



Parent Handbook

**431 West Valley Forge Road
King of Prussia, PA 19406
www.umtownship.org
610-265-1071**

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Dear Adventure Day Camp Parent,

Welcome to Upper Merion Township's Adventure Day Camp program 2022!

We have been busy working to make Adventure Day Camp a 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 myself at the Community Center with any questions or concerns at 610-265-1071 or speak directly with your onsite camp director.

Sincerely,

Dennis Rudzinski

Dennis Rudzinski
Recreation Superintendent

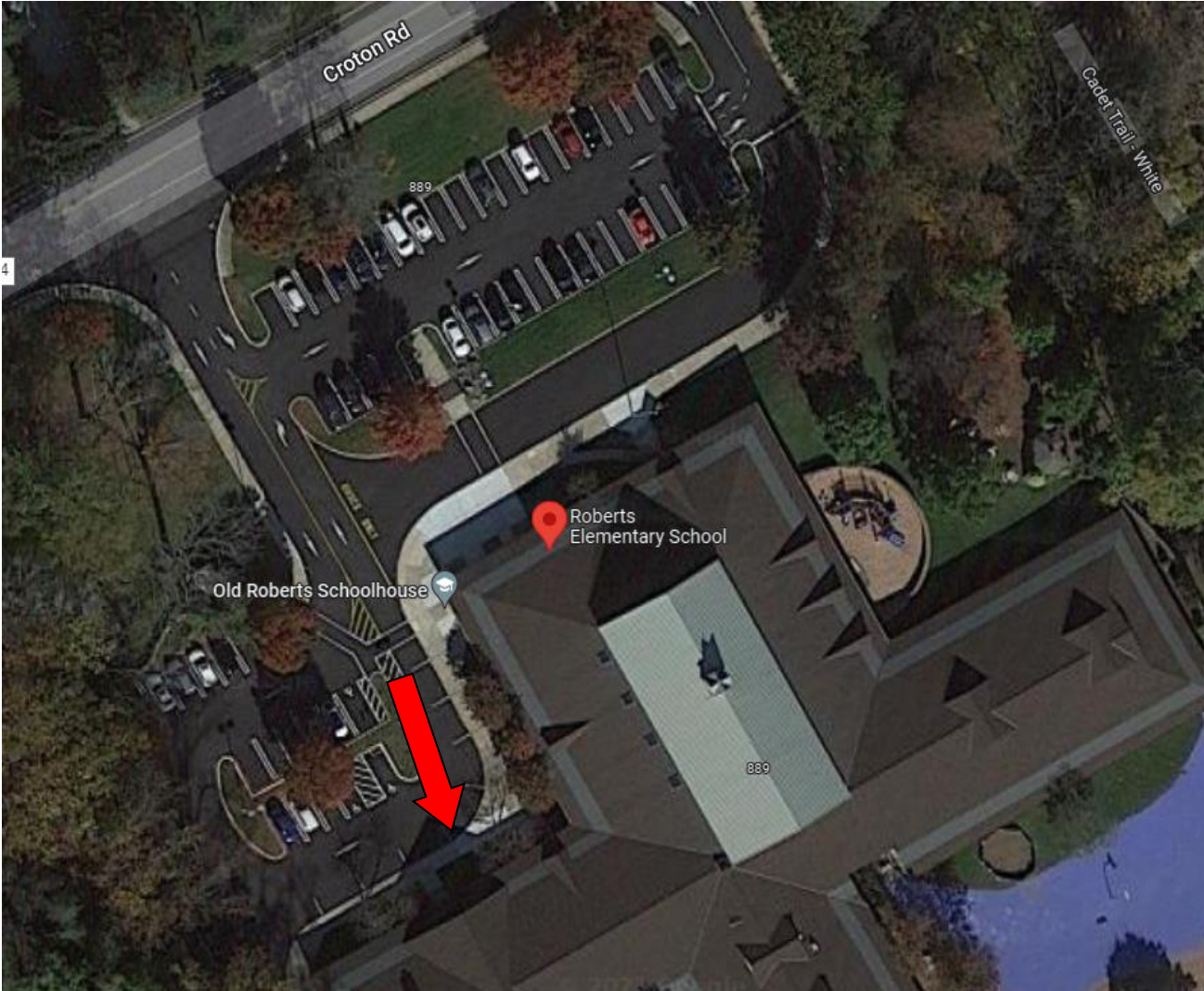
Camp Director & Location – Roberts Elementary

