



Camp F&G

2024

## **Policies & Procedures Manual**

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## Our Camp Mission

At Camp Fish and Game, we believe that having FUN is the most important part of a child's summer! While our campers have fun, we help them to build their self-esteem, self-confidence and guide them through new and exciting experiences, while making lifelong friends! When you are at Camp Fish and Game, your happiness and safety are our number one priority! We are a KIND & INCLUSIVE safe space.

## Camp Sessions & Hours:

### SESSION DATES

#### SESSION 1:

June 17th - June 21st

#### SESSION 2:

June 24th - June 28th

#### SESSION 3:

July 1st - July 3rd

NOTE:  
CLOSED Thursday 7/4 AND Friday 7/5  
for July 4th Holiday Weekend

#### SESSION 4:

July 8th - July 12th

#### SESSION 5:

July 15th - July 19th

#### SESSION 6:

July 22nd - July 26th

#### SESSION 7:

July 29th - August 1st

NOTE:  
CLOSED Friday 8/2 due to private event

#### SESSION 8:

August 5th - August 9th

Hours: 9:00am-12:00pm

**Please NOTE:** NO Early Drop Off and NO Late Pick Up for Summer 2023. You CAN Add-on Tennis Programs & Swim lessons through the F&G instructors in the afternoon.

*If at any time you would like to ADD-ON a Session of Camp (pending availability) email [summercamp@fishngame.org](mailto:summercamp@fishngame.org) and we will make that happen for you! 😊*

## Camp Administration and Staff

Camp Fish and Game's Creator, Owner and Director is Sloane Lipson. Bryan Lipson is the Camp F&G Business Manager.

- Our Supervisors of Counselors & CITs are Sloane Lipson & Bryan Lipson.
- Our entire Camp is overseen by a Health Director & each activity area is led by a specialist.
- Our Guppies Division (Pre-School Age) is led by two Division Head Counselors.
- Our Goldfish Division (4.5-6 y/o) is led by a Division Head Counselor.
- Our Sunfish Division (6-7 y/o) is led by a Division Head Counselor.
- Our Starfish Division (7-10 y/o) is led by a Division Head Counselor.
  - Each Division Head Counselor has 2-4 Jr. Counselors and 3-5 CITs (counselors in training, ages 11-16) working with them and their group. If our registration grows in numbers, we have fantastic additional Counselors to call upon.
- Our F&G Office Manager is Kate Handerhan, F&G Operations Manager is Kristye Deter and we are surrounded by a tremendously talented staff of Tennis Pros, Pool Managers, Lifeguards, Swim Instructors, Board Members, Admin Staff and other individuals at F&G.

## Contact Information, Website, & Social Media:

*Sloane Lipson*  
**OWNER & DIRECTOR OF CAMP F&G**

- Address: 41 Fairmount Avenue | Chatham, NJ 07928
- Camp Director's Line: 973-908-8318
- Email: [SummerCamp@fishngame.org](mailto:SummerCamp@fishngame.org)
- Medical Forms: [CFGmedicalforms@gmail.com](mailto:CFGmedicalforms@gmail.com)
- Camp Website: [www.campfishngame.com](http://www.campfishngame.com)
- F&G Website: [www.fishngame.org](http://www.fishngame.org)
- Facebook: @campfishngame
- Instagram: @campfishngame
- TikTok: @campfishngame
- YouTube: <https://bit.ly/2Pe3Qsx>

**CAMP FISH & GAME**

- You can reach the **Camp Director, Sloane Lipson** via Email: [summercamp@fishngame.org](mailto:summercamp@fishngame.org) with any questions or to “add on” sessions at any time.
- For day of changes in dismissal or daily routine or In Case of Emergency, you should CALL &/OR TEXT the **Camp Director’s Direct Line: Sloane Lipson @ (973) 908-8318**

## Parent Communication:

- **Most important Camp communication will be done via email.** Please ensure we have a current email on file. You will receive all information from us via [summercamp@fishngame.org](mailto:summercamp@fishngame.org) OR via the website [www.fishngame.org](http://www.fishngame.org) ‘s automatic emailing system.
- **From time to time there will also be flyers or notes placed in your child’s camp bag...** so make sure to check it, daily!

