



Middletown Township  
Summer Recreation Camp

**POLICY AND PROCEDURE  
MANUAL  
2024**

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## 1.0 INTRODUCTION WELCOME TO THE MIDDLETOWN TOWNSHIP SUMMER CAMP!

We pride ourselves in giving our campers the best experience possible. To ensure this, we have the following policies and procedures in place to make camp a fun and safe experience for all involved.

## 1.2 VISION

The Middletown Township Department of Parks and Recreation envisions a community where all residents enjoy a high quality of life through leisure time pursuits, beautiful open spaces, trails, and facilities.

## 1.3 MISSION

The Middletown Township Department of Parks and Recreation will realize its vision through teamwork, community partnerships, sound fiscal management, and creativity in every area of its operation.

## 1.4 CORE VALUES

The Middletown Township Department of Parks and Recreation will fulfill its mission through:

- Commitment
- Service
- Integrity
- Openness
- Innovation
- Environmental Stewardship
- Inclusiveness

## 1.5 MINIMUM AGE REQUIREMENT OF STAFF

Camp Staff will be a minimum of 16 years old as of the first day of camp.

## 1.6 GENERAL CAMP PROGRAM GOALS

- To provide every camper with a safe, fun, and memorable camp experience that helps develop a sense of self-respect, respect for others, cooperation, a sense of accomplishment, sportsmanship, and an appreciation of nature.
- To help each camper develop a positive self-concept by giving the camper an opportunity to interact with campers of all different backgrounds and lifestyles and develop a sense of curiosity about the world and an enthusiasm for learning.
- To provide opportunities for campers to develop emerging social, cognitive, and self-help skills by giving the campers an opportunity to establish relationships with other campers and adults, make choices and be able to accept the outcome of their choices, explore, create, and express themselves at their own levels.

- To provide for the physical and emotional well-being of each camper by creating an atmosphere of warmth, safety, and acceptance and to provide an environment that is stimulating and allows the camper to feel a sense of belonging.
- To meet parents' expectations for the health, safety, welfare and education of their campers.
- To establish a climate of teamwork among staff through open communication, mutual respect and a willingness to share in the camp experience. Camp is for campers, but it is also an excellent opportunity for staff to grow and learn more about themselves.
- To maintain the high quality of the camp program through excellent instruction in activities, a mixture of traditional and innovative programming, the teaching of fun games, an emphasis on appreciation of the environment and an emphasis on camper growth.

## **2.0 POLICIES AND PROCEDURES**

### **2.1 ARRIVALS AND DEPARTURES**

Summer Camp hours are 8:30AM – 3:00PM. Campers should be dropped off no earlier than the camp start time and picked up no later than the camp ending time. There is a carline for all drop-off and pick-up. The safety of all campers is our number one concern, and it is crucial that each camper is accounted for daily. Attendance will be taken at drop-off each morning. At pick-up, campers will only be released to those on the authorized pick-up form.

Staff members are busy preparing for daily camp activities before the campers arrive and after they leave each day. The planning time is valuable to ensure a positive and organized camp experience for all participants. Therefore, please be advised that the camp staff cannot be responsible for supervising campers who arrive before the scheduled start time or who remain after the scheduled end time. The Middletown Township Department of Parks and Recreation does not assume responsibility for campers arriving early or remaining on site outside of established beginning and ending times for any program. Repeated late pickups may result in late fees or dismissal from the camp.

### **2.2 Drop-off/ Pick-up Policy**

We will be doing a car line. Drop-off is done at the main door to the gym. Enter at the entrance on South Old Middletown Road and proceed around the circle. At drop-off, a staff member will greet you and escort your child to the gym where they will be meet their group. For pick up, you will again pull up to the carline and a staff member will bring your child to your vehicle. Drop-off times: Parents will be able to drop off anytime between 8:30-9am to our carline staff. If a drop-off will occur after 9am, parents will need to arrange with staff ahead of time. Pick-up times: Parents will be able to pick up starting at

3:00pm. If a pick-up will occur before 3:00pm, parents will need to arrange with the staff ahead of time. Please do not enter the facility unless arrangements with staff have already been made.

### **2.3 Safety Precautions at Drop off and Pick-up:**

- At drop-off each morning a staff member will ask the parent/guardian, if the child has had a cough, fever or shortness of breath in the last 72 hours. If the answer is yes, the camper will NOT be allowed to attend camp until they have been symptom free without medication for 72 hours. (Please monitor your child(ren) for symptoms and take their temperature each morning before drop-off.)
- Hand sanitizer application for campers and staff upon arrival and departure will be done each day. As well as frequent hand washing throughout the day.

