

The WaterFront Center

2010 Parent Manual

For:

Parents, Guardians and Summer Program Participants

Welcome to
The WaterFront Center
for a
summer of fun!

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What to Bring Each Day

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- a) **ALL PROGRAMS:** Please label all items with your child's name_
- Apply sunscreen* before coming
 - Wear water shoes** with closed toes (no sandals, Tevas or flip flops)
 - Wear a bathing suit under clothes (we spend a lot of time in and around the water)
 - Dress appropriate for the weather (layers and sun shirts work well)
 - Pack lunches in an insulated bag with a cold pack. No glass containers.
 - Back pack or other reusable bag containing:
 - Reusable water bottle
 - Sunscreen* to reapply
 - Towel
 - Change of clothes (just in case)
 - Hat and Sunglasses with a retaining strap like 'Croakies'
 - Rain coat, windbreaker or fleece depending on the weather

*Sunscreen – test it on your child before the program starts to be sure there is no allergic reaction

** Water Shoes – “break them in” prior to the program to avoid blisters.

b) **Bay Buccaneers and Sound Swashbucklers**

Snack (no glass containers)

Please keep check for the occasional memo that will be sent home.

c) **First Mates, Skippers & Sailing Programs**

- Remember: at least half the day is spent sailing or boating and it is usually cooler on the water and they may get very wet. Please make sure that they have layers (cold children are cranky children) and dry clothes to put. (wind pants & fleeces are great).
- We do conduct programs in the rain, so bring a raincoat or water proof jacket if it is threatening to rain. They will probably not be inside the whole time.
- Occasionally a memo will be sent home, either a permission slip or a request for items needed for an activity. Please check if they have a memo when they get home.

d) **High School Summer Program**

- See the appendix for items needed for the overnight
- A memo will be sent home during the session with a permission slip and more details.

e) **Survivor**

- For the first day please bring:
 - flotsam (recyclables or items that are destined for the dump (no styrofoam or glass please) to create an “Anything That Floats” rescue craft.
 - only if you have (don't go shopping): please bring a sewing needle, corks, a wire hanger and an old (clean) pair of pantyhose or an old mesh laundry bag.

See the appendix for items needed for the overnight

A memo will be sent home during the session with a permission slip and more details

DO NOT BRING:

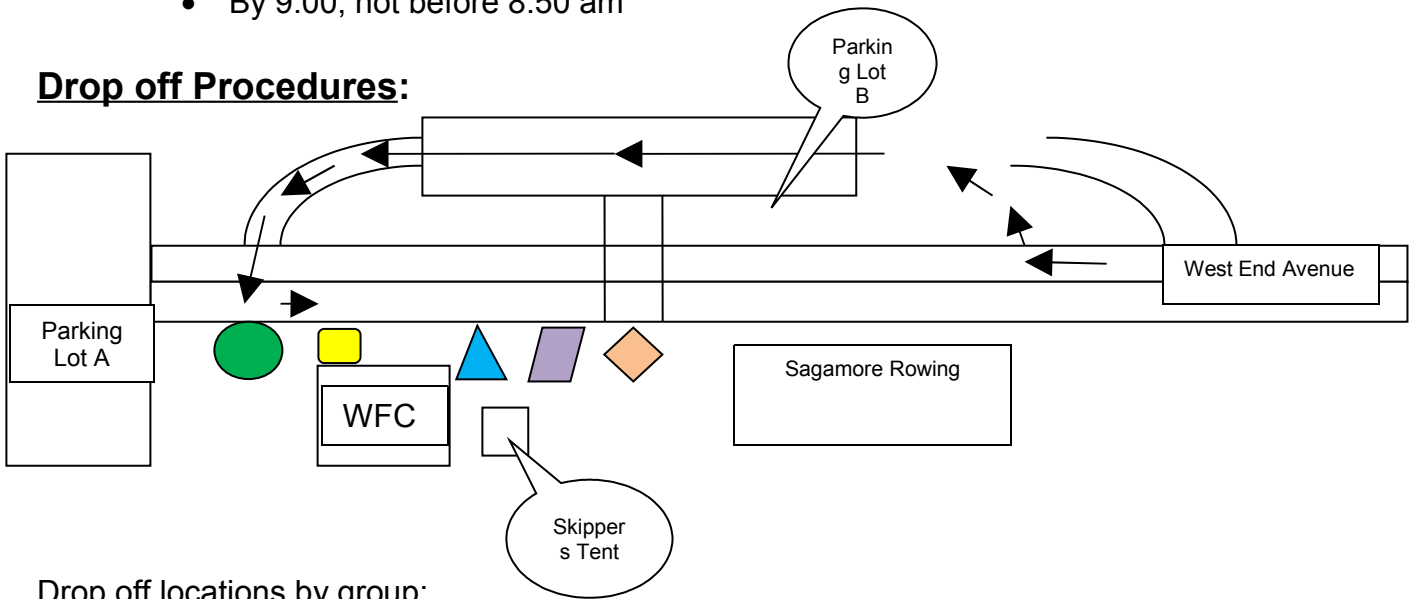
Gum/Candy, Balloons, Cell phones, Electronics of any kind, Valuables, Weapons of any kind (not even fake, toy or water ones)

