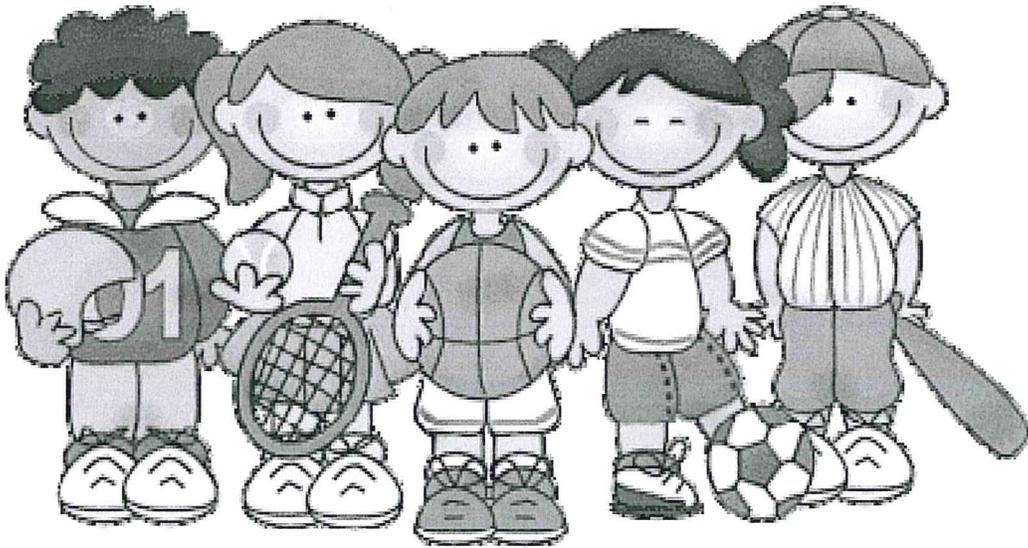


TOWNSHIP OF DERRY  
DEPARTMENT OF PARKS AND RECREATION

# SUMMER DAY CAMP



# PARENT'S HANDBOOK

Dear Parent:

Thank you for your interest and participation in Derry Township's Summer Day Camp Program. The Child Care Manager and staff welcome your child and family to our program.

Summer Day Camp is operated and administered by the Township of Derry Department of Parks & Recreation. Facilities for the program's operation are provided by the Derry Township School District.

This handbook has been provided to explain the philosophy and operating procedures of the Summer Day Camp program. If you have any questions or concerns regarding information that is or is not provided, please feel free to contact Paula Fastrich at 533-7138.

**\*\*Summer Day Camp Registration is available online\*\***

Registration will be on April 6<sup>th</sup> for Derry Township Residents, starting at 8:00 am. You can still register your child for Summer Day Camp at the Hershey Recreation Center. You can register your child online at our website, [www.derrytownship.org](http://www.derrytownship.org) under Parks and Recreation Department link. We strongly encourage online registration. To register online you will need to have a login ID and PIN #, which can be obtained from the website, by entering an email address that is on file at the Recreation Center, or calling the Hershey Recreation Center (533-7138). **If you plan on using online registration, you must mail (605 Cocoa Ave., Hershey, PA 17033) or fax (717-533-2154) the written application in by April 13<sup>th</sup> or one week after registration, other wise the spot will be cancelled.**

**PROGRAM PHILOSOPHY**

We believe that summer should be a fun, relaxing time for children. This is an opportunity for them to socialize with others their own age, and to learn new skills and information that are more appropriately covered in the summer months.

We further believe that children should have an opportunity to participate in-group games as well as work independently. At Summer Day Camp, we encourage children to make choices for themselves and to respect the decisions and needs of the other participants. We provide an opportunity for them to grow and learn in a safe, structured environment.

**PHONE NUMBERS**

Hershey Recreation Center at 717-533-7138  
Camp Cell Phone 717-884-3609

**POLICY ON HEALTH AND SAFETY**

**Physical Forms**

Each child enrolled in Summer Day Camp must have a yearly health appraisal. The child health forms must be submitted ***prior*** to starting camp.

