

# **FunStation USA**

## **DAY CAMP**

# **PARENT HANDBOOK**



**3555 Victory Blvd \* Staten Island, New York 10314 \***  
**[www.funstationdaycamp.com](http://www.funstationdaycamp.com)**

**Off-Season: 718-569-5426, In Season: 718-370-0077**

**Chris Mancusi, Director**

**Updated June 13, 2022**

## CAMP PHILOSOPHY

Fun Station Day Camp "FSDC" aims to provide a safe & fun atmosphere to give children the total summer camp experience.

## NYC DEPT OF HEALTH INSPECTIONS

This camp is licensed by the NYC Dept of Health and Mental Hygiene and is inspected twice yearly. The inspection reports are filed at the Bureau of Child Care located at 195 Montague Street (4th Floor) Brooklyn, NY 11201

## HOW CAN YOU COMMUNICATE WITH STAFF?

Once camp is in session, your main source of contact is the camp office at: 718-370-0077 - Ask for Chris or Jen. You can also send in a note. (The off-season number was 718-569-5426)

If we are on a trip or you need help after camp hours, call Chris's cell phone. You can also e-mail us at funstationdaycamp@yahoo.com.

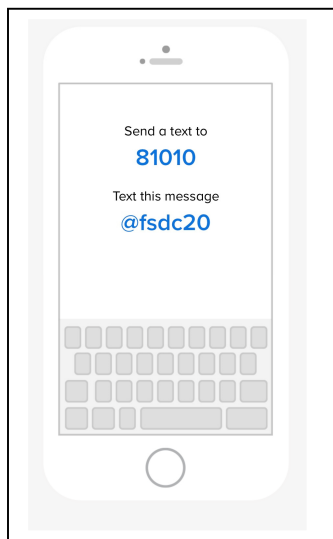
Chris & Jen are your direct contacts. If information needs to be relayed to your child's counselor; we will do that for you.

## TEXT ALERT SYSTEM

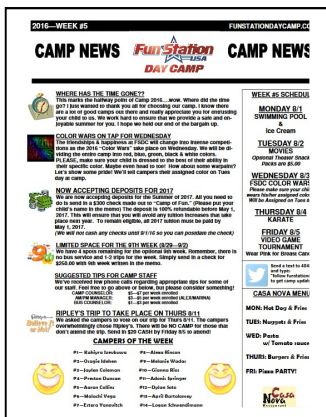
Every parent MUST sign up for the text alert system. Through this, we communicate with parents on any last minute changes or necessary reminders. Ex. the bus from the trip is running late, slips are due etc... We are using **THE REMIND APP**. We personally added the phone number that you listed as your primary contact. If you'd like to add an additional phone number:

**Send a text to "81010", type @fsdc20**

Some cell providers ask you to confirm that you are aware that normal text charges will occur - click yes to this!



***Send the text just like above image, you will then get a welcome text.  
If anyone has trouble with 81010, they can try texting @fsdc20 to (571) 421-2611.***



## CAMP NEWSLETTER

Every Friday, a camp newsletter is distributed to campers. We also put a copy of it on our Facebook page. In the newsletter, the final trip schedule and reminders are listed. (Keep in mind, trip changes may always occur based on weather or availability.)

Please ALWAYS go by the in-season, camp newsletter and NOT what we originally posted in our brochure or on-line. This is always most current. As always, our texts represent the most up to the minute plans for the camp. Our website/brochure schedule is always about 99% accurate but go by the newsletter for the concrete plans for the upcoming week.

## FACEBOOK PAGE

Please be sure to "like" our facebook page - "Fun Station Day Camp." Every Friday, in camp, we post hundreds of photos. We also post relative camp news & reminders throughout the year. In many cases, we send reminders on the REMIND APP. Since we are limited to the number of characters we use, often times we tell you to check the facebook page for a more detailed reminder. If you don't have a facebook page, we suggest you make a "dummy" facebook page without any photos or personal information listed; for the sole purpose of seeing our updates.

## MEDICAL FORM

All campers must have **TWO** copies of the medical form. One copy of the medical goes on all trips and the other stays in our office at all times. All epipens and asthma pumps must be noted on the medical form. Please label all medical equipment and we'll return them on your child's last day of camp.

