



2020 Summer Day Camp – PARENT HANDBOOK Camp Anderson Farm and Camp Black Rock

Dear Summer Camp Family:

Welcome to Summer Day Camp with Upper Providence Township Recreation!

We are delighted to serve you this summer and are sure you will enjoy the activities and field trips we have planned. This handbook contains important information regarding camp; please read it thoroughly and sign that you have read it on the emergency information form.

Each day your camper will need to bring a morning snack, lunch and a refillable drink bottle. Upper Providence Township will provide water, Gatorade, and an afternoon snack daily. **Please label all personal items with your camper's name. All our time will be spent outdoors; please dress your child accordingly.**

Camp hours are **8:00am to 4:00pm** and we ask that you **do not drop off until after 8am**. Please be sure that your child arrives on time because activities are planned for the day, and if we go off site, your child will miss the day if he/she does not arrive on time. We do a full day field trip one day each week. On these days, please pack a **fully disposable** lunch that does not require refrigeration. (unless otherwise noted) Departure and return times will be communicated to you the week of the trip. Please note these times carefully as we are unable to hold the bus for latecomers.

If you have not already done so, please read the Handbook fully and then fill out the Camp Waiver and return it to us ASAP along with a copy of the camper's birth certificate. **Returning the forms before camp begins is required.** Campers are not permitted to remain at camp without a signed waiver on file. Forms can be obtained from the website www.UPTRC.com. Completed waivers can be mailed to, or dropped off at the Administration Building, 1286 Black Rock Road, Phoenixville, PA 19460, or the Recreation Center, 499 Hopwood Road, Collegetown, 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 Parks and Recreation
Summer Camp Staff

CAMP HIGHLIGHTS

Upper Providence Township Recreation Summer Day Camp is designed for children ages 6 through 12. Each week is carefully planned with a variety of activities including arts & crafts, sports, organized games, special events and field trips.

Summer Day Camp runs Monday through Friday, June 22, 2020 to July 3, 2020 and July 13, 2020 – August 7, 2020, in 3 - two-week sessions. You may sign up for anyone, two, or all three sessions. Camp hours are **8:00am to 4:00pm**. Two convenient camp locations are available.

Camp Black Rock (Black Rock Pavilion)

Black Rock Park
1286 Black Rock Road
Phoenixville, PA 19460

Camp Anderson Farm (Anderson Farm Pavilion)

Anderson Farm Park
499 Hopwood Road
Collegeville, PA 19426

Parents are reminded that staff supervision is during camp hours only. Please be sure to drop-off and pick-up your child(ren) at the stated times. A late pick-up fee of \$5.00 per camper will be incurred at every five-minute increment past 4:00pm.

All registered campers will receive a camp T-shirt on the first day of camp.

AFTER CARE

We offer an after-camp care option. If you would like to pick up later, please sign up for Camp Anderson Farm or Camp Black Rock and choose the extended care option. After camp care runs from 4:00pm to 5:00pm. These are available in two-week sessions that correspond to the camp sessions.

STAFFING

Each camp site is managed by a qualified staff which consists of (1) Site Supervisor, and a minimum of (5) camp counselors. The counselor to camper ratio is no more than 1:12.

All members of the camp staff are qualified and trained to provide quality care during our summer camp program. All staff have completed a screening process that meets the requirements set forth by the Upper Providence Township Parks & 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.

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 pavilion to sign their child(ren) in and out of camp. The system is simple but will require the cooperative efforts of parents and staff.

A camp staff person will be available between 8:00am and 8:30am to greet your family as you sign your child(ren) in. **We strongly encourage you to drop-off no later than 8:30am**. Once the day's activities have begun, the campers and staff will be located throughout the park and may not be readily available for sign-in.

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. Please be sure that everyone with permission to pick up your child is listed on your emergency contact form. If there is an addition, please submit a signed written note stating who may or may not pick up your child(ren). Children may not be dropped off prior to 8:00am and must be picked up no later than 4:00pm. **A late pick-up fee of \$5.00 per camper will be incurred at every five-minute increment past 4:00pm.** 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 610-933-9179 or email uptcamps@gmail.com. If your child is absent due to a contagious condition, please notify the Parks and Recreation office, 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.

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

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.

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. Campers will take two snack breaks during the day. Please pack one snack for your child daily. Upper Providence Township will provide the afternoon snack daily.

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 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**. Refer to the camp activity calendar for the water activities scheduled.

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, the Recreation Department, nor staff are 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 Parks and Recreation Department at 484-391-2303.
- AirPods/iPods/iPads/MP3 players/Kindles
- 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 concerns 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. This is extremely important on scheduled field trip days. 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 with non-perishable food 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. For your child's safety, we ask that all parents/guardians pick up and drop off 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 Parks and Recreation staff aware when registering for a program. We want to serve you, so let us know how we can help! Call 484-391-2303 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 given after the start of camp.