



# **Parent Handbook**

Dear Parents,

Welcome to Camp@HamptonRacquet 2016,. We are excited with all that is the offing for the upcoming summer season. We are pleased to announce that Shawn Ward and Sonja Becker are teaming up as Co- Directors along with me to insure that this will be our best Summer yet!

Enclosed is a copy of our 2016 Parent Handbook . Camp officially commences on June 27<sup>th</sup> at 8:45AM. We will be holding a MEET and GREET on Saturday June 25<sup>th</sup> as a means for Campers to meet our Staff and other campers. Additionally, campers will receive a camp T-Shirt, cubby assignment, house keeping notes, and familiarize themselves with our campus. We will also have a BBQ to say both “thank you and hello” as well as answer any questions you may have regarding camp and Hampton Racquet in general.

I want to take this opportunity to “Thank you” for sharing your most precious gifts with us, we are honored to have them and pledge to give them a summer to remember.

Please feel free to reach out to me personally with any and all questions.

All my best,

John Graham

Hampton Racquet Director

# **Camp Information**

Hampton Racquet @ Green Hollow  
172 Buckskill Rd  
East Hampton, NY 11937  
Phone: 631-324-0297  
Email: Admin@hamptonracquet.com

Hampton Racquet is committed to providing a safe, healthy and orderly Summer program environment to all campers registered and attending Hampton Racquet.

Campers participate in groups at Hampton Racquet and are expected to follow the norms of group behavior.

1. It is the camper's responsibility to stay with their designated group
2. It is the camper's responsibility to take part in all activities
3. It is the camper's responsibility to be respectful toward their peers, counselors, camp director and any other member of Hampton Racquet
4. It is the camper's responsibility to be respectful of their environment during the Summer camp hours (using supplies and materials correctly, playing correctly, riding in the van correctly)
5. It is the Hampton Racquet Staff responsibility to aid and guide the campers to fulfill their responsibilities

## **Hours of Service**

Racquet Hampton is open to the public from Monday through Sunday 8am – 8pm.  
Our Summer Camps start on June 27<sup>th</sup> and will run all the way to August 19<sup>th</sup>.  
Please check our website for more information for each individual camp.

# Sample Schedule for Summer Camp at Hampton Racquet @ Green Hollow

## Rising Stars and Shooting Stars

- . 8:45AM Drop off commences (Please be prompt, so your child will not miss out on any activities)
  - Free Play as we get ready for the day's activities
  - Camp assembly – Campers receive group assignments
  
- . 9:15 AM Session ONE – Campers will proceed to their first activity
  
- . 10:15 AM Break Time - Snacks and Hydration
  
- . 10:30 AM Session TWO - Sport or Activity
  
- . 11: 30 AM Group Games - Match play- Free Play- Camp Dance
  
- . 12:00 PM Lunch
  
- . 1:00 PM Half Day Campers depart  
Afternoon Session Begins
  
- . 1:15 PM Art Classes (Chess Instruction, Afternoon Trips, Sport of the Day, Swimming)  
Match play (Soccer, Basketball and more....)
  
- . 2:00 PM Afternoon Snack- Trivia Time - Challenge of the Day
  
- . 2:20 PM Free Play – Art - Dance or Sport Classes/ Water World  
(Activities Vary by the day)
  
- . 3:00 PM Group Games- Songs - Board Games- Sports  
Challenges - Free Play in the game Zone
  
