Summer Camp Program Policies & Procedures

The Schuylkill Center’s Summer Camps provide children with engaging and enriching summer experiences through continued access to nature with both structured and unstructured activities.

Summer Camp Programs:

**Nature Ramblers**
Based on 340 acres of diverse habitat, our Nature Ramblers Summer Camp provides children aged 3 to 9 intimate and ongoing access to forests, fields, streams, ponds and even an organic farm garden. Nature Rambler campers explore the natural world through hands-on discoveries, hiking excursions, art, play, field trips and more.

**Teen Adventure Treks**
The Schuylkill Center’s Adventure Treks challenge pre-teens and teens to improve their outdoor knowledge and skills in a comfortable and supportive setting. Participants learn more about themselves, strengthen their self-confidence, and gain teamwork skills while exploring the outdoors in unique and fun ways. They’re continually challenged in very safe and incredibly fun environments under the guidance of experienced instructors and outdoor guides.

Enrolling in Summer Camp – Parents and guardians enrolling their child in Summer Camp must submit registration online using our website. Summer camp registration for members opens January 13, 2014 and for non-members on January 20, 2014. Space is limited for each age group. In the event that the program is filled to capacity a waitlist will be formed on a first come, first serve basis. Parents will receive confirmation of registration via email at time of registration.

Program Hours – Camp begins each day at 9:00 am and ends at 3:30 pm. The Schuylkill Center offers extended hours from 8 am to 9 am and in the afternoon from 3:30 pm to 6:00pm for an extra fee. Parents and guardians needing to pick their child up between 9:00 am and 3:30 pm need to communicate the time they will be picking up to staff prior to that day. Pick-up takes place at the Schuylkill Center’s Main Building, unless otherwise specified.

Ages of Children – Participants must be between the ages of 3 – 9 and must be of age by June 15, 2014 in order to participate. Youth participating in the Schuylkill Center’s Teen Adventure
Trek program must be between the ages of 10-15 and must be of age by June 15, 2013 in order to participate. Approval from the Summer Camp Director must be made in advance for children participating in programs outside of the given age ranges.

**Summer Camp Fees** – The Schuylkill Center for Environmental Education is a non-profit organization funded by program fees, membership, donations and grants. The Schuylkill Center does provide financial assistance and scholarships to families in need. Please contact the Director of Education at (215) 482-7300 ext. 129 for more information about our need based assistance.

**Payment** – Until May 14, 2014 a deposit is required to reserve your child’s space in camp.
- For campers aged 4 to 9, a deposit of $50 per program week is required.
- For campers aged 10 to 12, a deposit of $100 per program week is required.
- For campers aged 13 to 15, a deposit of $300 per program week is required.

Balance payments will be due on May 14, 2014. Your credit card or bank draft will be charged automatically through our online registration system on that date, unless you choose to pay by another method on or before that date. We can accept Visa or MasterCard payment by phone, check payment by mail, or cash, check, or credit card payment in person during normal business hours. Normal business hours are Monday – Friday, 9:00am to 5:00 pm. Space will not be reserved until payment is received. If full payment is not received by May 14, 2014, your child’s reservation will no longer be held and your deposit will not be refunded. After this date, we cannot guarantee that space will be available when your payment is received.

**Cancellations** – If a cancellation is made before May 14, 2014, a 50% refund will be issued. If a cancellation is made after May 14, 2014 no refunds will be issued.

**Return Drafts or Checks for Non-Sufficient Funds** – Any drafts or checks returned for Non-Sufficient Funds (NSF) will be subjected to an additional $25.00 service charge.

**Receipts for Taxes** – It is the responsibility of the participating family to maintain documentation for end-of-year tax records. The Schuylkill Center does not provide yearly itemized accounts of payments received.

The Schuylkill Center for Environmental Education
Federal Tax ID # 23-1654975
The Schuylkill Center’s Summer Camp Program Purpose and Philosophy

**Purpose** – The Schuylkill Center Summer Camp programs aim to improve children’s quality of life through increased access to nature, extending and enriching out-of-school-time learning activities, unstructured free play in the outdoors and increased physical activity.

**Philosophy** – We believe that activities involving continued access to nature, in both a structured and unstructured environment, can be as important to children’s growth and development as time spent in the classroom. This environment allows children to step out of their comfort zone in a safe atmosphere to explore new fields of interest, invites children to interact with friends, allows participants and educators to become mentors for each other and allows children to use their imagination.

**Guiding Principles** – The Schuylkill Center uses the following guiding principles to establish and ensure high quality, safe programming.

