



# CAMP SUN 'N FUN

2025 Family Handbook



*"The magic of camp is that it gets ahold of you and it never lets go"*

**Dear Camp Families,**

Welcome to another exciting year at Camp Sun 'N Fun! Whether you are a new family or a returning one, we are thrilled to have the opportunity to serve you. We are confident that your camper will have an unforgettable experience with us this year.

This handbook is designed to be a helpful guide as you prepare both yourself and your camper for the upcoming camping season. By following the instructions, tips, and guidelines provided, we hope you'll find the process of getting ready for camp to be simple and stress-free. Should you have any questions along the way, please don't hesitate to reach out – we're always happy to assist.

Thank you once again for choosing Camp Sun 'N Fun. Our staff is eagerly anticipating the opportunity to create new magic moments with your camper.

Warmest regards,

Sarah Kelly  
Camp Director

**Contact Information****Camp Sun 'N Fun Office**

1036 N. Tuckahoe Rd.

Williamstown, NJ 08094

856-629-4502

[camp@thearcgloucester.org](mailto:camp@thearcgloucester.org)

[thearcgloucester.org](http://thearcgloucester.org)

**Arc Gloucester - Administrative Office**

1555 Gateway Blvd,

West Deptford, NJ 08096



## Table of Contents

Camp Sun & Fun and The Arc Gloucester-----	4 and 5
Accreditation-----	6
Eligibility-----	7
Online Registration/Application Process-----	7
Fees & Payment Processes-----	8
Arriving At Camp-----	11
Residential Camp Packing List-----	13
Day Camp Packing List-----	14
Camper Pick Up-----	15
The Unexpected-----	16
Medical Policies-----	17
Camp Policies-----	19
Other Important Information-----	22
Helpful Hints-----	23
A Typical Day at Camp-----	25
Directions to Camp Sun 'N Fun-----	26

## **History**

Camp Sun 'N Fun camp was established by The Arc Gloucester in 1962 with the mission to provide children and adults with developmental and intellectual disabilities the opportunity to engage in summer recreational activities. Initially, we began as a small day camp on five acres of land with only a few campers and staff. As the demand for summer recreation grew, so did our camp. We acquired additional land, built more facilities, and in the 1980s, transitioned to a residential-only program. In 2005, we reintroduced day camp to meet the continued needs of our community.

Nestled on over 35 wooded acres in Williamstown, NJ, Camp Sun 'N Fun offers a wide array of amenities designed to enhance the camper experience. Our camp features insulated, air-conditioned cabins, barrier-free bathrooms, a nature center, sports fields, an amphitheater, an arts & crafts building, an open-air pavilion, an Olympic-size barrier-free swimming pool, and a 24-hour medic office, all dedicated to providing a home-away-from-home experience.

For campers, our program offers the chance to make lasting friendships, develop independence, and build self-esteem through engaging activities such as nature exploration, performing arts, arts & crafts, sports & games, and swimming.

For families and caregivers, Camp Sun 'N Fun offers peace of mind, knowing your loved one is being cared for by a dedicated and compassionate staff. We are committed to providing an unforgettable summer of fun, friendship, and self-discovery.



**Here at Camp Sun 'N Fun we are known as  
“The Land of Summer Dreams!”**



## **The Arc Gloucester**

### **Philosophy of The Arc Gloucester**

The Arc Gloucester is a non-profit agency, serving individuals with developmental disabilities and their families in Gloucester County. Our programs and activities include residential programs, day program Achievement Centers, employment, respite, recreation, early intervention, counseling, advocacy, and education. The Arc Gloucester developed the following mission statement and vision statement ensuring all individuals with developmental disabilities receive the proper services.

### **Mission Statement**

The Arc Gloucester empowers individuals with intellectual and developmental disabilities and their families to achieve their highest potential through advocacy, education, and quality services.

### **Vision Statement**

Individuals with intellectual and developmental disabilities shall have equal opportunities to live, work and socialize in their chosen communities.

### **Value Statement**

The Arc Gloucester provides a variety of quality services to individuals with intellectual and developmental disabilities in a safe and secure environment offering opportunities for personal growth and new experiences, while providing families/caregivers with much needed respite.

### **Agency Goals**

1. The Arc Gloucester will protect the health and safety of the individuals receiving services, employees, and other stakeholders.
2. The Arc Gloucester will provide individual focused services in the most effective and efficient manner.
3. The Arc Gloucester will ensure quality services and satisfaction by meeting and/or exceeding expectations.

## **Accreditation**

Camp Sun 'N Fun is proudly owned by The Arc Gloucester, licensed by the New Jersey Department of Health as a Youth Camp, and accredited by the American Camp Association (ACA). We adhere to over 300 individual standards related to health and safety, program quality, and staffing.

