



Parent Handbook 2018



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 petting zoo, 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 ALSO 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.

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 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):

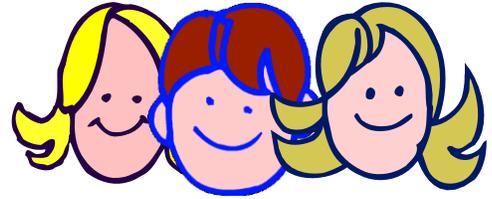
Lunch & beverage with ice pack if staying after 11:45AM
Swimsuit (**2-piece suit for girls**) under clothing and secure water shoes on
A good supply of diapers and wipes or extra underwear
Underwear and closed-toe shoes and socks to change into after water play
Labeled bottle of sun screen (no spray) 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 every 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 per 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 cannot 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 always. Supervision outdoors requires that staff be alert to all areas of our playgrounds and interact with children as needed.

TUITION AND PAYMENT INFORMATION

Tuition may be paid by credit card (EFT form required), click to pay (invoice emailed to you to be paid online), or check. 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 (every camper)
- \$10.00 Annual Child Insurance
- \$60.00 Registration Fee (new families)

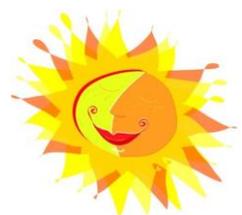
LATE FEES

- \$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:

- Sibling Discount - 5% discount for siblings, computed on the child with the lowest monthly camp tuition only if each child attends for more than 25 hours a week
- 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 6/18/18.

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 cannot 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 camp season and no schedule changes after May 1st. No refunds will be given for unused days or for paid tuition. Any additional days may be purchased at the noncontracted rate based on availability. Due to staffing and enrollment, days may not be switched at any time.

FUNDRAISING

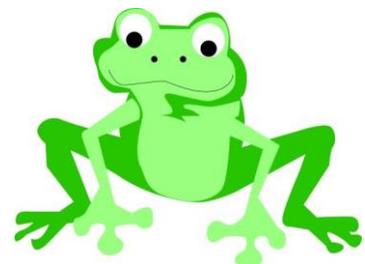
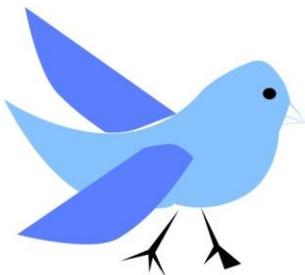
Camp Discovery is a not-for-profit organization. If you would like to donate, please check with your child's counselors or Principal for a list of the most pressing needs. Fundraising enables our camp to provide special programming and to purchase materials and equipment. We encourage your assistance 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 2018 and agree to be bound by its requirements as a condition of my child's acceptance into the program.

PARENT SIGNATURE

DATE

CHILDS NAME

E-MAIL ADDRESS