



**Parent Handbook
2011**

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From the Director

Welcome to 2011 Hi-Hills Camp at Gill St. Bernard's. Our goal is to provide the best day camp experience possible for your children. To help us prepare for the camp season we ask that you read through this publication carefully. It will provide you with a wealth of information about your child's stay with us this summer. Most questions that parents ask are answered herein. If you have any additional questions or concerns please contact us in the camp office.

Cindy S. Wyatt
Summer Programs Director

Camp Contact Information

Hi-Hills Camp at Gill St. Bernard's
P.O. Box 604
Gladstone, NJ 07934

Camp Office: (908) 234-0067
Fax: (908) 234-0045

Email: hihills@gsbschool.org
Website: www.hihills.com



Who's Who?

Cindy S. Wyatt, *Director of Summer Programs*

Cindy works full time for Gill St. Bernard's. Previously she was the Athletic Director and Director of Summer Programs at the Wardlaw-Hartridge School in Edison, NJ. Cindy is a graduate of Rhode Island College.

Aaron Gratch, *Assistant Camp Director*

Originally from Berkeley Californian, Aaron attended Marshall University in West Virginia and transferred to Caldwell College in New Jersey to finish his degree. Aaron currently attends Seton Hall University grad school and will be finishing his MBA later this year. During the school year, Aaron is the head varsity girl's basketball coach, while in the summer he serves as Director of Transportation and oversees the financials for Summer Programs at Gill St. Bernard's School.

Mary Clare Kubicz, *Director of Kinder-Camp*

Mary Clare received a B.S. in elementary education from Seton Hall University. She holds certifications in early childhood, family living and social work. She received her Masters in guidance and counseling from Kean University.

John Crown, *Upper Bunks Supervisor*

John is entering his 18th year on the Hi-Hills staff. He has a B.A. in History from Kean College and a Masters in Education from Mary Grove College. He teaches Social Studies at Pequannock Township High School where he also coaches middle school basketball and high school baseball.

Donna Butler, *Lower Bunks Supervisor*

Donna has been a teacher at Gill St. Bernard's School for 16 years. She teaches Latin and oversees the school yearbook. Her education includes degrees from Allentown College of St. Francis de Sales and St Peter's College.

Kyle Kirst, *Special Programs Supervisor*

Kyle is a Social Studies teacher at Hanover Park High School where he also serves as girl's basketball coach. Kyle coaches lacrosse as well as many town REC teams, and is looking forward to his 4th year at camp.

Jim Bennett, *Director of Teen Travel*

Jim is entering his third season at Hi-Hills. He has a Masters Degree in Secondary Education from Queens College and has been a high school history teacher for the past 13 years.

Lorraine Cunniberti, *Camp Administrator*

This is Lorraine's 15th summer at Hi-Hills. She recently retired from Mt. Olive Middle School after 22 years as a special education classroom assistant. Lorraine is the familiar voice and face that parents have come to rely on.

Jeff Swinson, *Director of Security*

Jeff will be entering his fifth year as the Director of Public Safety at Gill St. Bernard's School in the fall. He received a B.S. in Health and Physical Education from East Stroudsburg University and his Masters Degree in Administration and Supervision from Rider University. He worked for 33 in public education before retiring as an administrator in the Roxbury School District.

Mark Your Calendars

- First day of camp: June 27, 2011
- Holiday: Monday, July 4th – NO CAMP
- Camp Picture Days: July 19th (Please have campers wear their camp shirts). Retakes and make-ups will be taken August 9th.
- Parent Luncheons: July 21st and August 12th
- Kinder-Camp Garden Parties: July 21st and August 15th.
- Last day of camp: August 19, 2011

Camp Hours

Camp hours are from 9:00AM to 4:00PM, Monday through Friday. Busses are scheduled to arrive at camp at 9:00AM and depart from camp at 3:55PM.

Extended Care hours:

Before Care: 7:30-9:00AM (drop-off in Cox Lower School Building)

After Care: 4:00-6:00PM (pick-up in the Athletic Center)

The camp office hours are from 7:30AM to 6:00PM, Monday through Friday. Messages can be left 24 hours a day.



Philosophy

At Hi-Hills, the emphasis is on overall development. In a relaxed atmosphere, campers are encouraged to explore a wide variety of activities. Our varied programs are planned to meet the needs of each age group from 3 to 14. Instruction is provided with attention to each youngster as an individual. Creativity and expression are encouraged as well as self-improvement in physical activities.