To make life easier for you, we only use the medical form that is used for the NYC DOE. Most doctors have this medical form in their office.

**PLEASE USE ONLY THE MEDICAL FORM THAT IS ON OUR WEBSITE- THIS IS THE ONLY FORM ALLOWED!** The doctor should write in the immunization dates on the bottom of the medical form

The medical must be dated 1 year prior to your child's last day of camp.

*Ex. To be safe, the physical exam must take place AFTER Sept 1, 2021..*

*Remember, the doctor must fill out all info & sign/date it!*

## ABSENCE PROCEDURES

In the event of an absence, please make sure you notify us as early as possible so we can account for your child. ALL absence phone calls goes to the camp office. Whether you drop-off or use the bus, **CALL Jen at 718-370-0077.**

If your child takes the bus, make sure you tell Jen the last name and your bus # (1,2,3 or 4) We HATE having the bus go to your house if your child will be absent. The camp office opens at 7:00 AM.



If your child is sick, please keep them at home - We don't want illness to spread!

## **MEDICATION**

Campers who regularly need to take medication require a letter from a parent prior to camp starting. Medications must be sent in their original package with a doctor's written directions. Self administered medications applies to this as well. A director will assist the camper in taking the medication.

Campers that require an epi-pen or asthma pump are to have them in camp everyday or the child will be sent home.

## **WHAT SHOULD MY CHILD WEAR TO CAMP?**

Campers are expected to wear **sneakers** (with backs) everyday at camp. Sandals, crocs or flip flops ARE NOT permitted. It is recommended that campers wear comfortable clothing to engage in the various activities during the day. Socks must be worn everyday!

Camp t-shirts are only needed on non-pool, trip days. On these trips, campers **MUST** wear their camp t-shirt.

### Labeling Items

PLEASE label all t-shirts, and each shoe with your child's initials so if things get lost, they can be returned.

## **CELL PHONE POLICY**

Cell phones are NOT permitted at camp for any reason. If we find a child that has a cell phone with them it will be confiscated and returned once a parent is able to come to Fun Station to pick it up. There are NO exceptions.

If you need to get in touch with your child, call the camp office or Chris's cell phone.

If we're on a trip, call Chris's cell phone - You will never NOT be able to contact your child.

## **WHAT SHOULD MY CHILD NOT BRING TO CAMP?**

You worked hard to send your child to camp. Therefore, we are responsible for keeping your child engaged in camp. They do NOT need to bring anything from home to camp to entertain themselves, so please keep the following expensive items home: phones, ipods, video games, jewelry, toys, game cards, headphones etc...

FSDC is not responsible for lost items - Keep the valuables at home!

## **CAMPER BEHAVIOR POLICY**

FSDC strives to provide a safe and fun atmosphere. We understand that all campers might not be friends, but we expect mutual respect. We ask that campers "do the right thing!"

We have zero toleration for children who use foul language, act disrespectful and uncooperative or attempt to bully other campers. The first instance of this, your child will be warned. The second

instance, your child will be removed from camp without refund. This is in writing on the contract when you booked with us – We have expelled kids from camp before.

Please speak to your child about this.

## **LUNCH**

FSDC prides itself on providing a great "kid friendly" lunch made by the professionals at Casa Nova Italian Restaurant. We will announce the lunch menu in the prior week's Camp Newsletter.

We will try to keep a consistent schedule so that every Monday, X will be served, each Tuesday, X will be served etc... In the event, your child doesn't like a particular lunch, you are welcome to send in lunch and we will refrigerate it for you. (Make sure your child's name is on it)

### **Tentative Lunch Schedule**

Mon – Pack Your Own Lunch

Tues – Nuggets & Fries

Wed – Pasta (Tomato or Butter Sauce) & Bread Sticks

Thurs – Grilled Cheese & Fries

Fri – Pizza Party!

On some days, we don't eat lunch at camp and bagged lunch from home is required. We will notify you in advance via the Camp Newsletter and the RemindApp.

