



## PERKIOMY TRAILBLAZERS – SUMMER 2024 PARENT HANDBOOK

Dear Parents/Guardians:

Welcome to Perkiomy Trailblazers! We are very happy to have your teen join us for some exciting summer fun. We have plenty of new activities, events and trips planned for our time this summer.

Mission Statement: Lower Providence Township Summer Camp Program strengthens our community and provides opportunities for all residents. The Summer Camp Program creates positive, fun, and safe experiences for children throughout the summer break. Our program is shaped by exploration, adventure, creativity, connection, and friendship and this is facilitated by our excellent, trained welcoming staff.

This parent handbook includes current camp policies and procedures, discipline information, a camp information sheet and general information. Review all the information carefully so that you are aware of our changes for this summer. **Please remember, during this summer policies and procedures can and may change daily. We hope you will be patient with our department and staff.**

If you have any questions regarding Perkiomy Trailblazers, please do not hesitate to contact the Parks and Recreation Office at 610-635-3543.

Our **#1 goal** is to make sure your child has a safe and fun experience at Perkiomy Trailblazers!

See you at camp this summer!

*Jane Delaney*

Director of Parks & Recreation

*Nick Walker*

Parks & Recreation  
Program Coordinator

*Karen Barron*

Parks & Recreation  
Administration Assistant



**On Fridays, the preceding week's camp newsletter will be sent to parents to the e-mail address provided during camp registration.**

### **GENERAL CAMP INFORMATION**

The Department of Parks and Recreation of Lower Providence Township offers children a supervised summer camp recreational program including arts & crafts, games, special events and guests' appearances. This program is for children who have completed grades 6<sup>th</sup> through entering 8<sup>th</sup> grade.

Perkiomy Trailblazers runs from Monday, June 24<sup>th</sup> through Friday, August 2<sup>nd</sup>.

Perkiomy Trailblazers is offered at one location: **Arcola Intermediate School**

Camp Hours: Monday - Friday 8:00 am - 4:00 pm

***Perkiomy Trailblazers camp will be closed due to the Holiday on Thursday, July 4<sup>th</sup> and Friday, July 5<sup>th</sup>.***

Parents are reminded that our staff supervision is during regular camp hours only. Please be sure to pick-up and drop-off your children at the stated times.

### **CAMP FEES (Includes all trips):**

#### ***Early Registration Savings – Before April 1<sup>st</sup>***

\$1030 Lower Providence Resident

\$1005 \* Each additional child (**LPT Residents only**)

\$260 P.M. Extended Care (**Monday - Thursday 4:00-5:00 pm**) No P.M. care on Fridays

#### ***Regular Rate – April 1<sup>st</sup>***

\$1080 Lower Providence Resident

\$1055 \* Each additional child (**LPT Residents only**) No P.M. care on Fridays

\$285 P.M. Extended Care (**Monday - Thursday 4:00-5:00 pm**)

\$1,320 Non-Resident

*\* Family Discount applies to Lower Providence Township residents only. All children must reside in the same household to qualify for the discount.*

**\*Under no circumstances can we prorate camp fees, no exceptions.** We apologize for any inconvenience.

### **EXTENDED CARE: (Sorry this rate cannot be prorated for single days or weeks)**

Monday through Thursdays, 4:00-5:00 pm at Perkiomy Trailblazers. The costs above are for you to enroll your child in the extended care program per child for the entire 6 weeks. **There is no aftercare on Fridays.**

## **REFUND POLICY**

\*\* Lower Providence Parks & Recreation has made commitments to the summer staff and entertainment venues based upon registration numbers. We know that things change; parents wishing to withdraw their child from Perkiomy Trailblazers are entitled to the following:

1. Refunds may be given for Perkiomy Trailblazers if cancellation notice is given in writing before May 31, 2024 by 4:30 pm. All cancellations are subject to a \$60.00 processing fee per child.
2. No refunds will be processed after June 1<sup>st</sup>.
3. All refunds are handled through the Parks and Recreation office at the Lower Providence Township Building. You must contact the Parks and Recreation office and not the individual camp site to request a refund.

## **STAFF**

All members of the Perkiomy Trailblazers staff are qualified and trained to provide quality care for our campers. All camp staff members have completed a screening process that meets the requirements set forth by the Lower Providence Township Department of Parks and Recreation. All staff members are required to attend an in-service training and have obtained clean criminal background checks, child abuse clearances and FBI clearances required by the State of Pennsylvania.

Several staff members have current CPR & First Aid Training and certifications.

The Perkiomy Trailblazer Coordinator supervises the daily activities of Trailblazers site.

Camp cell phones are only active during camp hours 8:00am – 5:00pm.

