



Hoboken Campus		Jersey City Campus
339 River Street	301 Garden Street	100 River Drive South
Hoboken, NJ 07030	Hoboken, NJ 07030	Jersey City, NJ 07310
201.792.3688 x200	201.792.3688 x100	201.792.3688 x400
<a href="mailto:summer@stevenscoop.org">summer@stevenscoop.org</a>		

**Auxiliary Programs Director:** Dan Weber [dan.weber@stevenscoop.org](mailto:dan.weber@stevenscoop.org)  
**Summer Camp Director:** Nikki Sepesy [nicole.sepesy@stevenscoop.org](mailto:nicole.sepesy@stevenscoop.org)

**PROGRAM DATES AND THEME**

6/17 - 6/21: Sea, Sand, and Sun (**No Camp Wednesday, 6/19**)  
 6/24 - 6/28: Animal Planet  
 7/1 - 7/3: Weird 'n' Wacky (**No Camp Thursday & Friday, 7/4 & 7/5**)  
 7/8 - 7/12: Out of this World  
 7/15 - 7/19: Under the Big Top  
 7/22 - 7/26: Top Secret Spies in Disguise  
 7/29 - 8/2: Summer Camp Olympics  
 8/5- 8/9: Lights, Camera, Fun

**SUMMER CAMP @ STEVENS COOPERATIVE SCHOOL STAFF**

Summer Camp @ Stevens staff is composed of experienced teachers and support staff. We share our progressive philosophy and warm traditions to ensure a fulfilling camp experience for everyone. Camp administrators and teachers are always available and glad to address parent/guardian questions or concerns when appropriate, either by phone, email or private conversation.

## PACKING FOR CAMP

**What to Bring:** Children should arrive at camp in sneakers. Please make sure all items are labeled with the child's name.

- Water bottle
- Camp Backpack (provided on the first day of their camp experience)
- Hat and Sunscreen
- Extra Set of Clothing to be kept at camp including shorts, t-shirt, underwear, and socks
- Healthy, nut free lunch or one ordered through our lunch service
- Snack is provided however, if you prefer to pack your own we do have both a morning and afternoon snack time
- Medication, epi-pen, etc. (if applicable)
- Rest Items (5s & younger only): Small pillow and blanket
- Swimming days:
  - swimsuit,
  - towel,
  - water shoes,
  - goggles,
  - swimming cap (***Pool policy is that all campers must wear a cap***)
  - bag for wet items
- Field Trip days (6s & up only): Please wear camp t-shirt (provided on the first day of their camp experience), backpack and extra water.
- *\*Additional items for Enrichment classes or camp theme activities will be listed in weekly camp emails.*

### **What Not to Bring:**

- Money, valuables or any electronic items - the camp is not responsible for the loss of such items
- Foods containing nuts or nut butters
- Soda or candy
- Glass bottles

### **Cell Phones**

Children cannot use cell phones during the day. Any child with a cell phone will leave it with their teacher at the beginning of the day and retrieve it at 4:00pm. Children in aftercare will keep cell phones in their backpacks.

**ARRIVAL AND DISMISSAL**

**Arrival**

<b>HOBOKEN</b>		<b>JERSEY CITY</b>
<b>RIVER STREET</b>	<b>GARDEN STREET</b>	<b>NEWPORT</b>
Staff will be present at the main doors to welcome campers at the door. Families have the choice to walk their camper to their classroom or campers can be escorted from the front doors to their respective classroom.	Staff will be present at the main doors to welcome campers at the door. Families have the choice to walk their camper to their classroom or campers can be escorted from the front doors to their respective classroom on the 3rd Floor.	Families will walk around the side walkway to the building and walk their camper to the back door of their classroom, where teachers will welcome campers directly into the classroom
Early Morning Care: 8:00-8:30 Arrival: 8:30-9:00		
Bicycles, Strollers and Scooters		
Bicycles should be locked at the rack outside our building on 4 <sup>th</sup> street. Scooters and folding strollers can be stored inside the building.	Bicycles should be locked at the rack outside our building on 3rd Street. Scooters can be kept with your camper in their classroom.	Bicycles, strollers and scooters can be locked on a bike rack located in the rear of our enclosed courtyard space. There is also a bike rack outside our yard space to the rear along the riverfront walkway. We do not have anywhere to store these items inside our facility.

