



Dear Parent/Guardian,

Thank you for choosing Red Lion Summer Day Camp this summer! I am looking forward to meeting and welcoming you and your camper this summer! Red Lion Recreation strives to create a fun, memorable, and safe place for all campers. Each week will have a fun and exciting theme to make it unique and memorable.

This handbook contains useful information which we want you and your camper to know so your camper's time with us is as enjoyable as possible. The handbook covers the following areas.

1. Important Reminders and Expectations
2. Our Policies and Procedures
3. Other information to help prepare your camper (and you as the parent) for a fantastic summer at Red Lion Summer Day Camp!

As you review this information, please contact our office if you have any questions, concerns, or suggestions. We are looking forward to a great summer ahead and another year of adding more memories! Please know that I am available for any questions you may have, so please don't hesitate to give me a call or send an email!

See you soon!

*Tess Croy*

Tess Croy  
Red Lion Recreation  
Recreation Director  
(717) 244-3475  
[Rlrec@redlionpa.org](mailto:Rlrec@redlionpa.org)

## Day Camp Parent Handbook

- Day Camp Location:** Red Lion Community Building/Fairmont Park  
190 S Charles St, Red Lion, PA 17356  
717-244-3475 (Recreation Office Phone)
- Camp Dates:** Monday, June 20, 2022- Friday, August 12, 2022  
(Closed Monday, July 4, 2022)
- Camp Hours:** Monday - Friday 9:00am - 3:00pm

### Registration Fees

Borough Residents - \$70.00/wk (Additional Siblings - 45.00)

Non-Residents - \$80.00/wk (Additional Siblings - \$55.00)

*Please make all checks payable to Red Lion Recreation.*

### Reminders/Expectations

**Specific Site Rules:** Site rules are reviewed with the campers on the first day of camp and will be refreshed as needed throughout the summer, including appropriate vs inappropriate behavior, camp boundaries, expectations, etc.

**General Behavior Standards:** All campers must agree to the Summer Day Camp General Behavior Standards and sign a pledge prior to the first day of camp. Please review this with your children and return it to the recreation office or to camp on the first day.

**Items brought from home:** Any item brought from home is the responsibility of the camper and items such as toys, phones or electronics are discouraged. Children should not be playing on electronics during camp. Red Lion Recreation is not responsible for any item lost, stolen, or damaged during camp.

**Clothing:** Summer Day Camp will encompass outdoor games, arts & crafts, sports, etc., with that said please dress camper in appropriate, comfortable clothing that may get dirty. Sneakers are recommended for all campers to participate in running activities.

**Lunch and Snacks:** Lunch will be at approximately noon each day. Campers must bring their own lunch. Refrigeration is provided but no microwave access. No sharing or trading of food (except between siblings) will be allowed. A brief time will be given each morning for campers to eat a snack from their lunch. Snacks are not provided except for select special days.

**Reminders:** Campers are strongly encouraged to bring a filled **water bottle** daily. Labeling all water bottles before camp with the camper's name would be very helpful to ensure all campers stay hydrated all day. Water stations will be available for campers to refill bottles throughout the day.

**Sunscreen:** Summer Day camp staff/volunteers will not be permitted to apply any sunscreen to campers. If sunscreen is needed, campers must be able to apply it themselves. Siblings will be able to help each other, but will not be permitted to help non-sibling campers with the application of sunscreen. Sunscreen will be available on site.

## **Policies and Procedures**

**Drop-off/Pick-up:** You may pick up and drop off your child any time between 9am and 3pm. Daily drop-off will take place at the Red Lion Community Building. Be sure to check the schedule carefully to verify the pick-up location.

Each child must be signed in and out of camp **each day**. Parents/guardians are responsible for signing their name each time they drop-off/pick-up their child as well as listing the appropriate time they did so. This ensures that Day Campers are accounted for at all times and no one leaves the site at any time without notifying the staff.

