



# CAMP GARRETT

Family Handbook 2024



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# 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. 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](http://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](mailto:director@campgarrett.org)

Molly Scollo  
Assistant Camp Director 610-353-7690  
assistant[director@campgarrett.org](mailto:director@campgarrett.org)

Important Dates!	
<b>Monday, June 17th</b>	<b>First Day of Camp!</b>
<b>Thursday, July 4th</b>	<b>Camp Closed</b>
<b>Wednesday, August 7th</b>	<b>Talent Show</b>
<b>Friday, August 23rd</b>	<b>Last Day of Camp</b>



# ENROLLMENT AND GENERAL INFORMATION



## HOW TO REGISTER

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

- *Registration Form*
- *Non-Refundable Registration Fee*
- *Electronic Payment Authorization (Tuition Express) Form*
- *(Northbrook Release Form for LITs)*

The *Registration* form, which is available on our website, must be completed in full. 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 either submit a recent physical **or** complete our *Physician-Complete Health Form* to be signed by your child's Healthcare Provider by no later than June 3rd 2024.

## WAIT LIST POLICY

If Camp Garrett registration is full and you are placed on a waiting list, the Directors will reach out to you as soon as a space becomes available. We kindly ask that families update the Directors if they register for another camp program or if their plans change. Spaces available are dependent upon the approved ratios for each group.

## 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.





# ENROLLMENT AND GENERAL INFORMATION



## 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 as soon as possible. To apply, please complete our Financial Assistance Application online.

- A personal statement explaining your current financial situation and how receiving a Garrett Williamson Scholarship will enhance your family's quality of life. (Optional but highly encouraged)
- A list of all members living in the household
- A signed 2022 or 2023 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*

## 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.



# ENROLLMENT AND GENERAL INFORMATION



## 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 *Registration* 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 via email.**

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.

## PHOTOGRAPHY/VIDEOGRAPHY

Photographs/Videos may be taken of the campers by designated Camp Staff. Garrett Williamson provides consideration, which exceeds \$1.00 in value, but there may be other goods and values as consideration, to your child/ren, and in exchange reserves the right to photograph and video my child(ren) 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, you can notify Camp Garrett via our registration form or via email before June 3rd, 2024.

## 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.



# ENROLLMENT AND GENERAL INFORMATION



## PARENT/STAFF COMMUNICATION

Camp Garrett primarily uses email and phone for any and all communications. During the summer or once your child is enrolled, Camp Garrett uses ProCare Online for messaging and newsletters.

Please notify Camp Garrett immediately of any change in address, work/home/cell phone numbers and any other pertinent information via email or the ProCare online portal (once enrolled).

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.

## 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.

## CAMP GARRETT CONTACT LIST

Director of Camp Garrett: Nicole Renninger  
Email: [director@campgarrett.org](mailto:director@campgarrett.org)

Assistant Director of Camp Garrett: Molly Scollo  
Email: [assistantdirector@campgarrett.org](mailto:assistantdirector@campgarrett.org)

Business Director: Tina Williams  
Email: [tina@garrettsway.org](mailto:tina@garrettsway.org)





# 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
- Appropriate swimsuit and towel

### **Optional:**

- Goggles
- Sweatshirt or rain gear if weather is inclement
- Plastic bag for wet swimsuit
- Extra pair of shoes
- Extra change of clothes, socks/underwear
- **Sensory Items**
  - Fidgets, noise cancelling headphones, and other sensory related items are allowed if it is used appropriately.

Campers without the proper footwear and/or attire may be sent home or asked to sit out of activities such as 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 including Pokémon cards.

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 Garrett 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.



# PLANNING FOR CAMP



## 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. Throughout the week Camp Garrett offers special program blocks that include activities related to the current theme.

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

Please note: Your child's schedule is dependent on which group they are enrolled in. This sample schedule is to show what a typical day at Camp Garrett looks like.

8:40 - 9:20	BREAKFAST
9:20 - 9:30	Circle Up
9:30 - 9:40	Attendance
9:40 - 10:30	ART
10:40 - 11:30	Theme Activity
11:40 - 12:40	LUNCH
12:40 - 1:30	SWIM
1:40 - 2:30	SPORTS
2:40 - 3:30	ARCHERY
3:40 - 4:00	SNACK



# PLANNING FOR 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 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.**

## SWIMMING

Camp Garrett offers swimming every day for all campers. Campers will need to take a swimming test before they enter the pool. Camp Garrett's pool has 4 sections, red, yellow, green and blue. The red section is the shallowest end and the blue section is 6 feet deep. Campers will be assigned to sections in the pool based on their swimming test.

