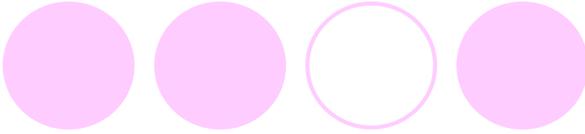


Summer Camp Parent Manual

**Camp GPCC, Teen Camp &
Playground Camp**



**Plymouth Township Parks & Recreation
Greater Plymouth Community Center
2910 Jolly Road ~ Plymouth Meeting
610-277-4312
www.PlymouthCommunityCenter.org**



Find us on social media for important updates, information and photos of camp.

Search:

Instagram– gpcplymouthtwp

Facebook– Greater Plymouth Community Center

Twitter– gpcplymouthtwp



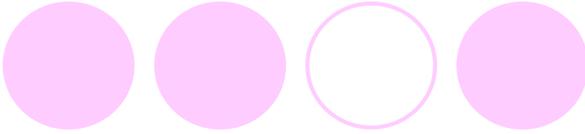
ALL CAMP INFORMATION

Swimming/Lifejackets: If your camper requires a lifejacket you may bring your own or we can supply one. All lifejackets must be US Coast Guard approved. If you would like us to provide your camper with a lifejacket it will need to be noted on the registration form. In the event your camper no longer requires a lifejacket you must make that request in writing.

Off-Site Trips/Parent Chaperones: If your camp takes off-site trips we welcome parent chaperones. One adult may accompany your camper, no additional children. Any adult wishing to chaperone must register and pay for the trip before the deadline. Parent chaperones are not permitted to separate from the group with other campers. All trip registrations must be done before the trip deadline.

Camp Dress Code: Please send your camper in family friendly shorts, t-shirt and sneakers. Flip-flops and sandals are not permitted (exception: pool time and water activities).

Sunscreen: Please be sure to apply sunscreen to your camper prior to arriving at camp. If your camper requires additional sunscreen throughout the day, please send a bottle with their name. Counselors will supervise the campers in additional applications. Campers must be able to apply their own sunscreen.



Cell Phones/Gaming Devices: These devices are not permitted at camp. If your camper brings one to camp they must leave them in their bag. Please do not try to contact your camper during camp hours. Feel free to call the front desk and we can relay any important messages. Teen campers & Camp GPCC 10-12 campers may use their cell phones at designated times. Plymouth Twp. is not responsible for lost or stolen items.

Refund Policy: We do not give refunds for camp. Any request for a household credit must be submitted in writing. We will try our best to fill your spot and issue a credit to your account. Trips— we are not able to issue a refund or credit for a trip unless the spot is filled. In many cases, we have already purchased tickets and paid for your camper to attend. Before/After Care— credits may be issued if you cancel in advance.

TSS/Aid Requirements: If your camper requires a TSS or an aid, we welcome these services. Please know that all paperwork must be submitted at least 60 days in advance. Also, each TSS/aid must submit copies of their Child Abuse, FBI and PA State Clearances before they are permitted in to camp. All clearances must be dated within five calendar years. If a TSS/aid is attending the trip, you must register and pay for them to attend (before the deadline).



Medication Administration:

Plymouth Township Parks & Recreation will:

- Only allow a staff member over the age of 18 and who is fully certified in First Aid (American Red Cross or the American Heart Association) to administer any prescription and nonprescription medication
- Keep all medication stored in a locked area of the facility that is out of reach of children, including EpiPens and inhalers
- Keep a detailed medication log

Parents/Guardians will:

- Provide written consent for the administration of the prescription or nonprescription drug (Fill out the Medical Authorization and Release Form)
- Ensure prescription or nonprescription medication is in an original container
- Provide written instructions for the administration of the medication. Instructions on a prescription label are acceptable
- Put a label on the medicine container identifying the name of the child the medication is for
- Pick up the medication immediately after its effective date or on the child's last day of the program

Vaccination: Every camper must have a "Certification of Medical Fitness and Vaccination Status" form on file at the Community Center. These forms are good for one year. We will also accept physical and vaccination records from your pediatrician or documents provided to Colonial School District.

Illness & Lice:

If your child is ill, please help by not sending them to camp so the illness is not spread throughout the program. If we determine that your child is sick with a persistent cough, fever, nausea, or other symptoms we will ask you to keep him/her out for 24hrs. We do not want to spread illnesses throughout the program.

If your child contracts lice, we would appreciate notification so that we can take appropriate action to stop the spread. We will ask you to keep your child out for treatment and that he/she not return until the lice is under control. A notice will be sent home to notify other parents that they should check their child/ren for lice and take appropriate action to treat it.

Plymouth Township Parks & Recreation reserves the right to address these concerns with any participants.

