

UPPER GWYNEDD TOWNSHIP PARKS AND RECREATION



CAMPER HANDBOOK CAMP PARKSIDE

A GUIDE TO REGISTRATION, PRE-CAMP PREPARATIONS, CAMP PRACTICES AND PROCEDURES

UPPER GWYNEDD TOWNSHIP
PARKS AND RECREATION DEPARTMENT
1 Parkside Place North Wales, PA 19454
215-699-7777
www.uppergwynedd.org

Letter from the Camp Director for Upper Gwynedd Township:

Welcome families and campers,

Thank you for being a part of the Upper Gwynedd's Camp Parkside! This year will be the first year recognizing our camp as Camp Parkside. We are pleased you have chosen to spend your summer with us and look forward to sharing our knowledge with you as well. You will have the opportunity to showcase your abilities through various tasks, challenges and learning obstacles.

Thank you for joining us at Upper Gwynedd! This summer there will be six weeks of camp. Camp Parkside is Monday through Friday from 9am to 12 noon. We have been working hard to develop last year's program by adding different themes as well as new and exciting activities! We will supply you with a weekly calendar that outlines some activities taking place as well as any special instructions you might need. Some planned activities include games, arts and crafts, and nature activities, since it is an outdoor camp!

The campers are separated into three different age groups:

- Littles (6 year olds)
- Middles (7 to 8 year olds)
- Bigs (9 to 12 year olds)

We are looking forward to having a safe and enjoyable summer. If you have any questions or concerns please see me, Chrissy Loughery. If you have any concerns regarding registration or future camp involvement, please contact Emily Croke, the Program Coordinator at ecroke@uppergwynedd.org or 215-699-7777.

Sincerely,

Chrissy Loughery

Chrissy Loughery, Camp Director

Camp Parkside Policies

Camp Parkside is a six-week, half-day summer camp for children 6-12 years old. Children participate in crafts, games, sports and creative learning activities. Each week consists of a theme suitable for all ages. Throughout the week, all activities cater to the theme and enable children to showcase their creative imagination.

Camp Dates: Monday to Friday, June 24 through August 2, 2019

No program on Thursday, July 4th due to holiday

Camp runs 9:00 am – 12:00 pm (Snack time is taken in this 3-hour period)

Staff Contact Information

With any issues prior to camp or registration concerns please contact the Program Coordinator, Emily Croke via email at ecroke@uppergwynedd.org or by phone 215-699-7777. Need to get in touch with your child during camp? Contact Chrissy Loughery, Camp Director at 215-622-4374.

Pavilion in Parkside Place Park Address:

1 Parkside Place

North Wales, Pennsylvania 19454

Community Center is located behind the Upper Gwynedd Township building. To drop your camper off at the Community Center; park in the lot across from the pool and walk your child down the path.

What to Bring Each Day

Come prepared with a refillable water bottle and any required medication in a sealed zip lock bag with your child's name. Each camper is required to wear sneakers. Consider bringing sunscreen, jacket, extra socks and a hat. During specialty theme weeks, please come prepared for each activity. Example: bring a towel for water week. Always be prepared for variations in weather.

Snack Time

Snack time will be taken everyday mid-morning. Campers are to pack their own snack. SNACK WILL NO LONGER BE PROVIDED.

Medication

Each child is required to know how to use their own medication. No medication will be administered by counselors. The only exception is if a camper is unable to due to lack of breath or consciousness.

*Please send your child with their medication in a sealed zip lock bag labeled with their name. Please also include simple directions regarding the proper administration of the medication.

Personal Property

Upper Gwynedd Township is not liable or responsible for your personal property. If you fear your items will be lost or stolen, do not bring them to camp.

Weather Policy

Camp is never canceled due to inclement weather. On occasion it will rain, however we will not let it ruin our day! Please follow the protocol below in the event of rain.

Light Drizzling

- Camp will remain under the pavilion.

- Drop off and pick up protocol will not change.

Rain Begins Prior to 9:00am (before camp begins)

- Campers will be dropped off directly at the community center.
- The Camp Director will remain at the pavilion and direct drop offs toward the community center.
- Camper pick up will be at the community center.

