

# Quakertown Borough

215-536-5001 x136

QuakertownRec.com



# K.I.D.S. CAMP 2018

## PARENT/GUARDIAN HANDBOOK



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# WELCOME

Hello and welcome to the K.I.D.S. Camp Program!

The Borough of Quakertown is thrilled that you will be joining the K.I.D.S. Camp program for the 2018 summer season! We hope that each of you have a fantastic camp experience.

K.I.D.S. Camp has been providing fun-filled summers to local children since 1972. When the program started it was host to a mere 20 children each day. In 2017, over 200 children participated throughout the course of the program. Each year the Parks and Recreation Department's K.I.D.S. Camp staff works hard to make each summer a unique and joyful experience for all our campers.

In 2018, K.I.D.S. Camp will have new programming to present your child with a safe and fun-filled seven weeks of crafts, sports, games, experiments, swimming, trips, and friendships!

Enclosed is important information that will assist in providing your child with a safe and positive summer full of fun! If you have any questions, comments, or concerns please feel free to contact me. I can be reached at 215-536-5001 x136. The best way to reach me during the summer is via email: [arosenberger@quakertown.org](mailto:arosenberger@quakertown.org).

Please print and keep a copy of this handbook for your records and for reference throughout the summer. I look forward to meeting you and making this another great summer.

Sincerely,

*Ashton Rosenberger*

Ashton Rosenberger  
Recreation Coordinator  
Borough of Quakertown  
35 N. Third Street  
Quakertown, PA 18951  
Tel. 215-536-5001 x136  
Email: [arosenberger@quakertown.org](mailto:arosenberger@quakertown.org)

# GENERAL CAMP INFORMATION

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## K.I.D.S. Camp

K.I.D.S. Camp is offered to children ages 7-12 years old. Camp is based out of Memorial Park and is from 9:00am-3:00pm Monday through Friday for 7 weeks.

Each year we use public parks and a public pool. There will be other people at each location. Please speak with your children about talking to strangers. All counselors will be wearing STAFF shirts and ID badges, so children can easily identify them.

## Registration

Registration is based on individual camp weeks. Registration is available at [QuakertownRec.com](http://QuakertownRec.com) and individuals must create an account to register for camp. Camp registration is based on a first-come basis, and will be open until noon, the Friday before camp starts. Payments for the fees can either be paid by credit card on [QuakertownRec.com](http://QuakertownRec.com), or after registering online, can pay offline by cash or check at Borough Hall. There is a [no refund policy](#) for the K.I.D.S. Camp.

## Camp Staff

K.I.D.S. Camp is managed by a qualified staff of 3 Camp Supervisors and 9-12 Camp Counselors. The counselors, all of which are former K.I.D.S., are carefully selected and trained to help your child have the best possible experience. All members of the K.I.D.S. Camp staff are qualified and trained to provide quality care for our campers. All camper staff has completed a screening process that meets the requirements set forth by Quakertown Borough and all staff members are required to attend 3 training orientations. All staff members have obtained successful criminal background checks, child abuse clearances and FBI clearances. All staff are certified in First-Aid, and Camp Supervisors are trained in First-Aid and CPR.

## Camp Arrival and Departure

Camp Check-In begins at 9:00am and runs until 9:30am. Check-Out begins at 3:00 and runs until 3:30pm. Campers will be divided into check-in and check-out groups for the summer. These groups are only for check-in and check-out. Staff will check IDs at check-out for safety purposes. Please be sure to have your ID with you when you pick up your child. A late fee of \$10.00 will be charged if you pick up your child after 3:30pm.

## Pick-Up List

During registration, parents/guardians should list anyone whom you may call upon to pick up your child. Your child will only be released to individuals whose names are listed on your child's pick-up list. Our staff will require a photo identification from the individual picking up your child. To provide the best protection for your child we cannot release your child to anyone who is not listed on the pick-up list, unless we receive written permission from you in advance. We will not accept telephone instructions regarding the release of your child, unless it is an emergency.

