



**2012  
WARRINGTON TOWNSHIP SUMMER CAMP  
PARENT HANDBOOK  
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**WARRINGTON TOWNSHIP SUMMER CAMP 2010  
PARENT HANDBOOK**

**I. WELCOME**

Welcome to Warrington Township's Twin Oaks Summer Camp. We are thankful to have your child/children here with us for a summer filled with excitement and lots of fun!

The following information is presented to provide you with answers to many questions you may have as your child prepares to attend camp. While it is virtually impossible to cover every situation, the necessary procedures for camp preparation are carefully explained in the Parent Handbook. Further information can be obtained by calling the Township building at (215) 343-9350. We hope that you will familiarize yourself with the details of this guide. **PLEASE RETAIN THIS HANDBOOK FOR FUTURE REFERENCE!**

**CAMP PHONE NUMBER: 215-343-6043; CAMP FAX: 215-343-6042**

**II. PURPOSE**

Our program is designed to provide children with a safe environment that enhances social and emotional development in a nurturing atmosphere of fun and creativity.

**III. GENERAL INFORMATION**

**1. Registration**

On-line registration: [www.warringtonrec.com](http://www.warringtonrec.com)

Medical Form must be downloaded and submitted at time of registration (one per camper).

**Your child cannot attend camp if we have not received the mandatory medical form by June 18, 2012 for Session 1 and by July 16, 2012 for Session 2.**

**IMPORTANT NOTE: Please make a special notation on your registration and medical form if your child has any special inclusion services required**

**2. Tuition**

All fees must be paid in full at registration.

**An administrative fee of \$20.00 per transaction, per camper will apply to any session change once registered.**

**3. Camp Programs and Hours of Operation**

Session 1 (June 18 – July 13, 2012); Session 2 (July 16 – August 10, 2012)

Monday through Friday:

Monday, Wednesday, Friday

Tuesday and Thursday

Regular Hours: 8:30 a.m. to 4:30 p.m.

Extended Hours: 8:00 a.m. to 5:30 p.m.

#### 4. Arrival and Pick-Up Times

Please note the camp does not provide transportation. The camp staff appreciates prompt pick up of your child. If you bring your child to camp after start time, please bring your campers directly to the camp office for proper check in.

#### 5. Late Fees (Pickup)

Late fee: \$1/minute per child/day.

#### 6. Groups

Children are placed in groups according to age and gender. Camp groupings are as follows: Ages 4/5; 6/7; 8/9; 10/11; 12/13. Some groups may be combined based on attendance numbers.

#### 7. Location & Camp Phone/ Fax

Cam located: 3129 Bradley Road, Chalfont, PA 18914

Camp Phone: 215-343-6043; Fax: 215-343-6042

#### 8. Calendar of Events

The Calendar of Events will be posted on the Township website and distributed to campers the first week they attend camp.

#### 9. Sign In/Out Policy

•Each camper must be signed in and signed out daily by an authorized adult parent or guardian. Please have identification on you for dropping off and picking up your child.

•If custodial parent requests that a camper not be signed out to a non-custodial parent, such a request must be in writing with proof of custody. No camper may leave camp at any time without prior authorization from the custodial parent and the Camp Director.

•When a last-minute change occurs in who will be picking up a camper, the new instructions are to be verified with the Camp Director by the parent or guardian by filling out the camp's early pick-up form or phone call.

#### 10. Important Dates

Camp begins on Monday, June 18, 2012 and runs through Friday, August 10, 2012.

Camp will be closed on Wednesday, July 4, 2012. Camp will reopen on Thursday, July 5, 2012.

#### 11. Staff

Our staff is here to provide a safe and exciting environment for your child/ children. All members of staff are interviewed and selected accordingly to ensure your child/children's safety and happiness. **From time to time, staffing for your child's group will change without notice to the parent. These changes are made to coincide with the staff's schedules.**

#### 12. Attendance

If a camper is going to be absent, we require a phone call or note to the Camp Director from the parent/guardian (215) 343-6043. If a camper misses camp due to illness, the Camp Nurse may contact the family to determine the nature of the illness.

