

Paperwork due by March 13, 2020



**Summer 2020
Extended School Care Program
North Penn School District
Educational Services Center
401 E. Hancock Street
Lansdale, PA 19446
(215)-853-1039**



Spring 2020

Dear Parents,

Welcome to the North Penn Extended School Care Summer Camp Program!

This handbook contains important information about the Summer Camp Program. Please read it carefully and use it as a reference for any questions that you may have throughout the summer.

The attached forms must be returned to the Extended School Care Office at the Educational Services Center, no later than March 13, 2020. We will not be able to accept children whose paperwork, **including the health appraisal**, has not been returned. Please complete and return all forms as soon as possible. Doctors' offices become very busy with pre-camp appointments, so please make plans for your child's check-up now.

Please feel free to discuss any questions or concerns that you may have with us at any time.

We look forward to spending the summer with your child and are pleased that you have selected our program.

Sincerely,

Marjie Scott
Extended School Care Coordinator

Kathy Fey & Linda Dudek
Assistant Extended School Care Coordinators

NORTH PENN SCHOOL DISTRICT

EXTENDED SCHOOL CARE SUMMER CAMP

PARENT HANDBOOK

Philosophy

The goal of the North Penn Extended School Care (NPESC) Summer Camp Program is to provide an affordable summer, full-day child care for elementary age students, in a safe environment, in which students' social, emotional and physical development is enhanced through fun, creative, challenging quality activities.

NPESC Belief Statements

The North Penn Extended School Care Program believes:

- an extended school care program should incorporate specific program objectives that complement and enhance the school program,
- program activities should be safe, engaging and age-appropriate and should strengthen problem-solving and critical thinking skills,
- the program should expand after school recreational opportunities for students by working collaboratively with township parks and recreation departments to tailor course offerings specific to each site's interests and needs.

Policy Statement

Admissions, the provision of services and referrals of clients shall be made without regard to race, color, religious creed, disability, ancestry, national origin (including limited English proficiency), age or sex.

Program services shall be made accessible to eligible persons with disabilities through the most practical and economically feasible methods available. These methods include, but are not limited to, equipment redesign, the provision of aides and the use of alternative service delivery locations. Structural modifications shall be considered only as a last resort among available methods.

Any individual/parent/client who believes they have been discriminated against may file a complaint with:

North Penn Extended School Care Program

North Penn School District
401 East Hancock Street
Lansdale, PA 19446
(215) 853-1039

Commonwealth of Pennsylvania

Department of Human Services
Bureau of Equal Opportunity
Room 225, Health and Welfare Building
P.O. Box 2675
Harrisburg, PA 17105

Pennsylvania Human Relation Commission

Philadelphia Regional Office
110 North 8th Street, Suite 501
Philadelphia, PA 19107

U.S. Department of Health and Human Services

Office of Civil Rights
Suite 372, Public Ledger Building
150 S. Independence Mall West
Philadelphia, PA 19106-9111

Commonwealth of PA

Department of Human Services **Bureau of Equal Opportunity**

Southeastern Regional Office
801 Market Street, Suite 5034
Philadelphia, PA 19107

Programs

The NPESC Summer Camp Program is open to children who have completed kindergarten through sixth grade.

The camp sites are located at the Inglewood Elementary School, 1313 Allentown Road, Lansdale and the Bridle Path Elementary School, 200 Bridle Path Road, Lansdale. Campers will have access to the cafeteria, gym and outdoor playground space. During sessions 1, 3, 4, 5, and 6 campers will swim at the North Penn High School Pool. We will not swim during sessions 2 and 7.

The program will operate from 7:00 a.m. to 6:00 p.m. daily, for seven, one-week sessions as follows:

Session	Beginning Date	End Date	Theme
Session I	June 22*	June 26	Why Be Board
Session II	June 29	July 2**	Outta This World
Session III	July 6	July 10	Thanksgiving in July
Session IV	July 13	July 17	Olympics
Session V	July 20	July 24	Frozen
Session VI	July 27	July 31	All Creatures Great & Small
Session VII	August 3	August 7	Survivor Island

**The first day of camp is subject to change based on extensions to the North Penn School District calendar.*

***There will be no camp on Friday, July 3rd.*

Summer camp will include breakfast, lunch, afternoon snack, arts and crafts, sports and games, special events, a weekly field trip and recreational swim.

