

2024 CAMP INFORMATION- Teen Camp

Ages:

12 years-15 years

Location:

Greater Plymouth Community Center (indoor and outdoor)

<u>Weeks & Prices:</u>	Resident	Non-Resident
June 24 - June 28	\$150	\$187
July 1 – July 3	\$100	\$125
July 8 – July 12	\$150	\$187
July 15 - July 19	\$150	\$187
July 22 - July 26	\$150	\$187
July 29 – August 2	\$150	\$187
August 5 – August 9	\$150	\$187
August 12 – August 16	\$150	\$187

Times:

9am-4pm

Before Care/After Care is not available for Teen Camp.

Registration:

Tuesday, February 13 at 9am- registration begins for all Plymouth Township Residents & Child Annual Passholders

Tuesday, February 20 at 9am- Open enrollment. Registration begins for anyone interested, if space allows.

Payments can be made monthly with a credit card in person only! An additional form is required for monthly payments.

Required paperwork:

- Registration & Release Of Liability Form- completed online at the time of registration. You will need your username and password to complete this.
- Pediatrician Medical Form
- Medication Dispensing Policy & Form (if medication is required during camp)

Forms can be found on our website www.PlymouthCommunityCenter.org All forms must be submitted no later than June 1.

All credit card transactions are charged a 3% service fee.

Approximate Group Size: One group, approximately 30-50 campers. This is subject to change as we get closer to the camp start date.

Counselor: All counselors comply with the Child Protective Services Law and are required to do PA State Police, FBI Fingerprinting and Child Abuse clearances.

Trips: Campers must be registered for the week of camp that corresponds to the trip. You cannot just register for the trip and not the week of camp. On average two trips are planned each 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.

Swimming/Lifejackets: Please send your camper in their bathing suit daily (expect trips unless informed otherwise) and pack flip-flops and a 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.

Use of Cell Phones & Electronics: We recommend all devices be left at home. PTP&R is not responsible for the loss of these items. Teen campers will have designated time in their room when they are permitted to use their devices. If cell phones become a problem, the PTPR staff will confiscate the phone. The phone will then need to be picked up from the front desk by a parent or guardian.

Camp Dress Code: Do not send your camper in clothes that cannot get dirty! Please send your camper in sneakers daily, flip-flops and sandals are not permitted. Pack flip-flops, bathing suit and towel daily. Your camper must wear family-friendly attire to camp.

Sunscreen: Please be sure to apply sunscreen to your camper prior to arriving at camp. If your camper requires additional sunscreen throughout the day, they must be able to apply their own sunscreen.

Visitors: Advanced arrangements must be made for all visitors, TSS and aids.

TSS/Aid Requirements: Our staff do not have specialized training in the areas of behavioral or mental health and are not able to provide 1:1 staff to camper support. 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).

Drop-Off/Pick-Up Procedures: All drop-off will be curbside. Parents must remain in the car.

Drop-off (GPCC back doors- playground parking lot)- 9am-9:15am Pull around to the back of the building- in the playground parking lot. A counselor will be there waiting. Give the counselor your camper's name. If you arrive after these times you will need to walk your camper into the Community Center.

Pick-Up/Self Sign Out: 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 email (smazei@PlymouthTownship.org). If you do not want your camper to sign themselves out you may pick them up in front of the Community Center between 3:45pm-4pm

Late Pick Up Payment Policy:

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.

Lunch/Snack/Water Bottle: Campers will need to pack a lunch, a snack and a refillable water bottle daily (or more than one water bottle). There is no access to microwave or refrigerator.

Refund Policy: No refunds for camp will be given. However, in some circumstances, a household credit will be considered. Credit requests and any changes need to be emailed to Shawn Mazei at smazei@plymouthtownship.org

CAMPER ILLNESS AND PREVENTATIVE MEASURES

Masks/Face Covering: Masks are optional at this time. Subject to change.

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 camper tests positive for COVID you will need to keep them home for at least 5 days and they need to be symptom free for 24 hours before they are permitted to return.

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.