## Camp Attire & Daily Needs:

- **Must wear:** Sneakers & Socks.
- **Please wear:** Comfortable clothing, that you don't mind getting messy at camp! Please wear your bathing suit under your clothing. *Flip flops/Sandals are NOT permitted.*
- **Please bring:** A Camp Bag, labeled with your name.
- **In your Camp Bag should be the following items:**
  - A towel for the pool area (*labeled with your name!*) sunscreen, underwear, extra change of clothing, hat, water bottle. Please LABEL everything.
  - On Tie Dye Tuesdays: BRING SOMETHING WHITE! 😊
- **Come to camp WEARING your swimsuit, under your clothes,** every day.
- **Please apply SUNSCREEN** before leaving the house in the morning. *If you provide sunscreen in your child's camp bag, we will help them re-apply at swim time--spray is preferred.*
- We strongly recommend bringing a **hat**, to wear at camp, every day!
- **Please LABEL all** of your child's personal belongings, clothing, water bottles & shoes, with your first and last name!
- **Please assess your child's health every morning.** If they are sick, please have them stay home.



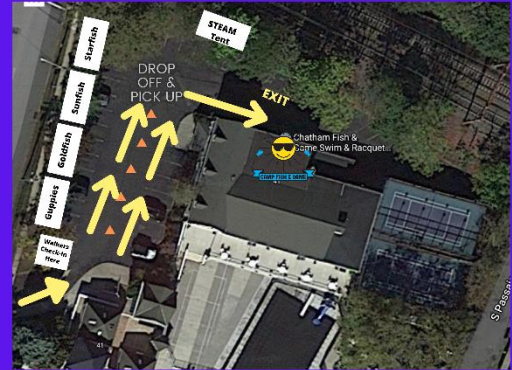
**Pick up and Drop off Procedures** (during General Camp Hours 9:00am—12:00pm): Please reference the drone photo & map below.

**\*OUR #1 GOAL IS TO KEEP YOUR CHILD SAFE! THIS INCLUDES DURING PICK UP AND DROP OFF. PLEASE HELP US ENSURE THE SAFETY OF ALL OF OUR CAMPERS BY FOLLOWING OUR DROP OFF AND PICK UP POLICIES AND PROCEDURES. \***

## CAMP F&G CAR LINE PROCEDURE



## CAMP F&G CAR LINE PROCEDURE



We use a CAR LINE at Camp Fish and Game!

- **DROP OFF: CAR LINE:** Please ENTER the entrance of our parking lot on Fairmount and EXIT on Passaic, at all times. While waiting in line on Fairmount, please pull as closely to the sidewalk as possible and do NOT block any neighbor's driveway. PLEASE STAY IN YOUR CAR. If you want to walk your child in, please PARK on the street and walk your child to the Check-In Tent.
  - **Morning Drop-Off Procedure:** The Car Line is OPEN from 8:55am—9:10am.
    - Please do not begin to line up/block the parking lot prior to 8:55am.
    - When you pull into the parking lot, please slowly pull up to the cones by the front door, we will be greeting you there.
    - Do NOT let your child jump out of the car. A Staff member will always open the car door to ensure the safety of our campers.
  - **SAFETY CARD:** On the first day of Camp, you will receive a SAFETY CARD with your child's last name on it. Please place one card in your front window, clearly visible, during ALL pickup and drops offs. This will help us to run our Car Line as seamlessly as possible & will help us to keep your child SAFE. *In your registration email, there is a copy of a blank Safety card that you can use if there is a second car/person that may pick up your child.* They can also show a photo of your card.

- **PICK UP: CAR LINE:** Please follow the same procedure as morning drop off. Please always stay in your car. Make sure your “Safety Card” is clearly displayed in your front windshield and we will bring your child to YOU at dismissal time! Want to walk and pick up? Please park on the street- remember to bring your safety card.
- **Afternoon Pick-Up Procedure: The Car Line is OPEN from 11:55am—12:10pm.**
  - Please do not begin to line up on Fairmount before 11:55am. Please do NOT block any driveways or cross streets.
  - If you are earlier than 11:55am, please PARK on the street, and come to the tent by the front door of F&G to sign your child out. **Remember, you MUST bring in your ‘Safety Card’ with you.** (If you are later than 12:10pm, you are subject to Late Pick Up charges of \$25, per day.)
  - **Please NOTE: We will NOT dismiss a child to ANY adult, unless they have the Camp ‘Safety Card’, with that child’s last name on it.** Thank you for helping us keep ALL our Campers SAFE! Please make sure whoever is picking up your child has a card in their front window during dismissal.

