



JP LANGUAGE INSTITUTE

SUMMER CAMP HANDBOOK



JP LANGUAGE INSTITUTE

www.jp.li.org

Tel: (631)888-3838, (631) 983-2945 Email: admission@jp.li.org

Address: 25 Melville Park Road, Suite 72, Melville, New York 11747

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Note:

**Campers will receive schedules on the first day of their camp session and camper's group numbers/counselors will be mailed home prior to their camp session starting.

**Camp Calendars are located on our website and can be found by logging onto JPLI.ORG (Please note that all trips/activities are subject to change).

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General Information:

A.) Payments:

Admission Office: A non-refundable/non-transferable deposit of \$145 is required for each session for each student. Payments can be made by check, cash, or credit card (payable via zellepay.com or PayPal.com at admission@jpli.org). (Charge card payments can be accepted over the phone during business hours). The remaining balance must be paid in full two weeks before the start of each camp session or your child will not be permitted to begin camp. No exceptions. There will be a \$35 fee for late payments. Deposits may be used as credit when transferring camp sessions but will not be credited upon withdrawal. There will be no prorating or reduction of fees based on missed days due to illness. Medical requests must have an accompanying Dr. Note.

Camp Flex Options:

Need 1 week here? 2 Weeks There?

JPLI offers flexibility. If you'd like to purchase summer camp weeks "Flex scheduling," you must register in person. Space may be limited. Flexible scheduling is offered based on camp capacity: children who are part of our 3-week sessions have priority on all off-campus trips.

Restrictions that may apply: *No other discounts will apply *Days attended not flexible *Trips may be missed *Flex Fare rates will not be adjusted for new/adjusted registrations.

PLEASE NOTE:

Registration discounts are listed in the camp brochure

Any and all camp Special Requests must be submitted in writing.

ALL CHANGES MUST BE SUBMITTED IN WRITING

B.) Camp T-Shirts:

T-shirts are given out on the first day of a student's camp session. Extra shirts will be available at an additional cost (\$15.00 per shirt) at the admission office. T-shirts are to be worn on trip days and picture days. The program will not be able to provide "loaner" or "borrow" shirts if they are forgotten. Please refer to your specific camp calendar for trip and picture day dates.

C.) Toys/ Personal Belongings:

Please do not let your child bring toys or electronic items to camp, as our program cannot be responsible for loss of these items. Valuables, wallets, cell phones, portable gaming systems, etc. should be left at home.

D.) Clothing:

Campers should wear comfortable clothing to camp such as shorts, T-shirts, and sneakers. We encourage campers to become involved in activities, so please have children wear clothing that is easy to manage and that you are not overly concerned about getting dirty. Campers should wear sneakers and socks. Clogs, flip flops, and sandals are not permitted during camp. In addition, Campers should have their name written on all personal belongings. (PLEASE LABEL ALL OF YOUR BELONGINGS) The program does not provide towels.

Swim activates - Campers must bring a bathing suit and towel on all camp swim days (see "Swimming" for further information). A plastic bag is recommended, as their suits will be wet after their swim session. A change of clothing for each camper is required. Please place clothing in a shoebox or zip lock bag marked with his/her name.

E.) **Lunch & Snack:**

Lunch and soft drinks are provided. Please indicate your child's **food allergy** while you are registering.

Children are allowed to bring small non-perishable snacks daily. No refrigeration is available, if you want your kid has his own lunch, we suggest the following:

- Do not use mayonnaise or salad mixtures
- Extras-include a paper napkin and additional drinks snacks.
- Ice pack or small cooler will help to keep lunches and drinks cool
- Please do not bring glass containers of any kind (i.e., cola bottles)
- Please label your child's lunch boxes/bags.

F.) **Swimming: Safety is our #1 Priority at All Times!!**

We have scheduled a swim trip to the local indoor pool at YMCA or other facilities. The program is closely supervised by YMCA/American Red Cross Lifeguards and YMCA/Water Safety Instructors. All lifeguards are certified in CPR and 1st Aid, as well. All instructors have received the 4 YMCA Instructor Certification and/or WSI Instructor Certification. All Day Camp counselors also receive extensive training.

G.) **Rainy Day / Inclement Weather:**

During Rainy Day/ Inclement Weather schedules, all campers will be placed on an "alternative" schedule that will provide group programming to avoid the outdoor elements (i.e., assembly, volleyball performance, museum trip, etc.)