Late Pick Up Payment Policy:

Camp GPCC: Campers will be sent to After Care for the day. The cost/day is \$13 Res / \$16 NR.

Teen Camp & Playground Camp: If I am late picking up my child from camp, I understand and acknowledge the order of the consequences will be:

1. The first lateness will be a written warning.
2. The second lateness will result in a fee of \$10 for every 10 minutes you are late.

Text Message Alerts: As a continued effort to stay connected with parents we will be offering text message communication to those of you who are interested; this is completely



voluntary. Texts will be sent out in the event the busses are late returning from a trip, if pick up will be held inside or any other change in regular operation. You are responsible for subscribing and unsubscribing to this service.

Camp GPCC: Text @campgpcc to 81010

Teen Camp: Text @3fk6aa to 81010

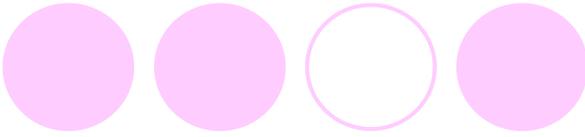
Playground Camp: Text @fe8h6c to 81010

To unsubscribe text STOP, CANCEL or UNSUBSCRIBE to 81010

BEHAVIOR CONTRACT

Camper will:

- * Stay with assigned group at all times.
- * Be responsible for their own actions. Do not blame others.
- * Never hit, push, shove, bump or be rude to others.
- * No running in the building hallways.
- * Respect others in what you say and do.
- * Listen to program leaders and follow directions.
- * Use appropriate language.
- * Keep hands to oneself and maintain self-control.
- * Take care of own belongings.
- * Use equipment and supplies in a safe and appropriate manner.
- * Teasing and bullying are not tolerated and children should report these incidents immediately to their counselor.



- * Communicate in an appropriate manner; no foul language or gestures, harsh words or tone of voice.
- * Never bring weapons or unsafe items to camp.
- * Play safe and have fun.

I understand that if I break any of the rules above there will be consequences and possible dismissal from camp. Consequences are outlined in the Discipline Procedures.

DISCIPLINE PROCEDURES

For the benefit of all participants, there may be situations that require some form of disciplinary action taken by the Department of Parks and Recreation. While most of this discipline is minor (sit out of an activity for 15 minutes), it is possible that additional discipline may be warranted. In these cases, campers may be suspended from the program for a period of one day or more. If problems continue, they may be expelled from the program and forfeit all monies paid.

If a camper interferes with the proper and/or safe function of the program, we will notify the parents of the situation and ask for the parents' help in resolving the problem. In many instances, making the parent aware of the situation will correct any problems.

We will not tolerate vandalism, fighting, foul language, bullying or troublesome and unsafe behavior. Additionally, any campers found to be abusing others personal property or



rummaging through others belongings will be suspended and/or expelled from the program. No weapons of any kind are allowed in the program.

Each parent and camper are required to read and sign off on the Behavior Contract.

Steps for Disciplinary Action:

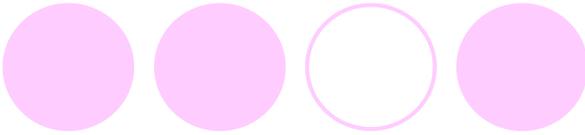
In an effort to better acquaint the participants and parents of our discipline procedures, we are providing you with our policy for dealing with disciplinary concerns. On the first day of the program our counselors will establish site rules. We review these rules with all campers and ask them to acknowledge that they understand our rules and boundaries. We stress to each of our leaders to be fair to all parties involved, listen to all sides, make the discipline fit the offense, and do not pre-determine an individual's guilt based on previous behavior or other circumstances. Disciplinary actions will be taken in this order...

Step 1: Time-Out

We make the child aware that they have crossed a defined boundary, have them acknowledge their wrongdoing; explain why they need to sit out of an activity for a brief period (2-15 minutes). We also remind them that continuation of such behavior may lead to suspension from future activities. Time outs will be documented.

Step 2: Activity Suspension

If the behavior persists, the child is suspended from a



daily activity. This may include activities such as swimming, sports, trip activities, etc. In this case, we notify the Head Counselor & Camp Director of the second incident and document the occurrence. We will verbally inform the parent of the incident and the discipline.

Step 3: Parental Call From Head Counselor/Camp Director

If the behavior persists, the Camp Director or Head Counselor will call the parents. Behavior issues will be discussed and resolutions will be determined. In some situations the parent may be asked to pick-up their camper.

Step 4: Parental Meeting with Camp Director & Full-Time Staff

If the behavior persists, the Full-Time Township staff will contact the parents. The parents will be asked to meet with the Full-Time Staff & the Camp Director. Meetings will be scheduled during regular camp operation hours. Parents will understand that the next step is program suspension and possible expulsion.