Drop Off Procedures

Drop off times:

- a) Lil' Luffer
 - AM programs – by 9:30 am, not before 9:20 am
 - PM programs – by 1:00 pm, not before 12:50 pm
- b) Opti 1, Opti 2 & Junior Keelboat Programs
 - AM programs – by 9:00 am, not before 8:50 am
 - PM programs – by 1:00 pm, not before 12:50 pm
- c) Teen Evening Pixel
 - By 6:00 pm, not before 5:50 pm
- d) All other Programs
 - By 9:00, not before 8:50 am

Drop off Procedures:



Drop off locations by group:

- = Bay Buccaneer
- = Sound Swashbuckler
- = Opti, Pixel, Lil'Luffers & Jr Keelboat
- = First Mates
- = Skippers, Survivor & HS Programs

To ensure that this runs as smoothly as possible, we have a specific plan that we ask each parent to follow. Please drive through Parking lot "B" across from the WaterFront Center, exit the lot and stop by the sign for your child's group where the staff will be waiting to greet you.

Bay Buccaneers, Sound Swashbucklers and Lil' Luffers must be signed in on the roster which will be brought to the car. The children will then be led to their room by another staff member.

First Mates, Skippers, High School Summer and Survivors do not need to be signed in and out but the child must be sure to go to the counselor with the roster to be marked in for the day.

Carpooling is encouraged! Please fill out the Alternate Pick-up or Drop-off Authorization form (found online) if anyone besides a parent or guardian will be responsible for your camper. Children will not be released to anyone who is not listed on this form.

***If traveling by boat, personal watercraft or other water vehicle you must use the town docks. The docks used by the WaterFront Center are not available for general use as per Town of Oyster Bay.

Pick Up Procedures

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Bay Buccaneers, Sound Swashbucklers and Lil' Luffers:

- Bay Buccaneers are to be picked up at 2:00 pm.
- Sound Swashbucklers are to be picked up at 4:00 pm.
- Lil' Luffers
 - AM are to be picked up at 12:00 pm.
 - PM are to be picked up at 3:30 pm.
- Please park in lot "A" at the west end of West End Avenue and come into your child's class to sign them out and make sure that they have all of their belongings.

First Mates, Skippers:

- Are to be picked up at 4:00 pm
- Please use the same drive through loop system as described in the "Drop Off Procedures Section".
- Your child MUST check out with the counselor that is holding the roster and make sure that we know which parent is picking them up.
- If the pick up person is not a parent but is someone on the "Alternate Dismissal" form for the child they must park in lot "A" at the west end of West End Avenue and come sign the child out. Please bring a form of picture ID.
- If you are NOT the child's parent and are NOT on the "Alternate Dismissal" form you may NOT take the child with you.

High School Program:

- Are to be picked up at 4:00 pm except for the second Thursday which is their overnight.
- Follow the same pick up procedures as for First Mates & Skippers

Survivor:

- Are to be picked up at 3:00 pm except for Thursday and Friday.
- Thursday they will NOT be picked up, they will be on their overnight
- Friday they will be picked up at 1:30 pm.

In the Course of the Day

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This will give you a general idea as to the structure of our day. Everything is weather dependent and will be adapted to make the safest use of the daily conditions. Some conditions that could possibly affect the day are; no-wind, heavy-wind, extreme temperatures, precipitation and the daily forecast. Our goal is to make the best use of what "Mother Nature" gives us.

