





1520 Quarry Road · Towamencin Township · Lansdale, PA 19446 215-368-1135 · Fax 215-361-2545 · www.hopwoodschool.com

# LOWER, MIDDLE and UPPEr CAMPS 2021!

Welcome! We are excited for another great summer at Hopwood! Our projects and events will focus on fun weekly themes. Many of our teachers and counselors are returning this summer to plan and supervise our fun activities! Our Lower Camp (ages 3-5), Middle Camp (ages 6-8 rising 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> grades) and Upper Camp (ages 9-12 rising 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup> and 7<sup>th</sup> grades) takes place on our 8.5 acre campus. Mornings are structured with scheduled age related activities such as Crafts, Music and theatre for Lower Camp and Archery, Arts & Crafts, Woodworking, Tennis and Team Sports for Middle and Upper. Team Sports are conducted with an emphasis on FUN, not skill level. Swimming Lessons and Free Swims are scheduled daily for each age group. Campers make choices for afternoon activities and projects. Campers and staff plan and implement activities that relate to weekly challenges. Counselors encourage and assist campers in tackling a wide range of project related tasks.

#### <u>CAREFULLY READ ALL OF THE INFORMATION IN THIS PACKET!</u>

**IMPORTANT POLICY UPDATES FOR 2021:** We are optimistic that the pandemic and the associated social restrictions will soon be lifted. Unfortunately, we do not know when or how that will occur. For purposes of registration we are and you should assume that all or some social restrictions will remain in place. Further, there were some pandemic policy changes in 2020 that actually worked for us as a business and our campers that may remain in place even after the restrictions are lifted (e.g. hours of operation, swimming schedules). Final decisions on these changes remaining or lifting will be made when the option is made available. For now, please continue to refer to our Green Phase COVID-19 Safety Plan that is attached to this packet and posted on our website for specific policies. In broad terms:

- (1) Our hours of operation for Summer Camp 2021 will remain 8:00 am to 4:00 pm until further notice.
- (2) Alphabetical carlines will remain in place until further notice; drop-off 8:00 to 9:00 am and pick-up 3:00pm to 4:00pm (half day Lower Camp pick up 12:00)
- (3) Camp programs hours remain 9:00 to 3:00 (half day Lower Camp runs 9:00 to 12:00)
- (4) Field trips and/or special guest remain suspended. However, we will book and plan them accordingly if restrictions are lifted prior to summer. Families will be notified if any trips are added.

Lastly, it is important to note that we are rolling out registration a little differently this year because of the unique circumstances surrounding last year's camp season. We want to afford everyone that was either new or returning last year the opportunity to enroll before new 2021 families, regardless of whether or not they withdrew. Please understand that we made every effort to implement the most equitable solution we could think of. If you have any questions or concerns please do not hesitate to contact me.

See you this Summer!

Heidi Hopwood Geverd / Director heidi@hopwoodschool.com

#### **CAMP TUITION RATES (PER WEEK)\***

#### **Lower Camp Rates:**

- 3 day MWF program 1/2 day \$95 / Full day \$160
- 2 day TTH program 1/2 day \$65 / Full day \$110
- 5 day M to F program 1/2 day \$160 / Full day \$270

#### **Middle and Upper Camp Rates:**

• 5 day full day program - \$280 per week

\*4 day holiday weeks (Memorial Day and 4<sup>th</sup> of July) are discounted accordingly

#### REGISTRATION FEES AND DEPOSIT REQUIREMENTS

• The non-refundable / non-transferable Camp registration fee is \$10 PER WEEK BOOKED (\$5 PER WEEK BOOKED for partial week Lower Camp programs). Registration fees cannot be waived for siblings in CampSite, however, sibling discounts on tuition are now 13% to compensate for this inconvenience. Registration fees do not apply to tuition. A \$50 PER WEEK / PER CAMPER DEPOSIT IS REQUIRED at registration. Deposits are applied to tuition. Deposits are refundable through 3/24/2021 (minus a 2.5% credit card fee). Deposits are non-refundable after 3/24/2021. All changes to camper schedules MUST be made PRIOR to 3/24/2021 to avoid forfeiture of the deposit.

