



Summer Camps at
College Settlement

2023

Overnight & Day Camp Parent and Legal Guardian Handbook

Parents & Guardians:
**PLEASE READ THIS
HANDBOOK
THOROUGHLY**

Your signature on the Camper Registration indicates that you have read and will comply with the Camper Code of Conduct and all other procedures contained in this Handbook

Revised: January 2023

Table of Contents

Click on Section Headings to Navigate

2023 Communicable Illness Guidelines	5
Covid Vaccination Requirements.....	5
Vision Statement	6
Mission Statement	6
Core Values and Intended Outcomes of Our Camp Program.....	6
Day Camp Program	7
Daily Packing List.....	7
Sample Daily Schedule.....	7
Meals.....	7
Personal Property.....	7
Day Camp Cell Phone Policy.....	8
Transportation To & From Day Camp.....	8
1. Bus Transportation.....	8
2. Car Transportation.....	9
Camp Bus Conduct.....	11
Day Camp Attendance Policy.....	13
Late Campers	13
Early Pickups	13
Absent Campers	13
Cabins & Villages.....	14
Overnight Camp Program	14
Sample Daily Schedule.....	14
Teen Adventure Program (TAP).....	14
Packing for Overnight Camp.....	16
Recommended Packing List for Overnight Camp.....	16
Recommended Packing List for Teen Adventure.....	17
Camper Laundry & Personal Property.....	17
Bedding & Bedwetting.....	18
Packing Medication.....	18
Communicating With Your Child.....	18
Care Packages.....	19
Phone Calls.....	19
Homesickness.....	19
Transportation To & From Overnight Camp.....	21

1. Northeast Philadelphia Camp Bus.....	21
2. Car Transportation	21
Registering for Camp	22
Camper Registration	23
Lunch Letter	23
Mandatory Medical Forms.....	24
Camper Profile Form.....	24
Registration Deposit.....	24
Payment & Paperwork Deadlines	25
Refund & Cancellation Policy.....	25
Health & Wellness at Camp.....	26
Special Needs or Adaptations.....	26
Agency Caseworkers, Wrap-Arounds & TSS Workers.....	26
Illness or Injury at Camp.....	26
Medication at Camp	27
Camper Medical Bills.....	28
Environmental Conditions	28
Tick Bites.....	29
Behavior Management at Camp	30
Camper Dismissals.....	30
Camper Code of Conduct.....	30
Additional Information.....	32
Visiting Camp.....	32
Camp Publications.....	32
Photographs & Camper Updates.....	32
Activities at Camp	32

2023 Communicable Illness Guidelines

Here at College Settlement, the safety and health of campers and staff is always our highest priority. If a camper becomes ill with symptoms of **any communicable disease or illness** while at Camp, the Camp Nurse will send them to the quarantine area. Parents and/or Emergency Contacts will be contacted and asked to pick up their child(ren) within 2 hours of the call.

Additionally, **all vaccines required to attend Pennsylvania public schools are mandatory to attend our programs.** These guidelines are listed below.

All Grades	Doses	Notes
Tetanus, diphtheria, pertussis (DTP/Dtap/DT/Td, or Tdap)	4 *	1 dose on or after age 4 years
Polio (OPV/IPV)	4 **	4 th dose on or after age 4 years; at least 6 months after previous dose
Measles, mumps, rubella (MMR/MMRV)	2	On or after age 1 year
Hepatitis B (HBV)	3	
Chickenpox (Varicella/MMRV)	2 ***	On or after age 1 year
Covid-19 Vaccine <i>Mandatory for Overnight Camp Highly Recommended for Day Camp</i>	2	Ages 7 and up
By 7th grade	Doses	Notes
Meningococcal conjugate vaccine (MCV4)	1	On or after age 2 years
Tetanus, diphtheria, pertussis (Tdap)	1	On or after age 7 years
By 12th grade	Doses	Notes
Meningococcal conjugate vaccine (MCV4)	2	If 1 st dose given at age 16 years or older, only 1 dose is needed to enter 12 th grade
*	<i>Only 3 doses of Td-containing vaccine are necessary if series started on or after age 7 yrs and at least one dose is Tdap</i>	
**	<i>A 4th dose is not necessary if 3rd dose was given at age 4 years or older and at least 6 months after the previous dose</i>	
***	<i>Or documentation of immunity by lab test or written statement from parent, guardian, or physician</i>	

Covid Vaccination Requirements

Our 2023 Covid vaccination policies differ for Day and Overnight Camp. These policies are subject to change based on a significant rise in cases or updated CDC guidelines.

Overnight Camp

All campers attending Overnight Camp **must be vaccinated against Covid-19.** We require **ALL** Overnight campers to have received two initial doses. Boosters are highly recommended, but not required. If your child's Covid vaccinations are not listed on their Immunization History, you must submit their Covid Vaccination Card.

Day Camp

It is **highly recommended** that all campers be vaccinated against Covid-19. However, Covid vaccinations are not required to attend Day Camp. Any unvaccinated camper who displays Covid symptoms will be sent home.

*If your child tests positive for Covid-19 and is unvaccinated, they will be sent home to quarantine for 10 days. If your child tests positive and is vaccinated, the quarantine length is 5 days. Staying home when sick is one of the most effective ways to minimize the risk of transmission of communicable diseases and health conditions. If your child feels unwell or has a fever, **DO NOT** send them to Camp.*

Vision Statement

Shaping the lives of young people by instilling respect for self, others, and our natural world.

Mission Statement

Our mission is to deliver a unique Camp experience to young people concentrated in the greater Philadelphia area, without regard to economic circumstances. Our programs foster personal growth and provide a safe, affordable, and nurturing place for young people to enjoy the outdoors while learning about themselves, others, and the environment.

Core Values and Intended Outcomes of Our Camp Program

Supportive, Safe, and Healthy Environment

- We provide a secure living, learning, and recreational environment, both physically and emotionally.
- We promote an environment where fun thrives, and young people feel the confidence to take risks, feel challenged, and are excited by new experiences.
- We provide opportunities to practice a healthy lifestyle through exercise and thoughtful food choices.

Sense of Community

- We foster an environment of belonging and collaboration, where everyone feels that they matter.
- We are proud of our long heritage of providing memorable Camp experiences and the life-long and multi-generational connection that our campers have with us. We place great importance on the preservation of our culture and the sustainability of our organization.
- We believe that our impact extends beyond the boundaries of our property limits. We maintain good relations with our neighbors in Horsham, the institutions we partner with, and the families we serve.

Respect and Diversity

- We embrace the uniqueness and worth of every individual and view our collective diversity as a strength.
- We believe that to respect others and the world; young people must first respect themselves. We foster social and emotional growth by promoting positive self-esteem, empathy, and resiliency.
- We believe that exposure to other perspectives, communities, and cultures, both from around the greater Philadelphia area and across the globe, promotes a broader worldview and a community of respect and tolerance.

Equity and Affordability

- We provide high-quality programs at reasonable price points and offer financial assistance for young people who otherwise would not be able to afford such an experience.
- We work with families to ensure that no child is turned away because of inability to pay, and we especially seek out families with children who otherwise would not have those outdoor experiences due to economic circumstances.

Connection to the Natural Environment

- We provide opportunities for young people to connect with the power, joy, and beauty of the natural world.
- We believe that it is vital to preserve our Camp's natural environment and to foster a positive and lasting environmental ethic.

Day Camp Program

Day Camp will run four 2-week sessions that run Monday - Friday for the Summer 2023 season. Campers can attend two 2-week sessions of Day Camp, for a total of four weeks in the program. For more information regarding session dates and Combination Sessions, please review the **2023 Cover Letter** linked in the **Camper Registration**.