Please do not ask our staff to violate this policy as we have the best interest of your child in mind. Notes with your signature may be faxed to Borough Hall at 215-536-8830 or emailed to [arosenberger@quakertown.org](mailto:arosenberger@quakertown.org). Every effort will be made to relay this message to the counselors in a timely manner. Thank you for helping us keep your camper safe. We appreciate your understanding that there will be no exceptions to this procedure.

# MEDICAL INFORMATION

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- It is *extremely* important that we have all necessary medical information concerning your child. This also includes any learning disabilities or special needs. All medical information is kept strictly confidential.
- Our staff is trained and certified in First Aid and CPR.
- If your child has asthma and uses an inhaler it must be checked in with one of the camp supervisors to keep on site. Please label the inhaler with your child's full name.
- If your child has allergies and uses an EpiPen, it must be checked in with a camp supervisor to be kept on site.
- Please apply sunscreen to your child prior to the start of camp each day. Also, pack sunscreen with your child as periodic announcements will be made to reapply sunscreen throughout the day. Counselors are not permitted to apply sunscreen to the campers.
- We ask that campers remain at home if they are ill or have a contagious condition such as fever, pink eye, lice, etc.
- Counselors will monitor bathroom breaks as well as supervising the bathroom facility from the outside. All campers need to be able to use the restrooms unassisted.
- Quakertown Borough carries general liability insurance. All campers must be covered by medical insurance to participate in K.I.D.S. Camp.

# SWIMMING

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**New in 2018**, campers will go swimming twice a week after lunch at the Quakertown Community Pool. After swimming they will return to Memorial Park for check-out. Please note that campers might not go swimming both days on specific weeks based on the camp schedule. Families will be made aware of their swimming days for that week on the first day of camp.

Please be sure to either have your child wear or pack their swimsuit and pack a towel, change of shoes, clothes, etc. for after swimming.

If your child does not wish to swim, they will have access to the arcade games and other various activities.

Please note whether or not your child is a competent swimmer. For their protection, campers who are not competent swimmers shall be required to wear a life vest while at the pool.



# WHAT TO BRING TO CAMP

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## Lunch & Water

Parents must provide a lunch for their child. Lunches must be clearly labeled with the camper's name. Refrigeration is not available, so we recommend that reusable ice packs and insulated bags be used. Please avoid glass containers. Snacks are permitted. Water fountains are on site but we strongly recommend supplying your child with a reusable water bottle labeled with your child's name as well.

## Sneakers

Sneakers must be worn during regular camp hours. Children without proper shoe attire will not be permitted to participate in most activities.

## Sunscreen

We strongly recommend you supply your child with sunscreen. Campers must be able to apply their sunscreen without assistance or supervision.

## Backpack

Campers may bring a backpack if they have possessions they must keep on them all day. Please label the backpack with the camper's full name. We strongly recommend campers not bring any valuables such as toys, cell phones, iPod, iPad, hand-held devices, etc. Quakertown Borough is not responsible for any lost, stolen, or damaged items.

# WHAT NOT TO BRING TO CAMP

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## Phones and Electronic Devices

Campers can contact a supervisor if they'd like to make a phone call. There's no need for video games or any other electronic devices. We have non-stop activities and games! Quakertown Borough is not responsible for any lost, stolen, or damaged property.

## Toys

We have plenty of activities and games scheduled every day. There is never a dull moment. Toys and play equipment can stay at home! Quakertown Borough is not responsible for any lost, stolen, or damaged property.

## Sandals, Crocs, and Open Toed Shoes

The games and activities we play can involve a lot of running! For safety reasons we ask that each camper wear sneakers and socks at camp. At the pool the campers may wear sandals or flip flops but be sure to bring a change of sneakers for the afternoon. Those campers without sneakers will not be permitted to participate in most regular activities.

## Prohibited Items:

- Weapons or ammunition of any kind
- Fireworks
- Drugs/Alcohol
- Tobacco or Vaping Products
- Offensive/Disturbing Materials.

# EMERGENCY INFORMATION

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If you have any questions or concerns, contact the Recreation Coordinator. If you are unable to get in touch with the Recreation Coordinator, you can also contact the Quakertown Borough Receptionist or Finance Director.

