

Dear Parents:

I would like to take this opportunity to welcome you and your children to the Camp Hill Siebert Park Day Camp program. This is the 23<sup>rd</sup> summer of fun and we are looking forward to seeing familiar faces and meeting new ones. The children, parents, and staff enjoyed last year's program and we are hoping to build on that success.

My name is Audrey Logar and I am the Recreation Director for Camp Hill. I earned my Bachelors Degree in Elementary Education at the University of Pittsburgh at Johnstown. I taught fourth grade in Philadelphia for three years prior to having my two children. In addition to developing and supervising this camp over the last 22 summers here in Camp Hill, I also worked as a counselor, program designer, and supervisor for a total of 11 years in New Jersey. Thus, I have focused my life and work experiences around children.

Below is the information that gives a brief description of the program. All forms that are on the website need to be filled out on line in addition to registering online. The forms include the agreement sheet and emergency forms.

The program will officially begin June 4<sup>th</sup> and will continue through August 10<sup>th</sup>. Children should be dropped off between 8:00 - 8:30 a.m. at the Siebert Park Pavilion/Cabin area. The staff will not be available to watch children before 8 a.m. Pick up will be at or before 5:30 p.m. at the pool. If you are unable to pick up your child by 5:30 p.m., prior arrangements must be made.

We are in the process of planning the activities and would like to hear your suggestions. Please mark it on your calendar that "Back to Camp Night" has been scheduled the week of May 28<sup>th</sup> and that date will be posted closer to the start of camp. This meeting will be at 6:00 p.m. in the Education, Environment, and Recreation Center (the cabin). "Back to Camp Night" enables you to meet the summer staff and ask any questions you may have.

We are very excited about this year's summer camp program. We look forward to giving your child a summer to remember.

Cordially,

Audrey Logar  
Recreation Director

## GENERAL INFORMATION

**Payment Policy:** The weekly fee for the summer camp will be \$154 for each resident child and \$170 for each non-resident child. When you register you will need to put down a partial fee for EACH week you are registering for. You will have the option to make payments which you will see when you register online. Failure to comply with this payment schedule will result in loss of your child's space in the summer camp program. All tuition must be paid in full, before your child's last week of attending camp, or they CAN'T ATTEND. All payments must be made on line or brought or mailed to the Camp Hill Recreation Office, located in the Camp Hill Borough Building, 2145 Walnut Street, Camp Hill.

### **Cancellation Policy/Refund Policy:**

A refund will not be granted for any session \$50 or less. This includes any program (one day programs, camps, or multi session programs) offered by the Recreation Department.

For all sessions greater than \$50, a refund will be granted according to this schedule:

Refund Request Date	Amount of Refund
>90 days before program	75% of program cost
60-90 days before program	50% of program cost
30-59 days before program	25% of program cost
Less than 30 days before program	No refund

No refund will be granted for any camps after July 1<sup>st</sup>.

**Hours of Operation:** The summer camp hours of operation will be from 8:00 a.m. until 5:30 p.m. Camp Hill Recreation is not responsible for your child after 5:30 p.m. If you will be unable to pick up your child, please arrange for someone else (who is authorized on your agreement form) to pick up your child on time. Please make sure the persons picking up your child has a valid ID to show to our staff. In the event your child is not picked up on time, please be advised of the following late policy fee schedule, and come prepared to pay the head counselor on duty.

5:30 - 5:45 PM	\$10.00
5:45 - 6:00 PM	\$20.00
After 6:00 PM	Determined by Recreation Dept.

Time will be determined by the clock at the pool or cabin. In the event your child is picked up late more than three (3) times, he/she will be dismissed from the summer camp program.

**Stormy Day Policy:** In the event of a thunderstorm, campers will be escorted with their counselors to the cabin. Here they will participate in indoor activities such as cards, board games, and musical chairs. If you wish, you may prefer to pick up your child at this location on these days. In the event of heavy down pour rain or lightning in the morning, please walk your child in the cabin. If we are already at the pool when a storm comes, we will be in the community room area off the concession stand.