Sample Daily Schedule

7:45 - 8:15	Camper Bus Pickup
7:45 - 8:45	Car Drop-Off at Camp
8:30 - 9:00	Buses Arrive & Breakfast Served
9:00 - 12:00	Morning Activities & Swim
12:15 - 1:30	Lunch
1:30 - 4:00	Afternoon Activities & Swim
4:00 - 4:15	Snack & Buses Depart
4:15 - 5:30	Camper Car Pickup

Meals

Each day, campers at Day Camp are served breakfast, lunch, and a snack. If your child has any special dietary restrictions, please notify the Camp Office in writing at least three weeks before your child's first day of Camp. We will do our best to accommodate dietary restrictions, but Parents / Guardians may be asked to send in packed lunches for any severe food restrictions.

Personal Property

Please make sure all of your camper's belongings are clearly marked with their first and last name. The care of clothing and equipment brought to Camp is the concern and responsibility of the camper. We are unable to replace or pay for property lost or left at Camp. The Camp cannot be responsible for lost or stolen articles. Please leave **ALL** valuables at home. We try to manage lost and found items continually throughout the summer season, but it is a challenge! If you discover your child is missing something upon their return home, please notify the Camp Office as soon as possible. After the summer Camp season, we donate unclaimed items to charity.

While at Camp, your child will have the opportunity to participate in a variety of activities! Traditional camp activities, like swimming, boating, fishing, climbing, biking, arts & crafts, campfires and more! Environmental activities, like creek crawls, nature hikes, visiting our animals at the Environmental Center, or taking a trip to the Pennypack Farm & Education Center! Or sporting activities, like gaga, kickball, basketball, soccer... there's so much for your camper to do!

Daily Packing List

We recommend that parents apply sunscreen to their campers before Camp each day, and that campers always bring lip balm and sunscreen.

Campers Should Bring...

- o A Backpack or Drawstring Bag
- o Swimsuit and Goggles
- o Towel
- o Reusable Water Bottle

VERY IMPORTANT: Campers must wear closed toed shoes, preferably sneakers, to Camp each day. Campers wearing unsuitable footwear, such as flip-flops or slides, will be unable to participate in certain activities at Camp. This rule exists for the campers' safety.

Campers Should NOT Bring...

- o Money
- o Electronic Devices
- o Aerosol Insect Repellent or Sunscreen
- o Expensive Jewelry or Accessories
- o Over-the-Counter Medications
- o Tobacco / Vape Products
- o Alcohol
- o Knives
- o Felt-tip Markers or Pens
- o Inappropriate Clothing
- o Pets

Day Camp Cell Phone Policy

There is a strict No Cell Phone Policy at Camp. However, we realize that in some cases, Day Campers must bring their phones to Camp so they can contact their Parent or Guardian before arrival or after dismissal. To protect camper property and decrease the chance that phones will be damaged or lost, as well as to prevent campers from using their cell phones during the Camp day when they should be enjoying the outdoors, we have implemented a Phone Check In / Check-Out procedure. Campers will check their phones in to a staff member at the very beginning of the day, and check them back out at the completion of the day. Camper phones are stored in a locked cabinet in the Day Camp Office.

Transportation To & From Day Camp

You have two transportation options when registering for Day Camp. You can drive your child to and from Day Camp each day, or they can take one of the buses provided by Camp.

1. Bus Transportation

- Different bus stops are available depending on which Day Camp session you choose, so please review your options carefully. Once your child is enrolled, they are not permitted to change buses or stops at any time. The selected mode of transportation must be the same for their arrival and departure. These policies are in place to ensure the campers' safety.
- Transportation will only be provided to the stops listed below. These stops / routes are contingent upon camper enrollment and are therefore subject to change. We will notify Parents & Guardians if this occurs.

• Bus Stop Information for Day Camp Sessions 1 & 2

- Day Camp Session 1: Monday, June 19 - Friday, June 30
- Day Camp Session 2: Monday, July 3 - Friday, July 14

Bus Transportation for Sessions 1 & 2				
STOP	LOCATION	STREET ADDRESS	PICKUP LOCATION	PICKUP TIME
Bus 1: Stop A	Alexander McClure School	600 W. Hunting Park Ave Philadelphia, PA 19140	Corner of W. Hunting Park Ave and N. Marshall St	7:55 AM (Estimated)
Bus 1: Stop B	Samuel Pennypacker School	1858 E. Washington Lane, Philadelphia, PA 19138	Corner of Thouron Ave and E. Washington Lane	8:10 AM (Estimated)
Bus 2: Stop A	Solis-Cohen School	7001 Horrocks Street, Philadelphia, PA 19149	Corner of Horrocks Street and Tyson Avenue	7:55 AM (Estimated)

• Bus Stop Information for Day Camp Sessions 3 & 4

- Day Camp Session 3: Monday, July 17 - Friday, July 28
- Day Camp Session 4: Monday, July 31 - Friday, August 11

Bus Transportation for Sessions 3 & 4				
STOP	LOCATION	STREET ADDRESS	PICKUP LOCATION	PICKUP TIME
Bus 1: Stop A	Thomas Finletter School	6100 N. Front Street Philadelphia, PA 19120	Corner of N. Front Street and Godfrey Avenue	7:55 AM (Estimated)
Bus 1: Stop B	Samuel Pennypacker School	1858 E. Washington Lane Philadelphia, PA 19138	Corner of Thouron Avenue and E. Washington Lane	8:10 AM (Estimated)
Bus 2: Stop A	Visitation School	300 E. Lehigh Ave Philadelphia, PA 19125	Corner of E. Lehigh and B Street	7:45 AM (Estimated)

- Buses will arrive at your selected stop each morning between 7:45 and 8:10 AM, depending on traffic. See the above chart for approximate times. Please be on time getting to the bus stop each morning! Otherwise, the bus may leave without your child.
- Buses will depart from Day Camp between 4:00 and 4:15 PM each day. The bus will arrive at your assigned stop between 4:50 and 5:30 PM each evening, depending on traffic and the stop's distance from Camp. **Please be on time to meet your child at their stop! The Camp's responsibility for campers ends when they step off the bus.**
- Good behavior is expected of all Campers while riding the bus. For more information on this, please review the **Camp Bus Conduct Rules** and **Camper Code of Conduct**, located in the Parent Handbook.
- **There will be an Early Dismissal from Day Camp at 2:00 PM on the last day of each session.** Please be ready to pick up your child from the bus stop by 3:00 PM. More information will be provided by the Day Camp Director once Camp is in session.

2. Car Transportation

- **Please be patient with Camp staff when dropping off or picking up your child!** It is important that you arrive with enough time to spare for staff to complete all required procedures.
- Car Drop-Off each morning is between 7:45 and 8:45 AM, and Pickup from Camp is between 4:15 and 5:30 PM.
- Staff is unable to check in campers before 7:45 AM.
- **Please be on time when dropping off or picking up your child!** Late drop-offs / pickups can disrupt the daily schedule, and multiple instances of tardiness may result in your child being dismissed from Camp.

