

SUSQUEHANNA TOWNSHIP



**PARKS & RECREATION  
SUMMER DAY CAMP  
2018**

**Parent Information Packet**

Monday, June 18 – Thursday, Aug 2, 2018

Open Mondays – Thursdays

\*Not Open on Fridays!\*





## **Susquehanna Township Day Camp 2018**

**June 18 – August 2, 2018**

**Monday – Thursday**

**\*Closed on Fridays!**

Dear Parents/Guardians,

Welcome to Susquehanna Township Summer Day Camp!

We have been working hard to make this another safe and fun-filled summer for your child! Our campers participate in a variety of activities throughout the day, including games, sports, field trips, swimming, and crafts. Your child may be asked to wear a particular color or come dressed a certain way. The camp experience is enhanced when we get active participation from as many campers as possible, so please encourage your child to have fun and participate!

Look for the following changes this year:

### **Enrollment:**

**One -time, non-refundable enrollment fee: \$20**

**When paying the one-time non-refundable enrollment fee, you must also register for a week of Day Camp. The payment of the enrollment fee alone does not guarantee your child a spot. Payment of the weekly registration fee guarantees the spot.**

### **Registration:**

**Beginning in 2018, there will be 2 stops when enrolling and registering for a week of Day Camp:**

- 1) Stop at Parks and Recreation Office to register and sign the field trip permission slip.**
  
- 2) Go upstairs to pay for the weekly registration. After receiving your receipt, you are registered for the week!**



## **ENROLLMENT & REGISTRATION**

**Pre-registration is REQUIRED for each week of Day Camp.**

### **ENROLLMENT**

An **Enrollment Form** must be filled out for each child attending.

- Please fill this form out as completely as possible. This information helps us to respond better in emergency situations.
- Please list your child's age as of the day camp will begin.
- Only four adults may be listed as Authorized Adults to pick up and drop off your child. If these adults change, for your child's safety, please fill out another Authorization Form and submit it to the Recreation Office.
- **A one-time enrollment fee must be submitted with the registration form as well as payment for one week of camp. The first week that the child is attending camp must be indicated and paid at the time of enrollment.**

### **WEEKLY REGISTRATION/FIELD TRIP REGISTRATION**

- ※ Once your child is enrolled, registration will be accepted for each week of Day Camp attendance (campers do not have to attend every week of camp). **At this time, you will pay the weekly fee and, if applicable, the field trip fee.** You will receive a copy of the completed Weekly Registration form for your records. Please keep these receipts if you intend to use them for taxes, as we do not send any camp-end receipts or tax forms.
- ※ When you register your child for a week of camp, please be sure to sign the **Swimming Permission Slip** for the week and the **Field Trip Permission Slip** for any trips your child will attend. Without your signature, we cannot take your child to the pool or on the field trip, even if you have paid for it.
- ※ Campers need to be registered for the entire week; no daily registrations are possible.
- ※ **Enrollment and Registration** must be done in the **Township Building**. The **Recreation Office** is located on the lower level of the Township Building at 1900 Linglestown Rd – next door to Holtzman Elementary School. Office hours are weekdays from 8:30 am to 5:00 pm.



**NOTE:** Weekly Camp Fees and Field Trip monies **must be paid NO LATER THAN THE THURSDAY BEFORE THAT WEEK OF CAMP STARTS!** All costs must be PAID by close of business (5 PM) on Thursday.

- We do not accept any “walk-ins” on Monday mornings!

**We will not accept any late weekly registrations! No exceptions.**

- **If pre-registration is not completed by the deadline, your child will not be able to attend camp for that week!** Please give some consideration to paying ahead for multiple weeks at a time.
- All fees and payments will be made at the Township Administrative Office—**no payments or registrations will be handled at the Day Camp site.**

## PAYMENT

**(due at time of weekly registration)**

**Enrollment Fee-** \$20.00 one-time only enrollment fee (non-refundable)

**Weekly Camp Fees -** \$80.00 for Susquehanna Township residents  
(Pool fee included) \$90.00 for non-residents

*Note that the Weekly Camp Fee will be adjusted for the week of July 4<sup>th</sup>, due to the holiday.*

**Field Trips -** \$15.00 per child, per trip (Trips will vary by age group.)

**Sibling Discount -** A \$5.00 discount will be given to the second and each additional child in the same household.

Payment can be made by cash, check, money order, or credit card. Checks may be made out to “Susquehanna Township Recreation.” Credit card payments will be assessed a 3% transaction fee.

# DROP OFF AND PICK UP

## ARRIVAL

Camp Door (Door #3) **opens at 7:30am**. Our staff arrives shortly before that and we can't accommodate any children until they arrive.

- ※ Parents must escort their child into the lobby and sign them in for the day.
- ※ All campers must be signed in and out by a responsible adult!
- ※ When signing in, please remember the following:
  - Initial next to your child's name
  - Write an emergency number – we have this information on file, but it will save valuable time in an emergency if you have written that number on the sign-in log as well.

## DEPARTURE

**Doors will be open for pickup beginning at 3:30 pm.**

- ※ Please pick up your child at the same location **by 4:00pm** and sign the child out.
- ※ Please let the staff member who is monitoring sign-in know in writing who will be picking them up if it is someone other than their legal guardian. Remember this person must appear on your **Transportation Pickup** form.