Campers are helped to develop environmental awareness and learn to appreciate their natural surroundings on our 73 acre campus.

Although camp is a learning experience in many ways, we also believe it is a place where children should just be able to have some plain, old-fashioned fun!

Goals

One general goal of the camp is to help campers develop and grow in accordance with the camp philosophy. Some of the specific program objectives are:

- Swimming – Each camper progress as far as possible in accordance with Red Cross swim skills.
- Tennis – Each camper progresses as far as possible in accordance with U.S.L.T.A. tennis skills.
- Dramatics – Each camper participates in at least one presentation before the camp.
- Arts and Crafts – Each camper receive instruction in various media and compiles their own portfolio during the summer.
- Nature – Each camper improves his awareness of and respect for the environment.
- Citizenship – Each camper is encouraged to contribute something for the betterment of the camp.
- Athletics – Each camper develops basic sport skills in a non-competitive environment that fosters self-esteem and confidence.
- Sports Mini-Camps – Each camper can opt for concentrated sport skill instruction beyond the normal camp experience.
- Teen Travel – Older campers have a two or three day-a-week travel experience in variety of activities outside the regular camp program.

Communications from Camp

The camp publishes a bi-weekly, camp-wide newspaper describing the news and events at camp. Section supervisors will also send home periodic newsletters to keep parents informed of what goes on at camp. These publications will be distributed via email. To insure their prompt distribution, please make sure that the camp office has a current email address on file. If you did not receive our pre-camp newsletter by email we need to update your email address. Email us at hihills@gsbschool.org and we will make any corrections required. The Camp Newspaper will also be posted on our camp website www.hihills.com. If you prefer a paper copy, please let us know and we will be happy to mail you one.

Photos taken at camp will be posted to the photo gallery in the “Parent’s Section” of the website. Please be aware that all pictures remain the property of Hi-Hills Camp and may not be used for any commercial purpose.

After camp, a survey will be mailed to each family. Please be sure to fill out the questionnaire to let us know your opinions. If you have suggestions or criticisms, please do not hesitate to let us know in the camp office at anytime. Your input is necessary for us to provide the best programs possible.



Dress for Fun

- Play clothes should be worn. No camp uniform is required.
- A camp shirt will be given to each camper. Campers are expected to wear the shirt on picture day and on any trips out of camp. Extra shirts are available in our camp store.
- Two swim suits and two towels should be sent every day, rain or shine, in a waterproof bag.
- All clothing, swim suits, towels, and bags should be clearly marked or labeled with your child's name.
- In order to safely participate in sports and tennis, campers must have sneakers with them every day. Open-toe shoes or flip-flops are OK to wear to the pool.
- Please make sure that t-shirts and bathing suits are "camp appropriate." Please, no excessively skimpy clothing or shirts with references to sex, drugs, or alcohol.
- If participating in horseback riding, campers must have long pants and closed-toe shoes (sneakers OK). A riding or bike helmet is required. The camp does have some helmets to lend to campers who do not bring one.

Lunch

Daily lunch is provided at camp in our catered dining hall. Please make us aware of any food allergies or limitations for your child. Each day, there is a hot entrée as well as self-serve salad and sandwich bars. Counselors assist and supervise the campers to ensure that a healthy lunch is eaten every day. A snack is also provided at the end of the day, before assembly and departure.



Equipment Suggestions

- Tennis racquets, fishing equipment, and other sports equipment will be provided by the camp. Baseball gloves may be brought from home (please label with the camper's name).
- Water toys, fins, snorkels, masks, tubes, etc. are not permitted in the pool. However, goggles are suggested by the swim staff for instruction.
- CD players and radios are not permitted, except for use in special programs. The use of handheld game systems and personal music devices is limited to the bus; any personal electronics are not allowed to be used during the camp day. The camp is not responsible for lost, damaged, or stolen equipment.
- Please do not send personal toys or collector cards (e.g. Magic, Yu-gi-o, Pokemon, etc.) to camp.
- **Cell Phones:** We strongly recommend and encourage that your child does **NOT** bring a cell phone to camp. If a cell phone is brought to camp, it is expected that it be off and in a bag or backpack. Children will not be allowed to use phones for recreational purposes. Use of the phone will be monitored by staff, and we ask that parents do not use the phone as a way to talk to their child throughout the day. The camp is not responsible for lost, damaged, or stolen phones. If you need to get a message to your child while he or she is at camp, please call the camp office at (908) 234-0067.
- Pocket knives are not permitted at anytime.