**Parking**

For Hoboken camp families, there is only street parking available. Families that drive may park temporarily on the street.

Newport camp families who drive to camp AND choose to escort their children to the back yard should park on the street in the immediate vicinity of our Newport location. There are metered parking spots around the corner of our block. You may park in these metered spots for free every day between 8:00 - 9:00 a.m. and 3:30 - 4:15 p.m. using the [\*\*Newport Parking Tag\*\*](#) in the front dashboard of your vehicle.

### Late Arrival, Absence, or Early Pick Up

If your child will be absent or late please notify the office as soon as possible. Our camp groups are on the move beginning at 9:00 a.m. everyday, so we encourage all campers to arrive prior to that. Campers who miss the bus on field trip days are not able to stay at camp as they do not have a group to stay with. If you will need to pick your child up early from camp please do so before 3:15. After 3:15, managing many individual dismissals becomes a logistical constraint.

### Dismissal

Children will only be dismissed to a parent, guardian or other person designated on the Pick-Up Authorization List. Any changes to the normal pick-up routine should be made in writing or by calling the office as soon as possible. Any adult picking up a child must present identification to any summer programs staff upon request. Families picking up early should arrive no later than 3:30. Any later, and we ask you wait until the planned dismissal time of 3:45

HOBOKEN		JERSEY CITY
RIVER STREET	GARDEN STREET	NEWPORT
Dismissal 3:45-4:00 Aftercare: 4:00-6:00		
Children will be dismissed out the front doors.	Children will be dismissed outside the blue doors on 3rd St.	All camp groups will be dismissed outside the backdoors of their classroom to their designated pick up person. Pick up people will be directed through the back gate to the classroom for pick-up.
10s-13s (Rising 5th-8th) graders with a signed Unaccompanied Dismissal in the Document Center may leave the building independently		

### Aftercare

Aftercare runs M-F 4:00-6:00 pm for all ages for the cost of \$100 for the week or \$25 a day. Children not picked up at 4:00 pm will be taken to aftercare. Aftercare campers then may choose to play inside with games, art materials, or toys (LEGOs, Magnatiles, building blocks, etc.). Groups may also go outside for outdoor play. After 6:00 pm, families will be charged \$25 for every additional 15 minutes children are left at camp. Families who pick up after 6:00pm more than three times in the course of their campers summer attendance will also be charged \$25.

## **SNACK & LUNCH**

Snack occurs twice per day, once in the morning and once in the afternoon, prior to dismissal. Please feel free to send in your own snacks or Summer Camp @ Stevens Cooperative School will provide individually packaged snacks (cheez-its, pretzels, chex mix, goldfish or something similar) to campers.

Lunch can be provided by home or families may choose to use our preferred lunch delivery service, Simply Gourmet. The lunch service is not available to Adventure Campers or campers on their field trip days.

To create an account and manage order, you can reference the **Simply Gourmet Parent Letter** or go to **<https://www.simplygourmetlunches.com/>**

### **Nut Free Policy**

Summer Camp @ Stevens Cooperative School has adopted a nut free policy. This includes all nuts and nut butters. We have many children in our summer programs who have severe nut allergies resulting from ingesting nuts or even being close to nuts. We ask that no child bring foods with these ingredients to camp. We appreciate your assistance in keeping all children safe and healthy.

## **LOST AND FOUND**

A lost and found bin will be kept until the last day of camp. After this time, all unclaimed items will be donated to a local charity.

## **BEHAVIOR EXPECTATIONS**

At Stevens we stress the importance of safety and respect, creating an environment where children feel comfortable and happy. When confrontation or behavior problems occur, teachers try to find a solution for a negative situation gently by talking with children. There are times when a child may be asked to spend some time out of the classroom to reflect on a situation. When these situations become more serious, parents may need to be contacted.

