



brooklyn cultural adventures program



BCAP SUMMER CAMP 2016 FAMILY HANDBOOK



A Message from the BCAP Director

Dear BCAP Families,

We're so glad you will be joining us for Brooklyn Cultural Adventures Program Summer Camp 2016. Our theme this year is: **Good Eats!** We'll be exploring all kinds of cool food-related themes, visiting two sites on our *Cultural Campus* each day: Brooklyn Museum, Brooklyn Public Library, Brooklyn Botanic Garden, Prospect Park Zoo, Brooklyn Children's Museum, Prospect Park Audubon Center & Lefferts Historic House, plus our 2016 guest partner, Four and Twenty Black Birds! Adventurers will take part in fun, hands-on activities at each site that weave connections between science, nature, literature, art, technology, culture, and history.

We here at BCAP are dedicated to ensuring that your child stays safe and has fun while learning with us this summer. We strive to keep the lines of communication clear and to provide you with all of the information you need to make sure you and your child are prepared for summer. This handbook serves as your BCAP orientation. It will fill you in on what we need from you before camp starts, where to go and what to do on your first day, and details about your two weeks at camp. Parents will also be invited for a brief orientation and Q&A on the morning of your first day of camp.

Please read the following information carefully and discuss it with your child. Feel free to contact us at any time if you have questions. We look forward to seeing you this summer!

Sincerely,
Erin Shaw
BCAP Director
& the BCAP Team

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I Camp Registration

If you have received this BCAP Family Summer Handbook, you should have already finished the registration process and paid your deposit. Thank you for taking the time to share all the important information we need to ensure your child is safe and happy this summer.

To access your account for any reason: Go to our website – www.bklynlibrary.org/bcap/register -- click the green "Register Online Here" button, and sign in with your username and password.

The BCAP registration office is located in the Brooklyn Public Library during the school year. Please see our contact information in the appendix.

Do Now:

Double-check your camp session dates: Find these on your account home page, and in your email confirmation.

Double-check whether you have been registered for Stay&Play after-care: This is a service for those who are not able to pick up their child at 3:30 or arrange for someone else to do so. Spots are limited. The BCAP office must manually enroll you in this service. If you have been enrolled, you will see Stay&Play listed along with your reservation. If you are enrolled but do not need this service, please contact us to open up your spot for someone in need of after-care. If you need to request a spot in Stay&Play, please contact us to check for available space.

Due by June 1st

Physician Exam and Immunization Record: Please upload your child's current physician exam and immunization record in the [Document Center](#). This must be less than a year old at the time of camp.

Final Payment: Please [make your final payment](#) if you did not pay in full at the time of registration.

Updates to Online Documents: Please finish any incomplete documents, or make updates where needed. Be sure that all the information is accurate and up to date, especially emergency contacts, authorized pickups, and health and medical information.

Notice: The BCAP office will email all accounts with missing documents and payments before June 1st. Incomplete accounts who fail to respond are subject to reservation cancellation or wait list. No camper may begin on the first day with incomplete documents or an account balance. No camper may begin on the first day without a current Physician Exam and Immunization Record.

SIGNATURE REQUIRED ON THE FIRST DAY OF CAMP

On the first day of camp, we will ask for your handwritten signature, in addition to the electronic signature you provided online. Like the online signature, this indicates that you read and understood all online documents, and provided accurate and complete information. As per the rules of the NYC Department of Mental Health and Hygiene, you will also receive a Camp Itinerary and will be asked to sign a Parent Information Statement of Affirmation.

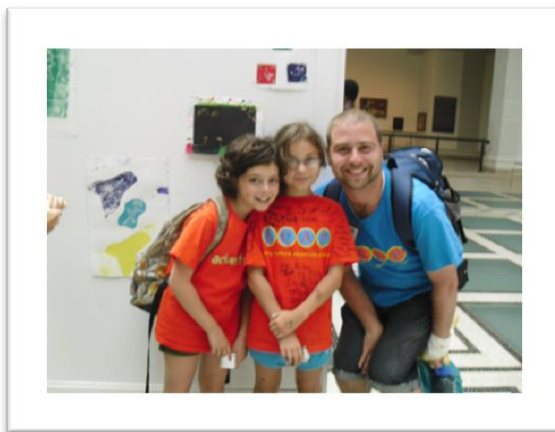
II Your First Day at BCAP

Family Check-In: 7:45-8:45am at the Brooklyn Museum

Where do I go?

The Education Gallery & Studios at the **Brooklyn Museum** serve as home base for BCAP each summer. The museum is located at 200 Eastern Parkway on the corner of Washington Avenue and Eastern Parkway. If you are traveling by subway you can take the 2/3 train to the *Eastern Parkway/Brooklyn Museum* stop, which exits directly in front of the Museum. (4, 5, B, Q, and Shuttle also close by.)