**PLEASE NOTE:** There are a few times where we try to leave early to maximize our time on a particular trip and leave Fun Station early. In times like this, we will announce it ahead of time via our newsletter and text alerts, and would necessitate parents packing a child's own lunch. It is imperative that you read the newsletter so your child is prepared. Unless otherwise noted, if we ask you to **pack a lunch**, that means there won't be an opportunity to buy a lunch at our trip location.

## **SNACKS**

We recommend sending your child in with a few snacks. Some campers get dropped off at 7 AM and picked up at 6 PM and 1 lunch probably won't be enough for most kids. A few years ago, we started a "Snack Closet" where every item is \$1.00. Each group gets to visit the "Snack Closet" for snacks so you can send in a few dollars for that.

Generally speaking we have: *Chocolate Chip Cookies, Doritos, Potato Chips, Starbursts, Fruit Roll Ups, Swedish Fish, Skittles, M&M's, Hershey's Chocolate, Kit-Kats, Pringles, Brownies, Cheez-Its, Gold Fish, Rice Krispy Treats, Fruit Snacks*

## **NUT FREE CAMP**

Please remember, that FSDC is a peanut or nut free camp. Any food with peanut or nut products are NOT permitted into camp. We run into this problem on days when parents pack their lunches - Please help prevent an emergency! Nutella = NUT = NOT ALLOWED!

## **SPENDING MONEY**

Your children at NO POINT need spending money for days while we are at Fun Station. Please don't give it to them. We have unlimited access to video tokens, rides & Fun Station attractions. If spending money may be needed for a trip, we'll let you know via Camp Newsletter.

Be advised, that very rarely does your child bring home change. I will do my best to give you advice on spending money and which trips have souvenir shops that sell “expensive garbage.”

## **BUS TRANSPORTATION**

We are proud to be the only summer camp on Staten Island to offer air-conditioned buses. Keep in mind, our buses are offered to you complimentary and we don't charge you extra for them. We understand the pick-up/drop-off schedule might not work according to your schedule. If the times don't work for you, you can just drop-off and pick-up for child yourself so you have a more consistent schedule. The bus company puts the bus routes together, this had nothing to do with FSDC!

### ***FIRST Day Camp Pick-Ups***

**Campers need to be ready to be picked up between 7:00 - 8:30 PM.** They can be in their house but ready to be picked up. **Our bus counselor will call you when the bus is at that stop before your home.** We understand that this isn't ideal but we know, every year, the bus times aren't consistent until the bus driver knows the route and families better. The driver or bus counselor will inform you of the pick-up time after the first day. Once the regular pick-up time is established, please have your child outside 10 minutes before the scheduled bus pick-up time. If you start Week #2 and beyond, expect a call from the bus counselor on the Friday before you are set to start camp.

### ***Times***

Bus pick-ups generally start at 7:00-7:30 AM. The buses are loaded up in the PM at approximately 3:30 PM. Buses may be early or late depending on traffic and campers who are beginning/ending their season. If there are any issues with busing we will notify you via the REMIND APP.

### ***Changes***

If your child will be off the bus on a given day, we need to be notified in writing. (Please limit this to emergencies) In this letter, you also need to let us know who will be picking up your child. **NO EXCEPTIONS!**

### ***Bus Pick-Ups***

We will wait 3 minutes for your child if he/she isn't outside waiting for the bus. In that time, our bus counselor will contact a parent. After 3 minutes goes by, the bus will drive away as to not delay the other campers. If a particular family is consistently late and slowing down the bus route, the child will be removed from the bus.

### ***Bus Drop-Offs***

FSDC will NOT drop-off any camper that doesn't have an adult outside to receive the child. We will wait a few minutes and if no adult is seen, your child will be dropped off at Fun Station at the end of the bus route.

If you give your child permission to be dropped off without an adult we need a letter from you, in writing, detailing this. In this case, the bus will drive away once your child is safely on the curb.

### ***Bus Behavior***

Each camper is escorted to his/her seat and the safety belt is adjusted for the child. Seatbelts are

to be worn at all times. We expect that all bus children treat each other and our staff with respect. If at any time, we feel an unruly camper is jeopardizing the safety of other campers; the child will lose bus privileges. Please speak to your child.

