

Parent Handbook 2016



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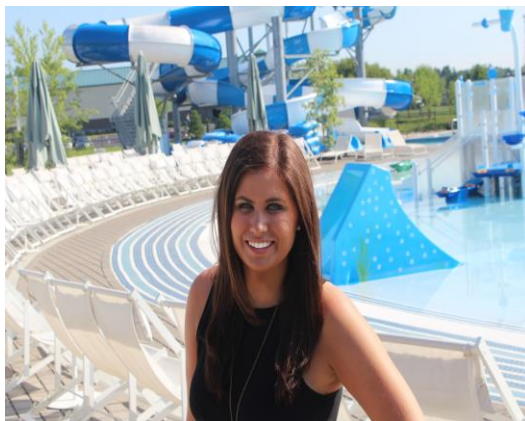
Welcome Parents,

Welcome to Camp NAC. We're glad that you've chosen to spend some memorable moments with us this summer. We look forward to providing an exciting summer, filled with tremendous summertime experiences that only Camp NAC can offer. Each summer program is especially designed to offer opportunities for young people to try new things, learn, grow and make friendships that last forever. Additionally, the NAC offers a healthy, safe and fun environment where positive interaction with peers and adults help build strong character. A NAC summer can make an impression that lasts a lifetime! Whether you are new to the Camp NAC or a seasoned camper, we are pleased to welcome you to the 2016 camp program.

This handbook has been created as a reference guide for both parents and children. It contains vital information and policies about our summer program. Your child's safety is a top priority and we take this responsibility very seriously. Please take time with your child to read and review the entire handbook. If you have any questions or comments, please call the camp director at 215 - 968- 0600 ext. 155.

Meet Our Director!

Amanda Brown - Hello, my name is Amanda Brown and I am the Camp & Youth Programs Director at the Newtown Athletic Club. Throughout the past ten years, the NAC has become like a second home to me. My passion for children has allowed me to take advantage of many different opportunities within the NAC community. My goal as your camp director is to provide each camper with a unique and unforgettable experience to truly live up to our motto of "Making Summer Better!"



Camp NAC Mission: Our goal here at Camp NAC extends beyond a typical camp day. We strive to provide all campers with a safe environment in which they can grow as an individual and develop the skills to create life-long friendships.

Camp Hours

- Full Day Camps 9:00am - 3:00pm
- Half Day Camps 9:00am - 11:30am
- Before Care 7:00am - 9:00am
- Mid Day Care 11:30am - 3:00pm
- Lunch Bunch 11:30am - 1:00pm
- Swim Lessons 3:00pm - 4:30pm
- Summer Enrichment Program 3:00pm - 4:30pm
- After Care 3:00pm - 6:00pm

Camp Sessions and Dates:

Camp Week	Dates	Camp Week	Dates
1	June 6 - June 10	7	July 18 - July 22
2	June 13 - June 17	8	July 25 - July 29
3	June 20 - June 24	9	August 1 - August 5
4	June 27 - July 1	10	August 8 - August 12
5	July 5 - July 8	11	August 15 - August 19
6	July 11 - July 15	12	August 22 - August 26

Arrival and Departure of Campers:

120 Pheasant Run, Newtown PA 18940 - NAC Sports Training Center (NSTC)

Arrival:

Campers can arrive as early as 8:45am. Anyone arriving before 8:45am will be charged for Before Care. Parents checking in their child for Before Care or at any other time past 9:15am must park and walk their child in through the FRONT entrance of the NSTC.

Parents checking in between 8:45am - 9:15am should utilize our express drop off system at the SIDE of the NSTC. To do so, one should pull up to our stop sign with

their camper. At 8:45am parents will be directed to our drop off zones where a counselor will escort your child out of the car and into the building. Parents may forgo this option, park and walk their child in as they choose.

Check Out:

Check Out beings at 11:30am for half day camps, 1:00pm for Lunch Bunch, and at 3:00pm for full day camps.

Half Day & Lunch Bunch Check Out: Parents picking up their child from half day camps or Lunch Bunch should pull up in the FRONT of the NSTC and their child will be brought to them upon pick up password confirmation.

Full Day Camp Check Out: Parents picking up their child from full day camps should pull up to the SIDE of NSTC (the same location as check in) and their child will be brought to them upon pick up password confirmation. Pick up starts NO EARLIER than 2:45pm. Parents wishing to pick up their child earlier than 2:45pm should write a note to their counselor and walk in for pick up at the desired time.

After Care Check Out and Swim Lessons: Parents picking up their child from After Care or Swim Lessons should park and walk in the FRONT of NSTC.