- Early pickups from Camp must be discussed beforehand with the Camp Director. If you need to pick up your child early on short notice due to an emergency, please contact the Camp Office at least 30 minutes prior before pickup.
- **Parents & Guardians must fill out a Drop-Off / Pickup Authorization form when registering for Camp. This form is required, and campers' mode of transportation must be the same for Drop-Off and Pickup. Campers can only be released to adults listed on the Authorization Form.**

• **Camper Drop-Off Instructions**

- In the morning, enter at the main Day Camp Entrance / GPS Address: 544 Witmer Rd
- Camp staff will direct you. Please be patient—camper safety is our top priority!
- Please wait in the Car Line, as Camper Check-In will occur in the order of arrival. To ensure that we account for all campers, staff will check in ONE camper at a time.
- Keep all campers in your car until a staff member asks your child to safely exit the vehicle. Drivers and other passengers must remain in the vehicle during Drop-Off.
- Once your child is dropped off, please proceed to the exit.
- Smoking and talking on cell phones are prohibited while driving on Camp property.
- Camp Buses have the right of way! **DO NOT PARK NEAR THE BUS DROP-OFF AREA.**

• **Camper Pickup Instructions**

- Campers will be brought to the Pickup / Drop-Off Loop at 4:15 PM.
- Once a Camp staff member has confirmed that you are listed on the Drop-Off / Pickup Authorization Form, your child will be released to your car.
- Please do not leave your car! A staff member will be there to assist your child with their belongings.

Camp Bus Conduct

Riding the Camp Bus is a privilege, and all safety rules and guidelines must be followed. The Camp Bus driver is responsible for driving the bus safely in accordance with all the rules and regulations established by state and local authorities. Their full attention must be devoted to the operation of the vehicle and the observation of traffic conditions.

To maintain order and ensure the safety of all campers riding the Camp Bus, the following rules must be observed

1. Parents **MUST** wait at the bus stop until the bus arrives. There are no Camp staff members present at the bus stop before the bus arrives or after it departs.
2. While waiting for buses at assigned stops, campers must not play games on the street, enter onto private property, or misbehave in any manner. Campers must remain on the sidewalk until the vehicle arrives.
3. Campers must never chase the bus. Buses will not stop to pick up late campers.
4. Campers must wait for the bus to come to a full stop before attempting to get on the bus or before getting up from the seat to get off the bus.
5. Campers must sit with their backs against the seat at all times.
6. Campers are not to put hands, arms, legs, or any part of the body out of the windows, or tamper with the bus or any of its equipment.
7. Campers may get out of their seats only after the bus has come to a complete stop.
8. Food and drink are not permitted on the bus.
9. Only registered campers and Camp staff are permitted to ride the bus.
10. Campers will not be authorized to get off at any stop other than their assigned stop.
11. Nothing is to be thrown out of bus windows.
12. The Camp bus driver and bus counselors are in full charge of the campers while they are riding the bus.
13. Bus drivers, campers, or other passengers are not permitted the use of alcoholic beverages, tobacco/vape products, or drugs in any form, while on the Camp bus.
14. Bus counselors shall not allow items of any type to be placed in aisles or areas near the entrance door. Any item of this nature must be held on the camper's lap in a manner that will not endanger the safety of other people.
15. These rules will be strictly enforced. In the event of misbehavior on a Camp bus, drivers are to report incidents immediately to the Assistant Camp Director or their designee for action.

16. Campers are returned to the same bus stop in the afternoon. Please be on time to meet your child. The Camp's responsibility for campers ends with the return of your child to their bus stop.
17. Campers must adhere to the Camp Cell Phone Policy when riding the bus.

OUR STAFF ARE NOT RESPONSIBLE FOR SUPERVISING CHILDREN AT THE BUS STOP. PLEASE DO NOT PUT US IN A SITUATION WHERE WE MUST LEAVE YOUR CHILD UNSUPERVISED AT THE BUS STOP.

IF YOU KNOW YOU ARE GOING TO BE LATE TO PICK UP YOUR CHILD, YOU MUST CONTACT THE CAMP OFFICE AS SOON AS POSSIBLE. REPEATED LATE PICK-UP MAY RESULT IN YOUR CHILD LOSING THEIR BUS TRANSPORTATION.

Day Camp Attendance Policy

Camp programs run rain or shine. Many fun-filled activities are planned for rainy days. We ask that campers come prepared every day with appropriate gear! On extremely hot days, campers are consistently encouraged to stay hydrated, and more water-based activities are held. We will provide additional mask breaks during these hot days. During severe weather, our staff members are trained in Emergency Procedures.

Late Campers

- If you will be dropping your child off later than 9:15 AM, please call the Camp Office as soon as possible.
- If leaving a voicemail, include your child's full name, group, and what time they will be arriving at Camp.

Early Pickups

- We ask that you look at your child's schedule and try to plan ahead for any early pickups. Please give us at least a 24-hour notice, either by email or by calling the Camp Office.
- Please call the Camp office at least one hour before an early pickup, even one you scheduled ahead of time. Due to the size of our property, it can take some time for us to get your child back from their activities and prepared to leave when you arrive.

Absent Campers

- It is never too early to inform us of a planned absence, even before the start of the Camp season!
- Please notify the Camp Office as soon as you know that your child is going to be absent.
- For planned absences, please email the Camp Office at least 24 hours in advance.
- For short-notice absences, please email or call the Camp Office before 7:00 AM. Emails or voicemails should include your child's full name, group, and when they will be returning to Camp.
- Our Attendance Policy is designed to help limit any potential communicable illness spread as much as possible. Therefore, if your child is not feeling well, **DO NOT SEND THEM TO CAMP.**

Please notify the Camp Office if your child tests positive for Covid-19 so that we can follow our safety protocols for campers and staff

Overnight Camp Program

Overnight Camp will run two 5-day sessions and three 12-day sessions for the Summer 2023 season. Campers can attend one session only of Overnight Camp. For more information regarding session dates and Combination Sessions, please review the **2023 Cover Letter** linked in the **Camper Registration**.

Sample Daily Schedule

7:30 - 7:50	Wake Up & Get Ready
8:00 - 8:50	Breakfast / Free Time
9:00 - 12:00	Morning Activities
12:00 - 1:00	Instructional Swim
1:00 - 1:50	Lunch / Free Time
2:00 - 3:00	Siesta
3:00 - 5:00	Afternoon Activities
5:00 - 6:00	Free Swim
6:00 - 6:50	Dinner / Free Time
7:00 - 8:00	Evening Activity
8:15 - 9:00	Snacks & Showers
9:00 - 9:30	Bedtime / Lights Out

While at Camp, your child will have the opportunity to participate in a variety of activities! Traditional camp activities, like swimming, boating, fishing, climbing, biking, arts & crafts, campfires and more! Environmental activities, like creek crawls, nature hikes, visiting our animals at the Environmental Center, or taking a trip to the Pennypack Farm & Education Center! Or sporting activities, like gaga, kickball, basketball, soccer... there's so much for your camper to do!

Cabins & Villages

Overnight campers are divided in groups according to age and gender. Girls aged 10-12 live in **Girls Village** cabins, while boys 10-12 spend their time in **Boys Village**. Campers ages 8-9 stay in **Tween Creeks** cabins, which are divided by gender within the Village. Teen Adventure campers are in their own groups within **Girls** and **Boys Villages** respectively.

The Camp Office will try to accommodate bunking requests if communicated before the Camp season begins.

Teen Adventure Program (TAP)

The Teen Adventure Program is **very different** from our other Camp programs. It is a challenging, 5 or 12-day program designed for 13-14 year old campers who enjoy the outdoors, being physically active, and participating in adventure-based activities. **Campers will remain at our Horsham site for 5-day sessions, and will travel to the Spruce Run Outpost for 12-day sessions this summer.** Campers will participate in a variety of activities, including...

Your teen must realize that TAP can be a **physically and emotionally intense program.**

Expectations for respectful, positive behavior are high, as TAP campers are considered role models for our younger campers and are expected to participate in all activities to the best of their ability.

