



Parks & Recreation

2017 Summer Camp

Memo

TO: 2016 Summer Camp Participants
FROM: Hampden Township Parks & Recreation Department
RE: 2017 Summer Camp
DATE: January 9, 2017

The Hampden Township Recreation Department has established the registration dates for the 2017 Summer Camp program. Last year's participants and their siblings will be given priority registration until February 3, 2017. If we do not receive your 2017 registration materials and payment by 4:30 p.m. on February 3, we will assume you are no longer interested in the summer camp program. We will be using Sporting Hill Elementary School as the site for the 2017 summer camp program. Please read the attached packet for full details of the program.

NEW PARTICIPANTS WILL BE ACCEPTED ON A LOTTERY BASIS IN ORDER TO PREVENT LONG REGISTRATION LINES. New participants may begin to submit their registration form(s) and deposit(s) on February 8, 2017 at 7:30 a.m. Applications and deposits will be accepted until February 22, 2017 at 2:00 p.m. Applications **MUST** be submitted in person during office hours. Participants may stop by the office anytime during the two-week period to drop off their applications and deposits. Applications and deposits will not be accepted before February 8 at 7:30 a.m. and no application will be accepted after February 22, 2017 at 2:00 p.m. **MAIL-IN AND AFTER-HOURS REGISTRATIONS WILL NOT BE ACCEPTED.**

Since selection for the program will be made on a lottery basis, it is not necessary to wait in long lines or be the first one to submit your application. Applications will be assigned a number in the order in which they are received by the Recreation Department. If your application is assigned the number one, that does not mean that your child will automatically be selected for Summer Camp. Families with multiple children will be assigned the same number, so that if the number is selected in the lottery all of the family's children will be in the camp program.

The Recreation Department staff will conduct a lottery drawing on Wednesday, February 22, 2017, at 3:30 p.m. in the Hampden Township Recreation Building. As numbers are drawn randomly from a bin, the child/children with the corresponding number will be registered for the program. This will continue until all available spots are filled. After that, children will be assigned a spot on the waitlist in the sequence their number is drawn. Parents are welcome to attend the lottery to be held in the Preschool Room in the Hampden Township Recreation Building, but attendance is **NOT** mandatory.

In order for returning participants to register for the program, the Recreation Department must have the following enclosed items completed and returned by February 3, 2017:

- Summer Camp Agreement Form (page 9)*
- Summer Camp Registration / Emergency Treatment Form (page 11 & 12)*
- Registration Fee of \$215.00 per child*

The start date for Summer Camp cannot be confirmed at this time, but it will be shortly after the end of the school year. An official start date will be announced in the confirmation packet which will be sent out in April. Please note that Summer Camp will have to close prior to the start of school as requested by the Cumberland Valley School District. At this time, the 2017/2018 CVSD calendar has not been established, so a definite end date for camp cannot be determined. Please note: The registration/security fee includes the last week's tuition (\$130.00), and an \$85.00 non-refundable registration fee. If you have any questions regarding Summer Camp, feel free to contact the Recreation Department at 761-4951.

Hampden Township Recreation Department

Summer Camp Information

The Hampden Township Parks and Recreation Department would like to take this opportunity to thank you for your interest in our Summer Camp Program. The program will operate Monday through Friday from 6:30 a.m. - 6:00 p.m. The 2017 Summer Camp will be based at Sporting Hill Elementary School located on Hampden Park Drive near the Hampden Township Pool. Program calendars will be issued to parents on a regular basis to include a list of daily activities, information on special events, field trips, and other important information. Parents are welcome to drop in any time during the hours that the program is in operation. Parents who wish to join their children for lunch or take their child out for lunch or other appointments should notify the Summer Camp Director in advance. Parents are encouraged to participate in program activities. Any parent wishing to accompany their child on a field trip or volunteer to offer instruction in their area of expertise should contact the Summer Camp Director. Children will be placed in groups, according to grade just completed, for ease of providing age-appropriate activities. Some activities will be conducted for the entire camp with all counselors assisting.

Weather permitting, most of the activities will be held outdoors. Parents are asked to dress their children appropriately. For safety purposes, sneakers are the only acceptable footwear. Footwear such as sandals, flip-flops, or jelly shoes will only be permitted at the pool. All children should have a change of clothing in case one is needed. Children will be attending the pool on average three times a week and will need swim suits, sunscreen and towels. All articles of clothing should be clearly marked with the child's name.

