



K.I.D.S. CAMP

KIDS INVOLVED DOING SOMETHING



2024 PARENT/GUARDIAN HANDBOOK

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WELCOME

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

The Borough of Quakertown is excited to welcome you to the K.I.D.S. Camp program this upcoming summer season! We hope that everyone has a fantastic camp experience.

Since 1972, K.I.D.S. Camp has been offering fun-filled summers to local children. From its humble beginnings with just 20 children each day, the program has grown to over 200 children every year. The Parks and Recreation Department works diligently to ensure each summer is a unique and joyful experience for all our campers.

In 2024, K.I.D.S. Camp will present programming designed to provide your child with a safe and fun-filled seven weeks of crafts, sports, games, experiments, swimming, field trips, and friendships!

Enclosed you will find important information that will help in ensuring your child has a safe and positive summer full of fun. If you have questions, comments, or concerns, please feel free to contact the Parks and Recreation Department.

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

Sincerely,

Ashton Miller

Director of Parks and Recreation
Borough of Quakertown

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.

2024 Dates and Themes

Week	Date	Theme	Description
1	June 24-28	Holiday Extravaganza	Experience the magic of the season at our Holiday Extravaganza! Campers will enjoy a week filled with festive crafts, seasonal games, and joyful celebrations, immersing themselves in the spirit of various holidays.
2	July 1-5	Game Show Mania	Step into the spotlight and join the ultimate Game Show Mania! Get ready to outsmart friends, tackle thrilling challenges, and test your knowledge in a whirlwind of fun and excitement. Game on, campers!
3	July 8-12	Outer Space Odyssey	Embark on an interstellar adventure during Outer Space Odyssey week! Campers will launch into a galaxy of excitement with thrilling space activities and science experiments that are out of this world.
4	July 15-19	Splashtastic Adventure	Campers will dive into a week of water games, pool fun, and wild water challenges as they soak up the sun and create lasting memories in the ultimate aquatic adventure!
5	July 22-26	Intercamp Challenge	Gear up for the ultimate friendly rivalry at Intercamp Challenge week! Campers will compete in thrilling games and challenges against other color groups and earning bragging rights in the process!
6	July 29 – Aug 2	Fantasy Quest	Embark on an epic adventure during Fantasy Quest! Campers will journey through mythical realms, solve riddles, and battle magical creatures in an unforgettable quest for fun!
7	Aug 5-9	Wacky Sports	Get ready to unleash your inner athlete with a twist at Wacky Sports Week! Campers will enjoy a week of unconventional and laugh-out-loud sports, where fun and creativity take the lead, and everyone's a champion!

Registration

Registration is based on individual camp weeks. Registration is available at QuakertownRec.com and individuals must create an account to register for camp. Registration is on a first come first served basis and is known to fill early, so do not wait to register! Unless the week is already filled, registration will be open until Thursday the week before camp starts.

Guardians will be required to complete the following forms and provide the following information when registering for the camp program: Emergency Contact Information, Pick Up and Cannot Pick Up Lists, Medical Information, Doctors Office Name and Contact, Medical Insurance Information, Consent to Treat, Photo consent.

Payment

Camp fees must be paid in full during registration. Payments for the fees can be made either by credit card on QuakertownRec.com or, after registering online, can be paid offline via cash or check at Borough Hall. Please note that there is a [no refund policy](#) for K.I.D.S. Camp.

Wait List Policy

If the program is full and you are placed on a waiting list, the Parks and Recreation Department will contact you if space becomes available. We ask that parents update us if they register for another camp program, or their plans change. Openings are dependent upon the approved ratios.

Financial Assistance

Financial assistance may be extended to families experiencing extreme temporary or long-term financial hardship based on income and family size. Financial Assistance is run on a case-by-case basis, and there is a limited pool of funds available each year.

Camp Arrival and Departure

Camp Check-In and Check-Out will take place at the Skate Shelter located on 4th Street. When dropping off and picking up, all vehicles must line up along the curb facing south (broad street). 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.

Pick-Up List

During registration, parents/guardians should provide a list of individuals authorized to pick up their child. Only individual whose names are on the child's pick-up list will be allowed to collect them. Our staff will request photo identification from anyone picking up your child. For the safety of your child, we cannot release them to anyone not listed on the pick-up list unless we receive written permission from you in advance. Telephone instructions for the release of your child will only be accepted in emergency situations.