- o **Group Challenges**
- o **High Ropes**
- o **Trail Biking**
- o **Climbing**
- o **Boating**
- o **Swimming**

While at Camp, Teen Adventure campers reside in their own cabins in Boys Village and Girls Village. This program includes adventure-challenge activities which are based out of both our Horsham and also Spruce Run Mountain Outpost properties. The boys and girls Teen Adventure Groups are not co-ed.

Teen Adventure Campers enrolled in 12-day sessions will be visiting our Spruce Run Outpost this year. Spruce Run Outpost (SRO) is our 75-acre mountain campus located in Bloomsburg, PA.

At SRO, Teen campers will camp in tents or enclosed Adirondack shelters, will help prepare their own meals, and explore their wilderness surroundings. The program has been developed to take advantage of the natural features of the area and concentrates on nature awareness and outdoor living skills. Teens will participate in one or two-day trips that depart from the Spruce Run Outpost location. The Outpost program is supervised by two Teen Adventure leaders plus one Teen Unit Leader—staff members trained in running the Outpost program.

Our program is designed to allow teens to grow in numerous ways: self-confidence, teamwork, leadership, and new outdoor skills. This unique combination fosters an appreciation for the environment, instills a spirit of adventure, and a sense of community through the memorable wilderness and community experiences. Campers may have the opportunity to participate in a college campus tour, climb our high ropes course, bike and hike through some of Pennsylvania's most stunning trails and mentor younger campers.

Packing for Overnight Camp

While packing for Camp, please ensure that all clothing is Camp-appropriate and suitable for rugged, outdoor activities in all weather. Camp activities can be tough on clothing, so please do not pack new, delicate, or expensive items. Camp staff will take an inventory when campers arrive to ensure all campers have what they need for Camp and to avoid any confusion with regards to lost property.

Campers wearing inappropriate clothing will be asked to change. **This includes any clothing that advertises drugs, alcohol, gangs, or sexual content.** For girls, we encourage sports type, one-piece swimsuits, or two-pieces that are suitable for being physically active, like a tankini.

VERY IMPORTANT: Campers must pack at least one pair of closed toed shoes, preferably sneakers. Campers wearing unsuitable footwear, such as flip-flops or slides, will be unable to participate in certain activities at Camp. This rule exists for the campers' safety.

Recommended Packing List for Overnight Camp		
Toiletries	Clothing	General Items
<ul style="list-style-type: none"> ➤ Comb / Brush ➤ Toothbrush & Toothpaste ➤ Shampoo ➤ Conditioner ➤ Soap or Body Wash ➤ Washcloths ➤ Lotion ➤ Deodorant ➤ Sunscreen ** ➤ Insect Repellent ** 	<ul style="list-style-type: none"> ➤ Waterproof Jacket / Poncho ➤ 2 Swimsuits ➤ 5-12 Shirts; Short and Long-Sleeved ➤ Socks and Underwear (daily change) ➤ 1-3 pairs of Jeans or Sweatpants ➤ 4-10 pairs of Shorts ➤ 2 Warm Sweatshirts ➤ 3 pairs of Pajamas ➤ 2 pairs of Sneakers ➤ 1 pair of Flip-Flops *** ➤ A Baseball Cap or Hat ➤ 2-4 Large Towels ➤ Laundry Bag for Dirty Clothes 	<ul style="list-style-type: none"> ➤ Sleeping Bag or Blanket ➤ Twin Sheets ➤ Pillow & Pillowcase ➤ Small Backpack or Drawstring Bag ➤ Pre-addressed Envelopes or Postcards ➤ Disposable Camera ➤ Extra Face Masks
<small>** Non-aerosol; Aerosol sprays can be irritating for campers with breathing difficulties</small>	<small>*** Flip-flops are only for shower use. Campers must wear athletic, closed toed shoes during all Camp activities</small>	
Please DO NOT Pack...		
<ul style="list-style-type: none"> ➤ Money ➤ Tobacco / Vape Products ➤ Expensive Clothing, Jewelry or Accessories ➤ Knives 	<ul style="list-style-type: none"> ➤ Electronic Devices ➤ Inappropriate Clothing ➤ Food, Candy or Gum ➤ Hair Dryer / Styling Tools ➤ Aerosol Insect Repellent 	<ul style="list-style-type: none"> ➤ O.T.C. Medication ➤ Felt-tip Markers or Pens ➤ Sporting Equipment ➤ Pets ➤ Aerosol Sunscreen
WE DO NOT ALLOW PHONES AT OVERNIGHT CAMP		

Recommended Packing List for Teen Adventure

Toiletries	Clothing	General Items
<ul style="list-style-type: none"> ➤ Comb / Brush ➤ Toothbrush & Toothpaste ➤ Shampoo ➤ Conditioner ➤ Soap or Body Wash ➤ Washcloths ➤ Lotion ➤ Deodorant ➤ Sunscreen ** ➤ Insect Repellent ** 	<ul style="list-style-type: none"> ➤ Waterproof Jacket / Poncho ➤ 2 Swimsuits ➤ 5-12 Shirts; Short and Long-Sleeved ➤ Socks and Underwear (daily change) ➤ 1-3 pairs of Jeans or Sweatpants ➤ 4-10 pairs of Shorts ➤ 2 Warm Sweatshirts ➤ 3 pairs of Pajamas ➤ 1 pair of Comfortable Hiking Boots ➤ 1 pair of Sneakers ➤ 1 pair of Water Shoes ➤ 1 pair of Flip-Flops *** ➤ A Baseball Cap or Hat ➤ 4 Large Towels ➤ Laundry Bag for Dirty Clothes 	<ul style="list-style-type: none"> ➤ Sleeping Bag **** ➤ Blanket ➤ Twin Sheets ➤ Pillow & Pillowcase ➤ Small Backpack or Drawstring Bag ➤ Pre-addressed Envelopes or Postcards ➤ Disposable Camera ➤ Extra Face Masks ➤ Flashlight ➤ Reusable Water Bottle ➤ Large Duffel Bag ****
<p>** Non-aerosol; Aerosol sprays can be irritating for campers with breathing difficulties</p>	<p>*** Flip-flops are only for shower use. Campers must wear athletic, closed toed shoes during all Camp activities</p>	<p>**** TAP Campers must bring a sleeping bag for their time at Spruce Run A duffel bag is also highly recommended</p>

Please DO NOT Pack...

<ul style="list-style-type: none"> ➤ Money ➤ Tobacco / Vape Products ➤ Expensive Clothing, Jewelry or Accessories ➤ Weapons of Any Kind 	<ul style="list-style-type: none"> ➤ Electronic Devices ➤ Inappropriate Clothing ➤ Food, Candy or Gum ➤ Hair Dryer / Styling Tools ➤ Aerosol Insect Repellent 	<ul style="list-style-type: none"> ➤ O.T.C. Medication ➤ Felt-tip Markers or Pens ➤ Sporting Equipment ➤ Pets ➤ Aerosol Sunscreen
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WE DO NOT ALLOW PHONES AT OVERNIGHT CAMP

Camper Laundry & Personal Property

Please make sure all of your camper's belongings are clearly marked with their first and last name. Using initials makes it difficult to return lost items. The care of clothing and equipment brought to Camp is the concern and responsibility of the camper. We are unable to replace or pay for property lost or left at Camp. The Camp cannot be responsible for lost or stolen articles. Please leave **ALL** valuables at home. We try to manage lost and found items continually throughout the summer season, but it is a challenge! If you discover your child is missing something upon their return home, please notify the Camp Office as soon as possible. After the summer Camp season, we donate unclaimed items to charity.

We will wash Camper's clothing only in emergency situations. Therefore, your child must have clothes for an entire 12 or 5-day session (i.e., enough socks, underwear, towels, etc.).

