

SGRPRC Camp Quest

2017



Parent Handbook

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SGRPRC offers a summer day camp for children ages 5 to 12. The camp is offered for eleven weeks during the summer. SGRPRC Camp Quest will provide campers with an opportunity to develop skills in an exciting open setting. Campers will enjoy making new friends and participating in various activities.

Campers are split into 3 groups based on age/grade level. Groups will rotate activities throughout the day. Activities will include sports, games, music, crafts, swimming, nature study, and many others.

Camp is limited to approximately 52 campers each week. The last week (childcare week) will be limited to 24 campers due to limited staff.

You choose only the weeks you need or want your child to attend. Your spot is secured when we accept your registration forms and deposit. If a week you request is already filled, we can put you on a waitlist for that week at your request. We will contact you when there is a cancelation.

Campers will receive:

1. SGRPRC Camp Quest T-Shirt
2. SGRPRC Camp Quest Water Bottle
3. SGRPRC Camp Quest Swim Bag*

***IF ATTENDING 2 WEEKS OR MORE**

Each camper will receive these items in his/her first week attending, prior to the field trip. If you lose or damage one of these items, you may purchase a new one for \$8.00 per item. (The only item required by camp is the T-Shirt. This is a safety concern on field trips. If your child shows up for field trip without their t-shirt you will be charged for a new one.)

Procedure for Signing Up a Child

1. **The following paperwork MUST be completed before your child can start camp:**

Registration Form

Emergency Contact

Payment Agreement

– Completed with Director or Financial Coordinator upon registration.

Health Assessment

– This form must be signed & dated by a doctor and should include a copy of immunization records. This form must be received 1 week prior to start of camp.

Liability Page

Behavior Policy Agreement

Signature Page of Parent Handbook (if printing from website, print page 15 ONLY)

2. A non-refundable \$35.00 registration fee plus \$25.00 deposit for each week requested is required to secure a space.

The deposit is non-refundable and non-transferable.

(This is not a fee in addition to the weekly camp rate. It is deducted from each week's tuition.)

SGRPRC Camp Quest Hours & Location

- Regular hours of camp are 8:30 AM to 4:00 PM. Camp operates June 5 – Aug. 16.
- Campers may be dropped off anytime between 8:20-8:30 AM.
- Before and after care is offered for an additional cost. Before camp care starts at 6:15 AM, and after camp care begins at 4:00 and is offered through 6:00 PM.
- Camp officially ends at 4:00 PM. It will be expected that campers are picked up ON TIME unless after care arrangements have been made. Parents picking up after 4:05 PM will be charged.
- The first 8 weeks of camp (June 5 – July 28) are held at Spring Grove Elementary School in the cafeteria. The last 3 weeks (July 31 – Aug. 16) are held at the Recreation Center. Additionally, camp is held at the Recreation Center on ALL FIELD TRIP DAYS, typically Fridays.

****THE BUS WILL NOT WAIT FOR CAMPERS ARRIVING LATE ON FIELD TRIP DAYS and no alternate care will be provided if the bus is missed.****

Fees

SGRPRC Camp Quest

\$35 – Registration Fee

\$25 / week – Reservation Deposit

Registration fees and deposits are non-refundable. The deposit is applied to the weekly tuition.

\$140 / week – SGASD Residents

(\$5.00 Discount to residents of S.G. Borough, Jackson Township, or Paradise Township)

\$150 / week – Residents outside of SGASD

*** Day rates not available. ***

There is a \$10 discount for multiple children enrolled in our program. The first child is charged the full rate. Additional children are each charged \$10 less than the regular fee.

Before and After Camp Care

\$40 / week – Before Care ONLY (6:15 AM – 8:30 AM)

\$35 / week – After Care ONLY (4:00 PM – 6:00 PM)

\$65 / week – Before AND After Care

\$10 / Day Rate per SESSION – **Must be scheduled in ADVANCE and only on an occasional basis.**

* CCIS Program Participants will be charged an additional fee for extended services; however, not the full rate. Please contact childcare office for further information.

Late Fees

Parents picking up campers after 4:05 PM will be charged the \$10 for extended after care. If lateness occurs more than twice, late fees will increase to \$15.

Students picked up after 6:05 PM from after care will be charged \$1/minute late fee. This is considered a penalty not an option. If lateness occurs more than twice, the late fee increases to \$5 / minute after the 6:05 time frame.

