



# 2025 Summer Camp Policies and Procedures

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## **Participant Registration**

Each participant will need submit the required registration packet on file before they are allowed to be signed into day camp. The packet shall have been completed satisfactorily and signed by a parent/legal guardian of the participant.

A new registration packet will have to be completed and turned in for every child before they begin each season of camp.

A \$25 service fee will be required upon receipt of the registration packet for the camp season.

## **Fees and Payment**

Camp Fees are \$150 per week. Weeks shortened due to holidays are \$120 per week. Families with more than one child will receive a \$5 discount for the additional child. This means that if a family has multiple children in summer camp: they will be charged \$150 for the first child, \$145 for the second child, \$140 for the third child, etc.

All payments must be made at the front desk. Camp staff are not allowed under any circumstances to accept payment for camp.

Camp fees must be paid before a child can be signed into camp. Proof of payment will be required before a child is allowed to be signed in.

## **Drop-Off**

All campers must be accompanied by an adult at drop-off. Children may not walk in on their own or sign themselves in. The time of arrival must be listed on the check-in sheet.

If the child's name is not on the check-in list, the parent/legal guardian will need to visit the front desk.

## **Pick-Up**

All campers may only be signed out by an approved person in the participant's registration packet. Any changes to this list must be done in writing, by the parent/legal guardian of the child-NO EXCEPTIONS. Anyone signing out a child must provide a picture ID and be verified by camp staff before being allowed to leave with a child. **No child is to be released to anyone not listed as an approved person.** The time of the child leaving must be listed when being signed out.

**FAILURE TO ABIDE BY THE SIGN-OUT PROCEDURE WILL RESULT IN AN AUTOMATIC WITHDRAWAL OF THE CAMPER. NO REFUNDS WILL BE ISSUED. THE POLICE WILL BE CALLED IF NO STAFF MEMBER RECOGNIZES THE PARENT/GUARDIAN FROM PREVIOUS PICKUP.**

On field trip days, all participants must be signed in by 8:30 am. Children will not be allowed to be signed in or out between the beginning (once bus is loaded) and conclusion (once bus has arrived back at REC Center) of any field trip. The only exception is the parent/legal guardian

meets at the site of the field trip. There will not be an alternate activity provided for children not wishing to participate. **NO FIELD TRIP, NO CAMP.**

### **Early Drop-Off/Late Pick-Up Policy**

Camp runs 7:00 am – 6:00 pm on scheduled days. Children may not be signed in before 7:00 am. If campers arrive before 7:00 am, their parent/guardian must wait with them until camp opens at 7:00 am. Parents/guardians needing an earlier drop-off should arrange early drop-off with the Camp Director. The earliest drop-off time possible is 5:00 am. Early drop-off incurs a fee of \$10 per day.

Children must be signed out by 6:00 pm. A 30-minute grace period will be in place. After 6:30 pm, late fees will begin to accumulate at the rate of \$5 for 1-9 minutes late, \$10 for 10-19 minutes late, \$15 for 20-29 minutes late, and will continue to increase accordingly. Fees must be paid before the child is signed out. Parents must call the front desk by 6:00 pm if they will be late picking up their child. If we have not received notification from a parent of a late pick-up, we will begin calling parents at 6:30 pm. Repeated disregard for this rule may result in termination of camp privileges. Any child not picked up by 7:30 pm will be considered abandonment and the police will be called to take the child into custody.

## **Lunch and Snack Policy**

Participants will need to bring lunch every day to camp. Lunches will need to be labeled clearly with the child's name. Glass containers of any kind are not allowed. Lunches that require cooking cannot be accommodated. Lunches that do not require heating are strongly encouraged to ensure that all children have an adequate time period in which to eat their lunch. In the event that we are able to participate in a locally approved lunch program, parents will be notified in writing of the specifics.

CPSA will provide one AM snack daily. **Parents/guardians may provide an additional PM snack.**

If a field trip will extend through lunch time, participants will need to bring a picnic lunch that will not require refrigeration or heating.