Bedding & Bedwetting

Campers should bring bedding for their stay at Camp. Please send a pillow, twin sheets, and a blanket or sleeping bag. Teen Adventure campers must bring a sleeping bag for their time at the Spruce Run Outpost, and can use sheets and blankets when they're here at Camp—or, they can just use their sleeping bag. For reasons of hygiene, we cannot provide pillows for campers.

Bedwetting is a relatively common occurrence among campers, and our staff members are trained to deal with the situation in a discreet manner. Please inform us of any possible bedwetting concerns as soon as possible so that our staff can proactively work to minimize camper anxiety. The Camp Director and Camp Nurse can discuss options with you before your child's session starts—just give the Camp Office a call. If bedwetting occurs every evening, we may ask you to provide pull-ups or additional bedding to be used for the entire session. We do not have the ability to launder bedding daily.

Packing Medication

All medication must be brought to Camp in its original prescription container and placed in a Ziplock bag with your child's name. Medication must be checked in with the designated Camp staff member during camper bus check-in. If you drive your child directly to Camp, you will check medications in with the Camp Nurse during our check-in procedures on site. **PLEASE DO NOT PACK ANY MEDICATIONS IN YOUR CAMPER'S LUGGAGE.** For more information regarding medication, please see the **Medication at Camp** section of this handbook.

Communicating With Your Child

There are no visiting days while Camp is in session. Because of this, mail from home is very important to our campers. We encourage campers to write home frequently, and we hope Parents and Guardians will do the same—your camper will really appreciate it!

Summer Camps at College Settlement

c/o Your Child's First and Last Name
Their Village and Bunk
600 Witmer Road
Horsham, PA
19044



Please write your child's full, first and last name on any letters you send. This way, we can ensure it gets delivered to them promptly.

You can include your child's Village and bunk if you know it, but if not, don't worry! We will make sure they receive it.

The Camp strongly discourages any contact between summer staff and campers after the season ends, whether by mail, online, or in person. Summer staff do not represent the Camp once the summer season is over. If your child wishes to stay in touch with a Camp staff member, please do so by postcard through the Camp Office.

Care Packages

Please do not send care packages to your child at Camp. Campers will receive treats and healthy meals as part of the Camp program. Any packages containing food, candy, etc. received at the Camp Office will be returned to you.

If you need to send a package containing an essential non-food item, please contact the Camp Office to make arrangements. Otherwise, all packages will be kept in the office and returned home with your camper on the last day of their session.

**PLEASE DO NOT SEND CARE
PACKAGES TO YOUR CAMPER**

Phone Calls

Campers are kept very busy, and activities take place all over the Camp's expansive 234-acre property. Coordinating camper calls home can be disruptive to the daily schedule. Except in extreme cases of homesickness or other family emergencies, **campers will NOT be permitted to call home just to check in.**

Our policy on phone calls is in the best interest of our campers. It has been our experience that calling home makes adjusting to the camp environment more difficult and can increase homesickness. The Camp Office staff is happy to discuss camper concerns with a Parent or Guardian if requested, but cannot guarantee immediate updates. Remember, we all want the best experience for your child, and we will work with you to help your child in every way feasible.

**We will always contact Parents or Guardians if there
is a behavioral or medical concern with any camper**

Emergencies: If you must speak with your child urgently, please call the Camp Office during Summer business hours, from 8:30 AM to 6:00 PM, Monday through Friday. If a true emergency occurs after office hours, our 24-hour Emergency Answering Service will direct your call to the appropriate Camp staff member. Please only utilize the Emergency Answering Service in the event of a true emergency: **1-800-838-7416**

Homesickness

The Camp staff makes every effort to help campers overcome homesickness by helping them learn to accept the natural feeling of missing family and friends. We keep our campers busy and engage them in many fun activities with their new friends. Homesickness occurs much less frequently than many Parents and Guardians would believe. In the event of extreme camper distress, a Parent / Guardian will be notified by Camp staff to discuss options. Most cases of homesickness occur within the first 24 hours of Camp and disappear after a few days.

Here is some information that might help any Parents or Guardians concerned about homesickness

1. The more your child knows about what to expect at Camp before they arrive, the more likely they will adjust. Talk with your child about any aspects of the trip they may be concerned about. Watch our Camp videos together and look at photos of the Camp, many of which are on our Camp website and Facebook pages. If you attend an Open House, bring your child along so they can see the cabins, pool, dining hall, and anything else they might be curious about.
2. Talk with your child about the fun they will have at Camp, and set goals together. For example: learn to swim, try boating, climb the ropes course, catch a fish, make a new friend, etc.
3. Ensure your child that there is always someone they can reach out to with any issue, whether it is their Counselor, a trusted, supportive staff member, their Village Leader, the Camper Advocate, Camp Director, or Camp Nurse. We are all here to help.
4. Children can often sense Parent / Guardian concerns about them going away. Try to project positive aspects of sending your child to Camp, and let them know you expect them to have a great time.
5. Write to your child. In your letters, encourage them to try new things and have lots of fun while they're away.
6. Once your child is at Camp, keep letters from home upbeat and positive. Happy, encouraging letters are most beneficial. Avoid writing about how much you miss your child or sending bad news from home, as this can trigger homesickness.
7. If you receive a letter from your child expressing a desire to come home, please call the Camp Office and let us know. We will have our Camp Director check into the situation and call you to discuss your child's situation. Often by the time a letter is received home, the camper has acclimated to their new situation and is doing great!

The Camp Director or Camper Advocate will contact you if your child is ever severely distressed.

Our accrediting organization, the American Camp Association, has many great articles relating to homesickness and how to lessen the effects
<http://www.acacamps.org/media-center/how-to-choose/homesickness>

Transportation To & From Overnight Camp

You have two transportation options when enrolling your child in Overnight Camp: Providing your own transportation by car on the first and last day of the session, or having your child take the Northeast Philadelphia Camp Bus, which departs from the Tacony Academy Charter School parking lot at **1330 Rhawn Street, Philadelphia, PA 19111**.

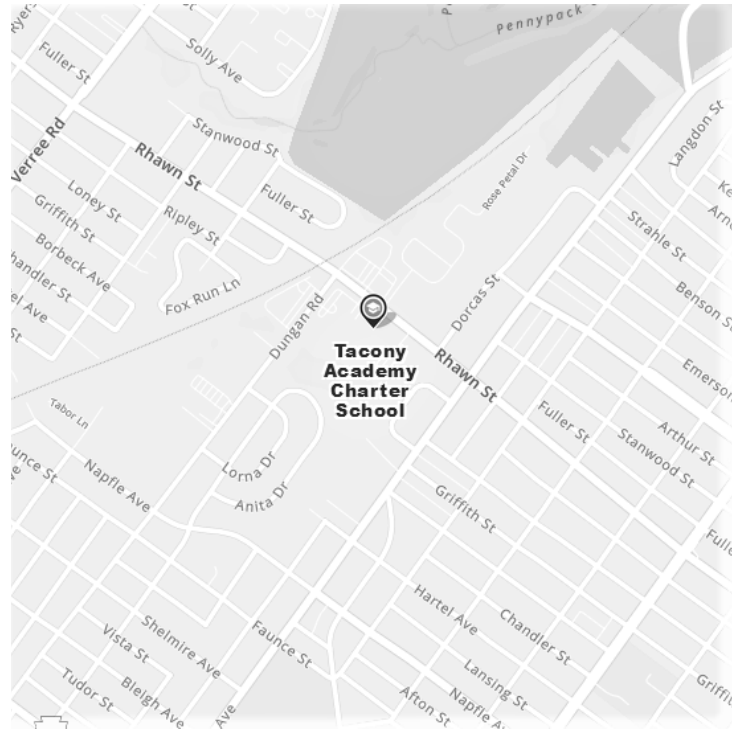
Campers will be assigned one mode of transportation for arrival and departure, which you will choose when registering your child for Camp. No changes can be made without prior authorization from the Camp Office.