H.) **Transportation:**

-Eligibility: Campers must 7.5 years old or older

-Types of Buses: Busing services will be provided by Suffolk Transportation. Mini- Buses will be used which will hold up to 18 campers. All buses will be air- conditioner and equipped with seat belts.

-Pick Up Times: Buses are scheduled to arrive at camp by 9am and depart at 3pm. You will be contacted by the bus company with your time. Depending on bus routes, campers could be on the bus anywhere from 15 minutes to one hour.

- Contact Information: Parents will have contact information for both the bus company (Suffolk Transportation) and the JPLI Transportation Coordinator. It will be important to keep open communication between all parties to ensure a safe, efficient process (i.e., absentees, time coordination, etc.)

- There are no pro-rating / multiple child discounts for this program.

I.) **Field Trips:**

Two trips per season for M-F camp; One Trip per season for M/W/F camp.

- For any camper to participate in a camp field trip, a signed permission slip **MUST** be submitted to the camp. (This is part of your registration form when you initially register.) **NO PERMISSION WILL**

BE TAKEN OVER THE PHONE THERE ARE NO FIELD TRIPS FOR STUDENT CAMP

PLEASE NOTE: (All calendars are subject to change)

- Campers will be required to wear their JPL-shirt on all camp trips. (This aids in group identification and safety). You will receive an agenda/calendar for all camp sessions. This will notify you of all scheduled trips and activities. Trip information is also available on the Day Camp Website. If any field trip will extend beyond normal camp hours (9:30am – 3:30pm), camp staff will notify all parents.

J.) **Medical & Health PLEASE NOTE:** Campers May Not Attend Without a Completed Medical Form on File.

- **A Camp Nurse/EMT** is on-site at the JPLI facility each day from 8:30am-5:30 pm. In case a camper becomes sick, we will bring the camper to the Camp Nurse/EMT and notify the parent. Please make sure to write any necessary home/work phone numbers on your medical and registration forms and any “emergency” phone numbers. Be sure you give names of family, friends or neighbors who are aware they have been named and are available.

- **Each child must have an up to date physical.** This is mandated by the NYS Department of Health. A medical form will be given to you at time of registration. Medicals are due by 6/31/2020. No student will be admitted into camp without an up-to-date medical form.

- **All off-site Camp Directors are RTE Certified** (Responding To Emergency) by the American Red Cross Medication Requirements: Children requiring medication must contact the Medical Staff (Camp Nurse or EMT) at 1(631) 888-3838 (Active June 25). Your child will need a “Written Medical Consent” form with a doctor’s signature. The medication must be handed to the nurse in its original 6 container with the correct prescription label. Children are not allowed to carry medicines. Children will be required to “self-administer” medication in the presence of the Camp Nurse/EMT. Our camp is inspected and has a permit to operate from the NYS Department of Health.

- **In case of an emergency,** we will call the parent. The ambulance will transport the child to either Good Samaritan or Southside Hospital. Parents will be advised to meet us there.

K.) Phone Numbers:

JPLI 1(631) 888-3838 Day Camp Office (Active June 25th)

- Co- Camp Director- Sophia Pi (Active June 25th)
- Youth Camp Director – Julie Taylor..... (Active June 25th)
- Camp Medical Office -MuEn Shen (Active June 25th)
- Admissions Office – Priscilla Downey

L.) **Camp Blog***Parent Portal: View daily camp photos, download forms, and see what’s happening at JPLI Summer Day Camp! Visit: <https://jpli.org/chinese/camp-blogs> (Active June 25th)

M.) **Open Camp Meeting:** First time parents sending your child to camp? Do you have questions about your child’s day camp experience? Come down for a question/answer session on what to expect during your child’s camp day. Meet our directors and Instructors, feel more comfortable with sending your child to the summer camp.

N.) **Camp Hours:** Camp operates Monday thru Friday from 9:30am to 4:30pm. Extended hours are available from 8:30am to 9:30 am, and 3:30 pm to 4:30pm. (For an additional fee). If you have children present in two different age groups, you must pick up the younger Camper first.

O.) **Snack Alternative:** Snack Shack is available for this program. The program offers a variety of healthy snack options.

