

# CAMP BLACK ROCK 2009 PARENT'S HANDBOOK

## CAMP HIGHLIGHTS

July 13, 2009– August 7, 2009

The Department of Parks and Recreation of Upper Providence Township offers children ages 6-13 a supervised recreational program including sports, special events, games and trips.

**Camp Hours:** Monday- Friday 8:00 am-4:00pm. Camp will accept a maximum of 40 children.

Parents are reminded that our staff is available during the regular camp hours stated above. 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)

\$350 Upper Providence Resident

\$300 Each additional child

\$425 Non-Resident

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

## ABSENCES

Please notify the camp if your child will be absent. If your child is absent due to a contagious condition, please notify the Parks and Recreation office, so that other parents can be notified that their child has been exposed to any condition. 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.

**STAFFING** The entire staff for the Camp Black Rock Program are qualified and trained to provide quality care for our summer camp program. All counselors have been through a screening process that meets the requirements set forth by the Parks and Recreation Department. All staff members are required to attend an in-service training process. The counselor to camper ratio is no more than 1:12.

## TRIP PROCEDURES

All children participating in our program are invited to attend all trips and special events, but participation/attendance is not mandatory. Each week your child will be sent home with a form, which must be filled out prior to the date of the scheduled trip. Buses will leave promptly at the times stated on the event calendar so please be sure that your child is at the site in time for trip departure. Please advise your children not to bring any more than \$10.00 with them on a field trip. Counselors will not be responsible for holding campers' spending money, cameras, etc.

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

On the first day of camp, counselors will direct you where you should drop off your child. Please park in the designated drop-off parking area and walk your child to the site. In the interest of extended safety for all our campers, the camp will operate on a strict procedure for camper drop-off and pick-up. 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 not for children who ride their bicycles to camp.

Children who walk or ride their bikes to camp will be dismissed at 4:00pm. Under no circumstances will a walker or bike rider be dismissed sooner than 4:00pm.

Please let your counselor know, by way of a written note, if your child has permission to walk or bike to camp.

*NOTE:* Parents may not drop their child at a field trip site unless authorized in writing by the Parks and Recreation Director. The Parks and Recreation Director may be contacted at (610) 933-9179 ext. 174.

Children may not be dropped off prior to 8:00am and must be picked up no later than 4:00pm, Monday- Friday from Black Rock Camp. These are the normal operating hours for our camp and a late charge of \$5 per child will be assessed at every 5-minute increment past 4:00pm.

**DISCIPLINARY POLICY & PROCEDURE** Upper 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 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, sitting at the lunch tables, may have to sit with the counselors, may lose game time or free time privileges. May be suspended 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 resolutions,

And /Or, suspension depends on the nature of the incident: The director may suspend (or expel-pending severity) a child from attending camp for a 1-3 day period. The site supervisor will determine the length of suspension.

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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 should be notified immediately and the fees are not refundable.

Since the Camp Black Rock Program is only four weeks respectively, disciplinary action pertaining to camp dismissal is based on a cumulative incident occurrence basis, rather than on a time-period basis.

Upper 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, we will notify the parents of the situation and ask for the parents' help in resolving the problem. In many instances, making parents aware of the situation will correct any problems.

Foul language, vandalism and fighting will not be tolerated. Any child committing these three offences will be subject to disciplinary action up to and including involuntary withdraws from the camp.

Camp Counselors will be responsible for the discipline of the campers. These are the guideline for actions to be taken:

1. In order to be most effective, immediate consequences for misbehavior should be known in advance.
2. Physical punishment – spanking, pinching, slapping – are not to be used. Group punishments should be avoided. At no time should a counselor place a child in an unsafe environment to gain control. 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 should be directed to appropriate behavior rather than continually spoken to in negative terms, such as “Do this” rather than “Don't do this.”
5. A child should be sent to the general supervisor sparingly in order to be effective.

#### CAMPER'S 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    \*Walkman    \*Beepers    \* I pods    \* Two-way hand held Radios    \*Video games  
\*Laser pointers    \* Cell Phones    \*Toy guns    \*Make-up    \*Nail Polish  
\* Roller Shoes

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\*\*\*Cell phones should be left at home. Counselors have cell phones on site should a child need to contact you.

\* \* \*Roller Shoes/Roller Sneakers are prohibited at camp.

**NO EXCEPTIONS WILL BE MADE.**

If a child brings these items mentioned above to camp, it will be taken away from them 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 while using them.

Upper Providence Township, the Parks and Recreation Department or its staff is not responsible for lost, damaged or stolen property of any of our campers or program users.

### **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. There will be NO refunds given for Camp Black Rock unless cancellation for camp is given in writing, 15 days prior to the camp start date of July 13, 2008. All cancellations are subject to a \$50.00 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 Upper Providence Township's Camp Black Rock program. These policies and procedures that are stated in this parent's handbook are designed for your child's safety.

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