



2025 Parent Handbook

Our mission is to provide a happy, healthy, and rewarding summer camp experience in a safe environment. By learning to play and work together with others at camp, children will learn to appreciate, understand, and value those around them. At camp, children will be taught to be good followers and leaders, to accept responsibility, and practice tolerance. They will gain self-esteem and self-confidence, learn from new experiences, make new friends, and create memories to last a lifetime.

Riegel Ridge Community Center
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www.riegelridgecc.org

Riegel Ridge Summer Camp: A Tradition of Fun, Friendship, and Growth Since 1942

As another exciting summer approaches, we take a moment to reflect on the incredible journey of Riegel Ridge Summer Camp. Since 1942, we've been proud to serve the youth of our community, and since 2012, we've grown from a small recreational program into a fully accredited day camp.

Throughout the years, our commitment to safety and fun has remained unwavering. Our passionate and experienced staff works hard every day to create an environment where campers feel supported, energized, and inspired. At Riegel Ridge, children are encouraged to explore new activities, build lasting friendships, and develop confidence, character, and camaraderie.

Camp is more than just a summer activity—it's a chance for your child to gain independence, grow in self-esteem, and create memories that last a lifetime.

If you have any questions or would like more information, please contact: Jessica Neglia, Camp Director 📞 908-995-9260

What Does ACA Accreditation Mean for Your Camper?

Choosing an ACA-accredited camp means choosing peace of mind. The American Camp Association (ACA) Accreditation is a voluntary, rigorous process that ensures a camp meets or exceeds industry-accepted standards in health, safety, and program quality—standards that often go beyond basic state regulations.

This independent safety audit demonstrates a camp's commitment to best practices, nurturing care, and overall excellence.

Summer camp is more than just fun—it's a powerful part of your child's growth. According to ACA research, 96% of campers say camp helped them make new friends, and 92% say it helped them feel good about themselves. Even parents agree: 70% say their child gained self-confidence through their camp experience.

With ACA accreditation, you can feel confident that your child is in an environment designed to foster personal growth, lasting memories, and lifelong skills.



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Registration and Payment Policies

1. Required Forms

- Each camper must have a completed registration form before attending camp.
- A separate form is required for each camper. Please ensure every page is filled out completely.
- A field trip registration form must also be completed, when applicable.

2. Payment Requirements

- Full payment is due at the time of registration for Camp, Mini Camps, and Field Trips.
- Registration is not considered complete until payment is received.
- We accept cash, checks (payable to Holland Twp.), as well as Visa, MasterCard and Discover.
- Spots are not held without payment.

3. Enrollment Policy

- Camp space is limited and offered on a first-come, first-served basis.
- Early registration is strongly encouraged to secure your child's place in the program.

Withdrawal Policies

1. Medical Withdrawals

- Refunds may be granted only for valid medical reasons, and must be accompanied by a doctor's note.
- A \$50 administration fee will be deducted from all approved medical refunds.

2. Disciplinary Withdrawals

- If a camper is dismissed from camp due to disciplinary reasons, no refund will be issued under any circumstances.

Code of Conduct

At Riegel Ridge Summer Camp, we are committed to providing a safe and welcoming environment for all campers and staff. To ensure the safety, comfort, and well-being of everyone, we ask that all individuals act appropriately while at our facility or participating in the program.

We expect all campers and staff to behave in a mature and responsible manner, respecting the rights and dignity of others.

Our Code of Conduct strictly prohibits language or actions that could harm, frighten, or intimidate others, or that fall below generally accepted standards of behavior. Specifically, this includes, but is not limited to:

- ✓ Angry or vulgar language including swearing, name calling, and shouting;
- ✓ Physical contact with another person in an angry or threatening way;
- ✓ Any demonstration of sexual activity or sexual contact with another person;
- ✓ Harassment or intimidation with words, gestures, body language or other menacing behavior;
- ✓ Behavior which intends to or results in the theft or destruction of property;
- ✓ Carrying or concealing any weapons or devices that may be used as weapons; or threats of using weapons.

Campers are responsible for maintaining their own comfort and safety. If another person's behavior makes a camper feel uncomfortable or unsafe, they are encouraged to speak up and ask that person to stop. Our staff are trained to handle such situations and are committed to upholding our Code of Conduct. If you need support, please don't hesitate to talk to a counselor—we're here to help!