Please refrain from asking our staff to violate this policy, as we prioritize the best interests and safety of your child. Notes with your signature may be emailed to kidscamp@quakertown.org. We will make every effort to promptly communicate this information with counselors.

Before and After Camp Care

The child must be enrolled in camp for the same days they wish to attend Before and/or After Camp. Before camp starts at 7:30am and extends until regular camp begins at 9:00am. Campers are not permitted to be dropped off earlier than 7:30am. After camp starts at the conclusion of the camp day at 3:30pm and continues until 5:00pm. Campers MUST be picked up by 5:00pm. Late pick-ups will incur 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 instances of lateness may result in removal of the After Camp Program.

Late Pick-Ups

Children must be picked up by 3:30pm every day. A late fee of \$10.00 will be charged to your Quakertownrec.com account if you pick up your child after 3:30pm. No money should be given to the camp staff.

Photo Release for Minors

Guardians will review the Photo Release for Minors when registering for the Camp Program. The release states: I and hereby grant Quakertown Borough the authorization and consent to photograph, video record, or audio record my minor child. I understand that any such photograph, video, or audio recording belongs to Quakertown Borough. I grant an irrevocable right to Quakertown Borough to display the photographs, video, and/or audio taken of my minor child for use in marketing, promotional, or informational materials and communications in any form or medium now existing or developed in the future. I understand that neither I nor such minor child will receive any monetary compensation for such use.

COMMUNICATION

Communication

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

Email Communication

The Camp program will email newsletters every Friday. The newsletter will detail information wrapping up the previous camp week as well as upcoming field trips, visitors, dress up days, pool days, and general updates on the camp. Families must sign up for email alerts on their Quakertownrec.com account.

Text Alert Communication

The Camp program will send text alerts through Quakertownrec.com pertaining to important information such as weather, emergency procedures, etc.

Camp Cell Phone Communication

The Camp Supervisor always has a Camp cell phone on them. The camp cell phone number is 267-424-3969. The Camp Supervisor will use this number to contact parents during the camp day. Parents can also contact the Camp Supervisor via the camp cell phone.

CONTACT INFORMATION

Who to Contact Prior to the K.I.D.S. Camp Program

Leading up to and after K.I.D.S. Camp families can contact the Parks and Recreation Department.

During K.I.D.S. Camp

During the camp session, families can contact the Camp Supervisor directly. Guardians can also contact the Parks and Recreation Department for additional information.

Parks and Recreation Office

267-372-7275

kidscamp@quakertown.org

Camp Supervisor (During Camp Hours)

267-424-3969

Ashton Miller

Director of Parks and Recreation

215-536-5001 x2136

amiller@quakertown.org

Diane Kooker

Quakertown Borough Receptionist

215-536-5001 x2110

STAFF and COUNSELORS IN TRAINING

Camp Staff

K.I.D.S. Camp is managed by a qualified staff of 1 Supervisor, 2 Head Counselors, and 15 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 have completed a screening process that meets the requirements set forth by Quakertown Borough and all staff members are required to attend 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.

Camp Staff Relation 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.

Counselor in Training Program

Our Counselor in Training (CIT) program is for individuals 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

Support Staff

Our staff do not have specialized training in the areas of behavioral or mental health and are not able to provide 1:1 staff to camper support. If your child has a support staff or requires 1:1, we welcome them to attend camp with your child. Reach out to kidscamp@quakertown.org to chat about how we can best set your camper up for success. All Support Staff should refer to the Quakertown Borough K.I.D.S. Camp Support Staff Policy and Expectation document for further details.

MEDICAL INFORMATION

Emergency Contact Information

It is *extremely* important that we have all necessary medical information concerning your child. All medical information is kept strictly confidential.

Medication Administration

When a child requires medication during the day, a medication permission form must be filled out by the parent/guardian. Medication must be handed directly to the Camp Supervisor with a completed Medication Permission Form. Medication must be in the original bottle with the campers name clearly printed.

Asthma

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.

Allergies

If your child has allergies and uses an EpiPen, it must be checked in with a camp supervisor along with the Medication Permission form to be kept on site. Parents must report all allergies during registration so staff can be alerted prior to the start of the program. Parents should indicate what procedures are to be taken if an allergy attack occurs.