### **2.4 LATE PICK-UP POLICY**

Camp staff will supervise children who are left beyond the scheduled pick-up time until a parent or another authorized adult on the pick-up list arrives. However, late pick-ups will result in a fee. The fee will be charged at a rate of \$10.00 for the first 15 minutes and \$1.00 for every minute thereafter. The third time a parent is late, the charge will be \$15.00 for the first 15 minutes; the fourth time, the charge will be \$20.00 and will continue in \$5.00 increments for each occurrence. The dollar-per-minute charge will stay constant. Payment of the late fee is due at the time of pick-up. All measurements of time are to be according to the clock located at the camp.

### **2.5 COMMUNICATION**

On-going and open communication between parents/guardians is essential for a positive experience for each camper. Parents/guardians are encouraged to discuss questions and concerns with the Camp Director. Should there be something your camper is experiencing at camp or in their personal life which may reflect in their behavior or attitude towards camp, please inform a staff member of the situation.

If you need to contact your camper at camp for any reason, you may call the Camp Director, as detailed in each individual camp's welcome letters. Campers are not allowed to make telephone calls during the camp day except in an emergency.

Camp welcome letters include how to:

- Contact camp staff
- Report absences
- Report lost and found items

As well as:

- Sign-in and out/ Drop-off Pick-up Procedures

- Reminders of general camp procedures and those due to COVID-19
- Camper and staff requirements
- Code of Conduct\*
- What camper(s) should bring daily
- Safety and cleaning guidelines
- What a “typical day” will look like or indicate special activities

\*If a camper cannot adhere to one or more of these requirements due to a disability, staff will engage in a discussion with the camper’s parents/guardians to determine any potential reasonable accommodations.

#### *Camp Director*

The Camp Director should be contacted when you need to notify staff that another person listed on the authorization form will be picking up a camper, communicate behavior issues, as well as discuss health concerns, camp procedures or camper medication. All calls, (or e-mails, if applicable) made to the Camp Director will receive a response within three hours with the exception of an emergency. Emergencies are classified as a serious injury to an immediate family member or if an authorization for a camper pick-up is required by another person not listed on the pick-up form.

#### *Director of Parks and Recreation*

Contact Jennifer Maull, the Director of Parks and Recreation, for issues previously reported to the Camp Supervisor that remain unresolved or are reoccurring. You can reach Jennifer by phone at 610-565-2700 or by email [jmaull@middletowndelcopa.gov](mailto:jmaull@middletowndelcopa.gov)

## **2.7 BEHAVIOR – CODE OF CONDUCT**

To ensure the safety and enjoyment of all campers, the following behavior code of conduct will be used as a guideline for Middletown Township Summer Recreation Camp participants:

- Will show respect to fellow campers and staff.
- Will follow direction from staff and volunteers.
- Will show respect to equipment, supplies and facilities.
- Will not use inappropriate, abusive, or foul language.

#### **Zero Tolerance Guidelines**

- Verbally or physically aggressive behavior (i.e. hitting, punching, slapping, kicking, biting, licking, spitting etc.).
- Running away from staff.

- Continuous disruptive behavior.

Behavioral incidents that involve non-compliance with the above guidelines will be documented by camp staff. When deemed necessary by the Camp Staff and/or Camp Director, parents/legal guardians will be notified. Continued infraction of the rules and jeopardizing other camper and staff's safety will be noted on behavioral incident forms and may result in suspension and possible discharge from the program. Campers shall be discharged from care/camp(s) under circumstances which ensure protection of their own and other camper's physical and emotional well-being and overall safety. Any camper who, after attempts have been made to meet the camper's individual needs, demonstrates the inability to function positively in the type of environment offered at care/camp or whose presence is harmful to the group, shall be discharged from camp. In the event of discharge, the needs of the camper and the parent/guardian will be addressed through referrals to other agencies or facilities, if possible.

## 2.8 BULLYING POLICY

The Middletown Township Department of Parks and Recreation is committed to protecting campers and staff from bullying, harassment, or discrimination for any reason and of any type. All Campers and staff are entitled to a safe, equitable and harassment-free experience. Bullying, harassment, or discrimination will not be tolerated and is cause for disciplinary action.

Bullying is defined as systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. It is further defined as: unwanted purposeful written, verbal, nonverbal or physical behavior, including but not limited to any threatening, insulting or dehumanizing gesture, that has the potential to create an intimidating, hostile or offensive environment or cause long term damage; cause discomfort or humiliation; or unreasonably interfere with the individuals' performance or participation, is carried out repeatedly and is often characterized by an imbalance of power. Bullying may involve, but is not limited to:

- Unwanted teasing
- Threatening
- Intimidating
- Stalking
- Cyberstalking
- Cyberbullying
- Physical violence
- Theft
- Sexual, religious or racial harassment
- Public humiliation

- Destruction of property (park district or personal)
- Social exclusion, inducing incitement and/or coercion
- Spreading of rumors or falsehoods

Participants and staff will conduct themselves according to this policy. All employees are required to investigate any allegations of bullying or violation of this policy.