- **Red Bands** (Beginners) are for campers who have not completed the swim test or is at a beginner level.
- **Yellow Bands** (Intermediate)
- **Green Bands** (Intermediate, pool section up to 5ft)
- **Blue Bands** (Advanced) are for campers who have completed all swim tests. Campers with the blue band may go in any section of the pool.

Camp Garrett's pool is always staffed with a minimum of two lifeguards to ensure campers are safe while in the pool. Camp Garrett does not provide swimming lessons, all swim time is free swim. Counselors and Lifeguards may offer help with practicing skills for the swim test.



# 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.**



# CAMPER HEALTH AND EMERGENCY PROCEDURES



## 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 *Registration 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 our *Registration* 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 HEALTH AND EMERGENCY PROCEDURES



## 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.

Because camp activities involve some physicality and focus of attention, should problem behaviors arise that place the camper themselves, or other campers at risk of safe participation, Camp Garrett reserve the right to remove the camper from the activity. Each situation will be handled on a case by case basis. After Counselors, and/or Administrators have discussed and provided solutions with the camper, if the camper fails to modify their behavior, we will follow our camper discipline guidelines shown on pages 14-16.

## 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.





# CAMPER HEALTH AND EMERGENCY PROCEDURES



## Ages 5-7 Discipline Guidelines

Please note, when possible, the first violation will be a verbal warning with support and positive reinforcements.

	Second Violation	Third Violation	Fourth Violation	Fifth Violation
<b>Level 1:</b> <b>Examples:</b> <b>Disruptive Behaviors</b> <b>Repeatedly not following directions or rules.</b> <b>Excessive Horseplay</b>	Verbal warning to camper and verbal notification to family.	Verbal/written notice to family describing the behavioral concern.	Verbal/written notice to family and family conference.	1-3 days suspension (Tuition will not be prorated)
<b>Level 2</b> <b>Examples:</b> <b>Pushing, Tripping, Hitting or Kicking.</b> <b>Threatening Comments or gestures</b> <b>Uncontrollable Behaviors</b> <b>Inappropriate Language Aggressive behavior towards other children/staff Teasing or embarrassing others Willful destruction of Camp Garrett property.</b>	Verbal warning to camper.  Verbal/written notice to family describing the behavioral concern.	Verbal/written notice to family and family conference.	1-3 days suspension (Tuition will not be prorated)	Expulsion from the program without reimbursement from the camp
<b>Level 3</b> <b>Examples:</b> <b>Fighting</b> <b>Leaving assigned area without permission</b> <b>Biting, Harassment, Intimidation, Bullying Aggressive behavior that causes serious harm to another child or staff member</b>	Verbal warning to camper.  Verbal/written notice to family describing the behavioral concern and family conference	Verbal/written notice to family and 1-3 suspension (Tuition will not be prorated)	Expulsion from the camp without reimbursement	

*\*Determination of the violation is at the discretion of the Directors in consultation with witnesses. Violation determination may escalate to immediate suspension or expulsion based on severity of violation.*



# CAMPER HEALTH AND EMERGENCY PROCEDURES



## Ages 8-12 Discipline Guidelines

Please note, when possible, the first violation will be a verbal warning with support and positive reinforcements.

	Second Violation	Third Violation	Fourth Violation	Fifth Violation
<b>Level 1:</b> <b>Examples:</b> <b>Disruptive Behaviors</b> <b>Repeatedly not following directions or rules.</b> <b>Excessive Horseplay</b>	Verbal warning and verbal/written notice to family describing the behavioral concern.	Verbal/written notice to family and family conference.	1-3 days suspension (Tuition will not be prorated for the week)	Expulsion from the camp without reimbursement
<b>Level 2</b> <b>Examples:</b> <b>Pushing, Tripping, Hitting or Kicking.</b> <b>Threatening Comments or gestures</b> <b>Uncontrollable Behaviors</b> <b>Inappropriate Language Aggressive behavior towards other children/staff Teasing or embarrassing others Willful destruction of Camp Garrett property.</b>	Verbal/written notice to family and family conference.	1-3 days suspension (Tuition will not be prorated)	Expulsion from the camp without reimbursement	
<b>Level 3</b> <b>Examples:</b> <b>Fighting</b> <b>Leaving assigned area without permission</b> <b>Biting Harassment, Intimidation, Bullying Aggressive behavior that causes serious harm to another child or staff member</b>	Verbal/written notice to family and family conference. 1-3 days suspension (Tuition will not be prorated)	Expulsion from the camp without reimbursement		

*\*Determination of the violation is at the discretion of the Directors in consultation with witnesses. Violation determination may escalate to immediate suspension or expulsion based on severity of violation.*



# CAMPER HEALTH AND EMERGENCY PROCEDURES



## Ages 13-15 Discipline Guidelines

Please note, when possible, the first violation will be a verbal warning with support and positive reinforcements.