- . 3:45 PM Afternoon Dismissal Begins

## Sample Schedule for “FIVE Star” Tennis Camp At Hampton Racquet @ Green Hollow

- 8:45 AM Drop off commences - Campers Check-In
- 9:00 AM Players receive Court Assignments
- 9:15 AM Demonstration of Stroke and Tactic of the day
- 9:30 AM Morning Drills - some groups will begin with Fitness Class
- 10:30 AM Break time - Nutrition and Re-Hydration
- 10:45 AM Resume Drills - Fitness Class - and Cross Training
- 12:00 PM Campers gather for group games/ Serves and Returns
- 12:20 PM Lunch
- 1:00 PM Match Play - Video Analysis - Live Ball Drilling
- 2:15 PM Afternoon Break – Nutrition and Re-Hydration  
Tennis and Sports Trivia
- 2:30 PM Group Games - Play the Pros - Tennis Challenges
- 3:00 PM Private instruction available -  
Players will review aspects of Stroke and Tactic of day
- 3:45 PM Pick-up commences
  - Schedule will accommodate weekly Inter-club matches
  - Weekend Match Play Series available all summer
  - Players encouraged to play in all local USTSA Tournaments
  - Look for After Camp Events and Special Nights

## Sample Activity List at Hampton Racquet @ Green Hollow

Arts and Crafts  
Dance  
Creative Athletic Movement  
Chess  
Yoga and meditation  
Martial Arts  
Presidential Fitness  
Lego Club  
Soccer  
Snag Golf  
Quickstart Tennis  
Basketball  
Group Games  
Swimming  
Free Play  
Gardening  
Music

*We will also have special events that we will announce*

### **Pick Up Time**

No child will be released to anyone other than his/her own parent without written permission from the parent. Please send your child to camp in the morning with a note granting another parent, babysitter, or grandparents permission to pick up your child.

# Emergency Procedure

The following emergency procedures are the policy of the Hampton Racquet Club.

## **Medical Emergency Procedure:**

In case of an accident, our full-time Directors will be the first on the scene to determine the severity. If needed, the East Hampton Ambulance will be notified, as well as the East Hampton Police. Parents will then be called. WE DO NOT administer any medication and our First AID is limited to band-aids and ice packs. If an ambulance is not needed we will contact the emergency numbers stated on the camper's medical card.

The facilities used for medical emergencies are:

*Southampton Hospital*  
240 Meeting House Lane  
Southampton, NY 11968  
(631-726-8200)

*Wainscott Walk-In Clinic*  
83 Wainscott NW Rd, Wainscott NY 11975  
(631-537-1892)

*East End Pediatrics*  
200 Pantigo Pl #E, East Hampton, NY 11937  
East Hampton  
(631-324-8030)

## **Illness and Injury Reporting:**

The camp directors will make all reports of illness and injury to the local health department, and then be in touch with the proper officials. The camp director is responsible for reporting all cases of child abuse to the authorities.

Reportable incidents include:

- Camper and staff injuries or illnesses, which result in death or require resuscitation or admission to a hospital.
- Camper injuries to the eye, head, neck or spine, which require referral to a hospital or other facilities for medical treatment.
- Injuries where the camper sustains second or third degree burns to 5% or more of the body
- Camper injuries that involve bone fractures or dislocations
- Lacerations sustained by a camper which requires sutures
- Camper physical or sexual abuse allegations
- Camper and staff illness suspected of being water, food or airborne or spread by contact

In the event of any of the above-mentioned incidents, the Camp Director/Club Representatives will contact the health department.

### **Rain Days:**

In the event of rain the “Five Star” camp will be cancelled and will be rescheduled for a “make-up” session on a Saturday afternoon.

All other summer programs will be held as usual.

### **Emergency Closings:**

All camp closings will be announced on **WLNG FM 92.1** and **WEHM FM 96.9**.

If the camp is to close for any weather reason, please listen to the above Radio stations in the morning. If the camp is to close for any other reasons, notices will be sent home at the end of the day. If an immediate emergency closing must take place during camp hours, the camp directors will start a phone chain off of the group telephone lists. Parents will be asked to assist the directors in making phone calls in order to facilitate the process.

