



"ADC at the Park"

2020

Parent Handbook

431 West Valley Forge Road

King of Prussia, PA 19406

www.umtownship.org

610-265-1071

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Dear ADC at the Park Parent,

Welcome to Upper Merion Township's "Adventure Day Camp at the Park" program 2020!

As I am sure you know, this Summer will be a lot different than any other, but Covid-19 can't stop the Fun! We have been busy working to make "Adventure Day Camp at the Park" a success for everyone this summer! This handbook is designed to help answer questions and alleviate concerns that you may have regarding camp.

We hope to make your child's summer experience a fun-filled adventure by providing a fun, exciting and most importantly - safe environment.

Thank you for choosing Upper Merion Parks and Recreation's "Adventure Day Camp at the Park" program for your child's summer camp experience! Please feel free to contact myself at the Community Center with any questions or concerns at 610-265-1071 or speak directly with your onsite camp director.

Sincerely,

Dennis Rudzinski

Dennis Rudzinski
Recreation Superintendent

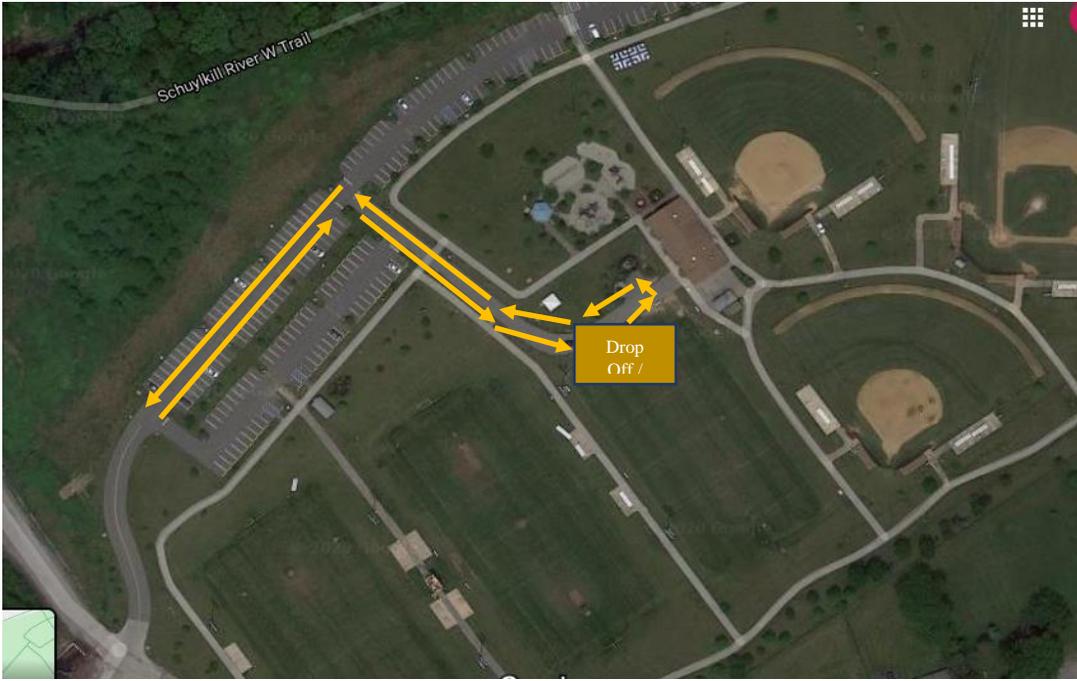
Camp Locations & Drive Through Drop Off/Pick Up Maps