#### CAMP HOURS

- Operating hours are 8:00 a.m. to 4:00 p.m..
- Full Day Camp hours are 9:00 a.m. to 3:00 p.m. (Middle and Upper Camps are full day / full week programs only)
- Half Day Camp hours are 9:00 a.m. to 12:00 p.m (Lower Camp option only)

#### **2021 SESSION CALENDAR**

**WEEK 1** (6/1 to 6/4/21), **WEEK 2** (6/7 to 6/11/21), **WEEK 3\*** (6/14 to 6/18/21) **WEEK 4** (6/21 to 6/25/21),

WEEK 5 (6/28 to 7/2/21), WEEK 6 (7/6 to 7/9/20), WEEK 7 (7/12 to 7/16/20), WEEK 8 (7/19 to 7/23/21),

WEEK 9 (7/26 to 7/30/21), WEEK 10 (8/2 to 8/6/21), WEEK 11 (8/9 to 8/13/21), WEEK 12 (8/16 to 8/20/21)

#### **LOWER CAMP SESSIONS**

Lower Camp runs 12 weeks / Starts Week 1 on Tuesday 6/1/2021 / Ends Week 12 on Friday 8/20/2021.

Hopwood Camp will be CLOSED Monday, May 31, 2021 and Monday July 5, 2021.

#### \*MIDDLE AND UPPER CAMP SESSIONS

Hopwood Camp will be CLOSED Monday, July 5, 2021.

#### FIELD TRIP CALENDER

• Lower Camp does not take Field Trips

• Middle and Upper Camp Field Trips- To be determined if / when social restrictions are lifted

#### BE PREPARED FOR ONLINE REGISTRATION!

Online registration will only take a few minutes if you have everything ready for entry. The system will NOT LET YOU REGISTER for camp unless you fill out all of the required information and pay the deposit. Tuition balances can be paid at any time prior to 5/5/2021.

#### Registration Checklist - have the following information / decisions ready BEFORE you register:

- Your camper's grade as of September 1, 2021 (determines the age group in which your camper will be placed)
- The weeks you want to attend Hopwood Summer Camp
- Personal contact information
- Work contact information
- Name(s) of individual(s) and their contact information that you designate as emergency pickup or contact if you are not available
- Name(s) of individual(s) and their contact information that you designate for pickup other than yourself (if applicable)
- Your physician's / healthcare provider's contact information
- Your insurance company's name and your policy number
- Your camper's T-shirt size (if you are in doubt, we suggest you think a size up!).

	Child MD	Child LG	Adult SM	Adult MD	Adult LG
SHIRT WIDTH*	16"	17"	18"	20"	22"
SHIRT LENGTH*	20"	22"	28"	29"	30"

<sup>\*</sup>Actual sizes may vary slightly.

- Your camper's allergies and / or medications
- Have your credit card ready for check out.

#### Registration and Enrollment procedure and policy - IMPORTANT! PLEASE READ CAREFULLY!

Our registration system is self-explanatory. However, there are specifics that require your attention before you register.

#### **2021 REGISTRATION ROLLOUT**

**GROUP 1 registration 1/19/21:** CURRENTLY ENROLLED 2020 / 2021 HOPWOOD SCHOOL FAMILIES and FALL CAMP FAMILIES are either RETURNING or NEW FAMILIES for summer camp depending on whether or

not this is there first year at Hopwood School. Regardless, this group registers first for continuity of care on a private page on our website.

**GROUP 2 registration 2/1/21:** 2020 CAMP FAMILIES that registered and attended are considered RETURNING CAMP FAMILIES and will have access to register through their PARENT DASHBOARD on a private page on our website.

**GROUP 3 registration 2/8/21:** 2019 / 2020 FAMILIES that registered and withdrew from 2020 because of COVID-19 are also considered RETURNING FAMILIES but will register one week after GROUP 2. This group MAY need to reenter some of their family and camper information.

