



CAMP PERKIOMY – SUMMER 2017 PARENT HANDBOOK

Dear Parents/Guardians:

Welcome to Camp Perkiomy! We are very happy to have your child join us for some exciting summer fun. We have plenty of new activities, events and trips planned for our time this summer.

This parent handbook includes camp rules, discipline information, camp info sheet and camp general information. Please look over everything carefully so that you are aware of what we have planned this summer.

If you have any questions regarding Camp Perkiomy, please don't hesitate to contact the Parks and Recreation Office at 610-635-3543.

Our **#1 goal** is to make sure your child has a safe and fun summer at Camp Perkiomy!

See you at Camp Perkiomy on Monday, June 19th!

Karl A. Lukens

Director of Parks & Recreation
Lower Providence Township

Karen M. Hegedus

Recreation Superintendent
Lower Providence Township



On Fridays, the following week's camp newsletter will be e-mailed to the e-mail address provided on the camp registration form.

GENERAL CAMP INFORMATION

The Department of Parks and Recreation of Lower Providence Township offers children who completed grades K through entering 5th a supervised summer camp recreational program including arts & crafts, special events, games and field trips.

Camp Perkiomy runs from Monday, June 19th through Friday, August 4th.

Camp Perkiomy is offered at three locations:

~ Arrowhead Elementary

~ Audubon Elementary

~ Eagleville Elementary

Camp Hours: Monday - Friday 8:00PM - 4:00PM

**Arrowhead – 60 max. campers, Eagleville – 65 max. campers, Audubon – 100 max. campers*

All Camp Perkiomy sites will be closed on Monday, July 3rd & Tuesday, July 4th.

Parents are reminded that our staff supervision is during regular camp hours only. Please be sure to pickup and drop-off your children at the stated times.

CAMP FEES (Includes all trips):

Early Registration Savings – Before April 1st

\$770	Lower Providence Resident
\$745	* Each additional child (LPT Residents only)
\$105	A.M. Extended Care (Monday - Friday 7:30-8:00 am)
\$155	P.M. Extended Care (Monday - Thursday 4:00-5:00 pm)
\$210	Extended Day (M-F 7:30-8:00 am & M-TH 4:00-5:00 pm)

Regular Rate – After March 31st

\$840	Lower Providence Resident - <i>After March 31st</i>
\$815	* Each additional child (LPT Residents only) - <i>After March 31st</i>
\$130	A.M. Extended Care (Monday - Friday 7:30-8:00 am)
\$180	P.M. Extended Care (Monday - Thursday 4:00-5:00 pm)
\$235	Extended Day (M-F 7:30-8:00 am & M-TH 4:00-5:00 pm)
\$950	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.*

EXTENDED CARE: (Sorry this rate cannot be prorated for single days or weeks)

Early drop off is available Monday through Friday, 7:30 – 8:00 am and late pick-up is available Monday through Thursdays, 4:00-5:00 pm at all three Camp Perkiomy sites. The costs above are for you to enroll your child in the extended care program per child for the entire 7 weeks.

STAFFING

Each Camp Perkiomy site is managed by a qualified staff of Site Supervisor, Group Leaders and Camp Counselors.

All members of the Camp Perkiomy staff are qualified and trained to provide quality care for our campers. All camp staff has completed a screening process that meets the requirements set forth by the Lower Providence Township Department of Parks and Recreation and all staff members are required to attend an in-service training orientation. All staff members have obtained successful criminal background checks, child abuse clearances, and FBI clearances.

The Summer Camp Coordinator supervises the daily activities of all three Camp Perkiomy sites.

DAILY LUNCH INFORMATION

Children are responsible for bringing their own lunch every day. It is recommended that they have an insulated lunch bag as there is no refrigeration available. Bags must be clearly marked with your child's name and group name. Water bottles are HIGHLY recommended.

LUNCH/SNACK PROGRAM

The lunch/snack program is included in the camp fees in 2017. It includes lunch and drink every Tuesday for all 7 weeks. Lunch options are pizza one week and Chick-Fil-A the next, please refer to activity calendar for specific lunch days. In addition to lunch days, it includes afternoon snack/drinks during the week (excluding field trip days).