Roberts Elementary

889 Croton Rd
Wayne, PA 19087

Camp Hours: 8:15am-5:30pm
On site Camp Directors: Hans Kalbach & Madison McEntee

Roberts Elementary – Drop off at Cafeteria Entrance



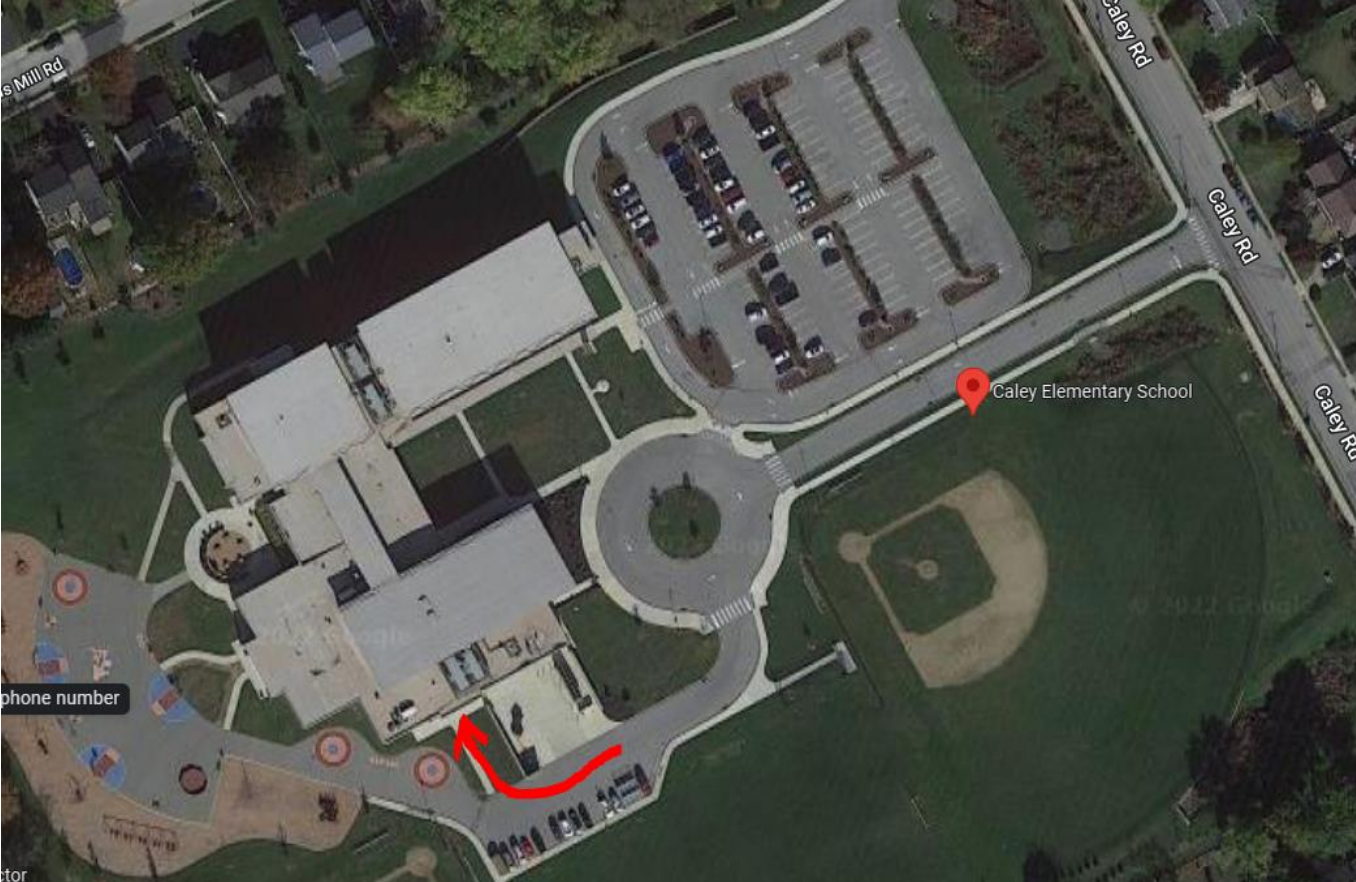
Camp Director & Location – Caley Elementary

Caley Elementary

725 Caley Rd
King of Prussia, PA 19406

Camp Hours: 8:15am-5:30pm
On site Camp Directors: Amber Owen & Julia Loane

Caley Elementary – Tentative drop off spot - cafeteria entrance



General Information

- Adventure Day Camp is a 6 week camp that runs from June 20-July 29 (no camp 7/4)
- Adventure Day Camp offers trips/special activities at an additional cost; the Activities brochure is available at the Community Center and on our website www.umtownship.org in Mid to Late April. Activity registration is on a first come, first served basis, spots fill quickly
- All campers must bring a bagged lunch, beverages and snacks daily. We do not have access to refrigeration.
- 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 Parks and Recreation is not responsible for lost or damaged items
- Adventure Day Camp and Trip registrations will not be accepted at the Camp site. You may register online or in person at the Community Center.

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 camper must be signed in by a parent or designated guardian. Campers aged 11 or older may sign themselves and siblings IN to camp. NO CAMPER may sign him/herself out. Exceptions can be made for walkers/bike riders who are 11 or older with a written note from the parent/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 will 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.

Late Pick-Up Policy & Fees

Each day begins at 8:15 AM and ends at 5:30 PM. **Any camper dropped off before their registered time will be unsupervised.** Any camper **picked up late**, will be charged the following **DAILY LATE PICK-UP FEES: \$1.00 PER CHILD, PER MINUTE.**

This will be enforced on the first offense. After three late pick-ups, your child can be dismissed from the program with no refund.

