

Little Lions Camp Parent Handbook



Columbia University Little Lions Camp

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Table of Contents:

1. Greeting and Forms Checklist.....	page 3
2. Arrivals and Departures.....	pages 4-5
3. During Camp.....	...pages 6-9
4. Health.....	pages 6-10
5. Directions to campus.....	pages 11-12

Welcome!

Dear Parents,

We're very excited to welcome you to the Little Lions Camp family this summer! We hope you are ready for another fun season of sports, arts and crafts, and great friends! Whether you are the parent of a new camper or a returning camper, the following information is designed to help you prepare for your participation. If you have any questions—now or during the summer—please do not hesitate to contact me. I hope you find this handbook helpful. Here's to a great new season!

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Forms Checklist

The following forms should be filled out and submitted either through the website before the first date of participation. If we do not receive the required forms you will not be able to drop-off on the first day of camp. **Please remember that your camper cannot participate without the required forms.** Forms can be completed and uploaded from our campers only page [website](#).

- Camper Health Form (require physician's signature and must be dated within one year of camp participation) - **physical copy only!**
- Swim Waiver
- Camper Code of Conduct
- Field Trip waiver(s)
- Departure/Release Form (if making adjustments to pick up options listed on Active)

Refunds and Cancellations

If you need to cancel one or more weeks of camp, you must do so no less than two weeks before the first day of the session. Please call or email with the specific sessions that need to be removed. Your credit card MINUS \$100. **There is a \$100 non-refundable fee for all cancellations.**

If you would like to transfer a session to another week over the summer there is no fee. Note that there may be some price differences if you transfer to a week with more or less days of camp and if you add or don't need post-care or the bus.

Arrivals and Departures:

Arrival at Dodge Fitness Center

- Please plan to drop your child off at camp between 8:15am-9:00am. Although we're always happy to see you bright and early, our staff will not be prepared to receive campers earlier than 8:15am.
- Please keep checking the [Campers Only Page](#) for campus access and updates. Campus access may change and all communication will be placed on this page for your convenience.
- When you enter Dodge Fitness Center, notify the front desk staff that you are here for the Little Lions Camp.
- Check in takes place on the 4th floor (entrance floor). You will see a check-in table with counselors as soon as you walk through the turnstiles.
- After completing check-in, campers say goodbye to parents and guardians and are taken in small groups to Squash Court 3 or 5 on the 3rd floor to drop off their belongings. Then, they head to the gyms (on the 2nd floor) to begin the morning activities.
- If you must arrive late the first day of camp, please make prior arrangements with the Camp Directors.
- If you arrive after 9:00am any other day please communicate through the ProCare app and by emailing camps@columbia.edu

Dismissal from Dodge Fitness Center

- Regular pick up takes place at 3:00pm in the 3rd floor lobby, near the elevator.
- Counselors will notify campers in the Squash Courts of your arrival. Please wait in this area to prevent congestion.
- If your child has permission to leave on his or her own, the Camp Director must receive written permission in advance.
- Children will only be dismissed to those listed as authorized pickup adults or through the ProCare app, so please make adjustments accordingly.
- If you are running late please notify the Camp Director as soon as possible by email camps@columbia.edu or call 212-854-2233.
- A late pick-up fee of \$20 will be charged to your account if you arrive after 3:15pm.
- If you would like for your child to participate in post-care for the day please use the [campers only page](#) to process the payment.
- Post-Care Pick up will either be in Squash Court 3, 5 at 5:30pm or on the

Math Lawn near the Lion statue. If you are not sure of the location for a particular day, please ask the student worker at the Dodge Fitness Center front desk.

Arrival at Baker Athletics Complex

- If you are dropping off your child at Baker Athletic Complex enter through the black wrought-iron gates (the second entrance on 218th st off of Broadway) between 8:30am-9:15am.
- Counselors will be there to greet you by the tables under the football stadium bleachers (in the Concourse). They will supervise the campers until the group from the bus arrives.

Departure from Baker Athletics Complex

- Pick up is between 2:45-3:00pm.
- Children will only be dismissed to those listed on the departure release form or through the ProCare app, so please make adjustments accordingly.
- NOTE: Post-Care will be held in Dodge Fitness Center. Please plan your pick-ups accordingly.

