***Red Lion Recreation Summer 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 15, 2020 – Friday, August 7, 2020

Camp Hours: Monday – Friday 9am – 3pm (No Camp Fri July 3rd)

**Registration Fees**

**Weekly**

Borough Residents - $60.00 (Additional Siblings – 40.00)

Non-Residents - $70.00 (Additional Siblings - $50.00)

**Daily**

Borough Residents - $14.00/Non-Residents - $17.00

Please make all checks payable to Red Lion Recreation.

**Please be prompt when picking up your child at the end of the day. Parents will be charged $2 per minute when they do not arrive on time to pick up their child. The charge also applies for drop-off prior to 9am. NO CHILD CARE PROVIDED BEFORE 9AM.**

**OUR STAFF**

**Recreation Director:** Meredith Yakelis is the Recreation Director for Red Lion Borough. She is a former teacher with 13 years of classroom experience. She also has coached youth teams in soccer and field hockey, and is a mom herself. You may contact her at any time with your thoughts and/or concerns at 244-3475 or email at [rlrec@redlionpa.org](mailto:rlrec@redlionpa.org).

**Staff:** Day Camp staff is selected each summer with your child’s safety and best interests in mind. All staff are required to have a basic criminal background check and child abuse clearance completed and on file. We will maintain a 1:12 staff-to-child ratio.

We have a camp coordinator who will be in charge of the day to day operations as the Recreation Director will often be off-site. This coordinator has been selected based on her experience, organizational abilities, and abilities to work with both children and parents.

We look forward to a fun summer working with the campers and their families! Please take the time to introduce yourself to the staff on the first day of camp.

**ATTENDANCE & SIGN-IN/SIGN-OUT POLICY**

You may pick-up and drop-off your child any time between 9am and 3pm. Please check the schedule carefully to verify where the campers will be at time of pick-up. Drop-off will always take place inside the Red Lion Community Building.

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 is leaving the site any time without notifying the staff.

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.

**EMERGENCY INFORMATION & MEDICATION**

**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 staff or rec director immediately so current information is always accessible.

**Medical Concerns:** Day Camp staff is not responsible for administering any medications to you child. If your child must take medications, he/she must be able to administer it to himself/herself.

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

* Temperature of 100 degrees or more
* Continued vomiting or diarrhea
* 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 a fever, please wait at least 24 hours after 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.

**BASIC INFORMATION**

**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. Red Lion Recreation is not responsible for any item lost or stolen during camp.

**Clothing:** Day Camp will involve lots of outdoor games, arts & crafts, sports, etc. Please dress your child in appropriate, comfortable clothing that may get dirty. Also, sneakers are recommended for all campers to participate in running activities.

**Weekly Schedule:** At the end of each week please be sure to take a copy of the following week’s 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.

**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**. Snack is not provided except for select special days or when parents sign up to provide it for all campers. Please see camp staff during the first week to sign up to contribute a snack/drink for approximately 20 – 30 (numbers vary day to day).

**DAY CAMP BEHAVIOR**

**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 building, playground, pavilion or other camp property. This also includes other camper’s 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.

**WEEKLY EVENTS**

**Weekly Trips:** Unfortunately, the pool will be unavailable this summer. We will be walking to the splash pad, the library, and the bowling alley from time to time. Bowling fees are not included in the weekly cost. We MAY take a field trip or two off site this year that will also have an additional cost but you will be informed ahead of time.