1. Northeast Philadelphia Camp Bus

- On the first day of your child's Camp session, the Camp Bus will depart from the Tacony Academy Charter School parking lot promptly at 11:00 AM.
- Please arrive at the school parking lot by 10:15 AM for check-in. **THE BUS WILL DEPART WITHOUT YOUR CHILD IF YOU ARE LATE ARRIVING AT THE PICKUP LOCATION.**
- The bus will return to the same location on the last day of the session, at approximately 3:00 PM. Buses will depart from Camp at 2:00 PM on the last day, so the buses' arrival time at Tacony Academy Charter School may vary depending on traffic. It usually takes 30-40 minutes for the bus to reach the school from Camp.
- Please be on time when picking up your child on the last day of the session. If you know you will be late arriving at the school, please call the Camp Office ahead of time.

2. Car Transportation

- If you bring your child to Camp in your vehicle, arrival time is between 10:30 and 11:30 AM. We are unable allow camper drop-offs before 10:30 AM, and cannot supervise any campers who arrive at Camp early.
- Pickup time at Camp on the last day of the session is **2:00 PM**. Please be on time to pick up your camper. If you know you will be late arriving at Camp, please call the Camp Office ahead of time.
- For the safety of our campers, please wait in the parking lot to receive your child. Campers will be released to Parents or Guardians only.
- **PLEASE ADHERE TO THE 10 MPH SPEED LIMIT AT CAMP.** This is for the safety of the campers. Also keep in mind that Camp is a non-smoking facility.
- Any Parent or Guardian needing to pick up their child before the end of the session must notify the Camp Office at least 24 hours in advance.



Tacony Academy Charter School

**1330 Rhawn Street
Philadelphia, PA 19111**

Please note that there are no restrooms available at the school.

Registering for Camp

You will need to complete the following information to successfully register for Camp.

1. Camper Registration

- Household and Child Information
- Select Session Options (Maximum 6 weeks per camper)
 - A. **Teen Adventure Program (Campers ages 13-14) Choose one Session Only:** The Teen Adventure Program (TAP) is very different from our other Camp programs. TAP is a challenging, 5 or 12-day program designed for 13-14 year old campers who enjoy the outdoors, being physically active, and participating in adventure-based activities. **Teen campers will remain at our Horsham site for 5-day sessions, and will travel to the Spruce Run Outpost for 12-day sessions this summer.**
 - B. **Overnight Camp Program (Campers ages 8-12) Choose one Session Only:** Overnight Camp offers both 5 and 12-day sessions. Campers will stay in cabins sorted by age and gender, and participate in a wide variety of outdoor activities during the day.
 - C. **Day Camp Program (Campers ages 7-12) Choose up to 2 Sessions:** Day Camp sessions are two weeks long. Campers are provided with breakfast, lunch and a snack each day, and daily activities are similar to Overnight Camp. Transportation options vary based on which session you select; be sure to keep this in mind when selecting your sessions.
 - D. **Combination Camp Programs (Campers ages 8-12):** Choose one 5 or 12-day Overnight Camp Session and up to 2 Day Camp Sessions. There is a six-week maximum per camper. To make sure your selected session dates do not overlap, we recommend a two-week gap between Overnight and Day Camp sessions.
- Select Transportation
 - **Please review your Transportation options carefully.** Your child is assigned to the transportation option you select when registering. This will be their arrival and departure method for the duration of their Camp session. No changes can be made without prior authorization from the Camp Office.

2. Lunch Letter

- Our subsidized Camp fees vary depending on both the program you select, and your child's lunch status in school. To receive discounted camper tuition, you must provide the Camp Office with a Proof of Lunch Status Letter from your child's school that includes your child's full name, and what lunch status they qualify for: either Free or Reduced Lunch. No letter is required for Regular Lunch.

Please note: Parents of children who attend **public school** in the Philadelphia School District can submit a copy of their child's report card for the current school year, and will automatically qualify for the Free Lunch rate. For **Philadelphia Charter schools**, please provide a copy of your child's report card, and a letter from the school. This letter should state that the entire school receives Free Lunch, or should reference your child specifically. Lunch Letters should be written on the school's letterhead.

Your Lunch Letter must be uploaded to the Paperwork section of your account, or sent to upload@collegesettlement.org so we can upload it for you. YOUR REGISTRATION IS NOT

COMPLETE UNTIL YOUR LUNCH LETTER IS RECEIVED BY THE CAMP OFFICE AND YOU RECEIVE A CONFIRMATION CALL. If you are unable to provide a letter from your child's school, but would qualify by income, please call the Camp Office at 215-542-7974.

3. Mandatory Medical Forms

- **Camper Health History**: The Camper Health History form is part of the Camper Registration process and must be completed in order to submit your registration.
- **Camper Medical Form**: This form is completed by your child's doctor and must be received by the Camp Office **at least four weeks prior to your child's session start date**. Please understand that we are **LEGALLY REQUIRED** to collect medical forms for ALL campers. Your child will be dropped from enrollment if we do not receive this form in time.
- **Immunization History**: You must submit your child's Immunization History along with the Camper Medical Form, at least four weeks prior to your child's session start date. **We require all campers to be fully vaccinated**. There are no exceptions or exemptions. Your child will be dropped from enrollment if we do not receive this form in time.
- **Vaccination Policy**: The Summer Camps at College Settlement will only be allowing Campers who have been fully vaccinated and can produce immunization records to that effect (signed off by a licensed physician) to attend Camp. Covid vaccinations are mandatory for Overnight Camp, and highly recommended for Day Camp. The Summer Camps at College Settlement's Vaccination Policy ("VP") is in accordance with all applicable federal, state, and local regulations. Additionally, the VP was constructed pursuant to guidelines set forth by the Montgomery County Department of Health, the American Academy of Pediatrics, and the Philadelphia Department of Health, among other sources.

4. Camper Profile Form

- Please fill out one Camper Profile form for each child you are enrolling. The information you enter on the Camper Profile form is very important in helping us give your child the best possible experience.

5. Registration Deposit

- There is a required \$50 Registration Deposit that must be paid at the time of registration. This deposit must be paid by credit card, per child, per session. Your registration will not be submitted until the Registration Deposit is paid. Please note that this payment will be applied to your total Camp fees.
- **All final payments must be received by the Camp Office four weeks prior to your child's session start date. Please review our Paperwork Deadlines / Refund & Cancellation Policy document when registering.**

Payment & Paperwork Deadlines

Camp & Session	Deadline Dates
Overnight Camp Session 1	May 22, 2023
Overnight Camp Session 2	May 29, 2023
Overnight Camp Session 3	June 5, 2023
Overnight Camp Session 4	June 19, 2023
Overnight Camp Session 5	July 3, 2023
Day Camp Session 1	May 22, 2023
Day Camp Session 2	June 5, 2023
Day Camp Session 3	June 19, 2023
Day Camp Session 4	July 3, 2023

You can pay your balance online by logging into your account with a credit card, or by calling the Camp Office and paying over the phone. If you prefer to mail your payment, you can pay your remaining balance by Money Order, made payable to Summer Camps at College Settlement.

Final payments and paperwork must be received four weeks before your child's session start date. Failure to submit final paperwork and payment on time will result in your child being dropped from enrollment and losing their space.

If you need additional financial assistance, please fill out the [Campership Form](#). This must be done after your child is registered, but before your payment deadline date.