	Second Violation	Third Violation	Fourth Violation
<b>Level 1:</b> <b>Examples:</b> <b>Disruptive Behaviors</b> <b>Repeatedly not following directions or rules.</b> <b>Excessive Horseplay</b>	Verbal/written notice to family and family conference.	1-3 days suspension (Tuition will not be prorated)	Expulsion from the camp without reimbursement
<b>Level 2</b> <b>Examples:</b> <b>Pushing, Tripping, Hitting or Kicking.</b> <b>Threatening Comments or gestures</b> <b>Uncontrollable Behaviors Inappropriate Language Aggressive behavior towards other children/staff Teasing or embarrassing others Willful destruction of Camp Garrett property.</b>	Verbal/written notice to family and family conference.	1-3 days suspension (Tuition will not be prorated) and depending on the severity of the behavior, this may result in expulsion from the camp without reimbursement	Expulsion from the camp without reimbursement
<b>Level 3</b> <b>Examples:</b> <b>Fighting</b> <b>Leaving assigned area without permission</b> <b>Biting</b> <b>Harassment, Intimidation, Bullying Aggressive behavior that causes serious harm to another child or staff member</b>	Verbal/written notice to family and family conference. 1-3 days suspension (Tuition will not be prorated)	Expulsion from the camp without reimbursement	

*\*Determination of the violation is at the discretion of the Directors in consultation with witnesses. Violation determination may escalate to immediate suspension or expulsion based on severity of violation.*



# 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:

- Check
- Money Order
- Credit Card (VISA or MasterCard, we do NOT accept Discover or American Express)
- Electronic Funds Transfer (from a checking or savings account)

### When you enroll your camper, you can:

- Pay your balance in full via check, money order or credit card.

OR

- 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 final invoice for Camp Garrett, 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.**

## CONFIRMATION

When your registration is complete and your registration fee has been paid, you will receive an invoice of the child's tuition and the weeks they are attending. If there are any discrepancies between the requested schedule and fees, it is the responsibility of the guardian to notify Camp Garrett immediately.



## PAYMENT AND REGISTRATION



### **CANCELLATION/REFUND POLICY**

The registration fee is non-refundable. Cancellations or changes during the camp season requires at least 2 weeks (14 days) notice prior to the week that you are looking to cancel. Any cancellations with less than a 2 week notice, the camp tuition will not be refunded.

### **Unforeseen Emergency Situation**

We understand that unforeseen special or emergency circumstances may arise. In such cases, please reach out to the Camp Director and the Business Manager via email soon as possible to discuss your situation. We will evaluate these situations on a case-by-case basis and may provide exceptions or alternative solutions as deemed appropriate.

### **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>.



# PAYMENT AND REGISTRATION



## PAYMENT SCHEDULE

Week	Week Dates	Latest Cancellation Date	Payment Due Date
1	6/17 - 6/21	6/03	6/04
2	6/24 - 6/28	6/10	6/11
3	7/1 - 7/5	6/17	6/18
4	7/8 - 7/12	6/24	6/25
5	7/15 - 7/19	7/1	7/2
6	7/22 - 7/26	7/8	7/9
7	7/29 - 8/2	7/15	7/16
8	8/5 - 8/9	7/22	7/23
9	8/12 - 8/16	7/29	7/30
10	8/19 - 8/23	8/5	8/6





# PAYMENT AND REGISTRATION



## TUITION CHART

### Camp Garrett 2024 Tuition Rates

**Non-Refundable Registration Fee : \$55**

**Program Hours: 9am to 4pm**

**Sibling Discount: 5% on each additional camper *\*Does not apply to Extended Care\****

	Camp Garrett Ages 5-12	Leaders in Training Ages 13-15 (only weeks 1-8)	Agriculture Education Track
<b>Tuition</b>	\$382 per week	\$816 (2 week sessions)	\$530 per week
<b>Week of Fourth of July (4 days)</b>	\$306	\$734	\$424
<b>Before or After Care (7am to 9am and 4pm to 6pm)</b>	<b>\$40 per week (Fourth of July week \$32)</b>		
<b>Before AND After Care (7am to 9am and 4pm to 6pm)</b>	<b>\$80 per week (Fourth of July week \$64)</b>		