## **CAMPER DROP-OFF & PICK-UP FROM CAMP**

### ***Drop-Offs from Camp***

FSDC opens for drop-off at 7 AM. There will be a clipboard at the main counter where you must sign your child in for the day. Campers can be dropped off between 7 AM to 9 AM. Please have your children in camp before 9 AM.

### ***Pick-Ups from Camp***

Camp doesn't completely end until 3:30 PM. Be advised that in most cases, we have trips/activities that end right around 3:30 PM. PLEASE begin picking up children at 3:45 PM as this helps with PM dismissal.

All those who pick-up a camper MUST have photo ID.

Our PM supervisor will only permit adults that are listed on your registration form to pick-up your child from camp. If you need to add people, contact Chris.

If you have someone else that will pick-up your child, you can send in a letter in the morning with your signature on it and that will suffice.

## **SWIMMING POOL**

Our pool is located 15 minutes away at the Frog Hollow in South Amboy, NJ

The first day at the pool, Frog Hollow will give all campers a swim test (where necessary). Campers will be categorized according to their ability: kiddie splash pool (18"), stand in shallow water, full access to entire pool. Camp counselors are in the water with the children. We also have access to a wading pool for our 4-5 year olds to splash around in.

Be advised that the Frog Hollow swimming pool regulations, procedures & supervision exceeds all regulations of the NYC Dept of Health. There is also a playground for campers that don't like the pool.

### ***Preparing for a Swim Day***

Unless otherwise notified, all swim days are on Monday's. It is advised that children wear their bathing suit under their regular clothes on camp days. (Camp shirts are not needed) This will give them more time at the pool although a locker room is available for those needing to get changed.

Campers should bring a towel and dry clothes to change into for after the pool - underwear, socks, shorts, t-shirt and sneakers. They may also bring sunscreen spray which counselors will help spray on them - no creams please! Water shoes and a plastic bag for wet clothes are recommended as well. Counselors will assist campers in changing where absolutely necessary.

A common issue at the pool is the clothes that get left behind – Please make sure every article of clothing is labeled so we can round up lost clothing and get it back to your child.



## **OFF SITE TRIPS**

As we told you at the time of your registration, all but 2-3 trips are included in your tuition. For those trips, money will be collected from the children to their counselor during the morning announcements. Please make sure to put your child's name on the envelope.

CASH is the only acceptable form of payment for these trips.

For these off-site trips, all campers **MUST** wear their camp t-shirt. In the event you child doesn't have a camp shirt, one will be put on him/her and you can send in money the following day. We take **NO RISKS** for your child's safety.

## **COUNSELORS**

When needed, you can send in a note that we will give to your child's counselor. No counselor is permitted to give out their cell phone number to parents without the director's permission. Any issues or concerns with staff, please don't hesitate to let Chris know.

## **STAFF GRATUITIES**

We believe that a good camp counselor can be crucial to your child having a great camp experience. We take our time in hiring staff and purposely limit registrations to ensure we hire the "right staff."

Tipping is the traditional way to show members of our staff your appreciation for all that they've done. We recommend that you tip on your child's last day of camp. Many parents have asked me what is recommended so see below:

1199 and HRA families are reminded that your tuition payments do **NOT** include gratuity so please keep that in mind when the time comes.



## **SUGGESTED CAMP STAFF GRATUITIES**

**Camp Counselor** = \$5.00 - \$7.00 per week enrolled

**AM/PM Supervisor** = \$3.00 - \$5.00 per week enrolled

**Bus Counselor** = \$1.00 - \$3.00 per week enrolled

**Bus Driver** = \$1.00 - \$3.00 per week enrolled



To close, we just want to thank all of you for choosing our camp. We know that there are many good camps out there and the fact you chose us does not go unappreciated.

Kids need camp. We saw that, especially with how difficult the last few years have been. We'll do our best to provide a safe, nurturing and fun environment for your child.

If you have any issues during your time with us; give a call and reach out.



# THE **FASTEST GROWING** CAMP ON STATEN ISLAND!

2021

*Summer #10*

**306 kids**



2012

*Summer #1*

**28 kids**



***What a difference 10 years makes!***

***We'll never forget your support and TRUST in getting us to this point.  
Thank you from the bottom of our hearts!***