PICK UP PASSWORDS (which are created upon registering), MUST BE KNOWN AT TIME OF CHECK-OUT IN ORDER FOR YOUR CHILD TO BE RELEASED.

Early Pick Up: If your camper is going to be picked up early from camp, please write a note in the morning and give it to his or her camp counselor so your child will be ready for you upon your arrival.

Late Arrival: If you are arriving late to camp, please enter the NSTC from the front door where your camper will be assisted to their camp.

Before Care and After Care: Before and After Care drop off and pick up is in the NSTC lobby.

Children at Risk

Parents who arrive at Camp NAC in an incapacitated condition (i.e. alcohol, drugs) present a risk to their child. The staff in charge will advise the parent of their options regarding the transportation of their child to his/her home. Some options that may be exercised are:

- Call another person on the child's emergency contact list
- Call the other parent
- Call a taxi
- Call a nearby neighbor / friend

If a reasonable conclusion cannot be reached, the parent will be advised that either Child Protective Services or the Police will be called.

Wristbands

Your child's wristband needs to be worn at all times while they are participating in a camp program. The wristbands are used for identification and security purposes.

Babysitting

Employees of the NAC are permitted to babysit for campers at their own discretion. Babysitting must take place off Camp NAC grounds. Camp NAC has no responsibilities for any parties who wish to take part in these activities.

Camp Attire

Please remember to dress your child appropriately for camp. Most of our camps use discovery and play as a major part of our camp program, thus we encourage you to dress your child in clothing that you do not mind getting dirty or stained with art materials in the course of your child engaging in a fun activity. Here are some other reminders for clothes at camp:

- T-Shirts
- Shorts (No skirts, girls!)
- Socks
- Tennis Shoes
- LABEL EVERYTHING!!

Potty Training

All campers must be fully potty trained in order to attend Camp NAC. Any campers who still use diapers or pull ups will not be permitted in camp.

Communication

On the first Monday of each camp week session, you will receive important information via email regarding schedules, field trips, special events, etc. Please read all information carefully and save it for future reference. Also please check our website for information about your child's camp at www.campnac.com

Please continue to check your camper's bags every day for notes from your child's counselor and communication reports.

Disabilities

In order for Camp NAC to provide the best day camp experience for your child, we ask that prior to registration, you consult with the camp directors regarding any special needs of your child. Due to the fact that there are some medical treatments and procedures that legally Camp NAC staff is not qualified to perform, children will be enrolled on an individual basis. We will make every attempt to serve all children. Please make sure to note any disabilities in your child's health form through the Camp Minder Parent Portal.

Behavior Expectations

Good behavior will be encouraged in a positive manner. Please provide accurate behavior information in your camper's health history form which can be filled out through the Camp Minder Parent Portal.

The staff will work cooperatively with parents, keeping them informed of behavior problems and methods used to teach and guide them toward socially acceptable behavior. Behavior problems that cannot be resolved cooperatively will result in your child's dismissal from the Day Camp Program. Certain abusive behaviors will result in immediate dismissal.

If your child has been receiving assistance in behavior management during the school year, it is imperative that this information be shared with the camp staff. This will enable us to work more effectively and productively with your child.

Behavioral Guidance

In order to promote your child's physical, intellectual, emotional, and social well-being and growth, staff shall interact with the child and one another to provide needed help, comfort, support and:

- Respect personal privacy

- Respect differences in cultural, ethnic, and family backgrounds
- Encourage decision making abilities
- Promote ways of getting along
- Encourage independence and self-direction
- Use consistency in applying expectations

Behavioral guidance will be constructive in nature, age and stage appropriate, and will be intended to redirect children to appropriate behavior and resolve conflicts. Parents will be notified when persistent behavioral problems are identified and will include any disciplinary steps taken in response.

Enrollment/ Withdrawal and Payment Policies

Cancellation policy

The NAC reserves the right to cancel or change program schedules due to low enrollment. Participants who cancel 24 hours prior to the start of the day may submit a Camp Credit Voucher request, which is subject to a \$20 processing fee. All credits will also be less a \$50 non-refundable deposit per week and the non-refundable registration fee. Refunds will not be given at any time for programs cancelled by participants.

Transfer policy

Any participant wanting to transfer camp weeks or camp programs must do so before May 1st. Any transfers after May 1st are subject to a \$20 processing fee.

Evaluations

The NAC Summer Camp program is always looking for feedback from the parents to further improve our camp program. We will be distributing evaluations to parents over the course of the summer via email. We ask that you do your best to complete the survey. Parental assessment of the camp's strengths and weaknesses will aid in the improvement of camp programs and in the facilitation of new ideas. Parents are invited to give regular assessments of the camp program to the site director at any time.

