



# Parent, Guardian & Camper Manual

## Welcome!

We are so excited that you have chosen to participate in the Summer Day Camp with Hempfield Township Parks & Recreation. This Parent, Guardian & Camper Manual is a major component of the summer and is a great reference guide for you. It is important that you read this manual thoroughly. It is designed to guide you successfully through your summer with us, and all participants are held accountable to the guidelines. Once you have reviewed, please sign and return last page on the first day of camp attendance. Should you have questions, concerns, or need further clarification, please contact Hempfield Township Parks & Recreation Department at [parks@hempfieldtwp.org](mailto:parks@hempfieldtwp.org) or (724) 834-7232 ext. 125.

**Have a fun and safe summer!**

Hempfield Township Summer Day Camp is one of many offerings provided by Hempfield Township Parks and Recreation. This program is open to any child entering 1<sup>st</sup> grade –6<sup>th</sup> grade. Camp provides families in Hempfield Township and surrounding communities safe and affordable summer enrichment experiences while embodying the values of safety, enrichment & exploration, community awareness, social & personal identity development and entertainment & fun.

### *Camp Dates & Times*

**Monday – Friday 8:30AM – 4:30PM at Hempfield Parks Pavilions D & E**  
**Extended Care Available 7AM – 8:30AM & 4:30PM – 6PM at Hempfield Township Athletic Complex**

Week 1	June 13 – 17
Week 2	June 20 – 24
Week 3	June 27 – July 1
Week 4*	July 5 – 8
	*No Camp on July 4 <sup>th</sup> *
Week 5	July 11 – 15
Week 6	July 18 – 22
Week 7	July 25 - 29
Week 8	August 1 - 5
Week 9	August 8 – 12
Week 10	August 15 - 19

## Contents

Welcome!.....	2
Section I: Program Staff .....	3
Section II: Registration & Fees .....	3
Section III: Day to Day Procedures.....	4
Section IV: Safety & Health .....	7
Section V: Behavior & Conduct.....	8

### Section I: Program Staff

An organized camp structure and a well-maintained environment will provide participants with a safe, fun and enriching experience this summer. For your child’s safety, staff is trained in emergency and safety procedures and are First Aid, CPR certified and strive to maintain a 7:1 camper to staffer ratio. All staff members have all clearances in accordance with Pennsylvania State Police Background Check, Pennsylvania Child Abuse Clearance and FBI Criminal History Clearance. All Day Camp Counselors are supervised by our full time Assistant Director, Marissa Haynes, who will be on site as well. For any questions or concerns contact [mhaynes@hempfieldtwp.org](mailto:mhaynes@hempfieldtwp.org) or call (724) 834-7234.

### Section II: Registration & Fees

Hempfield Township Summer Day Camp consists of a 10-week camp for children entering 1<sup>st</sup> grade – children entering 6<sup>th</sup> grade. Registration is offered for the full 10-week program, weekly registration, or partial week of 3 or 4 days. Camp is divided into two sections Junior Camp and Senior Camp for age-appropriate activities.

Day Camp operates from 8:30AM – 4:30PM, Monday through Friday and includes one field trip per week per camp, weekly trips to Youngwood Park & Pool, and daily snacks and lunches. Each week includes a specific theme, project, speaker and games. For an additional fee parents/guardians can drop their child off early for Early Drop Off starting at 7AM. Parent/guardians can also select for an additional cost Late Pick Up which runs until 6PM.

Registration is offered for a full 10-week program, weekly registration, or partial week of 3 or 4 days. If not pre-registered for the 10-week camp, **payment is due by Friday of the week prior to attending camp.**

- Payment and registration can be made online at [www.hempfieldtwp.com](http://www.hempfieldtwp.com) or in person at the Hempfield Township Athletic Complex (220 Forbes Trail Road, Greensburg, PA 15601). Checks and all major credit cards are accepted.
- **All payments must be made on Friday. Payment cannot be made the morning of the week attending.**
- Within the week prior to the start of the camp or after the camp week starts, refunds/credits will not be given except for verified medical/hardship cases and may be prorated. If a participant misses a camp day on their own, no refunds will be issued.
- Any check returned by the bank due to insufficient funds is subject to a service charge. Child will not be able to participate in program until corrected.