Daily Schedule*

7:00 a.m.	Staff arrive/prepare activities	11:40-12:00 noon	Bus trip/swim prep
7:00-8:15 a.m.	Children arrive/activity time	12:00-12:45 p.m.	Open Swim
8:15-8:30 a.m.	Clean-up	12:45-1:20 p.m.	Return to camp
8:30-9:00 a.m.	Breakfast is served **	1:20-1:30 p.m.	Large group activity
8:30-9:00 a.m.	Staff directed activities	1:30-2:15 p.m.	Activity period
9:00-9:15 a.m.	Opening activities	2:15-3:00 p.m.	Activity period
9:15-10:00 a.m.	Activity period	3:00-3:30 p.m.	Snack
10:00-10:45 a.m.	Activity period	3:30-4:15 p.m.	Gym/outdoor recreation
10:45-11:00 a.m.	Lunch prep	4:15-5:30 p.m.	Small group activities/games
11:00-11:30 a.m.	Lunch	5:30-6:00 p.m.	Table games/clean-up
11:30-11:40 a.m.	Clean-up		

**Please note that schedules may vary based on the interests of children in the program, field trips and special events.*

*** If you would like your child to participate in the breakfast program, please plan to arrive during the designated hours. Campers arriving after this time will not be offered breakfast.*

Breakfast/Lunch/Snacks

The breakfast, lunch and snack menus will be distributed and posted each session. All menus will be planned by the School Nutrition Services Coordinator. Please inform the NPESC Coordinator and the site director, in writing, of any food allergies or special dietary needs that your child may have in advance of camp attendance.

Camp Holidays

There will be no camp on Friday, July 3rd.

Staffing and Supervision

The camp will be supervised by a full time site director, who holds a degree in education or human services. The staff site team may include teachers, people who have experience working with children, college students and others who are genuinely interested in the development and welfare of elementary school students.

We strive to meet a ratio of one staff person to twelve students up to third grade and one staff person to fifteen students for those in fourth through sixth grade. We follow the guidelines of the Pennsylvania Department of Human Services.

Communication

Parents will be notified of trips and special events through the summer newsletter, weekly activity sheets and postings on the parent board.

It is the responsibility of each parent to communicate in advance of care, any special needs or requirements his/her child may have to the NPESC Coordinator and the site director.

If at any time a parent has a question or concern regarding the program, he/she should immediately address the site director or contact the NPESC Coordinator at the Educational Services Center. If the parent feels that he/she cannot express a concern at the site in a calm manner, he/she should contact the NPESC office at the Educational Services Center.

Personal Belongings

The NPESC program staff carefully select equipment and play materials for each site. We request that your child not bring toys, money or items of great personal value, as they may become lost or broken. Please label all clothing, backpacks, etc. with your child's name.

Each child is encouraged to bring a towel and a change of clothing in a labeled plastic bag, on scheduled swimming days each week. We ask that children come to camp on swim days, dressed to swim. A hat, sunscreen and sport bottle for water should be sent in a backpack each day. Campers should wear clothing that is suitable for arts and crafts and outdoor activities.

Sign In/Sign Out Procedure

To be admitted to the building, please ring the doorbell at Bridle Path (door 1) and Inglewood (door 10 – around the back, left side of the building by the cafeteria).

Children must be signed in and out by an adult on a daily basis. Children may be released to an individual other than parents, if they are listed on the emergency contact form, signed by their parent or guardian. Staff members will ask for photo ID before releasing your child, until they are familiar with your pick up arrangements. If someone comes to pick up your child who is not on the list or does not have photo ID, we will not release your child.

Custodial parents cannot be excluded from the parent pick up list, unless the NPESC Program has a certified copy of a court order on file restricting the parent from contact with his/her child.

NPESC employees are not permitted to sign your child in or out or to transport your child to or from the program.

Late Pick up

Our program closes promptly at 6:00 p.m. Please make every effort to contact the site by phone if you are running late, as staff and your child(ren) will begin to worry if you have not arrived on time. A late fee of \$1/minute will be charged to any parent arriving after 6:00 p.m. to pick up his/her child. This fee will be due without argument to the NPESC office at the Educational Services Center within three business days.