It is the responsibility of the parent/guardian to inform the Camp Director of any new food allergies that their child may have after initial registration.

## **Lost and Found Policy**

All belongings should be clearly labeled with the participant's name. All unclaimed articles will be kept in our lost and found area, accessible to parents at any time. All unclaimed articles will be disposed of at the end of each camp. While we do all we can to ensure participants keep up with their belongings, we are ultimately not responsible for any lost or stolen items.

## **Sanitation, Disinfection, and Maintenance Policy**

Toys, supplies, and surfaces will be sanitized daily. Staff and participants will wash their hands frequently, including after using the restroom, before and after handling food, and after playing outside.

Latex gloves will be worn if handling bodily fluids. In the event of a child soiling their clothes; the parent/legal guardian will be contacted immediately to provide a change of clothes or sign the camper out. Temporary clothing may be issued to the child if available. Soiled clothes will remain in the onsite laundry room until the parent/guardian arrives.

## **Sick Child Policy**

Children must be of good health to be signed into and remain at camp. If a child exhibits severe coughing, breathing trouble, yellowish skin or eyes, signs of pinkeye, unusual spots or rashes, infected skin patches, signs of lice or scabies (frequent scratching of scalp, knit or eggs, etc), feverish appearance, COVID-19 symptoms, or any other sign of illness, they will not be allowed to remain in camp. The camper must be fever-free for 24 hours before returning to camp.

If a child becomes ill during camp, the parent/guardian will be contacted by the Camp Director or someone appointed by the Camp Director. If there is risk of contagion or if the child requires a level of care that compromises the care/supervision of other children they will be excluded from the group until the parent/guardian arrives to pick them up.

It is the responsibility of the parent/guardian to notify the camp director of a positive COVID-19 test for their child. Other parents/guardians will be notified about a positive COVID-19 test while maintaining the child's anonymity.

## **Medicine Policy**

If a child requires medicine during camp hours, written permission from the parent/legal guardian is required, authorizing camp staff to administer any type of medication. See the camp director for the appropriate forms. Also, the first dose of the medicine must be given at home so parents/guardians can observe their child to make sure the child does not have an adverse reaction to the medicine. All prescription medications must be in the original container, with the child's name and dosage on the label. No over-the-counter medicine will be administered. All medicine must be administered by the Camp Director or Lead Camp Counselor. All medication administered will be recorded on the appropriate camp form. Medicine will be kept in a locked container, and returned to the parent at the end of each day. The parent/guardian is responsible for notifying the Camp Director of any changes.

## Field Trip Policy

All children must be signed in by 8:30 am on field trip days. Every child will be issued a camp T-shirt with CPSA's logo on it. **The T-shirts must be returned before signing the child out.**

Campers will need to have a picnic lunch that does not require heating or refrigeration.

No child may be signed into or out of camp from the time that the bus is ready to leave CPSA headquarters until the conclusion of the field trip (bus is unloaded back at the CPSA headquarters). The only exception is if the parent meets at the field trip site.

Please note that the registration packet includes a general field trip consent form that grants every camper permission to attend all field trips from the parent/legal guardian. **Every child present on the day of the field trip must participate.** No staff member will be left at CPSA Headquarters to supervise children. If a child does not wish to participate in the field trip, they will not be allowed to attend camp that day. Parents/guardians will still be charged the full weekly rate.

Children must be of good health to attend the field trip. If a child is showing any sign of illness prior to field trip departure, **they will not be allowed to attend the field trip.** Parents/guardians will need to make arrangements to retrieve the child from camp that day. Parents/guardians will still be charged the full weekly rate but will be refunded the field trip fee.

**Parents/guardians must submit a \$15 field trip fee for out-of-county field trips to help cover admission and transportation costs.** If no payment is submitted on behalf of the camper, the child will not be permitted to attend the field trip, and they should not attend camp that day. Parents/guardians will still be charged the full weekly rate.

