

WELCOME CAMP FAMILIES

Dear Parents,

Welcome to Black Bear Lake Day Camp!

Your family is in for a wonderful camp experience this summer.

We are excited to be sharing the summer of 2018 with you! Our preparations have been underway with everything from staffing to programming and lots of fun stuff in between. Our Division Leaders, Group Leaders, Counselors and Specialists join us in welcoming you.

We are all looking forward to greeting our campers this summer and making our camp family complete.

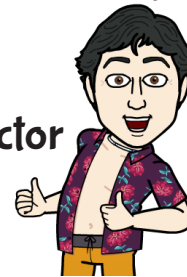
This guide will give you some important information about the upcoming camp season. Please read it over and email or call with any questions. We are here to help you!

Remember that all of our guidelines are well thought out and designed for the happiness and well-being of your children.

We are looking forward to a fantastic summer and we are thrilled that you and your child(ren) are part of the Black Bear Lake Family!

Yours in camping,

Ian
Director



BLACK BEAR LAKE DAY CAMP PARENT HANDBOOK 2018

609.259.1777 www.blackbearlake.com fun@blackbearlake.com

CAMP HOURS & DATES

2018 Camp dates are June 25th through August 17th

Contact us at 609.259.1777 or fun@blackbearlake.com. Ian answers emails 24/7!

CAMP HOURS

Regular Camp Day: 9:00am to 4:00pm

Buses Leave Campus promptly at 4:00pm

Morning Extended Hours as early as 7:00am

Afternoon Extended Hours as late as 6:30pm

Camper drop off and pick up (9:00am – 4:00pm) is at the Summer Office at the White House on the corner of Stagecoach Road and Red Valley Road.

Summer Office Hours Monday through Friday 7:00am to 6:30pm

IMPORTANT DATES

Bus & Group Information

Mailed home 1st week in June

Optional Camper/Parent Meet 'n Greet
(Anytime Between 6:00pm – 7:45pm)

Wednesday, June 13th

All Camper Medical Forms Due

Friday, June 15th

First Day of Camp

Monday, June 25th

July 4th

Camp Closed

Picture Day (Wear Your Camp T-Shirt)

Thursday, July 12th

Family Fun Night

Friday, August 3rd

BBL Production Of "The Wizard of Oz"

Thursday, August 9th

Teen Social

Friday, August 10th

Last Day of Camp

Friday, August 17th

LEADERSHIP TEAM

We are excited to introduce you to the members of our team! Our mission is to partner with you to make certain your child has the best possible camp experience!

Each camper is placed in a group led by a college aged Group Leader and one or two high school aged Counselors. Division Leaders are responsible for the staff and campers in their division and are typically the direct contact with parents.

If you need to speak with Ian, a Division Leader or Office Staff, please call 609-259-1777 or email the camp at fun@blackbearlake.com.

ADMINISTRATORS

Director/Owner

Ian Feibelman

Director of Programming

Heidi Hersh

Office Manager

Jennifer Graf

Swim Supervisor

Tyler Hobbs

Camp Nurses

Genna Banafato

Karen Kirkwood

Myra Pomponio

DIVISION LEADERS

Cubs

Emilie Fisch & Erica Falk

(3 year old Junior Cubs and Entering Pre-K & Kindergarten)

Lower Camp

Colette Visser & Gabe DiPetro

(Entering 1st & 2nd Grade)

Junior Camp

Alycia Bolden & Marisa Moses

(Entering 3rd & 4th Grade)

Senior Camp

Mike Penna

(Entering 5th & 6th Grade)

Upper Camp

Dara Podos & Josh Gonzalez

(Entering 7th & 8th Grade)

LITs & CITs

"Fun" Mayo

(Entering 9th & 10th Grade)

HEALTH & SAFETY

At the BBL Infirmary, we have three Registered Nurses located at the Summer Office in the White House located at the corner of Stagecoach Road & Red Valley Road. We are required by the New Jersey Health Department to maintain a current Health History Form on site. Please remember to update CampMinder of any medical changes that occur after you have completed the Health History Form. In addition, check to make sure all phone numbers and emergency contact information is accurate.