Enter through the **BACK DOOR** of the Brooklyn Museum. A BCAP staff person in a blue shirt will be there to direct you! **DO NOT TRY TO ENTER THROUGH THE FRONT ENTRANCE.** You must walk around to the back corner of the building next to the parking lot. Enter through the lower doors adjacent to the Sculpture Garden and Cafe. Take the stairs/elevator to the first floor where another BCAP staff person will greet you!



Parking

All visitors to the Brooklyn Museum have 15 minutes of free parking.

This means that on the first day of camp families who park in the lot will have to pay a small parking fee. (For pick-up and every other day of camp, you will be able to enter the parking lot and stop briefly for 5-10 minutes to drop off or pick up your child for free.) Please plan your time accordingly. The Museum cannot make exceptions.

Details of First Day Check-In and Orientation

Please see the details of the first day in the Appendix at the end of this document. The first morning will include a sign-in, tshirt pickup, meeting the counselors and camp group, and short parent orientation. **Parents should plan to spend 30 minutes at the Museum on the first day.**

Campers will receive an orientation during the morning activity period of the first day, where they will be made to feel comfortable and welcome at BCAP!

Your Camp Group

Your camp group will include 22 children of similar age led by 4 adults: 1 Head Counselor, 2 Group Counselors, and 1 Youth Development Intern. Campers will also get to know our special activity interns, the Camp Director, and Assistant Camp Director on the first day.

BCAP Office

We have a Summer Camp Office in the Brooklyn Museum Education Gallery, which will be staffed from 8am 4pm daily. Please call the Camp Office for any inquiries: (718) 501-6464. After 4pm, or for emergencies when the office phone is not answered, call the emergency camp cell: (347) 834-6106. Complete contact information is listed in the Appendix.

Don't Forget Breakfast!

Please make sure your child eats a filling breakfast before they come to camp. Our lunch break is at noon.

III Being Prepared for Camp

Appropriate Dress

BCAP T-Shirt

For security reasons, campers must wear an orange BCAP Summer Camp T-Shirt every day. Two T-shirts will be provided to each camper on the first day. If a child arrives in another shirt, a Camp T-shirt will be supplied and charged to the family account. (\$10) Please do not cut or alter your shirts.

Shorts

Lightweight, comfortable shorts are suggested. Please DO NOT dress your child in overly warm clothing, a skirt/dress without shorts, or anything that cannot get dirty or wet.

Proper Footwear

Comfortable, closed-heeled, closed-toed shoes are required daily. Sneakers recommended. **No flip-flops or dress shoes.** Campers should wear footwear that can get dirty and wet.

Hat & Sunglasses

A hat is suggested for sun protection. The BCAP Staff will do our best to remind children to keep track of their things. However, this responsibility ultimately falls on your child. Please do not provide your child with an expensive hat, sunglasses or any other item that cannot get dirty or wet or will cause hardship if it is lost or damaged.

What to Bring Daily

Backpack

Backpacks with two shoulder straps suggested, and should be large enough to fit lunch, sunscreen, raingear, hat, and water bottle. However, your child will be carrying this bag with them all day, so it should not be too heavy or filled with unessential things that could weigh your child down.

Reusable Water Bottle

Please provide your child with a lightweight, reusable water bottle that fits easily into their backpack. Fill it with water before you come to camp. Your child will have the opportunity to refill their bottle during the day.

Lunch

Parents or guardians must provide their child with nutritious lunch each day. **NO NUTS OR NUT PRODUCTS.** (More on food policies on the next page.)

Rain Gear

Check the weather forecast each morning. If there is any chance of rain, please pack lightweight raincoat or poncho and/or a collapsible umbrella in your child's backpack.

Sunblock and Bug Repellant

Each child should travel with their own sunblock with an SPF of at least 30. Please apply sunblock in the morning before camp. Counselors will not apply sunblock to your child, but will remind them to reapply on afternoons when they will be outdoors.

You may also choose to apply bug repellant, especially on days when we will be visiting the Audubon Center. Please apply bug repellant OUTDOORS in a well-ventilated area in the morning before camp. Counselors will supervise the re-application of bug repellant, if needed.

Library Card Please be sure your child has a Brooklyn Public Library card **before** the first day of camp. You can apply for a Brooklyn Public Library card by going with your child to any Brooklyn Public Library Branch.

Required Medication

All medications and health concerns should be listed on your online health form before camp starts. If you need to add any details or would like to speak with the camp Director about special instructions, please call as soon as possible. We are happy to have the most complete information you can provide!