Rain Begins After 9:00am (after camp begins)

- Campers and staff will move to the community center.
- The Camp Director will remain at the pavilion to direct parents to pick up their children at the community center located behind the township building.

First Day

The Camp Director will be at the registration table and is responsible for first day check-in, collecting medical forms, pick up waivers, medication and directing the camper toward their designated group. Campers not registered online will be directed to the administration building. **CAMPERS WITHOUT COMPLETED FORMS WILL NOT BE PERMITTED TO STAY!** All campers must have completed forms to stay at camp.

Required Forms

All campers are required to have the following forms completed. No camper will be permitted to stay at camp unless the forms are complete. Forms transfer from week to week and will only require completion once.

- Medical Form – lists all medical conditions and required medication
- Pick Up Waiver – details who is eligible to take the child from our care

Pick-Up Procedure

All campers need to be signed out by one of the responsible person(s) listed on the pick-up waiver. In the instance a non-listed person arrives, we can refuse until we receive proof they are a legitimate caretaker.

Camper Drop Off: No earlier than 8:50-9:00 a.m. at the Upper Gwynedd Township Pavilion

Camper Pick Up: No later than 12:00 p.m. at the Upper Gwynedd Township Pavilion

Swim Lessons

Upper Gwynedd Township is not affiliated with the Nor-Gwyn Pool and will not be visiting the pool. Any camper scheduled to have swim lessons is still required to be picked up by their legal guardian. Counselors and CITs are not permitted to walk campers to swim lessons.

Visitors

All non- staff are considered visitors. This includes parents, observers, outside organizations and park users. Visitors are not permitted to use the pavilion unless they are granted permission by the Camp Director.

Special Observers/TSS Workers

From time to time, campers with special needs require an observer who will arrive and take note of their social skills in various situations. These observers are required to give a 24-hour notice regarding their scheduled visit. If an observer arrives unannounced – they will not be permitted to remain at camp. All observers will be required to provide their agencies information. The Camp Director will contact this agency to confirm they are certified and have all required clearances. This visitor will also be required to wear an identification tag from their agency to make campers and staff members aware of their status. The Camp Director and Program Coordinator are the only two staff members' eligible to sign off on the observer's completed hours' sheet. This sheet will be signed at the conclusion of observation.

Americans with Disabilities Act (ADA)

Upper Gwynedd Township does not discriminate against any person(s) with physical or mental handicaps.

Camper Rules at Camp Parkside

1. Follow instructions by camp staff promptly to ensure safety.
2. Show respect to all campers, staff, equipment and property. No put downs, insults or teasing is allowed.
3. Keep hands, feet, head and other body parts to yourself unless part of an activity led by camp staff. Fighting, hitting, theft, destruction of camp property, etc. **WILL NOT BE TOLERATED.**
4. Cleanup after yourself.
5. Valuables and toys (i.e. cell phones, tablets, game systems, cameras, etc.) have no place at camp. You will be notified in advance if your child can bring these items.
6. Do not run away from staff supervision or leave the camp premises without parents/guardian. Campers should **ALWAYS** be with their counselor unless they have permission to be somewhere else.
7. Always ask permission from a counselor to use restroom or get a drink from the water fountain.
8. Appropriate language and dress at all times. Comfortable clothes and closed-toed shoes should be worn to camp so campers can participate in activities.
9. Bring a filled reusable water to camp every day and will only be taken out at the designated snack time.
10. Campers are to bring their own snack.
11. Maintain a positive attitude and have a fun summer!

Camper Behavior

The Camp Director and Program Coordinator are the only authorized staff responsible for disciplinary action. Clear notes regarding any incidents will be taken. Counselors will use the three-strike system. Counselors are to document the behavior in detail with date, time and problem.

Step 1: Verbal Warning

- Communicate with the Camp Director of the misbehavior.

Step 2: Time Out

- Send camper to the Camp Director for timeout away from other campers and staff.
- Camp Director will notify parent/guardian at pick-up or by phone call that their child violated a rule of the community agreement. Parent/Guardian will be aware of further disciplinary action that may occur if child continues misbehavior.