Sunscreen Policy

Please apply sunscreen to your child prior to the start of camp each day. Each child is required to bring their own sunscreen clearly labeled with their name. Campers must be able to apply their sunscreen without assistance or supervision. Periodic announcements will be made to reapply sunscreen throughout the day. During registration, parents will complete a Sunscreen Application Permission and Release, indicating consent for camp counselors to assist their child with sunscreen application if requested.

Illness Policy

Campers are required to remain at home if they are ill or have a contagious condition such as fever, pink eye, lice, etc.

Bathroom Breaks

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.

Medical Insurance Requirement

Quakertown Borough carries general liability insurance. All campers must be covered by medical insurance to participate in K.I.D.S. Camp.

INJURY and ACCIDENT PROCEDURE

Minor Injury and Accident Procedures

In the case of a minor injury, staff certified in first aid procedures will administer first aid and the parent will be contacted. An accident report will be filled out by the staff person on site at the time of the accident. At pick up a parent will be asked to sign the incident report. Parents may be asked to pick up the child depending on the nature of the injury and the child's reaction to being injured.

Severe Injury and Accident Procedure

In the case of a severe injury, camp staff will take whatever steps are necessary to obtain emergency medical care. We will make every attempt to contact you or your designated emergency contact first. If we cannot make contact, we will have the child transported to an emergency room in the company of a staff member and will provide the hospital with the parent's health insurance information.

EMERGENCY PROCEDURES

In the event of an emergency, the camp will be relocated to Quakertown Borough Hall. An email will 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

BEHAVIOR MANAGEMENT POLICY

Campers are expected to adhere to camp rules to ensure a positive and safe environment. Counselors serve as role models, guiding campers in making responsible choices. The Following procedures will be implemented based on the behavior level and number of violations.

Quakertown Borough reserves the right to change our behavior procedures based on the severity of the incident.

Quakertown Borough 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.

	First Violation	Second Violation	Third Violation	Fourth Violation	Fifth Violation
Level 1:					
Disrespect towards staff	Staff verbally redirect campers to reinforce appropriate behavior. Verbal warning to camper Written notice to guardian	Steps from 1 violation with: Time out from activities ranging from 5-10 minutes. Written notice to guardian	Steps from 1 and 2 violations with: Meeting with camper's guardian to plan for the child's success at camp.	Steps from 1,2, and 3 violations with: 1-3 day program suspension (tuition not prorated)	Expulsion from the program without reimbursement
Disrespect towards campers					
Disruptive behavior					
Failure to follow directions					
Failure to follow rules					
Excessive horseplay					
Level 2					
Physical aggression (pushing, tripping, hitting, or kicking)	Staff verbally redirect campers to reinforce appropriate behavior. Time out from activities ranging from 5-10 minutes. Written notice to guardian	Steps from 1 violation with: Meeting with camper's guardian to plan for the child's success at camp	Steps from 1 and 2 violations with: 1-3 day program suspension (tuition not prorated)	Expulsion from the program without reimbursement	
Uncontrollable Behaviors					
Inappropriate language					
Aggressive behavior towards other					
Teasing or embarrassing others					
Willful destruction of property					
Level 3					
Fighting	1-3 days out of program suspension or Immediate Expulsion (tuition not prorated or reimbursed)				
Leaving assigned area without permission					
Biting					
Harassment, intimidation, bullying					
Threats (verbal or gestural)					
Aggressive behavior causing harm to others					
Possession of drugs, alcohol, or weapons					
Inappropriate touching or sexual misconduct					

Request for IEP

If your child has an IEP, we ask that you provide us with a copy. IEPs help to answer basic questions about the nature of a child's disability and what must be done to help meet the child's goals. We will work with guardians to develop specific goals to be worked on while your child is in our care.

WHAT TO BRING TO CAMP

Lunch

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 Bottle

We strongly recommend supplying your child with a LARGE reusable insulated water bottle labeled with your child's name. Water fountains are available onsite to refill water bottles.

Snack

Camp will be taking a snack break in the afternoon. Campers are encouraged to pack a snack besides what they pack for lunch.

Dress

Children should wear "camp clothes" such as shorts and t-shirts and avoid dressing in clothing that cannot get dirty. Camp activities include crafts, sports, and water activities that may be messy!

Sneakers

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

Sunscreen

Please apply sunscreen to your child prior to the start of camp each day. Each child is required to bring their own sunscreen clearly labeled with their name. Campers must be able to apply their sunscreen without assistance or supervision. Camp staff will not apply sunscreen to children and will not be responsible for maintaining sunscreen for each child. Periodic announcements will be made to reapply sunscreen throughout the day.