In general, the following behaviors are expected of every child:

- Respecting the property of others, including program materials
- Respecting and following the directions of summer staff
- Respecting yourself and other children

Instances of physical aggression and/or concern for safety of any camper can lead to immediate termination of participation in camp. In addition, if parents are unwilling to honor camp policies or hinder the relationship between their child, his/her peers and/or teachers, the administration may determine that termination from the program is necessary.

## **Bathrooming**

All campers must be fully toilet-trained prior to the start of their camp attendance. Fully toilet-trained children must be able to do the following without adult assistance and minimal adult prompting:

- Be accident-free in regular underwear (i.e., not training pants or disposable pull-ups) for a two week daytime period
- Recognize and able to tell a teacher in words that they must use the bathroom before they have to go
- Hold their bathroom need until they can get to the bathroom from a classroom or the playground
- Able to get on and off the toilet mostly independently
- Pull down/up their pants/underwear or lift dress/skirt (we can help with difficult snaps or buttons if needed)
- Wipe themselves after using the bathroom
- Flush the toilet
- Wash/dry their hands

## **MEDICAL AND EMERGENCY INFORMATION**

The New Jersey State Department of Health requires each camper to have a completed medical form within the last calendar year on file. The Universal Health Form, available in the Document Center in your online account (Account Home Page > Additional Options > Document Center > Universal Health Record) must be completed and signed by a physician prior to the start of camp. It is important that there are at least two emergency contacts listed (other than the parents). In addition, the contact information on file must be up to date.

## **Administering Medication**

If your child requires medication during the day, you must send a signed note with instructions and label the medicine with your child's name. Medication will only be administered by the nurse and authorized staff. If your child requires the use of an EpiPen, the parent/guardian must provide it on the child's first day of camp with complete orders from the child's physician. The EpiPen must be labeled exactly as it came from the pharmacy. Our administrators and staff are trained in EpiPen use.

## **Asthma**

All inhalers are to be checked in with the camp office and nurse. It is our policy that children under eight years old do not carry inhalers. Camp teachers will carry inhalers in their camp class bag that will travel with them to each activity. All inhalers must be labeled and in a Ziploc bag. The camp has a nebulizer that is available for use if authorization and appropriate medication and instructions are sent in by the parents.

### **In Case of Emergency or Illness**

Parents/guardians will be asked to pick up their child if the child has a fever, has vomited or is feeling unwell and is not comfortable enough to stay at camp. In the event of an urgent medical emergency that cannot be treated on our premises, children will be taken to a local hospital at the discretion of the ambulance, and parents/guardians will be contacted immediately.

### **COVID & ILLNESS PRECAUTIONS**

Stevens Cooperative School is committed to the health and well being of all our campers and students. We will continue to follow all CDC and NJDOH guidance. We will be sure to communicate any pertinent information to families as it may arise.

To ensure the health of all, children must be kept home if they have:

- Diarrhea or vomiting
- Oral temperature of 100 degrees Fahrenheit or higher
- Sore throat
- A deep, wet-sounding cough (a “productive” cough)
- Yellow eyes or jaundiced skin
- Red eyes with discharge
- Difficult or rapid breathing
- Infected skin or skin rashes lasting longer than 24 hours
- Swollen joints
- Visibly enlarged lymph nodes
- Blood in urine

Following particular illnesses, please keep your child home until:

- Fever: their temperature has remained normal for at least 24 hours.
- Colds: nasal secretions are clear.
- Chicken Pox: for at least 24 hours after the eruption of the last spot, and until all pustules are completely dry and scabbed-over.

### **SESSION CHANGE REQUESTS**

We realize that occasionally there may be a change in your schedule that conflicts with the week your child is registered for a summer program. Session cancellations and session swaps can be made by you on your account until May 1st. Full refunds will be issued for cancellations made in writing before May 1st. After May 1 and until June 1, we can issue 50% refunds. After June 1, sessions swaps can be made to other weeks of camp, space permitting. All requests must be through the office. We ask that you email [summer@stevenscoop.org](mailto:summer@stevenscoop.org) to communicate these changes.