MEDICATION

If your camper will be taking medication, it should be sent in its original container with a doctor's note in a Ziploc bag. You may give the medicine to our Nurses at the Meet n Greet before camp starts, give it to your child's bus counselor on the first day of camp, or to a staff person at the Parent Drive drop off line if you drive your child to camp. A nurse will administer medication with instructions from your doctor. Over the counter medications like Advil and Tylenol will not be administered unless written consent is received from the parent and the child's doctor (forms are available at www.blackbearlake.com).

ALLERGIES

If your child has an allergy that may require the use of an Epi-pen, it is imperative that you send one in with your child either at the Meet n Greet or on their first day of camp. Please note, an Epi-pen may only be administered to a child if it is prescribed to them. If your child goes on a camp trip, we will send the Epi-pen with a First Aid Certified Staff Member.

INFIRMARY PICKUP

If you need to pick up your child early from the infirmary, please drive to the Summer Office at the White House located at the corner of Stagecoach Road & Red Valley Road. If you would like your child to be picked up at camp by someone other than their parent, please inform the nurse who it will be and remind that person to bring an ID with them for sign out.

Authorized pick ups should be emailed to fun@blackbearlake.com or call the office at 609-259-1777 with the information, so it can be maintained in our files.

ELECTIVE PROGRAM

Choice is the key to ensuring a fantastic summer at Black Bear Lake!

Elective sheets are posted every Monday for the following week on our website at www.blackbearlake.com. Click on the Enrolled Campers page for the CampMinder Link. Campers will select 8 possible electives each week. Campers should put them in order of preference. Each week, the campers may make new choices or keep the choices from the prior week.

If you do not update the Elective Form, the choices from the previous week will carry forward. The elective a camper wants most should be the first selection, as schedules are made starting with this choice. Campers receive their schedule on Monday mornings.

Lower and Junior Campers will be assigned 4 electives. Senior, Upper, and LITs will be assigned 5 electives. CITs are assigned 6 electives to assist with. Cubs are given a preset schedule each week specifically designed to include a variety of Sports, Outdoor Adventure, Arts & Crafts and Waterfront Activities.

If you are starting camp after the first week, you will receive an email the week before your start date which will remind you that the Elective Sheet is available online.

EQUIPMENT

At Black Bear Lake, we provide top of the line equipment for all of our Sports Programs. We understand that campers sometimes prefer their own baseball mitt or hockey stick, etc. Campers should drop off their equipment in the Lodge when they arrive at camp in the morning, rather than leaving it in their bunks. Campers should pick up their equipment in the afternoon before they go to lineup.

RAIN DAY

If there is inclement weather, campers still do all of their indoor electives. If a camper was scheduled for an outdoor activity, they will be assigned an indoor building to enjoy a fun Special Event, play games & watch movies. Parents should send campers with hooded rain jackets and sweatshirts (labeled with their name!), as children may get wet while walking to and from activities.

SWIM PROGRAM


Black Bear Lake follows the American Red Cross Swim Program and all our Waterfront Staff possess either a current Water Safety Instructor or Lifeguard Training Certificate.

On your child's first day of camp, all campers in Cub, Lower and Junior Camp will be tested and placed in the appropriate swim instruction group. Swim instruction is offered as an elective to Senior and Upper Camp.


Once a camper is placed in a swim group, they will move to a higher group at their own pace. Progress reports are sent to you from your child's swim instructor throughout the summer.

Everyone gets a fun "free swim" in the afternoon! In order to swim in the deep end or go down the slides, campers are required to pass a deep water test and wear a special plastic bracelet for easy identification by our lifeguards. Group Leaders can hold on to these bracelets during the summer.


Please apply sunblock to your child before camp in the morning. Campers are given sunblock twice a day by their counselors after their swim periods. A bottle of sunblock is given to every Group Leader to carry throughout the day and is also available at the pool so campers have easy access. Fresh, clean towels are provided daily.


