



## **Parent Handbook**

**431 West Valley Forge Road  
King of Prussia, PA 19406  
[www.umtownship.org](http://www.umtownship.org)  
610-265-1071**

## Table of Contents

|  |         |
|--|---------|
| Welcome Letter                                   | Page 3  |
| Camp Director & Camp Location - Gulph Elementary | Page 4  |
| Camp Director & Camp Location – UM Middle School | Page 5  |
| General Information                              | Page 6  |
| Sign in/Sign out Procedures                      | Page 6  |
| Late Pick-Up Policy & Fees                       | Page 6  |
| Attire/Sunscreen Policy                          | Page 7  |
| Trips & Activities                               | Page 7  |
| Accidents and Emergencies                        | Page 7  |
| Allergy and Medication Procedures                | Page 8  |
| Sick Camper Procedure                            | Page 8  |
| Managing Children’s Behavior                     | Page 8  |
| Campers with Special Needs                       | Page 9  |
| Daily Schedules                                  | Page 10 |
| UMASD Summer Energy Initiative                   | Page 11 |
| Camper Behavior Info Form                        | Page 12 |

Dear Adventure Day Camp Parent,

Welcome to Upper Merion Township's Adventure Day Camp program 2024!

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 – Gulph Elementary

## Gulph Elementary

650 South Henderson Rd  
King of Prussia, PA 19087

Camp Hours: 8:15am-5:30pm

On site Camp Directors: Hans Kalbach & Madison McEntee

**Gulph Elementary – Drop off at Gym Entrance**



# Camp Director & Location – UM Middle School

## UM Middle School

450 Keebler Road  
King of Prussia, PA 19406

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

UM Middle School –drop off spot - cafeteria entrance (around the back of building)



## General Information

- Adventure Day Camp is a 6 week camp that runs from June 17-July 26 (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](http://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](http://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 taken:

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.
  - a. Is the activity promoting certain behaviors?
  - b. Are there enough activities and equipment choices?
  - c. 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. When campers act out by hitting, pushing, biting, yelling, or cursing, the following additional steps will be taken:

### Behavioral Action Plan

1. **First Offense** – Staff will speak with the camper and document the event.
2. **Second Offense** – Camper may not be permitted to participate in certain activities, and the event will be documented.



3. **Third Offense** – Camper may not be permitted to attend trips/camp (no refunds will be given). The event will be documented.

It is Upper Merion Parks and Recreation Summer staff's responsibility to make sure campers from all backgrounds feel safe and welcome. Adventure Day Camp will not tolerate hateful behavior or language that targets a person's identity (race, ethnicity, gender, sexuality, religion, class) to meet this goal.

When a camper *purposefully and maliciously* engages in behavior or uses language that is hateful, the following steps will be taken:

1. **First Offense** – Parent/Guardian will be called and asked to pick up their child. In the event that the camper cannot be picked up, they will remain at the front desk (or with the camp director) until pick-up time. The camper will not be able to continue to participate in camp activities for the remainder of the day. Staff will document the event.
2. **Second Offense** – Camper will be suspended from camp for one day after the incident. Camper may not be permitted to attend a scheduled field trip (no refunds will be given). Staff will document the event.
3. **Third Offense** – Camper will not be permitted to attend trips and camp (no refunds will be given). Staff will document the event.

## Campers with Special Needs

Summer Programs offered by Upper Merion Township are separate entities from those of the Upper Merion School District. The Township's Parks and Recreation Department does not extend accommodations provided by the school district. **If your child requires accommodations beyond what our summer programs offer, please complete our Camper Behavior Information Form** (included in this Parent Manual), and submit it to [DRudzinski@umtownship.org](mailto:DRudzinski@umtownship.org).

If a camper has an IEP or 504 Plan that requires 1-1 support at school, then they are required to be accompanied by a certified paraprofessional at all times during their time at camp. The 1-1 support should be able to help the camper manage their behaviors independently.

