



Parent Handbook

**Pre-Summer Camp 2019 officially kicks off June 24 (half days)
Full day Camp will start July 1st - August 23rd**

Camp Information

Hampton Racquet @ Green Hollow
172 Buckskill Rd
P.O. Box 11 18
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 Camp starts on June 24th and will run all the way to August 23rd.
Please check our website for more information for each individual camp.

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 & All Star" camp will be cancelled and will be rescheduled for a "makeup" 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 director's, 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.

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

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

<u>ACCIDENT :</u>	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.