

VILLAGE FARM CAMP GUARDIAN HANDBOOK



Please note, this camp is held at a different location.

Village Farm Camp Address:

2020 Woodbourne Rd., Langhorne, PA 19047



Table of Contents

Page(s)	Information
3	Welcome Introduction
3-4	Meet Our Management Team
5 - 6	Camp Hours and Dates/ Open House/ Guardian Orientation
6	Year Long Family Events
6-7	Check In & Check Out
7	Children at Risk
7	Wristbands
7	Babysitting
8	Camp Attire
8	Potty Training
8	Communication
9	Campers with Disabilities
9-10	Behavior Code of Conduct
11-12	Financials & Refund Policies
12	Evaluations
12	Field Trips
13	Lost and Found
13	Electronic Policy/ Chromebooks
13-14	Lunches & Snacks/ Special Diets
14-15	Illness/ Health Policy: Fever/ On-Site Nurse
15-16	Medication Policy
16-17	Accidents/ In Case of Emergencies
17	Sunscreen
18	Allergies
18	Suspected Child Abuse
18	Guardian Participation
18	Special Events and Birthdays/ Sleepovers
19	Staff
19-20	Swimming/ Pool Time
20	Tax information
20	Outdoor Play & Weather Policies
20	Personal Property Policy
20-21	School's Out Camp
21	Staff Appreciation Gifts
21	Find Us on Social Media

Welcome Introduction

Dear Parents and Guardians,

Welcome to Village Farm Camp! We're delighted you've chosen to make meaningful memories with us this summer. Village Farm Camp is a unique experience, offering hands-on farm activities, outdoor adventures and creative opportunities for young campers to connect with nature and each other.

This handbook has been created as a reference guide to familiarize families with our policies and procedures. Your camper's safety and well-being are our top priorities, and we take this responsibility very seriously. Please take time to read and review the entire handbook.

Each program at Village Farm Camp is thoughtfully designed to encourage exploration, learning, and growth, while fostering friendships that last far beyond the summer. We strive to provide a healthy, safe, and fun environment that promotes positive interactions and character development. Whether you are new to Village Farm Camp or a returning camper, we're excited to welcome you to the 2025 camp season.

If you have any questions or comments, please don't hesitate to contact our camp director, Brianne Feinour, at 215-944-8860.

Thank you for being part of our Village Farm Camp community. We can't wait to see you this summer for an unforgettable experience!

- Your 2025 Village Farm Camp Team

Meet Our Management Team!



Brianne Feinour – YOUTH & CAMP NAC DIRECTOR

Brianne (known as Ms. Brie) joined the Camp NAC team during Summer 2018 as a half-day specialty camp lead. After summer ended, Brianne took on more responsibility, expanding her role as camp manager and now works full time as the Youth & Camp NAC Director. Brianne is a graduate of West Chester University and holds a master's degree in Public Health and Nutrition and is certified in Mindfulness Techniques. She is looking forward to another great summer at Camp NAC.



Sam Breen - YOUTH & CAMP NAC ASSISTANT DIRECTOR

Sam (known as Ms. Sam) is entering her 7th year at the NAC and 6th summer at Camp NAC. Sam has worked in various youth departments and is currently the Youth Assistant Director, and runs our Gymnastics Team. She has extensive camp experience, and attended the same camp from 1999-2017, progressing from camper to counselor. She is a proud Penn State Alumni and cannot wait for another summer of fun in the sun!



Alex Jackson - [CAMP NAC ASSISTANT DIRECTOR](#)

Alex (known as Ms. Alex) is entering her 9th summer with Camp NAC. Over the past several summers, she has progressed through various roles, including being the lead counselor for competitive sports camps, the teen program, NACster and swim lessons. A proud 2020 Temple University alumna, Alex played collegiate soccer and has experience as a PE teacher. She is excited for the best summer ever at Camp NAC!21



Heather Tunney – [FARM CAMP MANAGER](#)

Heather is entering her 4th summer with Camp NAC. She has spent the past 3 summers as the cooking camp lead and is entering her second summer as a camp manager. She graduated from Bloomsburg University with degrees in the fields of Biology and Child Life. Heather is pursuing a career as a Certified Child Life Specialist. She is so excited for the best summer yet with Camp NAC!