Parents/guardians are responsible for providing their child with the medication that they need each day, including asthma inhalers, allergy medication, or EpiPen, if applicable. Place the medication in an easy-to-find place in their backpack, such as in a zip-lock baggie in the front pocket. Medications must be in their prescribed packaging, with instructions. If possible, please measure out and send a proper dose for the day. Counselors are not able to administer medication for campers, but will supervise and assist as needed.

Food Policies

Dietary Restrictions & Food Allergies

All dietary restrictions and allergies should be listed on your online health form before camp starts. Campers may sample foods this year as part of our "Good Eats" theme. We will not serve any nut products. If you need to add any details or would like to speak with the camp Director about special instructions, please call as soon as possible.

Pack a Lunch

Parents or guardians must provide their child with a nutritious lunch each day. There will not be any opportunities to buy lunch. Campers will be responsible for carrying their own lunch. Please do not provide your child with food that requires refrigeration or heating. Insulated lunch bags with ice packs are recommended. Please provide necessary utensils such as forks, spoons, and napkins. Healthy food encouraged—no fast food or soda please. No glass.

No Nut Rule

Due to serious nut allergies, **DO NOT INCLUDE ANY FOODS THAT CONTAIN NUTS OR NUT PRODUCTS** in your child's lunch, including but not limited to: nuts, peanut butter, other nut butter, Nutella, candy with nuts, granola bars with nuts, etc. Please make everyone who may pack your child's lunch aware of this rule.

No Sharing Food Rule

Due to allergies and other preferences, please do not provide your child with extra food to share.

Provide Breakfast Before Camp

BCAP campers are extremely active throughout the day. Parents/guardians should provide their child with a filling, nutritious breakfast each morning. We allow children who arrive between 8am and 8:45am to bring breakfast and eat it outside in the Sculpture Garden. No fast food, soda, or glass containers please.

Snacks

BCAP provides one snack and one beverage each afternoon at 3:00pm. Campers in the Stay&Play program will receive an additional snack and beverage. Campers will be given a choice between 2-3 options: apple sauce, Goldfish or pretzels, natural animal crackers, or similar. All snack options are free of nut and nut products. Beverage is 100% juice with no added sugar. Campers may bring their own snack to eat during the designated snack time if you prefer.

If You Forget Your Lunch

If your child comes to camp without lunch, the primary contact will be called to deliver the lunch. If no contacts can be reached, a lunch will be purchased and must be reimbursed at the parent's expense.

What Campers Should NOT Bring

Money

We do not visit gift shops or food vendors during any of our visits and therefore, your child will have no need for money during their day at BCAP.

Food Policy

No nuts or nut products, no fast food, no soda please! No sharing food, and no glass containers.

No Electronics Policy

Electronics such as cell phones, hand-held games and iPods are not permitted at camp, as they disturb programming. Please **leave all electronics at home**. If a cell phone is necessary for post-camp communication, campers must sign in their electronics with the Head Counselor in the morning, and sign them back out at the end of the camp day.

Please contact the BCAP Office or Camp Cell Phone when you need get in contact with your child during the day. Refer to the Camp Contact Information and Communication in the appendix for the camp's contact information.

Being Prepared for Water Day

Water Day is always a favorite among campers *and* counselors. On the first day of camp, counselors will let you know what day will be Water Day for your child. Water Day consist of 90 minutes of fun, friendly games and relays involving spritzers, water balloon tosses, etc.

In addition to their normal supplies, they will need a towel, a change of clothes and footwear. They may choose to arrive wearing a bathing suit underneath their camp shirt or to wear swim trunks instead of normal shorts to camp. However, they should have a complete dry set of clothes and shoes in their backpack. They should have footwear that is appropriate for active play in water, such as closed Crocs with a heel strap or old sneakers. **No bare feet or flip flops allowed**. Campers may not bring their own water toys. Parents will be reminded the day before their child has a Water Day!



IV BCAP Community Values

What You Can Expect from the BCAP Staff

High Caliber, Well-Trained Staff Members

BCAP has very high standards for staff members, and we maintain an child:adult ratio of 5:1 for all trips. Head Counselors must be 21 years old, have completed at least 2 years of college, and have excellent experience leading groups of youth. Group Counselors must be at least 18 years old, have completed their senior year of high school, and have excellent experience working with youth. Candidates for counselor positions must exhibit a capacity for leadership, including problem-solving skills, positive and effective communication and an ability to uphold high expectations. They must display an ability to serve as a positive role model, set firm boundaries, exercise patience and see things from a child's perspective. We look for individuals that exude the same love for learning, discovery and creation that we aim to foster with our children. They also must have experience with diverse populations. All staff and interns undergo an interview, reference checks, and background checks before being hired. Finally, they've got to know how to have fun!

All staff and interns participate in a weeklong training, preparing them to ensure that BCAP is a safe, enriching and fun experience for all of our campers. Topics covered in our weeklong training include First Aid, CPR, safety protocols, identifying and supporting the individual needs of each camper, group management, bullying prevention, team building, camp curriculum, and positive camp culture.

- **Basic Expectations for BCAP Staff:**

- BCAP Staff **will** be attentive to the physical, social and emotional needs of each camper and **will always** make the physical and emotional safety of your child their top priority.
- BCAP Staff **will** always uphold the "rule of three," ensuring that no child will ever be left alone with a BCAP Staff member.
- BCAP Staff **will** be excellent role models and use respectful speech and actions that are appropriate in the presence of children at all times.
- BCAP Staff members **will** actively engage with each camper before, during and after each camp activity to enhance your child's learning experience.
- BCAP Staff **will** foster an environment of acceptance and respect between campers and will actively engage in building a sense of community every day.
- BCAP Staff members **will** uphold behavioral expectations in a consistent and unbiased manner.
- There **will** always be a BCAP staff member ready and eager to address any concerns/questions you may have about their group or the camp.
- BCAP Staff **will never** engage in inappropriate physical contact with children.
- BCAP Staff **will never** use drugs or alcohol, or smoke during the camp day or while campers are present.
- BCAP Staff **will never** embarrass, belittle, tease, taunt, or bribe campers.
- BCAP Staff **will never** display favoritism for any camper or any bias against any camper.

What We Expect from BCAP Campers

Basic Behavior Expectations

BCAP knows that summer is a time for children to unwind and we go to great lengths to make sure that camp is a fun experience. However, when managing a group of children it is important to establish structure and expectations for behavior. This helps us to ensure the physical and emotional safety of the group and helps instill a sense of security among our campers that their well-being is a top priority.

The expectations that BCAP holds for our campers can be summed up in four words: **Safety, Respect, Support, and Responsibility**. Specific expectations are developed together by the counselors and campers on day one.

Safety:

Campers are expected behave in ways that are safe for themselves and others, physically and emotionally. Campers must refrain from any behavior that could cause harm to others or themselves, whether intentionally, through neglect or playfully. That generally includes such rules as:

- Stay with your buddy when traveling and always walk.
- Keep your body to yourself. No hitting, kicking, pushing or any other aggressive act.
- Use kind and respectful words and body language.
- Stop everything and prepare to listen for instructions when given a quiet signal by a staff member.

Respect:

Respect should be shown to all staff members, educators and fellow campers. In general terms, this involves recognizing everyone's inherent value as a peer or authority figure and treating them accordingly. Campers must refrain from speech or actions that others may find demeaning, threatening or insulting. That generally includes such rules as:

- Recognize and respect the role of BCAP staff members and institution educators as authority figures.
- Never use aggressive, threatening, profane or illicit words, actions, gestures or tone of voice.
- Campers should respect and treat each other as equal peers.
- Respect your fellow camper's right to say "no".
- Comply with any request by a peer or counselor to stop any behavior that a peer finds unpleasant.
- Avoid interrupting a BCAP staff member and institution educator when they are teaching, giving instructions or helping another person, unless absolutely necessary.

Support:

Campers should actively support, encourage and help each other. BCAP Campers are expected to work and play as a team. That generally includes such rules as:

- Be inclusive. Welcome group-mates who would like to work or play with you.
- Recognize and cheer on effort regardless of result.
- Celebrate success without demeaning anyone for mistakes or shortcomings.
- Offer help when you think someone needs it.

Responsibility:

Campers must take an age appropriate level of responsibility for the functioning of their group by following routines established by the counseling staff without constant prodding. That generally includes such rules as:

- Keep the spaces we use clean. Pick up after yourselves and each other. Strive to leave areas looking better than when we entered.
- Take care of your property and make sure it is in your possession before you leave a location.
- Take responsibility for time by responding to time prompts and following clean-up and line-up routines in a timely manner.

Behavioral Expectations For Institutions

In addition to our basic expectations, each institution has their own guidelines for behavior. Campers are expected to adhere to the guidelines of each institution they visit and to respect each institution's staff, collections and patrons.

Consequences for Inappropriate Behavior**Level I: Disruptive Behavior**

Inappropriate behavior that impedes and individual or group's ability to engage in an activity, but does not threaten safety.

Step 1: Warning

Counselor will approach child one-on-one to briefly discuss the behavior and camp expectations. Counselor will inform the child of consequences if behavior continues. Common consequences for disruptive behavior include sitting out of an activity for a short period of time, or losing the privilege to choose their partner.

Step 2: Implementing Consequence & Reflection Discussion

If the behavior persists, the consequence that the counselor discussed during the warning will be implemented.

After the consequence has been implemented, the counselor will engage the child in a discussion in which they will reflect on why that behavior is inappropriate and the potential impact of that behavior and list specific strategies that he/she will use in order to prevent behavior from reoccurring. This discussion will end in the counselor informing the child of next consequence, which may include sitting out of the remainder of the activity and/or a discussion with the parent or guardian.

Step 4: Parent/Guardian Discussion

If the behavior continues, the Head Counselor or Camp Director will speak to the parent and child at sign-out. Possible causes and solutions to problem will be examined. The discussion will conclude by outlining expected behavior from youth, highlighting the role staff, parent/guardian and camper have in the solution.

Step 5: Follow-up

The Head Counselor or Camp Director will have high expectations for the camper moving forward, and will check in on progress and share an update with parents the following day.

Level II: Threatening or Dangerous Behavior

Behavior that blatantly defies safety guidelines and threatens the safety of staff, children, or him/herself **OR** threatening another person through words or gestures will result in an in-house suspension. This will consist of immediate removal from the group and the removal of activity privileges for the remainder of the day. . The parent will be called, and a conference will take place at pick-up. Any continued threats or engagement in dangerous behavior may result in the offending camper being sent home immediately and a one- or multi-day suspension from camp.

Violent Behavior, Sexual Harassment or Bullying

BCAP has a zero tolerance policy for bullying, fighting, and sexual harassment. Bullying will result in an immediate in-house suspension. This will consist of immediate removal from the group and the removal of activity privileges for the remainder of the day. The parent will be called, and a conference will take place at pick-up. Fighting or violence of any kind will result in the offending camper being sent home immediately, and a one-day suspension. In the case of behavior that can be interpreted as sexual harassment, the age of the child and their ability to understand their behavior will be taken into consideration when this behavior first occurs. However, any repeated occurrence of this behavior will result in an in-house or one-day suspension. If a child engages in violent behavior, sexual harassment or bullying repeatedly, the camper will be permanently expelled, without refund.

Parent/Guardian Conferences

If your child has engaged in persistent disruptive behavior or if they have engaged in any behavior that has led them to be removed from the group, you will be contacted by the Camp Director or the Assistant Camp Director and asked to take part in a Parent/Guardian Conference. Please address the Camp Director or Assistant Camp Director to discuss details about any disciplinary actions.

V Safety Procedures

Counselor Qualifications

All counselors are certified in CPR and First Aid. Our Camp Director, Assistant Camp Director and Head Counselors receive pro-level certifications in CPR and our Camp Director and Assistant Director have emergency responder level certification in First Aid. Staff also learns camp-specific safety and security procedures.

Each team of counselors is equipped with a First Aid kit and the medical information for each child in their care including health conditions, allergies and medications. In the event of an injury or illness that may prove life threatening, and/or beyond the scope of our staff's level of training, our staff will contact 911 immediately and contact the parent or guardian directly after. We will provide as much care as we are able to provide until EMS arrives. No injured or ill child will ever be left unattended.

Medicine

Make sure your online Medical History form is 100% complete and accurate. BCAP counseling staff is not authorized to administer medication, but will supervise campers as they self-administer their medication. Pack their medication and instructions in an easy-to-find place in their bag. Also see "What do Bring Daily" on pg. 6.



Parent Notification

Parents/guardians will be notified by the Camp Director or Assistant Camp Director in the event of camper injury or illness either by phone at the time of the event or at the end of the day during pick-up, depending on the urgency and severity of the incident.

Inclement Weather

Camp will proceed normally in light rain and typical warm summer weather. On days where severe rain and/or thunderstorms are anticipated, camp schedules may be altered or trips may be cancelled. Campers will not travel in thunder storms. On days when excessive *heat warnings* are announced, camp schedules may be altered. On days when *heat advisories* are announced camp schedules will be altered or cancelled. Campers will not participate in high-energy outdoor activities or spend prolonged periods in the sun on extremely hot days. On these days campers will be encouraged to drink extra water and will spend time in the shade or air conditioning. **If your child is highly sensitive to heat, please list this on your online Medical History form.** Altered or cancelled trips will be replaced with other fun and educational activities!

VI The Camp Day

Daily Routines

Camp Schedule

Each day your child will have a morning and afternoon activity period. Each group has their own schedule. You will receive your child's schedule on the first day of camp.

Morning Sign-In

Morning Sign-In occurs from **8:00 – 8:50am in the Education Gallery at the Brooklyn Museum**. BCAP entrance is at the BACK of the Brooklyn Museum, adjacent to the parking lot. Enter through the lower doors, go up one floor, and turn right into the Education Gallery. Families who drive may park for 5-10 minutes to sign in. (Limit 15 minutes free parking. No exceptions.) BCAP cannot receive campers before 8:00am.

A designated adult must sign in with their Head Counselor, and campers will put on their nametag. (Campers ages 10+ may have a parent sign the Authorization for Independent Sign-In and Sign-Out.) Electronics will be collected if brought to camp. Double-check that you have your Tshirt, lunch with no nuts, water bottle, etc.

Please make sure that you **arrive no later than 8:50am**, so that we may begin our day on time at 9:00!

Lateness Policy

If you are going arrive after 9:00am, please contact the Camp Office immediately. We will provide you with instructions on whether you should proceed to the Education Gallery or meet your child's group at the institution they are visiting. An adult must always sign in with the Head Counselor upon arrival.

Absence Policy

In the case of anticipated or unanticipated absences, please call the Camp Office to inform BCAP about the absence as soon as possible.

Camper Morning Routines

After being signed in, campers will have the option of engaging in one of three group activities: art in Studio 1, board games in Studio 3, or outdoor games in the Sculpture Garden. Parents should walk the child to this activity on their way out. Campers are also free to use this time to read or just hang out with friends, but should expect to be invited to engage in a morning activity. Non-electronic toys are permitted during this time, but must be put away and remain out of sight until pick-up time.

Camp groups will wrap up their games at 8:45. Campers will have a team meeting with their counselors at 9:00, take a bathroom and water break, and will be departing for their AM Activity Session by 9:30. *Four & Twenty Blackbirds trips will depart at 9:00.

Time	Activity
8:00-8:45	Morning sign-in at Home Base in the Brooklyn Museum Education Gallery. Play games, make art, or just chat with your counselors and friends.
8:45-9:45	Get ready for an adventure! Campers gather with their groups for a morning meeting.
9:45-10:00	Groups travel to their morning sessions on the BCAP Cultural Campus.
10:00-11:30	MORNING ACTIVITY. Explore, create, and have fun!
11:45-12:45	LUNCH TIME! Eat lunch, play games, and enjoy some free time with your friends.
12:45-1:00	Groups travel to their afternoon sessions on the BCAP Cultural Campus.
1:00-2:30	AFTERNOON ACTIVITY. Another chance to explore, create, and have fun!
2:45-3:00	Groups travel back to Home Base, at the Brooklyn Museum Sculpture Garden.
3:00-3:15	Snack and Camp Shout Out! Share the positive experiences you've had today with your peers and counselors.
3:15-3:30	Sign-Out with parents in the Brooklyn Museum Sculpture Garden.
3:30-5:30	Stay & Play After-Camp Program.
5:30-6:00	Stay & Play Sign-Out with parents in the Brooklyn Museum Education Gallery.

Activity Sessions

Each day campers will be participating in two activity sessions, visiting each Cultural Institution twice over the two weeks. The AM Activity Session runs from 10-11:30am. Following this, campers will take a bathroom break, and have an hour for lunch and some relaxed play time either before or after moving to their PM Activity location. PM Activity Sessions run from 1-2:30pm. After another bathroom break groups return to the Brooklyn Museum Home Base at 3pm and snack is distributed, followed by our end of the day rituals.

Traveling Between Sites

All BCAP groups will travel to the Brooklyn Children's Museum and Four & Twenty Blackbirds by bus. Group A, consisting of our youngest campers, will travel also travel by bus to the Audubon Center, Prospect Park Zoo and Lefferts Historic House. BCAP groups will walk to all other destinations.

We travel between cultural institutions on foot or by bus, rain or shine. Please check daily weather reports to make sure campers are properly dressed for inclement weather. In the case of a thunderstorm, groups will remain where they are until the storm passes.

Bathroom / Rest Breaks

Campers are not permitted to go to the bathroom unattended. Counselors will check the bathroom, and then stand outside the bathroom *outer door* while the camper uses the facility. Only three campers will be permitted in the bathroom at one time.

End of the Day Closing Ceremonies

At BCAP, we end each day with snack, "High 5" recognition by counselors, and "Shout-Outs" from campers from about 3:00-3:20pm in the Brooklyn Museum Sculpture Garden. This is an opportunity for campers and staff members to share our appreciation for each other and give positive feedback. Feel free to hang out to the side of the Sculpture Garden during this time. If you need leave immediately please allow us to signal your child discretely so we may avoid disrupting this closing ritual.

Each day 5 campers per group will receive the "High 5" recognition from their counselors, and each camper will be recognized at least once during their camp session. Check out their picture on our social media sites when they receive this award!

