



1480 Windsor Rd.
Red Lion, PA 17356
717-244-3512 (PHONE)
717-246-6172 (FAX)

Day Camp Location: Emanuel Lutheran Church
2650 Freysville Rd., Red Lion, PA 17356
Emergency Number only- 717-244-3112

Camp Hours: Monday through Friday, 7 a.m. - 4:30 p.m.

Please be prompt when picking up your child at the end of a Camp Day. Parents will be charged \$2 per minute when they do not arrive on time to pick up their child. The charge also applies for drop-off prior to 7 a.m. No child is allowed to enter in the church doors and have childcare provided for them before 7 a.m. exactly. Day Camp Staff will not be responsible for any child before 7 a.m.

- **Dates:** Monday, June 20 - Friday, August 12, 2011 (no camp 7/4/11)
- **The Emanuel Luthern Church is in use with other activities and closed for the majority of time during the following days:**
July 6, August 1, and August 3
Camp will still be held at Emanuel Lutheran Church on these particular days for sign-in and out purposes only. On these days, sign-in during the morning hours will be permitted until 10 a.m., and sign-out, starting at 3 p.m. and later. Special field trips are scheduled for these days, in which children will be away from the church facility during the hours of 10 a.m.-3 p.m.

Registration: \$610/child; \$620/non-resident for the 8-week program. Must pay at least half the registration cost at the time of registering your child(ren)-\$305 R or \$310 NR. Program is offered for children ages 6-12 years old. Please indicate any special information about your child, i.e., allergies, special needs, etc. on the registration form. Also, introduce yourself to the staff on the first day of camp to discuss any special needs of your child.

OUR STAFF

- **Recreation Director:** Dania Beard is WARC's Recreation Director, holding a Bachelor's degree in Recreation & Leisure Services Management from East Stroudsburg University. She has twelve years plus experience in coordinating and supervising summer camps, special events, and activities. Dania coordinates all youth sports, adult enrichment programs, outdoor programs, and special events at WARC, along with supervising the Summer Day Camp Program. You may contact her at any time with your thoughts and/or concerns at 244-3512 ext. 316 or email at recdirector@windsorrec.com.
- **Staff:** Our Day Camp staff is carefully selected each summer with your child's safety and interests in mind. Each staff member is required to attend Staff Orientation, First Aid and CPR Training, and American Red Cross Water Safety Training prior to the start of camp. In addition, all staff are required to have a basic criminal background check and child abuse clearance completed and on file. The childcare site is managed by one Supervisor and about four Leaders, dependent on registration numbers. We average a 1:7 - staff to child ratio based on daily attendance.

All the staff look forward to working with the Day Campers and their families this summer. Please take the time to introduce yourself-parents, the first week of Camp to all of the Day Camp staff. Day Camp Activity Newsletters will be distributed each week with counselor introductions included also.

ARRIVING AND LEAVING THE SITE

- **Attendance:** You may pick-up and drop-off your child any time during a Day Camp day. If your child walks or bikes to the church, you must complete the enclosed **Permission Registration** and return it to the supervisor on site. We are only responsible for registered Day Campers while they are under WARC employee supervision at the site. You must specify who will be transporting your child. No one other than those people specified will be allowed to pick-up your child unless a note is sent with him/her. Staff will ask for proof of identification for those individuals not familiar to them.
- **Sign-In / Sign-Out Policy:** Please note that it is mandatory that each child be signed in and out of Day Camp on a daily basis. Parents/guardians must sign their name each time they drop-off or pick-up their child and list the appropriate time they did so in the sign-in/out log book. This policy will help to prevent Day Campers from leaving the site at any time without notifying our staff.

WARC WILL NOT BE RESPONSIBLE FOR CHILDREN WHO DO NOT FOLLOW THE POLICY AND WHO LEAVE THE SITE.

EMERGENCY INFORMATION & MEDICATION

- **Emergency Contacts:** If an emergency situation arises and WARC is either unable to reach a Camper's parent(s) or if the parent is unable to pick up his/her child by the ending time of Day Camp, WARC will contact the person listed as the Emergency Contact on the **Day Camp Registration Form**. If your phone number or other emergency contact information should change over the course of the summer, please notify the site supervisor immediately.
- **Medical Concerns:** Our staff is not responsible for administering any medications to your child. If your child must take medications he/she must be able to administer it to himself/herself. **Please indicate this on the main registration form, under medications.**

Children will be sent home for the following reasons:

- A temperature of 100 degrees or more
- Continued vomiting or diarrhea
- Any contagious infection (such as pink eye or strep throat)
- Severe stomach cramps or pain
- Severe ear aches
- Incontinence (Not potty trained)

If a child is sent home or is absent due to a fever, the fever must be broken for at least 24 hours before his/her return to Day Camp. In the case of pink eye or other infections, the child must be on antibiotics for at least 24 hours and then submit a written permission from a doctor before returning to the site. Younger children must be completely potty trained.

SOME BASIC INFORMATION

Specific Site Rules: The site rules are reviewed with the Day Campers on the first day and throughout Camp if needed on appropriate and inappropriate behavior, boundaries, etc.

Three main rules that WARC Day Camp follows are:

- ✓ All Day Campers must agree to the Summer Day Camp General Behavior Standards and sign a pledge prior to the first day of Camp regarding this. (Parents- please review with your children.)
- ✓ Items brought from home that are lost or stolen during Camp hours are not WARC's responsibility.
- ✓ HAVE FUN!

If a child has been removed from another WARC program, due to his/her behavior, their eligibility to participate in any other WARC programs (including Day Camp) would be subject to the discretion of that director.

Incentive Program: Day Campers will be recognized by staff for performing good deeds, being a good friend, or demonstrating good behavior by receiving a reward. The site supervisor will develop good behavior incentives and rewards for the Campers.