Parents will be required to sign children in and out on a daily basis. Children will only be released to those persons designated by the parent on the Agreement. If it is necessary for someone else to pick up your child, advance permission must be given by the parent in writing. In an emergency situation, a parent may call to designate an alternate person. Counselors will ask for identification from anyone who is escorting a child home from the program or to lunch. This policy has been created for your protection. Please be patient and understand that you, as the parent, will be asked to show I.D. until the staff associates you with your child. Please instruct those who may be escorting your children home of these procedures to avoid any inconvenience.

Registration

Priority shall be given to last year's participants until February 3, 2017. NEW PARTICIPANTS WILL BE ACCEPTED ON A LOTTERY BASIS IN ORDER TO PREVENT LONG REGISTRATION LINES. New participants may begin to submit their registration form(s) and deposit(s) on February 8, 2017 at 7:30 a.m. Applications and deposits will be accepted until February 22, 2017 at 2:00 p.m. Participants may stop by the office anytime during the two-week period to drop off their applications. Applications MUST be submitted in person. Applications and deposits will not be accepted before February 8 at 7:30 a.m. MAIL-IN AND AFTER HOURS REGISTRATION WILL NOT BE ACCEPTED.

Since selection for the program will be made on a lottery basis, it is not necessary to wait in long lines or be the first one to submit your application. Applications will be assigned a number in the order in which they are received by the Recreation Department. If your application is assigned the number one; your child will not automatically be selected for Summer Camp. Families with multiple children will be assigned the same number, so that if the number is selected in the lottery all of the family's children will be in the camp program.

A lottery drawing will be conducted by the Recreation Department staff on Wednesday, February 22, 2017, at 3:30 p.m. at the Hampden Township Recreation Building. Parents are welcome to attend, but attendance is not mandatory. As numbers are drawn, randomly from a bin, the child with the corresponding number will be registered for the program. This will continue until all available spots are filled. After that, children will be assigned a spot on the waitlist in the sequence their number is drawn.

To register, parents are required to return to the Recreation Department: a completed Agreement form, Registration/Emergency treatment form along with the appropriate registration fee on the appropriate dates. Telephone, mail in and after hours registration will not be accepted. A onetime annual fee of \$215.00 per child

is due upon registration. Please note: the registration/security fee includes one full week tuition (\$130) for the **LAST** week of camp and an \$85 non-refundable registration fee. Anyone who cancels his or her registration before April 7, 2017 will be refunded the \$130.00 security deposit. The \$85.00 registration fee is non-refundable and shall be forfeited. Any participant who withdraws from the program after April 7, 2017 will forfeit all registration fees. Any participant who withdraws after camp begins is financially responsible through the completion of the 10 week program. All checks for payment of fees shall be made payable to "Hampden Township Recreation Department." There will be a \$35.00 charge, plus bank fees, for all checks returned for insufficient funds.

Weekly Tuition Payments

A fee of \$130.00 per week shall be paid by all participants. Payments made at camp for tuition must be made by CHECK and placed in the locked tuition box at camp. Payment accepted using credit card online, at the Recreation Office or via phone by calling 761-4951. All fees are due no later than Friday for the following week of service. If payment is not received by close of camp on Friday for the following week of service, you will be charged a late fee of \$10.00. This policy is in effect even if the child is not at camp due to illness or vacation. If you are unable to attend on Friday, even for vacation or illness, then payment is due on the last day of attendance. Deductions for days off for illness or holidays are not permitted. A fee of \$35.00 per child will be charged for a full vacation week (Monday through Friday). Each child is permitted one vacation week. All checks for payment of fees shall be made payable to "Hampden Township Recreation Department."

CREDIT CARD PAYMENT – Online payment for summer camp tuition will be accepted by logging onto Hampden Township’s website at <http://rec.hampdentownship.us> By placing a credit on your account each week, your tuition will be automatically paid online. If you elect to pay online, your tuition payment must be made by Friday for the following week’s tuition. Once you are logged on to the website you will need to reference your login and password to pay your weekly tuition. If you do not know your login and password, please contact the Recreation Department at parksdept@hampdentownship.us or by phone at 761-4951.

ALL PAYMENTS

- Please note that any amount can be paid as long as the minimum \$130.00 per child per week requirement is met.
- If a receipt is required please indicate in the memo of your check, or tell the office staff at the time of payment, so a receipt can be generated immediately.