**Attendance:** Those attending on a Daily/Weekly schedule **MUST** communicate (and provide payment for) the upcoming week's planned attendance by 3:00 on Friday of the current week.

**Authorized Personnel:** Parents/guardians will be notified immediately if an unauthorized individual tries to pick up any camper. If authorization changes need to be made, please email or call Tess Croy, Recreation Director, at [rrec@redlionpa.org](mailto:rrec@redlionpa.org) or (717) 244-3475.

**Emergency Contacts:** In case of an emergency, if a parent/guardian cannot be reached, the staff will contact the person listed as an emergency contact on the registration form. They will also contact the listed emergency contact if a parent/guardian has not picked up his/her child by 3:00pm and cannot be reached. If emergency contact information should change at any point after submitting the registration form, please notify the Recreation Director immediately.

**Medical Concerns:** Summer Day Camp staff are not responsible for administering any medications to any camper. If a camper must take medications, he/she must be able to administer it to himself/herself.

*Please Note:*

- *If your child has a fever, cough, headache, or is not feeling well- do not send them. They will not be permitted to enter.*
- *We may take temperature checks before children enter daily. Masks may or may not be required.*

**Allergies:** There will be one specific table for campers with **nut allergies**. All non-nut allergy camper lunch boxes must be inspected before sitting at this table.

**Campers will be sent home for the following reasons:**

- Temperature of 100 degrees or more
- Vomiting or diarrhea occurs
- Contagious infection (such as pink eye or strep throat)
- Severe stomach cramps or pain

If a child is sent home or is absent due to fever, please wait at least 24 hours after the fever has broken before returning to day camp. For contagious infections, the child must be on antibiotics for at least 24 hours and a doctor's note must be provided before returning to camp.

**Behavior Guidelines:** Suspension may be given to any camper that disobeys the Summer Day Camp Behavior Standards (must be signed by camper and parent prior to camp). All suspensions will result in a call to the child's parents and immediate removal of the child from the site. Camp staff and Recreation Director reserve the right to suspend or permanently remove campers at their discretion.

- **1-Day Suspension**
  - Repeated use of inappropriate language
  - Repeated disruptive behavior during organized activities
- **5-Day Suspension**
  - Fighting or dangerous actions, especially if directed toward another camper or staff member
  - Refusal to leave site following 1-day suspension
  - Intentional destruction of buildings, playground, pavilion or other camp property. This also includes other campers' belongings. Those involved will also be responsible for replacing damaged items or paying for the repairs before returning to camp.
- **Permanent Suspension**
  - Repeating, ongoing physical or verbal abuse directed toward another camper or staff member
  - Bringing or using any drugs, alcohol, weapons or other possessions deemed harmful by the staff. This includes tobacco products, firecrackers, lighters, matches, etc.

## **Other Information**

**Weekly Trips:** We will be walking to the high school pool, splash pad, library, and the bowling alley from time to time.

**Weekly Schedule:** At the end of each week take a copy of the upcoming week schedule. This will include where/when campers will be off site and also keep you updated on what's coming up. The schedule may also list items needed for camp including crafts, snacks, etc.

### **Meet Our Staff:**

#### **Tess Croy- Recreation Director**

As a Parks and Recreation Professional, Tess is committed to bringing communities together in a safe and fun environment. Tess continued her career in Parks and Recreation with Red Lion in April 2022. Summer Camp is one of her favorite parts of her job and she is looking forward to getting to know the Red Lion community.

#### **Frank LittleBear Burke- Camp Director**

Frank is a jack of all trades. His passion for community involvement goes far beyond Summer Camp. He is head of the local Boy Scouts and volunteers a tremendous amount of time to help the development of children and families in our community. Frank's extensive knowledge of Native American culture will allow fun, creativity, and education to come to light during Summer Camp.

*The Camp Director will be in charge of the day-to-day operations as the Recreation Director will often be off-site.*