



Camper and Parent Guidebook

Camp...it's not about filling in the summer gap. It's about experiential learning and access to quality efficient programs for everyone to experience and learn for a lifetime. Camp is aimed at the **WHOLE PERSON**. It takes their experiences and expands their understanding of others and themselves. We encourage our campers to step back, look, reflect and evaluate as individuals. Through this learning process they are not only learning to solve for themselves but for life. Camp Pa-Qua-Tuck is a safe place geared for learning where everyone is engaged for life, not just the summer.





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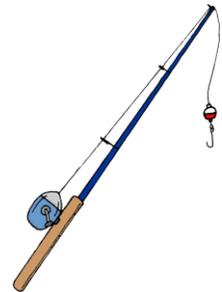
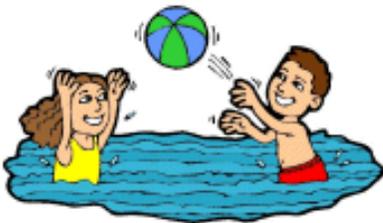


WHAT YOU NEED TO KNOW

(listed in alphabetical order)



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Welcome to Camp Pa-Qua-Tuck



Thank you for sending your child to camp.

Camp is a chance for everyone to learn self-efficiency and figure out how to deal with problems on their own without relying on others. We give them the tools to learn and be independent as needed. Camp is a safe, low pressure environment set up to allow time for reflection and to craft skills. Campers are here to learn for the pleasure of it, not because of a test or academic pressure. Research irrefutably shows that we learn best when we are excited, interested and engaged. Camp provides just that kind of environment!

Camp studies have suggested even brief exposure to nature can increase creativity, attention and short term memory in addition to calming our mood. The brain sees nature as a sigh of relief as it is allowed to focus.

Camp focuses on the following areas:

- **Resourcefulness:** new environment, new people and new situations are presented at camp that helps us to learn to solve problems, develop social skills and get directions for new skills
- **Enthusiasm-** an opportunity to showcase skills not encouraged or rewarded in school or other insitutions.
- **Self-esteem-** learn and earn competence in something new and develop our own identity in a place where we feel we belong.
- **Self-Control-** Abide by rules/expectations and thrive as a group in a competent way
- **Creativity-** explore avenues not otherwise there at home or school
- **Work Ethic-** develop physically and see fairness in how procedures are followed

As you can see, camp is a place to thrive and get a deeper sense of self. This is especially important within our community. Many thanks for taking the time to send your child to Camp Pa-Qua-Tuck!



PHONE NUMBERS & CAMP INFORMATION



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Camp Pa-Qua-Tuck wants to make beneficial and positive changes as a result of suggestions and comments from families, parents, staff and campers. You're the best expert on how we can serve you best. We look forward to hearing more of your great ideas so that we can continue to be your partner in providing the most outstanding camp experience for all of our camper families. We want to hear from you so please feel free to contact us including our Board of Directors. More information on how to contact them can be obtained through the office.

Camp Pa-Qua-Tuck has a Facebook page that can be accessed for information and updates. We also post information on our website (www.camppaquatuck.com). Please contact the office for more information or refer to this handbook.



Here at Camp Pa-Qua-Tuck we value communication. The beginning of this handbook has the contact numbers for the camp and how to reach various individuals. Please feel free to contact us any time if you have any concerns or questions.

Morning Report

Every morning we get reports from our counselors regarding your camper. Feel free to call in after 10am while your camper is here and get the latest report.

Bunk 1



This is our private photo gallery and email platform. You will get more information on how to sign in and utilize this service. Go to www.Bunk1.com. Returning parents can sign right in. New parents will have to complete their basic form. The invitation code tends to be CAMPP2020.

Facebook & Instagram



When camp is in session, we post pictures and video to Facebook almost daily. During the off season we post information regarding resources on Long Island and what we are up to. This is a great way to keep in the loop.

Website



Our website (www.camppaquatuck.org) is also updated and includes more in-depth information on our camp and history. You can also find calendars here and periodic articles.

We will be in touch with you throughout camp if we have any concerns about your camper in regard to behavior, health or medical concerns. Please let us know if your contact information changes or you will not be available for any reason while your camper is here.



Here are a few things you should know prior to coming to our beautiful grounds. More information can be found throughout this handbook and by contacting us anytime!

Our program accepts a wide range of disabilities and can accept up to 50 campers per session. We believe in changing the environment for all of our campers to be able to thrive. This involves us working on programming year-round, not just during the summer months. Our offices are open and we can be contacted Monday through Friday from 9am-4pm during the off season and at any time during the camp season. Financial aid is available and we accept compensation from many agencies.

There are five cabins set up throughout the property designated by gender. Two for females and three for males. Fuoco and Caypinar are for our female campers while Walkers, Giles and Legion are for our male campers. On average there are 10 campers per cabin. Staff reside in the cabins with the campers for the duration of their stay. All of our cabins and buildings are air conditioned and approved by the Department of Health annually.

Our minimum staff to camper ratio is 1:3. There are situations where we have 1:1 or 1:2 ratios such as in the bathroom and in the pool. Our staff hail from many countries around the world, that's how far we go to make sure our camp has the best staff. In addition to going through a thorough training online prior to arrival, staff are also trained for a week on site including CPR.

Our grounds are all accessible for wheelchairs and pathways are paved either with blacktop or brick. We have a recreation building, large dining hall (T Building), open pavilion, waterfront for boating and fishing, 2 campfire sites, Trading Post (snacks and merchandise), a caboose, an office cottage, a director's cottage, swimming pool, playground with swings, a petting farm, basketball court and picnic areas.

Our typical day schedule is in this handbook. If you wish to know more about how your child is doing at camp, please give us a call. Our staff fill out daily individual reports that are ready by 10am. You can also see us in action on Bunk1, Facebook and Instagram.

Our nurses and kitchen staff work together to prepare healthy meals and to comply with any special dietary requests. We accept any foods you wish to bring for your child to have. Please let us know ahead of time. We eat all of our meals inside the T building except when we have special BBQs. Food is served family style most days or buffet. There is a large dining area and small dining area and we sit with our cabins for meals.

If you want to get some Camp Pa-qua-tuck swag, please go to our website to our online store and you can order whatever you want. We give out free t shirts to all of our campers and staff during the summer season.

Did you know we also have respite weekends throughout the year? This is like a camp retreat for the weekend! See our website for more information and for the dates.