Taking the Bus

- Counselors accompany the campers on all bus trips
- Takes around 20 minutes each way, pending traffic

To Baker

- Please drop your child off with the counselors on Amsterdam Avenue between 116th and 117th st between 8:15am-8:45am. The bus leaves promptly at 8:35am.
- If you arrive after 8:35am and miss the bus, you are responsible for dropping off your child to Baker Field. Refunds will not be given for a missed day.

To Dodge

- The bus will leave Baker Field at 2:45pm and will arrive back at Amsterdam Avenue and 116th st between 3:00-3:10pm
- When we see a designated parent or guardian at the bus we will call the camper to leave.
- If you are not at the pick-up location by 3:10pm, you will pick up your camper from the 3rd floor in Dodge Fitness Center. A late fee or post care fee may apply.
- Children will only be dismissed to those listed on the departure release form or through the ProCare app, so please make adjustments accordingly.

During Camp:

Grouping

Campers will be separated into groups based on age during high-enrollment weeks (40 campers or more).

If two groups:

- 6-7 year olds are Cubs
- 8-12 year olds are Lions

If three groups:

- 6-7 year olds are Cubs
- 8-9 or 10 year olds are Little Lions
- 9 or 10-12 year olds are Lions

We create this structure so that games and activities have appropriate participant numbers and so that campers get to play with peers of comparable age and skill level.

It is very important that the campers stay in their designated group for safety reasons. If there is a request to switch groups to keep friends together or for any other reason please contact the Camp Director before the first day. Changing groups mid-week will only be allowed for special circumstances with the Camp Directors' approval.

Visiting

- Due to the short length of our weekly sessions, we do not typically allow visits to campers.
- If parents wish to drop a forgotten item off at camp, please call before coming and plan to leave the item at the Camp office on the 3rd floor of Dodge, room 334.

Building Safety

Your child's safety is our first priority, so we ensure that our campers are under staff supervision at all times. We share our facilities with patrons, coaches, athletes, and administrative staff. Therefore, it is extremely important to remain as a group. In order to prevent separation of campers and counselors, we implement the following policies:

- Require campers to stay with their group at all times
 - This means no solo bathroom trips are allowed
- Regular role call
- Provide campers with wristbands that include the camp name, address, and

important phone numbers.

Communications:

Camp Communications:

- Campers missing forms will be reminded by Friday prior to camp
- A reminder email will be sent the Friday before each camp week starts, specifying pick up/drop off times and other news
- Camp staff will send out a weekly newsletter the last Friday of a camp session
- Social media groups will post updates on activities after the camp day- look for fun pictures or activities!
- Camp Directors, Assistant Directors, or Athletic Trainers on staff may contact parents via phone or email if there is a concern regarding the well-being of a camper.

To update pick up or drop off:

- Please email the camp director or assistant camp director as soon as you are aware of a change (camps@columbia.edu)

To check in on your camper:

- Please feel free to check in. However, emails and phone calls of this nature are preferred either during lunch hours or after the camp day ends.

Urgent Issues:

- Call the camps office at 212-854-2233
- If no response, contact either the physical education office at 212-854-3439 or front desk at 212-854-7149
- Please email the camp director or assistant camp director as well (camps@columbia.edu)

Birthdays

- We love it when a child's birthday falls during his or her camp session!
- We have the campers sing "Happy Birthday" in a group during snack time.
- If you would like to mark the occasion by providing food, that's great! We ask that it's for the whole group (ask a staff member for enrollment size), is store bought, and is nut free.

Daily Schedule

- Here are some of the activities campers will experience throughout the camp session:

Arts & Crafts, Swimming (Dodge only), Basketball, Capture the Flag, Soccer, Tag Games, Track Relays, Trivia, Dance, Yoga, Dodgeball, Ga Ga Ball, Squash, Kickball, Modified Rugby, Wiffle Ball, Handball, Momentum and many more!

- Swimming takes place 4 out of 5 days for sessions at Dodge Fitness Center
- Private Swim lessons are available through our Aquatic Director. Email camps@columbia.edu for more information.
- We always consider camper preferences during choice time. However, we also try to introduce campers to new games, which means not all suggested games are played.
- We promote imagination by structuring time that allows campers to create and implement new games.

