

Parent Handbook 2019



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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 Camp NAC or a seasoned camper, we are pleased to welcome you to the 2019 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 Leadership Team!



Amanda Brown – Hello, my name is Amanda Brown and I am the Camp & Youth Programs Director at the Newtown Athletic Club. Throughout the past twelve 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!”



Hello, my name is Brianne Feinour and I will be the new Camp Manager for this camp season and I couldn't be more excited! I am a graduate from West Chester University with a Master's in Public Health. I joined the team here last summer as the 3-5 year old specialty camp lead. My role expanded in the fall as I took on more responsibilities as a youth class instructor and camp manager, and now as the full-time camp manager. I am extremely grateful for this opportunity and I cannot wait for all our summer fun-filled camp activities!

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
Gymnastics Lessons 3:00pm – 4:30pm
Parisi Speed School 3:00pm – 4:30pm
After Care 3:00pm – 6:00pm

Camp Sessions and Dates:

Camp Week	Dates	Camp Week	Dates
1	June 3 – June 7	8	July 22 – July 26
2	June 10– June 14	9	July 29 – August 2
3	June 17 – June 21	10	August 5 – August 9
4	June 24 – June 28	11	August 12 – August 18
5	July 1 – July 5	12	August 19 – August 23
6	July 8 – July 12	13	August 26 – August 30
7	July 15 – July 19	** No camp July 4th	

Open House: February 9th 11:30am-1:00pm located at the NAC Brown Gym

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 your camper to enroll right there! This will also be your last chance to receive our best deal of the year, our early bird discount! Plenty of free giveaways will also take place so don't miss out! Come learn all you need to know about Summer Camp at Camp NAC while your camper begins to make friendships that will last the whole summer and beyond!

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. You may not begin to line up for express pick up any earlier. 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, Parisi Speed School, Swim and Gymnastic 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. If your child is late on Monday, you must call and place their lunch order by 9:30 AM.

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 Code of Conduct

Camp NAC is interested in the welfare of all children. Participants in Camp NAC programs are expected to follow the rules of the program and obey the direction of staff, whether paid or volunteer, and other adults in supervisory positions. A child's failure and inability to follow rules and obey directions may cause a serious discipline problem. A serious discipline problem may also occur when a child hampers the smooth flow of the program by requiring constant one-on-one attention, inflicts physical or emotional harm on other children, abuses staff and adults, or is otherwise unable to conform to the rules and guidelines of the program. Kicking, biting, abusive behavior towards others, name-calling, unwanted displays of affection, and inappropriate language are examples of such unacceptable behavior.

If a child becomes a serious discipline problem, staff will notify a parent of the situation, and discuss a solution. If improvement does not occur or a solution cannot be determined, staff may recommend that the child be dismissed from the program. Staff will discuss the dismissal procedure with a guardian, should a serious discipline problem occur. However, acceptance into the program is conditioned on the above policy and the right to dismiss a child from the program as outlined above.

All summer program registrants are expected to follow the rules of the program and obey the direction of the summer program leaders and other adults in supervisory positions. When a child's behavior creates a discipline problem as described in the above Discipline and Dismissal Policy, the following procedures shall be followed:

1. The child shall be separated from the problem activity or situation. Staff shall help the child rejoin the group when they are ready.
2. Staff shall listen to the child and discuss the consequences of further misbehavior.
3. Repeated misbehavior shall be handled through conversations with a parent.
4. The parent, child, and staff shall agree to a plan that improves behavior.
5. If improvement does not occur or a solution cannot be determined, staff may recommend that the child be dismissed from the program. (There are no refunds if your child is dismissed from the program.)

Enrollment/ Withdrawal and Payment Policies

Cancelation 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.

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 to a parent member rate and bill the difference.

Transfer policy

Any participant wanting to transfer camp weeks or camp programs must do so before April 30th. 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*. Field trips are optional and at an additional cost (Camper's choosing to not attend will follow a regularly scheduled camp day at NSTC). All children will be automatically enrolled in the field trip as of Monday at 6pm if we do not hear from a parent. 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.

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 electronics 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 electronic and returned during check out. If there is a third offense, the camper's electronic will be confiscated and a parent/guardian must pick it up at our facility during regular hours.

Regarding After Care (3:00-6:00 pm), the campers may be allowed electronics based on the counselor's discretion. However, if the campers earn this privilege, he/she is responsible for all damaged or lost items. Those include, are not limited to:

- Laptops
- iPads
- Gameboys
- PsP
- Nintendo DS
- IPod

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 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. This year, camp will be providing a complimentary snack to all campers. Please send extra food for these times as well as a water bottle. Campers will have a snack time in the morning as well 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 PACKAGE

Save the hassle of packing lunch with our awesome lunch package, provided by Escape Restaurant at the NAC. This package is available on a weekly basis for our campers. Each day, campers will receive a daily entrée, fruit, side, dessert and beverage. Drinks include 100% juice box or milk. Dessert includes frozen fruit pop.

RD APPROVED

Daily Menu

MONDAY	CHICKEN STRIPS (Antibiotic and Hormone-free)
TUESDAY	TURKEY HOT DOG Whole Wheat Bun
WEDNESDAY	TURKEY & CHEESE OR HAM & CHEESE (Nitrate-free, No Additives) Whole Wheat Bread
THURSDAY	SPECIALS 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: Organic Mac & Cheese Elbow Macaroni with Low Fat Cheddar Cheese
FRIDAY	PIZZA Whole Wheat Dough, Low Fat Cheese and Tomato Sauce with No Added Sugar
ALTERNATE OPTIONS	SUNFLOWER BUTTER & REAL FRUIT SPREAD Whole Wheat Bread -OR- PASTA AND MEATBALLS Whole Wheat Pasta, Tomato Sauce and Chicken Meatballs

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.

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.

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 at the end of the day with a accident report.

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

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 medication(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 physician or 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(s) to be given.
- Hand all medication (including inhalers, etc.) to the camp nurse. Campers are not allowed to keep medications on their person, in their backpacks or lunch bags.
- All children must have standing orders from a doctor uploaded to their Camp Minder account in order to have medication at camp.
- All medications will be locked up and given to your child at the prescribed time.
- All medication must be picked up on Friday when your child leaves camp at the end of every week.

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 if they would like to see their child during the camp day.

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.

On average the ratios are as follows:

- 1:6 3-5 year olds
- 1:8 6-8 year olds
- 1:10 9+ year olds

Swimming

If your child is in a full day camp ending at 3pm 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.

Personal Property Policy

At no time are campers permitted to bring alcohol, drugs, 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.

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 May 30th at 6:00 pm and June 9th at 12:00 pm. 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