We are accredited by the American Camping Association and adhere to standards that enforce best practices. If you have any questions regarding our accreditation or anything else pertaining to our camp, please contact the office.

Looking forward to seeing you and having a wonderful summer!

CAMP PHILOSOPHY



Camp Pa-Qua-Tuck is a residential, social and recreational summer camp for special needs individuals. The camp is located in Center Moriches, Long Island, New York, on thirty-six acres of land along the shores of “Kaler’s Pond”, a more than 13-acre town-owned fresh water pond. The camp is its own corporation and administered by its own Board of Directors.

Camp Pa-Qua-Tuck has always maintained two major reasons for its existence. The first is to provide a “total away-from-home” quality residential camp experience for special needs individuals, so that they may enjoy, develop, and discover their maximum abilities under supervised activities that stress both individual and group participation. The second is to provide an opportunity for the parents and families of these campers to have a little rest from their year-round routine and care.

Camp Pa-Qua-Tuck has a well-rounded variety of activities for the campers which provide for outdoor fun with plenty of sunshine and exercise at the appropriate levels of the various campers’ abilities. All activities are geared toward individual abilities, so that everyone participates within the group. Individual interests and special skills are recognized and encouraged along with the opportunity for growing and developing an interaction with one’s peers.

All aspects of the camper’s medical needs, health and safety are emphasized and integrated to all facets of Camp Pa-Qua-Tuck’s program. The campers are encouraged to do as much as they can for themselves within their realistic abilities and to recognize their skills and limitations and to further their potential for a fuller, well-rounded life. It is common to see campers assisting each other in their daily camping experiences, whether it be dressing, hair combing, dancing or hitting a ball. To give as well as receive. A friendly helping hand adds to the growth and maturation of all youngsters.

Through structured, organized and well-supervised camp activities that also provide flexibility within their structure, the campers are given the opportunity to broaden their horizons and grow as individuals through experiences that are enjoyable, challenging, and adventurous.

Why Camp Pa-Qua-Tuck? To provide a special needs individual with the same stepping-stone opportunity of recreational experiences as others in an independent, constructive, outdoor atmosphere at a level most beneficial to their development and growth.

Yes. “Summer is for Everyone”.



Aquatics



Here at Camp Pa-qua-tuck we love to have adventures at all our areas of camp, Aquatics included!

Swimming Evaluation forms are completed by parents or guardians of the camper at registration. This evaluation is used in conjunction with assessing camper during their first swim. . All swimming evaluations are completed by the Aquatics Director who is a Certified Water Safety Instructor and lifeguard.

POOL

While at the pool we have a buddy system which comprises of a buddy check every 15 minutes. The Buddy system is created from our camp counselor allocations.



We have life jackets at the pool available for those in need of a life jacket for comfort or necessity. Goggles, ear plugs and water shoes are to be supplied by the camper. Proper bathing suit attire is required. For females, they should be fully covered and males should have a proper set of swim trunks.

Pool toys and balls are also available at the pool for adventures to happen! If you wish to bring toys from home it must be well labeled and documented on the swimming evaluation. We are not responsible for lost or damaged toys.

WATERFRONT

While down at the waterfront on the dock and on a boat all campers and counselors must wear a life jacket. Councilors are trained on how to use the boats during training week.

In addition to boating, we also have fishing at the water front. Unless requested by parents the campers fishing do not need a lifejacket.

BOTH

Sunscreen and water are provided at the pool and waterfront as needed.

Lifeguards are always on duty when the pool or water front is in use.



Behavior Expectations



Camp Pa-Qua-Tuck follows three behavioral expectations at all times: *Be Respectful, Be Responsible and Be Safe*. Campers will be taught on registration day the expectations and what they look like. These expectations are posted throughout the camp. All attempts will be made to re-teach these expectations daily to ensure a successful, enriching camp session for all. See below for some examples.

	Classes/ Activities	Cabin	Meal Times/ T Building
Be Safe	<p>Follow staff instructions</p> <p>Be nice to other campers</p> <p>Communicate with each other</p>	<p>Walk to and from the cabins with staff</p> <p>Let staff know of any safety concerns</p> <p>Follow directions during drills</p>	<p>Sit in your chair properly and push it in when you leave</p> <p>Clean up any spills right away</p> <p>Walk</p> <p>Follow directions during meals and activities</p>
Be Respectful	<p>Work together as a team</p> <p>Cooperate with your classmates</p> <p>Wear the right clothes for the activity</p>	<p>Clean up after yourself</p> <p>Follow your cabin expectations.</p> <p>Inform staff if you are going anywhere</p> <p>Turn off the lights if you are the last to leave</p>	<p>Help your table to clean up</p> <p>Keep your body to yourself</p> <p>Let staff know if you need to use the restroom.</p>
Be Responsible	<p>Be polite with other campers</p> <p>Listen to staff and other campers</p> <p>Make sure you understand by asking questions or asking for clarification.</p>	<p>Be considerate of your cabin mates</p> <p>Be aware of each other's privacy</p> <p>Report any damage</p> <p>Only touch your things</p>	<p>Share, use good manners and chew with your mouth closed.</p> <p>Have patience when waiting for your turn to get food or a beverage</p> <p>Keep it clean and report any damage</p>

Camp Pa-Qua-Tuck Camper Abuse Prevention

Camp Pa-qua-tuck takes the prevention of camper abuse very seriously. The camp understands that

camper abuse and inappropriate contact of campers is a pervasive problem throughout the United

States that must be managed in a pro-active manner if we are to protect those in our care.

The camp leadership and Board of Directors have enacted the following plan to manage our programs and minimize the potential for an abuse incident to occur. If an allegation does occur we will pro-

actively work with the authorities and the family to respond in a prompt and empathetic manner.

Camp Pa-qua-tuck believes our policies are vital to the protection of campers in our programs and thus they will be shared with and applied to all staff, including volunteers.

