



K.I.D.S. CAMP

KIDS INVOLVED DOING SOMETHING

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 2022 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 2021, 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 2022, K.I.D.S. Camp will have 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: amiller@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 Miller

Ashton Miller
Recreation Coordinator
Borough of Quakertown
35 N. Third Street
Quakertown, PA 18951
Tel. 215-536-5001 x136
Email: amiller@quakertown.org

GENERAL CAMP INFORMATION

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 the 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, so children can easily identify them.

Before and After Camp Care

The child must be enrolled in camp for the same days as they wish to be enrolled in Before and/or After Camp. Before camp begins at 7:30am and carries into the start of the regular camp day of 9:00am. Campers may NOT be dropped off earlier than 7:30am. After camp begins at the end of the camp day at 3:30pm and runs until 5:00pm. Campers MUST be picked up by 5:00pm. Late pick ups will result in an automatic fee added to your account. If the fee is not paid by the next day, access to camp will not be granted. More than three occurrences of lateness may result in removal of the After Camp Program.

Registration

Registration is based on individual camp weeks. Registration is available at 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 Thursday the week before camp starts. Payments for the fees can either be paid by credit card on QuakertownRec.com, or after registering online, can pay offline by cash or check at Borough Hall. There is a [no refund policy](#) for K.I.D.S. Camp.

Financial Assistance

Financial assistance may be extended to families experiencing extreme temporary or long-term financial hardship based on income and family size. Applications can be picked up at Borough Hall. Financial Assistance is run on a case by case basis.

Camp Staff

K.I.D.S. Camp is managed by a qualified staff of 1 Supervisor, 2 Head Counselors, and 10 Camp Counselors. The counselors, most 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 camp 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 the Head Supervisor, and Lead Counselors are trained in First-Aid and CPR.

Counselor in Training Program

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

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 emailed to amiller@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.

Camp Notifications

In order to receive emergency alerts and important camp updates each household must sign up for text and email alerts on QuakertownRec.com.

SWIMMING

Campers will go swimming at least once a week. After swimming they will return to the Skate Shelter for check-out. Please note that campers might not go swimming on the same day each week 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.

Please note that the concession stand will be open. If your camper plans to purchase their lunch or snack at the pool please make sure to pack money for them.

Please note whether or not your child is a competent swimmer. For their protection all campers will be required to complete a swim test on their first day at the pool.



WHAT TO BRING TO CAMP

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

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

MEDICAL INFORMATION

- 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.

EMERGENCY INFORMATION

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 Miller

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

In the event of an emergency, the camp will be relocated to Quakertown Borough Hall. An email would be sent immediately to update you about the situation and where check-out will take place.

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

BEHAVIORAL POLICY

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 conducted 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.

Camper Name: _____

Color Group: _____

Four Strike System

Offense Level	STRIKE #1	STRIKE #2	STRIKE #3	STRIKE #4
1	Date: _____ Staff Initial: _____ Brief description: _____ Parent Signature: _____	Date: _____ Staff Initial: _____ Brief description: _____ Parent Signature: _____	Date: _____ Staff Initial: _____ Brief description: _____ Parent Signature: _____	Date: _____ Staff Initial: _____ Brief description: _____ Parent Signature: _____
2	Date: _____ Staff Initial: _____ Brief description: _____ Parent Signature: _____	Date: _____ Staff Initial: _____ Brief description: _____ Parent Signature: _____	Date: _____ Staff Initial: _____ Brief description: _____ Parent Signature: _____	Date: _____ Staff Initial: _____ Brief description: _____ Parent Signature: _____
3	Date: _____ Staff Initial: _____ Brief description: _____ Parent Signature: _____	Date: _____ Staff Initial: _____ Brief description: _____ Parent Signature: _____	Date: _____ Staff Initial: _____ Brief description: _____ Parent Signature: _____	Date: _____ Staff Initial: _____ Brief description: _____ Parent Signature: _____
4	Date: _____ Staff Initial: _____ Brief description: _____ Parent Signature: _____	Date: _____ Staff Initial: _____ Brief description: _____ Parent Signature: _____	Date: _____ Staff Initial: _____ Brief description: _____ Parent Signature: _____	Date: _____ Staff Initial: _____ Brief description: _____ Parent Signature: _____

OFFENSE LEVEL:

Level 1:

- Inappropriate language
- Disruption/insubordination
- Lying/cheating

Level 2:

- Breaking playground/pool rules
- Inappropriate behavior on trip

Level 3:

- Harassment/teasing/taunting/bullying
- Defiance/disrespect towards staff/non-compliance

Level 4:

- Physical aggression/fighting
- Sexual harassment
- Possession of a controlled substance/illegal item (alcohol, drugs, weapons, etc.)