Our ACA accreditation demonstrates our commitment to meeting national standards for camp operations. These standards ensure that our practices are thoroughly evaluated, and that we provide a safe and enriching environment for all campers. Some of the key mandatory standards include:

- **Aquatic Program:** Supervised by trained and certified staff members.
- **Ecological Programs:** Designed to keep our campers engaged with and connected to nature.
- **Staffing:** All staff members undergo a rigorous interview process, including comprehensive background checks.
- **Program Design:** Tailored to meet the unique needs of our campers.

In addition to these mandatory standards, we also comply with regulations regarding living areas, food service, emergency preparedness, healthcare, and administrative procedures.

Our ACA accreditation offers families peace of mind, assuring them that their camper will have a rewarding and safe experience at Camp Sun 'N Fun. It also guarantees that campers will develop valuable skills and enjoy enriching activities during their stay.



## **Eligibility**

Our camp provides summer and off-season respite opportunities for residential camp, day camp, overnights, and weekends to individuals with intellectual and developmental disabilities. The minimum age for day camp is 5 years old, and the minimum age for residential camp is 8 years old. Though we do not have a maximum age, it is important to remember that camp is a fast-paced, highly structured program conducted in the natural elements such as heat, rain and uneven ground. For their safety and enjoyment, these things should be considered. If mobility is a concern, some thought should be given to adaptive equipment for their stay. Campers requiring Total Assistance may be recommended for placement in a smaller cabin and those spaces are limited.

It should be noted that it is ultimately up to the discretion of the camp director as to whether camp can meet your camper's needs, the level of assistance they will require to be successful and where they should be placed while at camp.

## **Medical**

In compliance with certain state licensing requirements we are only able to accept campers on a limited basis who require specialized care by certified medical personnel. This may include campers with feeding tubes and colostomy bags. Please call camp to discuss with the director your camper's special medical needs.

## **Behavior**

The Arc Gloucester has a "hands off" policy for behavior management. This means we do not restrain in any way. Campers who present a physical threat to themselves, others or property may be beyond the scope of our program. This may include campers who are non-compliant with taking medication, nutrition or hygiene. Please include current behavioral plans/skill training with your application for review. Also feel free to note on the online registration/application and special techniques or strategies that you may use at home. These comments will help us to better prepare for your camper's stay.

## **Online Registration/Application Process**

If your camper has attended camp before, an email will be automatically sent to you with details on how to register online. New campers can register online as well. Just call the office for online account activation. You can also go to our website, [thearcgloucester.org](http://thearcgloucester.org) and click the "Register Now" Button. Please ensure to register early in order to enable us to give you the best shot at the session of your choice.

Registrations and applications are considered in the order in which they are received. Campers living at home are given first priority the month after registration opens for placement. After the first month applications are all considered first come first served. First time campers must complete a MANDATORY TOUR of camp

with the camp director. This allows us to get to know them and their needs and determine if camp is right for them.

Space is more limited in our specialized care cabins. Campers in need of Moderate or Total Assistance care will be placed in a session/cabin based on availability. The camp director will determine the level of assistance your camper needs at camp. Please understand this may be different to what you feel or the level of care they receive in their school/program because this is a different environment.

We have a total of 8 camper cabins that house 2-8 campers with 3 or more staff in each cabin. The counselors sleep in the cabin and are responsible for routine assistance. Campers are paired with others of like age and ability level.

We completely understand how important the bond of friendship is at camp. Some of you request to have several campers in the same session or prefer a two-week session. Some ask for their camper to not share a cabin with another camper due to social issues. We will do our best! The complexity that goes into cabin assignments goes beyond each individual request to ensure the success of each camper at Camp Sun 'N Fun. We ask you to trust us with the decisions that we make. With that being said, please help by sending your request with your application and be understanding and flexible.

Once your completed registration/application is submitted and reviewed, your camper will be assigned a session based first on our availability and then on your request. You will receive an email that contains your acceptance letter and invoice and all outstanding documents and payment information. Acceptance letters are not issued until all application components are received. A physical form is the only form we will allow to come in later. **Please do not hold your registration/application because you are waiting on your physical appointment/form.**

There are a few conditions which could result in your application being placed on hold and not receiving an acceptance. These include, incomplete forms, missing forms, failure to complete a tour (new campers only), failure to pay tuition or set-up payment arrangements etc. Please make every attempt to work with the Camp Administrative Assistant to ensure you receive your acceptance.



## **Fees & Payment Processes**

A \$100.00 non-refundable Registration Fee\* needs to be paid at the time of registration/application. This is a separate non-refundable fee that covers the cost of registration/application to camp. If you decide to cancel your session you will not receive a refund of this fee.

It must be submitted at the time of application, in order for your application to be processed. Online credit card payment is the fastest way to get your application processed.

