

**EAST NORRITON TOWNSHIP**



# **PARENT HANDBOOK**

**CAMP HELD AT:  
Paul Fly Elementary School**

**For additional information, please contact  
East Norriton Township Parks & Recreation  
2501 Stanbridge Street, East Norriton, PA 19401  
[www.eastnorritontwp.org](http://www.eastnorritontwp.org)  
610-275-2800**

*School's Out, Summer's In, Let the Fun Begin!!!*

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# SUMMER CAMP 2019

Dear Parents/Guardians:

Welcome to the East Norriton Township Summer Camp Program. We are happy to have your child/children join us for some exciting summer fun. We have plenty of new activities, events, trips and special events planned.

The parent handbook includes camp rules, discipline information, and general information on our camp. Please review everything carefully so that you are aware of what to expect this summer. The policies and procedures stated in this handbook are designed for your child's safety as well as the other camp participants.

A calendar of planned activities will be provided to your child/children the first day of camp so that you can properly plan for the trips and events this summer. *The calendar, and other Summer Camp materials, is available online at the Township's website (eastnorritontwp.org) under the Parks & Recreation Department.* Please keep in mind that trips and activities could be subject to change.

If you have any questions regarding our summer camp, please do not hesitate to call the Parks and Recreation Department at 610-275-2800 ext. 122 for Recreation.

Camp will remain open on trip days. If your child does not wish to attend a trip, they can still come to camp!

***Our #1 goal is to make sure your child/children have a safe and fun summer!***

Camp starts on Monday, June 24<sup>th</sup> at 9 a.m. See you then!

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# 2019 East Norriton Township Summer Camp Handbook

## **GENERAL INFORMATION**

East Norriton Township offers a supervised recreational summer camp program for children 5 to 13 years old which includes sports, activities, special events, crafts, games and trips. *Campers are placed in groups according to age. Special requests for groups may not be honored. The age your child is on the first day of camp is the age used to make groups.*

- The camp will be held at Paul Fly Elementary School (2920 Potshop Road, East Norriton, PA 19403).
- Camp dates for 2019 are Monday, June 24<sup>th</sup> – Friday, August 2<sup>nd</sup>.  
**\*\*There will be no camp Thursday, July 4<sup>th</sup> or Friday July 5<sup>th</sup> \*\***
- Camp hours are Monday through Friday 9 a.m. to 3 p.m.
- There is no lunch or transportation provided for this camp. Campers are encouraged to bring an insulated bag lunch that does not need to be refrigerated and a labeled water bottle for drinking during the course of camp.
- Parents are reminded that our staff is available during regular camp hours only. Campers arriving early and staying late are the responsibility of the parent. Please be sure to drop-off and pick-up your child/children at the specified times. ***Late pick up fees will be charged, please refer to the "late pick up fee schedule" in the before/after care section.***
- Disorderly conduct amongst camp participants will not be tolerated. Camp privileges will be revoked with no refund for fighting or causing any type disturbance on our playgrounds.
- Refunds: Subject to a \$10.00 administrative charge prior to the start of the program. NO REGISTRATION REFUNDS will be made after June 14, 2019.
- Any persons with special needs who desire to participate in any of our recreation offerings should contact the Parks and Recreation office.
- Camp calendars and other information can be found on our web site [www.eastnorritontwp.org](http://www.eastnorritontwp.org).

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## **STAFFING**

East Norriton summer camp counselors are qualified and trained to provide quality care for our participants. All counselors have completed a screening process that meets the Department of Parks and Recreation requirements. All counselors are required to attend an orientation program and have successfully obtained a criminal background check, child abuse clearances and FBI clearances.

## **ABSENCES**

Please notify your counselor if you know in advance that your child will be absent from camp. If your child is absent due to a contagious condition, please notify the Parks and Recreation Office immediately at 610-275-2800. Please consult with your physician before notifying the Department so that we may have accurate information.

**Note:** There will be no fee reduction or reimbursement for absences under any circumstances.

## **TRIPS**

All program participants are invited to attend all trips and special events, but participation is not mandatory. If attending a trip, a completed registration form must be filled out. Buses will leave promptly on trip days. Please plan to arrive at least 15 minutes prior to the bus departure time. If your child decides not to participate on a trip, they can still attend camp at Paul Fly Elementary School. ***We request that campers wear their camp shirts to all trips.***

Parents are welcome to attend any of our trips. Please contact the Parks and Recreation Department at 610-275-2800 for any costs associated with the trip or special event.