SHRIMP 
Preschool Level 1
Part 1- With support
 * Properly enters & exits water
 * Submerge mouth, nose and eyes
 * Blow bubbles
 * Open eyes underwater and retrieve submerged object
 * Front glide and recover to a vertical position
 * Staying safe around water
 * Recognizing the lifeguards


SAILFISH 
Level 1: Beginner Part 1
 * Enter water independently
 * Blow Bubbles
 * Bobbing
 * Open eyes under water and retrieve submerged object
 * Front glide and float
 * Back glide and float
 * Staying safe around water
 * Recognizing the lifeguards

STINGRAY 
Level 3: Intermediate Part 1
 * Jumping into deep water
 * Head first entry from seated and kneeling positions
 * Bobbing while moving to safety
 * Rotary breathing
 * Survival float
 * Back float
 * Reach or throw, Don't Go
 * Think Twice Before Going Near Ice


STROKE REFINEMENT 1
Level 5: Advanced Part 1
 * Shallow angle dive into deep water
 * Tuck surface dive
 * Pike surface dive
 * Front crawl - 50 yards
 * Elementary backstroke - 50 yards
 * Breaststroke - 50 yards
 * How to call for help
 * Reach or Throw, Don't Go
 * Look before you leap


GUPPY 
Preschool Level 1
Part 2- With support
 * Back float, back glide and recover to vertical position
 * Rotary Breathing
 * Roll from front to back, & back to front
 * Tread with arms and hand actions
 * Alternating and simultaneous leg and arm actions on back
 * Combined arm & leg actions on front
 * Combined arm & leg actions on back
 * Recognizing an emergency
 * How to call for help

MARLIN 
Level 1: Beginner Part 2
 * Roll from front to back and back to front
 * Tread water, using arm and hand actions
 * Alternating and simultaneous leg and arm actions on front
 * Alternating and simultaneous leg and arm actions on back
 * Combined arm & leg actions on front
 * Combined arm & leg actions on back
 * Recognizing an emergency

BARRACUDA 
Level 3: Intermediate Part 2
 * Tread water for 30 seconds
 * Front Crawl - 15 yards
 * Elementary Back Stroke - 15 yards
 * Flutter kick
 * Scissor kick
 * Dolphin kick
 * Push off in streamlined position on front, then kick
 * Look before you leap


STROKE REFINEMENT 2
Level 5: Advanced Part 2
 * Tread water for 5 minutes
 * Sculling
 * Back crawl for 25 yards
 * Butterfly - 25 yards
 * Sidestroke - 25 yards
 * Front flip turn
 * Back flip turn
 * Think so you don't sink
 * Think twice before going near ice


TROUT 
Preschool Level 2 -
With assistance
 * Enter water by stepping in shoulder-deep water
 * Bobbing
 * Front float and recover to a vertical position
 * Tread water with arm and leg actions
 * Finning arm action on back
 * Too Much Sun is No Fun
 * Look before you leap


SHARK 
Level 2: Beginner Part 1
 * Jumping into chest deep water
 * Fully submerge and hold breath
 * Bobbing
 * Open eyes under water and retrieve submerged objects
 * Front, jellyfish and tuck floats
 * Front glide and float
 * Too Much Sun Is No Fun
 * Look before you leap

KINGFISH 
Level 4: Intermediate Part 1
 * Head first entry in compact and stride positions
 * Feet first surface dive
 * Front crawl - 25 yards
 * Elementary backstroke - 25 yards
 * Breaststroke - 15 yards
 * Back crawl - 15 yards
 * Reaching assist

ADVANCED OPTIONS 1
Level 6: Advanced Part 1
 * Surface dive and retrieve object from 7-10' deep
 * Front crawl - 100 yards
 * Elementary backstroke - 100 yards
 * Breaststroke - 50 yards
 * Back crawl - 50 yards
 * Help position
 * Huddle position
 * Survival float
 * Survival swimming

SWORDFISH 
Preschool Level 3 Independently
 * Enter water by jumping in shoulder-deep water
 * Fully submerge and hold breath
 * Front float
 * Jellyfish float
 * Tuck float
 * Think so you don't sink
 * Reach or throw - Don't go