Under 21: (day camp only)	<b>\$514.28</b>
21 and older: day camp	<b>\$651.72</b>
21 and older: overnight camp	<b>\$1,953.12</b>

Checks and money orders should be made payable to “The Arc Gloucester” and mailed to 1555 Gateway Blvd. West Deptford NJ 08096.

Make sure your campers name is on all checks and money orders.

### **Payment Plans:**

We offer the option to set up a payment plan, allowing you to spread out smaller payments over time. Payment plans must be arranged with our Camp Administrative Assistant and are required to be paid in full by August 30th. If you wish to be considered for a payment plan, you can indicate your preference during the registration process. An additional form will need to be completed to finalize the arrangement.

### **Financial Aid:**

At Camp Sun 'N Fun, we are committed to ensuring that no camper is turned away due to financial need. However, due to the current financial challenges, securing the necessary resources to fully fund all requests for assistance has become increasingly difficult. Partial financial aid is available through various grants and the Stephanie B. Furrer Foundation for campers residing at home. If you are interested in applying for financial assistance, please complete the additional financial aid form.

### **Other Options:**

You have the option to have your camper’s tuition covered by DDD, DCF, or an outside civic organization. To apply for and secure this funding, please contact your camper’s case or support coordinator, or reach out directly to the civic organization. Regardless of the payment method, it is your responsibility to contact the appropriate parties to request payment and to provide written documentation from the funding source confirming payment within 30 days of acceptance. Please note, no camper will be permitted to attend camp without written confirmation of

payment from the funding source. The Arc Gloucester will not reach out to any party other than yourself regarding payment.

**Payment Guidelines:**

1. A non-refundable registration fee of \$100.00 is due at the time of registration in order for your application to be processed and a session to be assigned. Applications received without this fee will not be processed and will be placed on hold.
2. 50% of the tuition is due within 30 days of acceptance, unless you are receiving funding from an outside source.
3. The remaining 50% is due by June 15th.
4. All payment plans must be paid in full by August 30th.
5. Payments from DDD, DCF, DCP&P, and other agencies/organizations are typically received after the camper has attended their session(s). However, we must have written documentation from your funding source confirming that payment has been approved.

Please note, tuition payments should not be brought to camp. A \$25.00 fee will be added to your invoice for any returned checks. If you have any questions, please contact the Camp Director at 856-848-8648.

**Cancellation/Refund Policy:**

If a camper withdraws, cancels, is sent home, or does not complete or attend their session for any reason, the \$50.00 registration fee is non-refundable. This fee covers the costs associated with registration, supplies, and the time required to review and process your application.

Once your camper has been accepted to a session, it is your responsibility to ensure payment, whether through private pay, outside agency funding (such as DDD, DCF, RLC, etc.), a payment plan, or financial aid. All private pay families must ensure that payment is made in full prior to the camper's attendance. For families utilizing outside agencies, it is your responsibility to provide written documentation confirming that payment will be made and to submit this documentation to us.

If you must cancel your camper's attendance, please submit a written cancellation request to the Camp Administrative Assistant no later than two weeks before the scheduled session. This allows us to offer the spot to another camper on our waiting list. A full refund of tuition may be granted only at the sole discretion of The Arc Gloucester.



## **Arriving at Camp**

We are committed to providing each camper with a safe and enjoyable experience; however, this requires some time during the registration process. To help make this process as efficient and swift as possible, we have outlined a few key steps. Please plan to arrive with ample time to complete the necessary procedures. Thank you for your understanding and cooperation.

---

### **Day Camp:**

Each session of Day Camp runs Monday – Thursday for one week per session. Drop off begins at 9:30 AM and pick up is not later than 4:00 PM.

When you arrive on Monday you will walk up to the Day Camp area and sign in. Please introduce your camper to the day camp supervisor and discuss any important information about their care. The supervisor will introduce you and your camper to their counselor and help put their belongings away. If your camper takes prescription medications, you will need to bring them with their original bottle with only enough for their session and check them in at the Medic Office with a Medic Staff member. Please be prepared to spend a little extra time that morning to acclimate your camper.

---

### **Overnight Camp:**

To ensure a smooth and efficient registration process, we have staggered arrival times for campers based on their living situation. Please plan to arrive at the designated time for your camper.

#### **All sessions check in on the first Sunday of their session. Registration opens at:**

- 2:00 PM for campers living in Family Homes
- 2:30 PM for campers living in Skilled Sponsor Homes
- 2:00 PM for campers living in Group Homes

Upon arrival, please follow the signs and park in front of the Sunshine Inn. Bring your camper's luggage to the front doors of the Sunshine Inn where our staff will label it and transport it to your camper's cabin. We will not open the doors before 2:00 PM except for bathroom use. Please be courteous to fellow families and check in according to the order of your arrival.

At registration, you will first sign in on the registration list and then take a seat at your camper's cabin table. We will call your camper's name in the order you arrived. Please allow enough time for registration, as it can take over an hour.