Tori Dalinsky – [SUPPORT COUNSELOR](#)

Tori holds a Master's degree in School Counseling and a Bachelor's degree in Psychology. With six years of experience working with children on the autism spectrum and children with behavior disorders such as OCD and ODD, she also has 10+ years of babysitting experience, caring for children ranging from ages 2 to 17. Tori has worked as a Behavior Therapist, attending camp with children who needed additional support. She is excited to bring her expertise and passion for working with children to Camp NAC this summer!



Rebecca Carson - [ADMINISTRATIVE ASSISTANT](#)

Rebecca (known as Ms. Becky) has been with Camp NAC for over 7 years as an Administrative Assistant. As a full time first grade teacher, Rebecca loves working with both children and parents to provide an amazing experience for everyone. Rebecca earned her master's degree in Elementary Education and is also certified in the areas of Special Education and as a Reading Specialist.

Camp Hours

Village Farm Camp: 9:00am – 3:00pm *Please note, there are no before care hours available.*

After Care: 3:00pm – 6:00pm **Descriptions in Camp Brochure*

Pony Club: 3:00pm - 4:30pm **Descriptions in Camp Brochure*

Jr. Farmers Program 3:00pm - 4:30pm **Descriptions in Camp Brochure*

Village Farm Camp Sessions and Dates

Camp Week	Camp Dates
1	<i>Not available.</i>
2	<i>Not available.</i>
3	<i>Not available.</i>
4	June 23 – 27
5	June 30 – July 3 (CLOSED 4 TH OF JULY)
6	July 7 – 11
7	July 14 – 18
8	July 21 – 25
9	July 28 – August 1
10	August 4 – 8
11	August 11 – 15
12	<i>Not available.</i>
13	<i>Not available.</i>

Open House & Family Fun Day

February 8th 11:30am-2:00pm located at the NAC Brown Gym (Indoor Basketball Court)

Come join us for an informational, yet fun time. Our staff will be there to answer any questions you may have, and we will have computers available for you to enroll your camper right there! This will also be another chance to receive our best deal of the year, our Early Bird Discount (10% off on camp weeks only). Plenty of free giveaways will also take place so don't miss out! Come learn all you need to know about Village Farm Camp while your camper begins to make friendships that will last the whole summer and beyond! *RSVP is required to attend this event. You can RSVP online at camp.com.*

Guardian Orientation

This summer we will be hosting in-person orientations in the NAC Sports Training Center. Orientations will be held Thursday, May 29th at 6pm or Sunday, June 8th at 1pm. Bring your campers to meet our camp team while you attend the orientation. Parents and guardians may also pick up their car tags at orientation (2 tags per family).

During the orientation, parents will be guided through Camp NAC procedures and, in the final 30 minutes, introduced to Village Farm Camp procedures. This informative session provides an opportunity for parents to ask any questions and gain a clear understanding of the camp's policies, activities and expectations.

While parents attend the orientation, campers will participate in fun camp games led by our counselors, offering a chance to bond with fellow campers and get a taste of the exciting activities awaiting them at camp.

While attendance to our camp orientation is not required, we recommend attending one of the orientations, especially if your family is new to Camp NAC. This helps ensure a smooth transition to camp for both you and your camper.

Year Long Family Events

At Village Farm Camp, we strive to create an environment that offers connectivity and support. We are believers in the power of community because we have seen the positive impact it can have, not only for a season but long after the camp experience ends. We can't wait to see you there! Once you join our Village Farm Camp family, as part of our new initiative, we're excited to invite you to join in on these events and continue building memories throughout the year!

