

CAMP PERKIOMY 2009 PARENT'S HANDBOOK

CAMP HIGHLIGHTS

June 22, 2009 – August 7, 2009

The Department of Parks and Recreation of Lower Providence Township offers children ages 6-13 a supervised recreational program including sports, special events, games and trips.

Our camp program is offered at three locations:

*Arrowhead Elementary

*Audubon Elementary

*Eagleville School

Camp Hours: Monday - Friday 8:00am - 4:00pm

*All campsites will accept a maximum of 125 children.

Parents are reminded that our staff is available during regular camp hours only. Campers arriving early and staying late are the responsibility of the parent. Please be sure to pickup and drop-off your children at the stated times.

FEES (Includes all trips)

\$650	Lower Providence Resident
\$575	Each additional child
\$750	Non-Resident

* Family Discount applies to Lower Providence Township residents only. All children must be from the same household in order to qualify for the discount.

ABSENCES

Please notify the campsites in advance if you know in advance that your child will be absent. If your child is absent due to a contagious condition, please notify the Parks and Recreation office, so that other parents can be notified that their child has been exposed to any condition. Please consult with your Physician before notifying this Department so that we may give accurate information.

NOTE: There will be no fee reduction or reimbursement for absences.

STAFFING

The entire staff for the Camp Perkiomy Program are qualified and trained to provide quality care for our summer camp program. All counselors have been through a screening process that meets the requirements set forth by the Parks and Recreation Department and all staff members are required to attend an in-service training process. The counselor to camper ratio at Camp Perkiomy is 1:12.

CAMPER'S POLICY

The Parks and Recreation Department has established a list of items that children are prohibited to bring to camp. The prohibited items are as follows:

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|----------------------------|---------------|------------------|-----------------------|
| * Radios | * Walkman | * Beepers | * I pods |
| * Two-way hand held Radios | * Video games | * Laser pointers | * Cell Phones |
| * Toy guns | * Make-up | * Nail Polish | * Roller Shoes |

Cell phones are to be left at home. Pay phones are located at each site should a child need to contact you. If a parent or guardian needs to contact their child or child's counselor for any reason, please call the Parks & Recreation Department at (610) 635-3543.

Roller Shoes/Roller Sneakers are prohibited at camp. **NO EXCEPTIONS WILL BE MADE.**

If a child brings these items mentioned above to camp, it will be taken away from them and returned to his/her parent at the end of the day. These items are banned in order to eliminate any disruption or safety concerns that may arise while using them.

Lower Providence Township, the Parks and Recreation Department or its staff is not responsible for lost, damaged or stolen property of any of our campers or program users.

DISCIPLINARY POLICY & PROCEDURE

Lower Providence Summer Camp Program disciplinary practices shall be directed toward teaching the child acceptable behavior to help self-esteem with consistent and individualized levels of understanding and should never be humiliating, frightening or physically harmful to the child.

Consistent disregard for camp disciplinary policies may result in the following types of measures;

Loss of Privileges: Time Out, sitting at the lunch tables, may have to sit with the counselors, may lose game time or free time privileges, may be suspended from daily activity such as bowling, skating, etc.

And /Or, the counselor or other staff will take a Written Discipline Report and/or a telephone call will be made to the parent/guardian.

And/Or, the parent/guardian may be required to meet in person with the head counselor, general supervisor, and Parks & Recreation Director to discuss resolution.

And /Or, suspension depending on the nature of the incident: The site supervisor may suspend a child from attending camp for a 1-3 day period. The Camp Director will determine the length of suspension.

And / Or, expulsion from the camp. If the child's behavior is deemed inappropriate enough or if there are numerous infractions a child may be involuntarily withdrawn from the camp. Parents will be notified immediately and the fees are not refundable.

Since the Camp Perkiomy Program is only seven weeks respectively, disciplinary action pertaining to camp dismissal is based on a cumulative incident occurrence basis, rather than on a time-period basis. Lower Providence Parks and Recreation Department is responsible for the safety of all the summer program participants, and consistent and continual disregard for camp policies and procedures cannot be

tolerated.

If a child interferes with the proper or safe functioning of the program, we will notify the parents of the situation and ask for the parents' help in resolving the problem. In many instances, making parents aware of the situation will correct any problems.

VANDALISM AND FIGHTING UNDER ANY CIRCUMSTANCES WILL NOT BE TOLERATED.

Any child committing these offences will be subject to disciplinary action resulting in involuntary withdraw from the camp.

Camp Counselors will be responsible for the discipline of the campers. Listed below are the guidelines for actions to be taken:

1. In order to be most effective, immediate consequences for misbehavior will be known in advance.
2. Physical punishment – spanking, pinching, slapping – will not to be used. Group punishments will be avoided. At no time will a counselor place a child in an unsafe environment to gain control. The counselor will shout at the child ONLY if there is need to warn of immediate danger.
3. Removal of playground or other activity privileges may be used for serious infractions or for cumulative ones.
4. All children will be directed to appropriate behavior rather than continually spoken to in negative terms, such as “Do this” rather than “Don’t do this.”
5. A child will be sent to the site supervisor sparingly in order to be effective.

TRIP PROCEDURES

All children participating in our program are invited to attend all trips and special events, but participation/attendance each day is not mandatory. Buses will leave promptly at the times stated on the event calendar and it is extremely important that your child is at the site in time for head count no later than 9:00am.

If your child is attending additional summer programs or camps, he or she may leave early/return to camp when necessary unless your child's group is off site participating in a camp trip during that particular time. We will not keep staff behind for any reason on trip days so please plan accordingly.

Please advise your children not to bring any more than \$10.00 with them on a field trip. Counselors will not be responsible for holding campers' spending money, camera's, etc.

DROP-OFF & PICK-UP PROCEDURES

On the first day of camp, counselors will direct you where you should and should not drop off your child. In the interest of safety for all of our campers, a parent and/or guardian is required to sign in/out your child. The system is simple, but will require the cooperative efforts of parents and staff.

This policy applies to all campers who will be picked up by car. Children who walk or ride bikes to camp will be dismissed each day at 4:00pm. Under no circumstances will a walker or bike rider be dismissed

sooner than 4:00pm unless permission is requested in writing by the parent or guardian. Please let your counselors know, by way of a written note, if your child has permission to walk or bike to/from camp.

NOTE: Parents may not drop their child at a field trip site under any circumstances.

Children may not be dropped off prior to 8:00am and must be picked up no later than 4:00pm, Monday-Friday from the playground campsites. These are the normal operating hours for our sites and a late charge of \$5 per child will be assessed at every 5-minute increment past 4:00pm.

MEDICATION POLICY

Many children attending our program require some form of medication. Camp Counselors are not permitted to administer any medication (including aspirin) to any children. It is up to the parent and the child to administer all medications.

REFUND POLICY

Parents wishing to withdraw their child from our program are entitled to the following:

1. Refunds may be given for Camp Perkiomy if cancellation notice is given in writing, 15 days prior to the camp start date of June 22, 2009. All cancellations are subject to a \$60.00 processing fee.
2. Since all trips are included in the original price, there will be NO refunds given for any trips, even if your child does not attend.

Thank you for your support of Lower Providence Township's Camp Perkiomy program. The policies and procedures that are stated in this parent's handbook are designed for your child's safety.

CONTACT INFORMATION:

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