

PEDDIE SCHOOL
Summer
Programs
Handbook
2019

Jim Truslow, Director
609-944-7570
jtruslow@peddie.org

Welcome to the Summer Programs at Peddie School

The Summer Programs at Peddie School have a long tradition of excellence in athletics, theater arts, service leadership and, especially, academics. Our Summer Programs have been in existence for almost 100 of Peddie School's 150-plus years. Continuing and preserving our reputation for excellent programs and our traditions of world-class facilities and student care is essential to Peddie School and important to you and your program – it will help you have success, keeping families happy and healthy and coming back for years to come.

The guidelines and expectations in these pages are meant to help you have and continue that success. Please read through them and understand them.

If you have any questions, please ask. Before your program begins, please look through the accompanying guide regarding our expectations for running a camp here at Peddie School. Please take the time to walk your own staff through these expectations. We are happy to meet with you, your staff and your campers to help them understand Peddie School's commitment to our programs, to the success of yours and to our desire that every student/camper who comes on our campus have a phenomenal time.

As always, thank you for choosing Peddie School as the home of your summer program. We are thrilled to be your host.

Sincerely,
Jim Truslow
Director of External Programs
609-944-7570 (office)
609-240-6837 (cell)
jtruslow@peddie.org

Arrival

Camps can arrive to set up after noon on the Sunday of your camp week. If you have special needs and would like to have your staff arrive earlier, please make arrangements with the Director of External Programs. *Camps starting mid-week will need to coordinate arrival as the campus is far busier during the week than it is on Sundays.*

Upon arrival, you will receive master keys for each of the dorms in which your campers and staff will reside for the week. Also, you will receive FOBs – electronic access – for the outside doors to each dorm. FOBs and keys are for staff members only. *That means student rooms will not be locked; the dorms, however, will always be locked.*

At no time should campers be given keys OR FOBs. We ask that you respect this request – campers should always travel the campus with staff supervision. This should be done for (but not limited to):

- Dorm to dining hall
- Dining hall back to dorm
- Dorm to fields/classrooms
- Fields/classrooms back to main campus or dorms
- During free time – a staff member should be present in each of the areas you deem acceptable for free time. Students should never be given the freedom to roam campus unsupervised. We believe that students/campers in the summer, who are only here for 4-5 days, do not have the knowledge of or investment in the campus required to be given such freedom.

Also, upon arrival, staff will have an orientation meeting with the Director of External Programs and/or the Director of Security. This meeting will outline our emergency procedures, how and when to use FOBs, where to find security/help if needed, and so on.

For your arrival date, we will disarm the electric door locking system (that the FOBs open), so your campers can move in easily. Please have a staff member at each dorm to facilitate the move in and “chaperone” the dormitory during this open time. The dormitories will be electronically locked at 5PM on move in days. After this time, a FOB is needed to gain access. Also, the automatic alarm system is on between 11:00PM and 6:00AM. This system will alert you (and Peddie security) if someone exits or enters the building – without using their FOB – between these times. **Staff members can leave or enter during these hours but they MUST use their FOB on the inside access pad before leaving in order to NOT set off the alarm.**

For this reason, we will ask that you sign out (and eventually sign in) each FOB your program is given. If a FOB is lost, please notify the Director of External Programs or Security immediately. That FOB can be “turned off” and another one can be issued.

Dormitories – “leave it better than you found it”

The dormitories are thoroughly cleaned prior to each camp’s arrival and between camp weeks. We ask that you and your staff help campers remember that this is our school “home.” We want it to be “their home” for the week they are at Peddie. Please treat our space and the items in our space with respect.

As we do with our school-year students, we ask that you do your best to **“leave the space better than you found it.”** Excess cleaning will lead to the camp being charged an additional fee. That’s not what we want; instead, as a school environment, this is an opportunity to help campers understand the space is theirs for the week – please live in it respectfully as if it were your own home.

Each dormitory room will be equipped with:

- Two twin beds with mattresses
- Two dressers, two closets, two desks and two chairs
- Screens in the windows
- Windows that open to 6-8 inches (to insure no one can get in or out)

Each dormitory will have:

- A lounge with a TV, cable box and remote
- Please make sure all three are in the lounge when you leave at the end of the week
- 2-4 bathrooms for staff and campers (*please designate one for staff only*)
- Dorm rooms are not air conditioned, but each dorm lounge is air conditioned

Advise families that they should bring a fan for the dorm room to help with hot nights. Peddie School does not allow air conditioners to be installed for the week (exceptions for special health needs can be requested ahead of time; Peddie staff must install them). Also, please advise families that any other electrical devices – refrigerators, hot pots, toasters or toaster ovens, irons, etc. – are not allowed in dormitory rooms. A refrigerator can be provided for your camp’s health director in order to store medicine for campers.

