



LIL' PERKIOMY CAMP – SUMMER 2018 PARENT HANDBOOK

Dear Parents/Guardians:

Welcome to Lil' Perkiomy Camp – a summer camp just for pre-schoolers! We are very happy to have your child join us for some exciting summer fun. We have plenty of new activities planned for our time this summer.

Mission Statement: Lower Providence Township Summer Camp Program strengthens our community and provides opportunities for all residents. The Summer Camp Program creates positive, fun and safe experiences for children throughout their summer break. Our program is shaped by exploration, adventure, creativity, connection and friendship and is facilitated by our excellent, trained welcoming staff.

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 Lil' Perkiomy Camp, 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 Lil' Perkiomy Camp!

See you at camp this summer!

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 ages 4 & 5 years old a supervised summer camp recreational program. Children will participate in games, arts & crafts, free play time and other activities. "Special Guests" are scheduled to visit the camp site throughout the summer. Please check the Lil' Perkiomy Camp Activity Calendar for details.

Lil' Perkiomy Camps has (3) two -week camp sessions through the summer. Camp Session I: June 18th through June 29th / Camp Session II: July 9th through July 20th / Camp Session III: July 23rd through August 3rd.

Lil' Perkiomy Camp is offered at Eagleville Park Pavilion. During inclement weather the camp will move into the Lower Providence Township Building.

Camp Hours: Monday - Friday 9:00 am to 12 noon.

There is no camp session the week of 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:

Early Registration Savings – Before April 1st

\$135 per camp session	Lower Providence Resident
\$125 per camp session	* Each additional child (LPT Residents only)

Regular Rate – After March 31st

\$150 per camp session	Lower Providence Resident - <i>After March 31st</i>
\$140 per camp session	* Each additional child (LPT Residents only) - <i>After March 31st</i>

\$170 per camp session	Non-Resident
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** Family Discount applies to Lower Providence Township residents only. All children must be from the same household in order to qualify for the discount.*

CAMP T-SHIRTS

All registered campers will receive a Lil' Perkiomy Camp t-shirt to wear on Fridays.

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

STAFFING

Lil' Perkiomy Camp site is managed by a qualified staff of Site Supervisor and Camp Counselors.

All members of the Lil' Perkiomy Camp 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. Several staff members also received CPR & First Aid Training and certifications.

The Site Supervisor supervises the daily activities of the Lil' Perkiomy Camp.

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.

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 park and playground area clean. They are expected to clean up after snacks and crafts.

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.

Camp staff will be monitoring bathroom breaks as well as supervising bathroom facilities from the outside the stalls. 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 campsite.

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:

- Video games (Gameboy/DS/DSi)
- Knives/any type of weapons
- Toy guns

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 8th, they will be donated.

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.

Consistent disregard for camp rules may result in the following types of measures: loss of privileges - time out, loss of game time or free time privilege.

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 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.

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.

DAILY SNACK INFORMATION

There will be a snack break each day for the campers. Children are responsible for bringing their own snack. It is recommended that they have 1 small snack bag only for time reasons. Bags must be clearly marked with your child's name. Please be considerate of food allergies that others may have.

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. Water bottles are HIGHLY recommended.

DROP-OFF & PICK-UP PROCEDURES

In the interests of extended safety for all our campers, Lil' Perkiomy Camp 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.*

- ◆ There will be 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.
- ◆ 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 9:00 am to 12:00 noon**. We understand that sometimes extenuating circumstances prohibit a parent from picking up a child on time. However, we are also concerned with fairness to our staff members. A late fee of \$5 per child will be assessed at every 5 minutes past 12:00 pm.



WEATHER ALERT!! If there is rain or a high heat index, camp will still **be held**. Camp will move into the LP Township Building.

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 staff in an emergency.**
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. Staff members are not permitted to apply lotion to children but will remind the children to re-apply it.

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 Lil' Perkiomy Camp is entitled to the following:

1. Refunds may be given for Lil' Perkiomy Camp 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, 2018.
3. 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 Lil' Perkiomy summer 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. Our #1 goal is to make sure your camper has a SAFE and FUN summer at Lil' Perkiomy Camp!

Don't forget to always check our department website: www.lptrec.com for updated summer camp information and new recreation programs, events and bus trips through the summer.