Refund & Cancellation Policy

1. Final payments and paperwork must be received four weeks before your child's session start date.
2. Failure to submit final paperwork and payment on time will result in your child being dropped from enrollment and losing their space.
3. Cancellations must be communicated to the Camp Office at least two weeks before your chosen session. You will receive a refund of any Camp tuition paid.
4. No refunds will be issued if your child is dismissed due to a violation of the Camper Code of Conduct. The Summer Camps at College Settlement retain the right to dismiss any camper if deemed necessary.
5. Prorated refunds are available to campers who depart their session early for medical reasons. In this instance, refunds of Camp payments will be prorated for the days attended, minus the Registration Deposit.
6. If your child becomes ill or is seriously injured before arriving at Camp, please contact the Camp Office and we will connect you with the Camp Nurse. If necessary and pending availability, we will attempt to reschedule your child's session.
7. If an entire Camp session is cancelled by College Settlement due to health / safety concerns, Parents & Guardians will be notified as soon as possible and will then receive a full refund of any Camp tuition paid.

Health & Wellness at Camp

At least one Registered Nurse (RN) is on-site and on duty 24 hours per day while Camp is in session

Special Needs or Adaptations

We ask all applicants to inform us of any special needs or adaptations by noting it on the Camper Profile, Medical Forms, and by communicating with the Camp Director **AT LEAST 30 DAYS IN ADVANCE** of your child's session start date. We will endeavor to provide reasonable accommodations for special needs within our ability to do so—however, please understand that our programs are not rehabilitative or therapeutic in nature. Please contact the Camp Office before enrolling to discuss what accommodations and levels of support may be available.

Agency Caseworkers, Wrap-Arounds & TSS Workers

*In the following section, **Support Worker** is the Camp's common term for professional Therapeutic Support Service (TSS) worker, therapist, psychologist, counselor / caseworker, etc. who has been retained by the family to provide therapeutic support for a camper.*

1. No Support Worker will be permitted to interact with any camper before we obtain permission from the camper's Parent or Guardian.
2. For one-time visits: Parents or Guardians must notify the Camp Office that an agency is sending a Support Worker at least a week before their visit.
3. For ongoing visits: The Parent / Guardian or agency must notify the Camp Office of the intended visit schedule for the camper, and the name of the support worker, before the Camp session.
4. Support Workers should stop at the Camp Office with their agency identification before a visit and carry it with them when onsite.

Please remember that Camp is a physically and socially intense experience that may not be suitable for all children

Illness or Injury at Camp

- If a child needs basic medical attention which will not adversely affect their stay at Camp, the Camp Nurse can provide such treatment.
- The Parent / Guardian will be contacted immediately in case of an injury requiring doctor or hospital care, if they develop symptoms of a communicable illness, or if they test positive on a Covid-19 rapid test. Should emergency treatment be required, the Camp Nurse and / or Camp Director will consult with the Parent or Guardian for further treatment and follow-up.
- The Parent / Guardian will be contacted in the case of camper illness or injury requiring an

extended stay in the Health Center (typically 3 hours or more). If a camper is unable to return to the program due to injury or illness that cannot be managed at Camp, the Parent or Guardian will be contacted and asked to provide transportation for the child to return home for treatment and recuperation.

- o With the approval of the Camp Director and Camp Nurse, the child may return to Camp after they receive health clearance from a Licensed Physician. In the case of hospitalization for concussion, breathing emergency or other illnesses / injuries of concern, etc. the Camp Director and Camp Nurse can request that the camper stay home for 24 hours after release from the hospital. The Camp cannot be responsible for medical expenses after the camper has returned home.

WE MUST BE ABLE TO CONTACT YOU OR ANOTHER DESIGNATED EMERGENCY CONTACT IN CASE OF AN EMERGENCY, 24 HOURS PER DAY.

IF YOU WOULD BE UNABLE TO PICK UP YOUR CHILD FROM CAMP WITHIN 2-3 HOURS NOTICE, YOU MUST ENSURE ANOTHER ADULT, LISTED AS AN EMERGENCY CONTACT TO WHOM YOUR CHILD MAY BE RELEASED, IS AVAILABLE TO DO SO. THERE ARE NO EXCEPTIONS TO THIS POLICY.

Medication at Camp

There are a number of guidelines we are required to enforce regarding medications at Camp:

- o **If your child attends Day Camp** and uses an asthma inhaler or an EpiPen, one should remain at Day Camp for the entire session. All medication must be in the original prescription container and checked in to the Day Camp staff during camper check-in. Please do not place any medication in the camper's bag, as it must be checked in.
- o **Campers at both Day and Overnight Camp** are NOT permitted to have medication of any kind in their possession, with the exception of emergency asthma inhalers and EpiPens if a Parent or Guardian requests they self-carry. Campers may not carry cough drops, nose sprays, multivitamins or medicated creams. Our Health Center is supplied with appropriate pediatric over-the-counter medication, which the Camp Nurse will dispense if necessary.
- o All prescription medication must be provided in their original container bearing a pharmacy label that displays the following information:
 - Camper's Full Name (Cannot be the name of a sibling, parent, etc.)
 - Prescription Number
 - Date Filled

- Prescribing Physician's Name
 - Medication Name and Strength
 - Directions for Use
- Medications will ONLY be dispensed by Camp Medical staff according to the directions listed on the prescription label.
 - We cannot accept pre-packed medications that are in daily dose packets or pillboxes, unless the pre-packing is completed by a recognized prescription service that meets the labeling requirements listed in the previous section. We are **LEGALLY UNABLE** to accept or administer medications if they are not in the original labeled pharmacy container.
 - We cannot accept expired medications.
 - We do not provide EpiPens or asthma inhalers. These are stocked in our First Aid kits for emergency use—however, if your child requires a prescription for these medications, you **MUST** send one to Camp with your child. The Camp Nurse will ensure that campers receive the dosages as prescribed at the proper intervals, and will always notify Parents or Guardians in the event of a medical emergency.
 - Medications are typically administered at mealtimes; breakfast, lunch, dinner, and evening snack. Evening medications are typically given at evening snack time—usually between 8:15 PM and 8:45 PM. All medications will be administered by the Camp Nurse or Assistant Camp Nurse, both of whom are licensed to administer medications.
 - Medication will be dispensed according to the directions provided by the authorized medical professional prescribing the medication. Send only enough medication for the duration of a child's session. If an insufficient supply of medication is provided for the Camp stay, the Parent / Guardian will be notified and asked to bring or send additional medication to the Camp. Again, medications will be administered only if in the original container or bottle containing the information described above.

Camper Medical Bills

The Camp's financial resources are limited in the area of medical expenses. If an emergency occurs requiring special medical services, Parents or Guardians will be asked to submit the bill to their health insurance provider.

Environmental Conditions

The outdoors offers a great playground for our campers, and we try to take every advantage of our natural Camp environment. However, there are some natural hazards associated with outdoor recreational programs, including the following:

- Poison Ivy or contact dermatitis
- Insect bites and stings

- Weather-related issues such as sunburn, heat rash, heat exhaustion, dehydration, etc.
- Seasonal allergens including pollen, ragweed, grass, etc.
- Activity related issues, including splinters, dry skin from pool chlorine, foot blisters, etc.

All of the above concerns are typically managed in our Health Center by our Camp Nurses. If any one of these conditions becomes extreme or is something beyond the Camp Nurse's ability to treat, you will be notified immediately.