When your camper's name is called at the registration table, we will verify emergency contacts. You will then be seated again to await your turn for medication check-in. After the medications are checked in, you will be introduced to your

camper's counselors and proceed to the cabin to make the bed and discuss your camper's care. Once these steps are complete, you will check out at the registration table, and you are free to go. Please note that no camper or family will be allowed to skip any part of this process for any reason.

**Important tips for medication check-in:**

- Bring medication in the original prescription bottle.
- Bring enough medication for the duration of the camper's stay, plus 1-2 spare doses.
- Extra medication will be sent home in baggies.
- We cannot alter the instructions on a bottle without a doctor's orders.
- Over-the-counter medications can only be administered as indicated on the packaging unless a doctor's prescription states otherwise.
- If you don't have enough medication, we will notify you when more is needed. Failure to provide the required medication by the agreed time will result in you needing to pick up your camper early.

**For Group Homes:** A copy of the current Medication Administration Record (MAR) for each camper must be faxed prior to the camper's stay. This will help minimize wait times during registration. Failure to submit the MAR in advance will result in longer wait times for medication check-in.

**Pre-registration:** Campers may pre-register their medications on the Wednesday before their stay. This option allows you to drop off your camper and complete the registration process in approximately 20 minutes.

Thank you for your cooperation in helping to make the registration process as smooth as possible for all families.

**Important Information**

- When speaking with your camper's counselors, please remember that they may be meeting your camper for the first time and will be responsible for their care throughout the session. During this time, you will assist in making your camper's bed while discussing any concerns or specific needs for your camper. This is an ideal opportunity to review any adaptive equipment your camper uses, such as wheelchair chargers, braces, feeding equipment, etc. This conversation will serve as a helpful reference for the counselors after they meet with multiple campers.
- If you need to arrange for someone other than yourself to pick up your camper, please notify the Camp Director with the name of the authorized individual. This person will be asked to provide photo identification upon arrival.
- Please note that transportation to and from both day and residential camps is your responsibility.

## Residential Camp Packing List

Below is a packing list of suggested items that campers should bring with them for their stay at camp. Space is limited, so please pack their belongings in a tote, suitcase or trunk so that it can easily be stored under or at the foot of the bed.

### Linens

- Warm blanket with sheet set (recommended) or a sleeping bag
- Pillow and pillowcase
- Plastic sheet and extra sheet set (if your camper is prone to accidents)
- Bath towel and pool towel

### Clothing

- Change of clothes, socks and underwear for each day of camp
- Two pairs of shoes (at least one pair closed toe)
- Aqua shoes for the pool and showers (our pool has a scratchy bottom)
- Pajamas (camp appropriate), slippers
- Sweatshirt or light jacket
- One pair of lightweight comfortable pants
- Raincoat, slicker, or poncho
- Bathing suit(s), cover-up or t-shirt
- Hat

### Miscellaneous

- Medications in original bottles
- All necessary toiletries
- Sunscreen and bug spray
- Activity book
- Flashlight
- Dirty laundry bag
- Adaptive equipment, diapers/pull-ups, swim diaper
- Dietary supplements such as Thick-It etc.

### Cell Phones/Tablets/Devices

- If you choose to send your camper with any of the above devices, camp is not responsible for damage or theft.
- Please ensure your camper is capable of caring for their items. Counselors will not be responsible for retrieving them, charging them or keeping track of them.
- Camp will not be responsible for making sure that phones are charged or that campers answer calls made to their phone. If you wish to speak with your camper you can be sure to reach them by calling our main number, 856-629-4502, between 6:15 and 7 PM.
- Keep in mind that camp is a place to connect with peers and be present in activities; electronic devices are only a distraction.

### Laundry

- Laundry is done only on an as needed basis. Please pack enough for your campers stay. If they soil clothes often please pack extra.
- Camp is a good place to wear out old clothes. Do not send favorite items to camp, despite our best efforts clothes get lost.
- LABEL ALL OF YOUR CAMPERS BELONGINGS. Our staff care for up to 8 campers at time, it is impossible to remember who wears which socks. Labeledaddy.com has a great camp pack of labels.

## **Day Camp Packing List**

- Backpack/bag with straps to carry
- Bath towel and pool towel
- Change of clothes, socks and underwear for each day of camp
- Aqua shoes for the pool (our pool has a scratchy bottom)
- Raincoat, slicker, or poncho
- Bathing suit(s), cover-up or t-shirt
- Hat

## **Miscellaneous**

- Medications in original bottles (to be given to Medic Office on Monday)
- Sunscreen and bug spray
- Activity book
- Adaptive equipment, diapers/pull-ups, swim diaper
- Dietary supplements such as Thick-It etc.

