

The safety and health of campers and counselors is always the highest priority at camp! The Township will do everything we can to help prevent the spread of COVID-19. We need your help! A healthy camp starts at home! Here is our Camp Manual and Health & Safety Plan for summer camp 2023.

2023 CAMP INFORMATION- Teen Camp

Ages:

12 years-15 years

Location:

Greater Plymouth Community Center (indoor and outdoor)

Weeks & Prices:

	Resident	Non-Resident
June 26 - June 30	\$150	\$187
July 5 - July 7	\$100	\$125
July 10 - July 14	\$150	\$187
July 17 - July 21	\$150	\$187
July 24 - July 28	\$150	\$187
July 31 - August 4	\$150	\$187
August 7 - August 11	\$150	\$187
August 14 - August 18	\$150	\$187

Times:

9am-4pm (no before or after care available)

Registration:

Tuesday, February 21 at 9am- registration begins for all Plymouth Township Residents & Annual Passholders

Tuesday, February 28 - Open enrollment. Registration begins for anyone interested, if space allows.

All registration must be done online www.PlymouthCommunityCenter.org If you don't have access to online registration you can do it in person at the GPCC.

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

Payment schedule:

February/March- 25% is due at the time of enrollment

April - minimum of 50% of total is due

May- minimum of 75% of total is due

June- camp must be paid in full by June 3

Required paperwork:

- Registration & Release of Liability Form (Online Google form)
- Pediatrician Medical Form (Downloadable from the web site)
- COVID-19 Waiver (Downloadable from the web site)
- Medication Dispensing Policy & Form (if medication is required during camp)

Forms can be found on our website www.PlymouthCommunityCenter.org **All paperwork must be submitted no later than June 19th.**

Paperwork can be emailed to Shawn Mazei at smazei@plymouthtownship.org or dropped off at the GPCC front desk Monday-Friday 6am-8pm, Saturday & Sunday 8am-4pm. Please let Shawn know if you need other arrangements.

PARENT INFORMATION

Enrollment Capacity & Group Size:

One group, approximately 30 campers

This is subject to change as we get closer to the camp start date.

Counselor:

Counselors are not permitted to come to camp if they are not feeling well

Our team will wear face masks indoors only. This is subject to change as we get closer to the camp start date.

We will provide counselors with up-to-date education and training on COVID-19 risk factors and protective behaviors (e.g., cough etiquette and care of PPE).

Train our team how to use protective equipment properly- how to put it on, use/wear it, and take it off

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.

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.

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 time in the room when they are permitted to use their devices.

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.

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: 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 and pick-up will be curbside. Parents must remain in the car.

Drop-off (GPCC back doors- playground parking lot)- 8:50am-9:15am Pull around to the back of the building, 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-

3:45pm-4pm- front of the GPCC building

In the event of bad weather, a notification (via our app) will go out to let you know pick-up will be held inside. You must bring your pick-up pass with you in the building.

If you need a pick-up pass please call or email Joanna at 610-313-8681 / jsharapan@plymouthtownship.org prior to your campers first day.

Once camp has started, if you have questions or need assistance you will have to call the GPCC Front Desk at 610-277-4312 Monday-Friday between the hours of 8am-8pm.

Please keep this card in your vehicle's windshield if you are using curbside pick-up.

If you pick up your camper early or if curbside is not available because of the weather, please bring the pass with you into the building.

If someone other than yourself will be picking your camper up you will need to make sure you give them the pick-up pass. If they do not have the pick-up pass they will need to be listed on the camper's registration form. They will be required to show ID.

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 email (smazei@PlymouthTownship.org)

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 a microwave or refrigerator.

CAMPER ILLNESS AND PREVENTATIVE MEASURES

Masks/Face Covering: Campers & counselors will wear masks indoors. 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, 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

Pediatrician Medical Form: Every camper must have a "Pediatrician Medical Form" 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. 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.

Several handwashing breaks are scheduled throughout the day.

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 the assigned group at all times.
- * Be responsible for your 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 your 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 predetermine an individual's guilt based on previous behavior or other circumstances. Disciplinary actions will be taken in this order...

Step 1: Removal From Activity

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.

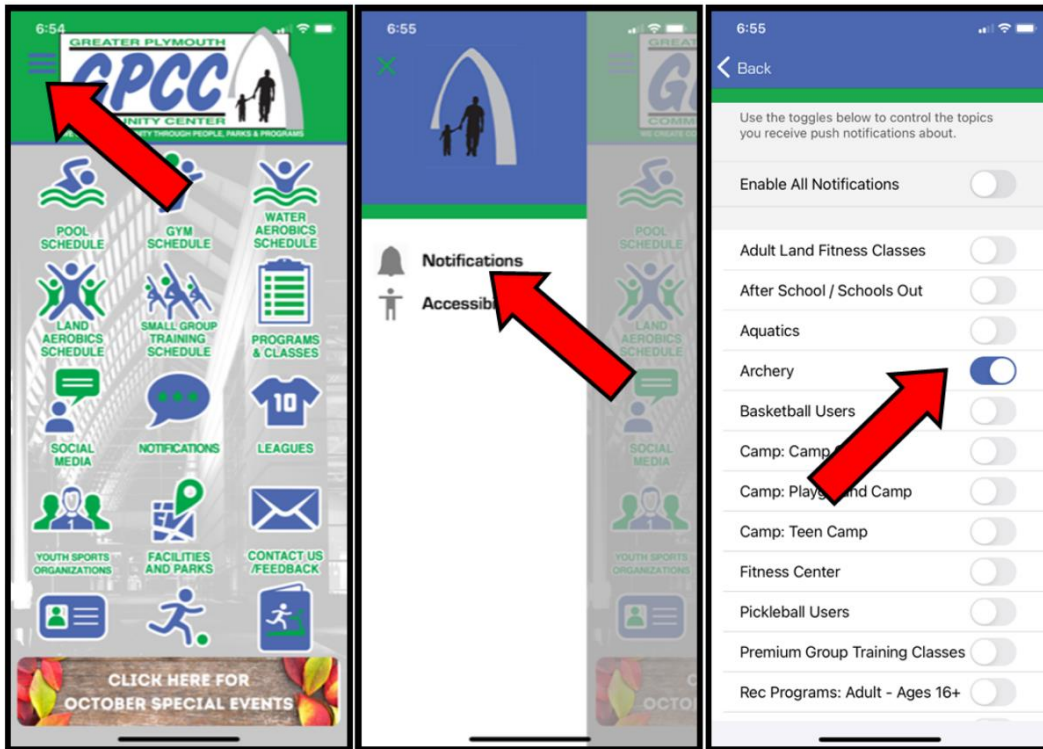
Step 6: Expulsion

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.

PHONE APP NOTIFICATIONS

Download the app. To find the app, search GPCC in iOS and Greater Plymouth in Google Play.



SEARCH:

Apple iOS App Store

GPCC

Android Google Play Store

Greater Plymouth

Select Teen Camp 2023

Once you download and open the app, click the three lines on the top left and then click Notifications. Select all that apply to you. You can opt-out & amend your selections at any time.

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

*****All COVID-19 protocols are subject to change at any time*****

MEDICATION DISPENSING PROCEDURES

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

Participating Programs:

- Summer Playground Program
- Mini People
- 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
- *Mini People*- certified camp counselors, programming department, aquatics & lifeguard department and fitness department
- *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 form
- 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: _____