senior Associate Provost and Public Relations will handle the media if necessary.
- 7. Document all activity and results.



PLEASE PUT YOUR NAME ON EVERYTHING YOU BRING:
Instrument
Instrumentalist need portable stands
Folder and music
Pencil Pencil
Rain coat or poncho (This is important, because we may have to walk in the rain)
Bug lotion and sunscreen
Sweatshirt or Light Jacket
Water Bottle
OPTIONAL ITEMS TO BRING: Disposable Camera
PLEASE DO NOT BRING THESE ITEMS TO CAMP:
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- Ø Matches, Lighters, etc.
- \varnothing Electronic games (I.E. Gameboys, DS)
- \varnothing Sports Equipment
- Ø Weapons
- Ø Drugs or Alcohol of any kind (If any such item is found the camper will be immediately dismissed from the Performing Arts Academy with no refund.)

SAMPLE MENU FOR PERFORMING ARTS ACADEMY AT LIU TILLES CENTER 2012

Meals

Lunch is scheduled for the entire camp to eat together and is a great time to relax and socialize with new and old friends. A snack and juice are provided as well. Meals are varied day to day and plentiful. Each meal is served buffet style and has several choices, always including vegetarian selections. We can accommodate more special needs such as food allergies. (By request of the director, please call the office to have all of your food allergies met.)

Summer Day Camp Lunch Menu

Monday	Tuesday	Wednesday	Thursday	Friday
Day 1	Day 2	Day 3	Day 4	Day 5
Macaroni & Cheese	Chicken Patties	Pizza	Taco Day	Fried Chicken
Tossed Salad	Tossed Salad	Tossed Salad	Meat, Lettuce, Tomato	Corn on the Cob
Rolls w/ butter	Roasted Potatoes		Salsa, Sour Cream and	Tossed Salad
			Guacamole	
Day 1	Day 2	Day 3	Day 4	Day 5
Hamburgers/Cheese	Chicken Patties	Penne & Meatballs	Turkey Meatloaf	Grilled Cheese
Tossed Salad	Tossed Salad	Tossed Salad	Tossed Salad Mashed Potatoes	Tossed Salad
Chips	Roasted Potatoes	Italian Bread	w/Gravy	Chips
Day 1	Day 2	Day 3	Day 4	Day 5
Baked Ziti	Chicken Patties	Roasted Chicken	Pizza	Ham & Cheese
Tossed Salad	Tossed Salad	Rice w/Veggies	Tossed Salad	Turkey & Cheese
Rolls	Roasted Potatoes	Tossed Salad		Tossed Salad
				Potato Chips

Ranch & Italian Salad Dressings

Alternate Meal-Sliced White or Wheat Bread, American Cheese & Cream Cheese & Jelly

Water, Juice

Basket of Apples, Oranges, Pears & Bananas

Snack

Italian Ice, Ice Cream, Pudding, Cake

After Camp Snack

Juice & Packaged Cookies, Chips, Popcorn

NOTES: