



# 2016 Parent Handbook



Hello and welcome to Camp Discovery! We are looking forward to a wonderful summer. We have so many things planned for the summer such as a virtual whale show, a waterslide, an ice-cream truck, Montessori activity time, and so much more! This handbook contains important information, so please read it carefully.

## **TELEPHONE NUMBERS**

Administrative Offices	215-641-1761
Camp Discovery, Blue Bell Marsha Hirschhorn, Principal	215-646-6816 marsha@mch2learn.org
Camp Discovery, Horsham Nona Melnick, Principal	215-957-1571 nona@mch2learn.org
Accounting Office Kathy Downing	215-643-4218 Ext. 2115 kdowning@playandlearn.com

**Please call the Camp directly** with messages relating to your child's daily program, schedule and absences. An answering machine may be used at busy times during the day and will be checked frequently to receive your messages which will be responded to promptly. For questions concerning tuition or payments, please call the Accounting Office.

## **SUPPLEMENTAL CARE**

Supplemental care is available before camp from 7:30AM to 9:00AM at Blue Bell and from 6:30AM to 9:00AM at Horsham, and after camp at both locations until 6PM. A flexible schedule can be arranged to meet the needs of your family. Supplemental care may be on a prearranged contracted schedule, or on an "as-needed" basis, depending upon availability. As-needed care will be billed at an hourly rate, as noted on the fee schedule.

## **DAILY SCHEDULE**

In the morning, please take your child to their assigned room and check in with the staff. Please sign your child in on the attendance sheets. Breakfast may be brought from home until 7:45 AM. After 7:45 AM, children should have already eaten breakfast at home.

When leaving at the end of the day, be sure to check your parent mailbox/pouch and child's cubby for any messages, children's art work or soiled clothing. Please replenish or replace any needed supplies the following day. Please sign your child out on the attendance sheets. Please take wet swim suits and towels home at the end of the day.

If you might be late for your child's pick up, you must call to inform the camp. Whatever the reason for lateness, a late fee of \$10.00 will be charged for each 15 minutes or portion of 15 minutes. We expect this will occur only in rare emergencies since staff expect to leave on time to meet personal commitments.

**If someone other than the parents will be picking up your child, Camp Discovery must be informed in writing, and that person must be listed as an alternative pickup person on the child's emergency form.** Alternate pickup people must present picture identification.

Any special custody arrangements must be put in writing to the Principal.

## **SUMMER THEMES:**

Our head and assistant counselors will provide skillful care and engaging programming for all campers. Together we have planned the following theme weeks:

Week 1 – Getting to Know You

Week 2 – A Week at the Beach

Week 3 – Happy Birthday, America!

Week 4 – Going Green

Week 5 – Out of this World: The Solar System

Week 6 — Around the world in Five Days

Week 7 – Dinosaur Adventures

Week 8 – Famous Artists

Week 9 – Science: Let's Experiment

Week 10 – Country Fair

**CAMP PICTURES** will be taken on:

Camp Discovery Blue Bell—Tuesday, July 19th

Camp Discovery Horsham—Wednesday, August 3rd



## **GUIDELINES FOR HEALTH & SAFETY**

**Children of any age may not be left unattended in a car or anywhere in the parking lot at any time.**

You might expect your child to be sick more often when he/she is in such close contact with other children. However, past research has shown that children in camp are actually not sick more frequently than children who spend most of their time at home. When illness does occur at the camp, you will be informed of any contagious diseases.

**Illness** - your child may not attend camp if he or she is too ill to take part in the regular camp activities or may infect other children. Use the following symptoms as a guide:

1. Temperatures : Greater than 101° (Temperature will be taken axillary and 1 degree added or with a tympanic thermometer)
2. Uncontrolled Diarrhea
3. Rash accompanied by fever and or behavior changes
4. Undiagnosed sore or discharging eyes or ears
5. Vomiting
6. Conjunctivitis until 24 hours after treatment begins
7. Infestation (lice, etc) until 24 hours after treatment begins and **nit free**

If your child becomes ill during the day, you will be called. You may be asked to come for your child. If you cannot be reached, we will call one of the three persons you have listed to contact in case of emergencies. It is the camp's decision when a child needs to be taken home. Parents are required to accept this decision and to arrange for pick up within one hour of the call.

Children dismissed from camp for any of these medical reasons must not return for 24 hours unless they have a doctor's written approval. If your child becomes ill at night (example: vomiting or diarrhea) but appears fine in the morning, it is advisable to keep your child home to insure that he or she is healthy. It is not possible for us to keep a child isolated.

**Our goal is to provide care as long as the child is comfortably able to participate in the program, will not infect others, and does not require more attention than the staff can give in a group setting.**

If your child is absent for 3 days or longer, a doctor's note is required before your child can return.

## PERSONAL POSSESSIONS

All items of clothing must be clearly labeled with your child's name. Labeling is essential and helps us care for your child's possessions. Unmarked items are easily lost. Glass containers or bottles are not permitted at camp. Personal items such as toys or jewelry should remain at home.

### DAILY SUPPLIES – BLUE BELL CAMPERS:

#### BLUE BELL CAMPERS need to bring the following to camp:

**Explorers (Toddlers) :** Lunch & beverage with ice pack if staying after 11:45AM  
Swimsuit (**2-piece suit for girls**) under clothing and secure water shoes on feet  
A good supply of diapers and wipes or extra underwear  
Underwear, clothing, and shoes and socks to change into after water play  
Labeled bottle of sun screen (no spray) to keep at camp for re-application  
Labeled towel (clean and dry)  
Labeled bag or backpack for bringing underwear, shoes and socks, and towel  
2 extra sets of clothing to be left at camp (including socks and underwear)  
Child-size sleeping bag or small sheet and blanket for napping  
Drawstring or duffle bag to store sleeping bag  
*Note: Baby bottles and pacifiers are not appropriate for camp*

**Adventurers (3,4,5's):** Ready to eat lunch & beverage with ice pack if staying p.m. (**No Warm-Ups**)  
Swimsuit (**2-piece for girls**) under clothing and secure water shoes on feet  
Underwear, clothing, and shoes and socks to change into after water play  
Labeled bottle of sun screen (no spray) to be kept at camp for re-application  
Labeled towel (clean and dry)  
Labeled bag/backpack for bringing underwear, clothing, shoes, socks, and towel  
2 extra sets of clothing to be left at camp (including socks and underwear)

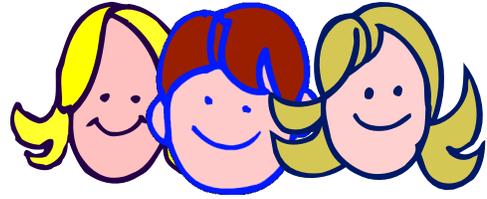
### DAILY SUPPLIES – HORSHAM CAMPERS:

#### HORSHAM CAMPERS need to bring the following to camp:

**Explorers (Toddlers):** Lunch & beverage with ice pack if staying after 11:45AM  
Swimsuit (**2-piece suit for girls**) under clothing and secure water shoes on feet  
A good supply of diapers and wipes or extra underwear  
Underwear and closed-toe shoes and socks to change into after water play  
Labeled bottle of sun screen (no spray) to keep at camp for re-application  
Labeled towel (clean and dry each day)  
Labeled bag or backpack for bringing underwear, shoes and socks, and towel  
2 extra sets of clothing to be left at camp (including socks and underwear)  
Clear plastic shoebox for extra clothing to be kept at camp all summer  
Child-size sleeping bag or small sheet and blanket for napping  
Drawstring or duffle bag to store sleeping bag  
Labeled reusable water bottle or sippy cup with water  
*Note: Baby bottles and pacifiers are not appropriate for camp*

**Adventurers (3,4,5's):** Lunch & beverage with ice pack if staying after 11:45  
Swimsuit (**2-piece for girls**) under clothing, towel and water shoes **\*\*Please refer to camp letter for swim days**  
Labeled bottle of sun screen (no spray) to be kept at camp for re-application  
Labeled towel (clean and dry each day)  
Labeled bag or backpack for bringing underwear, water shoes, and towel  
2 extra sets of clothing to be left at camp (including socks and underwear)  
Clear plastic shoebox for extra clothes to be kept at camp all summer  
Labeled reusable water bottle brought to camp each day and washed at home each night.

## HEALTH EVALUATIONS/INNOCULATIONS



We recommend that all children receive the standard immunizations including DPT, measles, rubella, polio, and Hepatitis B as well as a TB test. At enrollment, we require physician's statement of inoculation and general medical health. Medical Health forms must be updated on a regular schedule to comply with the Department of Public Welfare regulations according to the age schedule on the reverse of the form. Failure to provide updated health forms may result in termination. See the Principal for the form.

## MEDICATION

It is our policy **not** to administer any medication (including non-prescription drugs and prescription ointments) at the Camp unless it is an emergency. Please observe the following rules:

1. Request that your doctor give you a medication schedule such that the medicine can be given while your child is at home.
2. If your child must have medication during camp hours, arrange to come to the camp to give the medication.

Only when the schedule can not be altered and with physician approval will medication be administered at Camp Discovery. The following guidelines must be followed:

1. Provide written instructions from your doctor which include the date, name of medication, name of patient, dosage frequency, and reason for medication.
2. Medicine should be labeled with child's name, name of drug, prescribing physician's name, pharmacist's name and address, dosage time and frequency to be given.
3. Fill out a medication form, detailing medication type, dosage, and administration. Forms are available in the Camp office.
4. Hand all medications and written permissions to the Principal. If Principal is not available, hand to your child's Head Counselor.
5. Written permission from parents and approval by the Principal must be received before administering any medication.

While these procedures may seem tedious, they are necessary to protect your child as well as others.



## **EMERGENCIES**

In case of accident or sudden illness, the following procedures are followed:

1. A phone call is made to 911.
2. Child's parents (or emergency contact person) are called.
3. Child and health records are taken to emergency service at the closest hospital.

In all cases an emergency report is completed and given to the Principal. Minor accidents are recorded on an Incident Form and reviewed with the Head Counselor who will then share the information with parents.

**It is very important, especially in instances of illness or emergency, that the contact information that we have on file is current and complete.** Report any changes in address, telephone number, employment, physician, or health insurance information to the Principal immediately. Be sure to keep alternate emergency contact information current.

## **DISCIPLINE POLICY**

It is the intent of Camp Discovery to create a positive and supportive play and learning environment. At times, limits must be set for the safety and welfare of each child. Children will be redirected, distracted or gently removed from any problem situation. Staff will give choices and positive alternatives rather than punish negative behavior.

## **SUPERVISION POLICY**

Staff are required to provide ongoing supervision of children at all times. Supervision outdoors requires that staff be alert to all areas of our playgrounds and interact with children as needed.

## **TUITION AND PAYMENT INFORMATION**

All cash payments must be brought to the Accounting Office in Fort Washington and a receipt should be requested. Visa and MasterCard are accepted. Please direct any questions regarding tuition or billing to Kathy Downing in the Accounting Office: 215-643-4218, ext. 2115.

## **OTHER CAMP FEES**

\$75.00 Camp Activity Fee  
\$10.00 Annual Child Insurance  
\$60.00 Registration Fee (new families)

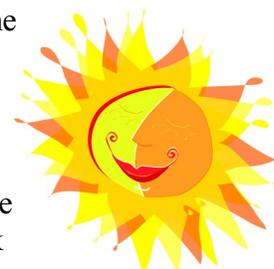
## **LATE FEES**

\$15.00 Late Fee - Any payment not received by the due date will be charged a \$15 late fee per month  
\$20.00 Returned Check Fee  
\$10.00 Fee for each 15 minutes or portion of 15 minutes beyond 6:00PM closing time

## **DISCOUNTS**

The following discounts are available:

1. Sibling Discount - 5% discount for siblings, computed on the child with the lowest yearly tuition only if each child attends for more than 25 hours a week
2. Title XX and other subsidies accepted for qualified families



## WITHDRAWAL

Tuition fees paid in advance, excluding non-refundable deposit and registration, shall be refunded if a registered student withdraws or is requested to withdraw 30 days or more before the beginning of a semester. The summer semester begins 6/13/16.

## DISMISSAL POLICY

A child may be dismissed from the camp for any of the following reasons:

1. Failure to make payment for services within the required time frame
2. Conditions exist in which the child's individual needs can not be met by the camp
3. Failure to provide required paperwork/forms

## SCHEDULE CHANGES

Modifications to your summer schedules can only be made with a 2 week written notice. One change only per month. No refunds will be given for unused days. Any additional days may be purchased at the non-contracted rate. Due to staffing and enrollment, days may not be switched at any time.

## FUNDRAISING

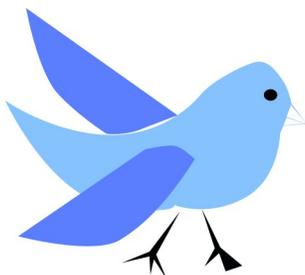
Camp Discovery is a not-for-profit organization. If you would like to make a donation please check with your child's counselors or Principal for a list of the most pressing needs. Fundraising enables our camp to provide special programming and to purchase materials and equipment. We encourage your assistance in making such events successful by participating and providing organizational help.

## UNITED WAY

The United Way of Southeastern Pennsylvania raises money for non-profit agencies that offer community services to the families of Southeastern Pennsylvania. The United Way gives all of us the opportunity to help these community service agencies. Many corporations also have matching gift programs for their employees, when they choose to donate to a specific agency.

As a Donor Choice Agency, **Camp Discovery** is eligible to receive donations from the United Way. You may select the Camp Discovery as your Donor Choice Agency by using the Donor Choice Option number **03017**. All donations received through this option program benefit Camp Discovery in Blue Bell and Horsham. All contributions will be acknowledged with a thank you letter.

*Camp Discovery is a non-profit, equal opportunity organization dedicated to serving families by providing a supportive and secure environment where children can learn and develop positively and in which parents can have confidence.*





## **PARENT HANDBOOK ACKNOWLEDGEMENT & AGREEMENT**

I acknowledge receipt of the Camp Discovery Parent Handbook for the summer of 2016 and agree to be bound by its requirements as a condition of my child's acceptance into the program.

---

PARENT SIGNATURE

DATE

CHILD'S NAME

---

E-MAIL ADDRESS