## **Cell Phones/Tablets/Devices**

- If you choose to send your camper with any of the above devices, camp is not responsible for damage or theft.
- Please ensure your camper is capable of caring for their items. Counselors will not be responsible for retrieving them, charging them or keeping track of them.
- Camp will not be responsible for making sure that phones are charged or that campers answer calls made to their phone. If you wish to speak with your camper you can be sure to reach them by calling our main number, 856-629-4502.
- Keep in mind that camp is a place to connect with peers and be present in activities; electronic devices are only a distraction.

## **Laundry**

- Laundry is done only on an as needed basis. Please pack enough for your campers. Please pack a plastic bag for soiled clothes.
- Camp is a good place to wear out old clothes. Do not send favorite items to camp, despite our best efforts things may get lost.
- LABEL ALL OF YOUR CAMPERS BELONGINGS. Our staff care for up to 4 campers at time, it is impossible to remember who wears which socks. Labeledaddy.com has a great camp pack of labels.

## **Camper Pickup and Closing Information**

Campers will only be released to authorized individuals, as designated by you prior to the camp's closing. At the time of pick-up, the authorized person may be asked to provide photo identification. Please ensure they are aware of this requirement.

### **Day Camp Closing:**

- Day Camp pick-up must occur no later than 4:00 PM.
- A fee of \$1.00 per minute will be charged for late pick-up.
- Pick up your camper at the designated Day Camp area and sign them out. If you arrive early and the camper is still in their program, please stop by the main office to locate them. Please note that it may take a few extra minutes to bring your camper to you, as this may coincide with pool time.

### **Overnight Camp Closing:**

- Closing time for a one-week session is 11:00 AM on Friday. If pick-up is after 1:00 PM, a fee of \$1.00 per minute will be charged for late pick-up.

You are welcome to pick up your camper earlier than the scheduled time. If you plan to do so, please inform the camp administration in advance so we can ensure your camper is ready.

When picking up your camper, please park in the designated area and proceed to the dining hall. You will collect your camper's medications, and at that time, you can discuss any issues or concerns with the medical staff.

Your camper and their luggage will be brought to you, and you will have the opportunity to speak with your camper's counselors about their week.

**Important Notice:** Please be aware that camp is closed between sessions. It is your responsibility to ensure that your camper has everything they need before leaving camp. We do not regularly answer the phone on weekends, and any missing items may not be addressed until Monday.

## **The Unexpected**

At Camp Sun 'N Fun, our goal is to ensure that all campers have an enjoyable and safe experience. However, there are circumstances that may necessitate an early dismissal from camp. Below are some examples of situations that may result in the need for early pick-up. Please be advised that, in such cases, you or your emergency contacts will be expected to pick up your camper promptly.

### **Heat Wave**

While we make every effort to keep our campers cool during summer heat waves, there may be rare occasions when the extreme heat forces us to close camp for safety reasons. We take multiple measures to protect our campers, including offering water activities, shortening our morning program, providing extra swimming sessions, encouraging hydration, ensuring plenty of shade, suspending outdoor sports, and holding activities in our air-conditioned dining hall. However, when the heat becomes unbearable and unpredictable, we may need to close. In such cases, all families/caregivers will be contacted to pick up their campers. We appreciate your understanding during these times.

### **Unexpected Medical Issues:**

Our dedicated staff works diligently to maintain the health and safety of all campers. Should any illness, injury, or medication-related issue arise, our counselors are instructed to seek immediate attention from our medical team. We have a doctor on call, along with trained nurses and EMTs on staff. If a camper requires medical attention that cannot be addressed at camp, they may be sent home.

Please note that for minor bumps, bruises, or scratches, we do not typically contact families. If the situation is manageable on-site, we will take care of it. However, for anything out of the ordinary, we will promptly reach out to you. If your camper is prone to injuries that may require more intensive care, please notify us in advance so we can provide appropriate support and keep you informed.

In the event of a medical emergency, your camper will be transported to the hospital via ambulance, and we will contact you or your emergency contact as soon as possible. A member of our camp staff will accompany them to the hospital and stay with them throughout any necessary treatment. If your camper is treated, released, and cleared to return to camp, they are welcome to resume activities. If hospitalization is required, we will remain with your camper until you arrive. At that point, the camper will be released into your care. If your camper is not cleared to return to camp, you will need to make arrangements to pick them up directly from the hospital.



**Behavior:**

We strive to ensure that all campers have a positive and successful experience at Camp Sun 'N Fun. However, in some instances, we may need to dismiss a camper due to serious or repeated violations of camp policies, or if their behavior poses a risk to themselves or others. The safety and well-being of all campers are our top priority, and we reserve the right to take appropriate action when necessary. We appreciate your understanding and cooperation in these rare situations.