- Hempfield Township Parks and Recreation provides a program for those individuals that may need financial assistance to participate in our recreation programs. Contact the recreation office for information.

### Registration Forms

For the safety of all participants at camp participants are required to complete the following information by Drop off the first day of attendance.

- Participant Information Record
- Participant Health Form
- Participant Medical Management Consent Form (If Applicable)

### Extended Care

We understand there may be an occasion where you are a few minutes late. If you cannot be prompt, please make arrangements as staff members have other jobs/commitments after they leave camp.

**Extended care is pick up and drop off is at the Hempfield Township Athletic Complex.** \*Early drop off is between the hours of 7:00am – 8:30am. \*Late pick up is between the hours of 4:30 pm to 6 pm for \$20 each.

## Section III: Day to Day Procedures

### Arrival & Departure Policy

Arrival at camp is our time to ensure that parent/guardians, staff and participants feel secure for the day. Arrival is at Pavilion E for Junior Camp and Pavilion D for Senior Camp. The following is a list of arrival and departure policies and procedures that must be followed each day:

- Children must be signed in and out upon arrival at the Check In Desk with the Head Camp Counselors.
- Only person(s) permitted to pick up and sign out a child are those listed on the Participant Information Record.
- Please be prepared to show a photo ID at all times when picking up your child. Inform those you have listed as emergency contacts that a photo ID will be required before we can release your child.
- If you need to pick up your child early from camp, please notify the counselors when you drop him/her off in the morning. If an emergency situation, let the front desk attendant at the athletic complex know and they will contact counselors to bring your child to the building.

### Late Arrivals

Occasionally participants may arrive late to the camp program. Parent/guardian must accompany late participants to Hempfield Township Athletic Complex main doors for check in. Camp alone will not be held when there is a field trip all campers must be at camp by 9:30AM on field trip days. If your child does not attend the field trip, they cannot attend camp that day. All staff members will be attending the field trip with the children

## Late Pick Ups

If Parent or Guardians are late to pick up child after scheduled care, they will be responsible for additional \$10 fee for every 5 minutes. It is the responsibility of the parent/guardian to pick up the participant on time. Late pick-ups can occur in the following situations:

- Participants not picked up at the end of the camp hours or scheduled extended care
- Participants not picked up when staff have requested the parent/guardian emergency contact pick up participants before the end of the camp day

During departure time, if the parent/guardian is late picking up the participant, the following actions will occur:

1. 1<sup>st</sup> offense: Provide verbal warning and present parent/guardian with First Late Letter. Document on Participant Information Record and inform Assistant Director to send late pick up fee.
2. 2<sup>nd</sup> offense: Provide Second Late Letter that reviews the policy and document on Participant Information Record and inform Assistant Director to send late pick up fee.
3. 3<sup>rd</sup> offense: Show documentation of first two late warnings to parent/guardian and notify Assistant Director immediately.

*If a parent/guardian is frequently tardy picking up a participant from camp it can result in removal from the program. Documenting the problem and providing late letters to the parent/guardians help us prevent future problems and gives us reliable information for deciding what steps to take for habitually late pick-ups.*

## Personal Possessions

- Toys, radios, electronic equipment (phones, iPad, Gameboys, etc.) are not permitted at camp.
- Make sure to label all items.
- It is a good idea to apply a sun screen before you bring your child to camp and also include in your child's backpack.
- Make sure your child brings a water bottle daily. Staff will fill as needed. It's a long hot day and the kids are active. We need to keep them hydrated!

**We are not responsible for lost or stolen items brought from home**

## Photography

During recreation programs and events, staff may take photos and video of participants that may be used in publications and promotional materials. If you have any questions about this, please call 724-834-7232 ext.125.

## Lunch and Snacks

- Snacks are provided daily and usually consist of popsicles, Rice Krispy treats, pretzels, fruit snacks, etc.
- Daily lunch is provided for no additional cost.

## Dress Code

Many of our activities involve active play. Children must wear appropriate clothing and footwear for the activities in which they will be involved. For the safety, we require that they wear either athletic shoes or sneakers every day of the program.