1.0 Hiring Practices and Screening

- 1.1 **Applications** – All prospective staff members will complete an application to work or volunteer that includes questions in the following areas: criminal conviction, past work history, education. The application will include a statement that the Camp has a zero tolerance standard for abuse and inappropriate behavior by staff members. All applications will be signed by the individual and maintained in their personnel file.
- 1.2 **Interviews** – Prospective staff members will be interviewed. All interviews will be documented on an approved interview form that ensures consistency of questions asked. During all interviews the prospective staff member will be asked to read the Camp statement on abuse prevention and verify that they are in agreement with its purpose and that they will abide by its standards if hired.
- 1.3 **Social Security checks** – This involves performing a social security address trace to identify all past addresses. A social security trace is a list from the social security administration of all addresses at which the individual has received a paycheck – it is not simply a verification of the social security number through various credit sources as is provided by many vendors.
- 1.4 **Criminal record checks** – The Camp will conduct a search for criminal activity by any prospective staff member. This search includes various registered sex offender lists. Applicants who are returning staff will receive a new check if they have been away from Camp for more than 90 days.

The Camp is strongly committed to protecting its members and the campers in their care from all harm. However, a conviction does not automatically generate a rejection of the application – all cases are individually evaluated.

- 1.5 **Reference checks** – The Camp will contact at least three references for all prospective staff. At least one reference must be a *close family member* to the applicant. The reference's responses will be documented on a Camp-approved form that specifies questions for uniformity of evaluation. Past employers will be asked if the person is eligible for rehire. Written references will be accepted only with verbal verification by the Camp. If the written reference did not address the questions normally asked, those questions will be asked during the telephone contact. All reference forms must include the date and the printed name and signature of the staff member who completed it.
- 1.6 **File documentation** – All applications, reference checks, Criminal Record Checks and interview notes will be kept in the individual's personnel file.
- 1.7 **Program volunteers** – Volunteers are staff members, even if they receive no remuneration. The procedures for their utilization are the same as for a paid staff member.

2.0 Training and Education

- 2.1 **Code of Conduct** – Staff members will sign and date a copy of the Code of Conduct prior to performing any work duties and annually thereafter. The code of conduct will be maintained in the personnel file. All new staff will have the code of conduct reviewed with them at the time of signing. All departments will review the Code of Conduct during June each year and will have all staff reconfirm that they understand their expectations as Camp staff members and agree to abide by those expectations.
- 2.2 **Camper abuse prevention training** – All staff members will participate in the camper abuse prevention training before working with campers in any capacity, within 7 days of hire. Any staff member who does not complete the training as required will be suspended or terminated. All staff will undergo a review of the training on an annual basis.
- 2.3 **Electronic communication policy** – The Camp has adopted an electronic communication policy. The policy will be reviewed with all staff before their regular duties begin and annually thereafter. The purpose of this policy is to eliminate the potential for outside contact with youthful program participants via electronic means. The Camp understands that certain communication is needed as part of program operation; the policy addresses how and when it can occur.
- 2.4 **Follow-up training** – The Camp requires that all staff working with campers participate in an annual review of the abuse prevention training.

The Camp may perform additional training with staff on identification and prevention of camper abuse throughout the year.

3.0 Staff Expectations

- 3.1 Reporting of suspicious behavior and/or violations of the Code of Conduct** – Camp staff are mandated to report any suspicion of camper abuse to the Justice Center. Camp staff will report to their supervisor any indication of or warning signs concerning abuse involving a camper and any instances of staff violating the Code of Conduct. Camp staff who identify suspicious behavior or a violation of policy by a fellow staff person should report the event to their supervisor immediately.
- 3.2 Being alone with campers** – At no time should Camp staff be in a situation where they are alone with a camper or campers and cannot be observed by others. The Camp will make every attempt to design and structure its programs to eliminate the potential for a staff member to be in a one-on-one situation.
- 3.3 Hugging and touching of campers** – Appropriate physical contact is important in the emotional development of all campers and campers at different developmental levels will need differing degrees of physical contact. Therefore, Camp staff members should not perform frontal hugs of campers – hugs should be from the side. The staff member should get down to the camper’s physical level when possible. Camp staff should not touch campers in any body location that would be covered by a bathing suit. Staff members should not pick-up able-bodied school-aged campers (to reduce potential for both abuse allegations and physical injury) and should not allow campers to sit on their laps.
- 3.4 Babysitting and outside contact** – Camp staff shall not provide care (babysit) or instruction or develop/maintain relationships with any campers or families they meet through Camp programs. If the staff member has a pre-existing relationship, e.g., for babysitting, a Camp Executive Director must be notified of the relationship and the relationship may continue. The family will be required to sign a form acknowledging the family’s pre-existing relationship with the staff member and relieving the Camp of any responsibility for the actions of the staff member with regard to that relationship. Camp staff may not have contact, beyond incidental, with campers they meet in Camp programs outside of the Camp. This includes but is not limited to:
- extra practices, coaching, or tutoring
 - transportation in a non-Camp vehicle
 - private special events such as movies, sporting events, or any other similar excursions
 - visits to any residence

- 3.5 **Diapering policy** – When diapering a camper, staff will have another staff member in the room and be in a visible area of the room. When assisting campers with bathroom duties, staff members will not close doors to the bathroom or stall so they can be observed.
- 3.6 **Supervision standards** – All campers who are registered into programs will be supervised by Camp staff at all times. This includes bathrooms, locker rooms and changing areas. At no time should one staff member have direct care of a single camper. If a staff member becomes alone with a camper, s/he should promptly move to a location where s/he can be observed by other Camp staff members.

4.0 Program Operation

- 4.1 **Bathroom policy** – Campers who are participating in Camp programs are not to be sent to bathrooms without a Camp staff member present. The buddy system or three campers together are not acceptable practices and are not permitted at the Camp. For single stall bathrooms the Camp staff will be positioned outside of the bathroom to make sure no one else enters the restroom. At minimum, when multiple campers are in the bathroom, Camp staff members will be standing in the doorway so they can have at least auditory supervision of the campers. Staff members can and are encouraged to be inside the facilities so they can be easily seen by the campers and so they are able to immediately stop any inappropriate activity. This is best done with multiple staff members so individual staff are not subjected to unwarranted allegations.
- 4.2 **Ratio expectations** – The Camp has enacted the following ratios for programs minimum of 1:3. The Camp has established these ratios as minimums, not goals to achieve. Certain programs and activities require more stringent ratios. Ratios alone do not equate to effective supervision, but if established ratios cannot be maintained the activity will be changed or additional staff members added.
- 4.3 **Program audits** – Announced and unannounced audits will be conducted of all Camp programs. These audits will look directly at abuse prevention practices. The audits will be performed by individual organizations and organizational leadership with all programs audited by Camp leadership at least twice yearly.
- 4.4 **Special needs participants** – Our program participants are, indeed, more at risk than others and need to be more closely supervised to prevent peer-to-peer abuse and the staff supervising them needs to be more closely supervised to prevent a predator from taking advantage of their impairment to abuse them.