---

**Medical Policies**

The following information is required for registration to be approved for each camper:

- Physician Information
- History of Seizures
- Allergies
- Medical Insurance Information
- Prescription Medication
- Over-the-Counter (OTC) Medications
- Special Instructions for Administering Medications and Dietary Concerns

**Medication Administration**

- All medications will be administered solely by trained medical staff who are certified through The Arc Gloucester's Medication Training program.
- Medications will only be administered in accordance with the written directions on the original packaging. We cannot follow handwritten alterations to the box/bottle instructions. For OTC medications, we cannot administer doses that exceed the recommended amount. If you wish to alter the dosage from what is listed on the packaging, a prescription from the prescribing physician is required to override the instructions on the OTC label.
- Both prescription and OTC medications must be provided in their original containers, clearly labeled with proper dosage instructions.
- Any camper who requires medical marijuana must provide a copy of their NJ State Registration Card before the session begins. The medication will be dispensed through the medic office, like any other medication, and must be in a properly dispensed container from a licensed pharmacy or dispensary.
- Please send only the amount of medication needed for your camper's stay, along with one or two spare doses.

**Physical Examinations**

All campers are required to complete a yearly physical examination, signed and dated by a physician. The Arc Gloucester or state agency forms will be accepted in place of our Camp Physical Examination form; no other substitutes will be allowed. Physical forms are due by June 1st. If we do not have a current physical on file, the camper will not be permitted to attend camp. Please note that a current TB screening, as well as the month/year of the last tetanus booster, is required. While we are not concerned with whether the tetanus vaccination is current, it is important for us to know the date in case of an emergency requiring a tetanus shot.

**Other Medical Information**

At Camp Sun 'N Fun, we strive to accommodate various allergies and dietary restrictions, such as gluten-free and low-sugar diets. Please notify us in advance of any dietary needs or assistance required with eating, swallowing, etc. Our menu is approved by the New Jersey Department of Agriculture, and while we make reasonable attempts to provide alternatives for specific dietary requests, we may not be able to accommodate all nutritional preferences. For any special dietary needs, please speak with the Camp Administration to determine what options can be provided.

The medical staff at Camp Sun 'N Fun is responsible for attending to the daily medical needs of our campers, including emergency treatment for accidents and injuries, as well as managing medical conditions such as asthma and constipation. If a camper becomes ill or injured to the extent that they cannot participate in scheduled activities, they will be sent home. To provide the best care possible, we ask for permission to administer necessary prescription and/or OTC medications. Please note, we will only contact you if we feel the injury or illness is out of the ordinary. We are well-equipped to handle minor injuries such as bumps, bruises, cuts, and scratches. If your camper is prone to conditions that could result from minor injuries, please inform us so we can elevate their care as needed and keep you updated.

*If your camper requires any consumable medically necessary items, such as Ensure, Thick-It, or Gatorade, it is your responsibility to provide enough for the duration of their stay. Please remember that campers may become thirstier than usual due to outdoor activities and the warm environment at camp.*

## **Camp Sun ‘N Fun Policies**

At Camp Sun ‘N Fun, we are committed to providing a safe, enjoyable, and respectful experience for all campers. Our goal is to ensure that every camper has a positive and cohesive camp experience. To achieve this, it is essential that all campers are aware of and adhere to camp policies. These guidelines are in place to ensure the safety and well-being of all campers, as well as to foster an atmosphere of respect and personal growth. Please review the following code of conduct and policies with your camper to ensure a smooth camp experience.

### **Code of Conduct**

- Campers are expected to demonstrate appropriate behavior and show respect toward all individuals they encounter, including counselors, cabin mates, and staff.
- Campers are expected to refrain from aggressive behavior, including violence, teasing, inappropriate language, threats, gossip, harassment, bullying, exclusion, or hazing.
- Campers must respect the property of the camp and other campers and refrain from taking or damaging others’ belongings.
- Campers are expected to follow the directions provided for activities to ensure safety and maximize participation.
- Campers will help maintain the cleanliness and organization of their personal belongings and cabins to the best of their ability.
- Campers are prohibited from bringing certain items to camp, as outlined below.

### **Prohibited Items**

Camp Sun ‘N Fun is not responsible for lost, stolen, or damaged property. Camp is designed to allow campers to engage with nature, be active, and limit technology use. Please refrain from sending unnecessary items to camp. Campers are responsible for any personal sports equipment or electronic devices they bring. The following items are prohibited:

- Game systems or computers/laptops
- Weapons of any kind
- Personal vehicles
- Alcohol or illegal drugs
- Animals (service animals are permitted, but generally not necessary at camp)
- Personal game systems, tablets, and phones (strongly discouraged)

If any prohibited items are found, appropriate action will be taken, and the items will be stored in the camp office until pick-up, at which point they will be returned to the camper’s caregivers.