- Schuylkill Center Summer Camp staff builds and maintains positive human relationships with children, families, and other Schuylkill Center staff.
- Program space is welcoming and engaging, while allowing children to feel emotionally and physically supported.
- Indoor space is appropriate for the range of activities the program offers and is properly maintained. Ample space is provided such that active indoor play does not impact quiet activities.
- Outdoor space is maintained appropriately for the range of activities the program offers (i.e. lessons, hiking, free play at various locations on the property, sports activities).
- Activities promote personal growth and development in a physically and emotionally supportive environment.
- Program activities are diverse and supportive of all youth regardless of their background, race, ethnicity, culture, language, religion, socioeconomic status, gender, disability, or sexual orientation.
- A healthy snack and physical activity is included in program activities each day.
- Summer Camp educators are highly qualified and offered continuous support and learning opportunities throughout the summer.
- Constant, interactive supervision of children is crucial and staff to participant ratio is maintained at 1:8 or lower.
Schuylkill Center Educators – During the summer months, the Schuylkill Center employs highly educated, motivated adults to lead all aspects of summer camp. Our staff completes a rigorous application, interview and training process, as well as provides all necessary Pennsylvania Child Abuse clearances and criminal background checks. All of our programs maintain a 1:8 staff to participant ratio or lower. The Schuylkill Center does engage qualified teens in leadership training as a part of the summer camp program. These teens are trained and mentored by Schuylkill Center staff throughout the summer and do not factor into our 1:8 staff to participant ratio.

Car Safety – We ask that families please turn car engines off upon arrival at camp. This is an important safety precaution and by having less idling cars, we can increase the air quality around the Center, put less wear on our car engines, increase the fuel economy or our vehicles and reduce the amount of greenhouse gases. We ask that everyone join us in the important environmentally friendly initiative. In addition car seat safety is significant for our children at this age.

Activities – The Schuylkill Center is committed to offering a safe, engaging and active summer camp program. Nature Ramblers and Teen Adventure Treks use both indoor and outdoor space for its program and invites youth to explore the natural surroundings in both structured and unstructured activities. Daily outdoor activities may include; engaging educational activities, hiking, exploring streams and ponds, canoeing and exploring the forest. All safety equipment for specialized activities (canoeing or field trips) is provided and these activities will be communicated to the parents before the day of the program.

Personal Belongings – Items brought to camp by participants should be clearly labeled with the child’s name. Each child will have a space to hang and store their personal belongings for the day. Items left in public areas will be placed in lost and found, located at the front desk in the Schuylkill Center’s Main Building. Items not collected within a 2 week period will be discarded. Electronics, cell phones and toys are not permitted at camp. The Schuylkill Center is not responsible for personal items that are misplaced, stolen or broken at camp.

Meals & Snacks – Participants are required to bring a lunch each day to camp, unless otherwise specified. The Schuylkill Center encourages families to pack a low or no waste lunch, using reusable lunch bags, Tupperware and water bottles. These reusable items should be labeled with the participant’s name. A morning snack is provided for each child every day. For children participating in an extended day program an afternoon snack will be provided.

Appropriate Footwear – Participants are expected to wear footwear that is appropriate for the activity or weather. All summer camp programs spend time outdoors on uneven trails and surfaces. Participants should wear comfortable sneakers or boots to camp each day. Closed toed shoes are required at all times.

Individual Needs – Nature Ramblers and Teen Adventure Trek staff will accommodate children with special individual needs during all activities, within reason, provided that these needs are communicated to our staff as soon as they are known. Families are encouraged to
provide staff with any information that they feel will help the Schuylkill Center support their child. All information will be considered when planning indoor and outdoor activities.

**Discipline** – Nature Ramblers and Teen Adventure Trek staff will treat each child with respect and set clear expectations and boundaries each day. Children are expected to show respect to their peers and staff, as well as treat the facilities and equipment with care. Clear expectations will be set each week and staff will help participants establish positive roles within the camp group. For children who experience difficulty with this structure, staff will work with the child and their parents to create an individualized plan that meets the need of the child while ensuring the safety and trust of other campers. Frequent disrespect towards peers, staff or property may result in child’s dismissal from the Schuylkill Center’s Summer Camp program.

**Inclement or Excessively Hot Weather** – In case of inclement or excessively hot weather, camp pick-up and drop-off will take place inside the Schuylkill Center’s main building. The Schuylkill Center’s main building is air conditioned at all times during the summer and groups will be required to remain indoors when temperature and humidity require such action. Physical activity will be limited during this time.