### **Absentee & Change in Schedule Policies:**

**\*\* OUR #1 GOAL IS TO KEEP YOUR CHILD SAFE! PLEASE HELP US ENSURE THE SAFETY OF ALL OF OUR CAMPERS BY FOLLOWING OUR ABSENTEE AND CHANGE IN SCHEDULE POLICIES AND PROCEDURES. WHEN IN DOUBT, SEND THE DIRECTOR AN EMAIL: [SUMMERCAMP@FISHNGAME.ORG](mailto:SUMMERCAMP@FISHNGAME.ORG) TO LET HER KNOW OF ANY AND ALL CHANGES! \*\***

#### **ABSENT:**

- If your child is going to be absent and you know the **night before, please EMAIL [summercamp@fishngame.org](mailto:summercamp@fishngame.org)** with your child’s first and last name.
- If your child is going to absent and it is a **last minute change, please CALL or TEXT (973) 908-8318** with your child’s first and last name.
- **If your child is SICK with any illness AND/OR Covid-19 Symptoms as listed by the CDC, contact US IMMEDIATELY** via email [SummerCamp@fishngame.org](mailto:SummerCamp@fishngame.org) and report that **your child is sick.** We will ask some additional questions to help determine when it is safe for your child to return to camp, based on the recommendations of the local health authorities.

## CHANGE IN SCHEDULE &/OR CHANGE IN ADULT WHO IS PICKING UP YOUR CHILD:

- If your child is going to be late to camp OR is going to be picked up early and you know the **night before**, please EMAIL [summercamp@fishngame.org](mailto:summercamp@fishngame.org) with your child's first and last name.
- If your child is going to be late to camp OR is going to be picked up early and it is a **last minute change**, please CALL or TEXT (973) 908-8318 with your child's first and last name.
- If someone DIFFERENT is picking up your child than normal routine and you know the **night before**, please EMAIL [summercamp@fishngame.org](mailto:summercamp@fishngame.org) with your child's first and last name and the name of the new person who is picking them up.
- If someone DIFFERENT is picking up your child than normal routine and it is a **last minute change**, please CALL or TEXT (973) 908-8318, with your child's first and last name and the name of the new person who is picking them up.
  - ***Any adult picking up your child MUST have the Camp 'Safety Card', with your child's last name on it, in their front window. We will also accept a digital copy on their phone. This is for the SAFETY of your child! We will NOT dismiss a child to ANY adult, unless they have the Camp 'Safety Card', with that child's last name on it.***

*Thank you for helping us keep ALL our Campers SAFE!*

## General Camp Policies and Procedures:

### Code of Conduct:

- EVERYONE at Camp Fish and Game is expected to be KIND, at all times, no exception.
- EVERYONE at Camp Fish and Game is expected to be INCLUSIVE, at all times, no exception.
- EVERYONE at Camp Fish and Game is expected to be RESPECTFUL, at all times, no exception.
- EVERYONE at Camp Fish and Game is expected to LISTEN & FOLLOW DIRECTIONS.
- We have a ZERO tolerance for bullying of any kind.
- EVERYONE at Camp Fish and Game is expected to have... FUN! 😊

### Discipline Policy:

- If our Code of Conduct is not followed by a Camper:
  - First offense: Child will be given a warning by Counselor & Camp Director.
  - Second offense: Parent will be contacted.
  - Third offense: Child will be asked to leave Camp for the day.
- ***We have a ZERO tolerance policy for bullying, of any kind. If any child is bullying another child, parents will be contacted IMMEDIATELY.***

### Snack, Drinks & Ice Pop Procedures:

- We provide NUT-FREE snacks, water to drink & ice pops, daily.
- During this time, extra handwashing will be enforced.
  - *If your child has other food allergies, (ex: dairy, gluten) make sure this was included on your child's camp application, so that we are aware of this for Snack time!*