Camper Attendance

Attendance is taken several times throughout each camp day. Please be sure to sign in any late arriving camper at the camp office in Perch House. A camper leaving early **MUST** be signed out in the camp office. It is very important that we are aware of your camper's whereabouts at all times. Please call the office if your child will not be in camp.

Transportation Information

Bus Safety

Avoid the Danger Zones!

To be safe when they travel to and from Camp, follow these simple safety rules:

AT THE BUS STOP:

- Always walk to the bus stop. Never run.
- Walk on the sidewalk. If there is no sidewalk, walk on the left facing traffic.
- Always go to the bus stop about five minutes before the bus is scheduled to arrive.
- While at the bus stop, wait in a safe place away from the road. Do not run and play while waiting.
- Never speak to strangers at the bus stop and never get into a car with a stranger.
- Wait for the bus to arrive, watch for red flashing lights and the stop sign to be extended, and cross only when all traffic has stopped. Look left, right, and left again before crossing.
- Always remain 10 steps away from the bus to be out of the "Danger Zone" and where the driver can see you. Always cross the street in front of the bus. Never go behind the bus.

ON THE BUS:

- Go directly to a seat. Remain seated and facing forward for the entire ride.
- Talk quietly (so the driver will not be distracted).

- If you need to talk to the bus driver: wait for the bus to stop, raise your hand, and call the driver's name.
- Never throw things on the bus or out the windows. Never play with the emergency exits.
- Keep the aisles clear at all times.
- If there is an emergency, listen to the driver and follow instructions.

EXIT THE BUS:

- When getting off the bus make sure you walk (not run) three more steps away from the door. This is the best place to be around a bus. Stay away from the bus wheels and watch out for moving cars!
- Once you get off the bus, go straight home so an adult will know where you are.
- Only get on and off the bus at your designated stop. If you need to get off the bus somewhere else, you will need to have a note from your parents.
- If you leave something on the bus, never return to the bus to get it. The driver may not see you come back and they may begin moving the bus. Also, if you drop something near the bus, tell the bus driver before you attempt to pick it up, so they will know where you are.



Bus Transportation

You will receive an estimated bus schedule before camp begins by mail. Campers must be ready at least 5 minutes before pick-up time. The bus is scheduled to arrive in camp between 9:00-9:10AM. Assembly begins at 9:20AM. In the afternoon, the buses depart camp at 3:55PM. If your child needs to leave camp early for any reason, please advise the office by 3:30PM to avoid confusion. In the event that buses are delayed for more than 15 minutes or an emergency occurs, parents will be notified by the camp staff. Bus counselors and bus drivers are provided with an emergency contact list for all campers on their bus.

Own Transportation

Morning Drop-off at the Lower School - (Cox Lower School Building):

Please enter the parking area next to the gymnasium. The white sign reads "Lower School" and "Athletic Center." Proceed toward the tennis courts and stay right to follow the driving lane. You will arrive outside the Lower School entrance.

Please form one line and wait for any cars in front of you to finish dropping off their campers before driving forward. This will guarantee both the camper's safety and that all campers are dropped off directly in front of the entrance. Camp staff will be there to greet campers and help them out of the car. Please do not pass buses as they are unloading.

Afternoon Pick-up at the Gymnasium - (Athletic Center)

Please enter the parking area next to the gymnasium. The white sign reads "Lower School" and "Athletic Center." Make your second left into the first parking lot. Please move forward to the cones. Please make sure the counselor checks each name off the list before departing. Campers will not be allowed to enter their car unless the car has pulled up to the curb beside the pavilion or a parent/guardian has parked and walked up to the pavilion. Pick-up is at 4:00PM. Any camper not picked up by 4:10PM will be brought to After Care.

Please follow these procedures as we do not want campers walking unaccompanied through the parking area.

Before Care (before 8:45AM)

Please park near the Lower School entrance. Before Care is located in Evan's Hall through the main entrance and to the right of Cox Lower School Building. Every camper must be signed in. Before Care begins at 7:30 AM.

After Care (after 4:10PM)

Please enter the parking area next to the gymnasium. The white sign reads "Lower School" and "Athletic Center." Campers will be inside the Athletic Center. If you need assistance, please go to the camp office. After Care ends at 6:00 PM. Please notify the camp office if you are running late.