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. Campers are not permitted to bring 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

The following items are not permitted at Camp

- Phones
- PSPs, Nintendo DS's, or any other Electronic Devices
- Toys and Dolls
- Pets
- Weapons or ammunition of any kind
- Fireworks
- Drugs/Alcohol
- Tobacco or Vaping Products
- Offensive/Disturbing Materials

LOST OR STOLEN ITEMS

K.I.D.S. Camp provides a lost and found bin. If your camper has misplaced any items, please encourage them to check this bin. It is important to note that the Quakertown Borough is not responsible for any lost, stolen, or damaged items.

SWIMMING

Swimming Schedule

Campers will go swimming at the Quakertown Pool every Wednesday and Friday, weather permitting. After swimming they will return to the Skate Shelter for check-out. Please note that swimming days may change based on weather and schedules. Families will be made aware of their swimming days for that week on the first day of camp.

What to Pack

- Campers can either wear their swimsuit underneath their regular clothes or pack it to change into
- Swim towel
- Goggles
- Change of sandals
- Swim band (if they passed the swim test)
- Change for the concession stand

Lunch and Snacks at the Pool Concession Stand

The Camp will be eating lunch at the Pool on swimming days. Campers have the option to buy lunch or snacks at the pool concession stand. Counselors are not responsible for campers' money or their choices at the concession stand.

Swim Test

All campers wishing to access the deep end of the pool, slide, diving board, and rock wall must complete a swim test administered by Quakertown Pool Lifeguards on their first day at the pool. Upon completion of the swim test, campers will be given a swim band to wear every time they are at the facility. Those who do not take the swim test or are not strong swimmers will be supervised in the shallow section of the pool.

FIELD TRIP INFORMATION

Registration

Field Trip Registration opens at 12:00pm on the Monday of the week prior to the trip on Quakertownrec.com. Due to limited space, registration runs on a "first come first served" basis. Campers must be registered for the respective camp week to participate in the trip.

Wait List

If the field trip reaches full capacity, guardians can place their camper on the waitlist for potential openings. Available spots will be filled in the order of registration. If a spot becomes available, the parks and recreation department will contact the guardian to transfer the child from the waitlist. Immediate payment for the trip will be required upon registration.

What to Wear

Campers must wear camp t-shirts and sneakers for all trips. The t-shirts aid in camper identification. If a camper hasn't received a camp t-shirt, one will be provided during check-in on the morning of the trip.

What to Pack

Information on what to pack will be emailed to registered campers a few days before each trip.

Lunch

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.

Lost or Stolen Items

Quakertown Borough and its Camp Staff are not responsible for any items lost, stolen, or damaged on or off site.

Camp Departure and Arrival

Campers are required to arrive at camp by 9:15am on trip days to ensure timely departure. The trip will leave the camp area by 9:45am and return by 2:30pm. Times will vary based on each trip.

Field Trip Behavior

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

Campers are expected to follow the list of rules when on the bus.

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

Trip Descriptions

WEEK	Trip	Date	Cost	Date Reg. Opens
2	RC Theaters	Wed. July 3	FREE	NA
The whole camp will be going on this field trip to see Kung Fu Panda. Campers will not be visiting the concession stand at the movie theater. Pack a brown bagged lunch				
3	Dave and Busters	Wed. July 10	\$28.00	Mon. July 1
Campers will receive a power card to have an action-packed, extreme fun arcade experience! Pack a brown bagged lunch				
4	Crayola Factory	Thurs. July 18	\$24.00	Mon. July 8
Campers will have a colorful day at Crayola Factory. Pack a brown bagged lunch!				
5	Urban Air Adventure Park	Thurs. July 25	\$40.00	Mon. July 15
Campers must be at least 48" to register for this trip. Campers will experience the ultimate Indoor Adventure Park with Ropes Course, Climbing Walls, Trampolines, and more! Trip includes 1 slice of pizza and drink for lunch.				
6	Lehigh Valley Zoo	Thurs. August 1	\$25.00	Mon. July 22
Campers can explore the zoo. Pack a brown bagged lunch!				
7	Inline 309 Skating	Thurs. August 8	\$22.00	Mon. July 29
Campers will have a private roller-skating party at Inline 309! Pack a brown bagged lunch and plenty of water!				

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 parents 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 and Human
Services
Region III
P.O. Box 13716
Philadelphia, PA 19101