### **Lightning Risk Assessment:**

Weather conditions are monitored by the camp directors, assistant director, certified pool operator, and head of maintenance. The weather will be monitored using updated technology such as the [Internet](#) and [weather.com](#) or [news12.com](#). In addition the weather would be checked by radio to additionally monitor storm activity. In the event of a lightning storm, all campers would be moved inside the club building to wait out the storm. The first order of business would be to get the swimmers out of the pool and then make sure that everyone has made it safely inside

If a lightning storm occurred while a group of campers was on a field trip they would follow the pattern of the storm by first seeking shelter at the trip sight. If no safe sight is made available to them, then they can wait out the storm in our vans and return to camp when weather conditions deem it okay to drive. Counselors are trained during orientation to remain calm, assemble their groups, and count heads before leaving a trip sight or seeking cover for a storm. Of course, if a severe storm is predicted for the same day as a planned field trip, the trip will be postponed to a day without a weather threat.

If outdoor activities are cancelled by a storm, campers come inside the club facility where games, books, toys and movies are made available to them. Also indoor activities such as music, dance and swimming pool, sports fields and tennis courts are off limits during serious weather conditions.



**Safety:**

Safety is a high priority at Hampton Racquet Club. We would like to reassure all parents that the children are using the Buddy System throughout all phases of camp. The counselors will call roll at the beginning and end of each period. Campers will walk from activity to activity in a straight and orderly fashion with one counselor leading the line and another counselor bringing up the rear. Campers are not allowed to leave the group to go to the bathroom or for any other reason without a counselor present.

In case of an emergency there are specific procedures that have been outlined in our camp plan.

<b><u>LOST CAMPER:</u></b>	Order of command:	Head Counselor/Counselor
	Director	
	Police	
	Parent	

<b><u>LOST SWIMMER:</u></b>	Order of command:	Head Counselor/Counselor
	Lifeguard/WSJ Instructor	
	Waterfront Director	
	Director	
	Police	
	Parent	

<b><u>ACCIDENT :</u></b>	Order of command:	Head Counselor/Counselor
	Director	
	Ambulance	
	Parent	

**Fire Drills:**

Two Fire drills are required each summer. The first one will occur within the first 48 hours of opening of camp. The procedure is as follows:

A designated sound will be heard, and all Head Counselors will gather their groups together and take a head count. After the total count, all groups are to proceed quickly and orderly in a straight line across the field to the South side of the property. When the area is declared safe, a second sound will be heard and groups may proceed back to the activity area. In the event of a real fire all groups would proceed across Buckskill Rd to the other side of the road. The Director and administrative staff will stop the traffic to permit the children and counselors to cross the highway safely.

### **Waterfront Program:**

The pool program at Hampton Racquet Club is an important part of our summer. We strongly believe that living in a waterfront community, children should be aware of the dangers, as well as the awareness and basic skills. Our waterfront staff assesses each child during the first week of camp to make sure they are grouped according to their abilities and taught at the appropriate levels. The program is designed for instruction. There is no diving allowed in our pool. Water wings and bubbles are used to distinguish non-swimmers from swimmers. The buddy system will be in effect every day to help ensure safe swimming. Weather permitting; children will be swimming daily.

### **Buddy Check:**

The waterfront staff has a detailed notebook kept on a clipboard that includes the full name, swim ability, camp group, and swim buddy of each camper in the camp. The duration each camper is attendance at the camp is noted in this notebook as well. Buddy checks take place in the camp pool every fifteen minutes. The counselor to camp ratio in the pool is at least 1:6 at all times and there is one lifeguard for every 25 campers in the pool at one time. The lifeguard calls buddy checks by blowing his/her whistle two times and calls out "buddy check". At this point all campers who are in the water have already paired with a buddy, prior to entering to pool area. Each camper's buddy must be of similar swim skill ability. Attendance is taken before entering and leaving the pool area. Buddies are noted on the attendance sheet to ensure the highest level of safety. When buddy check is called the campers find their buddy, grab hands, and raise to the clasped hands into the air. Both the lifeguard and the counselors' count to make sure all campers are accounted for. Then the lifeguard blows the whistle again, and swimming can resume. The camp does not allow triple buddies and in the event of an absent camper a child will be paired with a counselor as a buddy for the day.