Field Trips

Camp NACster will attend field trips, most Wednesdays of the summer and Teen Travel will attend trips Wednesday and Fridays*. In order to attend the trip, parents must fill out the online permission slip prior to departure. Field trips are optional and at an additional cost (Camper's choosing to not attend will follow a regularly scheduled camp day at NSTC). Please pack your child a brown bagged

lunch, labeled with their name on this day (unless you are part of our lunch program, then lunch will be provided). On trip days, please provide extra snacks and drinks. In case of rain or a heat warning, a field trip may be changed or cancelled.

*Teen Travel parents please check the activity calendar as some trips have late arrivals back to camp.

Lost and Found

We do have a lost and found area at each camp. It is highly recommended that you label all items (clothing, towels, lunch boxes, water bottles, etc.) with your child's name. While we make every effort to keep all campers' belongings in their backpack or on their person, the NAC will not be held responsible for lost or stolen items. At the end of the summer, we will display the found items, and then take any remaining items to Goodwill. Please make a quick check of your child's backpack at the end of the camp day before leaving. Lost items are much easier to recover on the same day they are lost.

Please do not bring the following to camp:

- Any electronic games / devices (including, but not limited to: Gameboys, PSPs, iPods, CD Players, etc.)
- Money
- Cell phones
- Trading Cards
- Guns, knives or weapons of any sort - fake or real
- Valuable items

Lunches and Snacks

All campers should bring a non-perishable lunch and a beverage to camp daily unless you have purchased the lunch package upon signing up for Camp NAC. Please pack a healthy, low sugar and balanced meal, no soda please! Do not send food or drinks in glass containers. Lunches will not be refrigerated; therefore, we ask that you send lunches that do not contain food items that will spoil if not kept cold. Freezing lunches and juice the day before and/or inserting a cold pack in the lunch container will help preserve the food. Please mark all lunches (and all containers inside lunches) with the camper's first and last name. A marker and masking tape for labeling lunches will be available at the sign-in desk and in the camp location.

Please do not provide your camper with food that will need heating or to be microwaved. Camp staff is not responsible for food preparation or pre-heating meals.

We will have 2 snack periods daily. Please send extra food for these times as well as a water bottle. Campers will have a snack time in the morning as well as an additional one for campers who are signed up for After Care.

Camp NAC is a NUT- FREE ZONE. We ask that you do not provide lunch or snacks that contain nuts, nut butters or other nut products (this includes Nutella) at camp to ensure the safety of all children. Please note that if your child brings a lunch or snack that contains nuts or nut products, staff will contact the parent or guardian and ask you to replace the lunch. If you pack a lunch containing soy butter or sunflower butter, please label the item(s) so that counselors can easily identify the food.

Your understanding and support in helping us to provide a **NUT- FREE ZONE** is greatly appreciated. Camp NAC continues to work toward an inclusive environment that supports and acknowledges the right of each person to be fully included in all activities that occur in our programs.

Purchased Lunch Program

The Lunch Program was designed by the NAC's Registered Dietician and management team to make a nice healthy lunch for your child. Each day campers receive a well-balanced meal, including a lean protein, whole grain or healthy starch, fruit or vegetable, beverage and dessert. All campers who purchase lunch must give their lunch order to their counselors upon arrival. Lunch is a **weekly program**. If a camper wishes to buy lunch, he or she must be signed up for the entire week of lunch. **Lunches will not be offered on a daily basis.** Please still provide a morning and afternoon snack even if your child is signed up for our lunch program as this is not included.



Lunch Menu

Save the hassle of packing lunch! Contact our camp office to add the lunch package!

	CAMPER FRIENDLY	PARENT FRIENDLY
MONDAY	Chicken Strips	Chicken Strips (Antibiotic & Hormone Free)
TUESDAY	Mac & Cheese	Annie's Organic Mac & Cheese
WEDNESDAY	Turkey & Cheese or Ham & Cheese	Turkey & Cheese or Ham & Cheese (Nitrate-Free, No Additives, Whole Wheat Bread)
THURSDAY	Specials (See Below) Weeks 1, 5, & 9: Chicken Patty Weeks 2, 6, & 10: Tacos Weeks 3, 7, & 11: Burgers Weeks 4, 8, & 12: Sunflower butter & banana hotdog	Specials (See Below) Weeks 1, 5, & 9: Chicken Patty (antibiotic and hormone free) Weeks 2, 6, & 10: Tacos (ground turkey) Weeks 3, 7, & 11: Burgers (antibiotic and hormone free, whole wheat bun) Weeks 4, 8, & 12: Sunflower butter & banana hotdog (whole wheat bun)
FRIDAY	Pizza	Pizza (Whole Wheat Dough, Low Fat Cheese, & Tomato Sauce with No Added Sugar)
ALTERNATE OPTIONS	Sunflower Butter & Jelly Hotdog	Sunflower Butter & Real Fruit Spread on Whole Wheat Bread Nitrate-free Turkey Hotdog on Whole Wheat Bun
VEGETARIAN OPTIONS	Veggie Quesadilla Hummus & Veggie Sandwich	Veggie Quesadilla on a Whole Wheat Tortilla Hummus & Veggie Sandwich on Whole Wheat Bread