***Please remember that during this summer policies/procedures can change daily. We hope you will be patient with our department and staff.***

### **Please Note:**

Lower Providence Township's non-educational summer camp program operates independently from programs provided by the Methacton School District. The Township's Parks and Recreation Department is not aware of any accommodations provided by the School District. It is the responsibility of the family/applicant to notify the Township of any accommodations typically provided by the School District so that a determination can be made as to whether reasonable accommodations are available. Please ensure that you disclose all accommodations usually provided by the School District in this application. Failure to do so may result in your child being unable to participate in Lower Providence's summer programs. If you believe that your child will require any reasonable accommodations, the Township will contact you.

The Parks and Recreation Department mandates that all required child abuse clearances and background information for any individual present at the camp with your child must be submitted to the Director of Parks and Recreation at least 2 weeks prior to the start of the camp.

## **CAMP RULES & REGULATIONS**

Children are responsible for helping to keep the building clean inside and outside, and playground area clean. They are expected to help clean up after games, crafts, lunch, and snacks. Please keep in mind that **\*\*we are guests of the Methacton School District facilities\*\***.

Children are expected to use playground structures and equipment as they intended. The rules for use will be explained each Monday to all campers and posted at camp.

Camp staff will be monitoring bathroom breaks and supervising bathroom facilities from outside the stalls. All campers need to be able to use the restrooms unassisted.

Backpacks are permitted at camp, but we suggest that anything valuable be left at home. We are not responsible if something is stolen, broken, or lost. Please make sure all items are clearly labeled with your child's name.

The following list of items is prohibited at camp:

- Digital devices
- Portable video games
- Knives/any type of weapons/toy guns
- **CELL PHONES – The Site Supervisor has access to a phone if parent/guardians need to be contacted. If a parent needs to reach their child or camp staff for any reason, please contact the Parks & Recreation office at 610-635-3543. If a child must bring a cell phone, all cell phones must remain in the camper's backpack during camp hours.**

If a child brings any prohibited items to camp, the item will be confiscated and returned to his/her parent at the end of the day.

Lost & Found items will be kept in a Lost & Found bin at the camp site. If items are not claimed by Friday, August 9<sup>th</sup> they will be donated.

## **CAMP ATTIRE**

Parents are asked to have their children wear apparel which is appropriate for summer camp activities.

We strongly recommend that all campers wear sneakers each day. "HEELIES" and "open toe shoes or flip-flops" are not permitted at camp for safety reasons.

On hot days, children may be participating in water activities. Please have your child wear their bathing suit under their clothes. The days to wear bathing suits will be clearly marked on the weekly activities calendar and notice boards at the campsite.

## **SUNSCREEN POLICY**

Please apply sunscreen to your child daily. Children must be able to apply their own sunscreen. If your child is susceptible to sunburn, please send a SPRAY sunscreen to camp in a Ziploc bag with child's name on it. Staff members are not permitted to apply lotion to children but will remind the children to re-apply it.

## **DAILY LUNCH INFORMATION**

Children are responsible for bringing their own lunch every day. Please have your child bring drinks and a non-perishable lunch to camp. There is no microwave access, so please make sure your child's lunch does not need to be heated. It is recommended that they have an insulated lunch bag as there is no refrigeration available. Bags must be clearly marked with your child's name.

We work carefully to educate our camp staff about food allergies. Please be respectful of food allergies that other campers may have when packing your child's lunch. We strongly discourage our campers from sharing their food with other campers and staff due to food allergies.

It is important to remind your children that they need to stay hydrated during the hot weather. Camp staff and campers will have water/drink breaks throughout the day. Water bottles are **STRONGLY** recommended. Please provide as much water/drinks as needed for your child.

**LUNCH/FOOD:** The lunch program is included in the camp fees. Food (pizza, soft pretzels, Chick-Fil-A) will be provided on special days. Those days will be listed on the calendar, on the site whiteboard, and told to you by the counselors at your child's site. On days when Chick-fil-A is provided, your camper has four options: chicken nuggets, grilled nuggets, chicken sandwich, or a side salad. If your child does not or cannot eat any of those four options, please pack them a lunch. **Also, please pack snacks for your child to have at lunch, as we do not provide a whole meal on special lunch days.**

**KONA ICE VISITS:** Kona Ice is scheduled to visit the Perkiomy Trailblazers on special days. These days will be listed on the calendar, site whiteboard, and told to you by the staff. It is up to the individual camper if they would like to **purchase** Kona Ice that day. Please send money in a Ziploc bag with camper's name on it if you would like your camper to participate in Kona Ice after lunch.