Once you enroll in Village Farm Camp, you're not just signing up for our summer camp – you're joining our camp community and will be invited to events throughout the year. We're thrilled to announce our lineup of NAC community events designed to bring our camp families together and create lasting memories!

- Open House & Family Fun Day
- Easter Egg Hunt
- Kick Off To Summer Party
- End Of Summer Party
- Fall Sips Family Festival
- Brunch With Santa
- New Years Eve Party

Check In and Check Out

Location: 2020 Woodbourne Rd, Langhorne, PA 19047

Check In: Campers can arrive as early as 8:45am. Regular check in time runs from 8:45am-9:15am. Parents/ guardians should pull all the way into our campus. More specific information will be given closer to the start of camp. Starting 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 camp.

Note: Cars may **NOT** line up in the car line prior to 8:45am for drop off. Instead, please park your car and wait for a staff member to direct you out of your parking spot once check-in starts.

Check Out: Parents/ guardians picking up their child from Village Farm Camp should pull into the same location as drop-off. Parents/ guardians may enter the farm to pick up their child or he/ she will be brought to them upon showing your car tag or pick up password confirmation. Pick

up starts NO EARLIER than 2:45pm. A staff member will walk their child out to you once your car tag is shown or pickup password is confirmed.

****CAR TAGS OR PICK UP PASSWORDS (which are created upon registering) MUST BE SHOWN/ KNOWN AT TIME OF CHECK-OUT IN ORDER FOR YOUR CHILD TO BE RELEASED****

Early Pick Up: Parents wishing to pick up their child earlier than 2:45pm should write a note to their counselor and email the Camp Director ahead of time if possible. Please pull into the farm once you arrive. A staff member will walk their child out to you once your car tag is shown or pickup password is confirmed.

Late Arrival: If you are arriving late to camp, please pull into the farm and walk into the office.

Pick Up Car Tags: Each family can receive up to two car tags to use for the summer. The car tags are a requirement for pick up this summer, as a security step outside of your pickup password. Car tags will be given out during Guardian Orientation or designated days and times prior to your start of camp.

Pick Up Password: To check your pickup password, log into your CampMinder account, go under "Forms & Documents," click on the print icon next to Camper Application, then scroll down to the "custom fields" section to view your chosen password.

Children at Risk

Parents who arrive at Village Farm Camp in an incapacitated condition (i.e. alcohol, drugs) present a risk to their child and others. The appropriate staff in charge will advise the parent/guardian 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 guardian
- Call a taxi
- Call a nearby neighbor/friend

If a reasonable conclusion cannot be reached, the parent/ guardian 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. Campers will receive a new wristband upon arrival daily.

Babysitting

Employees of Village Farm Camp are permitted to babysit for campers at their own discretion. Babysitting must take place off Village Farm Camp grounds. Village Farm Camp 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. **Village Farm Camp** is an outdoor-focused program, meaning your camper will spend the majority of their time outdoors, exploring and engaging in nature-based activities. We encourage you to dress your child in comfortable, weather-appropriate clothing that you don't mind getting dirty or stained during hands-on activities like gardening, crafts or nature exploration.

Here are some reminders for camp attire:

- **Sneakers** (no open-toe shoes for safety reasons)
- **Socks**
- **T-Shirts**
- **Shorts** (please be mindful of skirts for ease of movement)
- **Weather Gear:** Pack a lightweight jacket, hat or rain gear as needed for varying weather conditions.
- **Swimsuit & Water Shoes** (for designated water play during extreme heat)
- **LABEL EVERYTHING!!** (this includes hats, jackets, water bottles, and backpacks)

Pro Tip: Consider packing an extra change of clothes in your camper's bag for unexpected messes or weather changes.

By dressing your camper appropriately, they'll be ready to enjoy everything the great outdoors has to offer!