CAMP RULES & REGULATIONS

Parents are asked to have their children wear apparel which is appropriate for summer camp activities. We strongly recommend that all campers wear sneakers each day. "HEELIES" are not permitted and "open toe shoes & flip-flops" are not recommended at camp for safety reasons.

Children are responsible for helping to keep the gym, cafeteria and playground area clean. They are expected to clean up after lunch, snacks and crafts. Please keep in mind that we are guests at the Methacton School District facilities.

Children are expected to use appropriate playground structures and equipment as they were intended. Rules for use will be explained each Monday to all campers, and posted at camp. Children may be prohibited from using the structure or equipment if problems persist.

Camp staff will be monitoring bathroom breaks as well as supervising bathroom facilities from the outside. All campers need to be able to use the restrooms unassisted.

Children must listen to the staff at all times; failure to do so may result in removal from camp.

On hot days, children may be participating in water activities, such as water balloons, sponge relays, etc. Please have your child wear their bathing suit under their clothes on these days which will be clearly marked on the weekly activities calendar and notice boards at the camp site.

Backpacks are permitted at camp but we suggest that anything valuable be left at home. We are not responsible if something is stolen or lost, but we will make every effort to prevent it. Please make sure any and all items are clearly labeled with your child's name. The following list of items is prohibited at camp:

- iPods/Video games (Gameboy/DS/DSi)
- Knives/any type of weapons
- Toy guns/laser pointers/walkie-talkies
- Cell phones*

**It is recommended cell phones be left at home. The Site Supervisor has access to a phone if parents need to be contacted. If a parent or guardian needs to contact their child or camp staff for any reason, please contact the Camp Site Phone or Parks & Recreation Department. If a child must bring a cell phone, all cell phones must remain in the camper's backpack during camp hours.*

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.

Lost & Found items will be kept in a Lost & Found bin at the camp site. If items are not claimed by Wednesday, August 9th, they will be donated to good will.

DISCIPLINARY POLICY & PROCEDURE

Lower Providence Township Parks and Recreation takes behavior issues very seriously and has protocols to deal with situations involving misbehavior. Parents and Guardians will be notified on the day of the offense, so they will know what is occurring from the very beginning.

Bullying, fighting, inappropriate behavior/language and breaking camp rules will NOT be tolerated. Consequences depend on the severity of the offense. A report form will be filled out for each individual incident and will be available for review upon request. Please keep in mind that Lower Providence Township Parks and Recreation reserves the right to change behavior procedures based on the severity of the incident.

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 Site Supervisor, Summer Camp Coordinator, Recreation Superintendent and/or 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 Summer Camp Coordinator 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 camp 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 the 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 staff 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 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 Summer Camp Coordinator 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.

CAMP T-SHIRTS

All registered campers will receive a Camp Perkiomy t-shirt to wear for field trips. Lower Providence Township Parks & Recreation requires the campers to wear their camp shirts on days of field trips, for safety and security purposes. Campers are not permitted on trips without their t-shirts.

REMINDER: *If you are interested in ordering extra camp shirts, they can be ordered on-line at www.lptrec.com for \$8.50 per shirt. The deadline for ordering extra shirts is May 31st.*

TRIP PROCEDURES

Lower Providence Township Parks & Recreation requires the campers to wear their camp shirts on days of field trips and special events, for safety and security purposes. **Campers are not permitted on trips without their t-shirt this will be strictly enforced.**

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 bulletin board at camp and it is extremely important that your child is at the site in time for head count **no later than 8:30 am on field trip days.**

Rules for the trip will be explained prior to departure. Children are expected to behave properly on all trips. Failure to do so may result in loss of privileges.

Campers may not be dropped off or picked up at a field trip site. Special consideration may be given on a case by case basis with a written explanation provided, at least (3) days in advance of the trip, to the Recreation Superintendent. 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 on a field 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. Camp staff will not be responsible for holding campers' spending money, cameras, etc.