** Frequent occurrences for all late pick-ups risk suspension/termination from the program. **

Payments

- **All payments are required by using our ACH service.** (This is a free service.)
- **If ACH is not possible, you must contact Sandy Kreiner, Financial Advisor, at sandy_kreiner@sgrprc.com.**
- **Deadline for making any changes for weeks registered PRIOR to the start of camp is Friday, May 19th, otherwise obligated to payment for weeks corresponding in the agreement.**
- **If you plan to withdraw your child from a week of camp, 2 WEEKS notice must be provided directly to the Camp Director via Change of Status Form.**
- **If 2 weeks is not provided to the Camp Director, you are responsible for paying your full weekly fee.**
- **If a child is withdrawn due to an emergency (ie. accident, major illness, someone passed away) with less than 2 weeks notice, 1/2 of the weekly fee is still due.** (Written notice must still be given directly to the Camp Director.)
- A \$10 fee will be assessed to ALL outstanding accounts each week until current.
- Delinquent accounts will be filed with collection services. All collection fees will be the responsibility of the parents or responsible adult.

* If your child forgets lunch, and it must be provided by SGRPRC, your account will be charged \$5.*

Change of Status

A Change of Status Form MUST be submitted to the Camp Director to withdraw your child from week(s) registered.

This form is available on our website, sgrprc.com, at the childcare office, or a request from the Camp Director.

Tax Statements

Payment statements will be available *upon request* from the Child Care Assistant in late January. Please call the office at 717-225-9733 ext. 5 to request a statement. A formal statement is not needed by the IRS to complete your taxes. If you know how much you paid for child care services, you just need our tax ID number. **TAX ID #: 20-2235968**

Financial Assistance

Financial Assistance is available from Child Care Consultants of York County (CCIS). Financial packets and brochures are available at the SGRPRC office or you can call 717-854-2273 or 800-864-4925.

Reporting Absences/Attendance Changes

Please contact staff if your child will not attend the program for that day. This allows our teachers to plan for the day, and they know not to be expecting your child.

Please contact staff immediately if you are running late to pick up your child.

For other important messages for staff, please write them down in the communication log book. Each site has a log book at the sign in/out desk. Please ask for the book if you need to leave a message and do not see it available. If for some reason the regular staff is not there, then the substitute will know that there is a change that they need to know about at that site.

If there are changes happening at home or if there is a schedule change, this may affect your child. Alerting the staff will help us to better understand what your child is going through at this time.

Contact Information

Childcare/Camp Director	225-9733 x 4	megan_slothour@sgrprc.com
Assistant Director	(717) 825-5121	KDGYouth@icloud.com
Group 1	(717) 825-5117	newsalem5117@icloud.com
Group 2	(717) 825-5118	ParadiseElem@icloud.com
Group 3	(717) 825-5119	sgelem@icloud.com

****You may communicate directly with your child's counselors by calling the group phones. You may also e-mail or text a message to the group numbers.****

Accounting/Financial Officer	225-9733 x 2	sandy_kreiner@sgrprc.com
SGRPRC Executive Director	225-9733 x 3	kate_king@sgrprc.com

IEP (Individualized Education Program) Or IFSP (Individual Family Service Plan)

If your child has an IEP or an IFSP, please provide us with a copy of your paperwork for your child's file, before he/she is enrolled in our program. If one is written at any point during the school year, then a copy for our files would be appreciated.

These files are kept confidential and only the Coordinator has access to them. The more information that we have, the better we can plan and take care of your child.

Health and Safety

Health and Emergency Forms

To comply with regulations from the Department of Welfare, we are required to keep completed health forms, emergency forms, and payment forms on file for each child. All forms must be completed and in your child's folder before they may begin our program. If you come to a site without the proper forms filled out, you will be turned away until the forms are completed. If your child has any health issues, please let the facilitators know when you bring your child/children and complete a Special Health Plan.

Health Policy

When a parent sends a child to camp, we assume that the child is in good health and can participate in all activities, including gym and outdoor play. If, for any reason, a child cannot participate in any activity, a written note must be given to the facilitators. Runny noses, mild coughs, and colds should not keep your child from participating in program activities.

If a child becomes sick while at the center, we will call and ask you to make arrangements to pick-up your child as soon as possible. We will send a child home with any of the following symptoms: (1) temperature of 101 degrees or higher taken under the arm or orally, (2) vomiting, (3) severe diarrhea, defined as 2 or 3 loose stools in an hour, (4) any contagious rash such as impetigo or ringworm, (5) head lice (this requires that you contact your child's doctor and SGRPRC immediately). Your child may return to the child care site after being treated with Nix shampoo or physician-approved treatment with a doctor's note.

If your child has been sick with a communicable disease other than a cold or flu, please check with your physician before sending the child back to childcare. If there is an outbreak of strep throat, head lice, etc., we will notify parents at the time of pick-up. If your child has any limitations please provide us with a note from the doctor at the time of drop off or call us if your child has a note for us in his/her backpack.