Camp NAC gear is available to purchase at the following website:

<https://apparelnow.com/camp-nac-apparel/discounts?promo-activated>

Potty Training

All campers must be fully potty trained to attend Village Farm Camp.

Communication

On the Tuesday prior to each camp week session that you are enrolled in, 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.

Camp App – In addition to CampMinder, we have designed an application for enhanced parent/guardian communication. Please go to your app store and download "Campanion." You will use your camper log in and password. Here, parents and guardians will receive real-time updates on your mobile device that will highlight photos of your specific child through facial recognition, in addition to other important push-notifications/ texts. You will also be able to enroll from your phone and view your forms and documents.

Campers with Disabilities

In order for Village Farm Camp to provide the best day camp experience for your child, we ask that prior to registration, you consult with the Camp Director regarding any special needs of your child.

Since there are some medical treatments and/ or procedures that legally Village Farm Camp staff are not qualified to perform, children needing these accommodations 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 CampMinder Parent Portal.

Behavior Code of Conduct

At Village Farm Camp, we deeply care about the well-being of every child involved in our programs. Our aim is to create a safe and enjoyable environment for everyone. To ensure this, we kindly request that participants adhere to the guidelines outlined below.

We expect all participants to follow the rules of the program and respect the guidance of our dedicated staff members. In rare cases where a child faces challenges following these guidelines, we approach this situation with care and understanding.

Occasionally, certain behaviors might disrupt the flow of our activities or cause concern for the well-being of others. These behaviors include, but are not limited to, actions that may harm others emotionally or physically, use of inappropriate language, or engaging in any form of abusive behavior. When these situations arise, we take them seriously.

In such cases, our staff will communicate with the child's parent or guardian to discuss the concern and work together to find a positive solution. Should the behavior persist without improvement, we may need to consider the possibility of the child not continuing in the program.

We prioritize the welfare and safety of all involved. If a serious concern arises, our administrative team will conduct a careful assessment. Depending on the severity, we may need to take measures to ensure the safety and well-being of everyone in the program. This may involve a temporary pause or suspension of services.

We understand that every child is unique, and in certain situations, additional support might be necessary. In those cases, if agreed upon by all involved parties, we may pause or suspend services until suitable outside support, such as a wraparound or PCA, is available for the child's well-being.

Our primary goal remains the well-being and happiness of each child, and we strive to handle any challenges with compassion and care.

Positive Behavior Support Modification Policy, Suspension, or “Pause” of Programming:

Village Farm Camp reserves the right to at any time implement this policy. If a staff member observes inappropriate behavior (verbally, physically or sexually) or demonstrates concerns for the welfare of the child, the staff will report this information immediately to the administrative team. The administrative team will then conduct observations of the child or camper’s interactions with other campers and staff. If data, observations or investigation supports the claim and concerns, the administrative team will notify the family of the discipline action that will be taken.

If any child is found to display the following, an immediate action plan will be implemented:

- *Harm to self or others (physically, mentally or sexually)*
- *Inability to thrive within the standard counselor to camper ratio based on group age and ACA policy for ration.*
- *Elopement from camp or group designated areas.*

The action plan is as follows for low level incidents at camp:

- **Incident One:** Counselor or administrative team will verbally share the incident or behavior concern with parent/guardian.
- **Incident Two:** Counselor or administrative team will verbally and in writing share the incident with the parent/guardian.
- **Incident Three:** Administrative Team will request a parent/guardian/counselor meeting. The summary of the conference and next steps will be shared with the family at the end of meeting.

“If found claim and harm to self or others is evident, an immediate pause of services or suspension of services may be part of the behavior modification plan”. If pause or suspension is implemented mid- week, the pause will not result in any refund or adjustment to payment for that week. For any following weeks a camper is enrolled, the administrative team will refund the amount for remaining weeks if a suspension is necessary.