### Pool Policy:

- We follow all F&G Club Policies. No running on the pool deck.
- Every Monday of Camp, campers who want to swim in the deep end and use the water slide, must take a "deep end" test. Once they pass, they will receive a band that **MUST** be worn. *Campers, who are members, who have already passed the deep end test, do NOT have to re-take the test at camp.*
- If campers do not take the deep end test (or do not pass it), they will be required to stay in the shallow end of the pool. *Campers may attempt the deep end test 1x a day.*
- Our youngest campers, who are less than 3ft tall, will be swimming in the baby pool, playing at the water tables & playing in the sprinklers. *They may enter the main pool, with a counselor 1-1.*

### Sunscreen & Hats:

- We *strongly* recommend that you wear a hat to camp every day.
- Please apply sunscreen in the morning, before leaving your house.
- Please place an extra, labeled, sunscreen in your camp bag (*spray preferred*). We will re-apply during pool time.
- The Camp Staff all have extra sunscreen *in case of emergency*.

### Rainy Days at Camp F&G:

- We're OPEN rain or shine! On rainy days at Camp Fish and Game, we will play under the tents! In the case of severe inclement weather, we will use our indoor space. We play games, do arts & crafts, experiment with science, read stories, do yoga, dance and more.

### Lost and Found:

- If your child loses something at Camp, it will be in the CAMP Lost and Found until the Friday of that week. After Friday, all items will be donated. If you're looking for an item, let your child's counselor know or email [summercamp@fishngame.org](mailto:summercamp@fishngame.org) and we will be happy to help you look for it. ***Please LABEL all your child's items to help us ensure your child's items do not end up in the lost and found.***



### Cancelation Policy:

- If there is space in another session, you are welcome to transfer your camper to another session.
- Up until April 1st, you may receive a full refund for your camper.
- Between April 2nd--May 31st, you may receive a 50% refund for your camper.
- There are **no** refunds or credits once the summer camp season has begun (*June 1st--August 31st*).
- *Note: CIT Application Fees are NON-Refundable. CITs are eligible to receive their t-shirt pre-payment refunded.*

### Payment Policy:

- Members of F&G may pay by Venmo, Paypal, CC- we will send you a QuickBooks Bill. You may also pay via check. *Members are only eligible for Member Pricing & Member-only discounts if they are active Members who have an up-to-date and paid in full Membership, during the Summer Season June 1<sup>st</sup>—August 31<sup>st</sup>.*
- Non-Members of F&G may make their payment via CC – we will send you a QuickBooks Bill or by check. *If a Non-Member becomes a Member of F&G BEFORE June 1<sup>st</sup>, we will credit them the difference in pricing between the Member and Non-Member pricing.*
- Once you receive your invoice &/or QuickBooks Bill, Payment in Full must be made within one week to fully reserve your child's spot.
- *Any questions about Payments can be directed to Sloane Lipson: [SummerCamp@fishngame.org](mailto:SummerCamp@fishngame.org)*

### Medical Forms & Medications:

- **Please EMAIL all Camp Medical Forms to: [CFGmedicalforms@gmail.com](mailto:CFGmedicalforms@gmail.com)**
- If your Child has Allergies or Asthma: Please LABEL all EMERGENCY medications (such as: epi-pens, inhalers, etc. ) and give them to Sloane Lipson, the Camp Director, **on the first day of Camp**. They will be returned to you on the Friday of your child's last session. Please give any important Doctor notes/Health Forms, to Sloane Lipson as well.
  - As an FYI, we only administer Emergency Medications, in the Case of Emergency (*Inhaler, Epi-Pen, Benadryl, Seizure Rescue Nose Spray*).
  - We do not administer daily medication.

## Special Needs:

- If your child has any special needs, please speak with Sloane Lipson, the Camp Director, prior to the first day of camp! We are here to help make this the best summer ever, for EVERY child! *We welcome your child's BCBA, ABA Behaviorist, OT, PT, and / or Speech therapist to join them at Camp, as needed—please contact Sloane Lipson [summercamp@fishngame.org](mailto:summercamp@fishngame.org) to arrange this. (copies of fingerprinting, background checks & Covid-19 vaccination records are required for any outside adult on our property during camp hours.)*

## Sick Policy:


If your child is SICK with any illness and/or Covid-19 Symptoms as listed by the CDC, **KEEP YOUR CHILD AT HOME** and **CONTACT US IMMEDIATELY** via email [SummerCamp@fishngame.org](mailto:SummerCamp@fishngame.org) and report that your child is sick. Please TEST your child.

