

# PARPC



# SUMMER CAMP

## PARENT HANDBOOK

KINDERGARTEN THRU 4<sup>TH</sup> GRADE

5<sup>TH</sup> THRU 8<sup>TH</sup> GRADE

GRADES COMPLETED AS OF JUNE 2019

**Palmyra Area Recreation & Parks Commission**  
**717-838-9244**     [www.palmyrarec.org](http://www.palmyrarec.org)

*If there is one experience that's sure to build memories,  
It's PARPC's Summer Camp.*

By connecting to the interests of our campers, by providing an environment that's nurturing, supportive and inclusive, and by making fun [and safety] the goal of every activity, PARPC offers children in completed grades K thru 8<sup>th</sup> a special place that makes it all happen and then some.

Campers participate in a whole host of age appropriate happenings such as sports, games, crafts and learning activities that boost self-esteem, inspire self-expression, facilitate friendships and build a sense of community.

Summer Camp is an integral part of the Palmyra Area Recreation and Parks Commission. In fact, it's one of the many jewels in our programming, a status that speaks to the staff we choose for their ability to be nurturing, positive role models for our campers. And our caring doesn't stop with the kids. We engage parents, keeping them up to date on camp fun thru our on-site message board, weekly newsletters and photos we e-mail.

PARPC Summer Camp provides children with fun memories and friendships that last a lifetime. It's the reason so many of our campers come back year after year. Join us.

## 2019 SUMMER CAMP PARENT HANDBOOK

**DATES:** Monday through Friday, June 10 – August 2 (8 weeks) No Camp on Thursday, July 4<sup>th</sup>. We have asked the PASD to allow us to extend camp by 1 week, making camp 9 weeks instead of 8. We are awaiting a response.

**LOCATION:** TBD We have requested the use of Lingle Elementary School

**TO REACH STAFF:** Camp Phone (717) 343-4049 PARPC Office (717) 838-9244

**HOURS: 6:30 am to 6:00 pm:** You or your designated person must sign each child in and out daily. Photo ID may need to be shown until staff becomes familiar with parents / children. Please explain this procedure to designated pick-up people.

- **9:00 am to 3:00 pm:** It is highly recommended that your child be dropped off by 9:00 am as this begins the structured, organized portion of the camp day.
- **If you drop off after 9 am** you will be required to take your camper to the location their age group is at that time. Call camp phone, (717) 343-4049, regarding drop-off time change so that you know where your child is to be brought.
- **If you are picking up before 3:00 pm**, you will need to go to the group location. Call the camp phone, (717) 343-4049, regarding pick up time changes and you will be informed what location.
- **Absence:** If your child will not be attending due to illness or other reasons, please call the camp phone, (717) 343-4049, to inform camp staff.
- **If you drop off after campers have left for a field trip on the bus**, you will **NOT** be permitted to take your camper to the field trip location as all field trips require the number of campers attending in advance. (Exception: If prior arrangements have been made through contact of camp directors.)

**ENROLLMENT:** Summer Camp is open to youth (PASD and Non-Residents of PASD) who have completed Kindergarten through 8<sup>th</sup> grade as of June 2019. Camp is open 8 weeks from Monday, June 10 through Friday, August 2. Campers are grouped according to grade completed as of June 2018 and spend most of the day with those peers. There are inclusive camp wide activities i.e. karaoke, sports, and optional field trips.

**NOTE:** There will be a maximum of **10 Part-Time Slots for 5<sup>th</sup> thru 8<sup>th</sup> Grades and 5 Part-Time Slots for Kindergarten thru 4<sup>th</sup> grade at Summer Camp.**

- **Part-Time Slots** will be reserved on a first come first served basis starting on **Tuesday, January 22<sup>nd</sup>** at the PARPC office in the Palmyra Municipal Building.

**CAMP:** Summer Camp is divided into 2 sections: K through 4<sup>th</sup> grades and 5<sup>th</sup> through 8<sup>th</sup> grades.

- Separate spaces are used, when possible, as well as separate (and sometimes different) weekly field trips that will be taken by each group.