## **TRIP PROCEDURES**

Lower Providence Township Parks & Recreation requires the campers to wear their camp shirts on days of field trips and special events, for safety and security purposes. **Campers are not permitted on trips without their T-shirt this will be strictly enforced.**

All children participating in our program are invited to attend all trips and special events, but participation/attendance is not mandatory. Buses will leave promptly at the times stated on the white board at camp and it is extremely important that your child is at the site in time for head count **no later than the time listed on the white board.**

Rules for the trip will be explained prior to departure. Teens are expected to behave properly on all trips. Failure to do so may result in loss of privileges.

**Campers may not be dropped off or picked up at a field trip site. Special consideration may be given on a case-by-case basis with a written explanation provided, at least (3) days in advance of the trip, to the Parks and Recreation Director.** If your child is attending additional summer programs or camps, he or she may leave early/return to camp when necessary unless your child's group is on a field trip during that time. **We do not keep staff behind for any reason on trip days.** Please plan accordingly.

Please advise your child not to bring any more than \$20.00 with them on field trip days. Camp staff will not be responsible for holding campers' spending money, cameras, etc.

## **CAMP SITE PICK UP AND DROP OFF TIMES**

Regular camp hours run **Monday through Thursday from 8:00 am to 4:00 pm.** Campers will be charged an additional fee if picked up late. **A late fee of \$5 per child will be assessed for every 5 minutes past 4:10 pm.**

**EXTENDED CARE OPTION runs Monday- Thursday 4:00-5:00**

## **REQUIRED FORMS**

All campers are required to have the following forms completed. No camper will be permitted to stay at camp unless forms are complete.

- Permission Pick up form – details who is eligible to take the child from our care.

## **CAMP SITE DROP-OFF & PICK-UP PROCEDURES**

In the interests of extended safety for all our campers, Perkiomy Trailblazers has sign in and sign out procedures for camp. The system is simple but will require the cooperative efforts of parents and staff. *The goal is to ensure that the proper person picks up the proper camper(s) each day.*

- ◆ Each parent must show a driver's license or valid ID when picking up their child until the camp staff recognizes them.
- ◆ Each parent **MUST** walk their camper to the sign in station and sign them in unless the parent has filled out a walker/biker permission form and it is on file at the camp site. Teens that walk or ride bikes to camp will be dismissed each day at 4:00 pm. Under no circumstances will a walker or bike rider be dismissed earlier than 4:00 pm.
- ◆ If someone other than the parent on the registration form is picking up a camper, a note **MUST** be sent in. This person must also show ID when picking up.
- ◆ **NO CAMPERS WILL BE RELEASED UNLESS PROPER AND CORRECT IDENTIFICATION IS PRESENTED. NO EXCEPTIONS!**

Thank you for helping us keep your camper safe. We appreciate your understanding that there will be no exceptions to this procedure.

## **ACCIDENTS/EMERGENCIES**

First Aid kits and ice packs are available at the camp site to treat minor accidents. Parents will be notified at pick-up of any minor injuries for that day. For moderate injuries (not requiring 911), a phone call will be made to the parent/guardian first then the emergency contact listed if the parent cannot be reached with the accident details.

In the case of more serious injury, 911 will be called. We will then make immediate contact with the parent/guardian. A staff person will accompany the child to the hospital and remain with your child until you arrive.

## **MEDICATION POLICY**

The responsibility for administering medications rests with the camper's legal parent or guardian. **No camp staff is permitted to administer medication.** It is important that all medication be taken at home. No medication is to be sent to camp unless it is a prescription drug that must be taken at a certain time or for preventive reasons or emergency conditions such as seizures, heart conditions, asthma, bee stings, allergy conditions or nausea.

Staff is not allowed to touch your child's medication at any time other than emergency situations, it must be always kept in your camper's bag. Staff can remind campers to take their medicine, but under no circumstances is staff allowed to physically administer medication, unless it is a medical emergency.

These preventive or emergency medications may be sent to camp provided the rules listed below are followed:

1. Note from the doctor stating the name of medication, how it is to be given, amount, time, and diagnosis of illness. The medication must have a prescription label on the container.
2. Note from the parent or legal guardian giving approval for the medication to be administered by staff in an emergency.
3. For emergency conditions such as bee sting reaction, the Site Supervisor will call the parents/guardians.

**All medical information is kept strictly confidential.**

### **ABSENCES/ILLNESS**

The continued good health and safety of staff and campers attending our summer camp program is always our priority. Please monitor your child's health status. If you suspect your child is unable to participate in daily camp activities due to an illness, they should not attend camp. Our staff is trained to use everyday preventive actions with campers which include frequent hand washing with soap and water. Each camp site has hand sanitizer and tissues available for campers and staff to use when needed.