Heuser Park

694 W Beidler Road
King of Prussia, PA 19406

Camp Hours: 9am-3pm
On site Camp Director: Margaret Ostrich

Drive Through Drop Off/Pick up map

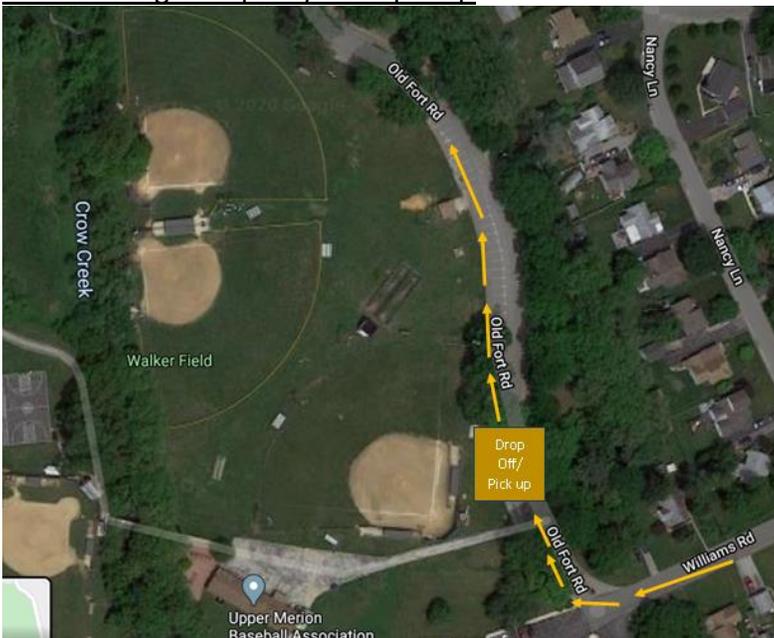


Walker Park

535 Williams Road
King of Prussia, PA 19406

Camp Hours: 9am-3pm
On site Camp Director: Angela Davis

Drive Through Drop Off/Pick up map

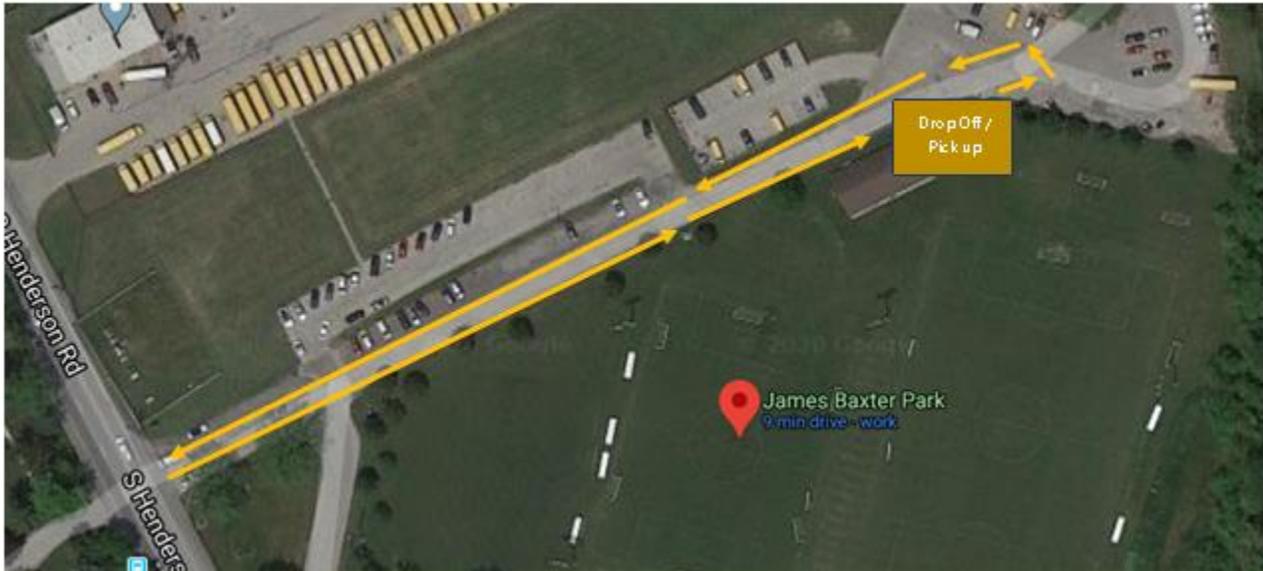


Baxter Field

650 S. Henderson Road
King of Prussia, PA 19406

Camp Hours: 9am-3pm
On site Camp Director: Hans Kalbach

Drive Through Drop Off/Pick up map



Swedeland Park

649 B Street
King of Prussia, PA 19406

Camp Hours: 9am-12pm
On site Camp Director: Ryan Glauner

Drive Through Drop Off/Pick up map



General Information

- ADC at the Park is a weekly camp that runs Monday-Friday from June 22-July 31
- All personal items such as water bottles, sunscreen, towel, etc. must be clearly labeled with camper's name. Each child's items will be kept separate using individual bins or designated areas.
- Please do not send campers with personal toys, video games, skateboards, iPods, cell phones, cd players, etc. Upper Merion Parks and Recreation is not responsible for lost or damaged items
- Camp Registrations will not be accepted at the program site. At this time, you may only register online by visiting <https://www.umtownship.org/departments/parks-recreation/>.