Tick Bites

Any child bitten by a tick will be seen by the Camp Nurse at the Health Center. A record will be made in the Health Log, and the Parent or Guardian will be contacted. Lyme Disease is an infection resulting from the bite of a deer tick, but not all deer tick bites result in Lyme Disease. If your child develops any Lyme symptoms within 1-8 weeks after Camp—circular, red rash, fatigue, headache, pain and stiffness in muscles and joints, slight fever, or swollen glands—please contact your child's doctor. Antibiotics are very effective in the early stages of Lyme Disease.

**A zero-risk of injury at Camp is not achievable,
and this should be understood by all participants**

Behavior Management at Camp

The Summer Camps at College Settlement Behavior Management Policy includes a Camper Code of Conduct and several other guidelines Parents and Guardians must become familiar with.

Camper Dismissals

The Camp Director reserves the right to dismiss any camper early, before the official end of the Camp session. This will occur if the camper's conduct and behavior are deemed, by the Camp Director, to be detrimental to the best interests of the camper or the Camp. Should this occur, the camper will be released only to a Parent or Legal Guardian whose signature appears on the Camper Registration. A Parent / Guardian or authorized Emergency Contact must be available at all times in case the camper needs to be picked up or brought home.

Summer camp requires cooperating in a group setting. Therefore, College Settlement strictly enforces a zero-tolerance policy for fighting. Our trained staff members supervise campers very closely and stress that physical violence is never acceptable at Camp. If you believe your child may have difficulty adhering to this policy, for any reason, please consider another camp. Parents and Guardians should assure their campers that if there is a conflict during their time here, they should inform Camp staff.

Camper Code of Conduct

While at Camp, campers are expected to behave appropriately and help promote a safe, fun, and healthy environment through productive participation. The Camp staff will use a positive approach to discipline and will seek parental support to resolve behavioral issues as needed.

Parents and Guardians are responsible for ensuring their child understands the guidelines below. To help us achieve our goal of running a fun, safe program, it is important that both you and your child read and understand the Code of Conduct and agree to the following rules.

Parents and Guardians will be notified about any inappropriate behavior and will be contacted in the event their child must be sent home. It will be the Parent or Guardian's responsibility to arrange transportation for their child if this should occur. Campers sent home for behavior are not eligible to enroll in Camp programs again.

The goals of the Camp Discipline Code are...

- To ensure the safety and well-being of all campers
- To ensure that all participants benefit from the outdoor learning experience
- To ensure that every camper has the opportunity to complete the program available
- To enable all youth to manage their social behavior
- To create a framework for a cooperative effort between campers and staff

Campers will be responsible for...

- Their adult and peer relations
- Their compliance with Camp procedures and practices
- Wearing a mask if/when required to do so

The expectation for behavior at Camp is that campers will...

- o Follow the safety rules of Camp
- o Cooperate with other campers and staff
- o Respect the rights and property of others
- o Listen to and follow instructions
- o Participate in all activities with their group
- o Not endanger themselves or others while at camp, emotionally or physically

Consequences of Poor Conduct

Every effort will be made to work with the camper so that they can remain at Camp.

- o The first time an incident contrary to the Code of Conduct occurs will result in a time-out situation with a verbal discussion/warning from Camp staff
- o The second incident will result in a second time-out situation, a verbal discussion between Camp staff and the Camp Director, and communication with the Parent/Guardian to determine the best way to proceed
- o The third incident will result in parental contact and possible dismissal from Camp, without refund of fees

Campers Who Display Chronically or Severely Disruptive Behavior

Such behavior may be grounds for dismissal from the Camp. Chronically disruptive behavior is defined as verbal or physical activity which may include, but is not limited to the following.

- o Behavior that requires constant attention from Camp staff
- o Behavior that inflicts physical or emotional harm on children or staff (i.e., verbal or physically threatening behavior, fighting, etc.)
- o Behavior that is destructive in nature
- o Behavior that continually ignores or disobeys Camp Safety Rules, including mask-wearing
- o Unauthorized leaving of Camp property

Situations Resulting in Immediate Dismissal from Camp

There are some situations that can result in immediate dismissal from Camp. In any of these situations, the Parent or Guardian will be called, and immediate dismissal is possible. These include the following.

- o Possession of illegal drugs or drug paraphernalia
- o Smoking or possession of any tobacco/vaping products
- o Possession of alcohol
- o Inappropriate sexual behavior
- o Possession or use of any kind of firearms, explosives, knives, or other weapons
- o Any behavior that poses a threat to the safety of the camper or others
- o Bringing pets to Camp

Camper Code of Conduct

1. I will show respect to other campers and treat them as I would like to be treated.
2. I will show respect to staff and cooperate with their instructions.
3. I will be sensitive to the needs of others and not discriminate based on age, race, gender, ethnicity, sexual orientation, body type, or religion.
4. I will wear a mask when/if required and respect any social distancing rules.
5. I will not verbally abuse others by using inappropriate language, gossip, threats, teasing, exclusion, or harassment.
6. I will not physically abuse others by deliberately causing bodily harm to other participants or staff. I understand that pushing, kicking, hitting, or fighting are not acceptable and will not be tolerated.
7. I will listen to Camp staff at all times and respect their privacy and personal space.
8. I will respect the environment by refraining from vandalism, littering, and abusing equipment and the Camp facilities.
9. I will respect the property of other campers and staff.
10. I will adhere to all safety rules and regulations given for each activity.

11. I will wear appropriate clothing.
12. I will inform the staff if I am experiencing a problem with another camper or other issues. I understand that if Camp staff is not informed about a problem, they cannot stop the problem or assist me.
13. I will have fun at Camp, but never at the expense of others.
14. I will not use foul language, profanity, or sexually inappropriate language.
15. I will be a positive contributor to and participant in all Camp programs and activities.
16. I understand that any form of tobacco/vape product, controlled substance, illegal substance, or alcoholic beverage is strictly forbidden at Camp and will result in the applicable consequence set out on the prior page.
17. I will be fully responsible for my actions and understand that irresponsible behavior will result in disciplinary action.
18. I have read, understand, and will abide by all of the policies set out in the Parent and Guardian Handbook, including, without limitation, that I will not bring items that are not allowed at Camp.
19. I understand that these rules and guidelines are for the safety and the protection of myself and all campers and staff.
20. My Parent/Guardian will interact with all Camp staff in a positive manner in person or via phone/email.

Additional Information

Visiting Camp

There are no other visiting days while campers and staff are on site. Any unannounced visitors jeopardize the safety and security of our staff and campers, and any such visits will be considered trespassing. For information regarding our Spring Open Houses, please visit our website or call the Camp Office.

Camp Publications

Unless otherwise indicated in writing, Parents and Guardians give permission to have photographs of their campers used in printed materials and social media for Camp promotional or fundraising purposes.

Photographs & Camper Updates

Be sure to follow Summer Camps at College Settlement on Facebook and Instagram to see camper updates and session photographs. Camp does not employ a professional photographer, and the Camp Directors will upload as many photos as possible for each session, when they are able to do so. **INDIVIDUAL CAMPER PHOTOS AND REQUESTS ARE NOT POSSIBLE.**

Activities at Camp

The Parent / Guardian authorization signature on the Camper Registration form gives permission for them to participate in all activities facilitated by the Summer Camps at College Settlement. If there is any reason for the camper to be restricted from any activity, it is the Parent or Guardian's responsibility to notify the Camp to discuss the restriction as early as possible before the beginning of their child's session.



Summer Camps at College Settlement

600 Witmer Rd
Horsham, PA 19044

**Please contact us with any
questions or concerns!**

Phone: 215-542-7974

Fax: 215-542-7457

Email: camps@collegesettlement.org

**Monday - Friday
9:00 AM - 5:00 PM**

**Summer Hours
Monday - Friday
8:00 AM - 6:00 PM**



**Summer Camps at
College Settlement**

