

Discovery Summer Camp



Parent Handbook

Revised March 2014

Welcome to Discovery Summer Camp

This is your parent handbook, for Discovery Summer Camp. The information contained within, informs you of most of the activities and needs of your children, for Summer Camp. As **this handbook has been updated**, please read all the information thoroughly, to eliminate any misunderstandings or misconceptions. If you have any unanswered questions, please feel free to contact the office at 610.696.5984.

The calendar accompanying the Summer Camp enrollment packet included weekly themes and field trips. Overnight camp outs and swim lessons, require an additional charge and signed permission in order to attend.

We look forward to meeting all the new campers, as well as "catch up" with those campers who are returning for another fun-filled summer! Welcome!

Cordially,
Robin Lloyd
Owner

IMPORTANT INFORMATION

1. Children Need to Bring:

- a. Swim suit/towel/ ear plugs
- b. Change of clothing, hat, water shoes
- c. Book to read – optional for school summer reading
- d. Sunscreen – clearly labeled with child's name
- e. Water bottle, extra drinking container labeled
- f. A lunch and two (2) healthy snacks, AM fruit or Veggie only and PM. **Discovery has a no candy policy.**
- g. Backpack or bag to carry personal possessions
ALL ITEMS MUST BE LABELED with first initial and last name spelled out.

Optional Item(s)

- h. Baseball glove
- i. Card games
- j. Water shoes, for swim time
- k. "G" Rated movies (VHS/DVD format) for rainy days **only**
- l. Appropriate music, please.
- m. Electronic equipment is discouraged. All phones or devices will be collected at 9:00 am given back at closing 4:00pm. Discovery is not responsible for any personal belongings. Office phone is always available for contacting parents.

2. Communication

- a. If you or your child has any concern(s), we are interested in helping. Please call or stop in at the office to discuss your situation. Lack of communication can become the biggest problem of all.
- b. A notepad is located on the sign-in stand by gate. Please indicate any change of schedules, pick up instructions or any note you wish to leave for our staff. Each staff member checks this communication resource throughout the day. Tell the counselor on duty of your note.

3. Signed Agreement

- a. Accompanying this handbook, you will find a "Waiver and Hold Harmless Agreement" and "Weapon's Policy." Please read these policies carefully, and sign and/or initial where indicated on the agreement form.
- b. Please return the signed agreements form by the first day your child reports to camp. This form must be kept on file, in the office. Participation in certain activities will not be permitted, without the completion of this form.

4. Safeguards

- a. To ensure that your child is supervised at all times, upon your arrival parents are required to bring their children through the gate. In the blue stand by gate you are to sign your child "IN" every day. Proceed to your child's designated area. This will ensure that the children are met by the proper staff member.
- b. When leaving for the day, please meet your child, notify the counselor you have arrived, gather his/her personal belongings and sign your child "OUT" for the day.
- c. Once again, utilizing the gate by playground parking area. Please hold younger children's hand when entering the parking area. Please remember to check all of your mirrors and back out, slowly. The safety of all our children is paramount!

5. Security Number

- a. A unique, confidential security number is issued to each **family**, upon registration. The security number is to be used when authorized persons come to pick up your child/children. Please notify the office indicating that someone else will be providing transportation for your child.
- b. The note should include:
 - i. Which child/children is/are involved,
 - ii. Name and brief description of the person providing transportation. (IE. Relative, Friend, Neighbor, etc.)
 - iii. Approximate time of pick up
- c. The person providing transportation for your child will be required to provide:
 - i. Photo I.D. verifying who they are
 - ii. Names of child/children being transported
 - iii. Family Security Number for child/children being transported.
- d. It is imperative that the person providing transportation present the child's security number(s). Discovery staff will not release any child, without proper identification and the security number.
- e. The security number will also be used to sign your child/children in and out, daily.

6. Summer Camp Tuition

- a. Payment options are weekly, biweekly, monthly or all up front, paid in full for discount. The payment box is a mailbox on office door. Any account unpaid on the child last day of week will be charged 10% of the balance owed .

