

# VILLAGE OF RIDGEWOOD

## DEPARTMENT OF PARKS & RECREATION

### 2026 SUMMER DAY CAMP - PARENT MANUAL

June 29<sup>th</sup> through August 7<sup>th</sup>, 2026

9:00 a.m. to 1:30 p.m.

Each year the summer day camp program offers children an opportunity to experience discovery, play and friendship in an outdoor park setting. A typical day offers a variety of interests and activity for the camper to learn and socialize. The Ridgewood Summer Day Camp welcomes children entering first through sixth grades in the fall of 2026. This six-week program is held at the municipal properties of: Veteran's Memorial Field, Leuning Park, Maple Park, Graydon Park, Village Hall-Community Center, the Stable and its surrounding park properties on weekdays, beginning Monday, June 29 through Friday, August 7, 2026, between the hours of 9:00 a.m. and 1:30 p.m.

#### CONTACT INFORMATION

- ❖ Department of Parks and Recreation  
Office at the Stable, 259 N. Maple Avenue, 201-670-556
- Graydon Pool Manager Office  
201-670-5500 x3112
- ❖ Village website – [www.ridgewoodnj.net/186/recreation](http://www.ridgewoodnj.net/186/recreation)
- ❖ Summer Day Camp email – all correspondence regarding campers must be submitted to [daycamp@ridgewoodnj.net](mailto:daycamp@ridgewoodnj.net). E-mail is monitored from June 15-August 10, any email inquiries sent prior to or after these dates must be addressed to [recreation@ridgewoodnj.net](mailto:recreation@ridgewoodnj.net).
- ❖ Group Spot-This is the same Group Spot account used in 2025, if you already subscribed you will see last years posts, and new 2026 posts as they are released. For new campers, please use the QR code to subscribe.



Invite link copied  
Your invite code is: TZugXAZ5FuBzxXvy7

#### WHAT TO BRING & HOW TO DRESS

- **Two shirts are ordered for each camper based on the size listed at registration. They will be available for pickup from the Stable, Mondays-Fridays, 8:45am-4:00pm once notified of their arrival. For those who do not pick up their t-shirts in advance, they will be distributed by your child's counselor on the first day of camp. For security reasons, children must wear their camp T-shirt every day thereafter. Extra t-shirts may be purchased online from our supplier. Once the link is prepared, it will be emailed to all camp parents.**
- Parents are responsible for providing the child's daily lunch and beverage. During extreme heat, please send your child with additional chilled beverages. We request that your child bring reusable containers, refill stations are available and we wish to discourage the disposal of plastic bottles. Please label bottles with your camper's first and last name as many

waterbottles end up in Lost & Found. Having them labeled helps to return them to their owners.

- Appropriate swimwear, a 2026 Graydon Pool badge and a towel are required for scheduled swim time. **There is no swimming on the first day of camp.** Most campers arrive at camp with their swimsuit worn under their clothing. Please purchase the 2026 Graydon Pool membership at CommunityPass, [register.capturepoint.com/ridgewood](https://register.capturepoint.com/ridgewood) beginning April 1st. There are no refunds for pool memberships, even if you withdraw from camp.
- Appropriate footwear (sneakers or closed-toe shoes with a sole) is a necessity for safety as active games are played every day. As a reminder, please do not send your child in sandals or Crocs.
- Cell phones are left to the parent's discretion and should be kept secure in the campers' backpacks, and campers should be reminded that their use is strongly discouraged at camp. Campers may be told that they must keep them in their bags or put them away during activities.
- Electronic toys, water/NERF guns and trading cards are not permitted.

NOTE: Although camp provides equipment for most of the scheduled activities, any camper may bring his/her own personal (outdoor) recreation equipment, e.g. baseball glove, kites, etc. The Parks and Recreation Department is not responsible for lost or damaged toys, games, or other personal items. In addition, the Parks and Recreation Department asks that parents do not send their children with iPods, trading cards or any other items of value.

Campers should be advised that they are responsible for any personal items they bring to camp. **Label all personal belongings** – camp T-shirts, towels, clothing, and backpacks **with camper's full name.**

“Lost & Found” is located at the bottom of the stairs in the lower level of The Stable, as well as on-site at Graydon Pool in the Badge Office throughout the camp season. Any unclaimed items are donated a week after camp ends.

### **OPENING DAY PROCEDURE**

Parents will receive a telephone call between Wednesday, June 24 and Friday, June 26, before camp begins, from a counselor, informing them of the Head Counselor and Assistant Counselors names, their group number, and home base location. **All campers must be dropped off at Maple Park, next to the PSEG right-of-way.** Counselors will meet all campers on Maple Park and will be holding up signs to identify their groups, e.g. Boys 1-2A.