**Ashton Rosenberger**

Recreation Coordinator  
215-536-5001 x136  
arosenberger@quakertown.org

**Diane Kooker**

Quakertown Borough Receptionist  
215-536-5001 x110  
dkooker@quakertown.org

**Julie Bender**

Finance Director  
215-536-5001 x134  
jbender@quakertown.org

# EMERGENCY PROCEDURES

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In the event of an emergency, the camp will be relocated to the Quakertown Fire Company #1. An email and RAINEDOUT message would be sent immediately to update you about the situation and where check-out will take place.

Quakertown Fire Company #1  
505 W. Broad Street  
Quakertown, PA 18951

# CAMP CANCELLATION AND EARLY DISMISSAL

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## IMPORTANT ALERTS


To receive emergency alerts and important camp updates each household must sign up for RAINEDOUT. This is a free service that provides immediate text and email alerts. Important announcements will also be posted to the announcement page found on QuakertownRec.com.

## CANCELLATION

Camp will be cancelled if there is a high probability of severe rain or a heat index of 105°. Notification of camp cancellation will be made by 7:45am via email and RAINEDOUT alerts.

## EARLY DISMISSAL

If camp needs to be dismissed early due to weather, parents will be notified via email and RAINEDOUT alerts. Notification of early dismissals will be made by 1:00pm. Check-Out will take place at the 4th Street Skate Shelter in the event of an early dismissal.



**RAINEDOUT.COM**  
**Organization: Quakertown Borough**  
**Group: 2018 KIDS Camp**

Since you are participating in an outdoor program, there is *always* the chance of weather related cancellations. For *immediate* alerts sign up for RainedOut!

### Instructions for setting up email and/or text alerts

1. Go to Rainedout.com
2. Click in the "Find Organization" box
3. Type in "Quakertown Borough"
4. Select Quakertown Borough
5. Enter your phone number into the box
6. Click "Start Signup"
7. You will be sent a text immediately with a validation code
8. Enter the validation code in the next box and click "validate code"
9. A list of groups will appear, click on the program in which you are participating: **2018 KIDS Camp**



# BEHAVIORAL POLICY

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Please take the time to talk to your child about the importance of their behavior and actions while at camp. They should act the same way at camp as they would in a school environment. This means complying with the just requests of counselors/adult staff and treating other campers, counselors, and adult staff with RESPECT. We go over the camp rules at the beginning of every week at our morning meeting, but parents/guardians reinforcing this with their campers has shown to have more immediate and effective impact.

Quakertown Borough takes behavior issues very seriously. The Borough maintains protocols to deal with situations involving misbehavior. We have a zero-tolerance policy for the following issues. Your child may be immediately removed from our camp system with no refund in the event of:

- **Harassment/Bullying**
- **Drugs**
- **Alcohol**
- **Weapons**
- **Physical fighting**
- **Inappropriate touching/sexual misconduct**

The Borough of Quakertown reserves the right to search all belongings during camp if there is reason to believe there are drugs, alcohol, weapons, or cigarettes in a camper's possession.

Your child will have the same behavior grid throughout all seven weeks of camp (see the following page). Consequences depend on the severity of the offense. **Quakertown Borough reserves the right to change our behavior procedures based on the severity of the incident.**

The following procedure is followed when a "write-up" occurs:

1. Infraction occurs
2. Write-up conducting by camp staff
3. Camp staff then turns write-up into supervisor
4. Supervisor determines if write-up is warranted.
5. If write-up is not warranted it is discarded
6. If write-up is warranted the report is turned into the Parks & Recreation Department and documented.
7. After each write up, the camp supervisor will sit down with the child and go over what was written up and why. It is also explained to the camper that their parent/guardian will be notified of the incident.
8. Parent/guardian will either be notified via phone or in person the day the incident occurs based on the severity of each individual incident.
9. Parent/guardian will be required to sign a receipt of notification which will be the actual behavior report that was filled out.

