



TOWNSHIP OF HAMPTON
DEPARTMENT OF COMMUNITY SERVICES
3101 McCULLY ROAD
ALLISON PARK, PA 15101
412-487-7870
WWW.HAMPTON-PA.ORG

2022 Summer Play Camp Program

Parent Manual



UPDATED INFORMATION FOR THE 2022 PLAY CAMP PROGRAM ...

NEW

Guidelines Regarding Covid-19 Page 9

NEW

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Telephone Numbers :

DCS Service Desk	412-487-7870 ext. 1370
DCS Fax	412-487-7871
Program Cell Phone*	412-818-5276
Amber Pucciarelli	
Program Coordinator	412-487-7870 ext. 1382

**Program Cell Phone is only on during operational hours 7:30am-5:30pm.*

Use this phone number to directly speak with a Play Camp Staff member during program hours of operation only.

Play Camp Enrollment Procedure :

Participant Enrollment must be completed each summer. If you were enrolled in the program in previous years, it does not automatically enroll you for the years following.

When you are enrolling your child into the Summer Play Camp Program you must submit all required registration paperwork and the required enrollment fee per family. Paperwork cannot be accepted unless it is filled out completely. Please note that separate enrollment forms must be filled out for each child. **No photocopies accepted.**

All children enrolling in the Summer Play Camp Program must have the following paperwork submitted at time of enrollment:

1. Enrollment and Payment Form (1 per family)
2. Participant Information (1 per child)
3. Play Camp Program Agreement (1 per child)
4. Signed Library Form (1 per child)*

**If your child does not have a signed library form, they will not be permitted to check out any books while with the Play Camp Program, even if they have a valid Library Card. If you do not turn in a signed Library Form for your child, they will still participate in activities planned by the Library for the Play Camp Program.*

All required paperwork must be submitted, and Enrollment Fee paid in full before you can register your child for their appropriate attendance weeks.

Enrollment Fee Information :

An enrollment fee is required to be paid, in full, at time of in-person enrollment for the Play Camp Program. The Enrollment Fee will guarantee your child a spot in the Play Camp Program.

There are three Enrollment Periods for Play Camp: Regular Enrollment Period (April 1st – May 31st), Late Enrollment Period (June 1st – June 12th), and Mid-Program Enrollment Period (effective June 13th thru duration of the Play Camp Program).

All Enrollment Fees are required at time of enrollment and does not count towards attendance fees. Enrollment fees are non-refundable and non-transferable. All enrollments for Play Camp must be done in-person at the Community Center Service Desk to ensure all required paperwork is completed and submitted at time of enrollment. Required Enrollment Fees are per family; based off how many children you are enrolling.

2022 Enrollment Fee:

	<u>Regular Enrollment Fee</u> <i>(April 1st – May 31st)</i>	<u>Late Enrollment Fee</u> <i>(June 1st – June 12th)</i>	<u>Mid-Program Enrollment Fee</u> <i>(June 13th – End of Program)</i>
1 child:	\$50 / Family	\$75 / Family	\$100 / Family
2 children:	\$75 / Family	\$100 / Family	\$125 / Family
3 children:	\$100 / Family	\$125 / Family	\$150 / Family

Required Pool Pass Information :

Afternoon swimming at the Community Park Outdoor Pool Complex is part of Play Camp’s daily schedule that all children participate in. Due to the program visiting the pool daily, a Pool Membership is required for each participant of Play Camp. Pool Membership must be purchased prior to your child’s first day of attendance. Proof of purchase will be required for each participant attending Play Camp.

To obtain a Pool Membership visit our website at www.hampton-pa.org or visit the Community Center Service Desk.

2022 Youth Pool Season Pass Fees:

Resident Youth Pool Season Pass:

Regular Rate: \$125

Non-Resident Youth Pool Season Pass:

Regular Rate: \$200

Required Pre-Payment & Pre-Registration for Weekly Attendance :

Enrolling your child for the program will guarantee your child a place in the program. **However, it is required that you register your child ahead of time for each week that they will attend the Play Camp program. Please keep in mind you will not be able to register your child for weekly attendance until you have turned in all enrollment forms and enrollment payment at the Community Center.** Weekly registrations for Play Camp will require your full weekly payment to be made at time of registration. For your convenience you can register your child online or in person for the weeks that you wish to attend Play Camp. It is the participant’s responsibility to register for the correct weeks of Play Camp. Weekly registrations must be done at least 5 DAYS PRIOR to the start of the week you wish to attend. Play Camp will not accept participants until they are registered and paid in full for the weeks they are attending.

