



Day Camp: A Guide for Parents

S U M M E R 2 0 2 0

IMPORTANT INFORMATION:

East Pennsboro Township Recreation Department

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Adams-Ricci Park

100 East Penn Drive
Enola, PA 17025
Northeast Pavilion

WEEKLY THEMES:

- Let's Play Ball!* 1
- Birthday Party* 2
- Happy Holidays* 3
- Magical World of Disney* 4
- Superheros & Villains* 5
- Wild Wild West* 6
- Olympic Games* 7
- Artsy Smartsy* 8
- Day Camp Spirit* 9

Program Overview

East Pennsboro Township Recreation Department provides a 9 week Summer Day Camp program that is offered to children who have completed Kindergarten through 8th Grade.

Children can sign up, per week, to participate in various field trips, themed activities, creek play and outdoor recreation while under the supervision of a staff consisting of high school to adult-aged staff. Counselors are required to obtain Federal, PA and Child Abuse Clearances. A staff to child ratio of 1:10 will be met from 9am and 3pm.

Drop-Off & Pick-Up

Campers must be signed in at drop-off and signed out at pick-up. We will only release children to those adults who are listed on their registration. Contact the Recreation Department to add any additional names and phone numbers.

Daily Routine

8:00 - 9am: Campers arrive at Adams-Ricci Park, Northeast Pavilion to prepare for the day. Earlier drop-off time of 7:45am can be requested.

9:15 - 3pm: Participate in daily activities or board buses to depart for field trip. Refer to the weekly schedule for specific details.

3:15 - 5pm: CLEAN UP! Campers return to the Northeast Pavilion at Adams-Ricci Park for parent pick-up. All children must be picked up by 5:00pm. Please advise staff whenever someone other than the listed guardians will be signing your child out for the day. In the event of bad weather, an email will be sent in order to notify of

the alternate pick-up site at the Township Building.

Tuition and Weekly Fees

A one-time, non-refundable Registration Fee of **\$20** is required for every child. Weekly Tuition Fees cannot be pro-rated for days your child does not attend. These fees include all field trip costs and one camp T-shirt.

Residents: \$150.00/week
Non-Residents: \$170.00/week

Cancellation Policy

A \$30 Cancellation Fee will be assessed for each registered week canceled before June 15, 2020. After camp begins, only 50% of the Tuition Fee will be refunded.

Other Fees

Field Trip locations that provide a concession stand and/or arcade will be noted on the weekly schedule. Parents may send additional money in a labeled wallet or baggie to hand to counselors at drop-off.



How to Register

Registration Opens
MAY 5, 2020 at 6:00am

Payment Plan Option:

The Registration Fee of **\$20** and the first week's Tuition are due at the time of registration. Half of each additional tuition will reserve your child's spot for that week. **Final tuition balances are due by June 15th.**

Paper Registration Form

- ◆ Available online to download and print. Paper copies can be picked up at the Township Building
- ◆ Complete one form per child
- ◆ Submit form along with payment to the Recreation Department, room 102
- ◆ Cash or checks made payable to 'East Pennsboro Township'

Online Registration

- ◆ Visit www.eastpennsboro.net
- ◆ Under the 'Parks and Rec' tab, click 'Programs & Registration'
- ◆ Use the Active Network program to register. Tips are available on EP Township's website, or call 717-732-0711, opt. 3
- ◆ Online processing fees will be assessed

Calendar and Weekly Schedules

The Day Camp Calendar is available for children and their parents to choose which weeks of camp they wish to sign up for. There is another half-day Playground Calendar, so make sure that you are referring to the correct schedule when registering for Day Camp.

The detailed weekly schedules will be available by the Friday before each week. Please take note of the suggestions for what to wear and bring, especially on field trip days.

Times are not 100% accurate but serve as guidelines for our

programming. Any late pick-ups will be highlighted.

Field trips and activities listed are subject to change due to unpredictable Summer weather and unforeseen circumstances. Attempts will be made to reschedule trips in the same week if possible. Notifications will be sent via E-mail when any major changes occur. All trip admission and transportation fees are included in the tuition price. No refunds for canceled trips.

Children signed up for Week 2 who have a Hersheypark season

pass will receive a \$25 discount on the day of the field trip . We will need additional chaperones (who have their volunteer clearances) for this trip. If interested, contact Caroline or Skylar after registering your child.

Let us know! We understand when unexpected things happen. Please contact the Recreation Department ahead of time when you know your child will not be coming to camp for any reason. Use the Remind App or E-mail to communicate last minute tardiness, illness or appointments.

Where's My Kid?