## **LATE ARRIVALS AND EARLY PICKUPS**

We encourage all campers to arrive at 7:30 and stay until 4:00. We do recognize, however, that appointments and other things occur that changes your schedule. In order to accommodate these changes in the smoothest way for all, please follow these procedures for late arrivals (after 9:00 am) and early pickups (before 3:30 pm):

### **Late Arrivals**

- ※ **7:30 am – 9:00 am** - Go to Door #3, and a staff member will sign you in. Ring the bell if necessary.
- ※ **After 9:00 am** -Go to the Recreation Office. We will notify the Day Camp of a late arrival. The camper will be escorted over by a staff member or Day Camp staff may indicate that you may drop them off at door #3.

### **Early Pickups: (prior to 3:30 pm)**

- ※ Whenever possible, let the staff know you intend to pick up your child early. There will be a sheet at the sign in desk to indicate this in the mornings.
- ※ For early pickups previously arranged, go to Door #3 at Holtzman, ring the bell, and a staff member will assist you.
- ※ For early pickups that were unplanned and not previously arranged – please go to the Recreation Office. We will notify the Day Camp that there is an early pickup.



## LATE PICKUP

All campers **MUST** be picked up by 4:00 pm. The building doors are locked at 4:00 pm. If you arrive after 4:00 pm, you will be charged a late fee.

- ※ Any camper remaining at 4:00 pm will be taken across the parking lot to the Recreation Office. You will be called from the Office and asked to pick them up there.
- ※ **Only adults on the transportation form may pick up late at the Township Office. They will need to show ID when arriving.**
- ※ **Late fees will be applied for any child picked up after 4:00 pm.**
  - 4:01 pm to 4:30 pm - \$10
  - 4:31 pm to 5:00 pm - \$20
- ※ Late fees must be paid at the Recreation Office. **Late fees must be paid prior to the next week's registration or any future participation in Susquehanna Township Parks and Recreation programs.**

## FIELD TRIPS

Campers will have a number of opportunities to attend field trips throughout Day Camp.

- ※ The cost of the trip is \$15.00 weekly.
- ※ Again this year, **your child must be registered and paid up for the trip at the time of registration of that week - this means by the previous Thursday**. Information on field trips will be available when you pay the weekly fee. Please be sure to sign the permission slip at that time as well.
- ※ We encourage campers to wear their Day Camp t-shirts when on field trips. This makes it easier to identify and locate them when we are in public areas.
- ※ Campers should wear sneakers on all trips.
- ※ Please have your child to camp on time if they are attending a field trip. **The bus cannot wait for late campers.**
- ※ Each field trip varies for bus pick up time and return time. We will do our best to alert you to the time frame; however, please be patient if we are traveling a longer distance or we experience traffic or bad weather.



### What to bring on the field trip:

- ✓ Water bottle
- ✓ Extra money for snacks/lunch/arcade
- ✓ For bowling, skating trips – socks must be worn!
- ✓ Towel, sunscreen for pool trips



**\*\*All participants on field trips are expected to follow the rules and regulations at that facility. They are also expected to follow directions from their counselors or any other Parks & Recreation staff member. Failure to do so may result in suspending participant from future trips.**

## SWIMMING

Campers will also be going swimming at a local pool once a week. The cost of **this trip is included in the weekly fee.**

- ※ **It is NOT an optional trip.** No staff or campers will be in camp – your child may opt not to swim, but will be at the pool.
- ※ Please make sure your camper has proper swimming attire and dry undergarments to change back into.
- ※ We encourage parents to mark their child's name on all pool equipment and clothing.



“What if my child can't swim???”

- ※ Lifeguards are on duty at the pool; however, your child should be aware of their own limitations.
- ※ We do not allow non-swimmers to use the sliding boards.
- ※ If your child has flotation devices of his/her own, s/he may bring them to use in the shallow end.
- ※ STPR staff members are also on duty at the pool. They will be particularly monitoring for running and rough play.

## MORE CAMP INFORMATION

### LUNCH AND SNACKS

- ※ **Lunch** – TBD
- ※ **Snack** –A snack with a drink will be provided during the day.

### DRESS AND PERSONAL ITEMS FOR CAMP

#### Dress

- ※ Because of safety issues, we strongly encourage your child to wear sneakers. Flip-flips, sandals and water shoes make it very difficult to move around and could cause injury. They will participate in various athletic and outdoor activities during the day.
- ※ We also suggest campers wear sunscreen for their protection. If you want your child to wear sunscreen, please make sure it is applied before camp!
- ※ Each camper will receive one camp T-shirt and a camp item.
- ※ Please mark all your child's items with their name. Day Camp is not responsible for any items lost during camp.

#### Personal Items

We strongly discourage bringing personal toys, portable electronics, or cell phones. Day Camp is not responsible for lost or stolen items.

- ※ **If your child has a cell phone, please remember that it may not be used during camp hours; it must be put away or it will be confiscated and returned to the parent.**

## CONTACT INFORMATION



If you have any questions, or wish to contact us, please use the following numbers:

Sheona Little, Day Camp Director: Day Camp cell: 717-443-1237 (in season)  
Cell: 717-623-0329

Jan Michael, Summer Staff Director: Office: 717-909-9279  
Cell: 717-315-1098 (in season)  
Email: [jmichael@susquehannatwp.com](mailto:jmichael@susquehannatwp.com)

Ilene Swartz, Parks & Recreation Office:  
717-909-9228  
Email: [iswartz@susquehannatwp.com](mailto:iswartz@susquehannatwp.com)

Bob Reichard, Parks & Recreation Director:  
717-909-9228  
Email: [breichard@susquehannatwp.com](mailto:breichard@susquehannatwp.com)