To register your child for Weekly Attendance please visit www.hampton-pa.org or visit the Community Center Service Desk for in person registration. It is the responsibility of the participant that they register for the correct weeks of Play Camp that they wish to attend. It is the responsibility of the participant that full payment is made at time of registration. **If full payment and registration is not received at least 5 days prior to their start date, then the participant will not be able to attend the program until payment and registration are taken care of.**

Weekly Attendance Fees are non-refundable and non-transferable. If you have registered for a week of Play Camp and do not attend said, week no refund will be given.

2022 Summer Play Camp Weekly Attendance Fees:

	<u>Regular Weekly Fees (Res. / Non-Res.)</u>	<u>July 4th Weekly Fee (Res. / Non-Res.)</u>
1 child:	\$156 / \$250	\$124 / \$200
2 children:	\$251 / \$422	\$200 / \$337
3 children:	\$346 / \$594	\$276 / \$475

Weekly Attendance Fees are a flat rate and will not be pro-rated if participants do not attend the full 5 day week. There is no fee charged if you do not register for a week of Play Camp. Payment is only required for the weeks you register for.

Late Weekly Registration Fee:

If weekly registration and payment is not received in full at least 5 days prior to the participant's start date, but a circumstance arises where your child would need to attend, you may contact the Coordinator or Sub-Coordinators to see if we are able to accommodate your late attendance request. If we have room in the week you request, the participant will be required to pay an additional \$75 late fee charge due at the time of that week's registration payment. This payment must be paid in full, no exceptions. Please remember that it is not a guarantee we will be able to accommodate late registrations, but we will try our best.

Important Program Policies :

Staff Requirements:

All staff must meet the following requirements set forth by the Township of Hampton Department of Community Services

- Must be at least 16 years of age
- PA Child Abuse Clearance
- PA State Police Clearance
- FBI Fingerprint Clearance
- Hampton Township Police Clearance
- Employee Disclosure Statement
- Drug & Alcohol Screening

Play Camp Behavior Policy :

Appropriate and acceptable behaviors are always required from all participants of the program. Behavior expectations from all participants include, but are not limited to, the following:

- Ability to behave in a large group setting that does not provide individualized attention or one on one direction
- Ability to follow guidelines established by program staff as well as be respectful towards program staff and peers at all times
- Refrain from physical or verbal harm to oneself, peers, or program staff

Two Behavior Policies will be adhered to if unacceptable behaviors by participants occur. As you will see outlined below there is a **Severe Behavior Offense Policy** and a **Minor Behavior Offense Policy**. The updated Behavior Policy will apply to each participant of the program with **no exceptions**.

Severe Behavior Offense Policy:

If at any time during the Play Camp Program staff determine that a participant has exhibited a severe behavior offense the participant will need to be picked up immediately, as well as receive a written behavior documentation. If a child receives two severe behavior documentations they will be suspended immediately from the Play Camp Program.

A severe behavior offense is categorized as follows:

- Unfavorable physical contact with a staff member, play camp participant, or oneself
- Attempting to leave the Play Camp program group or facility location
- Threatening to harm a staff member, camp participant, the public or oneself

Minor Behavior Offense Policy:

If at any time during the Play Camp Program staff determine that a participant has exhibited a behavior categorized as a minor behavior offense the participant shall receive a written behavior documentation and depending on the severity of the offense a phone call to a parent / guardian. If such behaviors continue and the participant receives four written behavior notifications (in current program year) the participant will be suspended from the Play Camp Program. A minor behavior offense is categorized as the following:

- Unwillingness to follow guidelines established by program staff repeatedly
- Offensive verbal language or physical gestures
- Excessive horseplay during activities as well as in private areas such as the changing area or rest rooms
- Excessive talking back to Play Camp staff
- Bullying of any kind towards any camp participant or staff member
- Vandalism or defacing of township property

Non-Discriminatory Policy:

The Township of Hampton Department of Community Services Play Camp Programming provides services, admissions, referrals without regard to race, color, religious creed, ancestry, sex, handicap, age, or national origin.