### Acceptable Footwear

- Athletic shoes
- Canvas rubber soled shoes
- Sneakers

### Participants may not wear

- Excessively baggy clothing
  - Excessively short shorts, skirts, or dresses
  - Clothing or hats with printed profanity or suggestive language
  - Clothing or hats that promote use of a controlled substance
  - Bare midriff, or bikini tops\*
  - Flip flops, sandals, open toed shoes, slippers, or shoes with high heels \*
- \* Exception is made for water days and trip to pool

## Field Trips

Weekly Field trips are planned for each summer camp. Depending on the trip, children may bring additional money for souvenirs, etc. Staff is not responsible for money; however, you can supply a note with your child to give a staff member that included your child's name and amount of money that they have to spend. Staff can help them with their purchase and make sure they receive the correct amount of change if needed.

All additional Field Trip Permission Slips must be turned in no later than Monday pickup for field trip occurring the same week. \* This allows a count to be given to site attending, fees to be paid and bus information. Failure to return form could result in participant being unable to attend trip.

- If partial week attendee not attending on Monday, please contact main office at 724-834-7232

### **Camp issued T-Shirts must be worn to all Field Trips**

## Park & Pool Wednesdays

Each Wednesday the entire camp will travel to a Pool for the day. We will be departing by 10:00AM and returning at 3:30PM. Camp t-shirts or other t-shirts are to be worn through transportation but not in the pool.

## Rain Days

Day camp is held regardless of the weather conditions please dress appropriately.

## Text Alerts

To make sure you receive all important information regarding day camp, messages will be sent to the cell phone number/carrier you provided on your emergency contact form. This will include daily pickup passcode, changes made to camp, field trips, bus information, etc.

## Section IV: Safety & Health

It is important to have good hygiene practices in our program so that the staff and participants will remain healthy. Injuries, accidents, and spills are to be expected. The use of universal precautions and infection control techniques in ALL situations that may present hazard of infection. Universal procedures include hand washing, using gloves or other appropriate barriers, cleaning spills, and disposing of infectious waste appropriately.

### Medical Information

If a child has any illness or condition that necessitates taking medication during camp hours, it is preferable that the child not attend camp until he/she completely recovers from the illness or condition. At the risk of infection others, it is recommended that if any of the following symptoms are present, the child should stay home.

- Elevated temperature (above 100.3)
- Diarrhea
- Inflamed sore throat
- Nausea/vomiting
- Unexplained rash
- Wheezing
- Earache
- Pink Eye

If the illness or condition is contagious or communicable, the child may not be permitted to participate in camp until he/she completely recovers. A doctor's release will be required prior to the child returning to camp.

### Medications

For optimum safety, parent/guardians are advised to give medications at home. Only RESCUE Medications prescribed by a physician will be administered at camp. If a child requires prescription medication/medical procedures during program hours, every effort will be made to accommodate their needs, however if a rescue medication is administered by staff, parent/guardians must be notified immediately. Recreation staff does not dispense non-prescription medications.

If it is determined that a participant requires a medication/medical procedure during program hours, a Participant Medication Management Consent Form must first be completed and signed by the participant's parent/guardian and authorizing physician. Medication/medical procedures will not be dispensed without written authorization. The parent/guardian is responsible for notifying the supervising staff of any changes in medication/medical needs. Notification of changes must be made in writing by the parent/guardian and physician. Recreation staff will not implement changes without written authorization from the parent/guardian and physician. Verbal authorization will not be accepted.

### Food Allergies

If a participant has a food allergy all efforts will be made to accommodate their needs. We are a **PEANUT FREE** zone for all participants.

## Section V: Behavior & Conduct

### Participant Code of Conduct

Participants are expected to behave appropriately and to promote a safe, fun and healthy environment through productive participation. The staff will use a positive approach to discipline and will seek parent/guardian support to resolve behavioral issues and encourage positive behavior. Participants who remain disruptive after consultation with the parent/guardian(s) may be dismissed from the camp. Please go through the following points with your child so that they fully understand the expectations.