**Note:** Campers may not be dropped off or picked up from a field trip site. Special consideration may be given in a case by case basis with a written explanation provided at least two days in advance to the Summer Camp Supervisor.

***Please be reminded that counselors will not be responsible for holding campers' money, cameras, etc. on field trips.***

## **TAX INFORMATION**

Based upon the advice of its auditors East Norriton Township does not provide its Federal Tax ID Number. If you want to claim program expenses under the Child and Dependent Care Credit please consult a tax professional.

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## **CAMP RULES AND REGULATIONS**

Parents are asked to have their children wear apparel which is appropriate for summer camp activities. We strongly recommend that all campers wear sneakers. HEELIES are not permitted and open toe shoes and flip-flops are not recommended at camp for safety reasons.

Children are responsible for helping to keep the gym, cafeteria, and field area clean. They are expected to clean up after lunch, snacks, use of games and crafts. Please keep in mind that we are guests at the Norristown Area School District facilities.

Camp staff monitors bathroom breaks as well as supervises the bathroom facilities from the outside. All campers need to be able to use the restrooms unassisted.

Children must listen to camp staff at all times; failure to do so may result in removal from camp.

## **CAMP POLICIES**

### **REFUND POLICY**

Parents wishing to withdraw their children from our summer camp program are entitled to the following:

Refunds for the East Norriton Township Summer Camp Program must be requested prior to June 14, 2019. All cancellations are subject to a \$10 administration charge. **No refunds will be issued for cancellations after June 14, 2019.**

### **MEDICATION POLICY**

Many children attending the camp require some type of medication. Camp counselors are not permitted to administer any type of medication including aspirin. It is up to the child to self-administer all medications.

### **SUNSCREEN POLICY**

Please apply sunscreen to your child daily. If your child is susceptible to sunburn, please send sunscreen to camp in a Ziploc bag with your child's name on it. Staff members are not permitted to apply lotion to children but will remind children to re-apply.

### **ENERGY CURTAILMENT POLICY**

Norristown School Area District's energy contract allows for possibility of an energy curtailment during peak periods of the summer. In the event this happens, you will be notified through **Code Red** Connect messaging system and will have the option of picking up your child early. Should you choose not to pick up your child, we will still conduct business as normal and take the necessary steps to ensure your child's safety in the heat.

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## **CAMPER POLICY**

The Parks and Recreation Department has established a list of items that are prohibited to be brought to camp. This list includes but is not limited to:

***Radios; laser pointers; iPods; iPads; weapons; toy guns; knives; make-up; walkie-talkies; nail polish; video games; cell phones\****

\*It is recommended that cell phones be left at home. If a parent or guardian needs to contact their child or child's counselor for any reason, you may call the Parks and Recreation Office at 610-275-2800. ***Please do not call the Paul Fly Elementary School.*** If your child must bring his/her cell phone to camp, it must be kept in the student's backpack in the off mode. Campers are not permitted to carry cell phones during camp hours nor may cell phones be used on the school bus to or from trip locations.

If a child brings any prohibited item to camp, the item will be confiscated and returned to the parent at the end of the day. These items are banned in order to eliminate any disruption or safety concerns that may arise from their use.

***East Norriton Township, the Department of Parks and Recreation and its staff are not responsible for lost, damaged or stolen property of any of our campers or program users.***

## **CAMPER EXPECTATIONS**

- Stay with groups at all times
- Respect others in what you say and do
- Listen to program leaders and follow instructions
- Use appropriate language
- Keep hands to oneself and maintain self-control
- Take care of own belongings
- Use equipment in a safe and appropriate manner
- Teasing and bullying will not be tolerated and children should report these incidents immediately to their counselor
- Communicate in an appropriate manner, which means no use of foul language or gestures, harsh words or tone of voice
- Play Safe and Have Fun

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## **DISCIPLINE POLICY AND PROCEDURES**

*East Norriton Summer Camp disciplinary practices shall be directed towards teaching the child acceptable behavior to help self-esteem with consistent and individualized levels of understanding and should 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 outs, loss of game time, exclusion from daily activities including any scheduled trips or special events.
- And/or the counselor may take a written discipline report and/or a telephone call will be made to the parent/guardian.
- And/or the parent or guardian may be required to meet in person with your child's counselor, head counselor, or summer camp supervisor.
- And/or counselors may suspend a child from attending camp. The length of the suspension will be determined by the counselor and head counselor depending on the severity of the behavior. This will be anywhere from 1-3 days.
- And/or expulsion from camp.