All reported incidents will be taken seriously and investigated by the Camp Director and Supervisor. Violations of the Code of Conduct may lead to a camper being removed from specific activities or dismissed from the Riegel Ridge Summer Camp entirely.

If a camper's behavior poses an immediate risk to themselves, others, or staff, their parent or guardian will be contacted and may be required to pick up the child right away.

Should disruptive behavior continue despite intervention, the RRCC Summer Camp reserves the right to suspend the camper from the program. In more serious cases, expulsion may be considered.

The following behaviors may result in immediate suspension from camp activities:

- ✓ Endangering the health and safety of other children, staff, volunteers, or members
- ✓ Stealing or intentionally damaging RRCC Summer Camp or personal property
- ✓ Leaving the program area or grounds without permission
- ✓ Repeatedly disrupting camp activities or programming
- ✓ Refusing to follow behavior guidelines or RRSC rules
- ✓ Frequently using profanity, vulgar, or obscene language
- ✓ Engaging in lewd or inappropriate behavior
- ✓ Fighting or engaging in physical altercations
- ✓ Threatening the safety of another camper, staff member, or volunteer

Behavioral Guidance

1. In order to support each camper’s physical, intellectual, emotional, and social well-being and growth, our staff are committed to engaging with campers—and with one another—in a way that provides comfort, guidance, and encouragement. Staff will:
 - ✓ Respect each camper’s personal privacy
 - ✓ Value and honor differences in cultural, ethnic, and family backgrounds
 - ✓ Support and encourage independent decision-making
 - ✓ Promote positive peer interactions and cooperation
 - ✓ Foster independence and self-direction
 - ✓ Apply expectations consistently and fairly

Behavioral guidance will always be constructive, developmentally appropriate, and focused on redirecting campers toward positive behavior. Our approach encourages problem-solving and conflict resolution in a supportive environment.

If ongoing behavioral concerns arise, parents or guardians will be notified. Communication will include a description of the behaviors observed and any disciplinary actions or interventions taken.

Discipline Policies and Procedures

1. The following behaviors are considered inappropriate and will not be tolerated at Riegel Ridge Summer Camp.

- ✓ Failure to follow directions or cooperate with counselors
- ✓ Poor sportsmanship, refusal to share, use of foul language, bullying, or physical fighting
- ✓ Disregarding camp rules, such as refusing to participate in activities or leaving the group without permission
- ✓ Repeatedly disrupting camp activities or interfering with the experience of others
- ✓ Possession of any prohibited items, including but not limited to:
 - Drugs or alcohol
 - Cigarettes, vaping devices, or related paraphernalia
 - Lighters, stink bombs, firecrackers, or any type of weapon

2. In the event that disciplinary or behavioral difficulties arise with your camper, the following discipline steps will be followed when addressing inappropriate behavior. Camp staff will begin with Step One and proceed through the process based on the effectiveness of each intervention. Escalation will occur only if previous steps do not lead to meaningful improvement.

Step One: Counselor Intervention

- The camper will be removed from the activity.
- A private conversation will take place between the camper and counselor to discuss the behavior and what needs to change.
- Depending on the situation, the camper may be asked to apologize to those affected by their actions.

Step Two: Supervisor Involvement

- The camper will meet with the Camp Supervisor and Head Counselor.
- A specific behavior goal will be established to help the camper improve.
- Parents or guardians will be notified of the behavior and informed about the goal.

Step Three: Behavior Agreement

- The camper will be removed from the activity and brought to the camp office.
- A "Behavior Agreement" will be completed with the Camp Supervisor and the Parks & Recreation Director.
- Parents/guardians will be notified, and a copy of the agreement will be provided at pick-up.

Step Four: Evaluation and Final Decision

- The Camp Supervisor and Parks & Recreation Director will evaluate whether the camp environment is suitable for the camper.

- A meeting with the parent or caregiver will be scheduled.
- One of the following outcomes will be decided:
 1. The camper will be suspended from camp for one day (no refund provided).
 2. If the program is determined to be an unsuitable fit, the parent/guardian will be asked to withdraw the camper (no refund provided).

Note: In rare cases involving extreme behavior or safety concerns, a camper may be immediately expelled from the program without progressing through all steps.