*We will ask some additional questions to help determine when it is safe for your child to return to camp, based on the recommendations of the local health authorities.*


- **Your child must stay home from Camp if they present with any of the following:**
  - **ANY Covid-19 Symptoms as listed by the CDC & State of NJ Health Depts.** *(Please follow the CDC's recommendation for quarantine procedures.) Please INFORM the Director VIA EMAIL immediately.*
    - New onset of severe headache, especially with a fever
    - Fever or chills
    - Diarrhea, Nausea, or vomiting
    - Cough or croupy cough
    - Shortness of breath or difficulty breathing
    - General malaise or feelings of fatigue, discomfort, weakness, Muscle or body aches
    - Headache
    - New loss of taste or smell
    - Sore throat
    - Congestion or runny nose with frequent blowing of nose
    - Skin Rashes
  - **If your child (or anyone in your immediate family) has had a Covid-19 exposure risk,** please EMAIL US before returning to Camp. *We will coordinate with the local health departments on the most up to date recommendations.*
  - **If your child has a NON-Covid Fever** and or is vomiting, they must be fever free AND vomit free (without any medication) before returning to camp.

# Illness Protocols, & Procedures:


## Illness Policies & Protocols AT CAMP F&G




**GENERAL ILLNESS**  
If your child is sick, please keep them home. If your child has a fever or is vomiting, keep them home. They must be 24 hours fever free and vomit free (without medication) before returning to camp. Please email us to let us know.




**COVID-19 ILLNESS**  
If your child has any symptoms of Covid-19 as listed by the CDC, please keep them home and test them for Covid-19. Then email us to inform us of the situation. If they test positive, keep them home. Then, email us and we will walk you through the next steps.



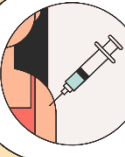
**EXPOSURE TO COVID-19**  
If your child has a direct exposure to someone positive with Covid-19, please test them. Then, send us an email and we will walk you through the next steps. If they have any symptoms, keep them home. Keep the Covid-19 positive person isolated away from you and your child(ren).




**HAND WASHING**  
Remember that handwashing is an important part of health! We will provide hand sanitizer and hand washing stations for the children throughout the campus & ensure they clean their hands before eating and after using the restroom.



**VACCINATION**  
Everyone at Camp F&G must have all school-age required vaccines. We also strongly recommend that everyone be fully vaccinated against Covid-19 and have a yearly flu shot.



**WHILE AT CAMP**  
If your child becomes sick while at Camp, we will call you to come pick them up as quickly as you can. Your child will stay with the Health Staff until you arrive.



## Please NOTE:

- If your child gets sick while at Camp, we will ask you to pick them up immediately.
- Covid-19 Policies and Illness Protocols, and Procedures are subject to change, at any time, based on the most up-to-date and current guidelines & recommendations set forth by the CDC and by the State of NJ. **Please Note:** You are asked to sign a Covid-19 Waiver in your Registration Forms
- All school age required vaccines are required at Camp. Everyone is STRONGLY RECOMMENDED to be vaccinated with their yearly flu shot and covid vaccination as well.





Camp F&G

2024

**I still have questions. Who can answer them?**

Reach out to Sloane Lipson : [SummerCamp@fishngame.org](mailto:SummerCamp@fishngame.org)

or visit [www.campfishngame.com](http://www.campfishngame.com)

*We can't wait to see you at Camp Fish and Game this summer!*

**AT**  
Camp F&G

**WE ARE INCLUSIVE**

**WE ARE KIND**  
NO EXCEPTION

**WE ARE A TEAM**

**WE CELEBRATE EACH OTHERS SUCCESS**

**WE LEARN FROM MISTAKES**

**WE BELIEVE IN OURSELVES & HELP OTHERS TO DO THE SAME**