If families or staff plan to bring food to store in their dorm rooms, please ask that they also bring a plastic bin with a fully sealable lid in which to store the food items. This bin helps insure that all food is not accessible to any insects or small rodents who will be attracted to dorms and room if crumbs or spills or open containers are left out.

Typically, the loudest and potentially most harmful time period for your campers is after their last commitment and before their lights out bedtime. **Campers must be monitored during this time.** Peddie School offers the Grille for late night snacks, but we ask your camp to have a staff member in the Grille as a chaperone. Dorm lounges and dorm rooms are popular hang-outs during this time. Each dormitory should be “actively” monitored by a staff member.

**“Actively” is defined as in the dormitory lounge or dorm space, door open, listening to the dorm (no headphones), awake, and actively engaged with the campers. Responsibilities include (but are not limited to) reminding campers about excessive noise, insuring appropriate and safe behavior, being mindful of possible homesickness, and so on.*

Managing Campers – *In Loco Parentis*

In the place of a parent....

We are very confident that your campers are busy and well cared for during the active instruction portions of your camp day. Whether engaged in your sport or activity, enjoying a cross-training session, viewing a film or enjoying a break in our pool, these times and sessions are well-monitored and organized. Thank you.

Obviously, the busier and more scheduled your camp day, the more likely your campers are to enjoy their overall camp experience. Also, a well-organized camp day tends to push kids – at the end of that day, they are very tired and ready for some quiet time and much needed sleep.

It is the down time, or free time, that we ask you to maintain “reasonable standards” of camper management in order to insure their safety and the safety of everyone on the Peddie School campus.

“Reasonable standards” can be defined many ways, but for our purposes they are:

- Campers have been given areas where they are allowed to enjoy their free time
- Staff is actively engaged in the free time activities (playing a game, watching a televised event), and...
- Staff is visible and monitoring the areas where campers are allowed to enjoy their time
- At the pool, our lifeguards are in-charge. However, your campers (in groups of 30-35) must be accompanied by one counselor per 15-20 kids to help them enjoy the pool safely.
- Campers know that “going downtown” or leaving the Peddie campus is not allowed without an adult staff member
- Campers know that entering a Peddie School building or facility other than their dormitory is not allowed without a staff member
- If dormitories’ and the common rooms are accessible during free time, a staff member should be on-duty in each one occupied by your camp
- At night, after lights out, when campers are to be in their rooms and sleeping, there is a staff member designated as “on-duty” and the campers know who that person is and where to find him or her.
- Peddie School does not give electronic FOBs to campers – only to staff members. The main reason is so staff members are with campers when they travel to and from dormitories, monitoring all their time on campus.
- Finally, we ask that your staff (or assigned members of your staff) actively monitor your campers while they are enjoying meals in our dining hall. Help them make good choices with the amount of food they take (they can always get more), about waste, about cleaning up after themselves and about enjoying the space quietly and respectfully. Remember that your camp is sharing the dining hall with other camps.

Camper Behavior – *Hazing, abuse and bullying*

The Peddie community believes in the dignity and worth of all individuals.

PEDDIE VALUES

The Peddie community recognizes that the path toward a fulfilling and happy life requires the steady practice of enduring values (*this is directly from our mission statement*):

- **RESPECT** ~ appreciation of and esteem for oneself, for others, and for the diversity of opinions and backgrounds at Peddie and in the larger community.
- **HONESTY** ~ a high regard for truth, sincerity in action, and genuine concern for honor and integrity.
- **SCHOLARSHIP** ~ intellectual curiosity, active engagement in learning, and a foundation in the academic disciplines.
- **BALANCE** ~ time for work and play, a mix of mastery and experiment, and attention to mind, body, and spirit.
- **COURAGE** ~ the quality that enables students to explore new ideas, to create imaginative solutions, to give and accept help, to make difficult decisions, and to grow into confident, compassionate adults.