## MEET N' GREET – COUNSELORS / PARENTS / GUARDIANS / CAMPERS MEETING:

### Meeting date and location TBD

- The doors will open from 6:00pm until 8:00pm with the official meeting taking place from 6:30pm to 7:30pm. Counselors will take campers out to play during Parents Q & A section.
- Pool fee of \$65 per camper or pool membership number is due at this meeting.

## COSTS:

### REGISTRATION:

- \$65 per Family Non-Refundable - due at Registration

### TRANSPORTATION :

- \$45 per Kindergarten through 4<sup>th</sup> grade camper Non-Refundable - due at registration.

- \$45 per 5<sup>th</sup> through 8<sup>th</sup> grade camper Non-Refundable - due at registration.

### TUITION:

- Grades K through 8<sup>th</sup> Grade FULL-TIME

\$ 160. per PASD Camper (4-5 days); Sibling - \$10 less (\$150.)

\$ 175. per Non - PASD Resident Camper (4-5 days); Sibling - \$10 less (\$165.)

- Grades K through 8<sup>th</sup> Grade PART-TIME

- \$145. per PASD Camper - any 3 day option including Field Trip Day

- \$160. per Non-PASD Resident Camper - any 3 day option including Field Trip Day

- There is No sibling discount for Part-Time Campers.

(\*\*)Part-Time tuition includes weekly Field Trips (Wednesdays K thru 4)(Thursdays 5<sup>th</sup> thru 8<sup>th</sup> )

Every Camper Will Pay Tuition for Weeks #1 Through #8. There is no free week this summer.

### SIBLINGS:

- Full-Time Siblings discount - \$10 per week. There is no discount for Part-Time Siblings.

### PAYMENTS:

- 1<sup>ST</sup> TUITION PAYMENT DUE BY Tuesday, APRIL 2<sup>nd</sup> and is non-refundable.

- Tuition and any late fees are due every Thursday at Camp prior to the week of service. Cash and post-dated checks accepted. Checks are payable to "PARPC." All tuition, fees, optional field trips charges are paid at camp. Credit cards are not accepted.

- All payments must be current by Friday, June 7<sup>th</sup>, 2018.

- If a camper's tuition is not current, the camper may not attend camp until all fees paid.

- If the 8 week tuition for Full-Time Campers is paid in full by Tuesday, April 2<sup>nd</sup>, a 3% discount is given.

Full-time PASD - \$1280                      3 % discount Full-time PASD – \$1241.60

Full-time non-PASD - \$1400                      3 % discount Full-time non-PASD - \$1358

If camp is extended to 9 weeks, the 3% discount will be given in 9<sup>th</sup> week too.

### POOL FEE:

- \$65 per camper or Palmyra Pool Membership Number due by Wednesday, May 30<sup>th</sup> .

- Pool days - K-4<sup>th</sup> grade Tuesday/Thursday; 5<sup>th</sup>-8<sup>th</sup> grade Monday /Wednesday

Note: Camper must bring needed pool items (bathing suit, towel and sunscreen) on appropriate days. Parents will not be contacted for forgotten items.

- **LATE PICK-UP FEES:**
  - **A charge of \$15 per five minute increments** will be assessed if camper remains at camp after 6 p.m. **Time will be according to PARPC clock.**
  - **Fees due with next tuition. 1 – 5 minutes \$15      6 – 10 minutes \$30      11 – 15 minutes \$45**
- **WEEKLY FIELD TRIPS:**
  - **Wednesday for K thru 4    Thursdays for 5<sup>th</sup> thru 8<sup>th</sup>    Camp tee-shirts must be worn on all field trips.**
  - Campers do not visit gift shops.
  - **Children MUST attend local field trips with their appropriate grade. For their safety, they may not remain at camp with a different age group.**
  - **Campers MUST be at camp at or before arrival time listed on calendar and camp board for field trips or camper may NOT attend the field trip.**
  - If a waiver form is required for field trips, it must be completed by day of field trip or camper may not participate in the field trip outing.
- **OPTIONAL FIELD TRIPS:**
  - **Two optional**, higher cost field trips are offered. These field trips are optional; campers may remain at camp. Spending money is at the parent's discretion.
  - **Payments to be made in cash or separate check from tuition.** Receipts given if requested.
  - Due to space limitations, refunds **will not be given** unless medical emergency or illness. Doctor's note req.
  - Money cannot be applied to alternate PARPC activity unless there is a doctor's note.
  - Payment due when child is signed up. Please see Camp board for exact date.
  - **Optional Field Trips will be conducted on Tuesdays. Registration for Optional Field Trips is on a first come, first serve basis. When 1<sup>st</sup> bus is full, your child will be placed on a waiting list until we are able to fill a second bus.**