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. The exception to this is EpiPens and inhalers. Your child's counselor will have them at all times.
- 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

Pediatrician Medical Form: Every camper must have a "Pediatrician Medical" form on file at the Community Center. These forms are good for one year. We will also accept physical and immunization records from your pediatrician or documents provided to Colonial School District. This form is available online and must be handed in prior to your campers first day of camp.

Preventative Measures:

Please tell your camper they are not to share personal items, food, utensils, devices, etc. with other campers.

Send your camper in close-toed shoes daily to cut down on the risk of injury (thus leading to the need for close contact).

Apply sunscreen prior to camp. Teach your child how to apply their own sunscreen. Counselors are not permitted to help apply sunscreen.

BEHAVIOR AGREEMENT

Bad behavior will not be tolerated. You will need to talk to your camper about their behavior and the importance to follow the rules. In these stressful and uncertain times we will not tolerate bad behavior. For the safety of all other campers and counselors, any campers that cannot follow these safety rules will be dismissed immediately.

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.

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 wrong-doing; 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.

If a participant fails to follow the behavior policies it creates an unsafe and/or uncomfortable environment for another participants and staff. Program participants who are unable or unwilling to adhere to program policies are corrected through a multi-step discipline process. This process includes multiple warnings (verbal and written), activity suspension, parental notification and program suspension. Each of these steps are documented. Finally, if the issue persists, the participant is expelled from the program.

If someone has been removed from a program before its designated end date due to behavioral issues, they are placed on a hold to enroll in any other programs. This hold can only be lifted if there is documented proof from a neutral, professional third party stating significant changes/improvements in behavior. This third party could include teachers, guidance counselors, therapists or doctors. Exceptions can be made in certain circumstances. Exceptions are only determined by PTPR. If an exception is made, a new behavioral policy will be drafted for the participant to address specific issues and ensure the participant's success in the program. This policy must be reviewed and agreed upon by the PTPR staff and the offending party. If an agreement cannot be reached, they may not participate.

IMPORTANT CONTACT INFORMATION

Shawn Mazei
610-277-6122
smazei@plymouthtownship.org

Community Center Front Desk
610-277-4312

MEDICATION DISPENSING PROCEDURES

Plymouth Township Parks & Recreation Administration of Medication (prescription & nonprescription) to Minor Children

Participating Programs:

Summer Playground Program

Camp GPCC

Teen Camp

After School Rendezvous

Who will administer?

Summer Playground Program- the camp director will be required to have a first aid certification

Camp GPCC- certified camp counselors, programming department, aquatics & lifeguard department and fitness department

Teen Camp- certified camp counselors, programming department, aquatics & lifeguard department and fitness department

After School Rendezvous- certified counselors, programming department, aquatics & lifeguard department and fitness department

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

Medical Authorization and Release- ONLY NEEDED IF MEDICATION IS BEING SENT TO CAMP

I hereby authorize Plymouth Township and its employees, volunteers and agents to administer the following medication to my minor child(ren) as specified:

<u>Child Name</u>	<u>Age</u>	<u>Medication</u>	<u>Dosage</u>

I understand and agree that Plymouth Township, its program personnel, Board members, officials, employees, departments and affiliated entities shall not be liable in any way for any personal injuries sustained by my minor child as a result of administering the above described medication(s) and that the administration of those medications is subject to the Liability Waiver and Release which is incorporated herein by reference. I also hereby authorize Plymouth Township to secure emergency medical care for my minor children should they suffer any injury or otherwise require such care while participating in any Plymouth Township sponsored programs.

Should it be necessary for any Plymouth Township program personnel to provide any emergency medical care for my minor child(ren), I acknowledge and understand that Plymouth Township, its program personnel, Board members, officials, employees, departments, agents and affiliated entities shall not be liable in any way for any personal injuries arising from such care and that all such activities are also subject to the Liability Waiver and Release.

Intending to be legally bound hereby, and with full authority, I acknowledge, agree to and accept the terms of this Medical Authorization and Release on behalf of myself and my minor children.

Camper Name: _____

Print Name: _____

Signature: _____

Date: _____