Day Camp Activity Newsletter: Please be sure to take and read this publication in its entirety. News about next week's events, upcoming field trips, winners of competitions, items needed, crafts, etc. will be featured in this weekly publication. **Look for the news every Friday at Day Camp!**

Lunch: Children should bring their own lunch of non-perishable, non-microwaveable food items in a marked container. Lunch is usually held from 12-12:30 p.m. Refrigeration is provided.

Snacks: WARC will provide one snack a day for all campers. Again, if your child is allergic to anything, be sure to note this on your registration form, which will be on file at the church at all times. WARC will have other snack options if needed.

Snack Sharing ~Every Wednesday and Friday will be SNACK SHARING DAYS! WARC asks parents to sign-up weekly with Summer Day Camp staff to contribute on Wednesday or Friday a special snack or juice for the children. It may be a special week because it's your child's birthday, they achieved something great, or just because. We ask one parent to bring a snack and one parent to bring juice for a total of 35 children maximum. Thanks in advance! WARC is trying different ways to be "GREEN"!

Clothing: When sending your Camper to the site, please be aware that your child will be involved in outdoor group games, arts & crafts projects, and sports. Dress your child in comfortable clothing and sneakers that can get dirty.

What should my child bring to Summer Day Camp?

Each camper will have their own cubby(area to keep only items that belong to them). Things may be stored in this cubby so children do not have to take them back and forth between home and camp. All cubbies must be cleaned out weekly and items taken home with them. WARC will need to consolidate cubbies each Friday to allow ample room for church functions over the weekends. Cubbies must be cleaned out and items taken home by the last day of camp or items will be thrown away.

Suggested cubby items:

- Sunscreen
- Pillow and/or Blanket (if your child would like to rest during quiet time)
- Old pair of sneakers that can get dirty
- Old clothing for crafts or an apron
- Favorite toys that your child may want to play with

Items that should be sent along on a daily basis:

- A packed lunch (there are several refrigerators for storage)
- Bottled drinks/water
- Additional Snacks (optional)

PLAYGROUND BEHAVIOR

Behavior Management Guidelines: Suspension may be given to any Day Camper that disobeys any of the Summer Day Camp Behavior Standards.

Any type of suspension will result in an immediate call to the Day Camper's parents and the immediate removal of the child from the Day Camp site.

The Day Camp Supervisor and Recreation Director reserve the right to review all disciplinary problems and suspend or terminate children at his/her discretion.

➤ **Day Suspensions:**

1. Repeated use of inappropriate language, i.e., profanity
2. Repeated disruptive behavior during organized games or activities

➤ **3-Day Suspensions:**

1. Fighting or dangerous actions in general or directed towards any Summer Day Camp Staff member
2. Refusal to leave Day Camp following day suspension

➤ **5-Day Suspensions:**

1. Intentional destruction or abuse of Day Camp, church, or playground property. Those involved will be responsible for replacing destroyed items or paying for repairs.
2. Absolutely NO SMOKING on playground and/or church property.

➤ **Permanent Suspensions:**

1. Any ongoing physical or verbal attack directed toward any Day Camper or Summer Day Camp Staff.
2. Any weapons, firecrackers, lighters, matches, or other possessions judged harmful by the staff will be confiscated and result in permanent program suspension.

OTHER ACTIVITIES



Arts and Crafts: In order to keep arts & craft costs to a minimum, we are asking for your help. We would appreciate any supplies that you might have that could be used for our Day Camp projects. Please check with the Day Camp Supervisor about specific needs and read your Day Camp Newsletter for items needed weekly.

Special Visits: Throughout the summer program, speakers and instructors may visit the Day Camp and present such topics for the children's enjoyment: bicycle safety, dance instruction, recycling, sign language, etc.

These visits are pre-scheduled, and parents will be notified prior to the visits in the Day Camp Newsletter.

TRIPS AND SPECIAL EVENTS

- **Theme Weeks:** Please note the event calendar in this handbook. Each week there is a different theme with activities planned accordingly. This calendar also confirms all dates and times of different activities and field trips offered this summer for all Campers. Please refer to Day Camp Weekly Newsletter every Friday for specific times and details for each field trip.
- **Bus Trips:** Complete the enclosed **Permission Registration Form** to allow your child to ride the bus for all field trips. Bus transportation is provided for all campers for all field trips. Remember for all field trips, Day Campers must wear their camp t-shirt for the safety of keeping the group together.

Parents are invited to attend bus trips if interested in helping as a chaperone. Any adult attending a field trip with WARC, will need to pay admission fee for the particular activity. Cost and field trip details will be reviewed with interested individuals by calling Recreation Director at 244-3512.

We will try to make it to field trip gift shops, but it is not our main priority. To be fair to all campers, please send your child with no more than \$5 to spend, this will make for a speedy trip through gift shops. Also, some field trips may offer video/arcade games or additional snacks for an additional fee. Extra money may be brought by campers to spend on these items if you wish, but is not required. Please be sure to secure this money in a safe place, i.e. backpack, Ziploc baggie, etc. with the child's name on it.

- Some Trips require more travel time and we may need to leave early. Please plan accordingly.
- Please do not bring anything valuable or meaningful on field trips. We are not responsible for any lost or damaged items.

*****Please note the times listed for pick-up and return of field trips are estimated. Allow a 15-minute window for all trip plans. If a field trip is returning unexpectedly late, phone calls will be made to all parents of children attending the trip to make them aware. Please remember that fees for all field trips and special events are included in the registration fee. All children attending camp on a field trip day will attend the field trip. No staff person or child will be left behind.**

*****IMPORTANT-See attached forms on following pages to be turned in to the Windsor Township office, Recreation Director-Dania Beard, by June 1st**