When the weather cooperates and the schedule is running normally, your children will be dropped off and picked up at the same location everyday:

**Adams - Ricci Park
Northeast Pavilion.**

The only other location for regular drop-off and pick-up is the **Township Building Community Room** (98 S Enola Drive, Enola - Turn onto East Highland Ave into the parking lot). We will utilize this space in the event of heavy downpours or severe heat. The Community Room is located on

the ground level. Please use the outside entrance to the right of the library and next to the Police Station. Take the elevator to the Ground floor if needed.

When the weather is miserable during the day (between 9 - 3pm), the camp may be transported by bus to one of East Pennsboro school's gymnasiums (High: 425 W Shady Lane, Middle: 529 N Enola Drive, Elementary: 840 Panther Parkway in Enola) or the Annex Building in West Fairview (440 Chestnut Street) for indoor play.

We could also squeeze in an extra mini field trip (Olympic Skate, Trindle Bowl, or Colonial Park Cinema), if the budget allows. As soon as we figure out where we are going, you will be notified of the new game plan, location and approximate time frames.

Pick-up (between 3:30 - 5pm) location will only ever be at the park or Township Building.

In case of emergency, call/text Caroline or Skylar and we will find your child for you!



Remind App

Even if you aren't the most tech savvy, downloading the Remind App is the easiest way of staying in contact with the Day Camp. It serves as a direct communication tool between parents and the counselors at all times during the day.

We will use Remind to send up-to-date 'We're stuck in traffic and running late for pick-up' notifications as well as 'Don't forget your orange shirt'

reminders the night before.

Make sure to sign up for each week that your child attends to receive the daily Reminders.

Every week has a different code! Look for the Remind code on the weekly schedules as well as the white board when signing out for the day.

Our lead counselors have administrative control of the app which has a messaging



component to respond to individuals, similar to texting. Use Remind to communicate to staff about appointments, leaving early for vacation, when you're running late, etc.

Example:

Enter this number
81010

Text this message
@dcweek

What to Bring to Camp

Packed Lunch

Please pack your child a lunch every day (except Fridays if participating in that week's lunch choice). School lunch boxes/bags or 'brown paper bags' work best. Don't forget to pack EXTRA SNACKS. Kids are able to eat snacks from their lunch box whenever they are hungry; especially before lunch (11:30am) and at the end of a long day.

Water Bottle

Send a reusable WATER BOTTLE with your child's name on it EVERYDAY! Even if there's another drink for lunch, kids play hard and need to stay hydrated. Make sure that you go home with your bottle everyday too! Always check the Lost & Found at Drop-Off and Pick-Up to reclaim missing items.

Proper Footwear

OLD SHOES, preferably sneakers! Shoes must also be worn at all times, even in the creek. Pack extra, even older sneakers, Crocs or water shoes in a plastic bag.

Camp Shirt

Each camper receives one T-Shirt with their registration. These camp shirts need to be worn everyday (unless otherwise noted - i.e. Swimming, Ice Skating). Past years' camp shirts, however worn, stained and snug are acceptable as well.

Extra Clothes

Do not send your child to camp in anything new or white. It will get dirty. Weather permitting, we like to take the kids to the creek to explore, swim and find critters. If your child is

the adventurous type (or prone to getting wet and muddy), send a change of clothes, bathing suit and/or towel in a plastic bag in their book bag. Send warm clothes, gloves, hats, etc. for Ice Skating. (Check the Lost & Found!)

Other Suggestions

Everything that you send with your child should be **LABELED** with their name. Items such as sunscreen, bug spray, goggles, a favorite ball or deck of cards, action figurines, etc. should be labeled and only brought to camp if absolutely necessary. Keep all belongings in a labeled book bag. Parents, please check book bags for new, valuable items that should not be sent to camp. EPT is not responsible for lost or damaged items.

**LABEL
EVERYTHING
YOUR CHILD
BRINGS TO
CAMP!!**

What NOT to Bring to Camp

Electronics

Please attempt to keep all valuables such as cell phones, video games and other electronic devices at home. *However*, they may be sent with a responsible camper, kept in a book bag and used **only during designated times** (bus rides, beginning and end of the day). Staff will have cell phones and registration forms with phone numbers if the campers or staff need to call home.

Money

Most field trips have snack bars and arcades that are not included in the weekly tuition. IF you choose to send spending money with your child (when noted on the weekly schedule) please put it in a labeled wallet or plastic baggie and leave it with the counselors at sign-in. To avoid theft issues, do not leave money with your children to leave lying around or in an unattended book bag.