Groups are made based on the campers grade level and gender. All campers are placed with other campers from their school. Multiple schools may be placed within the same group depending on numbers.

On the first day of camp, there will be an orientation trip to the pool where safety, pool rules and supervision will be discussed. **THERE WILL BE NO SWIMMING THE FIRST DAY.** Swimwear will be needed on all days thereafter, as well as a required 2026 Graydon badge.

**Departure at the end of the first day is via the mode of transportation chosen during registration. Please share this information with your child... (Auto, Bicycle, or Walking)**

**IMPORTANT:** Please be certain that your **emergency contacts and their phone numbers** are kept current in the camp file throughout the six-week camp season. Please ensure you convey all emergency contact changes to Camp Administrators at [daycamp@ridgewoodnj.net](mailto:daycamp@ridgewoodnj.net)

### **DAY CAMP ACTIVITY SCHEDULES**

In an effort to be more efficient and sustainable, summer camp has instituted the use of Group Spot. Camp activity schedules, trip details, weather updates and special event information will be accessible on the Group Spot app with paper copies available upon request. All pertinent information regarding camp will be posted on Group Spot.

**NOTE:** Frequent reference to the weekly camp activity schedule will help parents make their campers experience more enjoyable by having advanced preparations for: trips, daily activities and special events. In addition, the bi-weekly camp newsletters and Community Pass email-blasts will provide important reminders.

### **TRANSPORTATION - ARRIVAL & DEPARTURE~ Safety First**

- **Automobile Transportation** –All campers should arrive daily at the Maple Park parking lot next to Graydon Pool, **NO EARLIER THAN 8:45 a.m.** each weekday.

**Morning drop off will be strictly VALET service.** There will be counselors in the Maple Park parking lot to assist your camper out of your car and lead them safely to their camp group. (If your camper wishes for you to escort them, we ask you park your car as close to Meadowbrook Ave as possible (away from the pattern of traffic set up) and walk your child on the pathway.... **please avoid walking in the parking lot.**

If you are dropping your camper off later than 9:00 a.m., and your camper's group has already left, please take your camper to the Stable.

**Pick up at the end of the camp day is at 1:30 p.m. at the Maple Park parking lot.** parents will need to park and walk to the field. Campers being picked up will not be released unless their parent/guardian comes to sign them out from their assigned group. We ask that you be sure you see your camper's counselor to sign them out. Upon returning to your car or walking home, please cross directly at the crosswalk or walk along the grassy area. **This will allow for cars to leave the parking lot without pedestrian traffic.**

**IMPORTANT:** Please note that campers that are not picked up by 1:45p.m. will be escorted to the Stable for pick up at that location and emergency contacts will be called. Please make sure during the pickup times and rain dates that an adult within your child's contacts is available by phone.

We thank you for understanding our commitment to safety and proper supervision.

- **Bicycle Transportation** - All bicycles must be parked in the bicycle racks located in the Graydon Pool parking lot adjacent to Maple Park. Campers should then report directly to their counselors at Maple Park. Bicycles are not permitted on the turf field.
- **Walkers** – Campers in grades 3 through 6 only, with permission to walk home, will be released from home base upon dismissal at 1:45p.m. We encourage them to have a buddy and not walk home alone. Campers being released to walk are considered “walkers” and are the responsibility of their parents at the close of the camp day. Campers are strongly encouraged to only cross where a crossing guard is posted (when scheduled), at blinking crosswalks, or slower intersections. Please educate them to wait for cars to stop and be sure they are seen before stepping into the road.

**NOTE: FIRST & SECOND GRADE CAMPERS MAY NOT BE CLASSIFIED AS “WALKERS”** even if they have an older sibling at camp. Parents must meet these young campers at the Maple Park dismissal location in order to walk them home.

- **Instructional Swim Lessons** Campers that are attending the 1:30 swim lesson at Graydon Pool from July 6-July 30 will be walked to Graydon for their lesson by a counselor. Siblings not enrolled in swim lessons will be dismissed to a guardian at Maple Park.

#### **TRANSPORTATION CHANGES - ONLY IN CASE OF AN EMERGENCY-201-670-5560**

**Transportation changes are for cases of emergency only.** It is the parent’s responsibility to notify the camp of necessary changes due to such emergency. You **must** contact the Camp Directors in writing via email to [daycamp@ridgewoodnj.net](mailto:daycamp@ridgewoodnj.net) **prior to 1pm** to ensure changes are received and arrangements made. Transportation change request must include: child’s full name, group # or Head Counselors name, date of change, original mode of transportation and change in mode of transportation as well as a contact number for the person who may be picking them up should we need to reach them.

Dismissal will be conducted only in accordance with the transportation information indicated on the camper’s registration form, i.e. options: bike – car - walk.