Cancellation Policy: Cancellations prior to the start of camp will be assessed a \$10 administrative fee. No refunds will be given after the start of camp. Camp may be cancelled due to rainy or bad weather day and participants will be given partial credits.

Sign in/Sign out Procedures

Sign in/Sign out will look a lot different this year. Please read through the Health and Safety Plan attached to the end of this Manuel to learn about our Drive Through Drop off/Pick up procedure.

Late Pick-Up Policy & Fees

Each day begins at 9:00 AM and ends at 3:00 PM (except Swedeland Park which ends at 12:00pm). **Any camper dropped off before their registered time will be unsupervised.** Any camper **picked up late**, will be charged the following **DAILY LATE PICK-UP FEES: \$1.00 PER CHILD, PER MINUTE.**

This will be enforced on the first offense. After three late pick-ups, your child can be dismissed from the program with no refund.

We understand that extenuating circumstances prohibit a parent from picking up a child on time, but please try to anticipate any difficulties in advance as we incur overtime staff costs when our employees have to stay late.

Attire/Sunscreen/Lunch Policies

We recommend that campers dress appropriately for the weather and camp activities. We will be spending a lot of our time in the sun, so we ask that campers wear a hat to protect their faces and heads from sunburn.

Campers will also need to pack a brown bag lunch, a snack, and a refillable water bottle daily (or more than one water bottle). There is no access to microwave or refrigerator.

Comfortable shoes (sneakers preferably), and socks should be worn at all times. Sandals, flip flops and other open toe shoes are not permitted, unless otherwise noted. Campers with uncovered feet will not be able to participate in certain activities and games.

Application of sunscreen is an important part of protecting your skin from the harmful rays of the sun. Parents should apply sunscreen to children prior to attending camp each day.

PLEASE NOTE: Adventure Day Camp staff will not apply sunscreen to campers and are not responsible for maintaining sunscreen for each camper.

Accidents and Emergencies

- First aid kits & ice packs will be on site to treat minor accidents, such as cuts and scrapes bruises and bumps.
- Camp Directors and Assistant Directors are first aid/cpr certified
- Parents will be notified of incidents and injuries by camp directors

In the case of a more serious, accidental injury, we will make an immediate attempt to contact a parent/ guardian. If we cannot reach a parent or the designated emergency contact, we will call an ambulance. A staff member will accompany your child in the ambulance to a hospital and remain with your child until you arrive. You will be expected to assume responsibility for any resultant expense.

Allergy and Medication Procedures

Parents must report all allergies on the online form, when registering, so that the staff may be alerted prior to the start of camp. Please indicate what procedures are to be taken if an allergy or asthma attack occurs.

Camp Directors will keep all medications. Camp Directors or assistant directors will dispense all medication. Please discuss your child's needs with the camp director in the first days of camp.

Managing Children's Behavior

Upper Merion Parks and Recreation Summer staff provides an environment for children in which they can be successful and adhere to a positive approach to modify behaviors. Campers will require assistance from their counselors in controlling their own behavior. It is important to remember that it is the role of the counselor to assist them in regaining control. Whenever possible, campers will be encouraged to resolve conflicts independently.

When campers act out by hitting, pushing, biting, yelling, or cursing, the following steps will be followed:

1. The counselor and camper will discuss the behavior, stating what the camper can do to express him or herself in a more appropriate manner.
2. The Counselor will assess the environment. Is the activity promoting certain behaviors? Is there enough activities and equipment choices? Are there enough activities where children can play quietly with a friend or friends?
3. If a camper is endangering the safety of himself or herself, other children and/or counselors, the Camp Director will ask the camper if he or she needs some time alone to regain control, or the camper may be removed from the group and kept company until he or she has calmed down.

We understand that campers will sometimes have a bad day, just like adults, and we will try to work with the campers as much as possible.

Behavioral Action Plan

1. First Offense - Staff will speak with camper
2. Second Offense - Camper may not be permitted to participate in certain activities
3. Third Offense – Camper may not be permitted to attend camp (no refunds will be given)



Health & Safety Plan

Introduction

Upper Merion Parks and Recreation has put together this Health and Safety Plan to ensure everyone involved is aware and prepared for all of the safety measures in place for Camp this summer. This is our plan to ensure camp is provided in the safest environment possible. Ultimately there is inherent risk with Camp, and we encourage parents/legal guardians of higher-risk campers to consult their child's medical provider to assess their risk and determine if attendance is acceptable.

Sign in/Sign out Procedures

Drive Through Drop Off

This year we will be implementing a Drive through Drop off/Pick up Routine each day.

