



# **2020 Summer Camp Parent and Camper Handbook**

**The Kennett Area  
Park and Recreation Board**

**PO Box 308**

**Kennett Square, PA 19348**

**610-444-6314**

**[kaprb.org](http://kaprb.org)**



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PO Box 308 Kennett Square, PA 19348  
kaprb.org**

Dear Parents,

Welcome to the Kennett Area Park and Recreation Summer Adventure Camp Program. We are thrilled to have your child or children in our program. We have many different activities, games, arts and crafts, and trips planned. We are looking forward to a fantastic summer!

The goal of this program is to provide safe, fun, and educational activities for all participants. The program is designed to ensure each child has the opportunity to grow and learn, while building friendships in a caring and supportive environment.

We urge you to read this handbook carefully and we ask that you contact us should you have any questions or concerns. We recommend that you go over the material in the handbook with your child and share the rules and policies of the summer day camp program.

**On the last page of this handbook, you will find the Parent/Camper Handbook Agreement page. You must sign that page and return it, notifying us that you and your child are aware of all the policies and procedures of the Kennett Area Park and Recreation Summer Camp.**

Respectfully,

KAPRB Summer Camp Staff  
KAPRB Board of Directors

## **Kennett Area Park and Recreation Board**

### **Summer Camp Philosophy**

The Kennett Area Park and Recreation Board (KAPRB) Summer Camp is a child-focused environment that is designed to positively impact each participant through fun learning experiences, social interaction, and educational trips. It is our hope that each child is inspired to gain an appreciation and understanding of themselves and other individuals, learn new skills in sports, arts and crafts, science, and other topics, and enjoy shared experiences focusing on the environment and community around them. KAPRB Summer Camp is a place to build new friendships and create special memories that will last a lifetime.

KAPRB Summer Camp provides each participant with the opportunity to:

- Experience positive personal growth
  - Learn to have respect for themselves, others, and the environment around them
  - Develop self-confidence, self-motivation, and self-discipline by building an awareness of one's abilities and strengths while trying new things in a safe environment with support and supervision
- Build new skill sets
  - Refine and enhance sports, science, and creative talent while participating in worthwhile group activities
  - Accept, respect, and develop a willingness to understand individuals and groups of different ethnic and cultural backgrounds and environments
- Enjoy educational experiences outside everyday activities
  - Visit local farms, nature societies, museums, parks, swimming pool, zoo, airport, sports centers and more
  - Participate in activities with guest instructors specializing in topics such as karate, exercise, outdoor skills, science, nature, local fire and police, and others

## KAPRB Summer Camp Policies and Procedures

### **Food, Water, Snacks**

Please pack a lunch and snack for your child every day. Please also pack a water bottle or two that can be refilled throughout the day. There is no access to a refrigerator or microwave. All food should be sent in appropriate containers. No glass bottles or containers are permitted. Please mark all belongings with your child's name.

### **Clothing and RED SHIRT**

On the first day of camp, your child will receive a red KAPRB Summer Camp shirt. **Your child should wear this shirt on all days when there is a camp trip.** On the calendar, the trip days are marked with a "RED SHIRT DAY" to remind you. If your child does not have their red shirt on a trip day, you will be able to: 1) purchase a new camp shirt for **\$8.00** or 2) your child will be given a colorful sports pinnie to wear over their clothes for the duration of the trip.

Sneakers should be worn to camp. Please make sure your child is wearing socks for field trips – socks are required for participation at some locations. No flip flops of any kind are permitted.

Shorts, shirts, hats, or any other article of clothing that may in any way convey the wrong message (smoking, drinking, drugs, religion, and sex or any other inappropriate characters or logos) will not be permitted by campers or counselors.

### **Swim Trips**

Throughout the summer, we will be taking weekly trips (Fridays) to the Jennersville YMCA Pool. On these days, please have your child wear their swimsuit under their clothes. Children should also bring a towel. Children will be responsible for their own belongings.