Age Requirements

Summer camp is open to elementary aged children who have completed kindergarten through fifth grade and are between the ages of six and eleven (as of June 2017).

Hours of Operation

The summer camp hours of operation will be from 6:30 a.m. until 6:00 p.m. Drop off times are between 6:30 a.m. and 9:00 a.m. Pick-up times are between 3:00 p.m. and 6:00 p.m. 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 9am. 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 incurred when your child is picked up late, 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 summer camp 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 - as determined by the Recreation Department.

Time will be determined by the clock at summer camp. 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 summer camp door in this situation. In the event your child is picked up late more than 3 times, he/she may be dismissed from the summer camp program.

Payment Policy

A fee of \$130.00 per week shall be paid by all participants. All fees are due by Friday for the following week of service. If you are unable to attend on Friday, even for vacation or illness, then payment is due on the last day of attendance. If payment is not received by Friday for the following week of service, a \$10.00 late fee will be charged to your account. Refunds for weekly tuition or registration fees will not be given. This includes amounts prepaid for a participant that is absent due to illness. All payments should only be given to the Summer Camp Director/Assistant Camp Director unless arrangements have been made prior to the payment date. Payments for tuition must be made by check. Payments can be made using credit card online, at the Recreation office or via phone at 761-4951 only.

Anyone who cancels their registration prior to April 7, 2017 will be refunded the \$130.00 security deposit. The \$85.00 registration fee is non-refundable and shall be forfeited. Anyone canceling registration after April 7, 2017 and before the start of the summer camp program will forfeit all registration fees. Any participant who withdraws after the program begins is financially responsible through the completion of the full ten week program. Those individuals who complete the summer camp program will have the security deposit applied to the last week of summer camp tuition.

Vacation Policy

A two-week written notice must be given for vacation. A fee of \$35.00 per child will be charged for a full vacation week. Each child is permitted one full vacation week. Vacation must be a full week to be held Monday through Friday only. Vacation tuition must be pre-paid by the last day your child is in camp prior to vacation. Additional weeks of vacation will be charged at the regular tuition rate. We will not pro-rate the fee for vacation.

Personal Items

Please label all clothing, lunch bags, or boxes, backpacks, etc. 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 a request has been made by the staff 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. Staff will assist children in applying sunscreen at the pool as well as activities that involve being in the sun when not at the pool. Label these items with your child's name.

Health and Emergency Policy

In the event of a medical emergency or an accident, we shall contact the parents of the child. 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 Summer Camp Staff, or in case of severe emergency, 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 Summer Camp Staff, or your child, we will have a cellular phone. The number will be made available prior to camp or you may call the Hampden Township Recreation Department at 761-4951.

Illness

Most children will become ill from time to time. Refunds will not be given for absences due to illness. If your child will not be attending camp due to illness, we would appreciate a call 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 at work to come pick up your child immediately. If your child should become ill during camp, we will notify you or your emergency 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 physician's approval. Parents should put in writing any additional instructions for the Summer Camp Directors.

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, lice, 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., let staff know.

Pool Usage

Swimming pool use is of no charge to the children of the summer camp during camp hours. At times when your child is not at summer camp they will be required to pay the daily admission fee or purchase a membership to the pool. The summer camp will be going to the Hampden Township pool on average 3-4 times a week depending on weather conditions. A schedule has been made which allows for plenty of swimming and gives everyone time out of the sun. Starting the first week of camp, the entire camp will go to the pool around 12:15 p.m. on Mondays, Tuesdays, Wednesdays (optional) and Fridays. A group will leave the pool at 2:00 p.m. and another at 3:00 p.m. Games will be available for those not wishing to swim. On Thursdays summer camp may go to the pool. Some Wednesdays, as scheduled, camp will roller skate in the morning and have scheduled activities in the afternoon. Thursdays will be field trip day. Always send a swimsuit, flip flops, a towel, a 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 on those days since maximum supervision is needed and staff cannot remain at camp. Please remember that it is important that all campers have sunscreen in their cubbies.

Field Trips

Field trips will be scheduled each week of the summer. A fee will be charged for these special events. A permission slip with all the details will be sent home for each event. Children must have a signed permission slip along with any fee, in cash, by the announced due date in order to participate in the field trip. Field trips are a scheduled all-camp activity in which all staff persons are needed to attend for maximum supervision. We require that all children attend field trips if participating in camp on a field trip day. Your child will not be permitted to come to camp if he/she is not going on a field trip. No prorated fees or refunds will be offered if the child does not come to camp. Your child must attend the field trip with his/her appropriate grade. Children are not permitted to go on a field trip which is not designated for his/her grade.

