



**Summer 2022  
Extended School Camp Program  
North Penn School District  
Educational Services Center  
401 E. Hancock Street  
Lansdale, PA 19446  
(215)-853-1039**



Spring 2022

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.

Due to the pandemic we will be enforcing social distancing of 6 feet, staff and parents who enter the building, increased handwashing and holding sign in and out at the entry point of the building. Masking will be required according to the guidelines of the NPSD/PA Department of Human Services for child care programs. Parents will be required to perform daily health checks on their child(ren), prior to bringing them to care. Positive cases of COVID-19 and probable positive cases of COVID-19 should be reported to the coordinator or camp director. To view the full COVID Health and Safety Plan, please visit the Extended School Care webpage at [www.npenn.org](http://www.npenn.org).

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 Relations Commission**

##### **Philadelphia Regional Office**

110 North 8<sup>th</sup> 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 6th grade.

The program is located at the Bridle Path Elementary School, 200 Bridle Path Road, Lansdale. Children will have access to the cafeteria, gym, art room, and outdoor playground space.

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 20*	June 24	Why Be Board
Session II	June 27	July 1	Outta This World
Session III	July 5**	July 8	A Champion In all of Us
Session IV	July 11	July 15	Thanksgiving in July
Session V	July 18	July 22	Frozen
Session VI	July 25	July 29	All Creatures Great and Small
Session VII	August 1	August 5	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 Monday, July 4th.*

Summer camp will include breakfast, lunch, afternoon snack, arts and crafts, science, sports and games, special events and field trips. Trips will be held on Tuesdays (Pinball Gallery), Wednesdays (Earl Bowl) and Fridays (Ambler Movie Theatre), health conditions permitting with the exception of the week of July 5<sup>th</sup> when there will be a trip on Wednesday and Friday only. Trips are subject to change.

## Daily Schedule\*

<b>7:00 am</b>	Staff arrive/prepare activities	<b>12:30-1:15 pm</b>	Activity period
<b>7:00-8:15 am</b>	Tabletop games/activities	<b>1:15-2:00 pm</b>	Activity period
<b>8:15-8:30 am</b>	Clean-up	<b>2:00-2:45 pm</b>	Activity period
<b>8:30-9:00 am</b>	Breakfast is served **	<b>2:45-3:00 pm</b>	Clean up
<b>9:00-9:30 am</b>	Group Meeting	<b>3:00-3:30 pm</b>	Snack/Group Meeting
<b>9:30-10:15 am</b>	Activity period	<b>3:30-4:15 pm</b>	Activity period
<b>10:15-11:00 am</b>	Activity period	<b>4:15-5:00 pm</b>	Activity period
<b>11:00-11:45 am</b>	Activity period	<b>5:00-5:45 pm</b>	Tabletop games/activities
<b>11:45-12:00 am</b>	Clean-up/Lunch prep	<b>5:45-6:00 pm</b>	Clean up
<b>12:00-12:30 pm</b>	Lunch		

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

*\*\* If you would like your child to participate in the breakfast program, please plan to arrive during the designated hours. Children 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 attendance.

## Camp Holidays

There will be no camp on Monday, July 4th.

## **Staffing and Supervision**

The program 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. PA Child Care Regulations may be found at <https://www.dhs.pa.gov/providers/Child-Care/Pages/Child-Care-Regulations.aspx>.

## **Communication**

Parents will be notified of activities, field 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 at 215-853-1039.

## **Personal Belongings**

The NPESC program staff carefully select equipment and play materials for the 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.

A hat, sunscreen, sneakers and sport bottle for water should be sent in a backpack each day. Children 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 Elementary (door 1).

Children, accompanied by a parent/guardian will be signed in and out by a staff person at the door 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 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 program location, 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 program location.

### **Illness**

We ask that you not send your child to the program if they are exhibiting symptoms of illness. Once ill, children should be fever/symptom free for 24 hours before returning to care. 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 ensure 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 care 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 care 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 online. A non-refundable \$50 deposit, per session, per child is required at the time of registration along with:

- 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 care 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 care directors. Online credit card payments may be made through Edutrak @ northpenn.epaytrak.com. 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 a child's attendance.

## **Cancellation**

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