Special needs volunteers or staff also need better supervision. While the staff member or volunteer may well appear to be an adult, their psychological state may have been arrested at the age of 13 or 14. If so, they will likely be attracted to campers of that age, or less, and they will have the urges and impulse control of a camper of that age.

4.5 Member expectations around campers – Members are expected to use decent language and act in a positive manner. Members who talk in a sexual manner, perform sexual gestures, sexual acts, or attempt inappropriate contact with a camper will have their membership suspended or terminated depending on the degree of the offense. The police may be contacted, if warranted. No use of cameras or cell phones is allowed by members while on duty or around campers.

5.0 Parental Education

5.1 Camp camper protection policy – At the start of every program the Camp will provide its camper protection policy to parents. The camper protection policy provides parents with the babysitting policy, outside contact policy, electronic communication policy, and information on child abuse. Staff contact information will be on the document in case a parent has questions, concerns, or observes a violation.

5.2 Contact information for violation of policies – The Camp will provide both male and female staff contacts that parents can call in case of concern. Staff will receive training on responding to an allegation, child abuse warning signs, and Camp policies so they can effectively respond to concerns and questions. Staff will provide parents with important questions to ask campers on a regular basis in order to detect abuse concerns, e.g.,

- Is anyone scaring or threatening you?
- Is anyone asking you to keep secrets?
- Has anyone said anything to you that made you feel bad?
- Is anyone touching you in a way that you don't like?

5.3 Camper education – Campers will be informed of the policies staff have agreed to follow regarding physical contact, gift giving and outside contact as appropriate during camp orientation.

6.0 Responding to an allegation

6.1 Reporting suspicious behavior to a supervisor – All staff members have received specific training concerning the requirement to report violations of Camp policies immediately to their supervisor. If the supervisor does not effectively respond, the staff members have been trained to notify

the next level supervisor. Camp staff are expected to observe other staff members' behaviors, including that of supervisors, and to report any suspicions to that a supervisor.

- 6.2 **Mandated reporter** – All Camp staff members are mandated reporters with regard to camper abuse. Any evidence of potential camper abuse or observation of inappropriate contact by a parent, staff member or other camper will be reported to the Justice Department.
- 6.3 **Suspension of staff or youthful offender** – Any Camp staff member who is alleged to have abused a camper will be suspended with pay pending the outcome of an investigation by the Camp and appropriate authorities. If the allegation is substantiated, the staff member will be terminated. If the allegation is against a program participant, s/he will be suspended pending the outcome of the investigation. Depending on the severity of the incident the participant maybe terminated from the program.
- 6.4 **Incident investigation** – The Camp will perform an investigation following any allegation of camper abuse by a staff member, participant or member. The Camp may utilize its insurance company or other agencies to interview staff, witnesses and/or campers.
- 6.5 **Insurance company contact** – Immediately after an allegation of abuse the Camp will notify its insurance company, they will be asked to render assistance with the investigation and other items. The following individuals are approved to contact the insurance company, Executive Director, Health Director and Office Manager. Only in the absence of all of the above identified staff members should initial contact be made by any other Camp staff member.
- 6.6 **Record retention** – Following an allegation against a staff member, their personnel file will be sealed and locked in the camp fireproof file cabinet. The file will have no items removed or added. It will only be moved from the locked location at the direction of the Executive Director or President of the Board.
- 6.7 **Working with the media** – The Camp has enacted a media plan. When the plan is enacted, only the individuals identified in the plan (Executive Director and Board President) should speak with members of the media. The Camp will develop a media statement.
- 6.8 **Counseling** – After an event the Camp will provide consulting services to staff and affected campers. This firm or a psychologist of the victim's family's choice will be provided as well. The Camp, in consultation with their insurance company, may offer to cover the expense of counseling in an effort to start the healing process for the victim.

STATEMENT ON ABUSE PREVENTION

Camp Pa-Qua-Tuck has a policy that we explain to each of our candidates. The Camp is aware that there may be people who want to work or volunteer here for the wrong reasons. To prevent access to the campers we serve by those individuals we check every applicant's criminal history and speak with individuals about their character as well as job skills. We structure our programs so that no staff member or volunteer is left alone with a camper or other vulnerable individual. We try to prevent any opportunity for abuse and we periodically interview campers and others about their experiences in the program. We take all allegations, including those from campers, very seriously. We refer all allegations to the authorities for investigation, and we cooperate fully with any investigation. Wrongdoers need to know that this is a very risky place to attempt to abuse campers or the vulnerable. This thorough process not only protects the people in our care, but it also minimizes the potential for false abuse allegations against innocent staff members and volunteers. Do you have any questions about our policy?

Camp Pa-qua-tuck

Staff and Camper Communication Policy



In general, CAMP PA-QUA-TUCK views social networking sites (e.g. Twitter, Facebook, Instagram), personal Web sites, and Weblogs positively and respects the right of staff members to use them as a medium of self-expression. For purposes of this policy, the term “staff members” will include all Camp Pa-qua-tuck staff, volunteers and interns. If a staff member chooses to associate themselves with the camp on online venues, some readers of such Web sites or blogs may view the staff members as a representative or spokesperson of the camp. Because of this association, our camp requires that staff members observe the following guidelines regarding what they display or post on online sites.

