



**2024**



**STPR**



**CAMP**



**SUMMER PLAYGROUND  
CAMP PARENT PACKET**

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# SUSQUEHANNA TOWNSHIP

## PARKS & RECREATION SUMMER DAY CAMP

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### **To : Summer Day Camp Parents**

I am thrilled to be spending another summer with the wonderful children that attend our summer camp. It is always a pleasure to see familiar, returning faces and new ones each year. Every summer it is my goal to plan a summer that is fun, interactive, and really takes advantage of all that Susquehanna Township has to offer.

You will likely see some familiar faces as our camp supervisors Nick Shiffler and Bryan Stovall will be returning alongside what I consider to be the best counselors. You will also see some new faces as we have brought on some new site leaders and counselors to work with our growing summer program.

Speaking of our growing summer program, this summer we are launching a new Summer Playground Camp site at Edgemont Park and our brand new Summer Scholars Camp. My hope is that by introducing the new Summer Playground Site, more families will have the chance to experience their best summer yet. Additionally, our Summer Scholars Camp aims to provide families with children enrolled in Summer School with FUN, quality care, alleviating any concerns about finding suitable after-summer school care.

Thank you so much for choosing and trusting us and please do not hesitate to reach out with any questions of concerns you might have!

**Cheers to summer fun,**

*Heavenly Smith*

**Heavenly Smith  
Parks & Recreation Program Coordinator**

# CONTACT INFO



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**Playground Camp Supervisor**  
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**Day Camp Supervisor**  
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# **SUPPLIES**

**ALL OF THESE ITEMS SHOULD BE BROUGHT AND LABELED WITH YOUR CHILD'S FIRST AND LAST NAME! ANY OTHER PERSONAL BELONGINGS SHOULD BE LABELED AS WELL.**

**SUNSCREEN**

**REUSABLE WATER BOTTLE**

**HAND SANITIZER**

**TOWEL**

**CAMP STAFF WILL GIVE REMINDERS PRIOR TO FIELD TRIPS, POOL TRIPS, AND SPECIAL ACTIVITY DAYS!**

# **ZERO TOLERANCE POLICY FOR FIGHTING**

**THE GOAL OF OUR SUMMER RECREATION DAY CAMP PROGRAM HAS ALWAYS BEEN AND CONTINUES TO BE PROVIDING A SAFE, ACTIVE PLACE FOR KIDS TO SPEND THEIR SUMMER DAYS. WITH THIS IN MIND, WE CONTINUE TO EMPLOY A ZERO TOLERANCE POLICY ON FIGHTING AT OUR SUMMER RECREATION PROGRAMS. FIGHTING IS UNACCEPTABLE FOR ANY REASON.**

**THE PHYSICAL NATURE OF A FIGHT COULD INCLUDE BUT IS NOT LIMITED TO HITTING, PUNCHING, SLAPPING, POKING, GRABBING, PULLING, TRIPPING, KICKING, AND PINCHING. THESE ACTIONS CAN NOT ONLY RESULT IN PHYSICAL HARM TO THE COMBATANTS - THOSE NEARBY. IN ADDITION, IT CAN RESULT IN OTHER PARTICIPANTS FEELING UNSAFE.**

**ANY PARTICIPANT INVOLVED IN FIGHTING MAY BE EXPELLED FROM THE PROGRAM FOR THE REMAINDER OF THE SUMMER. PARTICIPANTS SHOULD MAKE EVERY ATTEMPT TO WALK AWAY FROM THE SITUATION AND REPORT THE INCIDENT IMMEDIATELY TO STAFF.**

**IT IS THE COORDINATOR'S DISCRETION AS TO WHETHER AN INDIVIDUAL'S PARTICIPATION IN A FIGHT WOULD BE CONSIDERED SELF-DEFENSE. IF THE ADMINISTRATOR DEEMS THE ACTIONS AS SELF-DEFENSE, THEN A LESSER PUNISHMENT WILL BE ISSUED TO THAT PARTICIPANT.**

# **IMPORTANT INFO**

## **DROP OFF AND PICK UP**

**DROP OFF IS BETWEEN FROM 8:30 AM - 9:00 AM.**

**PICK UP IS BETWEEN 1:00 PM - 1:15 PM.**

## **LATE PICK UP**

**IF YOU ARE RUNNING LATE, PLEASE INFORM STAFF BY CALLING 717-798-2090. THE FOLLOWING LATE FEES WILL BE APPLIED FOR ANY CHILD PICKED UP AFTER 1:15 PM.**

