



Parent Handbook

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

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Dear Camp Beechtree Parent,

Welcome to Upper Merion Township's Camp Beechtree!

We have been busy working to make Camp Beechtree 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 Camp Beechtree 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 – UM Middle School

UM Middle School

450 Keebler Rd
King of Prussia, PA 19406

Camp Hours: 9am-1pm
On site Camp Director: Alyssa Galban

drop off spot - cafeteria entrance (around the back of building)



General Information

- Camp is a 6 week camp that runs from June 17-July 26 (no camp 7/4)
- 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

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 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. NO CAMPER may sign him/herself out. 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 Camp Director 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 9am and ends at 1pm. **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.

PLEASE NOTE: Camp staff will not apply sunscreen to campers and are not responsible for maintaining sunscreen for each camper.

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. 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.

Water Play Days

Camp will have "Water Play Days" every Friday of Camp. Campers will get to play with a sprinkler and other various water activities/toys. If you wish your child to participate, please send him/her to camp wearing his/her swim attire, water shoes, and send a towel. Our staff will NOT assist with the changing of clothing and redressing prior to pick up. Should you not wish for your child to participate in this activity, please advise the Camp Director.

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.

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.



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

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 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

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

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 prior to the start of camp.