7. Sign In/Out Procedures

- a. Each family is required to sign their child in and out, **every day. *Failure to sign in and out whenever your child/children are here will result in inaccurate billing(s).***
- b. Don't forget to read any messages we have posted for you

8. Swimming

- a. Swim suits and towels will come home with your child/children each day or lay over fence on towel. **Please be certain that towels and swim suits are labeled.**
- b. For your convenience, you may elect to have your child wear his or her swim suit when they come to camp, provided the child wears suitable clothing over the swim suit and bring extra swim suit or under garments in their back pack.
- c. At this time, swimming lessons have not been scheduled. You will be notified when the sessions are to begin. Participation in swimming lessons is purely voluntary, and requires an additional fee.

9. Clothing

- a. Please do not send your child to camp in good clothing. Weather permitting, the children will be involved in outdoor activities, all day.
- b. Sandals, clogs, open-toed shoes and pointed toe boots are **not to be worn.** Students should wear sturdy shoes or sneakers, in lieu of sandals, because of the outdoor environment and planned activities, running, kicking etc.
- c. Every camper enrolled at Discovery Summer Camp is required to purchase one (1) Discovery Camp T-shirt. Shirts are on sale at the office, at an approximate cost of \$15.00. Each camper is required to wear his/her camp T-shirt when going on field trips.

10. Valuables

- a. Please do not send valuable items to camp, with your child/children, (ie. Phone, Gameboy, Nintendo DS, Ipad, personal CD players, CD's, jewelry, toys, etc.)
- b. Discovery Summer Camp will not be held responsible for lost, shared or misplaced items.

11. Lost-N-Found

- a. It is inevitable that some of your child's personal articles will show up in our Lost-N-Found.
- b. It is imperative that **all personal items** (including socks and under garments) **are labeled with your child's first initial and last name.**
- c. Every Friday, all items located in our Lost-N-Found will be displayed. Please check the Lost-N-Found, for any of your family's misplaced items.

12. Food

- a) If possible, please provide a personal lunch box in which to pack your child's lunch and snacks.
- b) Due to the "out-of-doors" nature of Discovery Summer Camp, we request that snack and lunch items contain low amounts of sugar. Our insect friends, especially the yellow jackets, love to join our camp, by midsummer. Chocolate and melt able items are not allowed.
- c) With the advent of many food allergies, Discovery does not provide any food. Please be advised, Discovery has a NO CANDY policy, which includes fruit 'chewy' snacks, fruit by the foot etc. We also discourage 'sharing' food with friends.
- d) LUNCH - Each child is required to bring his or her lunch in a container, marked with his or her name. Please do not send any items packed in glass. Lunchables are strongly discouraged! Plastic containers are good for the environment compared to plastic bags.
- e) SNACKS - We request that the A.M. snack be a real fruit or vegetable, as Discovery tries to reinforce the importance of proper nutrition and healthy eating habits. The lunch and P.M. snack can be the choice of the parent(s) and the child. Only send in 100% fruit chews, all others are considered candy.

13. Field Trip/Activity Fee

Upon registration, the Activity Fee, as outlined on the registration form, should be paid in full. The prepayment of this fee eliminates the need for field trip admission requests on a daily/weekly basis. The Activity Fee does not cover the cost(s) of; overnight camp outs, or swimming lessons. Participation in these particular activities is purely voluntary and will require additional fees.

14. Hours of Operation

The camp facility is open from 7:00 A.M. to 6:00 P.M., Monday through Friday. Discovery Summer Camp is in session from 9:00 A.M. to 4:00 P.M. Please have your child arrive at camp no later than 9:00 A.M.

15. Late Pick-Up Fee

There is a late pick up charge for any child picked-up after 6:00 P.M. The charges are \$15.00 for the first 15 minutes, or any portion thereof. An additional charge of \$5.00 for every 5 minutes will also be assessed. Payment of Late Pick- Up is to be paid directly to the personnel supervising your child or Robin that day.

16. Over-Nights

Each unit will have the opportunity to "camp out" on the property, overnight. A permission slip and more detail will be forwarded as each unit's overnight camp out approaches.

17. Discipline

Discovery's discipline policy consists of "physical time out," for inappropriate behavior. "Time Out" consists of removing the child from the group situation, and given a physical exercise (running of laps) and allowed time to think about the reasons for his or her action(s). After an age appropriate period of time, staff and child will discuss, together, the circumstances for the "Time Out" and agree upon appropriate behavior.

If inappropriate behavior is repetitious or uncontrollable, further communication between staff and family will be required. If the inappropriate behavior does not improve or is unacceptable, to insure the safety and well-being of others, we will request the withdrawal of the child.