



# Camp Felix Parent/Guardian Handbook

Hello and Welcome to Camp Felix!

In this handbook, you will find all the information you need to prepare your child for Camp Felix, including the following:

- Camp Felix mission & values, activities, schedule, food
- Facilities and Safety
- Bus pick up and drop off location information
- What to bring to camp and what not to bring to camp
- Camp Felix Code of Conduct, Camper attendance policy, Sick camper policy, and more!

For additional information, visit [www.nyfoundling.org/what-we-do/our-programs/education/camp-felix](http://www.nyfoundling.org/what-we-do/our-programs/education/camp-felix) or call 212-660-1321.

**New York Foundling Camp Felix**

590 Avenue of the Americas

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**Program Director:**

Jane Feyder-Siegel

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**Campsite Address:**

1 Flatbrook Rd

Sandyston, NJ 07826

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## CAMP FELIX MISSION AND VISION

Camp Felix's Mission is to provide a positive and enriching overnight camp experience for children in need. To that end, Camp Felix aims to be a supportive camp community that enables each child to feel a sense of belonging in the world and to begin to gain the tools necessary to reach their physical, emotional, intellectual and spiritual potential. Camp Felix's Vision is that each child in need who attends Camp Felix will have a positive camp experience resulting in memories, achievements, and personal growth that will positively impact his or her life.



## CAMP FELIX LOCATION

Camp Felix is located at a beautiful campsite in **Sandyston, NJ**. The site belongs to YMCA Camp Linwood Macdonald and provides over 200 acres of breathtaking landscapes, a pristine lake, several ponds, sports fields, indoor and outdoor activity areas and dorm-style lodging facilities.

## CAMP ACTIVITIES & DAILY SCHEDULE

Each summer, a great deal of preparation goes into finding and scheduling the most interesting, exciting, educational, and valuable activities for our campers. Below is just a sample of the activities and programs offered at camp:

- Adventure games
- Arts & Crafts
- Archery
- Basketball
- Board games
- Boating
- Campfires
- Climbing Wall
- Cooking/Baking
- Dance
- Double-dutch
- Drama/Theater
- Football
- Fishing
- Kickball
- Leadership games
- Music
- Nature activities
- Olympic Games
- Photography
- Poetry/Creative writing
- Ropes Course
- Scavenger Hunts
- Soccer
- Softball/baseball
- STEP
- Swimming
- Talent Show
- Tennis
- Team-Building games
- Volleyball
- Yoga
- Zip Line

As you can see, Camp Felix days are jam packed with excitement! The daily schedule at Camp Felix is as follows:

7:15 AM	Wake up
8:00 AM	Morning Circle
8:15 AM	Breakfast
9:00 AM	Cabin Cleanup
9:30 AM	First Activity
10:45 AM	Second Activity
12:00 PM	Lunch/Announcements/Cheers
1:00 PM	Rest Hour
2:00 PM	Third Activity: Electives
3:30 PM	Fourth Activity
4:30 PM	Afternoon Snack/Water Break
4:45 PM	Fifth Activity
5:45 PM	Cabin Cleanup/Ready for Dinner
6:00 PM	Dinner
7:30 PM	Evening Program
9:00 PM	Ready for Bed & Devotions
9:45 PM	Lights out



## CAMPER ATTENDANCE POLICY

Camp Felix 2023 Sessions are as follows:

Session 1: August 7<sup>th</sup> – August 11<sup>th</sup>

Session 2: August 14<sup>th</sup> – August 18<sup>th</sup>

Session 3: August 21<sup>st</sup> – August 25<sup>th</sup>

At the time of registration, campers can request a **maximum of 2 sessions**. All campers are assigned to their sessions based on availability (first come first serve basis). Camper families will be notified of their session assignment once their application is completed. Once sessions are confirmed, campers must arrive at the designated bus location on Monday morning at 8am on the day that the assigned session begins.

If the camper is no longer able to attend the assigned session, please notify Jane Feyder-Siegel by phone or text at **646-660-4849 as early as possible**. All efforts will be made to reschedule the camper, but this is based on availability and not guaranteed.

***Campers who are do not show up for the bus and do not notify Jane Feyder-Siegel at all will forfeit registration for any future sessions.***

## CAMP FELIX MEAL SERVICE

Camp Felix aims to ensure that all campers receive nutritious and tasty meals during their time at camp. A total of 3 meals are served per day – breakfast, lunch and dinner. In addition, one snack is provided each day which consists of fruit, cookies, ice cream, Jell-O, pudding, or something similar. Camp Felix menus meet all nutritional requirements. Vegetarian, dairy-free, and gluten-free options are available at each meal and during snack time. Camp staff remains vigilant of those children who have food allergies to make sure that they do not come in contact with any allergy-inducing foods.

## ELECTRONICS AND PHONE POLICY

Camp provides children a chance to live without electronic devices and daily social media. For security, safety, and a number of other reasons, **we do not permit cell phones**, iPads, tablets, computers, electronic games or similar devices. If these items are brought to camp, they will be stored in a secure place and returned to campers to take home at the conclusion of the session. *Camp Felix is not responsible for damage or loss of any electronics brought to camp.*

If you need to get in contact with your child during camp, please call the Camp Director's cell phone number (will be provided to parents prior to camp start). In order to prevent homesickness and fully engage campers in camp activities, we do not allow them to call home while in camp. Campers will be allowed to speak on the phone only in case of an emergency only. Camp staff will be sure to contact parents/guardians immediately if any issues arise with their child while at camp. Special circumstances will be taken into consideration and can be discussed further with the Camp Director.

## SAFETY AT CAMP

Camp Felix maintains well-planned safety guidelines and emergency procedures which are reviewed and revised each year. A detailed safety plan is submitted to the Department of Health on an annual basis. A copy of this safety plan can be requested by contacting Camp Felix admin staff. All camp staff members are trained in these safety procedures and are regularly reminded that they are all “Injury Prevention Specialists” at camp. At the beginning of each session, all campers go through orientation to learn about all necessary safety precautions and emergency procedures. The Camp Felix Director, all Aquatics Staff, Program Staff, and other select staff members at camp are certified in First Aid and responding to emergencies, as well as CPR.

## CAMP FELIX CLEANLINESS AND MAINTENANCE

Camp Felix staff work very hard to ensure that the camp grounds, including all cabins, dining hall, showers, bathrooms, and pool, are in the best condition possible. The campsite operator ensures that the campsite is clean and well maintained. Regular inspections are conducted by the Department of Health to ensure that the camp grounds are safe, clean, and in good working order. During camp, there are a number of strategies that are employed to ensure that everything remains clean. For example, each morning, campers clean up their own cabin as they compete for the “Golden Dustpan” award. This helps campers learn essential cleaning and self-care skills that we hope they will employ at home too.

## CAMPER BEHAVIOR

Camp Felix is committed to maintaining the physical and emotional safety and well-being of our campers as well as the community feeling of acceptance and understanding that pervades camp. The following behavior code of conduct is an important part of that commitment.

### **HEALTH & SAFETY OF CAMPERS AND STAFF**

The safety and health of our campers and staff is our highest priority. Any action or activity that jeopardizes this concern will not be tolerated. Campers are expected to stay safe while having fun, always following directions of the Camp Felix staff. Shoes must be worn at all times. We encourage the use of hats and sunscreen for protection from the sun. If no hat or sunscreen is brought to camp, Camp Felix will provide it.

Campers may never leave/separate from their group unless supervised by a staff member. Campers are required to stay within the boundaries of the campsite (basketball courts to rock climbing wall) and may never leave the camp site unless they are being picked up by parent/guardian. If a parent/guardian wishes to pick up the camper from the camp site at any time, they must notify Jane Feyder-Siegel, Program Director, at 646-660-4849 in advance.

### **RESPECT FOR THE INDIVIDUAL**

Campers must respect other campers and staff at all times. Being respectful includes recognizing the uniqueness of each person's individual needs, concerns, and moods. Teasing, bullying, cyber-bullying, harassing, or other emotional or physical abuse, pranks, ethnic, gender, or sexual discrimination, or sexual harassment is not tolerated at Camp Felix.

## **MEDICATIONS/DRUG/ALCOHOL/TOBACCO/WEAPONS**

All medications must be held at the Nurse's Office. Camp Staff will collect prescribed medications from the parent/guardian when they drop off their campers at the bus location. These medications will be handled by the Camp Nurse only who will administer the medication as prescribed.

Use of illegal or legal drugs for non-medicinal purposes without a doctor's prescription is prohibited at Camp Felix. Campers are strictly prohibited from processing or drinking alcoholic beverages of any kind. The possession and/or use of alcoholic beverages, tobacco, vapes, weapons, and/or drugs is grounds for **immediate dismissal**.

## **CARE OF PROPERTY AND FACILITIES**

Camper must respect other people's personal property as well as the Camp Felix facilities and any camp supplies/materials. The camp environment should be protected and kept clean at all times. Any destructive behavior must be immediately brought to the attention of Camp Felix staff. Any misconduct or purposeful destruction of Camp Felix property will result in the **offender's family absorbing the financial responsibility of repair and replacement**.

Camp should be a fun and enriching experience. Parents/guardians should review this Code of Conduct prior to the start of the program. Camp administration will review the Code of Conduct with the staff at staff training, and the staff will review the Code of Conduct with the campers on the first day of each camp session.

## **CODE OF CONDUCT VIOLATION CONSEQUENCES**

Should any of the above Code of Conduct policies be violated, the following steps will be taken:

1. First offense: A quiet, verbal reprimand and conversation with Camp Felix staff member and Director.
2. Second offense: A verbal warning will be given to the camper and a phone call and/or email will be sent to the parent/guardian.
3. Third offense: The camper will be dismissed from camp. Parent/guardian and case planner/supervisor (if applicable) will be notified to arrange for camper's transport back home. A discussion will be held regarding camper's ability to return to camp in future camp seasons.

If the offense is severe (including, but not limited to fighting, theft, vandalism, possession of weapons, alcohol, cigarettes/vapes, or illegal substances, inappropriate language, severe verbal threats, physical aggression, leaving the designated area without permission, bullying, or sexual misconduct), the camper will be **IMMEDIATELY DISMISSED** from the camp session and any other camp session he/she is registered to attend in the future, bypassing all the steps above. The actions taken will be at the discretion of the Camp Felix director.

## **MISSING HOME**

Going away to camp can sometimes be a challenging event for children. We understand parent/guardian concerns and will work with you to ensure that your child has a positive experience. Our #1 strategy is very simple - PREVENTION. We find that keeping campers busy is the best anti-homesickness remedy. Sometimes, however, children still experience varying degrees of anxiety. We work hard to ensure that children can overcome these difficulties. Most of the time we are successful. If your child is not adjusting well, we will call you to report and discuss possible courses of action.

# CAMP FELIX COVID-19 POLICIES

## COVID-19 VACCINE

Camp Felix strongly recommends, although does not mandate, that all campers and staff get fully vaccinated for COVID-19 before coming to camp. Fully vaccinated against COVID-19 is defined as 14 days after completion of the 2<sup>nd</sup> shot.

## MINIMIZING ILLNESS BEFORE CAMP

To minimize potential exposure to COVID-19 and other contagious viruses, we recommend that parents/guardians of all campers avoid exposure to people who might be sick and monitor their campers for symptoms of COVID-19 and other illness.

According to the CDC, COVID-19 symptoms range from mild to severe illness and may appear 2-14 days after exposure to the virus. They include:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Testing for COVID-19 is no longer required to attend Camp Felix. If needed, Camp Felix medical staff will administer COVID-19 tests to children who show symptoms while at camp.