**DISCIPLINE INFRACTION GRID**

		1	2	3	4	5
<b>A</b>	<b>OFFENSE</b>					
	<b>DRUGS &amp; ALCOHOL BULLYING SEXUAL HARASSMENT WEAPONS</b>	IMMEDIATE REMOVAL FROM CAMP(NO REFUND) ____/____/____				
	<b>DISRESPECT TOWARDS STAFF</b>	WRITE UP & PHONE CALL ____/____/____	WRITE UP & PHONE CALL, LOSS OF PRIVILEGE ____/____/____	IMMEDIATE REMOVAL FROM CAMP(NO REFUND) ____/____/____		
	<b>PHYSICAL FIGHTING</b>	____/____/____	____/____/____	____/____/____		
	<b>STEALING</b>	____/____/____	____/____/____	____/____/____		
<b>B</b>	<b>INAPPROPRIATE BEHAVIOR ON A TRIP</b>	WRITE UP & PHONE CALL ____/____/____	WRITE UP & PHONE CALL, LOSS OF PRIVILEGE ____/____/____	WRITE UP & PHONE CALL, LOSS OF PRIVILEGE ____/____/____	IMMEDIATE REMOVAL FROM CAMP(NO REFUND) ____/____/____	
	<b>CURSING</b>	WRITE UP & PHONE CALL ____/____/____	WRITE UP & PHONE CALL, LOSS OF PRIVILEGE ____/____/____	WRITE UP & PHONE CALL, LOSS OF PRIVILEGE ____/____/____	IMMEDIATE REMOVAL FROM CAMP(NO REFUND) ____/____/____	IMMEDIATE REMOVAL FROM CAMP(NO REFUND) ____/____/____
<b>D</b>	<b>BREAKING PLAYGROUND RULES</b>	WRITE UP & PHONE CALL ____/____/____	WRITE UP & PHONE CALL ____/____/____	WRITE UP & PHONE CALL, LOSS OF PRIVILEGE ____/____/____	WRITE UP & PHONE CALL, LOSS OF PRIVILEGE ____/____/____	IMMEDIATE REMOVAL FROM CAMP(NO REFUND) ____/____/____
	<b>BREAKING POOL RULES</b>	____/____/____	____/____/____	____/____/____	____/____/____	____/____/____

Quakertown Borough reserves the right to change or alter the above procedures based on the severity of each individual incident.

# TRIP INFORMATION

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- All trip times are explained on the Trip Description sheet enclosed with this packet. Please be on time as the bus will not wait for latecomers.
- As we only have a limited number of spots on each trip, registrations run on a “first come first served” basis. See the following page for more detail.
- **Camp t-shirts must be worn on all trips.** Campers are not permitted on trips without a camp t-shirt and sneakers. The t-shirts help us keep track of campers.
- If lunch is not included in a trip, campers must bring a lunch stored in a disposable container such as a brown bag. **PLEASE LABEL BAGS CLEARLY WITH YOUR CAMPER’S NAME!** Please make sure that all lunch items can be thrown away.
- Quakertown Borough and its Camp Staff are not responsible for any items lost, stolen, or damaged on or off site.
- We recommend that your child apply and pack sunscreen before each trip.
- Children are expected to behave properly on all trips. Rules for the trip will be explained prior to departure. Failure to do so may result in loss of trip privileges. (Please see attached behavior grid.)

## BUS SAFETY RULES

1. **Remain seated at ALL times.**
2. **Quiet, “inside” voices must be used.**
3. **Keep your hands to yourself.**
4. **Physical fighting will NOT be tolerated.**
5. **NO eating or chewing gum.**
6. **All trash must be cleaned up.**
7. **Obey driver’s directions and bus rules.**
8. **Do NOT throw things out of the bus.**



# KIDS CAMP FIELD TRIPS 2018

All field trips are tentative and subject to change.