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 and grade on their lunch bag every day. Some field trips may require sending a lunch that does not need to be refrigerated.

Discipline

The Summer Camp program is a service provided to the children and the families of the children who attend. 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 children'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.

Discipline 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.
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 Summer Camp program.
8. Finally, the child will be expelled from the Summer Camp program.

Staff will review guidelines and encourage the child to think about what he/she did, what his/her action meant and 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: 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 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.

Depending upon the severity of the situation, the child may be suspended or expelled from the summer 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 camp in the years to come.

Outside Activities

Your child may participate in any outside activities not sponsored by the Hampden Township Summer Camp. However, the parent will be responsible for all transportation to and from the activity and will be responsible for the child in the event this conflicts with summer camp activities. For example, if summer camp is going on a field trip and will not be returning until 3:00 p.m. and your child's sports camp is over at 12:30 p.m., you would be responsible for your child until summer camp returns.

Birthdays

If your child's birthday is in the summer and you wish to bring in a cake, cupcakes, cookies, etc. for the children at camp, please notify the Camp Director for a total number so that we can plan for the party.

Optional Programs

For those children who are interested, counselors will escort them to various Township programs held at Hampden Park. Contact the Recreation Department to register, space is limited and additional fees apply. Children may register for programs outside of camp, but they may not always fit into the Summer Camp schedule. The camp counselors will make every effort to escort the children to the classes, but participants may miss out on field trips, lunch at camp or other activities. The parent will be responsible for the child in the event this conflicts with summer camp activities. More information regarding such programs will be provided in confirmation materials to be sent out in April.

Hampden Aquatic Club

If your child is interested in swimming for the Hampden Aquatic Club, we will provide a chaperone to walk him/her to and from practices. However, the parent will be responsible for the child in the event this conflicts with summer camp activities. For example, if summer camp is going on a field trip and will be leaving at 10:00 a.m. and swim practice does not end until 11:00 a.m. you would have to decide to skip practice or be responsible for your child until summer camp returns. Refer to the Hampden Newsletter for Aquatic Club Registration Information.

Hampden Township Recreation Department Summer Camp Program

AGREEMENT

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

1. A fee of \$130.00 per week shall be paid by all participants. Payments for tuition must be made by check. All fees are due no later than Friday for the following week of service. If payment is not received by close of camp Friday for the following week of service, you will be charged a late fee of \$10.00. This policy is in effect even if the child is not at camp due to illness or vacation. If you are unable to attend on Friday, then payment is due on the last day of attendance. Deductions for days off for illness or holidays are not permitted. A fee of \$35.00 per child will be charged for a full vacation week Monday through Friday. Each child is permitted one vacation week. 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. PLEASE NOTE: credit card payments can be made at the Recreation office, online or via phone (761-4951)
2. Program hours are 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.
3. Transportation to and from the Summer Camp will be provided by the parent or other designated person.
4. All participants must provide their own medical insurance.
5. Your child will only be released to the following person(s):

1. Name _____ Phone: _____

2. Name _____ Phone: _____

3. Name _____ Phone: _____

4. Name _____ Phone: _____

6. My child will attend Summer Camp on a daily basis from _____ a.m. to _____ p.m.

7. **My child's T-shirt size is (Circle One) - YS - YM - YL - AS - AM - AL - AXL .**

Each child will be issued one camp shirt. If alternate sizes are later requested, additional fees will be incurred. Please be aware that the T-shirt sizes usually run small.

I have read the enclosed packet of information provided regarding the Summer Camp and agree to abide by the rules and the above fee structure for services rendered for the ten week 2017 Summer Camp Program.

Signature of Parent/Guardian - Date

Signature of Parent/Guardian - Date

Hampden Township Recreation Department Registration / 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 all field trips 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 _____

Contact Numbers: Work _____ Home _____ Cell _____

Mother's Name (or Legal Guardian) _____

Address (If different from child) _____

Email Address _____

Occupation and Employer's Address _____

Contact Numbers: 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 Summer 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 Hampden Township Recreation staff or EMS personnel in an emergency.

Signature of Parent/Guardian - Date

Signature of Parent/Guardian - Date

