



ADVENTURE DAY CAMP

175 West Valley Forge Road

King of Prussia, PA 19406

www.umtownship.org

610-265-1071

Parent Handbook

Dear Adventure Day Camp Parent,

Welcome to Upper Merion Township's Adventure Day Camp program 2016! You have signed up for our program and have chosen one of our two camp site locations:

- Roberts Elementary - 889 Croton Road
Camp directors – Hans Kalbach and Angela Davis
- Upper Merion Middle School - Crossfield Road Entrance (Back Gym Entrance)
Camp Directors – Staci Appicciafuoco and Julian Franklin

We have been busy working towards making Adventure Day Camp a tremendous success for everyone this summer! This handbook is designed to help answer questions and alleviate concerns that you may have regarding camp.

We hope to make your child's summer experience a fun-filled adventure by providing a fun, exciting and most importantly - safe environment.

Thank you for choosing Upper Merion Parks and Recreation's Adventure Day Camp program for your child's summer camp experience! Please feel free to contact the Recreation office with any questions or concerns at 610-265-1071.

Sincerely,

Sudha Suryadevara
Recreation Superintendent

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General Information

- Adventure Day Camp is a 6 week camp that runs from June 20-July 29
- Adventure Day Camp offers trips at an additional cost; the trip brochure is available in the Parks and Recreation Office and on our website www.umtownship.org. Trip registration is on a first come, first serve basis, spots fill quickly
- Extra Hours, Regular Hours and AM campers must bring a bagged lunch, beverages and snacks daily
- All personal items such as water bottles, sunscreen, towel, etc. must be clearly labeled with camper's name
- Please do not send campers with personal toys, video games, skateboards, iPods, cell phones, cd players, etc. Upper Merion Township is not responsible for lost or damaged items
- Adventure Day Camp and trip registrations will not be accepted at the program site. All forms and payment must be received in the parks and recreation office by the weekly deadline
- ADC takes place at the assigned schools in indoor classrooms, gyms, and outdoor spaces

Cancellation Policy: Cancellations prior to the start of camp will be assessed a \$10 administrative fee. No refunds will be given after the start of camp. Camp days lost due to factors outside of our control will not be made up or pro-rated. Refunds for camp, trips, or activities will not be given for vacation, illness, etc.

Sign in/Sign out Procedures

- Each child must be signed in by parent or designated guardian
- Campers may be released to individuals other than parents; however, they must be listed on the online registration form or a note must be provided by the parent/guardian when the child is signed in. Photo ID might be required before we will release the campers
- The Adventure Day Camp Directors should be notified in writing of any situations regarding the pick-up or the welfare of any camper such as (early dismissal, bicycle, and medical information)

Late Pick-Up Policy & Fees

- Each day begins at 9:00 AM (8:15 AM Extra hours) and ends at 4:00 PM (5:30 PM Extra hours). Any camper **dropped off prior** to their appropriate arrival time will be unsupervised - please do not abandon them. Any camper **picked up late**, will be charged the following:

DAILY LATE PICK-UP FEE: \$1.00 PER CHILD, PER MINUTE

First incident: fees will be charged after 5 minutes; must be paid before child is permitted to return to site

Second incident: fees charged as published; must be paid before child is permitted to return to site

Third incident: child is dismissed from the program with NO refund of registration, trip or swimming fees

We understand that extenuating circumstances prohibit a parent from picking up a child on time. Please try to anticipate any difficulties in advance, as we incur overtime staff costs when our employees have to stay late.

Attire/Sunscreen Policy

We recommend that your child dress appropriately for the weather and camp activities. We will be spending a lot of our time in the sun, so we ask that your child wear a hat to protect their faces and heads from sunburn.

Comfortable shoes (sneakers preferably), and socks should be worn at all times. Sandals, flip flops and other open toe shoes are not permitted, unless otherwise noted. Children with uncovered feet will not be able to participate in certain activities and games.

Application of sunscreen is an important part of protecting your skin from the harmful rays of the sun. Parents should apply sunscreen to children prior to attending day camp. In addition, a child may bring a small container of lotion to be reapplied during the day. Aerosol products are not permitted.

PLEASE NOTE: Adventure Day Camp staff will not apply sunscreen to children and will not be responsible for maintaining sunscreen for each child.

