



January 9, 2017

2017 Adventure Camp

Dear former Summer Camp participant and/or Adventure Camp participant:

Here is an overview of Adventure Camp for students completing **5th - 8th grade** (as of June 2017) and who are between the ages of 10 and 14.

Registration and Payment Policy

Participants will have the option of registering for any number of days Monday through Thursday. An individual can register for the day(s) and week(s) that you want to attend the camp. The cost for Hampden Township Residents will be \$27.00 per day and for Non-Residents of Hampden Township \$31.00 per day. A full summer discounted rate of \$845.00 for Residents and \$995.00 for Non-Residents (over a \$200 savings) will be given to those registering for the full summer. A one time registration fee of \$40 per child is due at the time of registration. Additional fees will be charged if a child participates on a day when a fieldtrip is scheduled. Tuesday is the regular fieldtrip day.

Enclosed are registration forms giving former Summer Camp/Adventure Camp participants priority registration until February 3, 2017. If interested in registering for this program, please complete the enclosed forms and submit a non-refundable deposit equal to \$5.00 for each day a child is registered in the program, or one third of the full summer discount. A one time registration fee of \$40 per child is due at the time of registration. An additional non-refundable payment of \$5.00 for each day a child is registered will be due April 3, 2017. The balance of the registration fee will be due no later than May 10, 2017, at which time all fees will be non-refundable.

Space permitting, and with at least a one week advanced notice, we will allow a participant to switch day(s), however a refund will not be given. New participants may register beginning February 8, 2017. Please submit all registration forms and payments to the Recreation Department. Registration will be limited to the first 50 participants per day. Space is limited.

Daily Activities

The participants will be going on an age-appropriate fieldtrip weekly and will have input on the daily schedule. This program will not be babysitting. Participants must display appropriate behavior while enrolled in the program. A tentative schedule of fieldtrips will be available by March 2017. A permission slip will be handed out to give details of the trip. If you are interested in being a volunteer chaperone on any of the field trips, please consult with the Adventure Camp Director. On the alternate days, they will have arts and crafts, science experiments, organized activities, pool use, cooking, or community related projects.

Lunch and Snacks

All children will be provided with two (2) light snacks - one in the morning and one in the afternoon. Due to extreme heat and outdoor activities, it is extremely important that your child has a nutritious lunch. We can refrigerate lunches that require refrigeration. Simply indicate with a big "R" on the bag if it should be refrigerated. Please mark your child's name on their lunch bag every day. Some field trips may require sending a lunch that does not need to be refrigerated.

Hours of Operation

The hours of operation will be Monday – Thursday from 6:30 a.m. until 6:00 p.m. Drop off times are between 6:30 a.m. and 9 a.m. Pick-up times are between 3:00 p.m. and 6:00 p.m. The location of the program will be at the Hampden Township Recreation Building (located on Hampden Park Drive across from the Sporting Hill Elementary School). Structured activities and field trips will be arranged between 9 a.m. - 3:00 p.m. Therefore it is imperative that your child arrive no later than 9 a.m. If your child will be late, for any reason, please give staff advance notice because activities scheduled may require the group to go off site. Lateness in picking up your child will result in late fines. Unfortunately, due to budgetary constraints, we are unable to absorb the costs of additional staff time and other expenses making it imperative that your child be picked up no later than 6:00 p.m. If you are unable to pick your child up, please arrange for someone to pick him/her up by 6:00 p.m. Please contact the director to let him/her know who is picking up your child. In the event your child is not picked up on time; please be advised of the following late policy.

6:01 p.m. - 6:15 p.m. - \$20.00

6:16 p.m. - 6:30 p.m. - \$40.00

6:31 p.m. - 6:45 p.m. - \$60.00

6:46 p.m. - 7:00 p.m. - \$80.00

Later than 7:00 p.m. - as determined by the Recreation Department

The clock at camp will determine the time. We reserve the right to transport your child to the police department in the event staff is unable to stay. A note will be posted on the camp door in this situation. In the event your child is picked up late more than 3 times, he/she will be dismissed from the program without any refunds.

Personal Items

Please label all clothing, lunch bags, or boxes, and backpacks with your child's name. Since we will be providing organized activities and games, we ask that children refrain from bringing personal items to the program unless the staff has made a request as part of a special event. Please provide your child with a comb or brush, sunscreen and an extra tee shirt to wear in the water if added protection from the sun is needed. Label these items with your child's name. **Cellular phones are permitted at Adventure Camp on Tuesdays only!** The staff will have cellular phones available in the case of an emergency. Parents will be given those numbers in the event they need to reach their child or staff.

Health and Emergency Policy

In case of a medical emergency or an accident, we shall contact the parents of the child or the alternate contact person listed on the child's emergency treatment form. If necessary, the parents of any child who becomes ill or injured during program hours will be notified by a staff member and asked to pick up their child. In situations that require treatment beyond first-aid, the parent will be notified and the child will be transported to the hospital emergency room (indicated on the emergency treatment form) by the staff, or in case of a severe emergency, the Township Emergency Medical Service Staff. If it is impossible to reach the parents, emergency contact person, or the situation demands immediate attention and no hospital preference is listed, the child may be taken to the nearest available hospital. In any case, a staff member will accompany the child and remain with the child until the parent or their designee assumes responsibility. All participants are required to have their own health and hospitalization insurance. The Township will not be responsible for payment of medical expenses, including transportation costs, for injuries or illnesses incurred by program participants. Parents are required to complete and sign the medical treatment form that has been included in the registration packet. In the event you encounter an emergency and need to contact the camp staff, or your child, we will have a cellular telephone. The number will be made available before camp or you may call the Hampden Township Recreation Department at 761-4951.

Pool Usage

Swimming pool use is of no charge to the children of the camp during camp hours. At times when your child is not registered for camp he/she will be required to pay the daily admission fee or purchase a membership to the

pool. The camp will be going to the Hampden Township Pool sporadically during the week depending on weather conditions, and the camp schedule. Always send a swimsuit, flip flops, a towel, swim shirt, sunscreen w/ SPF 15 or more, and a change of clothes with your child. All children are expected to go to the pool, as we need maximum supervision therefore staff cannot stay behind.

Illness

Most children will become ill from time to time. Refunds will not be given for absences due to illness. In case of long-term illness, special arrangements may be made with the Hampden Township Director of Recreation. If your child will not be attending camp due to illness, please call as soon as possible so we know not to expect him/her. Please do not increase the risk of other children becoming ill by sending your child to the program when he/she is ill. We will not allow a sick child to stay at camp and you will be called to pick up your child immediately. If your child should become ill during camp, we will notify you or your emergency contact person and we will expect the child to be taken home as soon as possible. We do not have the staff or the facilities to care for a sick child, so be prepared with an alternate caregiver if you cannot care for your sick child at home. We will dispense prescription medicine only. This medication must be in the original labeled container with the physician's approval and given to the Camp Director or his/her designee in their absence. Parents should put in writing any additional instructions with the Camp Director.

Symptoms

- If your child has any of the following symptoms, it is best to keep him/her home, or if the symptoms appear at the program, you will be notified.
- Fever of 100 degrees or higher, vomiting, diarrhea, rash, persistent cough or sore throat, inflamed eyes, or too ill to participate in outdoor activities.
- If your child should become ill from a contagious disease such as chicken pox, strep throat, lice, MRSA, etc., you must let the camp staff know immediately.

Discipline

It is very important to the staff that the children have fun while they are with the program, but we also expect the children to be respectful of our authority and cooperate with us in every way. The child's safety may be at risk due to his/her misbehavior or due to another child's misbehavior. We need the cooperation of the individual parents as well. The staff is depending on each child's parents to impress upon their child the necessity of appropriate behavior and cooperation with the staff. We endeavor to take a proactive approach to discipline. We hope to encourage the children to behave in ways which make them feel good about themselves and to help them get along with others. Discipline is not punishment.

Procedures for uncooperative children will follow a "ladder of discipline," according to the severity of behavior:

1. A simple request, stated without great concern, to stop or change the behavior.
2. Personal interaction with the child. Using eye contact and/or touch, staff firmly states what the child must do to stop or change the problem behavior, reminding him/her of consequences for failure.
3. Physically redirect the child away from the problem situation to another activity or area.
4. Time out away from the other children.
5. For inappropriate behavior, such as, harmful physical behavior, disrespectful behavior toward the staff or other inappropriate types of behavior, a written discipline report will be prepared by the staff and shared with the parent/guardian. **Please note that physical fighting will result in an automatic two-day suspension.
6. Following the written discipline report, if the camper continues to display inappropriate behavior a conference between the child's parent/guardian and the Camp Director will be mandatory.
7. The next step is a two day suspension from the Adventure Camp program.
8. Finally, the child will be expelled from the camp program.

Depending upon the severity of the situation, the child may be suspended or expelled from the camp program immediately. It will then be up to the parent to make alternative arrangements for care. No refund will be offered and the child will not be permitted to participate in the program in the years to come.

Staff will review guidelines and encourage the child to think about what he/she did, what his/her action meant and how to avoid difficult uncooperative behavior in the future. Appropriate consequences for problem behavior will be given at this time. Examples: a child who has "made fun" of another child, will write a sincere note of apology to that child. A child who has purposely made a mess of an activity area will be asked to clean it up.

Parent involvement with discipline is imperative; staff will communicate disciplinary acts with the parent(s). The majority of such communications hopefully will be only to keep parents informed of typical difficulties most children experience from time to time in a group setting. In the event that a child experiences unusual or repetitive behavioral difficulties, the parent will receive a discipline report highlighting the behaviors observed and the procedures used thus far to correct the situation. We encourage parents to communicate at this time with both staff and child so that the problem can be resolved. Should a difficult behavior continue beyond this measure, the child's registration in this program may be terminated.

Additional Information – VERY IMPORTANT

Call-Out / Waitlist Policy – please call the office to report an absence as soon as it is known. When possible, this allows another child on the waitlist to have the option to attend camp.

Please note: If your child is on the waitlist, please contact the office with any questions. **DO NOT** ask the camp staff about openings/availability as they do not have access to the registration software on the computer.

If you have any additional questions or comments, please feel free to contact our office at 761-4951.

Cordially,

Shannon S. Minnich
Recreation Program Coordinator

Hampden Township Recreation Department Adventure Camp Program

AGREEMENT

Child's Name _____ Grade Completed as of June 2017 _____

Name of School Child Attends _____

1. Payments will be made for each participant in accordance with the details mentioned in the "Registration and Payment Policy" included in the registration packet. All checks for payment of fees shall be made payable to "Hampden Township Recreation Department." Failure to comply with the fee payment policy will result in loss of space.

2. A one time registration fee of \$40 per child is due at the time of registration.

3. Program hours are Monday – Thursday 6:30 a.m. to 6:00 p.m. Children may not be dropped off before 6:30 a.m. and must be picked up no later than 6:00 p.m.

4. Transportation to and from the Adventure Camp will be provided by the parent or other designated person.

5. All participants must provide their own medical insurance.

6. No refunds will be issued for any reason. Space permitting, and with at least a one week advanced notice, participants may switch days.

7. Your child will only be released to the following person(s):

1. Name _____ Phone: _____

2. Name _____ Phone: _____

3. Name _____ Phone: _____

4. Name _____ Phone: _____

8. My child will attend Adventure Camp on the registered days from _____ a.m. to _____ p.m.

I have read the enclosed packet of information provided regarding the Adventure Camp and agree to abide by the rules and the above fee structure for services rendered for the Adventure Camp Program.