<b>WEEK 2 – DaVinci Science Center</b>	<b>JUNE 28</b>	<b>COST</b>
<p>Campers will explore the Da Vinci Science Center. Pack a brown bagged lunch!</p> <p style="text-align: right;"><b>Register by Monday, June 25th.</b></p>	<p style="text-align: center;"><b>Open to all campers (30 open spots)</b></p>	<p style="text-align: center;"><b>\$10.50</b></p>
<b>WEEK 3 – Crayola Factory</b>	<b>JULY 5</b>	<b>COST</b>
<p>Campers will have a colorful day at Crayola Factory. Pack a brown bagged lunch!</p> <p style="text-align: right;"><b>Register by Monday, July 2nd.</b></p>	<p style="text-align: center;"><b>Open to all campers (30 open spots)</b></p>	<p style="text-align: center;"><b>\$10.00</b></p>
<b>WEEK 4 – Lehigh Valley Zoo</b>	<b>JULY 13</b>	<b>COST</b>
<p>Campers can explore the zoo and will participate in a private educational animal presentation. A gift shop will be available. Pack a brown bagged lunch!</p> <p style="text-align: right;"><b>Register by Monday, July 9th.</b></p>	<p style="text-align: center;"><b>Open to all campers (30 open spots)</b></p>	<p style="text-align: center;"><b>\$11.00</b></p>
<b>WEEK 5 - Jungle Wonder</b>	<b>JULY 20</b>	<b>COST</b>
<p>Campers will play a game of indoor mini golf, and explore the jungle gym and balladium. Pack a brown bagged lunch!</p> <p style="text-align: right;"><b>Register by Monday, July 16th.</b></p>	<p style="text-align: center;"><b>Open to all campers (30 open spots)</b></p>	<p style="text-align: center;"><b>\$10.00</b></p>
<b>WEEK 6 – Iron Pigs Game</b>	<b>JULY 27</b>	<b>COST</b>
<p>Campers will enjoy an Iron Pigs game! Trip includes a hot dog and drink. No outside food or drink is permitted.</p> <p style="text-align: right;"><b>Register by Monday, July 23th.</b></p>	<p style="text-align: center;"><b>Open to all campers (30 open spots)</b></p>	<p style="text-align: center;"><b>\$14.00</b></p>

# **CIT PROGRAM**

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Our Counselor in Training (CIT) program is for kids ages 13-15 and is designed to offer qualified young adults an opportunity to prepare for positions as camp counselors or recreation leaders. Emphasis is placed upon developing leadership skills, sensitivity to children, and program skills. Positions are limited. Those interested in the program must complete an application available at [Quakertown.org/CIT](http://Quakertown.org/CIT)

## **PARENT/STAFF RELATIONS POLICY**

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Quakertown Borough seeks to build professional relationships with our residents and participating families. For the safety and protection of your child and our staff, Borough employees are not allowed to transport children in their personal vehicles. They are also prohibited from contacting families via personal phone, email, or social networking sites. Please do not put our staff at risk of losing their position of employment with the Borough by asking them to do so.

## **REPORTING CHILD ABUSE**

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Pennsylvania State Law requires anyone who works with children to report suspected signs of child abuse or neglect. Examples include, but are not limited to: physical, verbal, or sexual abuse. Signs may include: lack of care in personal hygiene or nutrition, leaving a child alone or in the care of another child under the age of 12. Proper authorities investigate after a report is made. The Borough of Quakertown is not allowed to discuss the situation with the parent before filing a report.

## **CIVIL RIGHTS COMPLIANCE**

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In accordance with applicable Federal and State Civil Rights Laws and regulatory requirements, you and your children, as clients of this facility have the right:

1. To be provided services at this facility and to be referred for services at other facilities without regard to your race, color, religious creed, disability, ancestry, national origin, age, or sex.
2. To file a complaint of discrimination if you feel you have been discriminated against based on your race, color, religious creed, disability, ancestry, national origin, age, or sex.

Complaints of discrimination may be filed with any of the following:

Borough of Quakertown  
35 N. Third Street  
Quakertown, PA 18951

Department of Public Welfare  
Civil Rights Compliance Unit  
1400 Spring Garden Street  
State Office Building—Room 502  
Philadelphia, PA 19130

Office of Civil Rights  
US Department of Health & Human  
Services  
Region III  
P.O. Box 13716  
Philadelphia, PA 19101