#### **CLOSURES FOR RAINY DAY and EXCESSIVE HEAT / **WAIT TO BE NOTIFIED!****

Without adequate indoor facilities available on a rainy or excessively hot day, the following procedures will be followed:

**If it rains heavily before camp opens**, camp will be cancelled for the entire day. Your child's counselor will call your home to notify you of the closing. If you have not been called but suspect that camp will be cancelled, you may call the hot line at 201-670-5560 **beginning** at 7:30 a.m. A tape-recorded message will be activated. A Group Spot post and email blast will also be sent.

#### **POOR WEATHER CONDITIONS REQUIRE CANCELLATION OF CAMP WHILE IN SESSION**

While in session, it may become necessary to cancel camp due to poor weather conditions. The safety of the children is our top priority, as well as proper supervision to administer efficient emergency pickup procedure. If camp is in session and it has begun to rain steadily and/or dangerous weather conditions occur, activities will be discontinued IMMEDIATELY and campers will

be taken to the nearest safe shelter (Stable or Community Center in Village Hall) until such time as the weather will allow for a safe departure or return to activity.

**IMPORTANT NOTE: Parents should WAIT TO BE NOTIFIED BY STAFF that camp is cancelled and campers are ready for dismissal. It is important for camp administration to maintain accountability for all campers until they are ready for organized dismissal. In instances of poor weather, campers will be picked up either at the Stable (259 North Maple Avenue) or the Community Center (131 North Maple Avenue).**

Counselors will place phone calls to parents/caregivers. Administration will place a message on the Day Camp Information Line, 201-670-5560 and Group Spot to include the time of closure, where to find your camper, and when to come arrive. We ask that parents not arrive prior to receiving a notification.

Swim Lesson Campers will be kept at the Stable until the weather clears or their lesson is officially cancelled. If they experience rain during lessons they stay at the pool. They will only move to the Stable in the event of thunder/lightning.

### **STEADY RAIN & EXTREME WEATHER PROCEDURES**

**If weather is severe, campers will remain in the closest safe structure, this is why we ask parents to wait for a notification before going to a location. Parents are required to park and walk in to pick up their child.**

#### **Register to Receive Lightning Alerts by Text/Email**

- Residents are encouraged to register to receive email and/or text alerts directly from the Lightning Detection System. These electronic alerts serve as a redundant system in the event the sirens or rotating beacons are not functioning. They also serve to alert parents who are not present at the field but may have children that are on the field.

#### **Register for email/text alerts**

Email [LDSinfo@ridgewoodnj.net](mailto:LDSinfo@ridgewoodnj.net) and asked to be registered for both email and text notifications. For more information on lightning alerts, visit:  
<http://www.ridgewoodnj.net/343/Lightning-Detection-System>

**\*To ease confusion; please discuss cancellation possibilities with your child** - It is an extremely important responsibility to discuss what your children will do if camp is cancelled during the camp day because of rain or extreme weather conditions, e.g. lightning. Alternate means of transportation and supervision are the responsibility of the parent(s). Also, please make sure that your child knows who will be supervising him/her at home if camp is dismissed early.

### **ATTENDANCE**

Daily attendance will be submitted to the main office by 9:30 a.m. Please ensure that children arrive to camp by 9:00 a.m. Parents are requested to put in writing, to [daycamp@ridgewoodnj.net](mailto:daycamp@ridgewoodnj.net), any planned vacation dates or extended absences.

## **FIELD TRIPS**

This summer every camper will attend 3 field trips. Trips are to: Holiday Bowl in Oakland, Monster Mini Golf in Paramus, and Sealife Aquarium at American Dream. If a camper does not want to attend a trip but wants to stay at camp, a note must be sent by the parent and the camper will be placed in another group for that day and continue to follow a regular camp day. Trips are **non-refundable**.

### **CAMP T-SHIRTS MUST BE WORN ON ALL OUTINGS AND BUS TRIPS.**

**Please adhere to the instructions pertaining to each specific trip concerning lunch, appropriate clothing and footwear (including socks and shoes). We have found that it is best to discourage campers from bringing cash on trips. Campers are also discouraged from sharing their money, pre-paid game cards provided, or lunches.**

If camp is cancelled in the morning due to rain on a scheduled field trip day, those campers will still report to camp as all field trip locations are indoors. These campers will be dropped off at the Community Center where they will wait in the Youth Lounge for the bus to pick them up and they will be returned there for dismissal at the end of the day.

#### ▪ **Trip Attendance**

Attendance will be taken prior to departure, upon arrival, during the trip, and prior to boarding the bus for the return. On days your child is scheduled for a field trip, please make sure your child arrives to camp on time.