STRIKE CONSEQUENCES:

Strike #1:

- Phone call home
- Loss of privilege (game, craft, movie, pool, playground, etc.)

Strike #2:

- All consequences from Strike #1
- Picked up from camp early/at time of offense

Strike #3:

- All consequences from Strike #1 and #2
- Prohibited from signing up for fieldtrips
- Temporary suspension if necessary

Strike #4

- All consequences from Strike #1, #2, and #3
- Non-refundable removal from camp

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

TRIP INFORMATION

- 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 2022

All field trips are tentative and subject to change.

WEEK 2 – Crayola Factory	JULY 7	COST
<p>Campers will have a colorful day at Crayola Factory. Pack a brown bagged lunch!</p> <p style="text-align: center;">Registration opens Monday, June 27</p>	30 open spots	\$14.00
WEEK 3 – Urban Air Adventure Park	JULY 14	COST
<p>Campers must be at least 48” to register for this trip. Campers will experience the ultimate Indoor Adventure Park with a Sky rider, Ropes Course, Climbing Walls, Trampolines, and much more! Trip includes 1 slice of pizza and drink for lunch.</p> <p style="text-align: center;">Registration opens Tuesday, July 5</p>	30 open spots	\$28.00
WEEK 4 – TO BE ANNOUNCED	JULY 21	COST
Registration opens Monday, July 11	30 open spots	TBD
WEEK 5 – LegoLand	JULY 28	COST
<p>Campers will explore the Legoland Discovery Center. Pack a brown bagged lunch!</p> <p style="text-align: center;">Registration opens Monday, July 18</p>	30 open spots	\$15.00
WEEK 6 – Iron Pigs Game	AUGUST 2	COST
<p>Campers will enjoy an Iron Pigs Game! Trip includes a hot dog, chips, and drink. No outside food or drink is permitted.</p> <p style="text-align: center;">Registration opens Monday, July 25</p>	30 open spots	\$18.00
WEEK 7 – Dave and Busters	AUGUST 10	COST
<p>Campers will each receive a power card to have an action-packed, extreme fun arcade experience! Pack a brown bagged lunch!</p> <p style="text-align: center;">Registration opens Monday, August 1</p>	30 open spots	\$18.00

KIDS CAMP THEMES

WEEK	DESCRIPTION	FIELD TRIPS
WEEK 1 JUN. 27 -JUL. 1	ALOHA SUMMER Aloha Summer and Campers! Get your grass skirts ready for a week of sun, fun, and all things tropical! Campers will design their own tiki masks, play island games, and even create their own luau desserts, and work together to build erupting volcanoes!	No Field Trip
WEEK 2 JUL. 5-8 *No Camp July 4*	COLOR CRAZE Colors fly high during Color Craze! Prepare to get messy as we toss, play, and make camp colorful! Splatter paint, water colors, and ultimate color capture the flag are just a few of the events to help Campers dive into the world of color!	The Crayola Factory
WEEK 3 JUL. 11-15	WILD WILD WEST It's time to saddle up for an exploration of the wild west! Campers will pick their own cowboy and cowgirl names, participate in a balloon stampede, protect the bank from bandits, and celebrate their success at the camp square dance.	Urban Air Adventure Park
WEEK 4 JUL. 18-22	SPLASHTACULAR! This week we will make a splash! Extra trips to the pool, water balloon races, splash artwork, water games, a 2 lane roaring river water slide, and much more, campers should get ready to be splashed all week long!	Movies and Bowling
WEEK 5 JUL. 25-29	INTERCAMP CHALLENGE Meet your team, make a flag, and let the games begin! One of the most popular weeks of the summer, Intercamp Challenge is an opportunity for campers to compete in classic camp games with a lot of laughs along the way.	Lego Land
WEEK 6 AUG. 1-5	EARTH RANGERS Calling all Earth Rangers! Discover all the different ways to go green and make better choices for our environment. Campers will learn all about navigating the wilderness and identifying everything that's around us.	Iron Pigs Baseball Game
WEEK 7 AUG 8-12	7TH INNING STRETCH Let's play ball! Campers will be introduced to games that are played all around the world.	Dave and Busters

PARENT/STAFF RELATIONS POLICY

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

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

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