If any parent / guardian or program participant has a complaint of discrimination, it may be filed with the Department of Community Services, Bureau of Civil Rights Compliance and / or the Pennsylvania Human Relations Commission.

The Township of Hampton is an Equal Opportunity Employer and does not, nor will not, discriminate on the basis of sex, religion, race, age, sexual nature, or national origin. This also included non-job-related handicaps and / or disabilities and political affiliations.

Emergency Medical Care Policy:

If Emergency Medical Care is needed for a child, the parent shall be contacted as soon as it is practical and in the best interest of the child. If the parent cannot be reached, a staff member shall record in writing the reason emergency care was required, as well as the attempts made to inform the parent. If necessary, a staff member will accompany a child to a source of emergency care and will remain with the child until the parent assumes responsibility for the child's care.

Medication Policy:

When a needed medication, related to a special need, or an emergency situation, is needed, the following requirements shall apply:

- A prescription or non-prescription medication may be accepted only if it is in its original container. All medications must remain in the container in which it was received.
- Staff will only administer medication if there are written instructions provided from the individual who the medication is prescribed to. Instructions for administration contained on a prescription label are acceptable.
- All medication containers must have a label that identifies the name of the medication and the name of the child for whom the medication is intended for. Medication shall be administered only to the child whose name appears on the container.
- All medication will be stored in a locked area of the facility that is out of reach to children.
- All medication will be stored in accordance with the manufactures or health professional's instructions that appears on the original label.
- A parent shall provide written consent for any medication administration.
- A medication log will be recorded for any prescription or non-prescription medication.
- When a parent is dropping off medication for the first time, they will need to fill out the Medication Log with the appropriate information

Program Information & Guidelines :

General Information:

During Play Camp organized sports games, arts and crafts, outdoor play, and afternoon swimming are some of the activities that children will participate in each day. In addition to the activities planned by the Play Camp Staff, each afternoon all participants will go to the Outdoor Pool. All children are required to have a valid pool season pass. Even if your child is being picked up before the scheduled pool time, they need to bring sunscreen and a towel as some of our morning activities may be outside. **Our program is designed for large group activities, and one on one care or attention is not provided.**

Additional DCS Activities:

If your child is participating in any Department of Community Service program (ex: tennis or swim lessons) arrangements can be made for a Play Camp staff member to escort your child to these programs. Parents will need to sign their child into the appropriate lesson each day that they are participating in a Department of Community Service's sponsored activity. If a parent does not sign their child up to be taken to their lesson, daily, Play Camp staff WILL NOT escort them to their lesson. If you are unsure of what lesson your child is registered for, please see the Service Desk for assistance. The fee for other Department of Community Services Programs are not included in the Play Camp fee. Play Camp staff WILL NOT escort / transport children to non-Department of Community Service programs.

Program Guidelines:

Age Requirements: All children must be six years old, and have completed kindergarten, to attend the Play Camp Program. If your child will not be six years old prior to the first day of Play Camp you must wait until your child's birth date to enroll them for Play Camp. If your child will be six years old prior to the start of Play Camp, you may enroll them. Children can attend Play Camp through twelve years of age.

Hours of Operation: Play Camp is a ten-week summer camp program. Our hours of operation are from 7:30am – 5:30pm; Monday through Friday.

Program Dates: Play Camp will begin on Monday, June 13, 2022 and end on Friday, August 19, 2022. There will be no Play Camp on Monday, July 4th.

Snack & Lunch: Snacks will be provided by Play Camp at approximately 9:30 am for morning snack, and approximately 4:30 pm for afternoon snack, daily. Your child MUST bring his / her own lunch and beverage every day, no glass containers. Refrigeration is provided; however, we do not provide access to heating devices. Children are NOT allowed to share any food with others due to allergy concerns.