Step 5: Program Suspension

If the behavior persists, the Department of Parks and Recreation reserves the right to suspend the child for a period determined by the Department. This includes trip days. If a child is suspended all fees paid are forfeited. Parents will be notified and the occurrence will be documented. If you are asked to pick your camper up from camp and you are unable to do so, your camper will not be permitted to return the following day.

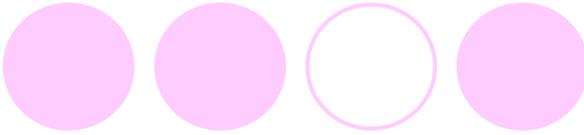


Step 6: Expulsion

If the behavior persists, the Department of Parks and Recreation reserves the right to expel the child. If a child is expelled, all fees paid are forfeited.

The Department reserves the right to skip steps should the situation warrant.





CAMP GPCC

Drop Off: Campers may be dropped off in front of the building or at the back door during curbside drop off.

Pick-Up: You pick up your child curbside every day between 3:45pm-4:00pm. The only exception to this is on rainy days or when trips return late. As an ongoing effort to ensure camper safety we are issuing Pick-Up Passes to all parents. This pass will serve as a security measure during camper pick-up for the entire summer.

- Please keep this card in the front left side of your vehicle's windshield if you are using curbside pick-up.
- If you pick up your camper early please bring the pass with you into the building.
- When pick-up is in the gym or held inside due to weather you must bring the pick-up pass in with you.
- If someone other than yourself will be picking your camper up you will need to make sure you give them the pick-up pass.
- In the event the pass is not present, the person picking up your camper will be required to show ID and will need to be listed on the registration form.
- In the event the person picking up your camper does not have the pass and is not listed on the registration form we will make a phone call to the parent/guardian.
- If you lose your pick-up pass or would like another pass for another car please contact Joanna at jsharapan@plymouthtownship.org

If you arrive prior to 3:45pm to pick up your camper you must park your car in a designated spot. Please do not start the car line prior to 3:45pm. It creates an unsafe backup.

Early Pick-up: If you need to pick-up your camper early, you will need to come in to the building and pick them up from their current activity. They will not be brought to the front desk.

Trips: Campers must be registered for the week of camp that corresponds to the trip. You can not just register for and attend trips. On average one trip is planned per week. If your camper is not signed up for the trip there is no camp that day. All staff attends trips. All trip registrations must be done before the trip deadline.

Average Day: When not on trips, campers will participate in many different activities. They can include sports, special projects, swimming and free time. The campers change activities hourly.

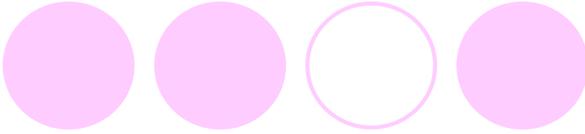
Lunch/Snack: Campers will need to pack a lunch, a snack and a water bottle daily. No access to microwave or refrigerator. Some trips do not allow for packed lunches. Check with the Head Counselors on these specifics.

Swimming/Lifejackets: If your camper requires a lifejacket you may bring your own or we can supply one. All lifejackets must be US Coast Guard approved. If you would like us to provide your camper with a lifejacket it will need to be noted on the registration form. In the event your camper no longer requires a lifejacket you must make that request in writing.

Dress: Sneakers must be worn every day. Flip-flops and sandals are not permitted, unless they are swimming or participating in a water activity. Feel free to pack them daily. Camper's attire should be family friendly. This includes their bathing suits.

Camp T-shirts: You will receive an email letting you know when you can pick-up your camper's t-shirt. Shirts must be signed for at the Community Center's Front Desk. You will receive the size t-shirt you requested on your registration form. Camp t-shirts must be worn on trip days. \$5 for additional shirts.

Cell Phones (10-12 years): 10-12 campers are allowed to use cell phones & electronic devices during designated times (in the room, at lunch and on the bus). They are not permitted to be used during group activities. PTP&R is not responsible for the loss of these items. Campers in other age groups are not permitted to use these devices.



TEEN CAMP

Drop Off: Campers may be dropped off in front of the building or at the back door during curbside drop off.

Pick-Up: If given permission in writing, campers may sign themselves out. Written requests must be made directly to Shawn via a handwritten note or an email. Otherwise a parent or guardian must sign them out daily. If you arrive prior to 3:45pm to pick up your camper you must park your car in a designated spot. Please do not start the car line prior to 3:45pm. It creates an unsafe backup.