**Vacation Policy and Appointments:** If your child has an appointment during camp hours please notify camp counselor in advance with a written note. Please refer to Cancellation Policy.

**Dress:** It is recommended that T-shirts and shorts are to be worn. Also, an extra set of clothes, and swimming attire is recommended. Always be prepared for rain by having a rain slicker packed with other items needed for the day. Sandals may NOT be worn outside the pool area. Sneakers should be worn outside the pool area. You may pack insect repellent for your child to use on our nature walks if you wish.

**Lunch:** Lunches and snacks will not be provided as part of the summer program. There will be NO glass containers permitted at the camp. Therefore, campers should bring a lunch which does not require refrigeration. Parents are welcome to eat with their children at the camp or take them out to lunch.

**Pool Usage Policy:** Children will be at the pool in the mornings during weeks 2-3, 5-6, & 8-9 on Monday, Wednesday, and Fridays, from 11:15 a.m. until 11:45 a.m. for their learn to swim lesson. They will be at the pool each afternoon from approximately 3:00 p.m. until 5:00 p.m. Other activities will be provided for children not wishing to swim. Please remember to send sunscreen for your child. The American Cancer Society recommends SPF 15 or higher for adequate protection. We will go to the pool earlier if the heat index is high.

**Personal Items:** All children are required to bring a book and a water bottle with their name on it each day of camp. **NO Cell Phones or Electronic Devices are allowed at camp.** Children may read to themselves or listen to a counselor's story. This activity will take place 10-15 minutes after playground each day. Please label all clothing, towels, lunch bags/boxes, and backpacks with your child's name. Since we will be moving from area to area during the day, we ask that children refrain from bringing personal items to the program unless a request has been made by the staff as part of a special day or event. Please provide children with a comb or brush, sunscreen, and an extra t-shirt to wear in the water for added protection from the sun if necessary. Staff will assist the children in applying sunscreen at the pool as well as activities that involve being in sun. However, campers must provide their own sunscreen, and parents should apply sunscreen to their children before arriving at camp. Please label these items with your child's name. Children wishing to purchase snacks with their own money at the pool during the afternoon swim may do so. **Please send only \$1.00 or \$2.00 dollars for snacks.** The Recreation Department maintains no responsibility if this money is lost or stolen while at camp.

**Swimming Lessons:** Children will be at the pool in the mornings during weeks 3-4, 6-7, & 8-9 on Monday, Wednesday, and Fridays, from 11:15 a.m. until 11:45 a.m. for their learn to swim lesson. Please complete the learn to swim registration information on the form online.

**Tennis Lessons:** Children may take tennis lessons if they wish to, during summer camp hours. On Monday morning lessons will be given to 5 – 7 year olds, from 9:15 - 10 am. Then on Wednesdays morning lessons will be given to 8 – 12 year olds, from 9:15-10am. These lessons will take place during the weeks of June 11, June 18 and June 25. However there will be an additional \$10.00 fee for each lesson taken. This is a SEPARATE registration that you can see online.

**Drop off and Pick up:** Children should be dropped off near the cabin at Siebert Park, unless bad weather (See Stormy Day Policy) in which case they should be brought into the cabin. Children should be picked up at the pool. You must enter the main entrance of the pool and show Siebert Park Day Camp Pass (White card) to enter the pool entrance. This is for security reasons. **Please DO NOT park your car by gate when you are picking up your child from camp.** Only authorized people listed on the sheet will be able to pick up child and must have I.D. for verification. Authorized people must sign their children in and then out at the end of the day.

**Discipline:** The Summer Camp program is a service provided to the children and the families of the children who attend. The goal of Siebert Camp is to provide campers a fun and enjoyable summer in a safe environment. The children's safety may be at risk if he or she does not show respect or cooperate with others. The staff is depending on each child's parents to impress upon their child the necessity of good behavior and cooperation with the staff. Therefore, we need the cooperation of the individual parents as well. We endeavor to take a proactive approach to discipline. We hope to encourage the children to behave in ways which make them feel good about themselves and to help them get along with others.