#### As a participant, I will

- Show respect to other participants and treat them as well as I would like to be treated
- Show respect to all staff and volunteers and cooperate fully with their instructions
- Know and follow the rules of the program
- Respect the rights and beliefs of others and treat others with courtesy and consideration
- Communicate in an appropriate manner, which means I must not use foul language, foul gestures, harsh words, or a hard tone of voice
- Conduct myself responsibly. I understand that horseplay, unwelcome teasing, or other unkind behaviors are not allowed
- Refrain from deliberately causing bodily harm to other participants, staff, or volunteers
- I understand that pushing, kicking, hitting, or fighting are not acceptable and **will not be tolerated**
- Use program equipment, supplies, and facilities properly
- Respect property of others
- Be fully responsible for my actions and understand that irresponsible behavior will result in disciplinary action

### Conduct of Parent/Guardian

As adults, we serve as role models for the children in our program. If you should have a concern, please address that concern in an **appropriate and calm manner**. Hempfield Township Parks and Recreation has set forth a policy of **zero tolerance**, of work place violence, physical force, harassment, intimidation, and/or abuse of power or authority.

### Code of Conduct Policy

We strive to provide a welcoming, safe, supportive and enjoyable environment for program participants. We believe that all individuals have the right to be treated with dignity and respect regardless of abilities or limitations. We are committed to promoting positive participation to ensure a successful and fun recreational experience for all. The Code of Conduct policy helps us keep all participants protected and safe during camp.

Appropriate behavioral expectations for all participants:

- Respect others
- Respect property
- Follow directions



- Stay with group
- Stay in control

Inappropriate behavior and actions include:

- Using foul or abusive language and inappropriate gestures and behaviors.
- Causing bodily harm or unwanted contact to self or others
- Behaving in a way that may constitute a danger to themselves or others or may lead to a hostile environment
- Consistent disregard of program procedures (i.e. not following directions, consistently picking up a participant late from a program

Consequences shall be related to behavior, respectful, reasonable, and administered relative to the degree of inappropriate behavior and may include:

Warning	Suspension	Termination
<p>If behavior is violating the Code of Conduct, give a verbal warning or show the expectations poster</p> <p><b>Camp Staff will:</b></p> <p>-There may be several variations of warnings (code of conduct brochure, verbal, written, behavior agreement) before a suspension takes place in the next step.</p>	<p>When a behavior continues and the participant gets sent home for the day</p> <p><b>Camp Staff will:</b></p> <p>-Have a behavior agreement in place -Write an incident report</p> <p>-Implement more than 1 day of suspension only with approval from Program Coordinator</p>	<p>Termination can only be enforced by the Program Coordinator</p> <p>Recommendation for termination would go up through your chain of command</p> <p><b>Camp Staff will:</b></p> <p>-Write an incident report</p> <p>-Wait for notification of decision</p>

Staff will notify parent/guardian of actions that occurred and safety considerations when any of the consequences are used. If, after meetings with parent/guardians; consultation with supervisors; and documenting behavior problems and interventions; a participants behavior continues to consistently endanger the safety of others, only the Camp Coordinator can terminate services for the participant.

### Bullying

In regards to bullying, cyber-bullying, harassment, and or intimidation, Hempfield Township Parks & Recreation is committed to providing all participants and staff with a safe and respectful environment in which all persons of differing beliefs, characteristics, and backgrounds can realize their full personal potential while participating in our Youth Programs. It is our intent to ensure that all Hempfield Township

Parks and Recreation employees demonstrate appropriate behavior on the premises of the program by treating other persons, including and without limitation to participants, parent/guardians and staff with civility and respect, and by refusing to tolerate bullying, cyber-bullying, harassment and/or intimidation.

### Behavior Agreements

The Behavior Agreement Form is used when working with participants on their behavior. If a participant is sent home for the day because of behavior, this is considered a suspension. When a suspension happens, it is important to use the form to outline what staff and the participant will do to shape behavior. If you need support in writing the form, contact your Head Counselor.

#### When do you use it?

- If participant is starting to increase frequency of behaviors and it is starting to be a safety concern for self or others.
- If there is a fight or property destruction.
- If a participant is suspended (sent home for the day, or for a couple of days) from camp.

I have read and understand the Parent, Guardian and Camper Handbook. I agree to the policies described in aforementioned handbook.

Parent/ Guardian Signature \_\_\_\_\_

Camper Signature \_\_\_\_\_

Received by Camp Staff Date \_\_\_\_\_