Afternoon Pick-Up

Afternoon Pick-Up occurs from **3:15 – 3:30pm** in the Sculpture Garden. On rainy days, we will be in the Art Studios of the Brooklyn Museum Education Gallery. Children must be signed out each day by an Authorized Pickup person unless they have been permitted to sign themselves out on our Independent Sign-Out Form.

Authorized Pick-Up List and Identification

In order to ensure safety **ONLY adults listed ahead of time on your Authorized Pickup Form will be allowed to pick up your child from camp.** Each adult named on the Authorized Pick-Up Form should be prepared to present a legal form of identification to BCAP staff when picking up/dropping off a camper, such as a driver's license. If an adult is not listed on this form, or there is any question regarding the identity of the person picking up your child, she/he will not be sent home with this adult, and the parent will be called.

If you need to make a change or addition to your Authorized Pickup Form, please do so online **at least a week before your camp session begins.** If you make a change to your online account after this time please call the office to confirm. If you must make a change during camp notify your Head Counselor and the BCAP Office in person, or via written note, with signature. Name, relationship, and phone number of new Authorized Pick-up person must be noted. Authorized Pick-Ups may not be added over the phone. Please plan in advance.

THERE IS A FEE FOR LATE PICK-UP: \$10.00 for every 15 minutes after 3:30pm. A fifteen-minute grace period will be extended to parents who notify us in advance about anticipated lateness.

Stay & Play

The Stay & Play after-camp program takes place from 3:30-6:00pm, Monday-Friday. This service is for parents who are unable to pick up their child at 3:30 or to have another authorized person do so. Stay&Play cannot be added on a day-to-day basis. We have limited space and must maintain our adult:child ratio. Thank you for your understanding. Participants in Stay & Play engage in the arts and games indoors and outdoors at the Brooklyn Museum, and active play in the playground at Mount Prospect Park.

Stay and Play Pick-Up

Stay and Play Pick-Up occurs from **5:30 – 5:50pm** in the Brooklyn Museum Education Gallery. Children must be signed out each day unless they have been permitted to sign themselves out on our Independent Sign-Out Form. The BCAP Office closes at 6pm. Please arrive for pickup before 6pm.

THERE IS A FEE FOR STAY&PLAY LATE PICK-UP: \$10.00 for every 15 minutes after 6pm. If you know you will be late, please call the camp cell phone and do your best to get to the office immediately.

Early Pick-Up

Notify your Head Counselor and the Camp Office in advance if your child needs to be picked up one day before 3:30. Your child will be waiting at the Brooklyn Museum Education Gallery in the BCAP Office at the appointed time unless otherwise instructed.

If your child is in the Stay & Play After-Camp and you plan to pick them up before 5:30, please contact us as soon as possible to arrange a convenient location for pick-up.

Late Pick-Up

In the event that a camper has not been picked up on time, the BCAP staff will call the child's Authorized Pick-Up persons. Please verify with your pick-up persons who will be picking your child up each day, and follow our guidelines for adding additional pick-up persons. Please see the late fee above.

Visitor Policy

To observe the camp day please contact the Camp Director to schedule a visit. For safety purposes, only authorized visitors may enter the camp activity areas during program hours, and proper identification issued by BM security officers is required for all visitors. Parents are encouraged to attend the Closing Ceremonies and Art Show on the final afternoon of the camp session!



Closing Ceremonies, Art Show & Parent Involvement

Family Closing Ceremonies & Art Show

Save the Date: Last day of your camp session (2nd Friday) from 2:30-3:30pm in the Brooklyn Museum

Auditorium! Every session at BCAP ends with our very own art show, slide show, (and sometimes a surprise performance). We highly encourage Parents and Guardians to attend if possible. Remember to bring a bag or box to put the artwork in. Parents will be asked to fill out a camp evaluation at this event, and will be entered into a raffle to win prizes for you and the family! Our closing ceremonies are really fun—Don't miss them! Please note that most campers do not stay for Stay&Play on this day, and are welcome to sign out at 3:30 with their Authorized Pick-Ups.

Directions to the auditorium: Take the elevator to the third floor and turn right.

Take Home Creations

While some of our children's creations are stored at camp until the art show, campers often make more than we can fit into the show. Such creations will be sent home with the camper at the end of the day. Please ask them about what they made!

Social Media

In order to keep you up-to-date on what's going on at camp, BCAP is active on Facebook and Instagram. This is a great way for you and your children to talk about their day. Join us! (Names and passwords were sent to your email, and will be shared again on the first day of camp.)

Gifts and Tip Policy

Counselors are *unable* to accept gifts, tips, or other forms of additional compensation under any circumstance. If you would like to make a **donation to BCAP**, you can do one of the following: make a case donation for our staff appreciation event; make a credit card donation on the camp registration site; or write a check donation to Brooklyn Public Library, memo BCAP. Thank you!