## 2.9 **DISCIPLINE**

Effective discipline has three purposes:

- To encourage self-esteem, self-control and responsibility.
- To discourage irresponsibility and inappropriate behavior.
- To ensure the safety of all campers and staff under our supervision.

To be effective, discipline must be a part of a positive, respectful relationship between adult and camper. While campers cannot assume the same rights and responsibilities as adults, they can be treated as equals in terms of worth and respect. Staff is expected to communicate their behavioral expectations in a way that is understandable to campers. When developing behavior expectations, camp staff will consider some basic ground rules:

- Be Safe! Behavior must be stopped if it presents a clear risk of harm to oneself or others.
- Be Kind! Behavior must be stopped if it infringes on the rights of others.
- Be Neat! Behavior must be stopped if it will unnecessarily damage the environment or animals, or objects.

## 2.11 **CAMP ATTIRE**

Campers are encouraged to wear loose and comfortable clothing that may get dirty during daily camp activities. We strongly recommend that your camper pack an extra set of clothing in their backpack on a daily basis.

## 2.12 **PHOTOS FOR PUBLICITY**

Throughout the camp season, photographers representing Middletown Township may be stopping by camp to take pictures. Pictures will be used to promote camp and they will be posted on Township social media accounts and on the Township website.



### 2.13 **SUNSCREEN & INSECT REPELLENT**

It is recommended that you apply sunscreen (at least SPF 30) to your camper before camp and send a labeled bottle with them to camp, as the majority of camp is spent outdoors. Insect repellent, in lotion or stick form only, is recommended as well. Campers will apply sunscreen before they go outside in the afternoon. Camp staff will not apply sunscreen or insect repellent to your camper, but they will supervise the application by the campers.

### 2.14 **WATER ACTIVITIES**

Water Activities will take place on Thursdays. Please send your camper in a bathing suit under their clothes. Also send them with a towel, as towels will not be provided. Water shoes or flip flops can be worn for water play.

### 2.15 **ACCIDENTS & EMERGENCIES**

The Camp staff is certified in both CPR and First-Aid. In case of a major accident, injury or health emergency, local paramedics will be notified by calling 911. In addition, every effort will be made to contact parents/guardians immediately. Staff will provide care for which they are trained until paramedics arrive and will reassure campers through maintaining a safe and calm environment. It is important to list an emergency contact on your registration and Camper Information Form. Once again, we will not release your camper to anyone not listed on the Camper Information Form or whose name has not been received through written notification.

### 2.16 **PERSONAL PROPERTY**

Please label all of your camper's items to prevent loss. No games, toys, sports equipment, expensive jewelry, animals/pets, or other valuables should be brought to camp. No camper should share items brought in with any other camper or staff. We ask that campers are responsible to collect all belongings each day. Any Lost and Found items collected by staff will only be kept for a week and will then be disposed of to eliminate cross contamination and the spread of germs. For the safety of all campers and staff, the possession of illegal substances or weapons will not be tolerated.

What are acceptable items your child can and should bring to camp daily?

- Lunch (and snack) in a disposable paper bag or a labeled non-disposable container
- Water bottle (disposable or a labeled non-disposable bottle)
- Sunscreen
- Bug Spray
- One set of extra clothes in a Ziploc bag (labeled)

### 2.17 **FOOD/SNACK RESTRICTIONS**

Campers and staff will not be allowed to share food or drinks. Campers must provide their own lunch each day of camp (Campers are required to bring a drink for lunch, as well).

Camp is not equipped with a refrigeration system for perishables. Since lunch at camp may not be until noon or 12:30 p.m., we strongly encourage campers to eat breakfast before arriving at camp.

On hot summer days, it is critical that campers stay hydrated. Therefore, campers need to bring a labeled reusable water bottle. A water cooler will be available to refill bottles throughout the day.

Please be aware that campers suffering from severe health allergies may be in attendance and that we may count on your cooperation to make alternate food choices for the safety of all campers. Please refrain from sending peanut or peanut product snacks with your camper due to allergies.

Safety Precautions During Lunch/Snack:

- Campers will stay with their groups
- Lunch will be picnic style
- Lunch area will be completely disinfected before and after eating.
- Hands will be washed/sanitized before and after lunch. Staff will supervise campers as they do this.

### 2.18 **ILLNESS POLICY**

Campers should not be brought to camp with an illness that is contagious, or with a fever, diarrhea, vomiting, or unidentifiable rashes. Campers may not return to the camp until they are fever and/or diarrhea free for 72 hours (without fever reducer medication). If a child shows any illness symptoms or has a temperature recorded at camp of 100.4 or higher, parents will be required to pick up their child immediately. Dependent upon illness, a doctor's note stating that the camper may safely return to camp may be required.

### 2.19 **CAMP NEWSLETTERS**

A weekly camp newsletter will be sent to you each week detailing camp activities.