**Field Trips** – By signing and agreeing to the Schuylkill Center’s policies and procedures and waiver form included in the registration process, parents and guardians grant permission for their child to participate in field trip days, unless a written non-consent is provided prior to the field trip day. Parents will be notified of field trip days via email a week in advance. Transportation on field trip days may include school bus or 12-passenger van. All participants traveling in a 12-passenger van must be over the age of 8 and wear a seatbelt at all times. Under no circumstances will participants be transported in staff’s personal vehicles. A staff to participant ratio of 1:8 or lower will be maintained at all times on field trip days and each child will be required to wear identification containing the following information:

**The Schuylkill Center for Environmental Education**
215.482.7300 ext. 110

Schuylkill Center staff is required to carry all emergency contact information, a first aid kit and all personal medication needed for participants.

**Health and Safety**

*General Safety Measures* – The Schuylkill Center follows these guidelines to ensure the safety and security of all children here at the center:

- All cleaning supplies
- and toxic substances are stored in locked cabinets.
- All exterior doors must be kept locked at all times except for the main entrance and the door to the sensory garden.
- The building is armed with a security system.
- Keeping Track of Children: We conduct head counts, position staff throughout groups of children to ensure all children stay together. We have low staff-child ratios and check-in and out with parents as they drop-off or pick up their child.
- We also maintain paper records of health and emergency paperwork in a binder for our staff and with staff when in the outdoor or indoor space with the children.
- Emergency Response Procedures – We have emergency response procedures in place for all of the following: 1. Lost child (onsite or offsite), 2. Lock Down (on property and in facility), 3. Evacuation (Fire and shelter in place), 4. Medical Situation (onsite and offsite), 5. Travel Emergency, 6. Hazardous Weather and 7. Dangerous Intruder. These are posted in the hallway.

**Emergency Plan Procedures**

If an emergency occurs at camp, we will

1. Determine if it is a life-threatening emergency and then follow the outlined notification system.
2. If it is life threatening, we will contact emergency medical services (911)
3. Contact you. If we are unable to reach you, we will try the emergency number you have given us. If unable to reach you or the emergency contact, we will contact your child’s physician.

**We must require that you keep current your emergency name and number in the camp records. Notify us immediately if there is any change.**

**First Aid Supplies** – A counselor from each camp group is equipped with a first aid kit that they carry at all times.

**Medication/Illness** – To help avoid the spread of illness, children with a fever, diarrhea or nausea should not attend Camp. Upon notification of a sick child during Camp, a parent or guardian must pick up their child immediately. If the parent or guardian cannot be reached, emergency contacts will be called to pick up the child.

**You will be contacted to pick up your child if he/she has any of the following:**

1. Illness that prevents your child from participating in activities.
2. Illness that results in greater need for care than we can provide.
3. Fever (above 100°F under the arm, above 101°F in the mouth, above 102°F in the ear) accompanied by other symptoms.
4. Diarrhea – two or more cases of loose stool.
5. Vomiting
6. Drooling caused by mouth sores.
7. Rash with fever, unless a physician has determined it is not a communicable disease.
8. Pink or red conjunctiva with white or yellow eye discharge, until on antibiotics for 24 hours.
10. Strep throat, until 24 hours after treatment.
12. Chickenpox, until all lesions have dried and crusted.
Children who are ill may return to the program when:

1. They are free of fever, vomiting and diarrhea for 24 hours.
2. They have been treated with an antibiotic for 24 hours.
3. They are able to participate comfortably in all usual activities.
4. They are free of open, oozing skin unless: The child’s physician signs a note stating that the child’s condition is not contagious, and; the involved areas can be covered by a bandage without seepage or drainage through the bandage.
5. If a child had a reportable communicable disease, a physician’s note stating that the child is no longer contagious and may return to our care is required.

Communicable Diseases Notification - When an enrolled child or an employee of the center has a (suspected) reportable disease, it is our legal responsibility to notify families about exposure so children can receive preventive treatments.

The “release for administration of medication” section of the registration form must be filled out by each parent or guardian who wishes Schuylkill Center staff to administer medication at any time, for any reason. All medications must be received in the original prescription container with original date and instructions. Medications will be kept in staff medical kits if appropriate (epi-pens, inhalers, etc.) or in a locked medicine cabinet. When medication, prescription or over-the-counter, is to be administered to a child during the camp day, we ask that the following steps be taken:

1. Written orders from a physician giving the name of the drug, dosage, when the medication is to be taken, diagnosis and/or the reason the medication is being given. A doctor’s order is required for all medication, prescription or over the counter.
2. Written permission from parent or guardian requesting that the program comply with their physician’s order.
3. Medication is given to staff in an appropriately labeled pharmacy container and/or over the counter medication in its original container as purchased. In either case, the parent, guardian or family member should bring the medication to one of the staff. Staff will look for the right name, right medicine, right dosage, right time and right route of administration.