**GROUP 4 registration 2/15/21:** NEW FAMILIES

#### **2021 REGISTRATION PROCESS**

GROUP 1,2 and 3 FAMILIES can update their information at any time prior to their respective registration rollout via the PARENT DASHBOARD. Emails with the private page link to our dashboard page will be sent to Groups 2 and 3 the week of 1/19/21.

NEW FAMILIES can reserve weeks, create an online account, pay the deposit and pay tuition (if you choose to do so) at the time registration. Weeks can be added or deleted at this time as long as it is prior to checkout and payment. Registration is not complete until the deposit fee(s) is paid. The system will not hold your weeks if you do not pay the deposit fees.

CampSite asks for all Family, Emergency and Medical information upfront as well as all Camper specific information. After that information is collected you are prompted to enroll your camper(s). CampSite registers one camper at a time through to check out. If you are registering more than one camper, please note that you will be prompted to register additional campers after the checkout of your first camper.

After you have entered your Family and Camper information, you will receive an email with a temporary password and a link to your new **Parent Dashboard**. You may log back into the system at any time. Please note:

- 1. CampSite WILL NOT ALLOW you to DELETE or SWITCH WEEKS after you complete yout registration. To delete or switch weeks after you have registered, you must email the Director, Heidi Geverd at <a href="heidi@hopwoodschool.com">heidi@hopwoodschool.com</a>. To avoid forfeiture of your deposit, cancellations must be made PRIOR to 3/24/2021. The Director will delete / switch weeks (if they are available).
- 2. You may log into your Parent Dashboard at any time to make payments on the balance of your tuition bill, print a receipt for your tax records or edit contact information.

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#### **LOWER CAMP ONLY - SPECIAL INSTRUCTIONS**

#### Registering for a 5 DAY FULL WEEK:

- 1. To accurately track Lower Camp registrations and control ratios, the system will only display the Monday, Wednesday, Friday (MWF 3 day) program and the Tuesday, Thursday (TTH 2 day) program for each week of camp. To book a FULL WEEK (Monday through Friday 5 day) program you MUST SELECT BOTH the MWF 3 day and the TTH 2 day programs for each week you wish to attend.
- 2. After you choose your programs and weeks you will be prompted to choose the program options of 1/2 day and full day. All options you choose will be calculated by the system and will be added to your tuition bill automatically.

#### Child Health Assesment Form and Civil Rights Compliance Form:

- 1. Lower Camper families must complete and return the Child Health Assessment form (last page of this packet). Families currently attending Hopwood School do not need a new health assessment if it is current within the last year.
- By signing the Waiver during registration you will be acknowledging receipt of the Civil Rights Compliance form. You do not need to sign it or return it. Please keep it for your records.
- 3. Both forms are a part of this packet (below) and are also available for download in the FORMS page of your Parent Dashboard.
- 4. Please DO NOT mail us any forms except for the Child Health Assessment Form. We will print the other forms in-house from our registration system. ONLY the Child Health Assessment form should be printed, filled out BY YOUR PHYSICIAN and sent to Hopwood.

#### SIBLING REGISTRATION / TUITION DISCOUNTS FOR ALL CAMPS

As a courtesy to families with multiple campers, the system will apply a 13% Sibling Discount on the tuition portion of your fees. The first camper pays full tuition, subsequent campers receive the discount. **PLEASE REGISTER THE CAMPER ATTENDING HOPWOOD FOR THE GREATEST NUMBER OF WEEKS FIRST**. If the camper with the greatest number of weeks is not registered first, the Director reserves the right to revise the difference owed for tuition (if applicable). Please help us help you! If you do not register siblings during the same registration session, you will not receive our sibling tuition discount.

#### **CANCELLATIONS OR RESCHEDULING**

- To repeat, once you have completed registration you can only change or cancel by contacting the Director. To avoid forfeiture of your deposit, cancellations must be made PRIOR to 3/24/2021. The Director will delete or switch weeks (if they are available).
- 2. The non-refundable registration fees are non-transferable.
- 3. If you cancel weeks after 3/24/2021 and you paid your tuition balance before 5/5/2021 with

credit card, you will be refunded your monies MINUS THE DEPOSIT and MINUS 2.5%.