### **Weather**

Thanks to the camp location in the KCS D schools, this camp operates rain or shine. To be sure they are protected from the sun during outdoor activities, please apply sunscreen to your child in the morning before they are dropped off at camp. Counselors are unable to apply sunscreen.

### **Spending money**

Children may bring a little spending money to bowling trips and roller skating trips. Please do not send your child with more than \$10 and remind them that they should not give money to other campers. Snacks are available for just a few dollars on these trips, so \$2-\$5 is generally plenty to make your child happy.

## **Personal Property and Electronics**

Children will be responsible for their own belongings. We are NOT responsible for the loss or damage to any personally owned items. Please do not allow your child to bring expensive electronic games or phones to camp. If they must have a phone, please understand that we will ask them to place it in their bag during the camp day.

## **Drop Off/Pick Up**

The Base Camp for this year is **Greenwood Elementary**. Camp begins at **8:30am**. Please do not drop off your child earlier than 8:30am, unless you are registered for Before Care. If you need **Before Care**, you may drop your child off any time after **7:30am**. The cost is \$10.00 per child. You must contact the Camp Director to arrange Before Care. The camp day ends at **4:00pm**. We do not offer After Care.

All parents or designees must park and physically sign your child in and out of camp each day. There will be no exceptions to this rule. Children will only be released to those individuals whose names appear on the registration form. If a court order has been issued limiting custody of a child to one parent, a copy of the court order must be in our files. If a copy is not supplied to the office, then staff will be obligated to release the child to either parent if they are listed on the registration form.

While we understand that things happen to occasionally make it difficult to pick up your child on time, there will be a late fee for parents who repeatedly fail to pick up their child promptly at the end of the camp day. That fee is \$1.00 per minute per child. The Camp Director will wait 15 minutes before calling the parents. If no contact with the parents can be made, the Emergency Contact will be called. If neither the parents nor emergency contact can be reached, the Police Department will be called.

## **Financial Responsibilities**

The cost of camp for one child for the full 8 week session is \$1,250.00. Registration is online at [kapr.org](http://kapr.org). Payments made are non-refundable after the start of camp. There are a limited number of weekly camp registrations. The weekly cost is \$225.00. If you have financial concerns, please contact [programs@kapr.org](mailto:programs@kapr.org).

**Cancellations:** Cancellations will not be accepted via telephone or fax. For full summer session campers: If a camper is registered and paid for in full and should decide that they will not be able to attend KAPRB Summer Adventure Camp, a refund for the full cost of registration, minus the fees incurred by online registration, will be refunded if notification is given to KAPRB prior to May 15, 2020. Any camper who decides that they will not be able to attend after May 15, 2020 will receive a refund of the full price of camp minus 25% of the registration fee and all online registration fees. There will not be any refunds granted after the start of camp. For weekly campers: If a camper is registered and paid for in full and should decide that they will not be able to attend KAPRB Summer Adventure Camp for the week they are registered, a refund for the cost of registration minus the fees incurred by the online registration system will be given. KAPRB requests that a 2-week notice is given for cancellation.

## **Summer Camp Communication**

The KAPRB Summer Camp Director and Assistant Director will be at camp each morning and afternoon to sign your child in and out of Camp. Please feel free to share any concerns and ask questions at that time. You will also be receiving weekly email updates regarding the upcoming week of camp. Please be sure to look for these emails as they will contain important information.

## **Camper Supervision**

KAPRB requires that there is at least one counselor for every 10 children. The children are grouped together by age.

## **Transportation**

School Buses and a certified driver will be provided for all bus trips. Counselors are not permitted to transport campers in their personal vehicles at any time for any reason.

## **Lost and Found**

Any lost article of clothing or other items not claimed by the close of camp will be collected and taken to the Salvation Army.

## **Health/Emergency Accident**

All participants are required to have their own health and hospitalization insurance. KAPRB will not be responsible for medical expenses due to any injury or illness incurred by a child enrolled in the KAPRB Summer Camp Program.

