



2020 Specialty Summer Camps – PARENT INFORMATION PACKET

Dear Summer Camp Family:

Welcome to Summer Camp with Upper Providence Township Recreation! We are delighted to serve you this summer, and are sure you will enjoy the camps and activities we have planned.

This packet contains important information regarding camp; please read it thoroughly. At the beginning of the handbook you will find general camp policies that pertain to ALL camp programs. Additionally, at the start of camp, you will be provided with a camp calendar that lists any special events or trips if included with your camp.

If you have not already done so, please read the Handbook, fill out the Camp Waiver and return it to us before the start of camp. Campers are not permitted to remain at camp without a signed waiver on file. Forms can be obtained by following the web link provided on your registration receipt. Completed waivers can be emailed to uptcamps@gmail.com, mailed to, or dropped off at, the Administration Building at 1286 Black Rock Road, Phoenixville, PA 19460 or the Recreation Center at 499 Hopwood Rd., Collegeville, PA 19426.

If you have any questions regarding camp, please feel free to contact us at 610-933-9179.

We look forward to seeing you this summer!

Sincerely,

Upper Providence Township

Summer Camp Staff

2020 Specialty Summer Camp Handbook

STAFFING

Each camp site is managed by a qualified staff of (1) Site Supervisor and supporting counselors. The counselor to camper ratio is no more than 1:12 (1:6 for preschool camp).

All members of the camp staff are qualified and trained to provide quality care for our summer camp program. All staff have completed a screening process that meets the requirements set forth by the Upper Providence Township Recreation Department and PA Act 153 of 2014, and are required to attend an in-service training orientation.

The camp program and staff are supervised by the Assistant Director of Parks and Recreation.

Parents are reminded that staff supervision is during camp hours only.

DROP-OFF & PICK-UP PROCEDURES

In the interest of safety for all campers, parents are asked to escort their child(ren) to and from the assigned area to sign their child(ren) in and out of camp. The system is simple, but will require the cooperative efforts of parents and staff.

Please let the Site Supervisor know, by way of written note, if your camper(s) have permission to walk or bike to camp, or if they will be picked up by someone other than you.

A late pick-up fee of \$5.00 per camper will be incurred at every five minute increment past the camp's ending time. Continued late pick-up may result in dismissal from the camp program without refund of registration fees.

ABSENCES

Please notify the camp if your child will be absent by calling 484-391-2303 or email uptcamps@gmail.com. If your child is absent due to a contagious condition, please notify the Recreation center, so that other parents may be notified that their child may have been exposed. Please consult with your physician before notifying this Department so that we may give accurate information.

CAMP RULES & REGULATIONS

Your child should wear comfortable clothing and **sneakers** each day. **Open toe/open heel shoes are not permitted.** Children will get dirty at camp; please dress them accordingly!

Please apply sunscreen to your child daily. You may send sunscreen to camp with your child; however, staff members are not permitted to apply the sunscreen to your child. We will remind the children to re-apply it to themselves throughout the day.

For full day camp the children are responsible for bringing their own lunch and refillable water bottle every day. It is recommended that lunch be packed in an insulated lunch bag, as refrigeration is not available at the camp sites. Bags should be clearly marked with your camper's name.

For half day camp the children are responsible for bringing a refillable water bottle every day.

Children are responsible for helping to keep the park areas clean. They are expected to clean up after snacks, lunch, and crafts.

Children are expected to use appropriate playground structures and equipment as they were intended. Rules for use will be explained at the beginning of camp. Children may be prohibited from using the structure or equipment if a problem persists.

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

Proper swimming attire is required for swimming. Please send your child to camp wearing their bathing suit on swim days, and pack a towel and change of clothes. Flip-flops or sandals may be worn for water activities **ONLY**.

Backpacks are permitted at camp, but we suggest that anything valuable be left at home. Please make sure all items are clearly labeled with your child's name. Neither Upper Providence Township, nor its staff is responsible for lost, stolen or damaged property. The following list of items is prohibited at camp:

- Electronics including CELL PHONES***
 - Cell phones – The site supervisor has access to a phone if parents need to be contacted. If a parent needs to reach their child or camp staff for any reason, please contact the Recreation Center at 484-391-2390.
- iPods/iPads/MP3 players/Kindle
- Video games (Nintendo DS/Switch/PS Vita)
- Knives or any type of weapon
- Toy guns

***If a child brings a prohibited item to camp, the item will be confiscated and returned to his/her parent at the end of the day. These items are prohibited in order to eliminate any disruption or safety concern that may arise from their use.

BEHAVIOR/DISCIPLINE POLICY

Appropriate behavior is expected of all participants during the summer camp programs. Respectful interactions between program participants and staff are essential to having a successful program experience. Bullying, fighting, inappropriate behavior/language and continual disregard for camp policies and procedures will not be tolerated. Camp staff will do their best to redirect any misbehavior and resolve any issues to achieve a positive outcome for all involved. If positive outcomes cannot be achieved, or if a camper exhibits continuous disruptive behavior, Upper Providence Township reserves the right to suspend or dismiss the camper from the program without refund.

MEDICAL INFORMATION

It is extremely important that we have all necessary medical information concerning your child.

The responsibility for administering medications rests with the camper's parent or legal 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, or allergy conditions.

These preventive or emergency medications may be sent to camp if 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 be presented in the original package with prescription label attached.
2. Note from parent or legal guardian giving approval for the medication to be administered by the camper under staff supervision.

FIELD TRIP INFORMATION

All campers are invited to participate in field trips, but participation is not mandatory. If your family chooses not to participate in a field trip, it is the responsibility of the parent to make alternate arrangements for the day. Reductions to the camp fee will not be granted due to absence from a field trip.

Field trips are scheduled to leave from the camp site at various times. Please be sure that your camper is on time for camp if they are going on a scheduled field trip. We cannot delay departure to accommodate latecomers. Refer to the camp calendar for trip departure and return times.

Campers should bring a brown bagged lunch, if lunch is not included in the trip. Please no insulated bags on field trip days.

For safety reasons, parents are not permitted to drop-off or pick-up their child from a field trip site. All campers must be dropped off and picked up at the camp site.

Campers should wear the camp T-shirt on all field trips, and no spending money is allowed.

SPECIAL ACCOMMODATIONS STATEMENT

Our programs are for people of ALL abilities. If you require special accommodations, please make the Recreation staff aware when registering for a program. We want to serve you, so let us know how we can help! Call 610-933-9179 to speak with someone from the Parks and Recreation Department. Upper Providence Township is committed to providing equal opportunities to all participants.

REFUND POLICY

No refunds will be issued for camp cancellations unless requests are made **in writing** prior to 14 days of the start of the camp program. All refunds are subject to a 15% processing fee. Reductions to the camp fee will not be granted due to absence from a field trip. No refunds or credits will be made after the start of camp.