Please get used to checking the morning forecast and send your child with the appropriate clothing for the conditions.

a) Sailing Programs:

- On-shore lessons and activities – discussion of the day's goals
- PFD's on – each child will be fitted with a USCG approved PFD. This PFD will be their responsibility for the session.
- Rigging – getting the boats ready to sail
- Sailing activities designed to achieve the daily goal
- De-rigging – putting the rigs and hulls safely away.

b) Marine Education Programs:

- These programs take place on the beach, in kayaks or rowboats, in the classroom, marsh, outdoors or on the *Christeen*. The location depends on the activity(s) for the day.
- Bay Buccaneers and Sound Swashbucklers begin the day with free time while waiting for everyone to come in. After all have arrived they go over the theme for the day and the activities. Snack is had sometime during the be mid-morning.

c) Lunch:

- Lunch is from approximately 12:00 to 1:00 on the beach. Please make sure that their lunch is in an insulated lunchbox with a cold pack and that it does not contain any breakable items.
- Participants may NOT share any of their food. They may EAT ONLY WHAT THEY BRING. There are many children with food allergies in our programs and sharing is not allowed.
- Bring a towel or mat to relax on.
- This is a minimally structured time to recharge for the rest of the day. The children may play games, wade in the water, spend time in the beach or simply relax.
- This is a public beach; the children will have boundaries and will be closely supervised.
- Closed toed shoes must be worn at all times and anyone near the water must have their assigned PFD on.

d) Final Day Celebration:

- Bay Buccaneers, Sound Swashbucklers, First Mates and Skippers will have a snack and slide show celebration on the afternoon of their last day. If you have listed a food allergy for your child and the snack could possibly affect them you will be contacted to suggest an acceptable alternative.

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e) Who Sails When (what boats do we use): Weather dependent

- Bay Buccaneers will be introduced to rowing and take a voyage on the *Christeen*.

- Sound Swashbucklers will experience a “taste of sailing” in the Sonars and Optis. They also are introduced to kayaking and take a voyage on the *Christeen*.
- First Mates sail in the morning and with the Naturalists in the afternoon.
 - Majority of time is spent sailing in Optis, occasionally they may use Sonars or other boats
 - They kayak and sail on the *Christten* under the supervision of the Naturalists.
- Skippers and the High School Program are with Naturalists in the morning and sail in the afternoons.
 - Skippers
 - Sail Optis, Pixels, Sunfish, or Sonars depending on their size, skill level and the weather conditions.
 - With the Naturalists they expand on kayaking skills, train for their full day excursion aboard the *Christeen* to Sagamore Hill National Historic Site (watch for the permission slip to come home).
 - High School Program
 - Sail 420’s, Sonars and go on their overnight in a cruising boat. (watch for the permission slip to come home).
 - The naturalists utilize kayaks, the *Christeen* and other activities to enhance the research/exploration based curriculum.
 - For the overnight: see the appendix

f) Survivors

- Train on the *Christeen* and in the kayaks
- For the Overnight: see the appendix
 - The week culminates by kayaking to their “deserted” island and then “rescued” the next day by the *Christeen*.

Policies

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a) Medications / Medical / Behavioral / Emotional Issues:

We hope that all parents and guardians have included information on the application form so the WaterFront Center staff is well prepared to keep your child safe and healthy.

- It is very important that we are aware of any medical conditions
- Let us know if there has been a past trauma or fear that may influence their behavior in certain activities please tell us (ex. A boating incident that may have seemed minor to the adult but had a profound affect on the child).
- Let us know if there are any emotional or behavioral concerns that may affect the group dynamics. Definitely let us know if there are any special considerations given while they attend school.

b) Safety Issues:

- Closed toed shoes are a MUST. Whether to protect the feet from hardware on a boat or from glass and shells on the beach.
- Test their sunscreen BEFORE they come to The WaterFront Center to be sure it will not cause a rash or reaction.
- Bring a refillable environmentally friendly water bottle. We will have coolers of ice water at strategic locations that the children frequent.
- Dress for the weather – layers for cool & wet weather, light layers or sunshirts for hot sunny weather.

c) General Information:

- All staff is trained in first aid and CPR
- First Aid kits are located with each group and in the main building
- There are two (2) AED devices on premises
- We may not administer medications
 - If your child brings medication to the program for a specific condition the medication must come in the original container with physician authorization and direction for it's usage.
 - The staff member with the child's group will hold the medications in a belt pack so that they will be close at hand if needed
 - The child must indicate a need and will self administer the medication
- There is no sharing of food
 - There are a number of participants with food allergies and it is not worth taking a chance by eating food that was not packed for them.
 - If one of the activities has an edible component, those that have listed food allergies will be contacted to see if an alternative needs to be provided.

d) 2010 WATERFRONT CENTER CODE OF CONDUCT

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Before attending our programs, parents & participants MUST HAVE READ THIS FORM & SIGNED & submitted it either online through our website or on our printed form.