Self Sign-Out Policy: Teen Camp campers are permitted to sign themselves out from camp at 4:00pm. If you would like your camper to sign themselves out daily you can send your written request to Shawn via a handwritten note or email (smazei@PlymouthTownship.org)

Trips: Campers must be registered for the week of camp that corresponds to the trip. You can not just register for and attend trips. On average two trips are planned per week. If your camper is not signed up for the trip there is no camp that day. All staff attends trips. All trip registrations must be done before the trip deadline.

Trip departure times are firm. The bus will leave if you are not there on time There are no refunds if you miss the bus.

Average Day: When not on trips campers will participate in many different activities. They can include sports, special projects, swimming and free time.



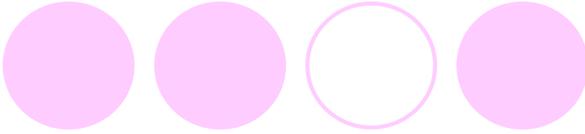
Lunch/Snack: Campers will need to pack a lunch and snack daily. Some trips do not allow for packed lunches. Check with the counselors on these specifics. There is no access to microwave or refrigerator.

Swimming: Swim days are offered on non-trip days. They will use both the Leisure and Lap Pools.

Dress: Sneakers must be worn every day. Flip-flops are not permitted, unless they are swimming or participating in a water activity. Camper's attire should be family friendly. This includes their bathing suits.

Cell Phones: Campers are allowed to use cell phones & electronic devices during designated times (in the room, at lunch and on the bus). They are not permitted to be used during group activities. PTP&R is not responsible for the loss of these items.

Shawn Mazei
smazei@plymouthtownship.org



PLAYGROUND CAMP

This is a completely outdoor camp. All activities are held outside.

Drop Off: Campers are dropped off at the main parking lot (near the softball field) next to Plymouth Elementary.

Pick-Up: You pick up your child curb side every day between 2:45pm-3:00pm. The only exception to this is on rainy days. As an ongoing effort to ensure camper safety we are issuing Pick-Up Passes to all parents. This pass will serve as a security measure during camper pick-up for the entire summer.

- Please keep this card in the front left side of your vehicle's windshield if you are using curb side pick-up.
- If you pick up your camper early please bring the pass with you up to the counselor.
- When pick-up is held inside due to weather you must bring the pick-up pass in with you.
- If someone other than yourself will be picking your camper up you will need to make sure you give them the pick-up pass.
- In the event the pass is not present, the person picking up your camper will be required to show ID and will need to be listed on the registration form.
- In the event the person picking up your camper does not have the pass and is not listed on the registration form we will make a phone call to the parent/guardian.
- If you lose your pick-up pass or would like another pass for another car please contact Joanna at jsharapan@plymouthtownship.org



Average Day: Different activities such as sports, specialty projects and activities will be planned.

Swimming/Lifejackets: Swimming trips to the GPCC are planned throughout the summer. See your camp calendar for specific dates. On these days please send your camper with a bathing suit and towel. If your camper requires a lifejacket you may bring your own or we can supply one. All lifejackets must be US Coast Guard approved. If you would like us to provide your camper with a lifejacket it will need to be noted on the registration form. In the event your camper no longer requires a lifejacket you must make that request in writing.

Snack & Lunch: You must pack a snack, lunch and a water bottle daily.

Dress: Sneakers must be worn every day. Flip-flops and sandals are not permitted, unless they are swimming or participating in a water activity. Feel free to pack them daily. Do not send them in good clothes. Some art projects get messy. At times the campers participate in water activities and they may get wet on these days.

Camp T-shirts: Camper t-shirts will be handed out at camp. You will receive the size t-shirt you requested on your registration form. Camp t-shirts must be worn on trip days. \$5 for additional shirts.

Cell Phones: Cell phones are not permitted at Playground Camp. If a phone is brought to camp it must remain in the campers bag. PTP&R is not responsible for the loss of these items.

Jim Dailey
jdailey@plymouthtownship.org

FULL TIME GPCC STAFF CONTACT INFORMATION:

Camp GPCC- Barbara Griffis 610-313-4062
BGriffis@plymouthtownship.org

Teen Camp- Shawn Mazei 610-277-6122
SMazei@plymouthtownship.org

Playground Camp– James Dailey 610-277-6127
JDailey@plymouthtownship.org

Program Coordinator– Malcolm Smith 610-313-8680
msmith@plymouthtownship.org

Program Manager- Joanna Sharapan 610-313-8681
jsharapan@plymouthtownship.org

Don't forget... sign up for text messages

Camp GPCC:Text @campgpcc to 81010



Teen Camp:Text @3fk6aa to 81010



Playground Camp:Text @fe8h6c to 81010



To unsubscribe text STOP, CANCEL or
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Tax ID #: 23-6003036