## SICK CAMPER POLICY

If child has a **fever, runny nose, cough, rash, red eyes**, or any other symptoms of illness, especially symptoms of COVID-19, please DO NOT send the child to camp!

If a camper is sick upon arrival at camp or becomes sick during camp and cannot stay a camp due to inability to participate in activities or being contagious (or testing positive for COVID-19), they will be sent home. Parent/guardian will be notified to pick up the camper at camp and bring them back home. If the parent/guardian is unable to pick up the camper at camp, an alternative plan will be discussed to get the camper home safely.

Child will be allowed to return to camp for subsequent weeks that they are registered for ONLY if child is 100% recovered (assuming COVID test is negative). A doctor's note might be required in cases of contagious illness, as well as proof of negative COVID test.

## CAMPER MEDICATIONS

Many campers are prescribed medications that they must take while attending Camp Felix and our Camp Nurse will be able to accommodate this without a problem. However, it is essential that the following policies be followed when bringing medications to camp:

- 1) All medications needed during camp must be indicated on the camper's **Medical Evaluation Form** which is completed by the doctor during the camper application process. Camp Staff will follow this form when taking medications to camp and when administering medications while the child is at camp. Camp Felix staff cannot take medications to camp that are NOT written on the camper's Medical Evaluation Form. Also, campers cannot come to camp WITHOUT the prescribed medications that their doctor has written on the form. So ALL medications brought to camp must match 100% with what is indicated by the doctor on the Medical Evaluation Form.
- 2) All medications prescribed by the doctor must be given to Camp Felix staff upon check-in at the bus location. Medications must be in their original **prescription container**, multiple medications should be in a Ziplock bag with child's name on it. Camp Staff will NOT accept medications if they are not in their original prescription bottle/package (i.e. pill boxes will not be accepted). Medications will be handled by Camp Felix staff ONLY and administered by the Camp Nurse as prescribed during camp.
- 3) Campers MAY NOT hold onto their own medications at camp and are not allowed to have any medications (prescription or over-the-counter) in their bag or cabin at camp.

## TRANSPORTATION

Camp Felix provides bus transportation for all campers from NYC to the campsite on the first day of every session (Monday) and back to NYC on the last day of every session (Friday). Camper families have the option of 2 bus pick up/drop off locations which they select during the camper application process. All campers must arrive at the designated bus location **at 8:00am**.

- 1) **MANHATTAN BUS LOCATION:** 590 Avenue of the Americas, New York, NY 10011 (6<sup>th</sup> Avenue between 16<sup>th</sup> and 17<sup>th</sup> street). Subway: Take the F, V, or L train to 14<sup>th</sup> street and 6<sup>th</sup> Ave.
- 2) **BRONX BUS LOCATION:** 501 Southern Blvd, Bronx, NY 10455 (between Union Ave and Prospect Ave, across from Ortiz Funeral Home). Subway: Take the 6 train to E 149<sup>th</sup> Street.

On Mondays, the buses will leave promptly at 9am and will not wait for late arrivals. Upon arrival at the bus location, the camper and parent/guardian will be asked to check in with Camp Felix staff. A Camp Felix staff member will collect the camper's belongings, including medications. A nurse will ensure that all appropriate **medications** have been brought to camp, as per the camper's medical form.

On Fridays, the buses will return back to NYC around 3:30pm (depending on traffic). Parents/guardians must arrive on time at the same location where they dropped off their campers on Monday and wait at this location until the bus arrives. Once children exit the bus, they will collect their belongings, get medications from Camp Felix staff, and will be dismissed to go home with their parent/guardian. The parent/guardian must sign out their camper on the sign-out form which will be held by Camp Felix staff.

## SAFETY ON THE BUS

Campers must arrive at the designated bus location by 8am on Monday morning. Camp Staff will assist campers in boarding the bus safely and finding a seat on the bus. Camp Staff will supervise all campers on the bus and tend to their needs. All campers must remain seated in their seat for the duration of the bus ride. Campers may NEVER get off/leave the bus until the buses reaches the camp destination. It is expected that both staff and campers conduct themselves in a respectful manner on the bus – no loud screaming, no throwing anything, no fighting, no getting up/out of the seat. Campers must listen to the Camp Staff while on the bus and follow their instructions.