Children who have been ill **may return when:**

- They are free of fever, vomiting and diarrhea for 24 hours.
- They have been treated with an antibiotic for 24 hours.
- They are able to participate comfortably in all usual activities.
- They are free of open, oozing skin conditions and drooling (not related to teething) unless:
 - The child's physician signs a note stating that the child's condition is not contagious, and;
 - The involved areas can be covered by a bandage without seepage or drainage through the bandage.
- If a child had a reportable communicable disease, a physician's note stating that the child is no longer contagious and may return to my care is required.

Administration of Prescription Medicines

A counselor will administer physician prescribed-medicine to your child when necessary.

Our licensing agency, the Department of Public Welfare, enforces the following strict regulations that we must adhere to for the safety of both the staff and children.

Prescription Medications

Medications must arrive at the site in an original container, labeled with the child's name, the name of the medication, and exact time medication is to be given, and the exact dosage. If you ask your pharmacist, they will give you a second labeled container for the medication. Medications for asthmas such as inhalers or nebulizers will sometimes be prescribed on an "as needed" basis. We can keep them on hand for that occurrence but the same rules must be followed. If pills need to be cut, the parent must send them cut and ready to be given to the student.

Over-the-counter Medicines

We cannot administer over-the-counter medications without a physician's prescription stating a dosage and exact time of administration.

We cannot store over-the-counter medications at the site past the date prescribed by the physician.

A physician must supply a new prescription for over-the-counter medications.

Medication Log

A parent or home caregiver must sign the medication log at the site each week that a medication is to be given to a student. If a medication is given each day a medication log will be in your child's folder. Staff may not administer medication unless we have your signature.

All medications MUST be in their original prescription bottle or labeled with the current prescription label.

All Medications

Make sure to hand all medications *directly* to the facilitator. Do not leave medications in your child's backpack.

Please keep in mind the following suggestions:

- Many antibiotics can be administered at home in the morning and in the evenings, eliminating the need to send medicines to school. It is always safest to give medications at home.
- If your child is taking medications at home, please let the facilitator know. Also check the time medicine was administered at the site to adjust the time of the next home dose to prevent "over dosage".

Sunscreens

Sunscreens may be applied; however, a parent must complete a permission form. Containers MUST be marked with the child's name.

Personal Items Campers Need

- T-Shirt or comfortable top
- Shorts or comfortable pants
- Girls wearing skirts MUST wear shorts underneath
- **Sneakers** (We should NOT see your feet. / Must be closed toed.)
- Hats & Sunglasses – strongly advised
- Sunscreen (We do not allow sharing except between siblings.)
- Packed Lunch (Coolers are provided Mon. – Thurs. / NO microwave available.)
- FRIDAYS / FIELD TRIP DAYS – Please pack a non-perishable lunch with a disposable bag. **NO exceptions! Students arriving without a non-perishable, disposable lunch will be charged for the service of providing a suitable lunch.**
- Water Bottle
- Swimsuit
- Towel
- Additional Swimming Accessories

****CAMPERS WHO DO NOT WEAR SNEAKERS WILL NOT BE ALLOWED TO PARTICIPATE IN OUTSIDE OR GYM ACTIVITIES FOR SAFETY ISSUES!****

Swimming

- Campers will swim at the high school pool Tuesdays, Wednesdays, and Thursdays unless otherwise noted.
- Campers will change into swimwear at SGE and walk to the high school.* After swimming, students will change in the pool locker rooms.
* Campers will be required to wear clothes and sneakers to walk to and from the pool.
- Make sure your child comes prepared on swim days.
* **There is NOT enough staff to watch campers if they cannot swim.**
Campers will have to go along to the pool and sit out with a quiet activity.
- For campers who need flotation devices, please send items along. Inform staff if items can stay at the pool for the duration of camp. * Please label these items with your child's full name.

Arrival Procedure

- An Adult must sign the child in with time and initials each day.
- You will be asked for photo ID until staff recognizes you.
- For safety, parents MAY not leave cars running or leave small children in the car when dropping students off.
- Parent(s) or guardian(s) MUST walk their child into the building, UNLESS other arrangements are made with the site staff.

Please inform staff if you will be dropping your child off after 8:30 AM. You may call or write a note in the communication log. We understand that things come up and appointments are scheduled.

If you show up AFTER 9:00 AM without prior arrangements with staff or the director/assistant director, you revoke childcare services for that day. Staff may be busy within their groups with daily activities and are unable to check for campers arriving late.

Departures

The adult picking up a child should write the pick-up time and again sign his/her initials on the sign-in/out sheet.