Further incidents: Administrative team will request a meeting between parent/guardian/counselor and when age appropriate (mainly for teens), the camper will also be included in the meeting. ***“If found claim and harm to self or others is evident, an immediate pause of services or suspension of services may be part of the behavior modification plan”. If pause or suspension is implemented mid- week, the pause will not result in any refund or adjustment to payment for that week. For any following weeks a camper is enrolled, the administrative team will refund the amount for remaining weeks if a suspension is necessary.***

Financials & Refund Policies

- **Ways to Save**

Early Registration Discounts: Pay in full and receive an additional 10% off the cost of camp weeks from January 1st to February 15th. Savings only apply on the cost of camp weeks only, not additional options.

Membership Discounts: As a NAC Family Member, you will automatically receive a discounted price for camp weeks.

Referral Program: [Check out](#) our website to view how you qualify for Referral Bucks!

- **Don't Be Late To The Party**

Starting June 1st, our rate will increase \$50 per week.

- **Cancelation Policy**

Camp NAC reserves the right to cancel or change program schedules due to low enrollment. Participants who cancel camp at least 24 hours prior to the start of their registered day may submit a camp credit voucher request. A \$50 non-refundable deposit per week and the non-refundable registration fee will be deducted from all credits. Camp credit vouchers are valid for up to one year and are non-transferable. Refunds are not available for programs canceled by participants at any time.

- **Illness and Injury Policy**

Camp NAC provides camp credits for a full week missed due to illness or injury, with a doctor's note submitted within 10 days of the missed session. Credits will only be applied for full weeks missed. No credits are offered for single days missed due to illness, injury or other cancellations. We recommend families plan their schedules carefully to maximize their camper's experience and avoid unnecessary disruptions.

- **Membership Type**

There are no refunds of any membership type. Your membership type that you have chosen must stay the same membership type until the end of your child's camp enrollment. If you choose to select a higher membership status at the time of enrollment, we must have a membership upgrade paperwork already filled out in order to not charge your account the higher rate. If your membership did not change as of June 1st, we will automatically adjust your rate and bill the difference.

- **Transfer Policy**

Any participant wanting to transfer camp weeks or camp programs must do so before May 31st. Any transfers after June 1st are subject to a \$20 processing fee per transaction.

- **Late Fee**

Those who enroll in camp within 72 hours of the start of the week will be charged a \$25 late fee to their account.

- **We Are Cash Free**

Village Farm Camp does not accept cash. Please make sure any payments are made by credit card or check.

Evaluations

Our 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

All Village Farm campers will get to participate in 2 days of swimming at the NAC outdoor water park each week. Specific camps will attend additional field trips during their respective weeks. These camps are noted in the brochure. Field trip dates and locations are listed in the Camp Brochure and only take place during certain theme weeks of camp (weather permitting). The specialty camps that include a field trip are the following. Please note, the weekly Guardian Letter you receive will specify which days these camps will be going on their field trip.

- Nature Quest
- Garden Growers

****PLEASE NOTE: All children will be automatically enrolled in the field trip that week as of Monday at 9am if we do not hear otherwise from a guardian.****

Field Trip T-Shirt Policy

Camp T-Shirts are required for all field trips!

- Camp t-shirts will be provided on the day of your child's first field trip.
- These t-shirts are a mandatory safety precaution to ensure campers are easily identified.
- Camp t-shirts must be worn on every field trip.

Forgot to Wear the T-Shirt?

- If your camper forgets their Camp t-shirt on a field trip day, a new one will be provided.
- A \$5 charge will be added to your account for each additional t-shirt needed.

Field Trip Day Checklist -

- Camp t-shirts will be provided to those attending field trips on the day of their first field trip. Camp t-shirts must be worn to every field trip as a safety precaution so that they are easily identified as a part of Village Farm Camp. If your camper forgets to wear their Camp t-shirt once given one, your account will be charged an additional \$5 for each t-shirt provided extra.