We understand that extenuating circumstances prohibit a parent from picking up a child on time, but 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 campers dress appropriately for the weather and camp activities. We will be spending a lot of our time in the sun, so we ask that campers 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. Campers 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, campers 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 campers and are not responsible for maintaining sunscreen for each camper.

Trips & Activities

Adventure Day Camp provides optional trips & activities at an additional cost. The trip brochure is available at the Community Center and on our website, www.umtownship.org sometime in Mid-April. Trip registration is on a first come, first served 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. Campers must wear camp shirts on ALL trips. Each camper registered for camp (All 6 weeks) will receive a complimentary ADC t-shirt **AT THEIR CAMPSITE**. Additional ADC T-Shirts will be available (on a first come, first served basis) for sale at the Community Center at \$10 per shirt. 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.
- Camp Directors and Assistant Directors are first aid/cpr certified
- 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 and Medication Procedures

Parents must report all allergies on the online form, when registering, so that the staff may be alerted prior to the start of camp. Please indicate what procedures are to be taken if an allergy or asthma attack occurs.

Campers may not dispense medication. Camp Directors will keep all medications. These will be brought on all trips that your camper attends. Camp Directors or assistant directors will dispense all medication. Please discuss your child's needs with the camp director in the first days of camp.

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 camper 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 Parks and Recreation Summer staff provides an environment for children in which they can be successful and adhere to a positive approach to modify behaviors. Campers will require assistance from their counselors in controlling their own behavior. It is important to remember that it is the role of the counselor to assist them in regaining control. Whenever possible, campers will be encouraged to resolve conflicts independently.

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

1. The counselor and camper will discuss the behavior, stating what the camper can do to express him or herself in a more appropriate manner.
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 camper is endangering the safety of himself or herself, other children and/or counselors, the Camp Director will ask the camper if he or she needs some time alone to regain control, or the camper may be removed from the group and kept company until he or she has calmed down.

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

Behavioral Action Plan

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

Daily Schedule

Rotation activities will be posted at the campsite on a daily basis. Below is an example of a typical daily schedule at Camp. Please note daily schedules are subject to change depending on Special Activity schedules, special camp wide events, etc. Please see your camps posted schedule for an accurate schedule.

Example Schedule for ADC

8:15am	Camp opens, please do not drop off campers prior to 8:15!
8:15 – 9:15am	Free Play in the Gym /Camper Drop Off
9:15 – 9:30am	Assembly
9:30 – 10:45am	Rotation 1
10:45 – 12pm	Rotation 2
12 – 1pm	Lunch (12:30 LIFT campers arrive)
1 – 2:15pm	Rotation 3
2:15 – 3:30pm	Rotation 4
3:30-5:30pm	Free Play/Camper Pick up
5:30pm	Camp closes

Health & Safety Procedures

Mask Policy

Wearing of face coverings will be optional for all staff and campers Please note: this policy is subject to change based on current CDC and County Health Department recommendations.

When to stay home?

Although we would love for you to be at camp every day, there are certain instances when it is important to not compromise the safety of others by staying home.

- Employees and campers should stay home if they have tested positive for or are showing COVID-19 symptoms.
- Employees and campers who have recently had close contact with a person with COVID-19 should monitor their health.
- Sick staff members or campers should not return to camp until they have met CDC's criteria to discontinue home isolation.
- In addition, those who are sick should notify UMPR's Recreation Superintendent if they or anyone in their family tests positive for COVID-19.

Sanitization and Hygiene Procedures

- Staff will regularly disinfect high touch surfaces and equipment.
- All campers and staff will be encouraged to wash hands prior to eating snacks and lunch.
- Hand Sanitizer will be available for use at each camp site.

In the Event of a Potential Exposure to COVID-19

- We will close off all areas used by a sick person and not use these areas until after cleaning and disinfecting them (for outdoor areas, this includes surfaces or shared objects in the area, if applicable).
- We will wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, we will wait as long as possible.
- Camp locations may need to stop operations for a recommended period of time.

Notification

- We will notify those who have had close contact with a person diagnosed with COVID-19, advise to self-monitor for symptoms, and follow CDC guidance if symptoms develop.



UPPER MERION TOWNSHIP BOARD OF SUPERVISORS

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www.umtownship.org

BOARD OF SUPERVISORS

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TOWNSHIP SOLICITOR

FIRM OF:
Kilkenny Law

April 2022

Dear Parents,

As in previous years, the Upper Merion Area School District will again be participating in an energy response program. This means that on really hot days (usually 90+ degrees) and or during power emergencies on the regional electricity grid, UMASD may shut off as much electricity as possible throughout its buildings.

This summer, if there is a Demand Response event, UMASD will send us a 30 minute notification to shut down between 3:30pm-5pm in the afternoon. 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 Parks and Recreation may need to partake in early dismissal for programs.

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,

Dennis Rudzinski

Dennis Rudzinski
Recreation Superintendent
Upper Merion Township