## VACATIONS:

- **Every Camper Will Pay Tuition for Weeks #1 Thru #8. There is no "vacation or free week."**

## REFUNDS:

- **Family registration, transportation fees, 1<sup>st</sup> tuition payment are Non-Refundable.**
  - Due to space limitations, refunds **will not be given** unless medical emergency or illness. Doctor's note req.
  - Money cannot be applied to alternate PARPC activity unless there is a doctor's note.

## WHAT TO WEAR / BRING TO SUMMER CAMP:

- **Sneakers.** Campers **without** sneakers will sit with Camp Directors (reading, coloring) during **active play**.
- **Comfortable, modest clothing that will allow your child to be able to fully participate in all activities.**
- **Campers in the 5<sup>th</sup> - 8<sup>th</sup> grade** will be required to follow PASD dress code **and sign**, along with their parents, PARPC Dress Code form. [attached to registration forms]

- **Summer Camp T-shirt must be worn on all Field Trip Days or camper will NOT be able to attend the field trip.** Wednesdays - K thru 4<sup>th</sup> Thursdays – 5<sup>th</sup> through 8<sup>th</sup>
- **Campers will need bathing suits, sunscreen, towel, and a cover-up or T-shirt for Pool days.** All items should be clearly marked with the camper's name or initials. Cover-up or T-shirt will be worn on bus. Due to allergies, sunscreen should not be shared or lent out to other campers.
- **Campers in K thru 4<sup>th</sup> will ride the bus on Tuesdays and Thursdays to/from the pool.**
- **Campers may wear sandals / flip flops on the bus to / from the pool.** Once at camp, sneakers will be worn.
- **Campers in 5<sup>th</sup> - 8<sup>th</sup> gr. section will ride the bus on Mondays and Wednesdays to/from the pool.** Campers will carry ALL their belongings.
- **Money brought on Pool Days is the camper's responsibility.** Staff is not responsible for lost / stolen \$ or items.

## WHAT NOT TO BRING TO SUMMER CAMP:

- Electronics, Make-up, hair products, Gum, Candy, etc..., Toys or belongings that cannot be shared.
- NO hats worn inside the building. Campers are permitted to wear hats OUTSIDE.
- Cell phones are for emergency use only.
- NO hard balls or bats.

## HEALTH AND SAFETY:

- **For your child's safety and enjoyment of camp, the directors need to be aware of any medical condition.** This includes, but not limited to ADD, ADHD, Autism, Asperger's, Allergies...
- **Safety is the first consideration in all camp activities/field trips.** All camp staff are CPR/First Aid certified. Ratio of counselors to campers is 1:10 in upper grades, 1:6 in K and 1:7 in 1<sup>st</sup> grade.
- **All new campers or campers whom have not passed swim test will be tested on 1<sup>st</sup> day at Palmyra Community Pool.** Those who swim the length of the Competition Pool will be allowed unrestricted swimming. Those not passing must stay within shallow half of the main pool. Campers can retest one time per week.
- **Please provide your camper with sunscreen (marked with their name) on their designated Pool days.**
  - Tuesday/Thursday for K thru 4<sup>th</sup> grade and Monday/Wednesday for 5<sup>th</sup> thru 8<sup>th</sup> grade.
  - Staff will remind the campers to put it on and will assist any child requesting help. It is applied before going to the pool and then at least once at the pool.
- **All participants are required to have health and hospitalization insurance.** Neither PARPC nor PASD will pay for medical expenses for any injury or illness incurred by participants of this program.
- **Campers exhibiting signs of illness (red or runny eyes, runny nose, fever exceeding 100 degrees, vomiting, diarrhea, etc.) may not attend Summer Camp.** If camper becomes ill while in our care, a parent or guardian will be called and asked to pick up their child immediately. **A charge of \$15.00 per 5 min. will occur when the child is not picked up within one hour of being notified.** This charge will be added to the weekly tuition.
- **Please Do Not increase the risk of other campers becoming ill by sending your child when they are sick.**

- **In the event of severe injury, 911 and the parents will be called and the child will be transported to the closest medical facility unless parent chooses other facility.** A staff member will accompany child until parents or designee assumes responsibility.
- **If your child requires medication, please call the Director to discuss specific needs and criteria.** Inhalers can be used on-site; child should be able to use them with minimal assistance.