Lost & Found

We have a lost and found area where we keep left behind items. It is highly recommended that you label all items (clothing, towels, lunch boxes, water bottles, sunscreen, etc.) with your child's first and last name. While we make every effort to keep all campers' belongings in their backpack or on their person, *Village Farm Camp will not be held responsible for lost or stolen items*. 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.

At the end of each month, we will display the found items and then donate any remaining items as appropriate.

Electronic Policy

Our Electronic Policy is designed to encourage the campers to spend more time outdoors and promote socialization between their counselors and peers. Therefore, campers are **not** permitted to have their personal electronic devices out during the camp day. If this policy is violated, the first offense will result in a verbal warning. The second offense will result in confiscation of the camper's electronics and returned during check out. If there is a third offense, the camper's electronics will be confiscated and a parent/ guardian must pick it up at our facility during regular hours.

We understand that some campers may bring a cell phone as a safety precaution; however, we encourage all campers to leave them in their bags. If, for any reason, they need to use their phones, they must inform a counselor.

If a camper goes against this policy, he/ she is responsible for all damaged or lost items that may arise during the camp day.

Lunches & Snacks

All campers should bring a non-perishable, peanut-free lunch and a beverage to Village Farm Camp. 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.

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

We will have 1 snack period daily during regular camp times. Camp does not provide a complimentary snack for all campers. If your camper needs a snack from camp, your account will be charged \$2.00 each time your camper is given one. Please call in advance if you DO NOT want us to provide a snack in all cases. Please send extra food for snack time as well as a water bottle.

Peanut-Free & Allergy Aware Policy

Village Farm Camp is PEANUT- FREE and ALLERGY AWARE. We ask that you do not provide lunch or snacks that contain peanuts at camp to ensure the safety of all children. Please note that if your child brings a lunch or snack that contains peanut products, staff will contact the parent or guardian, the snack/ lunch will be taken away and we will ask you to replace the item(s). We can replace it at an additional cost to you upon request. If you pack a lunch containing soy butter/ sunflower butter/ etc., please label the item(s) so that counselors can easily identify the food.

Note: If the ingredients states “**contains peanuts**” these items will be taken away. If the ingredients state, “**may contain peanuts/nuts**” or “**made in a facility that processes peanuts/nuts**”, staff will remain allergy aware for these items.

If a camper has a peanut allergy, they will automatically be assigned to sit at a designated table that is labeled peanut-free. If a guardian wants to opt out of this and have their child remain sitting with their camp group, they must email us ahead of time for staff to note this in the camper’s account.

Your understanding and support in helping us to provide a **PEANUT- FREE ZONE** is greatly appreciated. Village Farm Camp 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.

Special Diets

Village Farm Camp 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 CampMinder Parent Portal.

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 Village Farm Camp as soon as possible.

Health Policy: Fever

If a child is sent home from camp due to a fever, they may not return until they have been fever-free for at least 24 hours without the use of fever-reducing medications such as Tylenol or Motrin.

On-Site Nurse

At Village Farm Camp, the health and safety of our campers remain a top priority. While there is no on-site nurse stationed at the Village Farm Camp location, the on-site nurse from Camp NAC is available to provide support in the event of an emergency and will travel to the Village Farm location as needed.

To ensure the well-being of all campers:

- All Village Farm Camp counselors and managers are trained and certified in **Adult and Pediatric CPR, First Aid, and AED** protocols.
- Basic first aid will be administered on-site for minor injuries or health concerns.
- In the event of a more serious medical situation, the Camp NAC nurse will be contacted immediately and dispatched to assist.

Important Note: Guardians will be notified promptly if their camper experiences any significant medical issue or if outside emergency services are required.

This system ensures comprehensive coverage while empowering our trained staff to handle routine health and safety needs directly.