When a camper has to use the bathroom during swimming that camper must let their counselor and the lifeguard know they are leaving the pool. The camper's buddy must be assigned a counselor as a swim buddy until the camper returns from the restroom. A counselor will accompany that child to the bathroom or nurse and upon the child's return to the pool counselors, the lifeguard and the child's swim buddy will be notified of the return.

### **Lost Swimmer Plan:**

If the buddy check fails to produce a camper the pool must be immediately evacuated and the water is checked for the camper. Also one counselor will be sent out to notify the director, in order to start searching the bathrooms and the entire campgrounds. The remaining counselors will sit with their group by the side of the pool and await instructions on how to next proceed.

# **The Hampton Racquet Club @ Green Hollow Camp Menu 2016**

**Snacks:** • Fresh fruit with snack: pirates booty, popcorn, pretzels, crackers, nut free granola bars hot

## **Lunches (schedule to be announced):**

- Chicken nuggets
  - Fish sticks
  - Grilled cheese
  - Mac and cheese
- Breakfast for lunch (pancakes or French toast)
- Sandwiches (turkey and cheddar, or ham and swiss)
  - Every lunch served with fresh veggies

## **In addition of Meal of the day we offer these as backups everyday:**

- Bagels with cream cheese, butter, or sun butter and jelly
- Sandwiches (turkey and cheddar, or ham and swiss)
  - Chicken nuggets
  - Fish sticks
- Cheese sandwiches

## **Afternoon snacks:**

- Ice cream
  - Ices
- Fresh fruit

## Permission Slip 2016

I, \_\_\_\_\_, hereby GIVE permission for my child(ren), \_\_\_\_\_ to participate in all camp activities: including off-site programs and camp trips.

Parent / Guardian's Signature

\_\_\_\_\_ Date: \_\_\_\_\_

### Permission Slip – For Kayaking/Paddle Boarding

This activity is provided for age groups of 8 and up only. Your signature on the following permission statement is required for your child to participate in kayaking or paddle boarding. Be assured that all required safety equipment, including life jackets, will be provided and that your child will be closely supervised. Any camper over the age of 8 must have this portion of the permission slip completed.

I, \_\_\_\_\_, state that my child, \_\_\_\_\_  
Has permission to participate in kayaking/paddle boarding as part of the camp activities.

Parent / Guardian's Signature:

\_\_\_\_\_ Date: \_\_\_\_\_

### Photo Release

The purpose for this is for flyers, the camp website, camp advertisements and any other publicity for the camp. Names will not be used and photographs will only be used for camp purposes.

\_\_\_\_\_ I give permission for my child to be photographed by Hampton Racquet.

\_\_\_\_\_ I do not give permission for my child to be photographed by Hampton Racquet.

Parent / Guardian's Signature:

\_\_\_\_\_ Date: \_\_\_\_\_

### Sun Block Release

\_\_\_\_\_ I give permission for sunblock to be applied to my child by counselors at camp.

\_\_\_\_\_ I do not give permission for sunblock to be applied to my child by counselors at camp.

**Pick up Permission**

I, \_\_\_\_\_ give permission to

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

to pick up my child/children \_\_\_\_\_  
from camp.

\_\_\_\_\_  
(Parent Signature)

Date: \_\_\_\_\_

**Bus Transportation Form**

I, \_\_\_\_\_ would like my child \_\_\_\_\_  
(print parent name) ( child's name)

to take the Hampton Racquet shuttle to / from camp  
(circle one/or both)

- ALWAYS \_\_\_\_\_
- AM/PM ONLY \_\_\_\_\_
- DATES \_\_\_\_\_

Parent Name: \_\_\_\_\_

Child's Name: \_\_\_\_\_

Local Address: \_\_\_\_\_

\_\_\_\_\_

Phone #: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_

Emergency Contact #: \_\_\_\_\_