If the child's behavior is deemed appropriate enough or if there are numerous infractions, a child may be involuntarily withdrawn from camp. Parents will be notified immediately and fees are not refundable.

Since the East Norriton Summer Camp Program is only a six-week program, disciplinary action pertaining to camp dismissal is based on an incident occurrence basis, rather than a cumulative basis. East Norriton Township Parks and Recreation Department is responsible for the safety of all summer program participants and consistent and continual disregard for camp policies and procedures will not be tolerated.

If a child interferes with the proper or safe functioning of the program, parents will be notified of the situation and ask to resolve the problem. In many instances, making parents aware of the situation will correct any problems and any parental help in the matter is greatly appreciated.

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***Vandalism and fighting will not be tolerated under any circumstances.***

Each camp counselor is responsible for the discipline of all campers. Listed below are the guidelines for actions to be taken:

1. In order to be most effective, immediate consequences for misbehavior will be known in advance.
2. Physical punishment will not be used. Group punishment will be avoided. At no time will a counselor place a child in an unsafe environment.
3. Removal of playground or other privileges may be used for serious infractions or for cumulative ones.
4. All children will be directed to appropriate behavior rather than continually spoken to in negative terms.

In the event that an incident occurs at the East Norriton Township Summer Camp Program that rises to the level of criminal activity, the head counselor or camp coordinator will contact the East Norriton Township Police Department without delay. Any action taken by the East Norriton Township Police Department as a result of the incident shall be independent of the actions taken by the East Norriton Township Parks and Recreation Department and shall preclude any disciplinary measures deemed appropriate by the Parks and Recreation staff.

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## **BEFORE AND AFTER CAMP PROGRAM**

East Norriton Parks and Recreation offers a ***Before Camp*** program (8 a.m. – 9 a.m.) and ***After Camp*** program (3 p.m. to 4 p.m.) during Summer Camp. Parents can sign up their children on a weekly basis for either before, after or both sessions. Fees are as follows:

<i>East Norriton Township Residents:</i>		<i>Non-Residents:</i>	
Before Care	\$30 per week	Before Care	\$40 per week
After Care	\$30 per week	After Care	\$40 per week
Before & After	\$50 per week	Before & After	\$70 per week

### *\*SPECIAL RATE FOR WEEK OF 7/1-7/5\**

<i>East Norriton Township Residents:</i>		<i>Non-Residents:</i>	
Before Care	\$18 for 7/1-7/5	Before Care	\$24 for 7/1-7/5
After Care	\$18 for 7/1-7/5	After Care	\$24 for 7/1-7/5
Before & After	\$30 for 7/1-7/5	Before & After	\$42 for 7/1-7/5

Participants must be registered by noon on Friday of the preceding week to be included in this program.

## **DAILY CHECK-IN AND PICK-UP PROCEDURES**

### **CHECK-IN**

Check-in occurs at the back of the elementary school at the cafeteria entrance. Parents are required to escort and sign-in their children daily. Children will then meet with their counselors to begin the day. Check-in occurs between 8:45 a.m. and 9:00 a.m.

### **PICK-UP**

Pick-up occurs at the front of the elementary school. Parents are required to sign-out their children daily. Counselors and campers will report to the Gazebo area around 2:45 p.m. and children must be picked up by 3:00 p.m.

- Parents are required to sign-out every camper they are picking up.
- Only people listed on the registration card will be allowed to sign out campers.
- In the event of an emergency, parents may allow other family members or friends to pick up their child from camp, provided the child brings in written permission from the parent.
- If your child is usually picked up from camp but you allow them to walk or ride a bike on special occasions, you will be required to notify the camp counselor in writing of this change and the date or dates to be allowed.

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- If you need to pick-up your child early for any reason, you must call the Township Office (610-275-2800) to make arrangements and then report to the head counselor for pick-up.
- Children who walk or ride their bike to camp must have check-in/sign-out waiver forms on file.
- Late charges will be charged to parents who continually pick up their children late.

### **LATE PICK UP FEES**

There will be a late pick up fee charged for those parents not picking up their children on time.

#### **Late Pick Up Fee Schedule:**

0-5 minutes	no charge
6-10 minutes	\$10
11-20 minutes	\$20
21-30 minutes	\$30

1<sup>st</sup> Incident- fee will be charged after 15 minutes

2<sup>nd</sup> and 3<sup>rd</sup> Incident- follow fee schedule

4<sup>th</sup> Incident- dismissal from camp with no refund

**\*\*Participants will not be allowed to return to camp until all late fees are paid.**



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