



2023
Camp Garrett
Family Handbook

TABLE OF CONTENTS

INTRODUCTION..... 3

ENROLLMENT AND GENERAL INFORMATION 4

 HOW TO REGISTER 4

 HOW TO APPLY FOR FINANCIAL ASSISTANCE 4

 HOURS AND DAYS OF OPERATION 4

 DROP OFF/PICK UP PROCEDURES 5

 AT CAMP GARRETT 5

 AT THE YEADON LIBRARY 5

 AUTHORIZED PICKER-UPPERS..... 5

 PHOTOGRPAHY..... 5

 OUTSIDE-OF-CAMP COMMUNICATIONS..... 6

 PARENT/STAFF COMMUNICATION..... 6

 STAFF BABYSITTING..... 6

PLANNING FOR CAMP 6

 WHAT TO BRING..... 6

 WHAT TO LEAVE AT HOME..... 7

 WHAT TO EXPECT..... 7

 FOOD SERVICE 8

CAMPER HEALTH AND EMERGENCY PROCEDURES..... 8

 ILLNESS POLICY..... 8

 EMERGENCY TRANSPORTATION PLAN 9

 MEDICATIONS 9

 INDIVIDUAL EDUCATION PLANS AND ACCOMMODATIONS 9

 CAMPER DISCIPLINE 9

 DISENROLLMENT POLICY..... 10

PAYMENT AND REGISTRATION 10

 PAYMENT POLICY 10

 PAYMENT SCHEDULE..... 11

 ACCOUNT SECURITY 11

INTRODUCTION



Welcome to Camp Garrett!

This Handbook has all the information you'll 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 this Handbook by signing and submitting the *CONFIRMATION OF RECEIPT OF FAMILY 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 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.

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,

Nicole Renninger
Camp Director
610-353-7690
director@campgarrett.org

Molly Scollo
Assistant Camp Director
610-353-7690
assistantdirector@campgarrett.org

Important Dates	
Monday, June 19 th – First Day of Camp!	Tuesday, July 4 th – Camp Closed
Wednesday, August 9 th @ 2:30PM – Talent Show	Friday, August 25 th – Last Day of Camp

ENROLLMENT AND GENERAL INFORMATION

HOW TO REGISTER

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

- *Registration Form*
- *Weekly Schedule and Fee Agreement Form*
- *Electronic Payment Authorization Form*
- *Confirmation of Receipt of Family Handbook Form*
- *(Northbrook Release Form for LITs)*

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 only when completed documentation has been received AND full payment or an *Electronic Funds Transfer Authorization Form* is on file while spots remain. You will be contacted if any forms are incomplete or missing.

After your camper's enrollment has been approved, you must read and complete our *Health Packet* with the following forms:

- *Parent-Complete Health Form* (pages 1-3)
- *Physician-Complete Health Form* (page 4 to be signed by your child's Healthcare Provider)

All forms are due to Camp Garrett by June 5th, 2023 and can be emailed to the Directors or uploaded on the website.

HOW TO APPLY FOR FINANCIAL ASSISTANCE

Income-based Financial Assistance 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 Monday, **March 6th, 2023**. To apply, email the Director or upload the following documents to the website:

- A personal statement explaining your current financial situation and how receiving a Garrett Williamson Scholarship will enhance your family's quality of life
- A list of all members living in the household
- A signed 2021 or 2022 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 (including but not limited to child support, alimony, benefits, etc.) OR a written statement if you do not receive additional income
- A completed *Summer Food Service Income Eligibility Form*

HOURS AND DAYS OF OPERATION

Camp Garrett operates for 10 weeks each summer. We're open weekdays from 9:00 AM – 4:00 PM with extended care running from 7:00 AM to 6:00 PM for an additional fee. A late pick-up fee of \$1.00 per minute will be charged for every minute after 6:05 PM. If you anticipate a late pick-up, call us immediately at 610-353-7690.

We are closed on July 4th, and tuition for this week will be prorated.

DROP OFF/PICK UP PROCEDURES

AT CAMP GARRETT

Park your vehicle 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.

Handicapped parking spots can be accessed through the emergency vehicles and deliveries driveway. Call us if you need additional support.

All drivers must observe our 15 MPH maximum speed limit throughout the campus and 5 MPH in the parking lot.

AT THE YEADON LIBRARY

The bus runs for the first 8 weeks of camp and leaves promptly every morning from the Yeadon Library at 8 AM, and returns each afternoon at 5 PM.

Park your vehicle and accompany your camper(s) to the entrance of the Library 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.

Campers may not leave the Library grounds unless accompanied by an authorized picker-upper. A late pick-up fee of \$1.00 per minute will be charged for every minute after 5:15 PM.

AUTHORIZED PICKER-UPPERS

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 *Parent-Complete Health Form*. Proper identification must be provided to the staff member at the time of pickup.

If you need someone who is not listed as an Emergency Contact to pick up your child, you must:

- Contact Camp Garrett to report who is going to pick up your child in writing.
- The picker-upper must present photo ID when picking up your camper. If they do not provide identification, your child will not be released from our care.