1. Cooperation, helpfulness and maintaining a positive attitude are always appreciated. Respect must be shown to other participants and to staff. Appropriate language is required at all times.
2. Listening to directions is very important for safety and to maximize the best use of time.

3. Voices should be kept at an appropriate volume. Screaming is disruptive and may be misinterpreted as a warning that something is wrong.
4. Teasing and bullying are not tolerated. Participants must keep their hands and feet to themselves.
5. For safety, there is no running, wrestling or rough housing in the classrooms.
6. Rock throwing and rock skipping are not allowed anywhere on the premises or on the beach.
7. Damaging property is unacceptable. This includes littering, sticking candy on furniture, writing on tables, improper use of bathrooms and disregard for the care of equipment. There is no gum permitted.
8. Marine organisms must be handled carefully with supervision, including not putting unauthorized material in aquatic tanks.
9. Participants must stay with their group and follow age specific escort rules. No child may wander on his/her own.
10. Participants must wear a properly fitted, US Coastguard approved PFD (lifejacket) whenever they are in, on or near the water.
11. Close-toed water shoes are mandatory and must be worn at all times.
12. No weapons, toy weapons, or use of other materials as weapons--including knives or costume accessories.
13. No portable electronics including cell phones, iPods, PSI's, Game Boys, etc. (We utilize VHF radios on-site and participants may use WFC phones if they need to contact a parent.)
14. Please keep all valuables at home.
15. There is absolutely no private boat drop-off / pick-up from The WaterFront Center Dock. If you come by boat or jet ski, you must go to the Town boat ramps and then walk down to pick up your child / children.

The WaterFront Center reserves the right to expel a participant who presents a risk to him/herself or others, or breaks this Code of Conduct in an extreme manner. When possible, the following steps will be followed before expulsion:

1. The Naturalist / Instructor in charge will address the issue with the participant one on one.
2. If the issue is not resolved or the behavior continues, the child will meet with the appropriate administrator.
3. The administrator may choose to call the parent(s)/guardians or speak with the parent(s)/guardians privately at pick up time.

e) Waiver of Liability

Before attending our programs, parents & participants MUST HAVE READ THIS FORM, SIGNED IT & submitted it either online through our website or on our printed form.

2010 LIABILITY WAIVER

The undersigned student acknowledges that participation in activities at The WaterFront Center are subject to certain inherent risks, and accepts all risks on land or water while participating in these activities. Therefore, the undersigned consents to participation in these activities and waives any right to bring action or claim regarding any incident, injury or loss occurring during participation in these activities. In addition, the undersigned agrees to reimburse The WaterFront Center for loss or damage to property resulting from his/her gross negligence, or misconduct. Student also agrees to allow The WaterFront Center to use any images of them participating in these activities for promotion which may include, but not be limited to, brochures, press releases, web site and fundraising activities. Further, if the student has not attained the age of eighteen (18) years of age, a parent or legal guardian must sign this waiver in addition to the student, and complete the medical information form. Additionally, the parent or legal guardian shall assume responsibility for incidents arising from the gross negligence or misconduct of the student, and waives on behalf of the student, the right to bring an action or claim as stated herein.

f) Communication

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With Staff:

If you would like to speak with one of your child's Sailing Instructors or Naturalists please contact them prior to 8:45 am or after the children have been picked up. The best way to communicate is to leave a message with either Jeanne (ext 24) or Alicia (ext 31) and they will have the appropriate staff member get in touch with you.

About Absences:

If your child will be out for the day, please call and leave a message. Press "0" when the message begins to bypass the introductory message.

g) Tipping

Tipping the summer staff is totally at your discretion. Since many staff members are responsible for your child each day, please consider a group tip or a donation to the WaterFront Center. All group tips will be shared equitably.

If you would like any clarification on the above information, please contact our Program Director or Head Sailing Instructor.

Appendix

Survivor & High School Program Overnight Supplies:

Bring all of the daily items PLUS:

- Sleeping bag or bed roll (blanket & sheets)
- Ground cloth (plastic drop cloth, old shower curtain, etc) SURVIVOR ONLY
- Pillow (a small one)
- Insect Repellent
- Flashlight
- Cup, Bowl & Spoon for meals
- Long Pants
- Long Sleeve Shirt
- Dry shoes (closed toed)
- Socks
- Toothbrush & Toothpaste
- Comb

You should pack only what you need in as small as a pack as it will fit in. Sleeping bag can be separate with the pillow rolled inside.

This list will be reviewed with the group prior to the overnight.