**Public Relations**

Throughout the summer, we capture many photos and videos of campers and staff participating in activities such as arts & crafts, swimming, and other events. These images may be used for publicity, including our Camp Video for staff and camper recruitment, as well as in brochures and informational packets. If you prefer that your camper's photo not be used for such purposes, please indicate your preference on the Permissions Page of the registration form.

**Smoking**

If your camper is of legal age and is a smoker, they will be allowed to smoke at a designated area on camp. Cigarettes and lighters will be kept in the possession of their counselor throughout their stay. If your camper uses medical marijuana, it must be stored in the medic office and dispensed as directed on the prescription. A valid NJ State Registration Card must be provided for medical marijuana use.

**Laundry**

While we have laundry facilities on-site, these are primarily intended for staff use during their extended stay. In the event of an accident that requires additional clothing, we will only wash what is necessary to get your camper through their stay. Please ensure your camper has enough clothing and bedding for the entire duration of their stay.

**Visitors**

To ensure campers have the best possible experience, we ask that family members refrain from visiting during the camper's stay. Time away from family helps campers gain independence, and visits can sometimes hinder this progress. If you must visit, please notify the Camp Administration, and arrangements will be made for you to have a brief visit away from main camp activities. You must stop by the camp office to obtain a visitor's badge. During your visit, you may not participate in activities such as swimming, sports, or meals due to insurance and safety regulations. We ask that visits be brief and limited to the designated visitor area.

**Dress Code**

Campers are encouraged to bring camp-appropriate clothing. Since we spend a lot of time outdoors and engage in messy activities, we recommend sending older or less valuable clothing. Please avoid sending new or expensive items that your camper wouldn't want to lose or wear out. Ensure that clothing fits correctly, including swimwear, and that any graphics or text on clothing is appropriate and not offensive. Camp is the perfect place to wear out old clothes and enjoy all that outdoor activities have to offer.

Thank you for reviewing our policies. We look forward to providing your camper with a safe, enjoyable, and memorable experience at Camp Sun 'N Fun!

## Camper Bill of Rights

At Camp Sun 'N Fun, we uphold the following rights for all campers, ensuring they are treated with respect and dignity during their stay. These rights include:

- The right to freedom of choice within the camper's capacity to make decisions and the limitations imposed on all individuals.
- The right to participate in activities offered.
- The right to interact with peers and staff.
- The right to a nutritionally balanced diet, modified to meet the camper's medical needs.
- The right to health care and proper medical treatment.
- The right to speak openly and freely.
- The right to make or receive unmonitored telephone calls during designated times.
- The right to send and receive mail. Campers can request assistance with reading or writing letters without censorship.
- The right to privacy and respect.
- The right to be free from corporal punishment, demeaning treatment, abuse, neglect, or exploitation.
- The right to request to go home.
- The right to grieve any situation affecting their rights.
- The right to have fun!



## **Other Important Information**

### **Camp Sun 'N Fun Staff**

At Camp Sun 'N Fun, we pride ourselves on recruiting a dedicated and skilled team to ensure the best possible experience for our campers. Our staff is carefully selected from both local and international pools through an agency, bringing diverse talents and a passion for the field of camp counseling. Each staff member is chosen based on their experience, enthusiasm, and commitment to providing a supportive environment for campers. We are committed to maintaining the traditional camp counselor role so that every camper benefits from individualized attention and guidance.

Before the camp session begins, each staff member undergoes an extensive screening and training process, which includes:

- American Red Cross First Aid & Adult and Child CPR certification
- Emergency procedures training, including fire safety, natural disaster protocols, lost camper/swimmer drills, and intruder response
- Behavior modification techniques
- Overview of developmental disabilities
- Training in lifting and transferring techniques
- Introduction to sign language
- Seizure disorder awareness and appropriate responses

### **Camp Security Information**

We take the safety of our campers very seriously. All staff undergo a criminal background check and a sex offender check conducted by our Human Resources Department. For added security, no visitors are permitted on camp without the prior approval of the Camp Director or Assistant Director. All visitors are supervised while on camp grounds and must sign in and out upon arrival and departure. Additionally, administrative staff regularly patrol the camp to ensure a safe environment.

### **Lost Items**

To help prevent the loss of personal belongings, we strongly encourage labeling all camper items. While we make every effort to keep track of camper property, occasional losses are unavoidable. Any unclaimed or unlabeled items will be available for review at the time of pick-up. After one week following the end of the session, any unclaimed items will be donated to Goodwill. We recommend not sending cherished or expensive items, as Camp Sun 'N Fun is not responsible for lost or stolen property. To minimize the risk of loss, we suggest using affordable iron-on labels, which can be easily purchased online.

We appreciate your cooperation in ensuring your camper's belongings are properly labeled and in maintaining a safe, secure, and enjoyable environment for everyone at Camp Sun 'N Fun.