NAC RD, Kelly Jones approved!

www.campnac.com
215.968.0600 ext. 155

Special Diets

Camp NAC must be made aware of any child who requires a special diet due to medical or religious reasons. Please provide this info on your child's health form, filled out through the Camp Minder Parent Portal.

Summer Enrichment Program

Bring your own summer packet to this after-camp program where campers will challenge their brains. Campers who enroll in this enrichment program will have the opportunity to get help on their school summer packets. Certified teachers are available for everything from fractions and decimals to spelling and grammar. All ages and level are welcome.

Illness

In the case that your child becomes ill during the program, you will be contacted as soon as possible. If the parent or guardian is unable to be reached, the child's emergency contact will be notified. It is the responsibility of the parents to arrange for the child to be picked up from Camp NAC as soon as possible.

Accidents/Emergencies

All precautions will be taken to prevent serious health risks to all campers. In the event that a minor injury occurs, First Aid will be administered at the camp location by the camp staff. The following procedures will be followed:

- First Aid will be provided and the incident recorded in the camp log.
- The child will periodically be observed after First Aid has been applied.

In the event of a medical emergency, immediate action will be taken by the staff as per your orders on the camp registration form and policies and waivers. Please be sure to keep these forms updated at all times. If parents or other responsible adults are unable to be reached, the child will be taken to the nearest hospital for any necessary treatment.

In general, in the event that a major injury or health problem arises and professional medical care is required, the following steps will be taken:

- Immediate First Aid will be administered by the camp staff person until professional services arrive.
- 911 will be called.
- You will be contacted. If you cannot be reached, the emergency contact person will be notified.
- A staff person will accompany your child to the hospital and remain until you or your emergency contact person arrives.
- The incident will be described in writing on the Camp NAC incident report.

Emergency information is very important for us to provide the safest possible environment for your children.

*** Please notify us right away when there is a new work or home phone number, or if you have moved and have a new address. If your child is sick or injured, it is important for us to be able to contact you right away. Please keep these accurate at all times.

The NAC does not incur the cost of medical treatment and it is imperative that you indicate on your child's health history / registration form (filled out through Camp Minder Parent Portal) what type of health insurance you carry.

Emergency Plan

Each camp site will have a site-specific emergency plan including an assembly area program, facility evacuation plan, notification (sounding of alarms) system, shelter-in-place plan, locations of fire extinguishers and first aid kits, etc. Staff have been trained and are expected to be well-versed in emergency procedures. The NAC summer camp sites' emergency plans are available for parents to read. Please see the camp director for a copy of this plan.

The following are general procedures for the NAC Summer Camps in case of emergencies:

- Shelter-in-Place: In the event of an emergency that requires an on-site shelter-in-place, campers, members, and staff will assemble in the designated area on site (please refer to site-specific plans for actual locations).
- Facility Evacuation (in case of fire, or other emergency): In the event of an emergency requiring facility evacuation, campers and staff will exit the building through the nearest exit, and meet at pre-determined assembly areas. Camp staff will take roll of campers in their groups, counselors will take a total count to assure that all children have left the building safely, directors are responsible for medication, first aid kits and evacuation kits.
- Chemical / Biological / Terrorist Emergency Plan: In the event of any of these emergencies, campers and staff are required to relocate to the on-site shelter in place location. Once there, no one (including parents and children) will be allowed to enter or exit the building until there is further notification from a camp director.
- Severe Inclement Weather: In the case of severe inclement weather campers will meet at their designated camp area. All campers will remain in their groups until the weather passes or the parents pick the camper up.

Medication Policy

Our medication policy is primarily established to accommodate the administration of medications(s) commonly prescribed by physicians for the treatment of short-term illnesses. Prescription and "over-the-counter" medications will not be dispensed without written consent from the child's parent.