4. If you do not contact the Director to cancel, Hopwood will charge the method of payment you used for registration to pay the full tuition balance on the 5/5/2021 due date. TUITION IS NON-REFUNDABLE AFTER THIS DATE.

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#### **BILLING**

1. You must pay the registration deposit by credit card.

- 2. You can pay for your tuition by credit card or check / cash in person or mail. The Director will credit your account accordingly if you pay by check / cash. Please allow time for credit to be applied if you are paying by check / cash.
- 3. IMPORTANT! Tuition is due in FULL by 5/5/2021. Credit card or personal check / cash are accepted. You can pay your tuition bill at any time prior to the payment deadline of 1:00 p.m. 5/5/2021. If you do not pay prior to the deadline, your account will be charged using the method of payment you used for registration to pay the full tuition balance. You can pay your tuition bill online through the account you created during registration, by mail (payable to Hopwood School & Camp, 1520 Quarry Rd., Lansdale PA, 19446) or in person at Hopwood. Again, please allow time for credit to be applied if you are paying by check / cash.
- 4. An email reminder will be sent to all families that have outstanding tuition balances approximately 1 week prior to the 5/5/2021 tuition deadline.

#### TERMS AND CONDITIONS / WAIVER AND CODE OF CONDUCT

- 1. At final checkout for the registration process you will be asked to sign our Terms and Conditions / Waiver. There are a number of important items for review and approval including our Hopwood Code of Conduct. Please read it carefully and print it out for your records.
- 2. Hopwood Code of Conduct (Middle and Upper Camp only):

"The Hopwood Code of Conduct (henceforth HCC) must be read and/or understood by both camper and his or her parent/s or legal guardian/s (henceforth parent). If the camper and/or parent have questions about the HCC, they are encouraged to contact Hopwood management.

#### HCC

- A. Campers are to respect other campers, staff, and their personal property. Campers must be respectful in their expression through language, gestures, or writing. Inappropriate or offensive language is prohibited.
- B. Bullying or abuse, in any form, is not allowed. Bullying and abuse can be both physical and emotional.
- C. Cell phones and other mobile communication devices (except in authorized camp activities) are strictly prohibited. Other electronics, such as iPads, iPods, handheld video devices, tablets, etc., are also prohibited. Any such item brought to camp will be held in the office and returned to the parent at the end of the camp day. Hopwood is not responsible for theft or damage to any camper's personal property.
- D. Campers are expected to participate in all scheduled Hopwood program activities unless exempted by health or parental restriction.

E. Inappropriate physical contact with other campers or staff is prohibited.

Hopwood strives to provide a positive experience for all of its campers. If Hopwood determines that a camper is failing to adhere to the HCC, or presents a safety, behavioral or other concern that is detrimental to the camper, other campers or to the overall camp experience, Hopwood reserves the right to enforce consequences, in its sole discretion, designed to correct the behavior or concern. Consequences may include, but are not limited to: limitation of privileges, verbal and/or written warnings, parental notification, or, in extreme cases, expulsion from Hopwood without refund. Additionally, campers who repeatedly fail to adhere to the HCC may not be allowed to attend Hopwood in the future.

I agree that I have reviewed the above HCC expectations and rules with my camper and agree to its terms. If my camper or I have any questions regarding the HCC, I will contact Hopwood management."

#### **POST REGISTRATION**

- 1. You will receive a confirmation email with a recap of the dates registered and when final payment is due.
- 2. At the beginning of the summer your child will receive an informational letter in the mail from their counselor. Please keep this letter and review it prior to your camper's start date.
- 3. Please refer to your account to verify your camper's schedule. Every year, campers either miss their camp weeks or come on weeks they are not registered. Please make sure you access your online account to verify your weeks.

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## <u>IMPORTANT COVID RELATED POLICY CHANGES (REFER TO OUR COVID SAFETY PLAN FOR ADDITIONAL INFORMATION)</u>

#### The following COVID related policy changes remain in effect until further notice.

#### A. Drop-off and Pick-up procedures (WELCOME 1,2,3! / DISMISS 1,2,3!)

A two-lane car line will be formed each morning and afternoon at the school parking lot per the schedule below. Parents and campers must wear a cloth face covering during drop-off and pick-up.