Parents will be notified at least one week in advance of an upcoming field trip via the **GroupMe** **app.**

### **Transportation Policy**

Campers will be transported in a Camden County school bus for field trips. Campers are expected to abide by camp rules, and any rules/commands given by the school bus driver. Disregard to these rules may result in field trip privileges being immediately revoked.

### **Incidents of Weapons or Drugs**

If at any time staff discovers weapons or drugs of any kind, parents/guardians will be called immediately. Parents/guardians must make arrangements to have the system situation rectified immediately as deemed appropriate by management.

## **Lost Child Procedure Policy**

All children must be under the supervision of a camp counselor at all times. Unless using the restroom, children must remain within the line of sight of a counselor at all times----and then a counselor must keep the restroom access in his/her line of sight while the participant is using the restroom. All counselors will be expected to do a head count of their assigned group before and after any movement of the group, and regularly throughout their shift. Before field trips, staff will be assigned a group of participants and will be made aware of any children who have trouble staying with a group. Head counts will be made repeatedly and frequently during field trips.

If for any reason a child is thought to be missing, the following procedures must be followed:

First, the missing child must be identified. A head count will be performed, and the missing child will be identified.

One counselor will wait with the group while the other checks immediate location for the missing child. Camp director must be notified immediately.

If a child is not found in the immediate area, camp activities will stop, head counts of all groups will be performed, and all children will be brought together until the child is found. Once all camp children are together, the Camp Director will assign counselors to search for the child.

If child is not located after 15 minutes, authorities will be notified, and parent will be called.

Assigned persons will continue to look for the child, and check in every 10 minutes.

## **Inclement Weather Policy**

Fire and tornado drills will be performed monthly during each session of camp. In the event of a fire, participants will exit the building at the nearest specified emergency exit and proceed to the track for a headcount. The Camp Director or his/her designee will be responsible for taking the camp roster, contact information for the participants, and first aid kit with the group. If the building cannot be safely re-entered in a reasonable amount of time, parents will be notified at the earliest opportunity of the situation and asked to pick up their children.

In the event of a tornado, counselors will quickly relocate participants to the hallway adjacent to the pool exit and everyone will assume the proper "tuck and cover" position until the all clear is given. The Camp Director or his/her designee will be responsible for taking the camp roster, contact information for the participants, and first aid kit with the group. If the building cannot be safely re-entered in a reasonable amount of time, parents will be notified at the earliest opportunity of the situation and asked to pick up their children.

In the event of impending severe weather due to a hurricane or other extreme weather conditions, camp may be canceled until the proper authorities have deemed it safe to return to the area.

## **Child Abuse Policy**

As child care providers, all staff are MANDATED REPORTERS--- meaning that we are required by law to report reasonable suspicion of child abuse to the local authorities. Any suspected incident of child abuse, neglect, or deprivation shall be reported to the local DEFACS office.

Whenever there is reasonable cause to believe that a child has been emotionally, physically, or sexually injured, it is the staff's responsibility to report it to the Camp Director and the proper agency.

## **Personal Belongings**

All personal belongings including, but not limited to, clothes, lunches, book bags, towels, sunscreen, water bottles, or anything brought from home should be clearly labeled with the participant's name. Each camper will be responsible for keeping with his/her own property.

**Bringing anything but the necessities for camp is prohibited.** The Camden County PSA and Day Camp staff are not responsible for items that may become lost, stolen, or broken. **Personal toys should be kept at home.**

**Any type of electronic device is strictly prohibited. This includes but is not limited to cell phones, smart watches, game systems, iPods, personal music players, computers, tablets, e-readers, etc.**

There will be a lost and found maintained for the camp. Parents will be allowed to search for any misplaced item. All items unclaimed at the end of camp will be disposed of.

## **Clothing Policy**

Campers should wear comfortable, cool, appropriate clothing. Comfortable, supportive shoes are strongly recommended, as we are very active.