If a child remains in our care after 7:00 p.m., the local police department will be contacted to take custody of your child.

Children whose parents do not comply with this policy will be excused from care at the NPESC Program.

Emergency Procedures

In the event of a fire or other emergency, which prevents us from safely sheltering children at the camp site, parents will be contacted via the information on their child(ren)'s emergency contact form. Parents will be provided with the name, address and phone number of the temporary location to which their child(ren) has been taken.

If the safe return to the camp site becomes possible, parents will again be notified by phone of our return to the original camp site.

Illness

If a child becomes ill during our program hours, we will separate him/her from the group and make him/her as comfortable as possible until his/her parent arrives. If the site director feels that a child is too sick to remain in our care, a parent will be notified to pick up the child. If a parent cannot be reached an emergency contact person will be phoned to insure the sick child's early departure.

Injury

In the case of a minor injury, our staff will administer first aid and complete an accident report as needed. If an injury or illness requires medical attention, but does not require immediate care, we will contact parents, who will arrange for medical care. In cases of serious injury or illness, an ambulance will be called to transport the child to the nearest hospital. Parents will then be called. A staff person will remain with the child until a parent has arrived. In the event that a parent cannot be reached, an emergency contact person will be called.

Medication

The dispensing of medication to students by the NPESC camp director shall be rendered only as prescribed by a physician. In the event that a student is directed by a physician to take medication during camp hours, the camp director will administer such medication when:

- the prescription medication is in its original container,
- written instructions from the physician are provided on the label,
- the label of the container identifies the name of the child for whom the medication is intended,
- a parent has completed the Permission to Administer Medication Form at the site,
- the parent has supplied the medication meeting the above regulations to the camp director.

If your child has a severe allergy, which requires an epipen be kept on hand at all times or if your child has asthma, which requires an inhaler be kept on hand at all times, an allergy and/or asthma action plan completed by your physician, must be submitted to the camp director along with the epipen/inhaler on the first day of camp.

Discipline

Students are required to follow the rules and regulations of the North Penn School District. The NPESC Coordinator (or his/her designee) reserves the right to exclude any child from the program for any behavior deemed inappropriate by program staff. Parents will forfeit any tuition monies paid for the week in which an expulsion may occur. Monies paid in advance will be refunded.

Registration

Registration for the NPESC Summer Camp Program is accepted on a first come, first served basis at the Educational Services Center. A non-refundable \$50 deposit, per session, per child is required at the time of registration. By March 13th the following forms must be completed and on file in the NPESC Office:

- Registration Form
- Emergency Contact/Parental Consent Form
- Fee Agreement
- Child Health Appraisal
- Sunscreen Permission Form

Payments

Session balances are due by Monday, two weeks in advance of the start of each session of camp for which your student is registered. Payments should be mailed to or paid at the NPESC Office at the Educational Services Center or given to the camp directors. Online credit card payments may be made through Edutrak at www.payonlinenorthpenn.org. Checks should be made payable to *North Penn Extended School Care*. Mailed payments *must be received, not postmarked* by the date due and should be sent to:

NPESC Program
North Penn School District
401 E. Hancock Street
Lansdale, PA 19446-3960

Please do not mail cash.

If your balance due is not received by 4 p.m. on the due date, the space will be filled from the waiting list.

A fee of \$30 for each returned check (e.g. insufficient funds, closed account, etc.) will be charged and will be due by the following scheduled payment date. Following one returned check, future payments must be made by cash, money order or credit card.

A deposit of \$50 per session, per child is required at the time of registration. Deposits are applied to the session fee. Deposits are non-refundable and non-transferable.

A sibling discount of 10% will be offered to the second and additional children enrolled in the program from the same family.

There will be no reductions in fees for normal illnesses (of children or parents) or other situations of personal leave, which may prevent camper attendance.

Cancellation

Cancellation of weekly services must be submitted to the Extended School Care Office in writing seven days prior to the camp session. Parents will be held responsible for the regular weekly fee if they fail to comply with this deadline. **Deposits are not refundable.**