- **Camp Logo-** Camp Pa-qua-tuck staff members are prohibited from using the camp’s logo on personal pages or sites without written permission
- **Video, photography and other images-** Taking unauthorized photographs/videos of members or participants, guests, volunteers, or children is prohibited, regardless of whether or not staff choose to share those photos/videos to personal social media platforms. If pictures are needed for (Employer/Org.)’s website, flyers, social media etc., they are to be taken by designated/approved staff only, and must be accompanied by a signed photo release form to be kept on file. Legal and disciplinary action can be taken against those who violate this policy. Images/videos taken at camp are the property of the camp.
- **Personal Social Media-** Camp Pa-qua-tuck staff members must agree not to use a social networking profile, group page, blog or other Internet medium to display behavior (through words or pictures) that is prohibited by camp policy, including and not limited to, the use of drugs or alcohol, sexual or delinquent behavior, destruction of property, harassment or intimidation. Camp Pa-qua-tuck staff members must recognize that they are always role models for campers, and should limit the public profile to information, comments, photos, etc. that are appropriate should a camper, co-worker, parent or guardian view them.
- **Protecting Camp Pa-qua-tuck Reputation/Image-** Camp Pa-qua-tuck staff members must agree to be respectful of Camp Pa-qua-tuck, it’s employees, volunteers, interns, visitors, campers, and its policies in all posting in profiles, blogs and other mediums of Internet communications, including, but not limited to, engaging in the use of obscenities/vulgar language; harassment and intimidation; posting derogatory comments regarding an individual’s race, gender, religion, sexual orientation, disability; and posting sexually explicit, suggestive, humiliating or demeaning comments.
- **Public Communication Only**
We know from several investigations into real-world child sexual abuse that predators will often use social media to gain access to or groom children prior to abuse. That’s why connecting with children on any of your social media platforms is strictly prohibited. This prohibition includes private messaging, the sharing of social media accounts, the exchange of cell phone numbers, e-mail addresses, as well as physical mailing addresses. “Good intentions” and “harmless gestures” do not excuse private communication, as such actions can be misinterpreted.
- **Report Communication/Connections/Contact**
If you already have an outside connection with a child within the organization, or a child tries to initiate an outside connection, report this to your supervisor immediately and discuss appropriate next steps, (e.g. block the request, parent communication, or privatizing account settings).

CONTROL: All staff members will be trained and must agree to this policy. The policy will be reviewed and updated as necessary by the Executive Director.

DROP OFF & PICK UP DAY



Registration times are assigned by the office manager to families to allow each family to consult with staff when they drop off their camper and go through our registration process.

Upon arrival at camp, please park on the grassy area near the caboose. Staff will be outside to guide you to where you park. Once you arrive you will go to the T Building to check in and meet staff. During this time you will be asked some follow up

questions and have an opportunity to chat with some of the leadership team. Please remember we don't allow electronics and your camper should not have any money with them.

Once you finish checking in at the T building, you will be led to the medical cottage. The nurse will make sure all medical paperwork is in order. Here all medications and food will be collected. We will also conduct a health screening.

When this is done, you will be led to the cabins where you can settle in and have time to speak to the counselors. We will have activities outside or inside depending on the weather, so you have an opportunity to socialize with other campers and parents.

At 5:00, we will start to have families leave and campers will head to cabins to begin their orientation with counselors.

On the last day of camp, we will be packed and ready to go by 9:30am. Families may park in the parking lot and go to the cabins to collect all their things. Please remember to go to the nurse before leaving to make sure you have all of your medications and to receive any additional information before departure. Our counselors will be with you to make sure you have everything and to listen to any feedback you may have. If you wish to tip our staff you may give them tips directly or leave it with the office.



Early Departure Protocol

Occasionally we may need to send a camper home before the completion of a session. The primary reasons for this may include:

- Medical situation (illness or injury)
- Behavioral situation (disruptive or aggressive behavior that impedes on the program)
- Emergency situation (weather closure or unsafe conditions at the camp)



All decisions are based upon the safety, health and well-being of all campers and staff. These decisions are not made lightly and rely on the collaboration of our Health Director, Program Director and Executive Director. Other members of the leadership team may be consulted as well.

Should a camper be sent home individually, these decisions are made by a committee including the Executive Director, Program Director, Assistant Director, Health Director and primary counselors. A refund will not be issued for any early departures.

Parents will be notified of any concerns prior to the decision to send home individual campers for early departure. Our goal is to keep our campers here and we will reach out at the earliest sign of concern to collaborate on this goal.

Once a decision has been made, calls will be made to the parents for pick up. At that time there will be a meeting to discuss potential re-entry to the program. This may include:

- A doctor's note clearing the camper for return
- Return to a day program
- Return to the program on a modified behavior plan
- Return to a respite program





Activities and Course Descriptions:

- I. Boating/Waterfront**
 - a. Develop skills to include safety in handling small craft (row boats, canoe, kayak, paddleboat)
 - b. Learn to fish and appreciate the aquatics environment.

- II. Pool**
 - a. Gain knowledge in water safety procedures (buddy and whistle system).
 - b. Learn how to swim or improve current swimming skills.

- III. Arts & Crafts**
 - a. Enhance creativity and self-expression
 - b. Stimulate campers with creative experiences which encourage self-expression

- IV. Outdoor Education**
 - a. Increase and develop basic outdoor living skills (setting up tents, use of a map/GPS/compass, study of the surrounding environment, camp fires, first aid/safety, horticulture, fishing)
 - b. Emphasis will be on team-building, cooperation, group problem solving skills and FUN
 - c. Explore the area around us by encouraging “natural” curiosity
 - d. Identification of living things in the environment
 - e. Develop an appreciation for preserving nature and the camp
 - f. Foster an understanding of farm animals and how animals develop

- V. Music**
 - a. Build skills using different instruments
 - b. Expose campers to a variety of different kinds of music
 - c. Express themselves through a mode of music
 - d. Develop knowledge of a variety of sing along songs enhancing teamwork
 - e. Exposure to the process of creating lyrics
 - f. Collaborate with various musical artists
 - g. Explore different avenues for expressing themselves through dance and movement

- VI. Sports and Leisure**
 - a. Encouraging camper interaction through physical movement
 - b. Increase knowledge and understanding of rules and procedures
 - c. Improve tactical knowledge of games and sports
 - d. Enhance participation and engagement
 - e. Increase peer support and accountability
 - f. Understand the value of teamwork and leadership
 - g. Improve problem solving skills

- VII. Leadership**
 - a. Develop own strengths for participating in group situations.
 - b. Develop problem solving skills and take initiative
 - c. Improve listening skills and how to internalize information
 - d. Exposure to influential role models

I. Evening Activities

- a. Allow campers to experience fun through non-competitive activities
- b. Develop an awareness of ones' strength and increase ones' self-image / worth
- c. Develop trust and cooperative skills through team activities
- d. Demonstrate positive attitudes while participating in group activities
- e. Work in teams to solve challenges
- f. Foster creative and critical thinking
- g. Develop teamwork, collaboration and team work skills
- h. Nurture research and inquiry skills
- i. Enhance and apply written and verbal communication and presentation skills
- j. Promote the recognition, use, and development of many and varied strengths and talents
- k. Encourage competence in, enthusiasm for, and commitment to real-life problem solving