### 13. Refunds

There are no refunds given for days missed at camp.

### 14. Dress Code

Campers are encouraged to dress in comfortable and casual clothes. **Sneakers and socks should be worn everyday because campers will be participating in activities that require running and walking around the camp.**

Modest swimsuits and a towel are to be brought to camp. Sandals may be brought for use at the pool, but sneakers are required for all other camp activities.

Names should be written on all clothing, towels and items brought to camp with a permanent marker.

Please make certain that your camper is dressed for forecasted weather conditions of the day including rain.

### 15. Snacks and Lunch

**The camp does NOT provide lunch or snacks. Please pack lunches that DO NOT require refrigeration.** If your child comes to camp without a lunch, you will be called to bring them one. Campers should begin each day with a substantial breakfast at home before attending camp. Please **DO NOT** pack soda cans or glass bottles as drinks for lunch and snacks; juice boxes are recommended. All lunchboxes or brown paper bags should be labeled with each camper's name and age. Campers should bring snacks with them.

Refillable water bottles must be packed each day. If a camper comes without a water bottle, the parents will be contacted immediately and will be required to bring a water bottle to camp that day.

### 16. Guests

Campers are **not permitted to bring guests** with them at anytime. Guests will be politely asked to leave.

### 17. Items to Bring to Camp (Please LABEL Everything!)

- Camp Bag to carry necessary items
- Change of clothes and hat
- Refillable Water Bottle
- Lunch and Snacks
- Plastic bag for wet swim suits
- Sunscreen/Sun Block
- Modest Swim Suit and Beach Towel

## **18. Items Not to Bring to Camp**

- Electronic Games
- Jewelry and valuables
- Cash
- IPODS
- Cell Phones
- Weapons of any kind (i.e. water guns, slingshots, etc.)

Any item that is found to be inappropriate to bring to camp will be taken away and given back to the parents at pick-up. We cannot be responsible for items lost or stolen.

## **19. Rainy Days**

Please bring your camper in rain gear on rainy days or days where rain is forecasted.

## **20. Health**

If a camper suddenly becomes ill or is injured in anyway, staff is required to attend to the camper's needs and inform the directors so that they can call and inform the parents. In the case of an extreme emergency, camp directors will call 911 and escort the camper to the hospital.

## **21. Medication**

If there is any medication that needs to be distributed, the medical release form must be completely filled out, including the doctor's signature, or the medicine will not be administered. Please label all medications and discuss with the camp nurse how to properly give the medicine. Be sure to pick up the medication at the end of the camp season. Campers may not bring over-the-counter medications, cough drops, etc. to administer themselves and must contact the nurse for these requests if approved on the medical form.

## **22. Ticks**

Please make sure that you check your children for ticks after each camp day.

## **23. Sunscreen and Sun Block**

**Sunscreen and sun block are a must!** Please apply sunscreen prior to the camp day. The campers will be reminded to apply sunscreen after swimming. Since it is the camper's responsibility to reapply their sunscreen, please consider the type of sunscreen you provide for easiest application. Sunscreen must be checked off on the medical form in order for a camper to use camp sunscreen.

## **24. Important Miscellaneous Camp Information**

- The buddy system is in place. Do not leave your group without a buddy and your counselor's approval.
- Drink lots of water (8 cups a day). Headaches and stomachaches can be a result of too little fluids.

- Keep our camp beautiful. Put trash in trashcans and pick up litter.
- Be aware of poison oak/ivy at camp. Wash thoroughly when contact occurs.
- Medicine is distributed by health-care staff only. Counselors are not permitted to administer any medications.
- Campers are not allowed near the pond or pool without a staff member present.
- Always stay with the group. Campers must get permission to go with their buddies away from the group.
- Always stay within the boundaries of the camp site.

## 25. Swimming Program

The first week that your child is enrolled in camp, barring inclement weather or emergencies, your child's swimming ability will be assessed. Lifeguards will give basic swim instructions.

The lifeguards will determine who is allowed to swim in the deep end of the pool. Campers are required to obey the pool rules.