## CAMP ACTIVITIES

### **RIVER STREET**

- Morning and afternoon meetings
- Cooperative classroom games and activities (based on camp theme)
- Swimming - Formal instruction and recreation
- Art - projects fitting the theme of the week using a variety of media
- Recreation - sports and cooperative games to encourage participation and teambuilding
- Music & Movement- songs, instruments, cooperative games, and rhythm
- Lunch and Snack
- Rest/Quiet Time
- Playground/Park time
- Sprinkler
- Enrichment Fun - blocks of time dedicated to activities specific to class subject (Enrichment Camps only)

### **GARDEN STREET**

- Morning and afternoon meetings
- Cooperative classroom games and activities (based on camp theme)
- Swimming - Formal instruction and recreation
- Art - projects fitting the theme of the week using a variety of media
- Recreation - sports and cooperative games to encourage participation and teambuilding
- Music & Movement- songs, instruments, cooperative games, and rhythm
- Lunch and Snack
- Rest/Quiet Time
- Playground/Park time
- Sprinklers

### **NEWPORT**

- Morning and afternoon meetings
- Cooperative classroom games and activities (based on camp theme)
- Art - projects fitting the theme of the week using a variety of media
- Music & Movement- fun camp songs, creative movement and theater games
- Recreation - sports and cooperative games to encourage participation and team building
- Tennis- basic skills and rules of the sport
- Swimming - Formal instruction and recreation
- Lunch and Snack
- Rest/Quiet Time
- Playground/Park time
- Enrichment Fun - blocks of time dedicated to activities specific to class subject (Enrichment Camps only)



## Swimming

### HOBOKEN

Campers swim twice per week at the Xcel Fitness Center in partnership with COMPASS Learning Advantage. All campers will be provided access to a floatation device during any free/recreational swimming time. Xcel Fitness Center and COMPASS Learning Advantage provides an on duty lifeguard and a swim instructor. Summer Camp @ Stevens Cooperative School will have a swimming specialist and both camp class teachers at the pool for all sessions to supervise the children. The vast majority of time is dedicated to instructional swimming. During this time, instructors will be interacting directly with campers developing confidence and pool safety.

### NEWPORT

Traditional Day campers swim three to four days per week at the Newport Swim and Fitness Center pool. This includes both instructional and recreational swimming. Enrichment camp classes swim one to two times per week. All campers will wear a flotation device unless determined by their parent/guardian and communicated to camp staff. **If your child does not need to wear a flotation device, this can be noted on the Newport Swim and Fitness Center form in your UltraCamp account or in a signed note by a parent/guardian.** Newport Swim and Fitness Center provides an on duty lifeguard and a swim instructor. Summer Camp @ Stevens Cooperative School will have a swimming specialist and both camp class teachers at the pool for all sessions to supervise the children.

*\*Swimming days will be indicated on weekly camp emails.*

## Field Trips

In response to positive family feedback from last year, we will continue to attend Sandy Hook Beach at Gateway National Park located in Atlantic Highlands, NJ on a regular basis. However, we also know that many of our camp families enjoy the classic trips to local museums, planetariums, amusement parks, etc. In the event of inclement weather, or trip cancellations made by the venue, attempts will be made to reschedule during that week, however, if this is not possible for logistical reasons, no refunds will be issued for canceled trips. Camp staff will program a camp day on-site that focuses on fun and safety. Canceled trips will be communicated to families in a timely manner, on an as needed basis.

*\*Field Trip days will be indicated on weekly camp emails.*

**Please check weekly emails for most up-to-date details specific to each upcoming week of camp. Contact [summer@stevenscoop.org](mailto:summer@stevenscoop.org) with any questions.**

## IMPORTANT DOCUMENTS

Student Health Record:

<https://stevenscoop.finalseite.com/fs/resource-manager/view/d4b7a57b-998f-436c-ae74-9141d473dbba>

Simply Gourmet Information Letter:

[https://drive.google.com/file/d/1xI3\\_6opkLVOJq2eDdW4ZzAk4PpbEvUb4/view?usp=share\\_link](https://drive.google.com/file/d/1xI3_6opkLVOJq2eDdW4ZzAk4PpbEvUb4/view?usp=share_link)

Newport Parking Tag:

<https://stevenscoop.finalseite.com/fs/resource-manager/view/7b4adb7c-85b9-4929-86b5-329f0abb1a72>