3. Please be assured that our staff members are trained to manage all discipline issues effectively. However, if a camper's behavior becomes dangerous or negatively impacts other campers, a decision will be made to remove the camper from the camp setting.
4. If a camper is found to be in possession of drugs, the parent or guardian will be contacted immediately, and the incident will be reported to the authorities.
5. If a camper threatens to bring a weapon to camp, is found to possess a weapon, or has any other dangerous items, the parent or guardian will be notified immediately, and the incident will be reported to the authorities.
6. We reserve the right to remove any camper from the program without a refund in cases of serious behavioral concerns or safety risks.

Cell Phone Policy

At Riegel Ridge Summer Camp, we aim to create a safe, inclusive, and engaging environment where campers can fully immerse themselves in camp life, build friendships, and enjoy screen-free fun.

For this reason, cell phone use by campers is prohibited.

We kindly ask for your cooperation in supporting this policy. Campers are more likely to participate actively, connect with others, and enjoy their time when free from digital distractions.

Contacting Your Camper

If you need to reach your child during camp hours, please call the camp phone at 908-386-6470.

If your camper needs to contact you during the day, they will be permitted to use either the camp phone or the Riegel Ridge Community Center phone with staff supervision.

Please Note:

Riegel Ridge Summer Camp is not responsible for lost, damaged, or stolen personal belongings, including cell phones. We strongly recommend that all electronic devices and valuables be left at home.

Communication

We believe that open and effective communication between camp staff and families is essential to creating a positive camp experience for every child. Please don't hesitate to reach out if you have questions or concerns regarding your camper.

1. General Inquiries

If you need to speak with someone about your camper, you have several options:

- Talk directly with your child's camp counselor during drop-off or pick-up.
- Call the camp phone 908-386-6470
- Use the Camper Communication Form, available online and at the front desk.

2. Late Pick-Up Notification

If you are running late for pick-up at the end of the day, please call the camp phone as soon as possible. 908-386-6470. Timely communication allows us to ensure your camper is safe and supervised until you arrive.

Emergency Communications

At Riegel Ridge Summer Camp, your child's safety is our top priority. We have procedures in place to ensure timely and effective communication in the event of an injury, illness, or emergency.

1. Camp Nurse Availability

A certified Camp Nurse will be on duty daily from 9:00 AM to 4:00 PM to handle health-related needs and provide medical support.

2. Minor Injuries or Illness

For minor issues such as scrapes, small cuts, or bumps:

- First aid will be provided by a First Aid Certified camp counselor or the Camp Nurse.
- Parents/guardians will be notified if the care provided goes beyond basic treatment (e.g., more than a Band-Aid).
- If we are unable to reach you, a message will be left.

3. More Serious Injuries

For more concerning injuries or symptoms (e.g., a possible sprain, fracture, head injury, or anything requiring medical attention):

- Immediate first aid will be administered by the Camp Nurse.
- The parent or caregiver will be notified right away.

4. Emergency Situations

In the event of a serious emergency:

- Parents/caregivers will be contacted immediately.
- If we cannot reach a parent or guardian, we will begin contacting the emergency contacts listed on your camper's registration form.
- We will continue attempts until contact is made.
- Medical treatment will be provided as necessary.
- If urgent care is required, as determined by the Camp Nurse, 911 will be called, and emergency services will respond accordingly.

Items to Bring to Camp

To help your camper have a fun, safe, and comfortable experience, please ensure they come to camp each day with the following items. Be sure to label everything clearly with your camper's name!

1. Label Everything

Please label all personal items your camper brings to camp, including:

- ✓ Clothing
- ✓ Sneakers
- ✓ Towels
- ✓ Water bottles
- ✓ Lunch boxes
- ✓ Sunscreen
- ✓ Sunglasses, and more

This helps us reunite lost items with their owners quickly!

2. Clothing Guidelines

Campers should dress appropriately for an active, outdoor environment.