Medication Policy

At Village Farm Camp, our primary focus is the safety and well-being of all campers. To streamline our care and meet legal guidelines, the following medication policy applies:

- 1. Emergency Medications Only:**
 - **Village Farm Camp staff will only administer emergency medications**, such as EpiPens, inhalers, or other life-saving treatments.
 - Non-emergency medications (e.g., antibiotics, over-the-counter pain relievers) must be administered at home before or after camp hours.
- 2. Guardian Responsibility:**
 - Parents/ guardians are encouraged to schedule non-emergency medication dosages outside of camp hours whenever possible.
- 3. Required Documentation for Emergency Medications:**
 - Written consent from the child's physician or guardian is required for all emergency medications.
 - Standing orders must be uploaded to the child's CampMinder account prior to the camp session.
- 4. Medication Drop-Off:**
 - Emergency medications must be handed to camp staff during check-in, in the **original container** with clear labeling, including:
 - Child's name
 - Medication name
 - Dosage and administration instructions
- 5. Storage and Accessibility:**
 - Emergency medications will be securely stored and immediately accessible to staff trained in **First Aid, CPR, and AED use**.
- 6. Administration:**
 - Only trained staff will administer emergency medications as directed in the provided documentation.
 - In complex situations, the Camp NAC nurse will be contacted to provide additional support.

Important Note: Campers are not permitted to carry or self-administer medications at any time.

Accidents/ In Case of 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/ nurse.

The following procedures will be followed:

- First Aid will be provided, and the incident recorded in the camp log.
- The child will remain under observation during a designated observation period after first aid has been applied.
- Parent contact as necessary.

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. Please note the nearest hospital from Village Farm Camp is St. Mary Medical Center.

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 in the Village Farm Camp 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 CampMinder Parent Portal) what type of health insurance you carry.

If a camper gets injured and the injury that may impede the rest of his or her camp day parents will be notified via phone at the time of the injury. If a camper is injured and the injury does not

impede his or her camp experience, parent's will be notified by the end of the day with an accident report.

In the event of a medical emergency 911 will be called and children will be transported to St. Mary's Medical Center via ambulance. The camp manager will call the parent/ guardian as soon as possible.

In Case of Emergencies

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 Camps 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 Camp 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.

Sunscreen

Parents or legal guardians will be responsible for applying the first layer of sunscreen prior to arrival at camp. Camp staff will reapply sunscreen once during the day unless instructed otherwise. Parents or guardians are responsible for providing enough sunscreen for the entire day. Please, one bottle per camper, labeled with their name on it. 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 t-shirt brought to wear in the water for extra protection. Hats and sunglasses 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 CampMinder Parent Portal. Please provide all necessary medication in case of an allergic reaction.

Suspected 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.

Guardian Participation

Guardians will be permitted in the camp facility this summer. Guardians are only able to enter the building through the front entrance of Village Farm Camp.

Special Events and 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 PEANUT-FREE.

Sleepovers

Mark your calendars for a fun night with your favorite camp counselors. Available for campers ages 5-12 that are enrolled in summer 2025.

- Thursday, June 19th **Theme:** Ninja Nastics & Inflatables
- Thursday, July 17th **Theme:** Outdoor Pool & Movie Night
- Thursday, August 14th **Theme:** Sports Galore & Crazy Crafts

How to sign up:

- Login onto campnac.com
- Sign up for the sleepover on your camp application.
- Alternative – email info@campnac.com or call 215-944-8860. Please make sure to tell us if your camper will be joining us for the pizza dinner.

Staff

Village Farm Camp strives to hire a highly qualified, well-trained staff to conduct all childcare programs. The summer camp staff is primarily college students, recent graduates, school teachers and our professional Village Farm Camp 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 processes 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, as deemed appropriate.

On average the ratios are as follows:

- o 1:8 - - 6-8 year old's
- o 1:10 - - 9+ year old's

Swimming/ Pool Time

Campers who pass the swim test at the Newtown Athletic Club will have access to the zero-entry pool (highest depth 4.5ft.), two-25ft. slides (48in. height requirement), splash pad, and the lazy river. Campers are not permitted to purchase food and/or beverages at the pool.

