

# CAMP PERKIOMY 2010 PARENT HANDBOOK

## CAMP HIGHLIGHTS

June 21, 2010 – August 6, 2010

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.

*All Camp Perkiomy sites will be closed on Friday, July 2 & Monday, July 5.*



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   |
| \$125 | Extended Care (Monday - Thursday from 4:00pm – 5:00pm) |

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

## EXTENDED CARE

Late pick-up is now available Monday through Thursdays, 4:00 PM - 5:00 PM at all three Camp Perkiomy sites.

The cost for you to enroll your child in the extended care program is \$125.00 per child for the entire 7 weeks. (Sorry this rate cannot be prorated for single days or weeks)

## **ABSENCES**

Please notify the campsite 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 immediately at (610) 635-3543. Please consult with your physician before notifying the Department so that we may have accurate information.

**NOTE:** There will be no fee reduction or reimbursement for absences under any circumstances.

## **STAFFING**

All members of the Camp Perkiomy staff are qualified and trained to provide quality care for our campers. All counselors have completed 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. All staff members have obtained successful criminal background checks, child abuse clearances, and FBI clearances. The counselor to camper ratio at Camp Perkiomy is 1:12.

## **CAMPERS' 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:

- radios
- I pods
- pagers
- knives
- walkie-talkies
- video games
- laser pointers
- weapons
- toy guns
- make-up
- nail polish
- cell phones\*

\*It is recommended that cell phones 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, you may call the Parks & Recreation Department at (610) 635-3543. If your child must bring his/her cell phone to camp, all cell phones must remain in the students' backpacks in the off mode. Campers are not permitted to carry cell phones during camp hours nor may cell phones be used on the school bus on the trip to or from trip locations.

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

If a child brings any prohibited items to camp, the item will be confiscated 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 from their use.

Lower Providence Township, the Parks and Recreation Department and 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, loss of game time or free time privileges, exclusion 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. The Camp Director will determine the length of suspension (1-3 day period).

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 an incident occurrence basis, rather than cumulative 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 parents will be notified of the situation and ask to resolve the problem. In many instances, making parents aware of the situation will correct any problems and any parental help in the matter is greatly appreciated.

### **VANDALISM AND FIGHTING UNDER ANY CIRCUMSTANCES WILL NOT BE TOLERATED.**

Any child committing these offenses will be subject to disciplinary action resulting in involuntary withdrawal 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 will not to be used. Group punishments will be avoided. At no time will a counselor place a child in an unsafe environment. 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.
5. A child will be sent to the site supervisor sparingly in order to be effective.

In the event that any incident occurring at a Camp Perkiomy site or in the course of a Camp Perkiomy activity rises to a level in which it may involve criminal activity, the site supervisor or camp director shall notify the Lower Providence Township Police Department without delay. Any actions taken by the Lower Providence Township Police Department as a result of such incident shall be independent of the actions taken by the Parks and Recreation Department and shall preclude any disciplinary measures deemed appropriate by the Park and Recreation staff.

## **TRIP PROCEDURES**

All children participating in our program are invited to attend all trips and special events, but participation/attendance 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 8:15am on field trip days.

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

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. Please plan accordingly.

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

## **DROP-OFF & PICK-UP PROCEDURES**

On the first day of camp, counselors will direct you to the permitted drop-off location. In the interest of safety for all of our campers, a parent and/or guardian is required to sign in/out each camper. 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 earlier than 4:00pm unless permission is requested in writing by the parent or guardian. Parents/guardian must let your counselors know, by way of a written note, if a child has permission to walk or bike to/from camp.

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 21, 2010. All cancellations are subject to a \$65.00 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 Handbook are designed for your child's safety and the well being of all our campers.

### **CONTACT INFORMATION:**

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