If your child is absent due to a contagious condition/illness such as Covid-19, chicken pox, strep, head lice or pink eye, you need to notify the Parks and Recreation office immediately at (610) 635-3543. Please consult with your physician before notifying the Parks and Recreation Department so that we may have accurate information. At the direction of the Parks & Recreation Director, parents/guardians may be asked to submit a doctor's note before the child returns to camp.

For the safety of all participants and staff, sick children MUST be kept at home for 24 hours before returning to camp. If the child becomes sick at camp, the parent/guardian will be notified to pick up the child immediately.

Children MUST be kept home if they exhibit any of the following symptoms: fever, rash, diarrhea, vomiting, discharge from eyes, nose, or ears.

NOTE: There will be no fee reduction or reimbursement for absences under any circumstances.

### **SPECIAL EMOTIONAL/PHYSICAL NEEDS**

Campers with special emotional or physical needs should be brought to the attention of the Parks & Recreation Director. A full description of any unique requirements of the camper should be shared with the Director of Parks and Recreation at least two weeks before camp begins.

We will try to make every reasonable accommodation possible to serve children with diverse abilities. If the parent/guardians and Parks & Recreation Director feel it is necessary, a meeting will be scheduled to discuss the situation and solutions so the camper may have a good summer camp experience.

If your camper requires a TSS or an Aide, we welcome these services. Please provide LPP&R with the person's name and agency information. You will be contacted by a staff member for further information.

From time-to-time campers with special needs will require an observer to visit the camp site during camp hours. These visits must have 24-hour notice. If an observer arrives without prior notice, they will not be permitted to remain at camp. All observers are required to register with Parks & Recreation Director by calling 610-635-3524

### **CODE OF CONDUCT**



Lower Providence Township Parks and Recreation takes behavior issues very seriously and has protocols to deal with situations involving misbehavior. Parents and Guardians will be notified on the day of the offense, so they will know what has happened from the very beginning.

Bullying, fighting, inappropriate behavior/language, and breaking camp rules will NOT be tolerated. Consequences depend on the severity of the offense. A report form will be filled out for each individual incident and will be available for review upon request. Please keep in mind that Lower Providence Township Parks and Recreation reserves the right to change behavior procedures based on the severity of the incident.

Consistent disregard for camp code of behavior policies may result in the following types of measures:

Loss of Privileges - loss of game time or free time privileges, exclusion from daily activity, etc

And /Or, the counselor or other staff will take a written Discipline Report and/or a telephone call will be made to the parent/guardian.

And/Or, the parent/guardian may be required to meet in person with the Site Supervisor, Summer Coordinator, Recreation Superintendent and/or Parks & Recreation Director to discuss resolution.

And /Or, suspension depending on the nature of the incident. The Site Supervisor may suspend a child from attending camp. The Summer Coordinator will determine the length of suspension (1-3-day period).

And /Or, expulsion from the camp.

If the child's behavior is deemed inappropriate or if there are numerous infractions, a child may be involuntarily withdrawn from the camp. Parents will be notified immediately, and the fees are not refundable.

Camp staff will be responsible for the enforcement of the code of behavior of the campers. Listed below are the guidelines for actions to be taken:

1. To be most effective, immediate actions for misbehavior will be known by the campers and parents in advance.
2. Physical punishment will not be used. Group penalties will be avoided. At no time will a counselor place a child in an unsafe environment.
3. For serious infractions or for cumulative ones, removal of playground or other activity privileges may be used.
4. All children will be directed to appropriate behavior rather than continually spoken to in negative terms.

**Internet Policy:** Cyber-bullying and harassment are not tolerated at Perkiomy Trailblazers. Rude, demeaning, intimidating or vulgar emails, texts, social posts, instant messages, or other such notes sent to, or about other Perkiomy Trailblazers campers are unacceptable.

**Bullying Policy:** Perkiomy Trailblazers and Lower Providence Township, like every township, must face that teasing and bullying occurs within our community and it hurts everyone. Lower Providence will take any reports of bullying seriously. The Township will notify you if your child is bullying or if they are being bullied. It is vitally important that parents and Township personnel work together to hold children accountable for their behavior.

Thank you for your support of Lower Providence Township's Perkiomy Trailblazers summer program. The policies and procedures that are stated in this Parent Handbook are designed for your child's safety and the well-being of all our campers and our staff.



Do not forget to always check our department website: [www.lptrec.com](http://www.lptrec.com) for updated summer camp information and new recreation programs and events throughout the summer.



## **WEATHER ALERT!!**

If there is rain or a high heat index, camp will still **be held**.