Signature of Parent/Guardian - Date

Signature of Parent/Guardian - Date

Hampden Township Recreation Department

Emergency Treatment Form

As a parent, you know that accidents do happen most often when you least expect them. For this reason we are requesting that this form be completed for each child that is registered for the program. Staff will be certified by the American Heart Association in Standard First Aid/CPR. Additionally, all Lifeguards are certified in American Red Cross Life Guarding. The information included on this form is very important to our staff should an emergency arise. This form will be copied and sent along on any field trip that your child attends. This form will also be made available to emergency personnel and/or accompany your child to the physician or hospital should your child need immediate emergency care. In all cases we will make every effort to reach you if an emergency should arise. Treatment will not be given without your permission unless it is an emergency.

Child's Name _____

Age _____ Birth date _____ Grade Completed (As of June 2017) _____

Address _____

Father's Name (or Legal Guardian) _____

Address (If Different from child) _____

Email Address _____

Occupation and Employer's Address _____

Work # _____ Home # _____ Cell # _____

Mother's Name (or Legal Guardian) _____

Address (If Different from child) _____

Email Address _____

Occupation and Employer's Address _____

Work # _____ Home # _____ Cell # _____

Person to be contacted in emergency if parent cannot be reached:

Name _____ Relationship _____

Address _____ Telephone _____

List any special medical or dietary information _____

Please list any allergies _____

Please list any chronic problems _____

Does your child require any accommodation to participate in the Adventure Camp Program? If yes, please explain in detail. _____

Immunization History _____

Date of last Tetanus shot _____

Hospitalization history (when, why) _____

Medications child is presently taking _____

Family doctor or pediatrician _____ Telephone Number _____

Please list preference for the following should services or advice be required:

Ophthalmologist _____ Telephone Number _____

Orthopedic Surgeon _____ Telephone Number _____

General Surgeon _____ Telephone Number _____

Hospital _____ Telephone Number _____

Other _____ Telephone Number _____

I (We) verify that the information provided on this form is complete and accurate. I (We) also give my (our) consent for my (our) child to receive emergency medical care and/or be transported by our staff or EMS personnel in an emergency.

Signature of Parent/Guardian - Date

Signature of Parent/Guardian - Date

2017 Adventure Camp Registration Form

Name of Participant _____

Address _____

Home Phone _____ Grade Completed (as of June 2017) _____

Name of School Child Attends _____

Parent(s) Name _____

Mother's Daytime Phone _____ Father's Daytime Phone _____

Please circle the week or day(s) which the child is to be enrolled in the Adventure Camp Program

All week	Monday	Tuesday	Wednesday	Thursday
All	6/5	6/6	6/7	6/8
All	6/12	6/13	6/14	6/15
All	6/19	6/20	6/21	6/22
All	6/26	6/27	6/28	6/29
All	7/3	Happy 4 th of July No Camp!	7/5	7/6
All	7/10	7/11	7/12	7/13
All	7/17	7/18	7/19	7/20
All	7/24	7/25	7/26	7/27
All	7/31	8/1	8/2	8/3
All	8/7	8/8	8/9	8/10

\$27.00 per day for Hampden Township Residents and \$31.00 per day for Non-Residents

A full summer discounted rate of \$845.00 for Residents and \$995.00 for Non-Residents (over a \$200 savings) will be given to those registering for the full summer.

\$5.00 per day or one third of full summer discount is due at time of registration and is non-refundable.

An additional \$5.00 per day is due by April 3, 2017 and is non-refundable.

The balance is due by May 10, 2017, and all fees will be non-refundable.

Payment is due in full for registration after May 10, 2017, and all fees will be non-refundable.

A one time registration fee of \$40 per participant is due at the time of registration.

I have read the attached packet of information provided regarding the Adventure Camp and agree to abide by the rules and the above fee structure for services rendered for the Adventure Camp Program.

Signature of Parent/Guardian - Date

Signature of Parent/Guardian - Date