Our basic schedule: (this schedule may change depending on necessary adjustments throughout the day)

8:30am	Drop-off
9:00	Morning Meeting
9:15	Warm ups
9:30	Game 1 Lions / Cubs Swim
10:15	Lions-Swim/Cubs Game 1
11:15	Lions- Game 2 / Cubs- Game 2
12:15pm	Lunch
12:45	Game 3 (outside)
1:15	Game 4 (inside or outside)
2:00	Game 5
3:00	Pick Up
5:30	Post-Care Pick Up

Meals and Snacks

- Campers are not allowed to use the Dodge Fitness Center vending machines during camp. They may only use them during drop-off and pick-up with a parent or guardian.

Lunch:

- We are a nut-free camp.
- Please ensure your camper has their lunch with them at the start of the camp day.
 - Dropping off lunch mid-day will only be permitted in emergencies.
- Reheating food is unfortunately not an option- there is no microwave available for camp use.
- Please pack cutlery if your child's lunch requires it. We do our best to make sure campers eat all of what you pack for them, and having the appropriate utensils makes this task easier for us.

Snack:

- Campers receive a nut-free snack every day, at 2:30. Snacks are also provided during post-care.
- Snacks are not always gluten free, please specify
- We realize that campers don't always like the snacks we provide. If this is the case with your camper, we encourage you to pack extra food or snacks.

What to Bring and Wear

- Sneakers (No open-toed shoes allowed)
- Comfortable athletics-appropriate clothing
- Long Sleeves or Hoodies for cooler days
- Swimsuit
- Towel
- Goggles (strongly recommended)
- Sunscreen - Spray
- LABELED NUT-FREE Lunch (there are campers enrolled with nut allergies)
- LABELED Water Bottle
- EPI-PEN or inhalers

What Not to Bring or Wear

- Open-Toed Shoes
- Valuables (cell phones, video games, iPods)
- Cash
- Small Toys
- Note: We are not responsible for any lost items.

Health

All parents are required to fill out the **Waiver Forms** and **Health Forms** so that the camp staff has access to all medical information and emergency contacts

When to Keep Your Child Home from Camp

Here are some guidelines to help you make the best decision. If your camper meets any of the following criteria, he or she should stay home:

1. A temperature that is over 100 degrees. Children should be fever free for at least 24 hours before coming or returning to camp.
2. Vomiting and diarrhea within the past 24 hours.
3. A positive throat culture for strep. Campers that have had strep should be on antibiotic therapy for 24 hours before returning to camp.
4. A red eye with white or yellow eye drainage with matted or crusted eyelids after sleep.
5. Runny nose accompanied by a headache, nausea, fatigue, and difficulty concentrating.
6. Any rash (unless determined to be non-communicable by physician).
7. Head Lice. After campers have undergone treatment and been checked and cleared they may return to camp.
8. Chickenpox, (Varicella). Campers may return to camp after all lesions have cleared (usually about 6 days after onset).
9. Pertussis. Campers may return to camp after 5 days of antibiotic therapy.

10. Impetigo (bacterial skin infection). Campers may return to camp after 24 hours of treatment.

IMPORTANT: These guidelines should help parents determine if their child should attend camp or other activities. Your child should look and behave like themselves for 24 hours before returning to camp. A sick child who returns to camp too soon is at risk for picking up other infections due to lowered immunity, and is likely to infect other students and staff. All immunizations must be up to date before campers come to camp.

- The Health Director will screen all campers who arrive at camp. If the health director finds that a camper has a suspected health condition that may interfere with the camp program, the camper's schedule may be sent home until they are free of or cleared of that health condition.

Medication

- We ask that all medications (prescription or over-the-counter), vitamins, and supplements that your camper is taking be disclosed on the medical information form.
- Please bring all medications including inhalers and epi-pens on the first day of camp. Please provide 2 epi-pens, one for the counselor, one for the health director.
- All medications besides epi-pens and inhalers are stored in the Camp Director's office.
- Our athletic trainer will not administer medicine to a camper. The health director or camp staff can witness the self-administration of medicine by a camper. The campers must be "self-directed" and be able to readily identify the correct medication, its purpose, the correct dosage, and the appropriate time it is to be taken.
- Emergency medication such as an asthma inhaler, will be with the health director who is near the campers at all times.

Emotional Health:

- Our goal is to provide a safe community for all campers, so please take the time to discuss the code of conduct with your camper prior to camp
- **Bullying of ANY kind is not tolerated** at camp or outside of it (such as cyberbullying).

Directions

To Dodge Fitness Center

Located at Broadway and West 119th Street in The Dodge Physical Fitness Center on the Columbia campus on Morningside Heights in Manhattan. Drivers should note that in New York City right turns at red lights are illegal unless traffic signs state otherwise.

The Gym cannot be entered from 119th Street; it can only be entered from the campus level, accessible through the 116th Street gates.

Parking is available on local streets and in two private garages on West 122nd Street, just east of Broadway, and on Broadway between 113th and 114th Streets.

BY CAR FROM THE NORTH

Take the New York Thruway (I-87) or the New England Thruway (I-95) south to the Cross Bronx Expressway (I-95) in the direction of the George Washington Bridge. Take the exit for the Henry Hudson Parkway south (the last exit before the bridge). Exit the Parkway at West 95th Street and Riverside Drive and follow the directions "From Riverside Drive and 95th Street," below.

BY CAR FROM SOUTH OR WEST

Take the New Jersey Turnpike north or I-80 east to the George Washington Bridge. As you cross the bridge, take the exit for the Henry Hudson Parkway south. Exit the Parkway at West 95th Street and Riverside Drive and follow the directions "From Riverside Drive and 95th Street," below.

BY CAR FROM LONG ISLAND

Take the Long Island Expressway or the Grand Central Parkway west to the Cross Island Parkway north. Cross the Throgs Neck Bridge onto the Cross Bronx Expressway (I-95 south) and proceed as in "By Car from the North," above.

FROM RIVERSIDE DRIVE AND WEST 95TH STREET

Go north on Riverside Drive to 116th Street. Turn right and go two blocks to Broadway and the University's main gate. Please note that the main gate is not open to traffic.

BY NEW YORK CITY PUBLIC TRANSPORTATION

Five bus lines (M4, M5, M11, M60, M104) and one subway line (the #1 local) serve the Columbia neighborhood. The Columbia stop is 116th Street. Do not use express trains #2 and #3, which follow a different route and do not stop at Columbia University; if you do, be certain to transfer at 96th Street to the #1 local.

To Baker Athletics Complex

BY AUTOMOBILE:

From WEST SIDE HIGHWAY/HENRY HUDSON PARKWAY: Exit Dyckman Street, and proceed east to Broadway. Make a left on Broadway and proceed 20 blocks north to 218th Street.

From FDR/HARLEM RIVER DRIVE: Continue north to end of Harlem River Drive. Bear right at light and proceed north on 10th Avenue to 218th Street.

*From MAJOR DEEGAN EXPRESSWAY (I-87): Exit 230th Street. Proceed on 230th Street westbound (from north – make right at light; from south make left at light). Continue on 230th Street to Broadway. Make left on Broadway and proceed 12 blocks to 218th Street.

From WEST: Take George Washington Bridge and follow signs for Henry Hudson Parkway North or Major Deegan Expressway North (follow directions above).

From NORTH: Take Cross-Westchester Expressway (I-287) or Cross-County Parkway west to Saw Mill River Parkway south. Take the Saw Mill to the Henry Hudson Parkway South or Major Deegan Expressway South (follow directions above).

From NEW ENGLAND: Take Connecticut Turnpike (I-95) to Cross Bronx Expressway (I-95). Exit Cross Bronx to Major Deegan Expressway North or Henry Hudson Parkway North (follow directions above).

From LONG ISLAND: Take Long Island Expressway East to Clearview Expressway North, or Northern State Parkway/Grand Central Parkway East to Cross Island Parkway North to Throgs Neck Bridge. Bear left after toll for Cross Bronx Expressway (I-95) South (follow directions above).

From SOUTH: Take New Jersey Turnpike North to Exit 18 George Washington Bridge (follow directions above).

By MTA NEW YORK CITY SUBWAY: Broadway-Seventh Avenue IRT Local ("1" train) north or south to 215th Street, then walk two blocks north and cross Broadway at W. 218th Street. OR 8th Avenue IND Express ("A" train) north to 207th Street (exit at north end of platform - 211th Street), then proceed north to 218th Street.

By MTA METRO-NORTH COMMUTER RAIL: Marble Hill Station is located just across the Harlem River from Baker Athletics Complex, at 225th Street. Walk east to Broadway, then south across the Broadway Bridge to 218th Street.