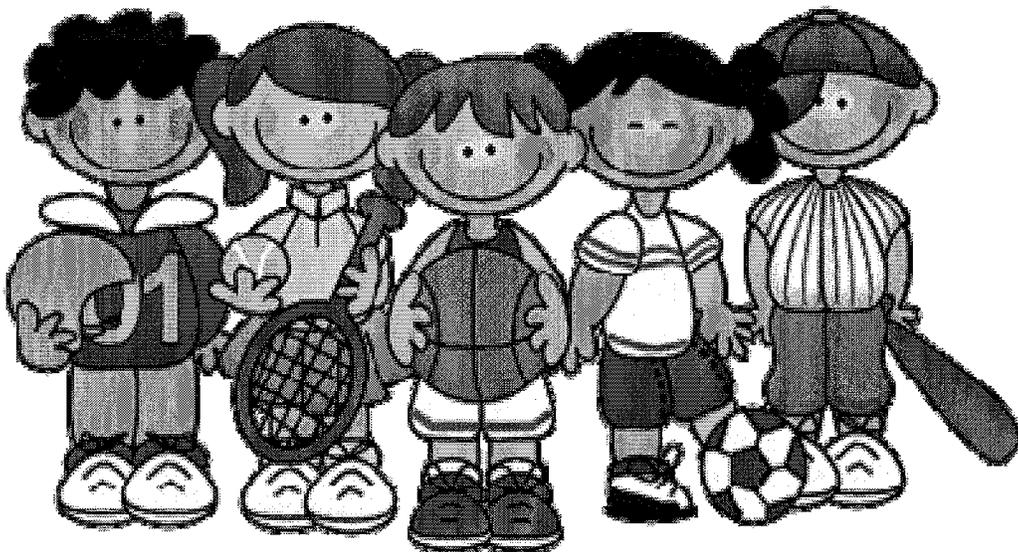


TOWNSHIP OF DERRY
DEPARTMENT OF PARKS AND RECREATION

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.

****Summer Day Camp Registration is online only****

Summer Day Camp will run from June 8th until August 7th. Camp will be closed On July 3rd. Due to the closing the Hershey Recreation Center, there will be no swimming this summer.

Parents Night is scheduled for May 21, 2020 at the Early Childhood Center's Cafeteria at 6:00 p.m. until 7:00 p.m. We strongly encourage you to attend, so you can receive your child's camp T-shirts, packet of camp information and have an opportunity to meet with some of the counselors, otherwise you will have to wait until the first day of camp to receive your child's T-shirts.

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

Camp Cell Phone 717-884-3609 – only available the first day of camp

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

All Summer Day Camp participants will be partaking in various outdoor activities. It is required for all children to bring a water bottle, 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.

Medication

If your child requires medication during Summer Day Camp hours, please email the Child Care Manager at pfastrich@derrytownship.org 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 or termination from the program at the discretion of the Child Care Manager.

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.

NOTE: Previously terminated children will not be permitted back into the program.

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. On field trip days, your child needs to be a camp before the bus leaves. If the bus leaves for the field trip, your child may not stay with another group.

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

The Child Care Manager 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. Vacation week credit will NOT be applied to your account unless the Child Care Manager is informed at pfastrich@derrytownship.org. 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 2020-2021 school year. Township residents **only** may register prior to April 1st. 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 a written enrollment application page and registration fee is a commitment to participation in the program for the remainder of the summer. An email will be sent confirming a spot in the summer day camp program by the child care manager. If the written enrollment application is not handed in one week after paying the registration fee, the child's spot will be cancelled. Must sign up and attend a minimum of three weeks.

Tuition Schedule

	<u>Res</u>	<u>Non-Res</u>
Full-time Mon - Fri (4 – 5 days per week) ...	\$170/wk	\$195/wk
Part-time Days 1-3 (same days each wk) ...	\$55/per day.....	\$75/per day

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

Tuition Payments

At the Township of Derry, we are constantly looking at ways to improve the service we provide you and your children. With this in mind, we are now moving to mandatory online tuition and fee payments. Tuition Express, part of our ProCare Software management system, allows us to process tuition and fee payments safely, quickly and efficiently. Once you have a ProCare account, you will be able to create your Tuition Express account at www.tuitionexpress.com.

EARLY PAY DISCOUNT

Families that pay for the entire summer during registration will receive a 5% discount on the total summer costs. **Refunds are NOT given if enrollment is discontinued.** Must be enrolled for seven or more weeks to receive the early pay 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.

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