**Discipline Procedures:** Procedures for uncooperative children will follow a "ladder of discipline," according to the severity of behavior:

- 1- A simple request, stated without great concern, to stop or change the behavior.
- 2- Personal interaction with the child. Using eye contact, staff will state what the child must do to stop or change the problem behavior, reminding him/her of the consequences for failing to do this.
- 3- Redirect the child away from the problem situation to another activity or area.
- 4- Time out away from the other children at time of occurrence. If problem continues, some pool time may be taken away.
- 5- A conference between the child, parent and Summer Camp Director.

Staff will review guidelines and encourage the child to think about what he/she did, what his/her action meant and how to avoid difficult, uncooperative behavior in the future. Appropriate consequences for problem behavior will be given at this time. Examples: A child who has "made fun" of another child, will apologize on the spot to that child; A child who has purposely made a mess of an activity area will be asked to clean it up.

**Parent Involvement with Discipline:** Staff will communicate disciplinary acts with the parent(s). The majority of such communications hopefully will be only to keep parents informed of typical difficulties most children experience from time to time in a group setting. In the event that the child experiences unusual or repetitive behavioral difficulties, the parent will receive a written discipline report from the Camp Director, highlighting the behaviors observed and the procedures used so far to correct the situation. We encourage parents to communicate at this time with both staff and child so that the problem can be resolved. Should the problem behavior continue beyond this measure, a second discipline report will be issued by the Camp Director. When a second discipline report is issued, a meeting will be arranged between the parent and the Camp Director / the Recreation Director to discuss the situation. A third written discipline report constitutes a notice of termination in the program. It will then be up to the parent to make alternative arrangements for care.

**Health and Emergency Policy:** In the event of a medical emergency or of an accident, we shall contact the parents of the child and, if necessary, the parents may be asked to pick up their child. In situations that require immediate treatment beyond first-aid, the child will be transported to the hospital emergency room (indicated on the emergency treatment form) by the Summer Camp Staff or in case of severe emergency, the Borough Emergency Medical Service Staff. If it is impossible to reach the parents, emergency contact person or the situation demands immediate attention and no hospital preference is listed, the child may be taken to the nearest available hospital. In any case, a staff member will accompany the child and remain with the child until the parent or their designee assumes responsibility. All participants are required to have their own health and hospitalization insurance. Camp Hill Recreation is not responsible for payment of medical expenses for injuries or illnesses incurred by program participants. Parents are required to complete the medical treatment form before registering for camp. In the event you encounter an emergency and need to contact the Summer Camp Staff or your child, please call the Recreation Office at 737-4548, if you are unable to reach the Recreation Director contact the Camp Hill Borough at 737-3456. You may also email [alogar@camphillborough.com](mailto:alogar@camphillborough.com).

**Illness:** Most children will become ill from time to time. Refunds will not be given for absences due to illness. In the event of long term illness, special arrangements may be made with the Camp Hill Recreation Department. If your child will not be attending camp due to illness, please call the Recreation Office so we know not to expect him/her or email [alogar@camphillborough.com](mailto:alogar@camphillborough.com). Please do not increase the risk of other children becoming sick as well by sending your child to the program when he/she is ill. We will not allow a sick child to stay at camp and you will be called at home/work to come pick up your child immediately. If your child should become ill during camp, we will notify you or your emergency person, and we will expect the child to be taken home as soon as possible. We do not have the staff nor the facilities to care for a sick child, so be prepared with an alternate care giver if you cannot care for your sick child at home. We will dispense prescription medicine only. This medication must be in the original labeled container with physician's approval. Parents should put in writing any additional instructions for the Summer Camp Director or Head Counselor.

If your child has any or the following symptoms, it is best to keep him/her home, or if the symptoms appear at the program, you will be notified: Fever of 100 degrees or higher, vomiting, diarrhea, rash, persistent cough or sore throat, inflamed eyes, lice, or too ill to participate in outdoor activities. If your child should become ill from a contagious disease such as chicken pox, strep throat, lice, etc., inform the staff immediately.