Sunscreen Application: Play Camp staff members are not permitted to administer sunscreen to the children. However, Play Camp Staff will assist children with sunscreen application on their faces and backs. All sunscreens must have the child's name on them. Your child must have adequate sunscreen, each day. Children are not permitted to share sunscreen. Children who do not have adequate sunscreen will not be permitted to be in unshaded areas outdoors, such as the pool itself, due to potential sunburn risk. **Staff is not responsible for calling parents when children run out of sunscreen, or do not have sunscreen.**

Play Camp is required to follow all policies set forth by the Hampton Community Pool. Regarding sunscreen, the Hampton Community Pool does not permit the use of 'spray' sunscreen inside the pool's interior fence area due to respiratory risks to patrons and staff and the negative effects spray sunscreen has on the pool circulation/filter system. **Only lotion sunscreen is permitted inside the confines of the pool complex.**

Additional Information:

Items your children must have daily:

- Pool Bag / Backpack (with zipper preferred)
- Tennis shoes or shoes with a closed toe
- Lotion sunscreen
- Bathing Suit
- Towel
- Water Bottle (optional)
- White t-shirt (if a Restricted Swimmer)
- Extra Clothing (optional)
- Face mask (for special events when requested)
- Money for concession stand at the pool (optional)

Parents are responsible for packing necessary items for Play Camp such as tennis shoes, sunscreen, towels, and appropriate swim attire. If swim attire is not packed, children will not be permitted to go into the pool and will stay at the pool pavilion with a Play Camp staff member for the day. Play Camp staff will not call parents for forgotten items such as swim attire or sunscreen.

Please be sure that your child's name is labeled on each item that he / she brings to the pool area. Play Camp is not responsible for lost or stolen property.

Play Camp Daily Schedule :

7:30-9:00	Drop Off/ Choice of Activities Activity Room II – All Ages
9:00-9:30	Organized Activities / Free Play Gyms A & B – All Ages
9:30-10:00	Morning Snack Activity Room I – Grades 5 & up Activity Room II – Grades 4 & under
10:00-12:00	Organized Activities Activity Room II – Crafts Gym A – Grades 5 & up Gym B – Grades 4 & below Outdoors – All Ages
12:00-1:00	Lunch then change for swimming Activity Room I – Grades 5 & up Activity Room II – Grades 4 & under
1:00-4:00	Swimming Hampton Community Park Pool / Pavilion – All Ages
4:00-4:30	Return to Community Center / change to dry clothes Activity Room II – All Ages
4:30-5:30	Afternoon Snack/ Pick Up Activity Room II – All Ages

All organized games, crafts, and activities will be planned on a weekly basis by the Play Camp Counselors. An Activity Plan will be posted at the Play Camp cart each week displaying the additional activities planned for each week.

Drop Off & Pick Up Procedures :

Drop Off for Play Camp will be at the Community Center in the Activity Room 2 beginning at 7:30am. (Please note that the program does not open before 7:30am) When dropping off your child a parent / guardian must sign them into Play Camp for the day. Only children who are registered and paid in full for the week will appear on the Weekly Participation sign-in sheets. Participants' names must be present on the weekly sign-in sheets in order to be signed into the program.

Please drop off your child(ren) no later than 9:30am. It is preferred that staff is notified in advance of a late drop off due to alternate locations for activities.

Pick up for Play Camp will be at the Community Center in Activity Room 2. Please make sure when picking up your child that you are also signing them out on the sign out sheets.

Additional Information:

- If you are dropping off or picking up your child during the hours of 1:00 pm – 4:00 pm please make sure that the staff member has written notice in advanced. Parents will need to sign out their child at the Pool Pavilion during this time. Use the Hampton Community Pool Front Gate to enter the facility, Play Camp is located at the Atlantic Pavilion, directly above the Concession area.
- Parents are not permitted to sign out children when they are walking to and from activities or locations. Please wait until children are in a location before signing them in or out.
- Please notify the staff in writing that someone other than a parent / guardian is picking up your child. This person must also be on your alternate pick up list and have a photo ID at the time of pick up.