DOLPHIN 
Level 2: Beginner Part 2
 * Back glide and float
 * Roll from front to back and back to front
 * Tread water, using arms and legs
 * Change direction of travel while swimming on front
 * Combined arm and leg actions on front
 * Combined arm and leg actions on back
 * Finning arm action on back
 * Think so you don't sink

NEPTUNE 
Level 4: Intermediate Part 2
 * Butterfly - 15 yards
 * Sidestroke - 15 yards
 * Open turns on front and back
 * Flutter kick on back
 * Dolphin kick on back
 * Push off in streamlined position on back
 * Think so you don't sink
 * Look before you leap

ADVANCED OPTIONS 2
Level 6: Advanced Part 2
 * Tread water, kicking only
 * Butterfly - 50 yards
 * Sidestroke - 50 yards
 * Open turns
 * Front and back flip turns when swimming
 * Think so you don't sink
 * Swim with a buddy in a supervised area

TRIP PROGRAM

Black Bear Lake offers a great trip program included in tuition for Senior Camp, Upper Camp, LITs and CITs.

SENIOR CAMP goes on trips such as bowling, movies, Mahzu and ice skating as a division.

UPPER CAMP goes on trips such as movies, Dave & Buster's, Funplex and Dorney Park as a Division.

LITs go on a trip each week, including one overnight trip to Great Wolf Lodge.

CITs go on a trip each week, including two overnight trips to Great Wolf Lodge & Hershey Park.

OPTIONAL TEEN TRAVEL PROGRAM includes exciting day trips 3 times a week! Trips may include a Spirit Lunch Cruise, Delaware River Tubing, Phillies Baseball, Mountain Creek, Pedals & Paddles, NYC trip to see The Blue Man Group and lots more! Lunch is included for all trips. Pre-registration and an additional fee is required.

BBL Trip Supervisors that are First Aid Certified by the American Red Cross go on all trips. If your child takes medicine at camp, it will be brought on the trip and maintained by the Trip Supervisor. We provide entrance fees and lunch, but campers are allowed to bring a small amount of extra spending money if they wish. Campers will return from all trips in time for the afternoon buses.

Due to various circumstances like inclement weather, trips may sometimes have to be postponed or rearranged. We recommend that you check the **BBL Google Calendar** each day to find out the most recent trip info. Go to www.blackbearlake.com, click on "Enrolled Campers", click on "BBL Calendar".

BUS TRANSPORTATION

Our goal is to provide a safe, enjoyable and efficient trip to and from camp for all of our campers. Our professional bus drivers work for the local school systems during the year.

You will receive a Group/Bus Label which has the approximate time the bus will arrive and drop off at the Hub Stop, Central Express Stop, or at your house, for those doing door-to-door pickup. Cubs, Lower and Junior Campers should wear the label on the first day of camp. Please have your camper ready and waiting 10 minutes before the time indicated, as the time may vary.

Please review these rules with your child:

- Always sit fully in the seat and face forward with your seat belt fastened.
- Do not distract the driver.
- Do not stand when the bus is moving.
- Do not put anything out the window.
- There is no eating food on the bus.
- When the bus approaches your stop, stand a few feet away from the curb.
- If you have to cross the street for the bus, make sure the driver can see you.
- Never walk behind the bus.

HUB STOPS & CENTRAL EXPRESS STOPS

For campers dropped off at a Hub Stop or Central Express Stop, your child will never be left alone if you are not waiting for them. Our office will try to contact you, and if you can't get to the stop, we will bring your child back to the camp. If you are going to be late to the bus, you can call or email permission to release your child to another adult at your bus stop.

EARLY/LATE BUS

Campers taking an Early and/or Late Bus have their bus time and bus stop listed on the enclosed Group/Bus Pass. For campers dropped off at a Late Bus Central Express Stop your child will never be left alone if you are not waiting for them. Our office will try to contact you, and if you can't get to the stop, we will bring your child back to the camp. If you are going to be late to the bus, you can call or email permission to release your child to another adult at your bus stop.