Campers that do not get tested prior to their first day will be swim tested during the time of their field trip.

The swim test is given by a Red Cross Certified Lifeguard and requires each child to swim the full width of the Escape Resort Pool, which is 50ft. in length, not touching the bottom surface, or grasping/ holding onto the side wall of the pool at any point in the test. Campers may demonstrate skills of strokes such as breaststroke and freestyle. Campers may not float on their backs or perform doggy paddle during the test. Please note the Red Cross states that signs of struggling or in distress while swimming include: vertical position in the water, weak or forward movement, flailing arms, visible panic or distress, and a struggle to keep their airway above water.

Passing/ not passing is up to the discretion of the lifeguard. Once a camper passes the swim test during our 2025 summer season at Village Farm Camp, they do not need to re-take it for the summer.

Campers that pass the swim will receive a swim band and are required to wear during the entirety of their field trip. This band is required to wear for safety precautions and lets counselors know who already passed the swim test to ensure your child gets to swim the maximum time allotted..

Campers who do not pass the swim test will be required to wear a life vest or coast guard approved floatation device at all times, and only have access to the splash pad and zero-entry pool. Campers in life vests or coast guard approved floatation devices do not have access to the lazy river or slides.

If a child brings their own flotation device, it will be checked that it is U.S. Coast Guard (USCG) approved. Once confirmed a green band will attach to the vest indicating they are approved. These green bands must remain on the entire duration of camp.

Lane lines have been added to the zero-entry pool to signify entering 2ft. and entering 4ft.

Tax ID Information

23-203-9663

Outdoor Play & Weather Policies

Outdoor play is an essential part of our daily camp schedule. Parents are encouraged to dress their children appropriately for the weather conditions, including a light sweater or jacket for cooler mornings and/ or rain jackets if there is inclement weather. Hats and sunglasses are encouraged.

Extreme Heat:

- During periods of extreme heat, outdoor physical activities will be adjusted and **designated water play** will be incorporated to keep campers cool and engaged.
- Staff will ensure campers stay hydrated by increasing water breaks throughout the day.
- While indoor facilities are available for limited programming, most activities will remain outdoors.

Inclement Weather:

- Necessary accommodations will be made for rain or other adverse weather conditions, always prioritizing camper and staff safety.

Our Commitment: All precautions will be taken to ensure the well-being of our campers, with adjustments made as needed to provide a safe and enjoyable camp experience in all weather conditions.

Personal Property Policy

At no time are campers permitted to bring drugs, alcohol, vehicles, weapons, or animals onto the camp site. If personal sports equipment is required, the camp will notify parents the week prior of exactly what gear should be brought to camp.

School's Out Camp

Our School's Out Camps align with local school district calendars, including Council Rock, Neshaminy, Pennsbury, New Hope-Solebury, Central Bucks and St. Andrews, to offer a fun childcare solution for parents when schools are out of session. School's Out Camps are available for both NAC members and non-members.

Pizza, a side dish and juice are included in each School's Out Camp. Campers will have the opportunity to swim in the NAC indoor pool for one hour each day - so be sure to pack a swimsuit!

School's Out Camp runs from 9am-3pm with before and after care options available.

Check out the complete list of the School's Out Camps we are offering for the 2025 Season and/ or to read our School's Out Camp policies and guidelines at <https://campnac.com/additional-programs/schools-out-camp/>

Staff Appreciation Gifts

Village Farm Camp counselors may accept tips/ gifts. If a guardian decides to drop off food to the camp building, please make sure it is store bought and peanut-free. We are unable to accept food that contains peanuts, as we are a peanut free campus.

Find Us on Social Media

Website: www.campnac.com

Facebook: www.facebook.com/campnac

Instagram: @camp_nac

TikTok: @camp_nac

Camp NAC Gear: <https://apparelnow.com/camp-nac-apparel/discounts?promo-activated>