Trips & Activities

Adventure Day Camp provides optional trips & activities at an additional cost. The trip brochure is available in the Parks and Recreation Office and on our website www.umtownship.org. Trip registration is on a first come, first serve basis, spots fill quickly. Please view the brochure carefully for arrival/departure times, restrictions, lunch & snacks, etc.

ADC SHIRTS MUST BE WORN ON ALL TRIPS. Each child enrolled in ADC I (6 week participants) will be given one free t-shirt, to be distributed at camp. Additional shirts may be purchased at the Park and Rec Office for \$10. **Children attending swimming must be able to swim!** Swimsuits must be worn underneath clothing prior to arriving at camp.

Accidents and Emergencies

- First aid kits & ice packs will be on site to treat minor accidents, such as cuts and scrapes bruises and bumps.
- Parents will be notified of incidents and injuries by camp directors

In the case of a more serious accidental injury, we will make an immediate attempt to contact a parent/guardian. If we cannot reach a parent or the designated emergency contact, we will call an ambulance. A staff member will accompany your child in the ambulance to a hospital and remain with your child until you arrive. You will be expected to assume responsibility for any resultant expense.

Allergy Procedures

Parents must report all allergies on the online medical form, so that the staff may be alerted prior to the start of camp. If a child has severe allergies to environmental allergens or food, it should be noted on the child's online medical form and should indicate what procedures are to be taken if an allergy or asthma attack occurs.

Sick Camper Procedure

In the event that a camper should get sick during the day, the Adventure Day Camp Director will contact parent/guardian to arrange for the child to be picked up. If a camper gets sick while on a field trip and does not need an ambulance, the Adventure Day Camp Directors will notify the parents and arrange for pick-up.

Managing Children's Behavior

Upper Merion Township Recreation Staff provides an environment for children in which they can be successful and adhere to a positive approach to modify behaviors. To varying degrees, children will require assistance from their counselors in controlling their own behavior. It is critically important to remember that it is the role of the counselor to assist them in regaining control.

Whenever possible, children should be encouraged to resolve conflicts independently.

When children act out by hitting, pushing, biting, yelling, or cursing, the following steps will be followed:

1. The counselor and the child will discuss the behavior, stating what the child can do to express him or herself in a more appropriate manner. Depending on the age of the child, open-ended questions may be appropriate to encourage the child to think about his or her actions.
2. The Counselor will assess the environment. Is the activity promoting certain behaviors? Is there enough activities and equipment choices? Are there enough activities where children can play quietly with a friend or friends?
3. If a child is endangering the safety of himself or herself, other children and/or counselors, the Camp Director will ask the child if he or she needs some time alone to regain control, or the child may be removed from the group and kept company until he or she has calmed down.

We understand that children will sometimes have a bad day, just like adults, and we will try to work with the child as much as possible.

Behavioral Action Plan

1. First Offense - Staff will speak with child
2. Second Offense - Child may not be permitted to participate in certain activities
3. Third Offense – Child may not be permitted to attend trips/camp (no refunds will be given)



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January 2016

Dear Parents,

The Upper Merion Area School District will again be participating in PJM's Demand Response program. This means that on really hot days (usually 90+ degrees) and or during power emergencies on the regional electricity grid, UMASD may be required to shut off as much electricity as possible throughout its buildings. Many other school districts, hospitals and businesses participate in Demand Response as a way to help prevent blackouts and brownouts in the local community during periods where there is increased demand for electricity for air conditioning. The program runs from June 1 through September 30, but typically the events occur in July and August.

This summer, if there are Demand Response events, UMASD will typically get a 30 minute notification to shut down around 2:00pm to 3:00pm in the afternoon and remain shut down until approximately 7:00pm. During this time, air will continue to circulate throughout the buildings, though the air conditioning will be off for a few hours.

We wanted to share this information with you since your child is attending a summer program in one of the Upper Merion schools. While our programs will continue to run during this temporary energy shut down, on occasion if conditions are severe, Upper Merion Park and Recreation may need to partake in early dismissal for programs. We want to stress that the request from PECO and PJM is rare. Over the past three years, a request was made less than 5 times. However, as we all can attest, we've had some unusually hot days, and so, we wanted you to be aware of the energy conservation steps the school district may be taking.

Thank you for your understanding.

Sincerely,

Sudha Suryadevara

Sudha Suryadevara
Recreation Superintendent
Upper Merion Township

What people do for themselves dies with them; what people do for their community lives on ...