If your child is actively benefiting from a behavior plan at school, Adventure Day Camp kindly requests that it's shared with the directors and staff working with your child. This resource as well as the Camper Behavior Information Form will help the staff increase the smoothness of their day at camp as much as possible. Please note, all campers will be held to the same standards and consequences specified in the behavior policy.

## 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   |



## UPPER MERION TOWNSHIP BOARD OF SUPERVISORS

---

175 WEST VALLEY FORGE ROAD  
KING OF PRUSSIA, PA 19406-1802  
610-265-2600  
FAX: 610-265-0482  
[www.umtownship.org](http://www.umtownship.org)

June 2024

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



Upper Merion  
Adventure Day Camp  
Camper Behavior Info Form



Summer Programs offered by Upper Merion Township are separate entities from those of the Upper Merion School District. The Township's Parks and Recreation Department does not extend accommodations provided by the school district. **If your has special needs and/or requires accommodations beyond what our summer programs offer, please complete this Camper Behavior Information Form** and submit it to [DRudzinski@umtownship.org](mailto:DRudzinski@umtownship.org) prior to the start of camp.

Child's Name: \_\_\_\_\_ Age: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Grade: \_\_\_\_\_

Parent Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Camper's Special Need: \_\_\_\_\_ Camp Location Site: \_\_\_\_\_

1. Please tell us about your child. What talents, activities, or situations seem to be successful and/or positive for him/her?  
\_\_\_\_\_  
\_\_\_\_\_

2. School Information

Regular Public School \_\_\_\_\_ or Private School \_\_\_\_\_

School Name: \_\_\_\_\_

3. What is the name of your child's most recent teacher? \_\_\_\_\_

4. Does your child's classroom have an instructional assistant? Yes \_\_\_\_\_ No \_\_\_\_\_

5. Does your child have an IEP? Yes \_\_\_\_\_ No \_\_\_\_\_

(If yes, can we have a copy for review?) A copy of your child's IEP can be included with this form, or it can also be emailed to, UM Township Recreation Superintendent, Dennis Rudzinski at [DRudzinski@umtownship.org](mailto:DRudzinski@umtownship.org)

6. Does your child have a Behavior Modification Plan? Yes \_\_\_\_\_ No \_\_\_\_\_

(If yes, can we have a copy for review?) A copy of your child's Behavior Modification Plan can be included with this form, or it can also be emailed to, UM Township Recreation Superintendent, Dennis Rudzinski at [DRudzinski@umtownship.org](mailto:DRudzinski@umtownship.org)

7. If your child receives special education services, what percentage of his/her day is spent in special education? \_\_\_\_\_ %

8. Does your child have a one-on-one aide in the classroom or home? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, how many hours per day? \_\_\_\_\_

9. What types of activities seem to be challenging for your child? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. Does your child receive any type of therapy (ex. Speech, OT, PT, behavioral)? Yes\_\_\_\_ No\_\_\_\_

If yes, do they use a communication device? Yes\_\_\_\_ No\_\_\_\_

11. Does your child know how to swim? Yes\_\_\_\_ No\_\_\_\_

12. Does your child take any medication? Yes\_\_ No\_\_\_\_

If yes, what medications? \_\_\_\_\_

Will your child be taking medication at camp? Yes\_\_\_\_ No\_\_\_\_

Will he/she be coming off the medication during camp? Yes\_\_\_\_ No\_\_\_\_

13. Has your child attended other camps before? Yes\_\_ No\_\_\_\_

If yes, what types of camps were they? \_\_\_\_\_

How long was your child's enrollment at this camp? \_\_\_\_\_

Did a one-on-one aide assist your child at camp? Yes\_\_ No\_\_\_\_

14. Is there anything else you would like us to know about your child? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please submit this completed form to UM Township Recreation Superintendent, Dennis Rudzinski at [DRudzinski@umtownship.org](mailto:DRudzinski@umtownship.org) prior to the start of camp.