Step 3: Parent Contact

- Camper will be removed from activity and taken to the Camp Director
- Camp Director will contact parent/guardian to pick up their camper immediately and the child will be suspended from camp for the remainder of the day

Immediate Dismissal

Physical and/or mental violence is not tolerated at Camp Parkside. Our staff reserves the right to dismiss a camper, whose behavior endangers the safety of themselves or others, the following actions bypass the disciplinary steps outlined above. Campers will be dismissed immediately if they do any of the following:

1. Any child who brings a weapon to camp (i.e. butterfly knife, blade, bb/airsoft gun, explosive device, etc.) will be immediately removed from the program.
2. Any child who makes a credible threat to hurt or bully themselves or others will be removed.
3. Any child who harms himself or another camper will be removed (physical and/or verbal abuse).
4. Any child who verbally or physically abuses staff will be removed.



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Medical Form – SUMMER 2019

Camper Name (Last Name, First Name) **Sex** (M/F) **Date of Birth** (MM/DD/YY)

Parent/Guardian **Phone Number**

Address

****If medication is required, send the labeled container with written directions and permission to administer.**

Note: Campers are not permitted to carry medication. Camp Parkside Counselors will not administer medication. All camper medication will be in the possession of the Camp Director. Campers requiring daily use medication need to take it before or after camp hours.

Emergency Notification:

With whom does child reside and what is / are his / her relationship(s) with the child? _____

Parent 1 Name _____ Phone: Home _____ Cell _____

Parent 2 Name _____ Phone: Home _____ Cell _____

Person to contact in an emergency if parents are unavailable:

Name _____ Relation: _____ Phone: Home _____ Cell _____

Physician: _____ Phone: _____

Dentist/Orthodontist: _____ Phone: _____

Emergency Medical Information (circle all that apply)

- | | | |
|-----------------------------|--------------------------|--------------------------------------|
| Diabetes | Heart Murmur | Throat Infection |
| Seizure Disorder | Eye Infections | Back or Joint Pain |
| Heart Trouble | Ear Infections | Stomach/Intestinal Problems |
| Bleeding Disorder | Autism | Respiratory Infections |
| Asthma | Epinephrine Pen | Allergy to plant, animal, or insect |
| Contact Lenses | Urinary Tract Infections | Allergy to food |
| Requires special medication | Allergy to a medicine | Condition that requires special care |

Explain any of the above: _____

<u>Medical History</u>	Yes	No	Date	Details
Serious illness	_____	_____	_____	_____
Serious injury	_____	_____	_____	_____

Explain any of the above: Has this person had Chicken Pox? () Yes () No If yes, when? Date _____

In the event of an emergency when I cannot be contacted, I, the undersigned hereby give my consent for my child to be taken to the hospital by the Volunteer Medical Corps for emergency treatment.

PRINT NAME: _____ SIGNATURE _____ DATE _____



CAMPER PICKUP WAIVER – SUMMER 2019

CAMPER NAME: _____

PLEASE COMPLETE THIS FORM AND BRING IT TO THE FIRST DAY OF CAMP.

Waiver:

For myself and/or my minor child, I assume all risks and hazards incidental to participation in the Upper Gwynedd Township Park and Recreation activity for which I am enrolling. I release, absolve, indemnify, and hold harmless the Township, its organizers, representatives, employees, teachers, counselors, and other support staff, from any injuries resulting from such participation, including those incurred during transportation to and from any activities or events.

Medical insurance adequate for coverage of any accident, mishap, and/or injury arising out of participation in the program or any activity related thereto is required. I agree to supply such proof of coverage as may be requested by the Township.

Permission:

My child will be doing the following after the conclusion of camp each day:

(Please mark all that apply)

- Walking alone to Nor-Gwyn pool
- Walking home alone with my knowledge
- Getting picked up

Child walking home alone **and/or** to pool authorization - Please complete this section:

I/ we _____ give permission
for our son/daughter _____ to walk home from the after camp
activities on their own.

Child pick up authorization - Please complete this section:

Phone # that we can reach you between 9:00 am and 12:00 pm _____.

Authorized Pick-Up #1 _____ Relationship _____ Phone # _____

Authorized Pick-Up #2 _____ Relationship _____ Phone # _____

Signature below indicates acknowledgement and acceptance of the waiver condition printed above.

Parkside Place Park Map:

