



**2017 SUMMER CAMP
PARENT/GUARDIAN HANDBOOK**

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INTRODUCTION



Welcome to Camp Garrett!

In this handbook you will find all of the information you will need to ensure your camper has a safe and fun time at Camp Garrett. Please read through all of these materials and confirm your receipt of the handbook by signing and submitting the *CONFIRMATION OF RECEIPT OF PARENT HANDBOOK*, which is the last page of this packet. You are welcome to reach out to us if you have any questions or concerns.

Camp Garrett is committed to fulfilling the vision of our founder Elizabeth Garrett, by creating a welcoming, inclusive environment where all children thrive, regardless of income or background. We will focus on health and wellness, collaboration and respect for others and the outdoors.

Our beautiful 240-acre campus in Newtown Square features a pool, tennis courts, nature trails, farm-to-table educational garden, a gaga pit and many acres of natural play space. Campers will participate in a variety of activities including swimming, arts and crafts, sports, nature hikes, gaga ball and much more. Every Wacky Wednesday, we will have special camp-wide events with exciting activities, guests and/or presenters.

Please visit www.campgarrett.org and the Camp Garrett Facebook page for current details.

We look forward to seeing you and your camper this summer!

Sincerely,

A handwritten signature in black ink that reads "Giselle Cosentino".

Giselle Cosentino
Camp Director
610-353-7690
director@campgarrett.org

A handwritten signature in black ink that reads "Alex Morrison".

Alex Morrison
Assistant Camp Director
610-353-7690
assistantdirector@campgarrett.org

Important Dates:

Monday, June 19th – First Day of Camp!

Wednesday, August 9th @ 2:30 PM – Talent Show

Tuesday, July 4th – Camp Closed

Friday, August 25th – Last Day of Camp

ENROLLMENT AND GENERAL INFORMATION

APPLICATION/REGISTRATION PROCEDURES

When you decide to join our Camp Garrett family, you will need to read and complete our application with the following forms:

- Registration Form
- Weekly Schedule and Fee Agreement Form
- Payment Schedule
- Electronic Payment Authorization Form
- Health Form (with Physician's Signature)
- Code of Conduct

The *Registration Packet*, which is available on our website, must be completed in full and returned to Camp as soon as possible in order to reserve your camper's spot. Enrollment will be confirmed when completed documentation has been received AND full payment or an *Electronic Funds Transfer Authorization Form* is on file. You will be contacted if any forms are incomplete or missing.

FINANCIAL ASSISTANCE

Financial Assistance is available to all families who qualify and is available on a first-come, first-served basis. An additional Financial Assistance Application will need to be completed and returned to Camp Garrett by **May 5th, 2016**. The application must include:

- A personal statement explaining why you believe you are deserving of financial assistance and how a Camp Garrett scholarship will enhance your family's quality of life
- A list of all members living in the household
- A signed 2016 Tax Return and W-2s for all working members of the household
- Two most recent paystubs from each household earner
- Documentation for all other income (child support, alimony, benefits, etc.) OR a statement that you do not receive additional income.
- A completed Summer Food Service Income Eligibility Form

HOURS AND DAYS OF OPERATION

Camp Garrett operates from 9:00 AM – 4:00 PM with extended care running from 7:00 AM to 6:00 PM, Monday through Friday. Parents should make arrangements to pick up their children prior to the 6:00 PM closing. A late fee of \$1.00 per minute will be charged for every minute after 6:05 PM. If you anticipate a late pick-up due to unforeseen circumstances, please call us immediately at 610-353-7690.

We are closed on July 4th, and tuition for this week will be prorated. No other holidays will occur this summer.

DROP OFF/PICK UP PROCEDURES

Please park your vehicle in a marked parking spot and accompany your camper(s) to the Pavilion each morning. Before leaving, you must sign your camper in on the sign-in sheet and include the time of

drop-off. At pick-up time, please park your vehicle once again and sign your camper out on the sign-in sheet and include the time of pick-up.

Please do not park or drive in front of the buildings. The circle is used for handicapped parking only. And for the safety of everyone, please observe our 15 MPH maximum speed limit throughout the campus and 5 MPH in the parking lot.

PEOPLE AUTHORIZED TO PICK UP

For your child's safety, we will only release your child to an adult who is listed as an emergency contact on your camper's Health form. Proper identification must be provided to the staff member at the time of pickup.

In the rare instance you need someone who is not listed as an emergency contact to pick up your child, the following procedure must be followed:

- Call the Camp Director and report who is going to pick up your child
- A Verbal Release Form will be completed and we may call you back at the number we have on file. When the person comes to Camp to pick up your child, s/he must provide a photo ID to prove their identity. If they do not provide identification, your child will not be released from our care.

SMOKING PROHIBITED

For the health of all Camp Garrett and Garrett's Way families and employees, smoking is prohibited anywhere on our campus. Anyone smoking in his or her car must dispose of the cigarette prior to entering our property.

DISMISSAL POLICY

The Camp Director and Garrett Williamson reserve the right to terminate enrollment of any camper at any time for any reason, per the Code of Conduct form that all families have completed prior to Camp. Any past-due balances must be paid immediately.

PHOTOGRPAHY

Photographs may be taken of the campers and will be used Garrett Williamson purposes only. Occasionally, we send photos to the local paper or use them for promotional purposes. If you have any questions, please contact the Camp Director at least two weeks before the first week of camp.

OUTSIDE OF CAMP COMMUNICATIONS

We encourage our campers and counselors to create strong, trusting relationships, however, we do not allow this communication to occur outside of camp. Campers and staff are prohibited from sharing their

personal contact information, i.e. phone numbers, email addresses, social media platforms, etc. for safety purposes.

Camp Garrett also understands that many new camper-to-camper friendships are made every summer. We cannot be responsible for providing contact information for play dates, sleepovers, or shared pick-ups without *all* guardians' written or verbal consent.

STAFF BABYSITTING

Although we cannot prohibit our staff from supplementing their income by babysitting, Garrett Williamson will not be held liable for the behavior of employees on their personal time as private citizens.

PLANNING FOR CAMP

WHAT TO BRING

We are an active, outdoor camp, so your child will have to be prepared with the following labeled items every day:

- Sneakers or other closed-toe shoes, **NO flip flops or open sandals**
- Backpack
- Sunscreen
- Hat
- Water bottle
- Modest swimsuit
- Towel
- Plastic bag for wet swimsuit
- Optional:
 - o Goggles
 - o Extra pair of shoes
 - o Extra change of clothes
 - o Extra socks

We strive to foster an inclusive environment, but in order to ensure safety, campers without the proper footwear and/or attire may be asked to sit out of activities like nature hikes, swimming, sports, and gaga. We hope that all campers will be able to participate in all events. Contact the office if we can be of assistance.

WHAT TO LEAVE AT HOME

Camp Garrett believes that Summer Camp is an opportunity to disconnect from the temptation of technology and to enjoy being outdoors. If cell phones need to be brought to camp they should remain off (or silenced) during camp hours. Please note that we do not have lockers. If you need to reach your camper during the day, contact the office.

- Cell phones/ iPods/ Electronic Games
- Anything valuable (we are not responsible for lost or stolen items)
- Gum and candy
- Clothing with explicit language or inappropriate content or images
- Toys or games that cannot be shared with the entire camp



FOOD SERVICE

Camp Garrett provides breakfast, lunch, and snack every day, for every camper, at no additional cost. Many ingredients for our meals come directly from our Farm-to-Table Educational Garden and are cooked on-site by a local chef. Campers will plant and water some of the vegetables, herbs, and fruits they will eat! We ask all campers to taste something new.

We also serve food that we purchase from local markets and providers. Please read the menu available on our website to make sure your child will or can eat what is provided. In the event your camper will not eat what is being served, it is your responsibility to pack an alternate meal. Please keep in mind that we are a **nut-free facility**.

DRESS CODE

Please dress your child appropriately so s/he can have fun and participate without fear of ruining good clothes or new shoes. Hats are encouraged for sun protection.

Shoes

Please ensure your camper wears sneakers or shoes that do not pose a risk for slipping or tripping. Waterproof shoes or close-toed hiking sandals are the best option, since we tend to walk through creeks and stomp in puddles!

Swimming Gear

We also ask that swim apparel is modest and age-appropriate. Please make sure your camper has a change of undergarments as well. We highly discourage campers from wearing wet swimsuits after they leave the pool.

CAMPER HEALTH AND EMERGENCY PROCEDURES

ILLNESS POLICY

The staff of Camp Garrett provides quality and loving care to your camper. We have a full-time healthcare professional on our campus for emergencies and First Aid, however, in the event of illness we are unable to extend care to your child. Campers will not be admitted to Camp or will be sent home if one or more of the following conditions exist:

- The child has a temperature of 101 degrees F or greater. A child must be fever-free for 24 hours before returning to Camp
- Diarrhea
- Recurring vomiting
- Rash of an unknown origin (requires a doctor's note with diagnosis, treatment plan and date the child may return to Camp)
- The contagious stage of any diagnosed, communicable disease (requires a doctor's note with diagnosis, treatment plan and date the child may return to Camp)
- Strep throat or other streptococcal infection, until 24 hours after the initial antibiotic treatment and cessation of fever
- Chicken pox, until six days after rash begins or until all sores have dried and crusted
- Conjunctivitis/Pink Eye, until 24 hours after antibiotic drops/ointment are started
- Lice, scabies or other infestations, until 48 hours after treatment has begun and/or all nits are gone
- Impetigo (a severe skin disease which is highly contagious), until 48 hours after antibiotics are started

If your child becomes ill at Camp, he or she will be made to feel as comfortable as possible, and the parent or guardian will be called. Depending on the severity of the child's discomfort, the parent or guardian may be asked to pick up the child immediately. If a parent or guardian cannot be reached and the child is in distress, staff may call Emergency Contacts listed or 911 if needed.

If a child appears to be ill when arriving at Camp, staff may make a determination whether or not the child may be admitted. Please make every effort to keep sick children home.

If your child has been sent home and diagnosed with a contagious illness, a note from the pediatrician may be required in order for your child to return to Camp.

Garrett Williamson has sole discretion in determining whether or not a child must be sent home.

INJURIES

As children grow, they begin to seek out new adventures, which occasionally result in bumps and bruises. We make every effort to prevent injuries, but in the event that a minor injury occurs, these procedures are followed:

- First aid is administered by a staff member and the Camp Director is notified
- An incident report is completed by staff on duty

- Parents are notified at pick-up

For more serious injuries, the director will try to contact the parent immediately. In the event of a "major" accident involving threat to life, limb or eye, the following procedures are followed:

- 911 will be called
- Director or staff member in charge is notified
- Parents are notified immediately
- Should the child need transporting to the emergency room, the Director or another key staff member will accompany your child and stay with her/him until a parent or guardian arrives

MEDICATIONS

The Camp healthcare professional is permitted to give medication to a child only with written parent or guardian permission. In order for us to do so, you are required to complete the Medication Log in your camper's *Health form*. Prescription medications must be in the original container with the pharmacy label, indicating a current date and bearing the specific child's name and dosage.

EVACUATION DRILLS

Camp Garrett operates on the same campus as our Garrett's Way Learning Center, which regularly practices emergency and safety drills. These drills keep the staff and children prepared to move quickly in the event of an emergency and are scheduled at different times of the day so children and staff practice evacuating from different situations. In the event of a drill, camper groups sharing the Child Care space will participate in the drill. Camper groups who are stationed away from the center will proceed as usual.

INDIVIDUAL EDUCATION PLANS AND ACCOMMODATIONS

If your child has an IEP, we require a copy be submitted with the *Health Form* so that our staff is able to instruct your child in a way that will meet his or her needs and goals. Furthermore, Camp requires up-to-date copies of clearances for any behavioral support or One-On-Ones that will accompany your child to camp. We understand that this is confidential information, and we will only discuss it with staff members on a need-to-know basis.

CAMPER DISCIPLINE

Discipline at Camp Garrett is intended to provide positive guidance through the use of redirection of behavior and by setting clear behavior limits. We will assist your camper in the development of self-control, self-respect and consideration for the rights and property of others.

Corporal punishment and humiliating or frightening punishment are forbidden, as are verbal abuse and threats. Campers may be sent to the Camp Office for brief periods of time when it is determined that

the camper is endangering or detracting from the experiences of other campers. Please be sure to consult the *Code of Conduct* for disciplinary actions.

We view discipline not as a punishment but as a means of teaching children what is acceptable behavior, helping them to develop the inner controls needed to function as positive, productive individuals.

The following behaviors are considered inappropriate:

- Hitting
- Biting
- Kicking or any other physical action that may cause harm to other children or adults
- Repeated refusal to comply with the Camp's rules and/or continual failure to listen to directions
- Any behavior, physical or verbal, that is harmful to oneself or others

Should problem behaviors arise, the Counselors reserve the right to remove the camper from activities or withhold special privileges. Each situation will be handled on a case-by-case basis, and a plan of action will be discussed with parents, teachers and the Director. It may be suggested that the child, parent or family meet with other professionals (i.e. doctor or counselor) in an attempt to find positive redirection.

Camp Garrett recognizes that the campers we serve go through various stages of development. Certain behaviors are indicative of age. However, no child will remain enrolled at Camp Garrett if s/he:

- Presents continual deliberate harm to the other children or staff
- Causes such a continual disruption to the group that activities cannot be completed

The Camp Director and Garrett Williamson reserve the right to terminate enrollment of any camper, at any time, for any reason.

PARENT/STAFF COMMUNICATION

Please notify Camp Garrett immediately of any change in address, work/home/cell phone numbers and any other pertinent information.

Please feel free to connect with your camper's Senior Counselor at check-in or schedule a meeting with the Camp Director if you need more than a couple of minutes.

You may also check our Facebook page and website for updates on Camp events and activities. As always, you can call Camp Garrett if you have any questions or concerns.

PAYMENT AND REGISTRATION

PAYMENT POLICY

Enrollment will be confirmed only when completed documentation has been received AND full payment or an *Electronic Funds Transfer Authorization Form* is on file.

Acceptable forms of payment are:

1. Check
2. Money Order
3. Credit Card (VISA or MasterCard)
4. Electronic Funds Transfer (from a checking or savings account)

When you enroll your camper, you can:

1. Pay your balance in full via check, money order or credit card
OR
2. Complete the *Electronic Funds Transfer Authorization Form* in order to set up automatic withdrawals from a bank account or credit card on the payment due date.

Note: you may still pay with a check or money order prior to the payment due date in order to avoid automatic withdrawals.

By signing the *Weekly Schedule and Fee Agreement*, you accept financial responsibility for all selected weeks. Any changes must be made in writing and approved by the Camp Director at least two weeks in advance.

If payment has not been received or automatically debited by the due date--as established on the *Payment Schedule*--Camp Garrett reserves the right to withdraw your camper.

A \$20.00 fee will be charged for all returned checks or any form of insufficient funds.

ELECTRONIC FUNDS TRANSFER AUTHORIZATION

If you are not paying your camp balance in full, Camp Garrett will require an *Electronic Funds Transfer Authorization Form*. Here, you will assign an account (VISA, Mastercard or Bank Account) to be automatically charged for the balance on the due date.

ACCOUNT SECURITY

Camp Garrett uses Tuition Express to track payment and camper information. Once entered into our software, your account information will be encrypted and tracked only by the last four digits of your account number. Hard copies of account numbers will be shredded after entry. For more information about Tuition Express' privacy and security policy, visit their website:

<https://www.tuitionexpress.com/privacy.aspx>.

COMMUNITY SERVICES OFFERED TO PARENTS AND GUARDIANS

These services are offered in order to help the family and child. Parents will be referred to any of these services if the camp staff feels the camper needs further assistance in mental, social, health, educational, wellness and medical services.

Child Care Information Services

1-800-831-3117

www.ccisinc.org

Children and Youth Services

1-610-713-2000

www.dhs.state.pa.us

Elwyn Mental Health Services

1-610-558-8100

www.elwyn.org

National Child Abuse and Neglect

1-800-422-4453

www.acf.hhs.gov

Department of Education

1-800-872-5327

www.ed.gov

Department of Health and Human Services

1-877-696-6775

<http://hhs.gov>

Maternal and Child Care Health Information

1-703-356-1964

www.mchb.hrsa.gov

Medicare General Information

1-800-633-4227

www.medicare.gov

Mental Health Information

1-800-789-2647

www.nimh.nih.gov/health

Women's Health Information

1-888-232-3228

www.womenshealth.gov



CONFIRMATION OF RECEIPT OF PARENT HANDBOOK

PARENT/GUARDIAN AGREEMENT

I have read and I am in agreement with the policies and procedures outlined in the Summer Camp Parent/Guardian Handbook (2017 Revision).

In addition, if my child requires an IEP or special accommodations for any reason, I understand that I am required to provide all necessary paperwork to Camp Garrett, so that they can educate and care for my child according to the goals set forth in the specialized learning plan.

Signature of Parent/Guardian

Date

Signature of Camp Director

Date

EMERGENCY TRANSPORTATION PLAN

If we cannot contact you or your child's physician in the event of a medical emergency, and there is a need to transport, we will:

- Call an ambulance or transport your child by car to the nearest hospital
- The director or another key staff member will accompany your child to the hospital
- Emergency contact information will go to the hospital as well. It is urgent that this information be kept current.

I understand and agree to the above plan of emergency transportation for my child. I also agree to keep Camp Garrett aware of any changes to his/her emergency contact information, so that Camp Garrett is able to provide the best communication in the event of an emergency.

Parent/Guardian Signature

Date

Camper's name(s): _____