**LATE FEES: \$15 AFTER 1:15 PM, \$30 AFTER 1:30 PM**

**\*\*LATE FEES MUST BE PAID AT THE RECREATION OFFICE PRIOR TO NEXT WEEK'S PARTICIPATION.**

## **DRESS AND ITEMS FOR CAMP:**

**CAMPERS SHOULD BE DRESSED APPROPRIATELY FOR THE DAY. ALL PERSONAL ITEMS MUST BE CLEARLY LABELED WITH THE CAMPERS FIRST AND LAST NAME.**

- SNEAKERS ARE HIGHLY RECOMMENDED AS THEY WILL BE PARTICIPATING IN VARIOUS ATHLETIC ACTIVITIES THROUGHOUT THE PROGRAM.**
- SUN SCREEN IS HIGHLY RECOMMENDED. IF YOUR CHILD WILL NEED HELP APPLYING SUNSCREEN, YOU MUST PROVIDE SPRAY SUNSCREEN.**
- BATHING SUITS/WATER CLOTHES MUST BE BROUGHT WHEN NOTIFIED BY CAMP STAFF**

# **IMPORTANT INFO**

## **ACCIDENTS/EMERGENCIES**

**FIRST AID KITS AND ICE PACKS ARE AVAILABLE AT EACH CAMP SITE TO TREAT MINOR INJURIES. PARENTS WILL BE NOTIFIED AT PICK-UP OF ANY 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 AN IMMEDIATE ATTEMPT TO CONTACT THE PARENT/GUARDIAN. A STAFF MEMBER WILL ACCOMPANY THE CHILD TO THE HOSPITAL AND REMAIN WITH YOUR CHILD UNTIL THE PARENT/GUARDIAN ARRIVES.**

## **INCLEMENT WEATHER**

**WE WILL MAKE ALL ATTEMPTS TO RUN THE PLAYGROUND PROGRAM AS SCHEDULED. BUT IN THE EVENT OF SIGNIFICANT RAINFALL OR SUSTAINED THUNDERSTORMS, THE PROGRAM WILL BE CANCELED, AND YOU WILL BE NOTIFIED VIA EMAIL THAT MORNING. IF IT IS A MISTY WITH POSSIBLE PASSING SHOWERS, WE WILL RUN THE PROGRAM. IN THE EVENT OF EXCESSIVE HEAT, WE WILL MONITOR THE SITUATION AND NOTIFY YOU OF ANY CLOSURE DUE TO EXCESSIVE HEAT/HEAT INDEX. IF A THUNDERSTORM OCCURS DURING THE PROGRAM HOURS, WE WILL SHELTER IN THE PAVILION UNTIL IT PASSES. IF CHILDREN NEED TO BE PICKED UP EARLY, WE WILL CONTACT YOU VIA PHONE AND EMAIL.**



# **IMPORTANT INFO**

## **ABSENCES/ILLNESS**

**OUR TOP PRIORITY IS THE HEALTH AND SAFETY OF OUR STAFF AND CAMPERS. PLEASE KEEP A CLOSE EYE ON YOUR CHILD'S HEALTH AND KEEP THEM AT HOME IF THEY ARE SICK. OUR STAFF PRACTICES PREVENTIVE MEASURES SUCH AS FREQUENT HAND WASHING AND HAND SANITIZING IS AVAILABLE ON SITE. IF YOUR CHILD HAS A CONTAGIOUS ILLNESS, PLEASE NOTIFY US IMMEDIATELY AND CONSULT WITH YOUR DOCTOR. CHILDREN MUST STAY HOME FOR 24 HOURS AFTER BEING ILL AND SHOULD NOT ATTEND CAMP IF THEY EXHIBIT FEVER, RASH, DIARRHEA, VOMITING, OR DISCHARGE FROM EYES, NOSE, OR EARS.**

## **DISCIPLINARY POLICY & PROCEDURE**

**WE TAKE BEHAVIOR ISSUES SERIOUSLY AND HAVE PROTOCOLS IN PLACE TO ADDRESS ISSUES SUCH AS BULLYING, FIGHTING, INAPPROPRIATE BEHAVIOR/LANGUAGE, AND BREAKING RULES. PARENTS/GUARDIANS WILL BE INFORMED ON THE DAY OF THE INCIDENT, AND CONSEQUENCES WILL VARY DEPENDING ON SEVERITY. A REPORT FORM WILL BE FILLED OUT AND AVAILABLE FOR REVIEW UPON REQUEST. REPEATED MISBEHAVIOR MAY RESULT IN LOSS OF PRIVILEGES, EXCLUSION FROM ACTIVITIES, OR SUSPENSION FROM THE PROGRAM.**