NOTE: EVEN IF a name is on the Emergency Contact form giving permission for release; THE SITE STILL MUST BE INFORMED by a phone call or a note in the Communication Log **IN ADVANCE letting staff know to expect someone other than the usual pick up person.*

We do realize that unforeseen situations may require a parent to make a last minute phone call to inform facilitators of a pick-up by a person not authorized on the child's enrollment forms. If this happens:

1. Paperwork will be filled out on the person picking up the child
2. We will ask for a picture ID before we will release your child into their custody.
3. We will also require a phone number that the parents can be reached for verification.
4. If the parent cannot be reached at this number the child cannot be released to the other individual. **These guidelines are set by the state and we are required to follow.**

REMINDER

If there are any changes to work information, cell phone or contact numbers, address, or release information (who may pick up your child), the Emergency Contact Form must be changed immediately.

SGRPRC Camp Quest Behavior Policy

We ask our campers to come positively prepared to CAMP:

C – Cooperate

A – Attitude

M – Manners

P – Participate

Positive behavior is reinforced with praise and CAMP “Dollars.” Dollars are awarded at the counselors’ discretion. Dollars may also be taken away for inappropriate behavior.

Once a week, campers are able to spend their money at camp store.

If your child does not follow the behavior system mentioned, consequences will be rendered. The following actions will take place once verbal warnings have already been given:

1. Lose Camp Dollar
 2. Lose Camp Dollar & Removal from Activity
 3. Lose Camp Dollar, Removal from Activity, & **Write-Up**
- After **2 Write-Ups within a week**, a Discipline Report will be completed for the inappropriate behavior.
 - After **2 Discipline Reports**, the Director and Assistant Director will schedule a meeting with parents.
 - If a **3rd Discipline Report** is written, your child may be suspended from attending field trips or suspended from camp all together.

***Camp staff has the right to issue a write-up or discipline report at any point if deemed necessary.**

***Any purposeful and harmful physical contact, severe noncooperation, or verbal threat may warrant an immediate Discipline Report.**

TO ATTEND SGRPRC CAMP QUEST, YOU AND YOUR CHILD WILL BE REQUIRED TO AGREE AND SIGN TO THE ABOVE TERMS. A SEPARATE FORM WILL BE PROVIDED TO YOU AT REGISTRATION TO HANDLE THIS AGREEMENT. REFUSAL TO SIGN MEANS WE WILL NOT BE ABLE TO PROVIDE YOU ANY CHILDCARE SERVICES FOR SUMMER CAMP.

Spring Grove Regional Parks and Recreation Center

SUBJECT: Nondiscrimination in Services

TO: Parents

FROM: SGRPRC Childcare Director

Admissions, the provisions of services, and referrals of clients shall be made without regard to race, color, religious creed, disability, ancestry, national origin (including limited English proficiency), age, or sex.

Program services shall be made accessible to eligible persons with disabilities through the most practical and economically feasible methods available. These methods include, but are not limited to, equipment redesign, the provision of aides, and the use of alternative service delivery locations. Structural modifications shall be considered only as a last resort among available methods.

Any individual/client/patient/student (and /or their guardian) who believes they have been discriminated against, may file a complaint of discrimination with:

Spring Grove Elementary
1450 Roth's Church Rd.
Spring Grove, PA 17362

New Salem Elementary
3745 Salem Rd.
York, PA 17408

Paradise Elementary
6923 Lincoln Highway
Thomasville, PA 17364

Spring Grove Area Community Center
50 North East St.
Spring Grove, PA 17362

Department of Human Services
Bureau of Equal Opportunity
Room 223, Health & Welfare Building
PO Box 2675
Harrisburg, PA 17105

PA Human Relations Commission
Harrisburg Regional Office
333 Market Street – 8th Fl
Harrisburg, PA 17101

U.S. Dept. of Health & Human Services
Office for Civil Rights
Suite 372, Public Ledger Bldg.
150 South Independence Mall West
Philadelphia, PA 19106-9111

The SGRPRC Child Care program is licensed by the Commonwealth of Pennsylvania.

Financial assistance is available through CCIS.

The SGRPRC shall not discriminate based on race, color, sex, age, veteran status, marital status, sexual preference, national origin, religion, disability or any other characteristic protected by law.

The SGRPRC is an equal opportunity employer.



Spring Grove Regional Parks and Recreation Center
50 North East Street, Suite 1
Spring Grove, Pa 17362
Phone Number: 717-225-9733
Fax: 717-225-9792

My signature below acknowledges that I have received my copy of the Parent Handbook for SGRPRC Camp Quest. I understand and agree that it is my responsibility to read and familiarize myself with the policies and procedures contained in this handbook. I also recognize that should I have any questions regarding the items in this handbook, I may contact the Director.

Student Name

Parent / Guardian Signature

Date