**Recreation/Swimming**

All Summer Day Camp participants will be partaking in various outdoor activities, including daily swimming. It is required for all children to bring a swimsuit, towel, sunscreen and sneakers with them daily. **The parents/guardians are required to make other arrangements for their child, if the child is unable to participate during these activities.**

## **Health Insurance**

All participants in the program are required to have their own health and hospitalization insurance. This information is required in the enrollment application. Derry Township will not pay for medical expenses for any injury or illness incurred by participants of this program.

## **Emergency Treatment**

When a situation arises where medical care beyond first aid is required, the staff will call Emergency Medical Services for the child to be transported to the Hershey Medical Center's Emergency Department. Parents will be notified immediately, and a staff member will accompany the child until the parents or their designee assumes responsibility. In cases of severe illness or injury, the nearest available Emergency Medical Service will be contacted. Parents are required to give consent for emergency medical care in the enrollment application. Further consent will be required prior to admission to the hospital.

## **Illness**

Children exhibiting signs of illness (red or runny eyes, fever exceeding 100, vomiting, diarrhea, etc.) may not attend Summer Day Camp. If a child becomes ill while in our care, he/she will be isolated, and a parent or guardian will be notified and asked to pick the child up immediately. A charge of \$5.00 per 5 minutes will occur when the child is not pick-up within an hour.

## **Sunscreen Policy**

Every child is **REQUIRED** to bring sunscreen with them daily. The sunscreen needs to be labeled with the child's name (NOT SUNTAN LOTION). Staff will remind children to put it on and will assist any child requesting help. In addition, a WHITE t-shirt and water shoes may be worn in the pool.

## **Medication**

If your child requires medication during Summer Day Camp hours, please call the Child Care Manager at 533-7138 to discuss your specific needs and the criteria that must be met. The Summer Day Camp staff will only dispense medications that are needed for appropriate behavior modification (Ritalin, etc.) or for potential allergic reactions. Inhalers can be used on site, but the child should be able to use them with minimal assistance. All other medications are prohibited on site. Medications must be in a prescription bottle, and a prescription is needed.

## **Discipline**

Summer Day Camp has reasonable rules that we expect the children to follow. We promote an environment that is both physically and emotionally healthy for all participants. Discipline actions are limited to: verbal warning, individual counseling by supervisor, suspension from program, and termination from the program. Appropriate language and respect for authority is expected. Children engaging in unacceptable or disruptive behavior will be instructed to take a time-out. The child will be reminded of the rules and given suggestions for more appropriate behavior. If a child's behavior cannot be modified with the use of a time-out, or if the misbehavior is severe, an incident report will be completed and given to the child's parent.

Our procedure is as follows:

1. Verbal Notice
2. Written incident report
3. Written incident report and parent conversation with Child Care Manager.
4. Written incident report and suspension from the program.
5. Written incident report and termination from the program.

Most discipline issues are minor and are easily resolved by the staff. However, serious infractions may result in immediate suspension or termination from the program. Examples include but aren't limited to intentionally threatening/hurting others, leaving the group without authorization, stealing, causing significant damage to property, or drug/weapon possession. Our discipline actions are meant to provide opportunities for children to learn responsibility and concern for others.

### **Child Drop-Off and Pick-Up**

Due to the nature of our camp and the variety of activities offered, the children are generally not in their classrooms between 9:00 am to 5:00 pm. There will be postings as to where each grade is located during the day, however, if it is not convenient for you to go to these locations, please drop your child off prior to 9:00 am and pick them up after 5:00 pm.

### **Child Pick-Up**

The only persons other than parents who are permitted to pick up children from Camp are persons who are designated on the application form to do so. If another person must pick your child up on any occasion, permission must be given in writing prior to the time of pick-up, and proper identification is required. In addition, in cases of divorce when the court has ordered one parent limited custody, a copy of the court order must be in our files; otherwise we will be obligated to release the child to either parent.