Late Pick-Up Fee :

The Play Camp Program closes promptly at 5:30pm. All children must be picked up and signed out of the program by 5:30pm. If at any time a participant is not picked up by 5:30pm a Late Pick-Up Fee will apply. **No Exceptions.**

If a child is picked up between 5:31pm – 5:40pm a \$30 late fee will automatically be charged.

If a child is picked up at 5:41pm or after an additional \$2 per minute fee will be charged in conjunction with the \$30 fee.

Late Pick-Up Fees must be paid in full prior to your child's next day of attendance. **No Exceptions.**

If continued late pick up from the program occurs participation to the program may be suspended.

Play Camp Payment Policy :

Payment for the Play Camp Program is required to be paid in full at time of registration for each week that you are registering your child for. Payments can be made online by credit card (a 2.95% / \$2 minimum fee will apply) or in person at the Community Center Service desk by cash, check or credit card (a 2.95% / \$2 minimum fee will apply). Convenience fees accumulated do not count towards payment for Play Camp and will not be included in any type of receipts for payments received or tax purposes.

Payments received for Weekly Attendance Registrations will not be pro-rated if participant does not attend the full 5 day week. Credit transfers and/or refunds will not be given to participants who register for a week that they later chose to not attend.

All Enrollment Fee Payments and Weekly Attendance Payments must be made in full. No exceptions.

Any Late Pick-Up Fees accumulated must be paid, in full, prior to your child's next day of attendance. No exceptions.

UPDATED: Guidelines Regarding COVID-19 :

Hampton Township Play Camp will be following guidelines in accordance with the State of Pennsylvania guidelines set forth by Governor Wolf, CDC Guidelines, and guidelines set forth from the Pennsylvania Parks and Recreation Society relating to summer camps and athletics. All updates to this policy will be presented as they become available.

1. Face masks are optional. Some outside presenters are requesting participants wear a mask during their presentation. All participants are encouraged to have a facemask each day they attend Play Camp.
2. Social distancing, when applicable.
3. Public water fountains may not be available, we encourage participants to bring their own water bottle.
4. Continued daily cleaning of high touch surfaces and supplies by the counselors.
5. Participants should limit personal items to only those necessary for camp.

For the safety of our participants, their families, and staff, if you, your child, or anyone in your household is feeling sick or has been in close contact with someone confirmed with COVID-19, please do not attend Play Camp that day and please contact the program staff immediately at 412-818-5276.

Food Mart Policy:

The Food Mart, located in the lobby of the Community Center offers a variety of snacks and drinks available for purchase. Parents can pick up a VIBE card at the Community Center Front Desk and load money onto their account or use a credit card to make purchases. While we want you to enjoy the benefits of the Food Mart, we want all participants to be aware of certain guidelines that will need to be followed regarding the Food Mart while your child is in the Play Camp program.

The reason for these guidelines are:

- Allergy Concerns
- The Food Mart is not meant to be a replacement for packing a lunch
- Staff members are to be active with all of the children and are unable to escort children back and forth throughout the day

Parents are welcome to purchase items for their child to have throughout the day at drop-off (this can be a great option for a quick breakfast) however children in the Play Camp program will not be permitted to use the area while they are signed into the program. Hampton Play Camp is not responsible for lost or stolen VIBE cards.

Swim Information :

It is a requirement that all Play Camp Participants purchase a Pool Season Pass. Pool Season Passes go on sale each year in January.

If your child is not a strong swimmer, we strongly suggest signing your child up as a restricted swimmer. If you have signed your child up as a restricted swimmer he / she must bring a white t-shirt **every day** to wear while swimming. Play Camp does not provide white t-shirts for restricted swimmers. If your child does not have a white t-shirt with them, they may not be permitted to go swimming for the day, due to safety concerns. **No Exceptions.**

During our time at the pool all Play Camp Staff members will rotate around the pool to supervise Play Camp Participants. Due to staff being around the pool area, all children are required to be in the pool or concession area which are the two areas that are supervised by Play Camp Staff.

Play Camp Staff does not provide swim instruction or swimming related assistance to children in the water.