P.) **Drop Off and Pick Up Procedures:**

- Drop Off: Campers can be dropped off at our drop off area located along the entrance of the building between the hours of **9:20 am-9:35 am**. Campers will be greeted by Camp counselors. Campers are not to be dropped off early unless they are registered in the Extended A.M. Program.
- Pick Up: Parents must park their cars and proceed to the entrance to pick up their campers. (Picture I.D and sign out is required at all times)

Q.) Extended AM and PM Procedures:

- A.M. EXTENDED DAY (Drop off is between 8:30am – 9:30am. Only). Parents should escort their child into the main entrance of the building.
 - P.M. EXTENDED DAY (Pick Up is between Dismissal – 4:30pm)
- Schedules will be made available outside the camp office as to where to pick up your child. - Any camper who is not picked up by 4:30pm will be BILLED AUTOMATICALLY \$1 for every minute you are late.
- Late Charges are cause for removal from the program.

R.) Most Frequently Asked Questions

1. What will my child do at camp?

Each day the campers will participate in a wide variety of activities - in the general categories of language study, math, arts and crafts, field trips, sports, swimming and workshops. Some activities are constant throughout the summer; some change each week. Much of the program is planned to coordinate with the theme of the week. Our staff is well trained to make sure that each camper and workshop participant gets the most out of each activity.

2. What are the staff qualifications?

The Head counselor for each camp group is a certified teacher. The group assistants are enthusiastic college students, majoring in education. Special activities (soccer, baseball, swimming, arts & crafts etc.) are taught by local professionals experienced in working with youth.

All academic classes are taught by certified bilingual teachers or college professors, some of whom are on the staff at JPLI. Specialty and art workshops are taught by college professions.

3. Can my child be in the same group as his/her friend?

Yes, as long as this is clearly indicated on the registration form at the time of enrollment and the children are the similar age.

4. What are classes?

Classes are held in the mornings during three different blocks of time. classes are offered in academic language study, special interest areas in math and in art. The workshop program is a program on its own, but is designed to be combined with the five-day camp program.

5. If my child is scheduled for academic programs and camp, how does this work? Campers enrolled in the academic programs are escorted to their classes at the appropriate time by counselors. At the end of the classes, the teachers make sure that each camper returns safely to their camp group.

6. What if my child needs to take medication during the day?

This is not a problem as long as the proper paperwork is on file with our nurses.

7. If my child is out sick, can he/she make up the missed days?

Unfortunately, not. We do not make up days.

8. Can my child celebrate his/her birthday at camp?

Yes! If you would like to send in enough birthday fare for the entire camp group or workshop group, great! Please just let the office know in advance so that we can be prepared and check the group for food allergies.

9. Who provides a morning snack for the campers and workshop participants?

We do! And, don't forget, there is lunch available with no charge.

10. Can I visit my child during the day at camp?

Of course! Just let us know in advance, and stop by the office to sign in! Please do not walk around looking for your child's group. We know where they are and will be happy to escort you to them.

11. Can my child's friend or relative join him/her for an hour or so at camp when they are visiting?

Unfortunately, not. This is a liability issue for us and we cannot allow visitors to participate in our summer programs. Thank you for your understanding.

12. What does my child need to bring to camp?

All campers need to bring the following to camp each day: (a schedule will be emailed to you)

- wear a sneaker, cotton socks, cotton short/pant, swimsuit, bring another and a change of clothes
- towel, plastic water shoes (see schedule),
- sun block (also - arrive already covered), hat, visor
- plastic bag for wet things
- sneakers *(sandals are not allowed at camp) * Of course, everything needs to be clearly labeled!

13. What should my child not bring to camp or workshops?

Please do not send your child to camp with any valuables, cell phones, i-pods, cameras, video games, toys, Walkman, radios, Gameboys or glass containers.

14. What if I am running late and need to have my child stay in the After Camp Program?

Never a problem. Just call the office, and we will inform your child. The After Camp Program is available each day (except the very last day of camp!) until 5:00 p.m.

15. What if my child is going home with another camper?

Terrific! But we must have a dated note on file with the parent signature in the office.

16. What if there are certain people who I do not wish to have pick up my child?

Please keep the office informed of any special circumstances. Such information is confidential.

17. What if I need to pick up my child early?

Don't worry. Call the office to let us know or send in a note that day. Your child will be ready and waiting for you. We just ask that you sign him/her out.

18. What if I need to drop my child off early?

Our doors open at 8:00 a.m. each morning! You are welcome to drop off your child from 8:30 a.m. on, and he/she will be well supervised.

19. What do the campers do on rainy days?

We had a lot of experience with this a few summers ago! Fortunately, we have a big building, a very clear schedule and a very creative staff!

20. What if I have questions to ask?

Please feel free to give us a call anytime for anything! If you would like to speak with your child's head counselor or workshop teacher, just leave a message with the office, and the teacher will get back to you as soon as possible! (631)983-2945 or email: admission@jpli.org.