#### ▪ **Trip Departure**

In order for trips to depart from camp on time, children should first report to their group's home base. Attendance will be taken before campers are escorted to the Public Service Right-of-Way adjacent to Maple Park's parking area where buses will be waiting. All trip buses will depart and return to the north end of the Public Service Right-of-Way adjacent to Maple Park.

## **USE OF GRAYDON FACILITIES**

Throughout the camp season, campers will be offered swim time and special events at the pool. **Each camper must possess a seasonal 2026 badge. Badge sales begin April 1st. Fee details are available on the Parks & Recreation Department web site at [www.ridgewoodnj.net/189/graydon](http://www.ridgewoodnj.net/189/graydon).**

**A badge check will be held Thursday, July 2<sup>nd</sup> and a reminder sent to those who still need to purchase. A final badge check will be done Thursday, July 9<sup>th</sup>. Children who do not possess a current badge will not be permitted to swim.**

**Swim time during camp is a privilege. All Campers must adhere to waterfront safety rules, use the buddy system and behave appropriately.** Swim times will be assigned and noted in the weekly activity schedule. Parental consent must be provided at the time of registration in order for a camper to utilize the Graydon Pool.

Bathing suits and towels are needed for assigned swim time except when your child attends a trip. Please refer to the activity schedules for the swim schedule.

## **INJURIES**

If an injury occurs at camp, you will be contacted. A written report will be filled out by the child's counselor to be signed by a parent and then filed with the Recreation Department.

If for any reason your child has been injured and it has not been reported, please contact the Parks and Recreation office (201-670-5560) immediately so that an inquiry may be made, as well as the proper forms complete for our files.

## **CAMPERS WITH SPECIAL NEEDS**

**It is necessary to discuss the participation of any child that has exceptional health care requirements with the Recreation Supervisor at the Stable prior to registration.**

Parents are to inform the Recreation Supervisor **in writing** if a camper has allergies or any other physical, medical, social or developmental related concerns. Arrangements may be made with the staff to keep medications and emergency supplies secure within the Stable office. You are required to provide a written note of instruction with any submission. A doctor's note may be required.

## **SPECIAL MODIFICATIONS/ACCOMMODATIONS**

In an attempt to provide a positive experience for campers with special needs, please make an appointment to meet with the Recreation Supervisor several weeks prior to the start of the camp season. We can only provide a quality experience for your child if we are knowledgeable about the issues and accommodations required. Please contact Katie Frey, Recreation Supervisor at 201-670-5560 or [kfrey@ridgewoodnj.net](mailto:kfrey@ridgewoodnj.net) to set up this appointment.

## **CAMP DISCIPLINE**

There is a 'NO TOLERANCE' policy against bullying, inappropriate touching, and/or sexual harassment of any kind. Hitting of any sort at any age level will not be tolerated. Camp Directors will launch a full investigation to gather all information from the involved parties before scheduling a parent/staff conference, as well as the possibility of the child dismissed from the day camp program.

If disciplinary problems arise with your child during camp, the following **"3 Strike" Policy** will be followed:

1. **1<sup>st</sup> Offense** – An Incident Report will be written; your child will sit at the Stable to regroup while a call will be made home to discuss the incident. Parents must sign incident reports.
2. **2<sup>nd</sup> Offense** – An Incident Report will be written, a conference will be held with the Camp Administrator, a call home will be made and the rest of the day will be spent indoors at the Stable. Parents must sign incident reports.
3. **3<sup>rd</sup> Offense** – An Incident Report will be written, a conference will be held with the Camp Administrator, a call will be made to the home, the rest of the day will be spent indoors at the Stable and a parent meeting will be requested before the child returns to camp. Suspension may occur. Parents must sign incident reports.

After three (3) offenses, it will be up to the discretion of the Camp Administrator and Recreation Supervisor if your child may return to camp. Additionally, the “**3 Strike Policy**” may be over-ruled because of serious or dangerous behavior issues. Please note that the 3 Strike Policy does not apply to incidents of greater severity, and will result in a call home and a request to pick up your child.

#### **REFUND POLICY - REGISTRATION FEE**

Requests for a refund must be submitted in writing prior to Friday, June 26, 2026 to [recreation@ridgewoodnj.net](mailto:recreation@ridgewoodnj.net). If a refund is issued, an administrative fee of \$125 will be withheld. It is the departmental policy that no refunds will be issued after June 26, 2026 as of 4:30pm.

#### **FINAL NOTE**

Ridgewood Parks & Recreation is excited about the plans that have been made for the upcoming Ridgewood Summer Day Camp, including updated special events and activities. Please know that our staff are selected after a thorough process and undergo appropriate training. We look forward to having your child join us this summer at Ridgewood Summer Day Camp 2026!

Kindly address all email correspondence to [daycamp@ridgewoodnj.net](mailto:daycamp@ridgewoodnj.net).

Thank you, we wish you and your family an enjoyable and safe summer!