**THE SITE SUPERVISOR MAY SUSPEND OR EXPEL A CHILD FROM ATTENDING CAMP. THE SUMMER COORDINATOR WILL DETERMINE THE LENGTH OF SUSPENSION. PARENTS WILL BE NOTIFIED IMMEDIATELY OF EITHER COURSE OF ACTION.**

# **IMPORTANT INFO**

## **MEDICATION POLICY**

**THE RESPONSIBILITY FOR ADMINISTERING MEDICATIONS RESTS WITH THE CAMPER'S LEGAL PARENT OR GUARDIAN. NO CAMP STAFF IS PERMITTED TO ADMINISTER MEDICATION. THEREFORE, IT IS IMPORTANT THAT ALL MEDICATION BE TAKEN AT HOME. NO MEDICATION IS TO BE SENT TO CAMP UNLESS IT IS A PRESCRIPTION DRUG FOR PREVENTIVE REASONS OR EMERGENCY CONDITIONS SUCH AS SEIZURES, HEART CONDITIONS, ASTHMA, BEE STINGS, OR ALLERGY CONDITIONS. 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 THE MEDICATION, HOW IT IS TO BE GIVEN, AMOUNT, TIME, AND DIAGNOSIS OF ILLNESS. THE MEDICATION MUST HAVE THE 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 A BEE STING REACTION, THE SITE SUPERVISOR WILL CALL THE PARENTS/GUARDIANS.**

**ALL MEDICAL INFORMATION IS KEPT STRICTLY CONFIDENTIAL.**

## **MISCELLANEOUS**

**PLEASE DO NOT ALLOW YOUR CHILD TO BRING PERSONAL TOYS, PORTABLE ELECTRONICS, OR CELL PHONES. SUSQUEHANNA TOWNSHIP PARKS & RECREATION IS NOT RESPONSIBLE FOR LOST OR STOLEN ITEMS. (IF YOUR CHILD HAS A CELL PHONE, THEY MAY NOT USE IT DURING CAMP HOURS, IT MUST BE PUT AWAY, OR IT WILL BE CONFISCATED AND RETURNED TO THE PARENT.)**

# **FAQ'S**

## **WHAT HAPPENS IF I NEED TO PICK MY CHILD UP EARLY?**

**IF YOU NEED TO PICK YOUR CHILD UP EARLY, PLEASE LET OUR COUNSELORS KNOW AT CHECK IN SO THAT THEY CAN PLAN THEIR DAY ACCORDINGLY. YOU CAN ALSO CONTACT HEAVENLY AT 717-909-9228 IF YOU NEED TO PICK YOUR CHILD UP EARLY UNEXPECTEDLY.**

## **WHAT WILL MY CHILD BE DOING ON A DAILY BASIS?**

**ON A DAILY BASIS YOUR CHILD WILL PARTICIPATE IN ATHLETIC ACTIVITIES, ARTS AND CRAFTS, BOARD GAMES, GROUP GAMES AND MORE!**

## **WHAT HAPPENS IN CASE OF AN EMERGENCY AT CAMP?**

**DEPENDING ON THE EMERGENCY, OUR COUNSELORS RESPONSES WILL BE DIFFERENT. WE HAVE A PLAN OF ACTION FOR A VARIETY OF SCENARIOS. PARENTS/GUARDIANS WOULD BE NOTIFIED AS SOON AS POSSIBLE.**

## **WILL LUNCH BE PROVIDED?**

**LUNCH WILL BE PROVIDED THIS SUMMER! YOU ARE MORE THAN WELCOME TO PACK SNACKS FOR YOUR CHILD IF YOU THINK THEY WILL NEED THEM. YOU KNOW YOUR CHILD'S APPETITE BEST!**

## **WILL CAMPERS BE ABLE TO ATTEND FIELD TRIPS?**

**AS OF RIGHT NOW CAMPERS ENROLLED IN PLAYGROUND CAMP WILL BE UNABLE TO ATTEND DAY CAMP FIELD TRIPS. WE ARE EXPLORING TRANSPORTATION OPTIONS AND SHOULD THIS CHANGE YOU WILL BE NOTIFIED BY EMAIL.**