- Keep all medication in the original container with the prescription label / direction label attached. Medication must be labeled with the child's name, the name of medication, the dosage amount, and the time or times to be given.
- Hand all medication (including inhalers, etc.) to the camp manager. Campers are not allowed to keep medications on their person, in their backpacks or lunch bags.
- All medications will be locked up and given to your child at the prescribed time.

Sunscreen

Parents or legal guardians will be responsible for applying the first layer of sunscreen prior to arrival at camp. Parents or Guardians are responsible for providing enough sunscreen for the entire day. Please, one bottle per camper. Spray on sunscreen would be appreciated because it is the easiest and quickest to apply. For campers who are fair skinned and tend to burn easily we recommend an extra tee-shirt brought to wear in the water for extra protection. Hats are also recommended.

Allergies

Please make sure your child's allergies as well as how they react are updated in the health history form (This was filled out through the Camp Minder Parent Portal). Please provide all necessary medication in case of an allergic reaction.

Child Abuse

As camp professionals serving *in loco parentis*, we are required by law to call the proper authorities when allegations of abuse are revealed. Child abuse in Pennsylvania is defined as:

- Any recent act or failure to act which causes non-accidental serious physical injury (defined as an injury that either causes the "child severe pain" or "significantly impairs the child's physical functioning, either temporarily or permanently")
- An act or failure to act which causes non-accidental serious mental, injury or sexual abuse or sexual exploitation;
- Any recent act, failure to act or series of such acts or failures to act which creates an imminent risk of serious physical injury, sexual abuse or sexual exploitation;
- Serious physical neglect which endangers a child's life or development or impairs a child's functioning.

Parent Participation

You are always welcome in the program either on an on-going or isolated basis to share special interests or expertise. Please contact the camp office to volunteer your services or schedule a visiting appointment. Parents **must** schedule visits with the camp office.

Parents of enrolled children may make unannounced visits at any time. All custodial parents have the right to enter the day camp (center) at any time other than swim time. At no time will any parent be allowed to enter the locker room while campers are getting changed to or from swimming.

Special Events & Birthdays

Special food treats may be brought in for holidays, special events or birthdays. Arrangements should be made ahead of time with the camp director. If sending in store bought items, please send unopened packages. All items must include a list of ingredients that they contain for the safety of all of our campers. Please remember to make sure all items are NUT-FREE.

Staff

Camp NAC strives to hire a highly qualified, well-trained staff to conduct all childcare programs. The summer camp staff is comprised primarily of college students, recent graduates, school teachers, and our professional Camp NAC childcare staff. The day camp staff members are innovative and creative individuals who love working with children. All staff meet requirements set forth by the State, County and NAC, as applicable. NAC staff members participate in planned training and education process to further their skills in child development and recreation. The camper to staff ratio is determined by the camper's age as well as their behavior history.

Swimming

If your child is in a full day camp please, send your child to camp with a swimsuit EVERYDAY. No other camps will participate in swimming.

Children will be swim tested at the beginning of each session and grouped accordingly. Day camp staff, as well as certified lifeguards, will supervise all pool times.

Campers who do not pass the swim test will be provided with a floatation device which they must wear during their time in the pool complex. Campers who do not wish to wear the device will not be permitted to swim.

Pool Information:

Campers will have access to the zero entry pool (highest depth 4.5ft), 2-25ft slides (48 inch height requirement), splash pad, and the lazy river.

Teen Camps

All teen campers must have a signed permission slip in order to come and leave camp on their own. Teen campers with this permission slip may walk themselves into the building at 9am and exit at 3pm. CIT and Teen Travel campers may not take younger

siblings with them when they exit/enter the premise. Campers may not carry cell phones on them during the camp day.

Tax ID Information

23-203-9663

Weather

Outdoor play is an important part of our daily camp schedule. Parents are asked to dress their children appropriately for the weather conditions. A light sweater or jacket may be needed in the mornings.

During periods of extreme heat, the camp staff will scale down the physical camp activities. Campers will not be able to be outside for more than 15-20 minutes at a time. Indoor facilities will be utilized by programming more crafts and low-activity events or activities. The staff will take children inside to increase their water intake on these days. All precautions will be taken to prevent heat related injuries during these times.

Parent Orientation

Camp NAC orientation will take place on the dates listed below. Orientation is not mandatory but recommended to all parents. Managers from all of our camps will be in attendance to answer any questions you may have and go over specific information about each of our programs.

Parent orientation will be held June 2nd at 7:00pm and June 12th at 1:00pm. Please feel free to attend either date to learn more specifics about your child's camp program. Check out our Facebook and Twitter or website for the location of orientation as the date approaches.

www.campnac.com

www.facebook.com/campnac

www.twitter.com/camp_nac