Appropriate Clothing:

- ✓ Comfortable clothes for outdoor play (t-shirts, thick-strapped tank tops, gym shorts)
- ✓ Play clothes that can get dirty
- ✓ Weather-appropriate attire (light jackets, long pants on rainy days)

Inappropriate Clothing:

- ✓ Short shorts, spaghetti straps, halter tops, tube tops, belly shirts

Footwear:

- ✓ All campers must wear sneakers for safety during activities
- ✓ Sandals, flip-flops, or Crocs are strongly discouraged during regular camp hours
- ✓ Campers may bring open-toed shoes separately for pool time

Extra Clothing:

- ✓ Please pack an extra set of clothes daily. Campers are often in water or messy outdoor games, and we want them to stay dry and comfortable.

3. Swimwear

- ✓ Campers should wear swimsuits underneath clothing for easy changing
- ✓ Pack a swimsuit, towel, and (if needed) a USCG-approved flotation device
- ✓ Pool shoes may be brought separately

4. 🕶️ Hats & Sunglasses

- ✓ Light-colored hats or visors help campers stay cool
- ✓ Sunglasses protect their eyes during outdoor activities

5. 🧤 Gaga Gloves

- ✓ Campers playing Gaga Ball are encouraged to bring protective gloves (batting or winter gloves work well)

6. 💧 Water Bottles

- ✓ Provide a labeled large, refillable water bottle daily
- ✓ Campers will have frequent water breaks and refill opportunities

7. ☀️ Sunscreen

- ✓ Apply sunscreen before arriving at camp
- ✓ Camp staff will assist with reapplication as needed
- ✓ Please send a labeled bottle of sunscreen with your camper each day

8. 🍏 Meals & Snacks

Breakfast:

- Not provided at camp—please make sure your camper has a healthy, filling breakfast before arrival.

Lunch:

- Send a non-perishable, nutritious snack and lunch with an ice pack in a labeled lunch box
- No glass containers
- Helpful tip: Freeze a juice box overnight to help keep lunch cool
- Include an afternoon snack or second small meal

9. 🍕 Pizza Fridays

Campers may participate in Pizza Friday on the following dates:

- Week 1: June 27
- Week 3: July 11

- Week 5: July 25
- Week 7: August 8

Cost: \$5 per camper

To participate:

- ✓ Submit a completed Pizza Form and \$5 cash (exact change) in a labeled Ziploc bag or envelope
- ✓ Forms will be provided by your camp counselor
- ✓ One form per child, please!

10. 🍷 Snack Hut

- Camp lunch is available on fair weather days only
- Look for the Camp Lunch Form on our website
- For younger campers, place money in a labeled Ziploc bag

11. 💊 Medication

- If your camper needs an inhaler, EpiPen, or any preventative/as-needed medications, include this on the Health History Form and send it daily
- Age and need will determine if medication is held by the camper or the Head Counselor
- For all other medications, speak with the Camp Nurse in advance




🚫 Items Not Permitted at Camp

To ensure a safe and focused environment, the following items may not be brought to camp:

- Expensive jewelry or clothing
- Toys from home (e.g., water guns, Nerf guns, trading cards, crayons, markers, etc.)
- Electronics (e.g., cell phones, Nintendo DS, PSP, Game Boy, radios, iPods, CD players)
- Alcohol, drugs, vaping paraphernalia, vehicles, weapons, animals, or personal sports equipment

Any prohibited items brought to camp will be held by the Camp Supervisor and returned to a parent or guardian at the end of the day.

Lost & Found

1.  Leave Special Items at Home: We encourage all families to follow our policies. Please leave expensive or special items at home to avoid loss or damage.
2.  Lost and Found Bin: There will be a lost and found bin located inside the building at the beginning and end of each day. Please encourage your camper(s) to be responsible and diligent with their belongings.
3.  Pool Lost and Found: The pool has a separate lost and found for items left on the grounds. It is located at the Pool House entrance.

 Riegel Ridge Summer Camp is not responsible for lost or stolen items.

The Camp Day

Drop-Off & Pick-Up Procedures

Please be mindful of other programs hosted at the Community Center.

- During inclement weather, drop-off and pick-up will take place at the front entrance of the Community Center.
- For everyone's safety:
 - Adhere to posted MPH speed limits and traffic signs
 - Do not stop or park in the middle of the driveway—traffic must flow continuously

Daily Schedule Highlights

1. Camp Hours: 9:00 AM – 4:00 PM
 - Drop-off occurs in the Grove (playground).
2. Monday Orientation:
 - Campers receive an orientation that includes safety rules, daily schedules, and activity choices.
3. Group Placement:
 - Campers are grouped by upcoming school grade.