APPENDIX

- **Check-In and Orientation Agenda**
- **Camp Contact Information and Communication**
- **BCAP Camp Preparedness Checklist**
- **Registration Completion Checklist**
- **Campus Map**



DAY #1: BCAP CHECK-IN AND ORIENTATION AGENDA

Location: Brooklyn Museum Education Gallery. Sign-In and Orientation are mandatory for at least one parent/guardian from each family. Please arrive on time between 7:45 and 8:30am and plan to stay for 30 minutes. Look for BCAP staff in blue camp shirts to guide you!

SESSION 1: TUESDAY, JULY 5

SESSION 2: MONDAY, JULY 18

SESSION 3: MONDAY, AUGUST 1

7:45-8:30 AM

ARRIVAL

Parents/Guardians should accompany their camper(s). Enter the Brooklyn Museum through the rear Staff Entrance, next to the parking lot on the back corner of the building. Take the stairs/elevator to the first floor.

Station 1: Check-In and parent signatures

Staff will direct you to the appropriate line by camper last name.

Station 2: Pick up your Tshirts & Name Tags

Put your BCAP shirt on in the restroom or over your shirt.

Station 3: Meet your Head Counselor and Camp Group

Staff will direct you to Studio 1, 2, or 3, where you will see your name on the door. Parents will sign-in with Head Counselors. Campers will be introduced to group-mates and play games!

Station 4: Parent Orientation

Once your child is checked in with their camp group, please take a seat in the Education Gallery. 5-minute parent orientations will take place on a rolling basis, followed by Q&A. After this parents are free to go! Campers will receive their own orientation starting at 9am.

9:00 AM

CAMPER ORIENTATION

- Introductions
- About BCAP
- Positive Camp Community
- Camp Rules and Behavior Expectations
- Health & Safety
- Fun and games!



Camp Contact Information and Communication

Pre-Camp Communication

BCAP is committed to answering your questions and addressing any needs you may have throughout the registration process, the summer and the entire year. We encourage you to contact us via email or phone using the contact information below before camp, M-F, 10am-5pm. Please note that we move from our Registration Office at BPL to the Camp Office in the Brooklyn Museum on June 15th. Please use the Camp Office phone number after that time.

BCAP Registration Office

Office Phone: 718-230-2753

Office Fax: 718-230-2039

Office Email: bcap@bklynlibrary.org

Registration Office Address:

BCAP c/o Erin Shaw

Brooklyn Public Library, Youth Wing

10 Grand Army Plaza

Brooklyn, NY 11238

Erin Shaw, BCAP Director:

Email: EShaw@bklynlibrary.org

Bari Waitzman: BCAP Office Assistant

Email: bcap@bklynlibrary.org

BWaitzman@bklynlibrary.org

Camp Communication

The BCAP Summer Camp Office will be open 8am-4pm from June 20-August 12. Please call the office for any inquiries. After 4pm, or for an emergency if the office phone is not answered, call the Emergency Camp Cell.

BCAP Summer Camp Office (June 20- August 12)

Camp Office Phone: (718) 501-6464

Location: Brooklyn Museum Education Gallery, 200 Eastern Parkway

Emergency Camp Cell: (347) 971-2356

Answered by Erin Shaw mornings (Camp Director)

or Assistant Camp Director afternoons

Don't Forget to Call When...

Parents are encouraged to communicate with the Camp Directors to ensure a successful summer for their children. Parents are required to contact the Office under the following circumstances:

- Lateness, Absences, Change in Pick-Up Arrangements (plus a signed note)
- Following-up with a call regarding illness, injury, inappropriate behavior or a request for a Parent/Guardian Conference



Camp Preparedness Checklist

WEARING:

- ✓ Orange BCAP T-shirt
- ✓ Shorts
- ✓ Sneakers

IN MY BACKPACK:

- ✓ Lunch (No nuts or nut products of any kind!)
- ✓ Reusable water bottle filled with water
- ✓ Sunscreen (And I already put some on this morning!)
- ✓ Hat and sunglasses
- ✓ Bug spray
- ✓ Rain coat, poncho, or umbrella
- ✓ Library card
- ✓ Medications (if needed)

NOT IN MY BACKPACK:

- X Electronics
- X Nuts or nut products of any kind
- X Fast food, soda, or glass containers
- X Food for sharing

OTHER

- ✓ Ate breakfast
- ✓ Know who's picking me up
- ✓ Water Day Only: Wearing swimsuit under my BCAP shirt. Packed change of clothes, towel, and sneakers or closed-toe, closed-heel water shoes.

Map of the BCAP Campus