II. Free Play

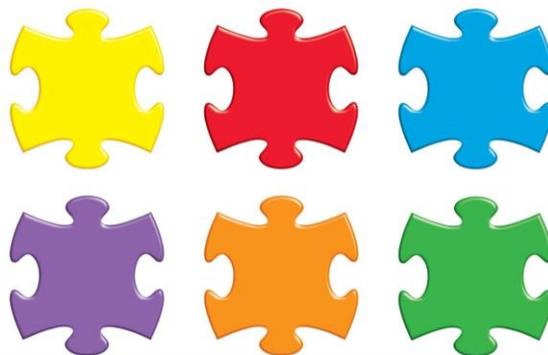
- a. Utilize a basic right (play) as recognized by the United Nations
- b. In a special report on play from 2007, the American Academy of Pediatrics (AAP) outlined a host of payoffs of free play, including that it:
 - i. Allows kids to use their creativity and develop their imagination, dexterity, and other strengths
 - ii. Encourages kids to interact with the world around them
 - iii. Helps kids conquer their fears and build their confidence
 - iv. Teaches kids to work in groups so they learn to share and resolve conflicts
 - v. Helps kids practice decision-making skills
 - vi. Helps children adjust to learning environments (school/camp) and enhance their learning readiness, learning behavior, and problem-solving skills

III. Literacy

- a. Develop a connection between daily life and the importance of literacy
- b. Learn a new word daily and how it connects to their activities
- c. Develop an appreciation for reading by choosing something to read.
- d. Improve letter writing skills by writing to family/friends and thank you letters.
- e. Participate in activities designed to enhance understanding and appreciation of vocabulary related to the activity.
- f. Improve communication with others of differing abilities

IV. Community Service

- a. Develop an understanding of the importance of responsibility
- b. Learn how to "give back" to those who provide.
- c. Understand the importance of every role a person undertakes to sustain life.





Policy

Here are a few policies we have that you should be aware of. If you have any questions or concerns, please feel free to call the office at any time.

- ❖ Electronics, with the exception of communication devices, are not allowed at camp.
- ❖ Please feel free to call us at any time to inquire about your child. We have daily morning reports for each camper. Please note we discourage phone calls to our campers as this tends to create concerns with behavior and mixed messages. We do have emails and message systems through Bunk1 that you can utilize to send messages in addition to mail.
- ❖ As a rule, we don't accept personal aides to accompany our campers unless a prior arrangement has been made with the camp. If you do send your own aide, they will be required to go through a training before working at the camp.
- ❖ You may tip our counselors if you wish to do so. All money is eventually collected in the office for safekeeping so you may give it to them directly or leave it at the office.
- ❖ Campers who are not picked up by 10:30am on the last day will be charged an additional fee. Please inform the office if you are held up or will be late.
- ❖ If you are unable to pick up on the last day and are sending someone in your place, please inform the office and let them know who is approved for pick up.
- ❖ We are not responsible for any personal recreational items that your camper brings.
- ❖ Should there be any concerns regarding behavior or health, we will contact you. It's important that we have your contact information for the duration of camp. If your contact changes, please call the office and let them know.
- ❖ Please read our early departure policy. All questions concerning behavior should be directed to the Executive Director. All questions concerning health or medical issues should be addressed with the Health Director.
- ❖ We do not issue refunds for early departures. Your payment goes to ensure we have enough staff, food and supplies by the time you arrive. Once the session begins, this goes into effect.
- ❖ Campers will sleep on bottom bunks or assigned hospital beds.
- ❖ Please read through our Abuse and Neglect Prevention Plan. In order to comply with best practices, we do not allow staff to be alone with a camper. At all times they are to be within earshot or within the line of sight of other staff, including in the restrooms and cabins.

PHILOSOPHY

“Learning Through Experience”

do
learn
experience
tools
grow
mistakes

The philosophy of the Camp Pa-qua-tuck program is to provide enriched outdoor educational-recreational experiences to campers with special needs. There are no restrictions on admission unless we are unable to provide for the safety of the camper.

Camp Pa-qua-tuck strongly subscribes to the theory of experiential learning, which will be stressed in all situations. Activities are designed to help campers achieve personal growth and success. In addition, direct learning and instruction in various areas (e.g. boating, arts and crafts, nature studies, swimming), form an integral part of the program. We want our campers to learn about the world around them as well as themselves in a safe learning environment.

Staff pursue three major objectives:

1. **Affective Learning** (Improvement of Attitudes and Values)

- increase sense of self-worth and self-confidence
- increase interpersonal communication
- improve group interactions and group harmony
- improve emotional and social growth
- improve attitude toward environment
- increase positive outlook and approach



2. **Cognitive Learning** (Improvement of Knowledge and Skills)

- improve knowledge of the environment
- improve skills in recreation and leisure
- improve skills in small crafts
- improve literacy skills (vocabulary)
- improve problem solving skills



3. **Psychomotor Learning** (Improvement of Physical Fitness)

- increase adaptation to outdoor living
- increase skills in maneuvering outside
- increase athletic skills

Equally important is for campers to have every opportunity to have fun, relax, and enjoy where they are and what they are doing. Camp Pa-qua-tuck, while having a basic structure for events and activities, is responsive to the campers and their needs and wishes as much as possible. We do recognize that more structure and less option is needed by the younger campers. We also feel that older campers must have more voice as they have a greater ability to make appropriate choices and need to learn to do so.

We benefit greatly from listening to our population. The camper's perceptions of the benefits derived from our program activities is of use in future planning for these activities. Their feedback is actively pursued. Concurrently, the impressions and ideas of the staff is sought in order to improve our program. Staffs are the professionals selected to work with our campers. As professionals, they are tapped for their skills, experiences, compassion and understanding of children and young adults in this setting. Finally, feedback from caregivers round out our assessment of the program and our operations.



Medical Policies & Information

Please review the information below to ensure that registration day and your time here at camp runs smoothly.

All medication must meet the following protocols per the Department of Health:

- ✓ Medication must be in their original container
- ✓ All labels must be current with the camper's name, name of medication and dosage.
- ✓ Over the counter medications, including vitamins and supplements must also have a label as well as a doctor's written order.
- ✓ If any doctor's orders have changed since your physical or registering your camper, please have new orders written on your doctor's letterhead with their signature and date.
- ✓ We will not accept pre-poured medication in a pill dispenser. They must be in their original bottles.