Daily Activities May Include:

- Arts & Crafts: A variety of traditional and modern creative projects
- Nature Hikes and exploration
- Team Building Games & Challenges: Capture the flag, freeze tag, jungle gym, relay races, and more!

Recreational Swim Time

- Includes free swim and water slide
- All campers wishing to swim in the deep end must pass the Red Cross Deep Water Competency Sequence, administered on the first day of each week
 - Jump off the side of the pool and fully submerge into deep water
 - Tread water for one minute
 - Swim to the ladder without touching the wall
- Qualified swimmers receive a green wristband
- USCG-approved flotation devices are permitted in both pools (but not on the slide or diving area)
 - Parents must provide flotation devices; the pool has limited supply
 - Contact camp staff if you need assistance selecting a flotation device
- Speak to your child's counselor with any special swim requests

Lunch

- Lunch takes place between 12:00 – 1:00 PM
- All campers must bring a non-perishable lunch
- Snack Hut is available on fair weather days (see "Items to Bring to Camp" for details)

Pick-Up

- Pick-up is at 4:00 PM in grade-designated areas in the Grove (playground)
- On rainy days, pick-up will take place inside the building
- Be prepared to show a driver's license until staff are familiar with you

 Parent Tip: Check your camper for ticks at home each day after camp

Extended Care Policies

- Extended Care is by registration only.
- Morning Extended Care: 7:00 AM – 9:00 AM (Drop-off in the Grove)

- Evening Extended Care: 4:00 PM – 6:00 PM (Pick-up in the Grove)

 A late pick-up fee will be charged for campers picked up after 6:00 PM

- Please be prepared to show ID until staff are familiar with you
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Arriving Late or Leaving Early

If dropping off late or picking up early:




- Park in one of the 10-minute spots
 - Call the camp phone at 908-386-6470, and a staff member will escort your child to/from your vehicle. Please notify staff at least 10-15 minutes in advance.
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Absence & Illness

1. Absences

- Please notify camp staff at 908-386-6470 if your camper will be absent
 - ✓ Let the Head Counselor know in advance if possible
 - ✓ For illness, call the camp phone. (do not call the Community Center)
 - ✓ Leave your camper's name and grade in your message
- The camp does not contact parents of absent campers

2. Illness During Camp

-  Contagious Disease Symptoms: If a camper shows symptoms of a contagious disease during camp (such as a rash, sore throat, fever, or vomiting), the child will be immediately removed from the group. The Camp Nurse will contact the parent/caregiver and request that an adult come to RRCC to take the camper home.
-  Fever and Respiratory Symptoms: A camper with a fever of 100.4° or higher, a cough, or shortness of breath will be excluded from camp.
-  Return to Camp: A camper must be fever/vomit free for 24 hours in order to return to camp.

-  Infectious Conditions: Campers with infectious conditions such as impetigo, scabies, lice, athlete's foot, pinworm, ringworm, or pink eye will be excluded from Summer Camp until treatment is verified by your family physician.

Camper Supervision Ratios

Camper Age	Staff-to-Camper Ratio
5 years	1 staff : 6 campers
6 – 8 years	1 staff : 8 campers
9 – 14 years	1 staff : 10 campers
15 – 18 years	1 staff : 12 campers

During Before & After Care, staff ratios may differ. A minimum of two counselors will be present at all times.

PARENT INFORMATION SESSION

Highly recommended for 1st time campers

Saturday, June 14, 2025

9:00 AM – 10:00 AM

Location: RRCC Lounge

Camp Supervisor, Amy Kucharski, will discuss daily camp activities, elective options, field trips, rules and regulations of the camp, review parent handbook and much more. There will also be a question answer period.

COUNSELOR MEET & GREET

Wednesday, June 18, 2025

6:00 PM - 7:30 PM

Campers and parents will have an opportunity to meet the camp supervisor and camp counselors and learn the general routine of our camp. Attending the meet & greet will help your camper feel more comfortable on their first day of camp.

TOUR/ORIENTATION

Wednesday, June 18, 2025

(Rain or shine)

6:00 PM & 6:30 PM

If your camper is new, this is a great way for him/her to get a tour of our facility and meet some of our friendly staff. Your camper will get an inside view of their daily activities for the summer.