DOOR TO DOOR TRANSPORTATION

Please have your child ready in the morning when the bus arrives. In the afternoon, if your child is dropped off at your house, we must observe the child entering the home. If the child cannot get in the house and we cannot contact you, we will bring the child back to camp.

CAMPER ABSENCES

There is no need to contact the camp if your child will be absent, unless it is for an extended period of time. Please note, there are no refunds for daily or partial week absences.

PARENT DRIVE & EXTENDED HOURS

PARENT DROP OFF

- The hours for Parent Drive are between 8:45am and 9:00am and between 3:45pm and 4:00pm. Please make sure you pull in to drop off before 9:00am. At 9:00am sharp, we must close the gates for Parent Drive as our staff needs to be elsewhere to get ready for the start of camp.
- If you arrive at Parent Drive after 9:00am, please go directly to the Summer Office at the White House on the corner of Stagecoach Road & Red Valley Road and we will sign your child in. There is no need to get out of your car at Parent Drive. This is for the safety of all campers and staff. We have a great procedure in place that works well and it is critical that we move the cars in and out of Parent Drive in a safe manner.
- Staff will be present at Parent Drive to assist campers getting out of the car and escorting them to their morning meeting spot. In the afternoon, please do not arrive before 3:20pm. Our buses pull in between 3:00pm and 3:20pm. If you arrive early, please park across the street in the Town Hall Parking Lot until 3:20pm when we open up Parent Drive dismissal.
- Please post the PARENT DRIVE POSTCARD in your windshield to make the dismissal process run safely and efficiently. Campers will be escorted to their cars based on the Parent Drive number on the postcard. Please make sure you have this Parent Drive Postcard visible in your windshield.
- If you are picking up another family's children, the other parent needs to call and notify us. You should write the other family's Parent Drive number on a card and place it in your dashboard along with your card.
- After 4:00pm, Parent Drive is closed and campers who have not been picked up will be signed into Extended Hours.

EARLY PICK UP

If you wish to pick up your child early from camp, please email at least 2 hours before the scheduled pickup time. If you would like your child to be picked up at camp by someone other than their parent, please send an email as well. Campers will be waiting in the Summer Office at the White House located at the corner of Stagecoach Road & Red Valley Road. Based on the time you will pick up, campers are sent to the Summer Office at the beginning of the activity period (for example, if you are picking up at 3:00pm, the camper will be sent to the Camp Office at 2:40pm which is the beginning of 9th period).

EXTENDED HOURS

Extended Hours drop off in the morning is at the Summer Office at the White House located on the corner of Stagecoach Road and Red Valley Road. You may drop off your child between 7:00am and 8:30am.

Extended Hours pick up in the afternoon is behind The Clarksburg Hall. Please follow the signs on Stagecoach Road. You may pick them up between 4:00pm and 6:30pm. A Black Bear Lake Staff Member will walk the camper to and from your car. There is no need to get out of your vehicle. Please post the EXTENDED HOURS POSTCARD in your windshield to make the afternoon dismissal process run safely and efficiently. Please do not pick campers up before 4:00pm from Extended Hours and remember all campers MUST be picked up by 6:30pm.

POLICIES & PROCEDURES

At BBL, we consider the safety and security of our campers and staff our most important priority. Please let your child know that there is nothing that we, and the BBL staff, wouldn't do to keep our campers safe. We review all of our security and safety procedures each year and have updated them to reflect the needs of our campers.