#### **WELCOME 1,2,3!**

Parents, camp administration and staff will assist campers from their vehicle to the front steps. Once the camper is inside they will be escorted to their age group counselor.

8:00 am to 9:00 am

All Camps car line will operate alphabetically by last name regardless of age group:

WELCOME 1 / 8:00 – 8:15 A through I WELCOME 2 / 8:15 – 8:30 J through Q

WELCOME 3 / 8:30 – 8:45 R through Z

**DISMISS 1.2.3!** 

Camp administration and staff will assist campers to their vehicle from the front steps. Parents should remain with the car. Hopwood staff is not permitted to secure children in a car seat. Once your child is in the car lease pull forward in the parking lot to secure your child in their seat. This will allow the rest of car line to move and prevent traffic issues on Ouarry Road.

12:00 p.m.

Lower Camp half day program only

DISMISS ALL / 12:00 p.m.

3:00 pm to 4pm

All full day Camps car line will operate alphabetically by last name regardless of age group:

DISMISS 1 / 3:00 - 3:15 A through I

DISMISS 2 / 3:15 – 3:30 J through Q

DISMISS 3 / 3:30 – 3:45 R through Z

#### B. Rainy Day / Thunderstorm policy and procedures

#### **ALL CAMPS**

Middle and Upper Camps operate primarily outdoors. Lower Camp operates both indoors and out. Under normal circumstances we modify our schedule during rainy days to include indoor activities (e.g. movie day etc). If weather dictates prolonged indoor social contact, Hopwood can at its discretion cancel or shorten a camp day per the following:

**Forecasted intermittent non-electrical showers** – Camp will operate as scheduled.

Forecasted prolonged light rain – Camp will operate as scheduled.

Forecasted prolonged moderate rain – We ask that if you can, keep your child home. Under these conditions we would find it difficult to distance campers and avoid comingling between age groups. Tuition is non-refundable.

**Forecasted afternoon severe weather / thunderstorms –** Camp will operate as scheduled, however, we ask that you pick up your child prior to the forecasted weather. **Tuition is non-refundable.** 

**Forecasted prolonged heavy rain -** We ask that if you can, keep your child home. Under these conditions we would find it difficult to distance middle and upper campers and avoid comingling between age groups. Hopwood reserves the right to cancel camp for the day under these conditions. **Tuition is non-refundable.** 

Unexpected "pop up" electrical storms / severe weather – Campers will shelter indoors across different buildings on campus. Every effort will be made to prevent comingling between age groups, however, sheltering from the immediate threat of severe weather will be our first priority.

### **CHILD HEALTH ASSESSMENT**

CHILD'S NAME:	(I ACT)						
CHILD'S NAME: (LAST)		(FIRST)		PARENT/GUARDIAN:			
DATE OF BIRTH:		HOME PHONE:		ADDRESS:			
CHILD CARE FACII		II ITV NAME-					
2							
FACILITY PHONE:		COUNTY:			WORK PHONE:		
schedule	of the American Ac	cademy of Pediatrics 14	11 Northwest Point Bl	vd., Elk Grove Villag	ge, IL 60007. The so	zations that meet the current chedule is available at e on the back of the form.	
Health history and	medical information	on pertinent to routine ch	aild care and emergence	ies Date of most	t recent well-child ex	vam:	
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NONE							
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IN/CM	IN/CM %ILE		%ILE	IN/CM %ILE		(BEGINNING AT AGE 3)	
PHYSICAL EX	PHYSICAL EXAMINATION		IF ABNORMAL - COMMENTS			TS	
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TEETI		1					
CARDIORESPI							
ABDOME							
GENITALIA/B							
EXTREMITIES/JOINT	18/BACK/CHES						
SKIN/LYMPH	NODES						
NEUROLO							
DEVELOPM IMMUNIZATIO	DATE	DATE	DATE	DATE	DATE	COMMENTS	
NS NS	DATE	DATE	DATE	DATE	DATE	COMMENTS	
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