- Upon arrival at camp, parents should drive to the designated drop off location, and wait for a camp staff member to walk over to the car and perform a wellness check from a safe distance on each child.
- If another car is in the designated drop off location, please pull up a safe distance behind the other car and wait for the other car to pull away.

Wellness Check steps

1. While the family is still in the car, Staff will ask a series of "Yes or No" Health Questions related to the child, such as "Do you currently have a fever, cough, sore throat, or any other symptoms", and "have you or someone else you have been in contact with had Covid-19 within the last 14 days".
2. Staff will follow the below steps depending on the answers to the Health Questions:
 - a. If the person answers no to all questions, staff will proceed with taking each child's temperature from a distance using a touchless thermometer.
 - b. If the person answers "yes" to any questions, they will not be allowed to participate in camp and staff should refer the family to seek medical or public health guidance and self-isolate.
3. If a person has a temperature of 100.4 degrees or above, or exhibits any signs or symptoms of Covid-19, staff should review the results, the family will not be allowed to participate in camp, and staff should refer the family to seek medical or public health guidance and self-isolate.
4. After the wellness check is complete, the touchless thermometer should be wiped down with a wet disinfecting wipe. The same wipe may be used after multiple checks so long as the wipe is still wet.

Drive Through Pick Up

When arriving to pick up children, parents should drive to the designated pick up location and wait for a camp staff member to walk over to the car.

- The camp staff will ask which camper(s) the parent is picking up and send for the child to gather any belongings and leave with the parent.
- Although we strongly encourage the same parent drop off and pick up children each day, campers may be released to individuals other than parents; however, they must be listed on the online registration form or a note must be provided by the parent/guardian. The Camp Director should be notified in writing of any situations regarding the pick-up or the welfare of any camper.

Additional Sign In/Sign Out Info

- No camper may sign him/herself in or out of camp. Exceptions can be made for walkers/bike riders who are 11 or older with a written note from the parent/guardian.
- We recommend the same parent drop off and pick up children each day. Individuals who are at higher-risk for severe illness, per CDC guidance, should not drop off or pickup campers.

When to stay home?

Although we would love for you to be at camp every day, there are certain instances when it is important to not compromise the safety of others by staying home.

- Employees and campers should stay home if they have tested positive for or are showing COVID-19 symptoms.
- Employees and campers who have recently had close contact with a person with COVID-19 should also stay home and monitor their health.
- Sick staff members or campers should not return to camp until they have met CDC's [criteria to discontinue home isolation](#).
- In addition, those who are sick should notify UMPR's Recreation Superintendent if they or anyone in their family becomes sick with COVID-19 symptoms, test positive for COVID-19, or has been exposed to someone with symptoms or a confirmed or suspected case.

Health, Safety, Sanitization, and Hygiene Procedures

Staff Opening Procedures

- Upon Arrival, staff should set up any necessary equipment for the day, such as tables, chairs, tents, storage boxes, arts and crafts, etc.
- Next, a designated staff member will perform health screenings on campers as they arrive, while the other staff members will begin to gather into their groups and start activities.

Staff During Camp Procedures

- Staff should clean, sanitize, and disinfect frequently touched surfaces throughout the day, such as tables, chairs, door handles, camp supplies, and equipment.
- Personal items should be contained and remain separate from other children's belongings.
- Staff should implement the hand washing/sanitizing procedures outlined in the Handwashing portion of this document.

Staff Closing Procedures

- Staff will clean and disinfect frequently touched surfaces at the end of camp each day, including surfaces such as tables, chairs, door handles, camp supplies, and equipment.
- Staff should break down any relevant equipment or supplies, such as tables, chairs, tents, etc.
- Before leaving, staff should wash hands with soap and water or use hand sanitizer.

Hand Washing/Sanitizing

All campers and staff are required to wash hands with soap and water, or use hand sanitizer at the following times:

- Arrival to the facility and after breaks
- Before and after eating or handling food
- Before and after administering medication or medical ointment
- After using the bathroom
- After coming in contact with bodily fluid
- After handling garbage

We also encourage all staff and campers to cover coughs and sneezes with the inside of their elbow or a tissue. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds. If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol can be used.

Personal Protective Equipment (PPE)

All Camp staff are required to wear facemasks while working. Children and youth do not need to wear cloth face coverings at camp, although face coverings are still recommended by the CDC, especially for older youth, when feasible, particularly in indoor or crowded locations.