## WEEKLY NEWSLETTER:

- Newsletters will be **emailed** each week to addresses [home and/or work] provided on registration form. Hard copies will be available at camp.

## LUNCH / SNACKS:

- **2 snacks and Water/Gatorade provided daily.** Water bottle with name clearly written is recommended.
- **Please provide your camper with a proper lunch---no refrigeration is available.** Please avoid cans of soda and sugary drinks which may dehydrate your child. Parents will not be contacted for forgotten lunches.
- Water Ice Wednesdays are included in the weekly tuition.
- **Optional Pizza Day on Fridays.** Pizza is not included in weekly tuition. Each pizza slice costs \$1.50, must be paid for when ordered. Pizza must be ordered by 5:30 p.m. on Thursdays. If camper is absent on Friday when pizza is ordered, camp staff must be contacted by 5:30 p.m. Thursday for a refund.
- If your child has a severe food allergy, you may be asked to provide appropriate snacks.
- **Peanut Free tables are available.**

## DISCIPLINE:

**To ensure campers safety, PARPC has reasonable rules and expectations in place which need to be followed. Camp follows PASD rules and guidelines. Camp rules are posted and reviewed. We promote an environment that is both physically and emotionally healthy for all campers and expect appropriate language and respect for authority.**

Our procedure is as follows:

- **Verbal notice**---Children engaging in unacceptable or disruptive behavior will be asked to take a time out, reminded of the rules and brainstorm appropriate behavior with their counselor.
- **Conversation with Camp Directors.** If specific behavior continues or misbehavior is severe, parents will be informed when picking child up or a phone call will be made to parents.
  - ✓ **Camper may be asked to spend a day away from camp and / or refrain from going on field trip.**
- **Termination from Program**--- If discipline measures and cooperation with parents/guardians fail to resolve a behavioral issue, the child will be dismissed from the program. No refunds will be given.



**Bullying will not be tolerated at Summer Camp.** Bullying will be defined as but not limited to behaviors and/or actions that are verbal, physical and/or anti-social such as exclusion, gossip, and non-verbal body language. Such actions will not be tolerated at Summer Camp and immediate action will be taken involving camper, parent, & Director.

***Most discipline issues are minor and are easily resolved by the staff. Serious infractions include, but are not limited to, intentionally threatening / hurting others including staff, leaving the group without authorization, stealing, causing damage to property, or drug/weapon possession. Our actions are meant to provide opportunities for children to learn responsibility and concern for others. Staff will do their best to work with each child.***

## What Happens at Camp... FUN

- Free time 6:30 am to 9:00 am,
- *Snack 9:00 am*
- Structured portion of camp 9:00 am – 3:00 pm
- *Snack 3:00 pm*
- Free time 3:30 pm – 6:00 pm

***Mondays - Library Program for our K – 4<sup>th</sup> campers - 5<sup>th</sup>-8<sup>th</sup> Pool Day***

***Tuesdays - K-4<sup>th</sup> – Pool Day***

***Wednesdays - 5<sup>th</sup> -8<sup>th</sup> Pool Day K-4<sup>th</sup> Field Trips Water Ice for ALL***

***Thursdays - - - K-4<sup>th</sup> Pool Day 5<sup>th</sup>-8<sup>th</sup> Field Trips***

***Fridays - Optional Pizza lunches (Pizza must be ordered and paid for by 5:30 pm on Thursday.)***

- Optional Field Trips will be scheduled on Tuesdays.
- Art Day will be conducted one day per week: 5<sup>th</sup>-8<sup>th</sup> on Wednesdays and K -4<sup>th</sup> on Fridays
- Karate on Fridays for 5<sup>th</sup>-8<sup>th</sup> grade 9:30am-11:30am.
- And Lots More!