All campers will have time allotted for them to change into their bathing suits. **Campers should not wear bathing suits to camp.** This policy is for health and safety reasons. All campers are required to bring a towel, sunblock, and sandals on days your camper will be swimming. EVERYTHING MUST BE LABELED.

## IV. POLICIES

### 1. Discipline Policy

Participation in the Warrington Township Summer Camp Program is a privilege. Warrington Township Summer Camp reserves the right to exclude any child from the program for any inappropriate behavior.

### 2. Incidents and Accidents Policy

#### Purpose:

To provide camp staff with guidelines to be followed when a camper is injured.

#### Policy:

All camp staff is to follow this procedure when dealing with an injury/emergency.

#### Procedure:

1. Assess the child and determine the nature of the injury/illness.
2. If the injury/illness is life threatening, call 911 right away.
3. Contact the Camp Director immediately who will contact the parent or emergency contact.
4. If the injury/illness is non-life threatening, the Camp Director will contact the parent or emergency contact to arrange for the child to be picked up. Staff will call 911 if warranted to transport the child to the emergency room.

5. No camper may be transported to the Emergency Room in a privately owned vehicle.
6. Any incident will be documented in the nurse's office.

### 3. **Policy on Threats**

The Warrington Township Parks and Recreation Department recognizes its responsibility to maintain a safe and caring camp environment, to protect its campers and staff against verbal or physical threats and to monitor campers who may be at risk of causing harm to themselves or others. Campers have a responsibility to inform a responsible adult if they become aware of any verbal or physical threats made against any camper or staff member. Staff has the responsibility to notify the Parks and Recreation Department if any parent or child makes verbal or physical threats to a camper or another staff member.

The following procedure shall be followed in the event that a camper would make a homicidal or suicide threat at camp:

*If a camper makes a homicidal threat against any other camper or staff member or threatens suicide or self-harm, the camper will be removed from his/her group immediately and an incident report shall be filed with the Warrington Police Department. The camp director, police and/or Parks and Recreation Department will interview the camper and determine appropriate actions consistent with the camper's chronological and developmental age. If the camp director, police and/or Parks and Recreation Department believe a threat was intended, the following procedures shall be followed:*

1. If the camper behaves in a way that indicates an immediate physical threat, the parents, police and Park and Recreation Department are to be called at once.
2. The camper threatening harm to others is to be dismissed from camp for a length of time determined by the camp director. A conference with the camper's parent/guardian must be held prior to re-admission to camp.

If the camper does not present an immediate threat, the following steps should be taken:

1. Camp personnel will inform the parent or guardian of the incident and a conference will be scheduled to determine the continued participation of the camper.
2. If parents refuse to come to camp and cooperate with this process, camp personnel will contact the police and/or Bucks County Children and Youth Services for appropriate follow up. No refunds will be given if camper is dismissed from camp.

## **V. GUIDELINE FOR BEHAVIOR**

We are here to provide your child/children with a fun and memorable summer camp experience. Your child/children's safety is our first concern. Therefore, a Guideline for Behavior is provided for you to review with your child/children prior to the start of camp.

### **Inappropriate Behavior:**

1. Profanity, ethnic slurs and/or name calling.
2. Disruptive behavior during organized games or activities (i.e. poor sportsmanship and lack of cooperation).
3. Fighting, kicking, punching or pushing of another camper.

4. Intentional destruction or abuse of camp property and equipment. It will be the responsibility of the camper to replace items destroyed and to pay for all repairs to facilities damaged including labor.
5. Physical and verbal attacks directed to staff members or campers
6. Weapons including, but not limited to, penknives, slingshots, toy guns, etc. These will be taken away by staff and returned to the parent at the end of the day.

***Consequences include verbal warnings by staff, director and parent notification and removal from camp. Consequences will be determined per incident occurrence.***

### **Camp Rules**

1. Respect People in Words and Actions
2. Respect Property – Clean Up After Yourself
3. Be Involved in Activities
4. Be Cooperative
5. Be a Good Sport
6. Make Your Own Fun
7. Use 6” Voices when Speaking with Others
8. Travel with a Buddy