- Staff will keep necessary PPE near workstations in the camp where they will be used.
- Face masks will be readily available at camp and worn by counselors and staff .
- Cleaning staff must wear disposable gloves & facemask for all tasks that involve cleaning, including handling trash.
- Gloves and masks should be removed carefully to avoid contamination of the wearer and the surrounding area. The wearer should clean hands after removing gloves.
- Staff must immediately report breaches in PPE (e.g., tear in gloves) or any potential exposures to their supervisor.
- Cleaning staff and others should clean hands often, including immediately after removing gloves, by washing hands with soap and water for 20 seconds. If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains 60%-95% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.

Social Distancing Procedures & Camp Activities

- Current CDC guidelines suggest group gatherings should consist of no more than 25 people within an active zone. In an effort to adhere to these guidelines, our Camp groups will be limited to a maximum of 20 campers and 3-5 Camp Staff. Camp groups will consist of the same campers each week and staff will remain with the same group.
- Camp groups will not intermingle or have larger group activities that may promote transmission.
- We will limit the mixing of children, such as staggering field use times and keeping groups separate for special activities.
- Per CDC Guidelines, physical activity conducted as part of summer programming is allowed. We will alter activities and games when feasible to limit them to little or no physical contact.

Personal belongings and Shared items

- Each camper's belongings will be separated from others and in individually labeled containers, cubbies, or other specified areas.
- We will ensure adequate supplies to minimize sharing of high-touch materials to every extent possible (e.g., assigning art supplies or other equipment to a single camper), or by limiting use of supplies and equipment to one group of campers at a time and cleaning and disinfecting between use.
- We will avoid sharing electronic devices, toys, books, and other games where possible.

Rules and Guidelines for Campers

At the beginning of camp, staff will have a demonstration with all campers in their group, discussing behaviors and precautions campers should abide by to prevent the spread of COVID-19, including:

- How and when to effectively wash and sanitize hands
- How to practice physical distancing in various settings (outside, inside, bathrooms, etc.)
- Which symptoms to look out for and when to report them and to whom
- When to stay home
- Coughing etiquette
- Any other camp-specific policies or guidelines

Signage

Posters related to Health & Safety Awareness/Tips will be displayed at various locations of camp. Including Handwashing Info, Coughing Etiquette, and Symptoms of Covid-19.

In the Event of a Potential Exposure to COVID-19

- We will close off all areas used by a sick person and not use these areas until after cleaning and disinfecting them (for outdoor areas, this includes surfaces or shared objects in the area, if applicable).
- We will wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, we will wait as long as possible.
- Camp locations may need to stop operations for a recommended period of time.

Notification

- In accordance with state and local laws and regulations, UMPR will notify [local health officials](#), staff, and families immediately of any case of COVID-19 while maintaining confidentiality in accordance with the Americans with Disabilities Act (ADA).
- We will advise those who have had close contact with a person diagnosed with COVID-19 to stay home, self-monitor for symptoms, and follow CDC guidance if symptoms develop.

Camp Details- # of Campers/Staff, Family Restrictions, Registration Info

Camp will be hosted at various local Township Parks. Each camp location will have a maximum registration amount depending on the size of the park. Campers will then be split by age group (e.g. ages 6-7, ages 8-10, ages 11-13). No more than 20 kids in one group. Counselors will be assigned to one group only and not intermingle with other groups. There will be one Camp Director/Leader at each location who will manage all staff at the location.

Camp locations

- Heuser Park- 9am-3pm
- Baxter Field- 9am-3pm
- Walker Park- 9am-3pm
- Swedeland Park- 9am-12pm

Weeks:

June 22-June 26

June 29- July 2 (no camp July 3)

July 6- July 10

July 13-July 17

July 20-July 24

July 27-July 31

Ages:

5-13

Cost:

Full Day - \$155 Residents Only (week of June 29- \$124 Residents only)

or

Swedeland Park Only- **Half Day**- \$110 Residents Only (week of June 29- \$88 Residents only)

Registration:

All registration must be done online and paid in full at the time of registration.

To Register, visit: <https://www.umtowsnip.org/departments/parks-recreation/>

We will first open registration for 4 camp locations (Heuser, Walker, Baxter, & Swedeland Park). If these camp locations fill, we will consider opening other locations dependent on the number of staff we have available to work.

Additional Notes

- Camp registration closes one week prior to the start of camp so that age groups can be finalized ahead of time.
- A single household may only have campers signed up at one location.(e.g. may not have one child registered at Heuser Park and another child at Baxter field
- Camp will take place completely outdoors (Note: camp will be canceled on rainy days)