## **More Helpful Hints!**

### **Camper Information Notes**

We encourage you to provide helpful information about your camper to the counselors on the first day of the session. This could include details such as likes and dislikes, behavior concerns, daily routines, or any other pertinent information that will assist the staff in providing the best care possible. Given that counselors are meeting several campers at the same time, these notes serve as an important reference to ensure your camper's individual needs are met.

### **Camp Store**

The camp store will be open only during registration on the opening day for purchasing Camp Sun 'N Fun merchandise. Please note that campers do not need to bring money for their stay.

### **Homesickness**

Homesickness is a common experience, particularly for new campers on longer stays. To help ease this process, we limit the first stay to a one-week session. You can assist by discussing the fun your camper will have and reassuring them that everything at home will remain the same during their absence. Our staff and administration work closely together to ensure that the camp environment is welcoming, respectful, and supportive. We use a variety of techniques to help campers adjust, and homesickness typically fades within the first two days once campers become immersed in the camp routine. If homesickness persists, the Camp Director will contact you to discuss your camper's well-being and gather your input. If necessary, we may ask that you pick your camper up if it becomes clear that the camp experience is not a positive one.

### **Phone Calls**

We allow both incoming and outgoing phone calls but strive to limit disruptions to camp activities. Phone calls are permitted after dinner between 6:15 and 7:00 PM. Please note that phone calls can sometimes exacerbate feelings of homesickness, so if you believe your camper may struggle with this, we recommend refraining from speaking with them directly. If you need to contact your camper, please arrange it with Camp Administration. If your camper requests to speak with you, we will make the necessary arrangements. Additionally, if you have concerns or questions, you are welcome to call the office to speak with the Director at any time. Rest assured, we will contact you with any urgent or important updates.

### **Meals**

Residential campers receive three well-balanced meals and an evening snack daily. Day campers are provided with lunch and two snacks. All meals are approved by the New Jersey Department of Agriculture. We kindly ask that you do not send food with your camper, as it may attract animals or insects and could pose a medical risk



to others. If you would like to send a special treat, such as cupcakes, for an occasion, please make arrangements with Camp Administration.

### **Session Changes**

Switching sessions are only possible if space is available and it aligns with your camper's needs and the cabin's availability. While there may be space in another session, it may not be the most suitable for your camper. All requests for session changes are subject to the discretion of the Camp Director and must be made by June 1st.

### **Swimming and Incontinence Aids**

In accordance with the New Jersey Public Health Bathing Code, all individuals using incontinence aids must wear plastic pants with snug-fitting elastic waist and leg bands when in the pool. Swim diapers are acceptable for campers who are of the appropriate size. Please ensure that you provide enough swim diapers for your camper's stay. For older campers, specialized swim diapers are available through websites like [especialneeds.com](http://especialneeds.com).

### **Responsibility for Forgotten Items**

If we must purchase any necessary or forgotten items for your camper, such as toiletries, it will be your responsibility to reimburse the camp at the time of camper pick-up.



A large, brown, wooden sign with a rough, hand-painted appearance. It is mounted on a wooden post. The sign has a title at the top and a list of activities below. The background of the sign is a light orange color. The sign is surrounded by a stylized forest scene with green trees, bushes, and a blue sky with a few clouds. The sign is the central focus of the image.

# A TYPICAL DAY AT CAMP SUN'N FUN

7-8AM: WAKE UP AND PREPARE FOR THE DAY

8:15-8:30AM: MORNING EXERCISES AT THE FLAGPOLE

**8:30-9:15AM: BREAKFAST**

9:15-9:45AM: MORNING ANNOUNCEMENTS

9:45-10:45AM: MUSIC CLASS

10:45-12:55PM: CABINS ROTATE THROUGH ARTS & CRAFTS, SPORTS & GAMES, PERFORMING ARTS AND NATURE

**1:00-1:45PM: LUNCH**

1:45-2:45PM: REST PERIOD

2:45-3:30PM: ALL CAMP ACTIVITY OR SPECIAL ELECTIVES

**3:30-4:45PM: FREE SWIM**

4:45-5:15PM: PREPARE FOR DINNER

5:15-5:30PM: FLAG LOWERING

**5:30-6:15PM: DINNER**

6:15-7:00PM: CABIN TIME

7:00-8:00PM: NIGHT ACTIVITY

8:00-8:20PM: CAMPFIRE

8:20-9:15PM: PREPARE FOR BED

9:30-10:30PM: NIGHTLY MOVIE

**10:30PM: LIGHTS OUT**

## Directions to Camp Sun 'N Fun

**Address:**

1036 North Tuckahoe Rd.  
Williamstown, NJ 08094

Please call 856-629-4502 prior to opening day for assistance with directions. We are often too busy on opening day to handle phone calls.

Once you arrive do not stop at the first building, this is our Tuckahoe Respite House. Instead continue down the stone road to the next building, The Sunshine Inn