- BBL has many security procedures in place, including a Greeter located outside the Summer Office at the White House during the camp day where all visitors are required to sign in, and immediate access to the staff at the Millstone Firehouse, located adjacent to camp. No unauthorized vehicles enter our campus during the camp day. All of our staff wear BBL T-shirts and name badges. All visitors are always escorted by a staff person. Over 50 of our key staff carry walkie talkies to communicate with each other. Please do not hesitate to call our office to voice any concerns or suggestions.
- Every camper has a right to the best possible experience at Black Bear Lake. Incidents of fighting, verbal intimidation, and other negative offenses which reference sex, age, color, religion, national origin, or disability will not be permitted at any time.
- All staff and campers must be able to maintain an environment free from bullying and harassment. Bullying and harassment is behavior that is not welcome, which is personally offensive, or debilitates the morale of the campers. A safe and friendly atmosphere is the responsibility of all campers and staff at Black Bear Lake.
- While participating at camp, the staff is in charge. Any rules and/or instructions that are made by a staff member are to be respected.
- All disciplinary issues will be brought to the attention of the Division Leader who will inform the child's parent of what occurred and what action was taken. In the unlikely event that there is a disciplinary problem that cannot be resolved by the Division Leader, or if a child has recurring issues, the Directors will call the parents to discuss the matter. If it is deemed by a Director that the safety of campers may be at risk, a child may be asked to leave the camp. If a child is asked to leave the camp, a refund will be issued to the family in accordance with the Refund Policy of the camp.

REFUNDS

All refunds related to a reduction of weeks made prior to June 18th will be processed before camp starts. After June 18th, refunds are processed at the close of the camp season in accordance with our Refund Policy. Refunds will not be processed during the camp season.

TIPPING

We are often asked for guidance about tipping staff at the end of your child's session. Tipping is voluntary.

FOUR OR FIVE WEEK SESSION

Group Leader	\$30
Counselors	\$15 each
Bus Driver	\$10
Bus Counselors	\$5 each
Swim Instructor	\$5

SIX, SEVEN, OR EIGHT WEEK SESSION

Group Leader	\$60
Counselors	\$30 each
Bus Driver	\$20
Bus Counselors	\$10 each
Swim Instructor	\$10

ADDITIONAL INFO

ATTIRE

Please label everything with your child's name! Campers should wear a bathing suit to camp to facilitate getting to and from the pool quickly. Pack an extra bathing suit to change into after swim. Sneakers are recommended and pool shoes are not necessary. We recommend Velcro sneakers for the younger campers. All campers receive a Black Bear Lake Camp Bag. We suggest putting some kind of key chain on their camp bag, so they can identify it easily.

COMMUNICATIONS

Each Monday, you will receive an email with upcoming Special Event information, Trip Info, Late Night Reminders and camp updates. You can also go to www.blackbearlake.com and click on the [BBL Google Calendar](#) for real time information. Every Friday, our camp newsletter "The Bear News" highlighting next week's events, will be emailed to you. In the event of an emergency, we will post instructions on www.blackbearlake.com, as well as send a broadcast email and cell phone text.

LOST & FOUND

Anything brought to camp should have your child's name clearly marked. Please do not send campers with any valuable "treasures", as precious possessions may get lost. We cannot be responsible for phones, trading cards, etc. We recommend that your child check in any valuable items in the Lodge Office when they get off the bus. If your child does lose something, we will make every effort to get it back to them.

LUNCH

Campers will be given lunch everyday in our air conditioned Dining Hall. During morning lineup, campers will choose their meal from the main entree, or from our daily alternatives of sandwiches, pasta and salad bar, bagels, and cream cheese and jelly. Campers will also receive an ice pop treat in the afternoon. Bagels (offered until 9:30am), fresh fruit and veggies are also available at the Snack Shack all day. Please note that we are a peanut butter aware camp and offer soy butter as a substitute.

BIRTHDAYS

If a camper has their birthday while they are in camp, their group is given a special treat after lunch, and campers will sing "Happy Birthday". Because of potential camper food allergies, we do not allow any outside food at camp.

FAMILY FUN NIGHT

Family Fun Night is a fun, relaxed evening for Campers and their parents. You will receive a Family Ticket for immediate family in the mail to bring with you that evening. Campers will go home on the bus and return to camp with their parents any time between 5:30pm and 8:00pm. Campers who have already completed their session are also invited back with their parents to enjoy some more special fun at Black Bear Lake.

BBL BROADWAY SHOW

For campers who have signed up to be in the BBL "Broadway" show, you will rehearse during weeks 2-7. The show will be after camp during Week 7. Performers will stay after camp to do final rehearsals, and their families are invited to join us at camp for a 6:00pm showtime.