On registration day, you will meet with the nurse at our medical cottage to ensure that everything is up to date and in compliance with our policies whether you have medication or not. Make sure there is enough medication for the entire session. If you have any food or drinks for your camper, they are to be brought to the nurses station. Please remember to pick up all medications at the end of each session, we can not hold onto medications if your camper is coming back for another session.

All medications are locked in the medical cottage and overseen by our nurses. No medications are allowed in the cabins, including staff's. Staff are all trained in CPR, basic first aid, transferring, feeding and hygiene practices.

Should there be any concerns regarding a camper's health or any medical incidents, guardians will be notified by the nurse. In addition, if you have any concerns regarding your camper's health, please call the nurse. If there is an emergency, we will contact EMS and arrange for emergency medical treatment. You will be notified immediately if this occurs.

Pertinent medical information (diet, allergies, etc.) will be shared with your camper's counselors, activity leaders and leadership staff. Special diets are monitored by the counselor, medical staff and kitchen staff. Please feel free to call our nursing staff at any time if you are concerned about any dietary needs.





Moriches Rotary Health Camp
P.O. Box 677
Center Moriches, New York 11934
(631) 878-1070 Fax (631) 878-2596



CAMPER'S PERSONAL SUPPLIES

SUPPLIES:

- | | |
|---|--|
| <input type="checkbox"/> Toothpaste and toothbrush | <input type="checkbox"/> Box of tissues |
| <input type="checkbox"/> Brush and comb | <input type="checkbox"/> Deodorant |
| <input type="checkbox"/> Sunscreen | <input type="checkbox"/> Disposable diapers for session
(if applicable) |
| <input type="checkbox"/> Sanitary napkins (if applicable) | <input type="checkbox"/> Bug Spray |
| <input type="checkbox"/> Baby wipes (if applicable) | <input type="checkbox"/> Soap |
| <input type="checkbox"/> Shampoo/conditioner | |

CLOTHING:

- | | |
|---|---|
| <input type="checkbox"/> Pajamas, robe, slippers | <input type="checkbox"/> Bathing suit (2) |
| <input type="checkbox"/> Leisure shoes or sneakers | <input type="checkbox"/> Underwear and socks (8) |
| <input type="checkbox"/> Raincoat or poncho | <input type="checkbox"/> T-shirts (8) |
| <input type="checkbox"/> Rubber pants (if applicable) | <input type="checkbox"/> Flip flops or aqua socks |
| <input type="checkbox"/> Dance attire (1) | <input type="checkbox"/> Sweatshirt and jacket |
| <input type="checkbox"/> Sweatpants, jeans | <input type="checkbox"/> Shorts (8) |

BEDDING:

- | | |
|--|---|
| <input type="checkbox"/> Twin sheet set | <input type="checkbox"/> Pillow and pillow case |
| <input type="checkbox"/> Sleeping bag or blanket/comforter | |

SPECIAL EQUIPMENT:

All eyeglasses, hearing aids, braces, crutches, wheelchairs, walkers, lapboards, workboard, helmets, special eating utensils, etc. should be **CLEARLY LABELED**.

MISCELLANEOUS:

- | | |
|---|---------------------------------------|
| <input type="checkbox"/> Favorite toy or book | <input type="checkbox"/> Water bottle |
| <input type="checkbox"/> Laundry mesh bag | <input type="checkbox"/> Pool Shoes |



***CLOTHES WILL ONLY BE WASHED WHEN NECESSARY,
SOILED AND/OR WET***

PLEASE DO NOT PACK CAMPER'S CLOTHES IN PLASTIC BAGS.

MEDICATIONS:

All medications must be in ORIGINAL PRESCRIPTION CONTAINERS marked with name of medicine, strength and dosage with camper's name. **WE CANNOT ACCEPT MEDICATIONS THAT ARE NOT IN THE ORIGINAL PRESCRIPTION CONTAINER.** All medications must be the same as what the doctor wrote on the physical or we **must** have a doctor's script, this includes if there is a change in dosage. Please bring **NO MORE** than a 10-day supply of medication for your child's stay at camp.

It is also important that you write your child's name in PERMANENT MARKER on all clothing and items brought to camp. Please do not bring non assistive electronics to camp.

Campers reside in cabins with staff. They have a twin sized bed and space under the bed for all of your things.

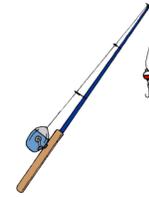
Thank you for your help and support in making Camp Pa-Qua-Tuck a place where Summer is for Everyone.

Camp Pa-Qua-Tuck will not be held responsible for lost items.





PERSONAL BELONGINGS POLICY



Campers are not allowed to bring electronics to camp due to the high level of activity provided, there is the risk of damage or loss to these devices. In addition, it should be noted that wifi service is sparse.

Camp Pa-Qua-Tuck provides an environment free of all phones and computers to allow time for “vital engagement.” The activities require that campers use all their senses and stretch their capabilities so they develop meaning to what they are doing.

Pagers/cell phones will be collected on registration day should a camper and their parents wish to leave these devices at the camp. They will be locked up in the director’s office. Should a camper need to call home or get in touch with someone, they may use other communication devices that are available such as the phone, email (internet), fax and Video Phone.

Campers are encouraged to interact with each other and enjoy the benefits of being at Camp Pa-Qua-Tuck instead of using electronic games and devices. This policy is designed to enhance everyone’s enjoyment while at camp.

Personal sports equipment such as fishing poles, baseball bats, gloves, balls, and other equipment are allowed. We will keep potentially dangerous items (fishing poles, etc.) in the camp office or designated area. However, Camp Pa-Qua-Tuck is not responsible for these items.



Please leave us at home
and have a great time
at Camp Pa-Qua-Tuck!
We'll be here when you
get back!



The following forms are to be filled out and returned in order to ensure you are registered properly:

- All requested medical forms and information on CampDoc
 - Camper information
 - Addresses
 - Phone numbers and email
 - Emergency Contacts
 - Information regarding:
 - Level of independence
 - Assistance required
 - Social and emotional behavior
 - Likes and Dislikes
 - Medical and Health needs
 - Communication skills
 - Sign and acknowledgement of releases and waivers
- Copy of your insurance card
- Tuition paid

On registration day, please bring all medications in their original container. There is a packing guide in this packet that will help you determine what to bring.

Attendance is important. Please contact us if your child will not attend camp, so we may invite someone from our waiting list to attend our program. Enrollment is on a first come, first served basis. Any concerns or questions with registration, please contact the office. Once your camper has started camp, there will be no refunds.