Health and Safety

The nurse's office is located in Cox Lower School Building, straight down the hall from the main entrance. The nurse's phone number is 908-234-1611, ext. 249.

In order for our staff to provide each camper the best care, no camper will be allowed to attend camp without an up-to-date health form.

Please contact the camp office if you need additional copies or download them from our web site

(<http://www.hihills.com/parents.htm>). Please note that different forms are required for Day Campers, Teen Travel, and Staff.

Medication Policy

If a camper requires medication, either prescription or over-the-counter, the parents must bring the following to the camp nurse:

(Forms are available from the nurse or camp office)

- Written orders from a physician giving the name of the drug, dosage, when medication is to be taken, diagnosis and/or reason the medication is given.
- Written permission from the parent and/or guardian for the camp to comply with the physician's order.
- Medication in an appropriately labeled pharmacy container and/or an over-the-counter medication in its original container as purchased.

Note: The camp nurse may not administer medication which is not prescribed by a physician.

If medication and/or forms are being sent to camp with the camper, please call the office so we know to look for them.

Sunscreen

Camp recommends that sunscreen be applied at home before camp. This allows for the lotion to become active by the time camp begins. Sunscreen is available for each camper once they reach camp. Sunscreen is reapplied following instructional swim in the morning and free swim in the afternoon. Counselors will remind campers and assist as necessary. Camp has sunscreen at the pool, in the athletic center and in the nurse's office.

Illness

To prevent illnesses from being spread at camp, we ask that every camper's health be assessed each morning. Please keep a camper home with any of the following symptoms:

- Diarrhea
- Vomiting
- Fever within the last 24 hours
- Rash, not associated with heat or allergic reaction
- Drainage from the eye, redness of eyelid lining, swelling, and/or discharge of pus
- Appearance/Behavior: Unusually tired, pale, lack of appetite, difficult to wake, confused, and/or irritable
- Sore throat, especially with fever and/or swollen glands
- Head lice, nits, or scabies

A camper not well enough to participate in all activities must not come to camp.

Illness at Camp

If a camper displays any of the systems of illness including, but not limited to, those listed above, the camper will be brought to the nurse. If the nurse determines that the camper is not well enough to attend camp, the parents will promptly be asked to come. They are not feeling well and need you.

Contagious Disease

Please inform the camp if your child contracts a contagious disease such as chicken pox, conjunctivitis, mumps, measles, viral infections, lice, etc. A child being treated with antibiotics for a contagious disease should be kept home for a 48-hour period and/or until the danger of infection to others has passed.

Injury at Camp

If a child is injured at camp, they will be brought to the nurse for treatment. Parents will be notified of any injury requiring more than a Band-Aid or if an injury requires follow-up care at home or by a physician.

Emergency Procedures

In case of a serious illness or injury the following procedures will be used:

- Administer immediate first aid/CPR, as appropriate
- Contact 911
- Contact parent/emergency contact
- Transport to Morristown Memorial Hospital, if necessary

Emergency Communications

In the case of a camp-wide emergency, parents will be informed by phone and/or email by the camp office. Please make sure that a current email is on file in the camp office.



Mini-Camp Information

Mini-camps are available for all campers in the areas of soccer, basketball, golf, baseball, softball, and lacrosse. These programs allow campers to receive additional instruction in areas of special interest. All Mini-Camps are co-ed and held on regular camp days during camp hours. They are approximately two hours in length each day for five days. All Mini-Camps are for ages 9 and up, with the exception of Soccer. Junior Soccer is available for ages 6 and up. Please contact the camp office if you wish to sign up for any Mini-Camp. Be aware that all Mini-Camps require additional charges.

Sina's Hoop Academy	TBA
Soccer Vision	TBA
Golf Camp	TBA
Lacrosse Camp	TBA
Lacrosse Goalie Camp	TBA

Tipping Policy

Tipping the camp staff at Hi-Hills Camp is totally voluntary. Our counselors do not expect, but are grateful for, any gifts. With or without a money gift, our counselors appreciate personal notes from camp families expressing their appreciation for the summer's work. The camp office does not suggest any amounts for tips.



Welcome to Hi-Hills Camp at Gill St. Bernard's

Cox Lower School Building
Kinder-Camp
Before Care
AM Drop-off
Nurse's Office