### **Absences and Withdrawals**

Summer Day Camp staff must be informed of ANY changes, including vacation week, in your child's schedule. Please provide a written note if your child will be absent. If you intend to make a permanent change in your child's status, you must notify the Child Care Manager in writing. A two-week written notice is necessary to withdraw from the program, and tuition is due regardless of your child's participation those two weeks.

## **PROGRAM OPERATION**

### **Enrollment Policy**

Summer Day Camp is available to Derry Township residents as well as non-residents, ages four to eleven. Camp is limited to children entering Kindergarten through 6th Grade for the 2016-2017 school year.

Township residents **only** may register prior to April 13. Afterwards, we enroll on a first-come, first-serve basis, but preference is given to full-time enrollments.

Receipt of the completed application and registration fee does not guarantee a space in the program. Parents will be notified immediately if there is a problem with space, and registration fees will be refunded in these instances. The Township of Derry, in determination of eligibility of admission of any participant, does not discriminate on the basis of race, sex, religion, creed, color, or national origin.

### **Enrollment Application Packets**

The submission of a completed application and registration fee is a commitment to participation in the program for the remainder of the summer. If the completed application is not handed in one week after paying the registration fee, the child's spot will be cancelled.

### **Tuition Schedule**

	<u>Res</u>	<u>Non-Res</u>
Full-time Mon - Fri (4 – 5 days per week) ....	\$150/wk....	.....\$175/wk
Part-time Days 1-3 (same days each wk) ....	\$45/per day..	..\$50/per day

The Township reserves the right to adjust registration fees upon review of the program.

### **Tuition Payments**

Your weekly tuition fee, as it pertains to the tuition schedule, is due every Thursday evening, **prior to the week of service**. Your first tuition payment is due by Thursday, June 9th and can be made at Parents Night on Wednesday, June 1st, or at the Hershey Recreation Center during their normal business hours. Remaining payments made by check are accepted at Summer Day Camp in the identified payment box. Checks should be made payable to "Township of Derry". Any returned checks with insufficient funds will be charged a \$15.00 fee. The first occurrence will be waived.

Payments made by credit (VISA, MasterCard, Discover) or cash are only accepted at the Hershey Recreation Center during normal business hours or by phone 533-7138. Payments may also be made online.

Payment is due every week, even if your child does not attend. Full-time registrants will have one week of vacation to use at their discretion. The vacation week must be taken Monday through Friday of the same week when your child does not attend.

**The Child Care Manager must be made aware of the vacation week.**

### **EARLY PAY DISCOUNT**

Families that pay for the entire summer by June 9 will receive a 5% discount on the total summer costs. This option is for **full-time participants only**. **Refunds are NOT given if enrollment is discontinued.**

OR

Families that sign up for per 3 week time frames will receive a discount of 3%. Payment will be due the Thursday before the time frame starts. **The weeks of attendance must be marked on the SDC application to receive the discount.**

### **FAMILY DISCOUNTS**

Families with two or more children enrolled **full-time** will receive a ten percent (10%) discount on the second child, third child, etc. The discount is applied to the lower fee of the child enrolled, not the total of all tuition fees.

For example:

*First child = \$150.00 weekly tuition; second child = \$135.00 weekly tuition;  
\$150.00 x .10 = \$ -15.00 total discount. Total weekly tuition fee would equal \$285.00.*

### **Late Payments**

Weekly payments that are not made by Thursday evening **preceding the week of service** will have a \$5/day (including weekends) late fee added to the payment. Any regularly applied discounts will be void. Names will be posted at Summer Day Camp to remind parents of the outstanding balance. Delinquent accounts of more than three business days (Wednesday of the following week) will constitute grounds for removal from the program indefinitely.

**NOTE: ANY DELINQUENT ACCOUNTS FROM PREVIOUS YEARS MAY NOT SIGN UP FOR CAMP!**

**Note: Payments can be made at the Recreation Center in the evenings and on weekends during normal business hours or online.**