Emergencies

IT IS CRITICAL THAT WE HAVE UP TO DATE INFORMATION IN CASE THERE IS AN EMERGENCY! The camp needs to be notified if there is a change of address, phone numbers or emergency contacts. We will contact you in case of an emergency or if there any concerns ie: behavior, illness or injury. You can update this information in CampDoc or call the office.

Pick up and Drop Off Changes

If you will not be picking up or dropping off and are sending someone else in your place, please notify the office and let us know who is approved for this task.



Summer 2020



JUNE						
Sun	Mon	Tues	Wed	Thur	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
	Session 1 - ALUMNI WEEK 21+					
14	15	16	17	18	19	20
	Session 2 - ALUMNI WEEK 21+					
21	22	23	24	25	26	27
	Session 3 - Ages 16-21					
28	29	30				
	Session 4 - Ages 6-15					

AUGUST						
Sun	Mon	Tues	Wed	Thur	Fri	Sat
						1
2	3	4	5	6	7	8
	Session 9 - Ages 16-21					
9	10	11	12	13	14	15
	Session 10 - Ages 21-50					
16	17	18	19	20	21	22
	Session 11 - Ages 16-21					
23	24	25	26	27	28	29
	Session 12 - Ages 6-15					
30	31					

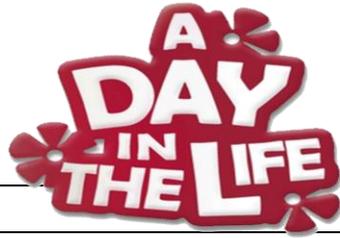
JULY						
Sun	Mon	Tues	Wed	Thur	Fri	Sat
			1	2	3	4
			Session 4 - Ages 6-15			
5	6	7	8	9	10	11
	Session 5 - Ages 16-21					
12	13	14	15	16	17	18
	Session 6 - Ages 21-50					
19	20	21	22	23	24	25
	Session 7 - Unavailable					
26	27	28	29	30	31	
	Session 8 - ALUMNI 21+					

This is our summer schedule for 2020. We are excited to announce that registration will open in **JANUARY** through CampDoc. Stay tuned on Facebook and our website for more information. Tuition is \$1050 per week.

631-878-1070 - Office

campaquatuck@optonline.net

www.campaquatuck.org



<u>Time</u>	<u>Activity</u>	
6:45	Rise and Shine	We wake up and get ready for a great day!
	Cabin Inspection	There's no question that a tidy cabin has many advantages. Clean clothes are easier to find and it's healthier living in a pleasant environment. We teach our campers to be responsible for making their own beds and keeping their own belongings tidy and dry to the best of their ability. This is a total group effort.
8:15	Med Call and BREAKFAST	Campers go to the medical cottage for medication and have a healthy breakfast to start their day. We eat in the T building which has two dining areas. Meals are served family style for most meals, some are served buffet style. We sit with our cabins. There is always a community table that has salads, fruit, water and a choice of beverages.
9:00	Flag	We use this time to raise the flag and participate in a flag raising ceremony. PA announcements occur during this time as well.
9:15	First Activity	Cabins will rotate to each activity area with their people. Activities include: Outdoor Education, Sports & Leisure, Music, Arts & Crafts and Aquatics.
10:00	Second Activity	
10:45	Third Activity	
11:30	Fourth Activity	
12:15	LUNCH	We have lunch and discuss our day.
1:00	Inspection Report and Trading Post	Inspectors will share their cabin reports and cabins will go to the trading post for "dessert" based on cleanliness of their cabins.
1:15	Fifth Activity	One last activity before rest hour!
2:15	Rest Period	This is our time to rest in our cabins. Campers are encouraged to play quiet games, write, draw, read, nap or pamper themselves.
3:15	Free Play	Campers choose from a wide range of activities meant to encourage socialization and play. This includes time at the pool, playground, basketball court, sensory garden, Gaga and picnic area activities.
4:30	Return to Cabins	Time to clean up and get ready for dinner and evening activities.
5:15	Flag	Campers are encouraged to join us to take down the flag for the day.
5:30	DINNER	We often have local rotary clubs come and make us dinner. Our kitchen staff make sure special meals are available as well.
6:30	Evening Activity	A special event that brings us all together for an evening of fun! Campfires, pool parties, dance and awards are just a few!
8:15	Social Time	Time to socialize and wind down from the day.
9:00	Med Call Return to Cabins	Additional time allowed for the excitement of an evening activity to gradually wear off and to prepare for bed.
10:00	Lights Out!	Time for a good night's sleep!
11:00	Alarms on	All cabins will be alarmed until 7am.

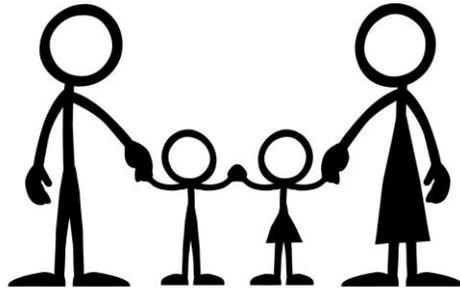
Camp Visitation

ALL VISITORS (INCLUDING PARENTS) MUST REPORT TO THE OFFICE IMMEDIATELY UPON ENTERING THE CAMP GROUND.

Immersion is an important part of the camp experience. Therefore parents are discouraged from visiting Pa-Qua-Tuck unless it is necessary to meet with the Camp Director or deliver items for the camper. Appointments with the Camp Director must be made at least a day in advance.

If it is necessary to deliver items to camp, please label and leave items in the office. Camp activities will not be interrupted.

Parents with questions or concerns should feel free to call or email us at any time.



To send your child mail, please use the following address



Camp Pa-Qua-Tuck
Child's Name
PO Box 677
Center Moriches, NY 11934

To send a package or look for us through GPS, please use the following address:

Camp Pa-Qua-Tuck
Child's Name
2 Chet Swezey Rd
Center Moriches, NY 11934





Thank you for reading through the camper handbook. This camp would not be possible without the generosity of the Moriches Rotary, Paquatuck Squaws, Board of Directors, Patrons and many generous donors.

We would also like to thank YOU for enrolling at Camp Pa-Qua-Tuck. It truly takes a community to make this camp successful and we couldn't do it without you and all the campers we have cared for over the years.

Here's to many more safe and successful summers at Camp Pa-Qua-Tuck, "where summer is for everyone."