Lyme Disease Prevention – Parents and staff receive information prior the program about Lyme disease and the risk associated with our programs. Parents are provided with an information sheets and pictures of what to look for (as a part of the Enrollment Packet). Staff conducts tick checks with the children after walks, hikes, and at the end of the day. Parents are an essential part of reducing the risk of Lyme’s disease. Make tick checks a daily routine, i.e. after returning home from camp or before bedtime. Use a head lamp or flashlight to find and spot ticks.

Pediculosis (LICE) Policy
When a case of Pediculosis (commonly referred to as head lice) is identified in a Camp participant, the following steps will be followed to minimize further spread and assist in elimination of the problem:
1. The child will be sent home to be treated by the parents, who should consult with their physician.

2. All children in the class, siblings and anyone else who may have been in close contact with the child should be examined for lice.

3. Written notice will be sent home to the parents and families of the camp informing them that a case of head lice has been identified in the class. Parents will be asked to assist by performing regular inspections of the child’s head to reduce spread of the lice.

4. The classroom will be thoroughly cleaned and disinfected. Additionally, any sources of potential infestation such as mats or pillows will be disinfected or removed from the classroom.

5. According to the National Pediculosis Association, no pediculicide (lice treatment) is 100% effective at killing nits (eggs). Therefore, to prevent further infestation, treatment at home must include removal of all lice and their associated nits before returning to the program.

6. Prior to returning to class, the child should be examined by SCEE staff to determine the child is free from lice and nits. If the child still has lice, he or she will be sent home from camp to have them removed by the parents.

7. For additional information visit: 
   http://www.cdc.gov/ncidod/dpd/parasites/lice/factsht_head_lice.htm

**Food Allergies** – Many children have food allergies. The prevalence of peanut and tree nut allergies in children, the most serious of food allergies, has doubled in the past five years. A life threatening reaction called Anaphylaxis can occur even with the slightest exposure to an allergen. If your child has a food allergy, please let us know and make note of it in the health history form. **The Schuylkill Center is NOT a peanut free zone.** All snack provided by the Archdiocese of Philadelphia are peanut free. However, some food may have been manufactured in a warehouse that DOES have peanuts. There will be a peanut free table for children with allergies and wanting to bring their own snack. If you would like to provide your own snack for your child, you are welcome to do so.

**Family Grievance Procedure** – In our daily communication with families, we strive to resolve issues that may come up. However, if at any time a parent feels that an issue has not been addressed or resolved and it may need to be pursued further, we are here to support that process. It is essential that parents and families are heard when they raise a concern. All parent concerns should be addressed initially at the level closes to the event in an effort to come to a resolution. The early identification and communication of a concern and prompt initiation of a resolution can help avoid further problems.

If you do have a question, concern or issue, the following steps will help facilitate the problem solving process:

- Speak first with your lead counselor
- If unsatisfied, then speak with the Manager, Elisabeth Zafiris (215-482-7300 ext. 140)
- If unsatisfied, please speak with the Director of Education, Gail Farmer( 215-482-7300 ext. 129)
Children Arriving Late to Camp – Parents and guardians should make every effort to arrive at camp before 9:00 am each day. If a child arrives after 9:15 am they should visit the front desk at the Schuylkill Center’s main building. Staff at the front desk will contact the appropriate group and the child will join the group within a reasonable timeframe. If a child arrives late on a field trip day and the group has left the Schuylkill Center, the child will not be able to attend camp that day.

Release of Child From Camp – All participants must be signed out of camp each day. Children will be released to parents or persons designated on the emergency form only. If a parent or guardian would like to add or remove names from this list they may do so by contacting the Schuylkill Center Registrar at 215.482.7300 ext. 110.

Late Fees – Summer Camp educators are scheduled until 3:00 pm and aftercare staff until 6:00 pm. Late pick-ups require staff and employees to stay past their scheduled hours. Please respect their time and arrange to have your child picked up no later than 3:30 pm for regular camp pick-up and 6:00 pm for aftercare. If a child has not been picked up by 3:40 pm, summer camp staff will sign the child into aftercare. Parents will be responsible for paying aftercare fees on this day. The following late fees apply to families picking up after 6:00 pm.

- 6:00 pm to 6:15 pm $1 per minute
- 6:16 pm to 6:30 pm $3 per minute
- 6:31 pm to 7:00 pm $5 per minute

If a child is not picked up by 7:00 pm and no contact has been made with parents/guardians or emergency contact persons, Schuylkill Center staff will contact the proper authorities.