## **Swimming Policy**

The campers will swim every day (weather permitting). **Swimming will begin on Day 1 of camp**

**(weather permitting)**. Participants will need to bring a swimsuit, towel, and sunscreen daily.

They may also bring flip-flops or water shoes. The only flotation that may be used is a life jacket. Arm “floaties”, floats, and other floating aids are not allowed. All personal belongings must be labeled with the participant’s name.

Children should be able to apply sunscreen on themselves. We will set aside time for sunscreen and supervise application of sunscreen at the beginning of pool time and one hour into our pool time every day. Participants must have and use their own sunscreen.

Participants must take and pass a swim test (administered by a certified lifeguard) to be allowed out of the shallow end of the pool. There are two parts to the swim test: swimming one pool length without touching the bottom or sides of the pool will enable the participant to swim in the middle section of the pool, and tread water for one minute (after completing the first step) will enable the participant to jump off the diving board. Participants will be allowed to re-take tests on a weekly basis at the start of pool time.

## **Child Discipline Policy**

Camp participants are expected to be respectful of themselves, other participants, and their surroundings at all times. Participants are expected to follow camp counselor directions. Placing hands or other body parts on another participant, defacing camp property, willfully disobeying a camp counselor or established camp rule, and disrespectful behavior towards participants and adults in the program cannot and will not be tolerated.

For minor infractions, participants will be reminded of the rules and asked to follow them. We will also make an effort to redirect the child. If the behavior continues, then an age-appropriate “time-out” will be used. Counselors may also find it appropriate to take away camp privileges if the above steps do not result in the problem being corrected; subject to the approval of the Camp Director. If disruptive behavior continues, the participant will have a record of the infraction placed in his/her file. Parents will be notified at the time of pick-up, and given a copy of the write-up. Three write-ups within a year can result in the termination of camp privileges.

For more severe infractions or consistent disregard for the rules, parents will be called immediately. For instances where the actions of a participant are deemed to be harmful to themselves or other campers, the participant may be suspended for a period of time or terminated from the program. This includes but is not limited to **profanity, racial/homophobic slurs, bullying, and violence.**

**THE CAMP DIRECTOR HAS THE RIGHT TO REMOVE A PARTICIPANT AT ANY TIME. No refund will be issued for suspension or withdrawal.**

## **Children with Disabilities Policy**

Please be advised that CPSA Summer Camp staff are not specifically trained to provide specialized support for children with disabilities. To ensure the best experience for all campers, participants must be fully potty-trained before enrolling in the program. At this time, CPSA is unable to accommodate children with significant disabilities, including but not limited to deafness, blindness, down syndrome, physical paralysis, cerebral palsy, amputation, epilepsy, or Tourette syndrome.

## **Role of the Parent/Guardian in Day Camp**

A close working relationship between staff and parents is the basis for an effective program.

The parent's responsibility in establishing this relationship includes:

- Thorough completion of registration and supplemental information forms
- Informing staff of any special needs the child may have (allergies, likes and dislikes)
- Understanding transportation policies
- Parent/guardian signing in and signing out their child every day
- Picking up child on time. Making arrangements for a sick child to be picked up
- Making sure child is dressed weather-appropriate
- Participating in special activities
- Talking with staff regarding concerns
- Encouraging child to talk about experiences in the program

**Standard Daily Schedule** (Days with field trips or special activities will vary from this schedule)

7:00 AM	Camp Opens, Sign in begins
7:00 AM - 9:00 AM	Free Time (Community Room/Gym)
9:00 AM - 10:00 AM	Activity
10:00 AM – 10:30 AM	Wash Hands, Snacks
10:30 AM – 12:00 PM	Wash Hands, Activity
12:00 PM – 1:00 PM	Lunch
1:00 PM – 4:00 PM	Free Time (Community Room, Gym, Pool)
4:00 PM – 6:00 PM	Transition to indoor activities only, PM snack, prep for sign-outs,
6:00 PM	Camp Closes