PHOTOGRPAHY/VIDEOGRAPHY

Photographs/Videos may be taken of the campers by designated Camp Staff. Camp Garrett provides certain considerations to each camper, and in exchange reserves the right to photograph/video campers and use their image in promotional materials including but not limited to Facebook, Instagram and other online or print media. If you have any questions, please contact the Camp Director at least two weeks before the first week of camp. If you do *not* want photographs of your child used for promotional purposes, please submit a written statement to the Director by June 5th, 2023.

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 consent.

PARENT/STAFF COMMUNICATION

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

We encourage you 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.

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
- Water bottle
- Modest swimsuit and towel
- Optional:
 - Goggles
 - Plastic bag for wet swimsuit
 - Extra pair of shoes
 - Extra change of clothes, socks/underwear



Campers without the proper footwear and/or attire may be sent home or asked to sit out of activities like nature hikes, swimming, sports, and gaga for their safety.

WHAT TO LEAVE AT HOME

Camp Garrett is a technology-free camp and the active use of the following items while attending is prohibited:

- Cell phones/tablets/smart watches/electronic games and devices
- Gum and candy
- Clothing with explicit language or inappropriate content or images
- Toys or games that cannot be shared with the entire camp



Camp is an opportunity to disconnect from technology and to enjoy being outdoors. If cell phones need to be brought to camp they should remain off during camp hours. Please note that Camp Garret does not have lockers and is not liable for any loss or damage to personal items. If you need to reach your camper during the day, contact the office at 610-353-7690.

WHAT TO EXPECT

Camp is different every day. We try to keep each experience new and exciting, but with a certain amount of predictability. Every Tuesday and Thursday afternoons feature an hour of Choice Activity Block, where campers get to choose their own activity during lunch. On Wednesdays, we celebrate the weekly theme (a schedule for which can be found on the Curriculum section of our website) with camp-wide activities.

Every day, campers follow a new schedule of activities and events, but some camp traditions can be expected daily, like meals under the Pavilion, morning announcements (Circle-Up) on the field, cheers and chants, and the Camp Dance on Friday afternoons.

SAMPLE CAMPER SCHEDULE

8:45 – 9:30 AM	Breakfast under pavilion
9:30 – 9:40 AM	Circle Up/Morning Announcements
9:40 – 10:40 AM	Sports
10:40 AM – 11:20 AM	Garden or Barn
11:20 – 11:40 AM	Group Choice
11:40 AM – 12:40 PM	Lunch under Pavilion
12:40 – 1:40 PM	Swim
1:40 – 2:40 PM	Nature
2:40 – 3:40 PM	Choice Activity Block/Wacky Wednesday
3:40 – 4:00 PM	Snack under Pavilion

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 daily. 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 cannot provide refrigeration for lunches and we are a **peanut-free facility**.

CAMPER HEALTH AND EMERGENCY PROCEDURES

ILLNESS POLICY

In the event of serious illness, we will be 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 100.4 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, they 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, a designated staff member will call Emergency Contacts listed or 911 if deemed necessary.

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.

EMERGENCY TRANSPORTATION PLAN

If there is a need for immediate emergency 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. It is urgent that this information be kept current.

Families must keep Camp Garrett aware of any changes to their camper's emergency contact information so that Camp Garrett is able to provide the best communication in the event of an emergency.

MEDICATIONS

Designated Camp Garrett staff 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 *Parent-Complete 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.

INDIVIDUAL EDUCATION PLANS AND ACCOMMODATIONS

If your child has an IEP, we ask that a copy be submitted with the *Parent-Complete Health Form*. 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 endeavor to 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 punishments 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 detracting from the experiences of other campers.

Camp Garrett will not tolerate:

- Bullying or illegal activities
- Profanity or hurtful or otherwise inappropriate language

- Hitting, biting, kicking or any other physical action that may cause harm to themselves, other children or adults
- Other unsafe or malicious actions
- 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

We expect our campers to make choices that promote safety, kindness and fun for themselves and others. Because Camp Garrett is an inclusive environment, we celebrate diversity and community and take discrimination, disrespect, harassment, and violence very seriously.

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. If we find that a camper fails to modify inappropriate behavior after support is provided, we will contact the parent or legal guardian to discuss a plan of action.

DISENROLLMENT POLICY

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 they:

- Present harm to themselves, other children or staff
- Cause such a continual disruption to the group that activities cannot be completed

Camp Garrett reserves the right to deny, cancel or suspend a child's enrollment if deemed in the best interest of the campers or camp for any camper, at any time, for any reason.

PAYMENT AND REGISTRATION

PAYMENT POLICY

Enrollment will be confirmed only when completed Registration documents have 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, 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.

PAYMENT SCHEDULE

Week	Week Start Date	Week End Date	Payment Due Date
1	6/19	6/23	6/06
2	6/26	6/30	6/13
3	7/3	7/7	6/20
4	7/10	7/14	6/27
5	7/17	7/21	7/4
6	7/24	7/28	7/11
7	7/31	8/4	7/18
8	8/7	8/11	7/25
9	8/14	8/18	8/01
10	8/21	8/25	8/08

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>.