Any child exhibiting signs of illness will be isolated until he or she leaves the premises. Parents will be notified and, if deemed necessary by staff, will be asked to pick up their child immediately. Situations involving care beyond basic first aid may require your child to be transported by EMS to the hospital emergency room. A staff member will accompany your child until the parents or their designee assumes responsibilities.

Camp Directors and Counselors are required to review registration information of all children in their group that they are responsible for within the first 24 hours of your child's first day at camp. Particular attention will be paid to listed allergies, diet restrictions, and any other pertinent listed health conditions. Please keep staff updated and verify any new health conditions while your child attends camp. Staff members will not dispense medications, nor will participants be permitted to take medication during the program, with exceptions being made on a case by case basis.

## **Medical Procedures and Emergencies**

The Camp Directors are trained in first aid and CPR. All Counselors are trained in first aid and are CPR Certified.

1. In case of a minor injury or illness, the counselor will notify the Director and Assistant Director and assistance will be sent.
2. Incident report forms will be completed by the counselor present at the time of the incident, signed by the Director, and a copy will be given to the parent.
3. In case of emergency, 911 is called and the parents are notified. The child is released to the parents or taken to the hospital, depending on the situation.
4. If by calling the numbers provided on the registration forms the parents couldn't be reached, the emergency contact will be called.
5. A staff member will accompany the child to the emergency room at the hospital and take the child's registration information if a parent cannot be located. The incident report is filed, and a copy is given to the parent.
6. If the parent arrives at the program site prior to the ambulance departure, the responsibility of accompanying the child to the hospital will be relinquished to the parent.

## **Communicable Diseases**

Please notify the Camp Director in the case of communicable diseases (chicken pox, lice, ringworm, etc) spread to your child. We will notify all parents if deemed necessary.

The following precautions will be taken for a child suspected of having a communicable disease.

1. Staff will notify parent of the child's condition.
2. A child with any of the following conditions will be immediately isolated and discharged to his/her parent:
  - a. Diarrhea
  - b. Severe coughing causing the child to become red in the face or to make whooping sound
  - c. Difficult or rapid breathing
  - d. Yellowish skin or eyes
  - e. Conjunctivitis
  - f. A temperature of 101 degrees in combination with any other sign of illness
  - g. Untreated infected skin patches
  - h. Stiff neck
- a. A child with any of the following signs of illness will be immediately isolated from other children but not discharged without further observation or discussion with parent. The child will be carefully watched for additional of symptoms listed in the above section and will be discharged from the program by decision of Camp Director and parent should these symptoms become obvious.
  - i. Unusual spots of rashes
  - ii. Sore throat
  - iii. Elevated temperature
  - iv. Vomiting
- b. A child isolated due to suspected communicable disease will be:
  - i. Cared for in an area away from other children
  - ii. Within sight and hearing of a staff member at all times
  - iii. Observed for worsening condition
  - iv. Discharged to parent upon decision of Camp Director

## **Medications**

Please make sure that medications have been given prior to arrival at camp. Please inform the staff in writing about any medication issues including medications that will need to be taken during camp hours. (Please note: The KAPRB Staff will NOT be responsible for administering medications.)

## **Child Abuse**

All staff has gone through a hiring process, including background checks. All staff has been trained to identify child abuse. As day camp counselors and child care providers, all staff member associated with the summer camp program are mandated reporters of child abuse.

## **Non-Discrimination Clause**

The Kennett Area Park and Recreation Board (KAPRB) in the determination of eligibility of admission, does not discriminate on the basis of race, sex, religion, or national origin. KAPRB welcomes students of all levels of ability. KAPRB will make reasonable accommodations to provide equal access to all programs and services. If your child has special needs, you are required to contact Kevin Garris at 484.667.0561 two weeks prior to the start of camp to explain any special requirements so that your child can have a positive experience.