## WHAT TO BRING TO CAMP

There is no laundry opportunity for campers so campers should bring enough clothing for five days. Please mark camper's name on each item. Camp Felix is not responsible for lost or damaged personal articles. Please leave valuables at home. Pack old stuff! There's lots of dust, grass, and sand at camp. New clothes/shoes will need a good wash when camp ends.

### **Suggested items to bring:**

- 5-7 t-shirts
- 5 pairs of shorts
- 2 or 3 sweatshirts or long sleeve shirts
- 1 or 2 pairs of long pants
- 1 or 2 pairs of pajamas
- 5 days-worth of socks and underwear
- 1 warm jacket (fleece or heavy sweater)
- 1-2 pairs of comfortable shoes (sneakers preferably)
- 1 pair of flip flops or rubber sandals for pool
- 1-2 bathing suits
- Toothbrush, toothpaste, soap, shampoo, and other toiletries as needed (deodorant, lotion, etc)
- Sun hat
- Water bottle
- 2 Towels
- **MEDICATION – MUST BRING THIS TO CAMP!**

Optional Items to bring (*these items will be provided for each camper by the camp*):

- Rain-coat/rain boots
- Sleeping bag or sheets, pillow and pillowcase
- Sunscreen that has an SPF of 15 or higher
- Insect repellent

## WHAT NOT TO BRING TO CAMP

These items will be taken by camp Director if they are found. In most cases, they will be returned to the camper to take back home at the end of the session or given to the parent/guardian upon drop off. If any dangerous or illegal items are brought to camp, parent/guardian will be notified and appropriate action will be taken.



## DO NOT BRING:

- Knife, ax or other dangerous item or weapon
- Fireworks
- Jewelry
- Food
- Chewing gum or candy
- Money
- Cell phone, iPad, speaker, music player of any kind
- Video games
- Any offensive materials
- Alcohol/Drugs/Tobacco/Vapes

## AFTER CAMP ENDS

### Saying Good-Bye

Our campers often refer to camp as a “family” and we do our best to make them feel “at home” while they’re at camp. Staff members serve as role models and mentors to the children. For this reason, children may often feel sad when saying good-bye to their Camp Felix family. Below are several suggestions for how campers can stay in touch during the school year:

- Write letters or emails to their friends. Addresses can be requested from Camp Felix admin staff.
- Write letters or emails to staff members with whom they may have bonded (their counselors or dance instructors, etc). All staff mail should be sent to (we will forward to the staff): Jane Feyder-Siegel at 590 Avenue of the Americas, New York, NY 10011
- Attend the annual **Camp Felix Reunion** held every January! Invitations are sent out in December to all staff and campers.

### Lost and Found

Each week, a significant amount of personal items is left behind at camp. All clothing items that are marked with the child’s name will be mailed to the child’s home or given to the parent during bus pick up. Clothing that is not marked will be sent to the New York Foundling office located at 590 Avenue of the Americas in Manhattan where it will remain with other lost-and-found items until October. Parents can call the office at 212-660-1321 to arrange pick up. On October 1<sup>st</sup>, all lost-and-found items will be discarded.

## CAMP FELIX PRIDE

We are excited to offer an additional 1-week specialty camp called Camp Felix Pride! Camp Felix Pride is new summer sleepaway camp for LGBTQ+ youth and their allies, ages 10-16, that will offer a supportive camp community and enriching experience. This camp is located in Kent, CT and will be held during the week of July 17-21<sup>st</sup>, 2023. All applicants have the option to select this camp during the registration process and if you opted to attend this camp, additional information will be sent from the Felix Organization shortly. For more information about Camp Felix Pride, please contact Amanda Ricken Simonetta at 646-761-7159 or [Amanda@thefelixorganization.org](mailto:Amanda@thefelixorganization.org).