Personal Items

Check your child's book bag so you know what they are bringing to camp! If he or she is not willing to share something, leave it at home. Pocket knives, metal bats, toy guns, and anything that could be used or misconstrued as a weapon will be confiscated until a parent arrives and asked to not return.

Daily Routine

- ◆ Our daily schedule begins shortly after drop-off around 9:15am. While waiting for everyone to arrive, campers may play games, catch up with friends, or just 'wake-up' under or around the pavilion.
- ◆ Suggested morning activities and field trip departure times will be listed on the weekly schedules.
- ◆ We eat lunch around 11:30am as an entire camp. Regardless of whether or not kids are hungry, they will be asked to sit, relax and rehydrate at least. Before getting up to play, children need to throw trash away, save uneaten food, and put lunch boxes away.
- ◆ Sports, crafts, board games, playground, cards, nature walks, creek play, organized and unorganized play will all be supervised by Day Camp staff.
- ◆ Each counselor will be responsible for the whereabouts and well-being of a group of kids each week. Campers will have times of 'free play' and in groups for field trips.
- ◆ Children are encouraged but never forced to participate in anything that they don't feel comfortable doing.
- ◆ Kristy's Whistle Stop On Wheels will be at the park every Friday!
- ◆ By 3:15pm, the camp will all be together to CLEAN-UP and ready for parent pick-up.
- ◆ After signing out, please make sure that your child has **EVERYTHING** that they came to camp with. Don't forget to check the Lost & Found!



Three Strikes

Day Camp kids are expected to abide by all of the rules that they have followed all school-year long.

Always be respectful of others.

We will not tolerate behavior that disrupts camp and creates an unsafe environment for everyone. Encourage your child to tell a counselor if they are experiencing problems with others. These concerns will be addressed immediately with verbal warnings, consequences and Time-Outs. More serious infractions will follow the 3 Strikes Ladder of Discipline.

Strike 1

The first major incident will result in an official Time-Out counseling session with Day Camp staff. The child will complete a Time-Out sheet, discuss their actions and what they should have done instead. The results of this meeting will then be shared with parents. A warning of the potential 'Strike 2' suspension will be stressed.

Strike 2

If the inappropriate behavior continues and a second major incident occurs, the child will sit on Time-Out with a counselor until a parent is notified and someone is able to come pick them up, removed from camp for the remainder of the day. A 2-day suspension will follow. After the second day, the child may return to camp, on their best behavior!

Strike 3

That's it! Unfortunately Day Camp is not the right fit for your child at this time. If any type of disruptive, insubordinate or aggressive behavior happens at all, then he or she will be expelled from the program for the rest of the summer (not forever). Refunds will only be given for any full additional registered weeks after being suspended.

Immediate Suspension

Depending on the severity of an incident, a child may be suspended at any time.

- ◆ Weapons
- ◆ Threats of any kind
- ◆ Vandalism
- ◆ Physical Altercations
- ◆ Bullying
- ◆ Consistent noncompliance with the rules of Day Camp



We Treat Fridays!

We are giving you a break from packing a lunch once a week! This year, your registration fees have already paid for Chick-Fil-A, Pizza or Hot Dogs, snacks and drinks. Kristy's treats are on us too! We are attempting to eliminate the exchange of cash and confusion at Drop-off. If your child does not eat the food provided, please send something along that they will eat and as always, **BRING A WATER BOTTLE!**

Acri Meadow Days!

Acri Meadow Park was once Day Camp's home for many years. Last Summer we chose to take advantage of everything that Adams-Ricci has to offer without traveling by bus to another park on those non-field trip days. Missing the close proximity to the creek and seclusion from the public, we have planned a few Acri Meadow Days into this year's schedule. Send kids with their 'creek stuff' on those days, weather permitting.

Special Guests!

In addition to presentations from the East Pennsboro Fire Department and Officer Morris with his K9 Partner, Legion, we have scheduled other Special Guests to visit our Day Camp program this Summer. These guests have been invited to come to the park and share their talents with our campers in the form of paint parties, experimenting with bubbles and practicing the art of Yoga specifically designed for children (liability disclaimers will need to be signed before participating). Please encourage your child to make these Special Guests feel welcomed by giving them their undivided attention and respect. We want everyone to leave with a great impression of our camp and kiddos!

Camp Shirts Everyday!

This year, we are asking that children come to camp **EVERYDAY** wearing their Day Camp shirt (unless otherwise noted on the weekly schedule). These bright orange East Pennsboro T-shirts help to identify 'our kids' not just on a field trip, but also while playing at Adams-Ricci (that is still open to the public). Any old Day Camp shirt will work! Additional T-shirts can be purchased for **\$7** a piece.