DROP-OFF & PICK-UP PROCEDURES

In the interests of extended safety for all our campers, Camp Perkiomy has sign in and sign out procedures for camp. The system is simple, but will require the cooperative efforts of parents and staff. *The goal is to assure that the proper person picks up the proper camper(s) each day.*

- ◆ Each camp group will be assigned to a special station for all camp day starts/ends. This is where all parents should drop-off & pick-up their campers each day.
- ◆ Each parent must show a driver's license or valid ID when picking up their child until the camp staff recognizes them.
- ◆ Each parent **MUST** walk their camper to the sign in station and sign them in unless the parent has filled out a walker/biker permission form and it is on file at the camp site. Children who walk or ride bikes to camp will be dismissed each day at 4:00 pm. Under no circumstances will a walker or bike rider be dismissed earlier than 4:00 pm.
- ◆ If someone other than the parent on the registration form is picking up a camper, a note **MUST** be sent in. This person must also show ID when picking up.
- ◆ **NO CAMPERS WILL BE RELEASED UNLESS PROPER AND CORRECT IDENTIFICATION IS PRESENTED. NO EXCEPTIONS!**

Thank you for helping us keep your camper safe. We appreciate your understanding that there will be no exceptions to this procedure. For car pools, it is suggested that days be divided, rather than dividing up drop-offs and pick-ups each day.

PICK UP AND DROP OFF TIMES

Regular Camp Hours run **Monday through Friday from 8:00 am to 4:00 pm**. The Extended Care program runs **Monday through Friday 7:30 to 8:00 am and Monday through Thursday 4:00 -5:00 pm**. Please note that Extended Hours are **ONLY** for campers who are registered for these hours. Other campers will be charged an additional fee if picked up late. **A late fee of \$5 per child will be assessed at every 5 minutes past 4:00 pm.**



WEATHER ALERT!!

If there is rain or a high heat index,
camp will still **be held**.

ABSENCES

Please notify the Site Supervisor at the campsite if you know in advance that your child will be absent from camp. 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.

HEALTH & SAFETY INFORMATION

The continued good health and safety of campers attending our summer camp program is always our first priority. Please monitor your child's health status. If you suspect your child is unable to participate in daily camp activities due to an illness, they should not attend camp. Our staff is trained to use every day preventive actions with campers which include frequent hand washing with soap and water. Each camp site has hand sanitizer and tissues available for campers and staffs to use when needed.

MEDICATION POLICY

The responsibility for administering medications rests with the camper's legal parent or guardian. **No camp staff is permitted to administer medication.** It is important that all medication be taken at home. No medication is to be sent to camp unless it is a prescription drug for preventive reasons or emergency conditions such as seizures, heart conditions, asthma, bee stings or allergy conditions.

These preventive or emergency medications may be sent to camp provided the rules listed below are followed:

1. **Note from the doctor stating name of medication, how it is to be given, amount, time and diagnosis of illness. The medication must have the prescription label on the container.**
2. **Note from the parent or legal guardian giving approval for the medication to be administered by the camper under staff supervision.**
3. **For emergency conditions such as bee sting reaction, the Site Supervisor will call the parents/guardians.**

All medical information is kept strictly confidential.

Please apply sunscreen to your child daily. If your child is susceptible to sunburn, please send sunscreen to camp in a Ziploc bag with child's name on it in their personal bag. Staff members are not permitted to apply lotion to children but will remind the children to re-apply it.

It is important to remind your children that they need to stay hydrated during the hot weather. Camp staff and campers will have water/drink breaks throughout the day.

REFUND POLICY

We understand that plans may change, but Lower Providence Parks & Recreation makes commitments to summer staff and entertainment venues based upon registration numbers. Parents wishing to withdraw their child from Camp Perkiomy are entitled to the following:

1. Refunds may be given for Camp Perkiomy if cancellation notice is given in writing before May 31st. All cancellations are subject to a \$60.00 processing fee per child.
2. No refunds after June 1st, 2017.
3. 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.
4. All refunds are handled through the Parks and Recreation office at the Lower Providence Township Building. You must contact the Parks and Recreation office and not the individual camp site to request a refund.

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.