HARASSMENT, INTIMIDATION OR BULLYING:

The State of NJ has defined “harassment, intimidation, or bullying” to mean any gesture any written, verbal or physical act or any electronic communication, whether it is a single incident or a series of incidents, that is:

- Reasonably perceived as being motivated by either any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability; or
- By any other distinguishing characteristic; and that takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, that substantially disrupts or interferes with the orderly operation of the school or the rights of other pupils; and that
- A reasonable person should know under the circumstances will have the effect of physically or emotionally harming a pupil or damaging the pupil’s property, or placing a pupil in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or
- Has the effect of insulting or demeaning any pupil or group of pupils; or
- Creates a hostile educational environment for the pupil by interfering with a pupil’s education or by severely or pervasively causing physical or emotional harm to the pupil.

Peddie School expects that all programs, events and actions of your camp (as a whole), your staff/counselors, and your campers to adhere to these guidelines. As part of training and expectations, your staff will be prepared to monitor and address possible incidents of harassment, intimidation and bullying AND will be aware of how to insure that they avoid behaving in a way that could be seen as harassment, intimidation or bullying.

Health Issues/Incidents

Incident Reports. In the event that a child/player, coach or any member of your camp group is injured in any way while on the Peddie School campus, please notify our security staff immediately after you have attended to the injured person and determined a course of action – whether for a band-aid or if emergency services is called.

If you do need to call 911, direct emergency services to the specific facility you are using on the Peddie School campus. Then, when possible, call Peddie Security – they will help direct emergency services to your location.

609.944.7557 is the phone number for Peddie Security and it is answered 24/7/365.

The Peddie Security staff will determine if any further action must be taken and will enter the incident in our daily log book. Within 24 hours of the incident, please email an incident report to jtruslow@peddie.org and pmiller@peddie.org.

Please use the incident report below.

Also, your camp is required to meet all safety and health standards for New Jersey Youth Camps - found online at http://www.state.nj.us/health/eoh/phss/documents/youth_camp.pdf.

Peddie School Facilities Rental

Incident Report

Report to be completed immediately following treatment of injury.

Name of Camper: _____

Date of Incident: _____ Time: _____ Rental Group: _____

Location of Incident: _____

Description of injury: _____

What was the camper doing when injured: _____

Describe the incident (in detail): _____

Describe the steps taken by staff following the injury: _____

Witnesses: _____

Staff members involved: _____

Signed: _____ Date _____

Program Director

Signed: _____ Date _____

OnSite Supervisor

Dining Hall/Food Services

Our dining hall offers three meals a day from Sunday evening dinner through Friday lunch during the seven weeks we are open for summer programs.

Breakfast 7:15-8:15AM

Lunch 11:30AM-1:15PM

Dinner 5:00-6:00PM

**Note – your camp will receive a time during the lunch service when they are expected to arrive for the meal. Lunch is a very busy meal on-campus and we ask that you please stay to the assigned time. We stagger arrivals and departures so the dining hall can serve and seat everyone as efficiently as possible. Thank you.*

Peddie Food Services (PFS) offers a number of hot and cold, vegetarian, and healthy choices at each of the meals. PFS will do all it can to accommodate special needs that one or more of your campers or staff may have. Also, please alert us to any food allergies you may be aware of for your campers or staff. Please direct families or staff with special needs to contact the Director of External Programs – we will put them in touch with our PFS Director and Chef so we can address their needs.

Security/Safety

Our Peddie Security staff can assist you and your group with anything – from a locked door or access to lights, to emergency services and so on.

609.944.7557 is the phone number for Peddie Security and it is answered 24/7/365.

First and foremost, we want you and your group to enjoy our facilities safely. We want the families associated with your program to have a great experience while they're here and we want them to arrive and depart in a way that insures everyone is safe. Our security staff can help, but it also starts with you. By following the guidelines in this handbook, actively supervising your players and families, communicating with us and everyone involved, your group and Peddie School will enjoy a long and respectful relationship. Thank you.

Again, your camp is required to meet all safety and health standards for New Jersey Youth Camps - found online at http://www.state.nj.us/health/eoh/phss/documents/youth_camp.pdf.

Facilities

Your camp has contracted to use certain facilities. In some cases, those facilities are shared with other youth camps that will be on-campus at the same time as your camp. In some cases, a schedule will be posted to insure everyone gets the time they are allotted. Weather and other issues may require all of us to make adjustments. Schedules will be created by the Director of External Programs after speaking with and determining the needs of each camp. Thank you for keeping to the schedule.

If your camp would like to use another facility – one that you are not contracted for during your time – please contact the Director of External Programs before use.

As always, we ask that you do everything you can to remind your campers and staff to “leave a space better than you found it.” Thank you.