## **Behavior and Discipline**

Fun and safety are only possible when there are behavior guidelines. Campers are expected to show respect for fellow campers, counselors, staff, and camp property. Disruptive behavior and physical aggression are not acceptable. KAPRB Summer Adventure Camp staff will make every effort to provide a positive experience for campers. If a camper cannot live within the rules of the camp or the camper's behavior adversely affects the experiences of other children, KAPRB reserves the right to begin the following disciplinary process.

Children displaying unacceptable or disruptive behavior will be instructed by the staff to take a "time-out" and be isolated until acceptable behavior is restored. "Time-outs" are 5-10 minutes in length. Corporal punishment is forbidden.

A discipline report will be written whenever a child's unacceptable behavior has not been corrected following the Time Out. A copy of the discipline report will be given to the parent. A child exhibiting disruptive behavior may be expelled from the program if all alternative methods including parent involvement have failed. If a child is expelled from the program due to disciplinary problems, they will not be permitted to participate in the program and no refunds will be issued.

There will be a 'three strikes and you're out' discipline procedure. However, certain actions such as, but not limited to, fighting and stealing are grounds for immediate dismissal from the program.

1. A verbal warning to child and a written warning issued to the parents.
2. Meeting with the parents and appropriate staff followed by a two-day suspension.
3. One-week suspension.
4. Dismissal from the program.

Those violations that endanger the safety and well-being of the child or other children or staff are considered major violations and are subject to immediate dismissal at the Camp Director's discretion. No refunds are given to dismissed participants.

No pets or animals may be brought to the summer program. No weapons or illegal substances are permitted.



## Things to Remember

- Camp opens at 8:30am. Do not arrive earlier, as you will not be able to drop your child off or pick them up without signing for them. Before Care is available for \$10.00 per child per day with a drop off of 7:30am.
- If someone other than a parent is permitted to pick up the child(ren) from camp, then you **MUST** write a note to notify the Camp Directors who will be picking them up. A license number is required on the note and we will check for identification.
- Sneakers and socks are to be worn every day. **RED SHIRTS** must be worn on field trip days.
- If your child regularly attends camp and will not be attending due to scheduled vacations, please inform the Camp Director.
- You must pick up your child promptly at the end of the camp day, 4:00pm. If you are going to be late, please call the camp Director at **610.996.6002**. There will be a late fee, however, we can let your child know, so they don't worry.
- The Camp Director, Assistant Director, and Counselors will be trying their best to make sure that your child has a wonderful summer! Thank you for your cooperation and support!



### **Camp Safety Rules**

- ❖ Safety first.
- ❖ Follow directions.
- ❖ Treat others the way you would like to be treated. Be respectful to other campers and counselors at all times.
- ❖ Stay with your assigned counselor and group at all times.
- ❖ Ask for help if needed and be sure to help others.
- ❖ Use nice words.
- ❖ No inappropriate or unnecessary physical behavior towards any camper or staff member. Keep your body parts to yourself.
- ❖ Biting, scratching, hitting, kicking, punching, pushing, or fighting will not be tolerated.

### **Bus Safety Rules**

- ❖ Safety first.
- ❖ Abide by Camp safety rules.
- ❖ Keep head, arms, hands, and legs inside the bus.
- ❖ Once the bus starts to move, everyone must remain in their seat until the bus stops.
- ❖ Do not sit in each other's laps.
- ❖ Keep bus aisles clear.
- ❖ Take all belongings with you.
- ❖ Exit from main bus door.
- ❖ Respect and thank the bus driver.



**Kennett Area Park and Recreation Board  
Parent Handbook Agreement**

The 2020 Summer Camp Parent and Camper agreement must be completed by the first day of camp. Please email the form to [programs@kaprb.org](mailto:programs@kaprb.org) or bring this form with you when you arrive for your first day.

I, \_\_\_\_\_ have received, read and understand all of the information presented to me and my child in the KAPRB Summer Camp Parent and Camper Handbook.

Camper's Name:

Camper's Name:

Camper's Name:

Camper's Name:

Camper's Name:

Parent's Name:

Parent's Signature:

Date: