



The 2016 Hi-Hills Handbook

☑Options - ☑Flexibility - ☑Convenience

Contact Hi-Hills Day Camp:

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: info@hihills.com
Website: hihills.com

Follow us on:    

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



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Dear Parents,

Welcome to Hi-Hills Camps at Gill St. Bernard's School. Our goal is simple – to make this summer one your camper will remember for years to come and to do so in an environment that is safe, caring and fun. At Hi-Hills, the emphasis is on the overall development of the camper – instruction is provided with attention to each child as an individual. Creativity and expression are encouraged as well as self-improvement through physical activities. We want every child to achieve personal growth while attending Hi-Hills. The facilities at Gill St. Bernard's enable us to give your child the best of all activities including state-of-the-art sports fields, gymnasiums, swimming pool, splash pad, and classrooms. Couple that with a talented staff of trained and dedicated individuals and you have a day camp that is second to none!

If you have any questions or concerns, please do not hesitate to contact us in the camp office at (908)-234-0067, or email us at info@hihills.com

Hi-Hills Camps Leadership Team:

Cindy S. Wyatt, *Director of Summer and Auxiliary Programs*

Nicole Spiotta, *Assistant Camp Director of Summer and Auxiliary Programs*

Visit <http://hihills.com/meet-hi-hills/the-staff/staff-profiles/> for full staff profiles.

Mission Statement

Hi-Hills Camp offers options, convenience and flexibility allowing children from ages 3-15 the opportunity to explore, learn, and grow through diverse camp, academic, and enrichment programs designed to meet their needs and interests.

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 tailored to meet the needs of each age group from 3 to 15. Instruction is provided with attention to each camper as an individual. Creativity and self-expression are encouraged as well as self-improvement in physical activities.

Campers are encouraged to develop environmental awareness and learn to appreciate their natural surroundings. Our Campus now resides on 208 acres, providing campers with even more opportunities. .

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

Our primary goal of the camp is to aid the growth and development of campers in accordance with the camp philosophy.

Some of the specific program objectives are as follows:

- Swimming –Each camper progresses as far as possible in accordance with Red Cross swim skills.
- Tennis – Each camper progresses as far as possible in accordance with U.S.T.A. tennis skills.
- Dramatics/ Performance – Each camper has the opportunity to participate in at least one performance before the end of camp.
- Arts and Crafts – Each camper will receive instruction in various projects.
- Nature – Each camper improves his awareness of and respect for the environment.
- Great Outdoors - Each camper receives archery, fishing and paddle boating instruction from our certified counselors. Furthermore, campers learn outdoor skills while hiking through nature trails.
- 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.
- LOT – To provide teens with the tools and life skills such as building character, interviewing skills, resume building and community interaction.

- Travel Camp – Older campers have three days-a-week travel experience in variety of activities outside the regular camp program and one overnight trip.

Key Dates: Please Mark your Calendar

Week	Dates
Week 1:	June 27th - July 1st
Week 2:	5th - 8th July
Week 3:	11th - 15th July
Week 4:	18th - 22nd July
Week 5:	25th - 29th July
Week 6:	1st - 5th August
Week 7:	8th - 12th August
Week 8:	15th - 19th August

Camp Closed: July 4th
 Picture Days: July 12th and August 9th
 Parent Luncheons: July 21st and August 11th
 Boys Campout (Upper Bunks): July 12th (Rain Date July 13th)
 Girls Campout (Upper Bunks): July 14th (Rain Date July 19th)
 Kinder-Camp Garden Party: July 20th
 Kinder Camp Family Fun Night: August 3rd (Rain Date: August 4th)
 Lower Camp Late night: July 28th (Rain Date August 2nd)
 Drama Production: August 11th

Camp Calendars

(Please bookmark these pages and print these calendars for your records)

Day Camp and Travel Camp Calendar can be accessed at the following link:
<http://hihills.com/hi-hills-camp-dates/>

Camp Hours

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

Extended Care

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)

Lunch

As part of Hi-Hills Day Camp tuition, campers are offered extensive meal choices and a snack every day. Campers and counselors eat lunch together in our professionally catered, air conditioned dining hall. Campers serve themselves with choices from daily special hot lunches or cold deli and salad bars. Kinder Campers are served by their counselors. All counselors are trained to see that campers make nutritionally healthy choices. And yes, some food comes directly from our garden on campus!

Please make us aware of any food allergies or limitations for your child.

Snack

A snack and drink is provided at the end of the day, before assembly and departure.

Ways to Communicate with Camp

Camp website: www.hihills.com

Our camp website is a great tool for parents/guardians to stay in contact with camp. The website is easy to navigate for your convenience. Our website is filled with information about current and future events at camp. Furthermore, any important schedule changes, camp news, photos and camp announcements are updated on an as needed basis. You can also find parent notices, the Hi-Hills Herald, our camp blog, food menu and more. Be sure to visit our website and other social media outlets to stay in contact with camp!

Please note: Bunk group photos will be posted online at hihills.com.

Food Menu:

Hi-Hills Herald: <http://hihills.com/hihillsherald/>

The Herald is our camp newsletter published each Friday during our 8 weeks of Hi-Hills traditional Day Camp season. The Herald highlights special events and news from the week as well as provide updates from our camp community. Our staff and campers contribute to The Herald weekly through written articles and fun camp photographs.

Email: info@hihills.com

Email is a primary form of communication for the camp office. We use email for updates, confirmations, special offers and events. To ensure prompt distribution, please provide the camp office with a current email address to be kept on file.

Social Media:**Website:** hihills.com**Facebook:** [facebook.com/hihills](https://www.facebook.com/hihills)**Twitter:** @hihillscamp**Instagram:** @hihillscamp**Pintrest:** @hihillscamp

Hi-Hills continues to take it's social media means of communication to a new level each year. We are currently operating four unique social media outlets to provide fun and interactive opportunities for our campers, and parents/guardians. Each outlet has its own purpose, but all have a common goal of making camp a year round event. Through pictures, write-ups and the sharing of ideas, social media keeps our camp community updated, involved and connected. Friend and like us on our social media pages, we're happy to accept!

Camp Blog: <http://hihills.com/our-blog/>

Our camp blog is a transformative form of communication. It is one outlet that brings our campers and staff together. You can read about camper experiences, counselor's ideas and fun events at camp.

Photo Gallery: <http://hihills.com/photo-gallery/>

Photos taken at camp will be posted to the photo gallery of the website. Please be aware that all pictures remain the property of Hi-Hills Day Camp and may not be used for any commercial purpose other than Hi-Hills Day Camp.

Pre Camp Phone Call

Your camper's counselor will contact the parent/guardian of campers in their bunk prior to the start of camp. We feel this is an important opportunity for parents/guardians to have direct contact with their camper's counselor. Please provide as much information as possible so we can make this a remarkable summer for everyone.

Feedback Survey

At the end of camp, a link to an online survey will be emailed to each family. Please be sure to fill out the questionnaire to let us know your opinions. If you have suggestions or feedback, please do not hesitate to let us know in the camp office at any time. Your input is essential for us to continue to provide the best programs possible.

Communication Policy

In case of an emergency you will be notified immediately. Please be sure that all medical and emergency information is updated. The Hi-Hills staff recognizes the importance of communication between you and the camp.

Dress Code...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.**

Two swimsuits and two towels should be sent every day, rain or shine, in a labeled, waterproof bag. We encourage campers, specifically Kinder Camp, to wear one bathing suit to camp under their clothes for instructional swim and bring a second for their free swim session.

All clothing, swimsuits, towels, and bags should be clearly marked or labeled with your child's name.

In order to safely participate in outdoor activities and walking from session to session, 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 clothing and bathing suits are "camp appropriate." We encourage "active wear" for clothing and swimwear.

Equipment Suggestions

The camp will provide Tennis racquets, fishing equipment, and other sports equipment.

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, the swim staff suggests goggles for instruction.

The use of handheld game systems and personal music devices are limited to the bus; any personal electronics are not to be used during the camp day. The camp is not responsible for lost, damaged, or stolen equipment.

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. 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.

Weapons of any kind are not permitted on the premises.

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. A camper leaving early **MUST** be signed out in the camp office. Please call the office ahead of time if your camper(s) is/are going home early and what time they will be picked up so we can have them ready for their pick up. It is very important that we are aware of your camper's location at all times. **Please call the office if your child will not be in camp.**

Bus Transportation:

You will receive an estimated bus schedule before camp begins by email. Campers must be ready at least 10 minutes before pick-up time. The bus CANNOT wait for you because it is making other stops. If we have arranged with you to pick up/ drop off your son/ daughter at the end of the road/ intersection, please ensure a parent/guardian is there to meet the bus counselor/ bus driver.

IF SOMEONE OTHER THAN A PARENT/GUARDIAN IS PICKING UP YOUR CAMPER THE PARENT/GUARDIAN MUST NOTIFY US IN ADVANCE, IN WRITING. We will not release your child to anyone other than a parent/guardian or person designated by the parent/guardian.

The bus is scheduled to arrive at camp between 9:00-9:10 AM. Assembly begins at 9:20AM. In the afternoon, the busses depart from camp at 3:55 PM. In the event that busses are delayed for more than 15 minutes or an emergency occurs, the camp staff will notify parents. Bus counselors and bus drivers are provided with an emergency contact list for all campers on their bus.

IF YOU KNOW THAT YOUR CAMPER WILL NOT BE ON THE BUS, PLEASE NOTIFY US IMMEDIATELY SO WE CAN TELL THE BUS COUNSELOR AND DRIVER. YOU CAN CALL THE CAMP OFFICE 908-234-0067

Own Transportation:

Morning Drop-off at Cox Lower School Building:

Please enter the West Gate and follow the signs for "Drop-off" at the Lower School entrance. Drop-off begins at 8:50am

Please form one line. Wait for the car in front of you to finish dropping off their camper before pulling forward. Camp staff will be there to greet campers and help them out of the car. Please do not pass buses as they are unloading campers.

Afternoon Pick-up at the Gymnasium:

Please enter the West Gate and follow the signs for "Pick-Up". Campers will not be allowed to enter their own 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. Please make sure the counselor checks each name off the list before departing. Pick-up is at 4:00PM. Any camper not picked up by 4:10PM will be taken to After-Care.

IF SOMEONE OTHER THAN A PARENT/GUARDIAN IS PICKING UP YOUR CHILD, THE PARENT/GUARDIAN MUST NOTIFY US IN ADVANCE, IN WRITING. We will not release your child to anyone other than a parent/guardian or person designated by the parent/guardian.

Before Care (before 8:45AM)

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

After Care (after 4:10PM)

Campers will start out in Evan's Hall. If you need assistance, please go to the camp office. After Care ends at 6:00 PM. If you are running late, please notify the camp office.

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 with the best care, **NO CAMPER CAN 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://hihills.com/sign-up/>). Please note that different forms are required for Day Campers and Teen Travel.

Medication Policy

If a camper requires medication, either prescription or over-the-counter, the parents/guardians must bring the following to the camp nurse: (Forms are available in the nurse's 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

Hi-Hills Day 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, if you suspect an allergic reaction or illness, please do not send your child to camp. Consult with your doctor
- 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

Illness at Camp

If a camper displays any of the symptoms 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/guardians will be contacted to pick up their child. They are not feeling well and need you!

Contagious Disease

Please inform the camp if your child contracts a contagious disease such as chickenpox, conjunctivitis, mumps, measles, viral infections, etc. Any child being treated for a contagious disease must be kept home for a 48-hour period and until the danger of infection has passed.

Injury at Camp

If a child is injured at camp, they will be brought to the nurse for treatment. Parents/Guardians 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/security office. Please make sure that a current email is on file in the camp office.

Tipping Policy

Tipping the camp staff at Hi-Hills Camp is completely 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.

LOOKING FORWARD TO THE BEST SUMMER EVER!!!

