

Upper Southampton Summer Camp Parent Handbook



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ABOUT OUR CAMP

We encourage campers to tap into their strengths and then we recognize their achievements. Whether they are an athlete, an artist or just interested in having fun, we have the activities and the staff that will, without a doubt, bring out the best in each camper. Our campers are encouraged to try new things, learn new skills and develop old ones. We want our campers to play, get dirty, explore nature, make friends, and discover themselves as a member of our camp community. Our staff is trained to encourage team building and create an environment where campers feel that anything is possible.

During camp kids get to experience the most popular camp activities with daily sports, games, arts & crafts, weekly swimming, trips, and more! Summer camp is all about trying new activities, making friends and creating memories that will last a lifetime so come join us for a fun-filled summer!

OUR MISSION

Together we encourage choices and behavior that foster individual growth through the development of self-confidence and acceptance of others. Our camp goal is to ensure that every camper walks away at the end of summer with memories full of fun and friends.

DATES AND TIMES

Monday through Friday

June 17 – August 16 from 9AM – 4PM

Drop-off: 7:50AM – 9AM

Pick-up: 4PM – 5:15PM

***No Camp: July 4th & July 5th**

CAMP PROGRAMS

Our summer camp program will be the exact same program at each site. Our goal is to provide the best camp experiences for you and your child. Depending on registration numbers, we do our best to separate each group according to age and gender. Whenever practicable, Upper Southampton Township's Summer Camp attempts to accommodate children with special needs, however, in situations where accommodation exceeds the capability of the staff/facilities, or if the child could pose a danger to other participants or the staff, Upper Southampton Township reserves the right to decline an applicant for cause.

Upper Southampton Township summer camp respects the rights and dignity of all campers and staff, including individuals with varying abilities, cultures, genders, races and religions. Our camp is inclusive to all and staff is trained to set the highest examples of behavior for campers.

YOUTH CAMP

Ages: 5-14

Location: Community Center

Children must have attended Kindergarten. Youth Camp provides a safe, structured, fun-filled environment for campers to reconnect this summer! Activities include daily sports, fun theme days, arts & crafts, weekly swimming, trips and more! This camp is about having fun and making friends in a safe, supervised environment. We've created a program to develop self-esteem and independence, while gaining a strong sense of community. Whether campers are spending time in nature, hanging out with their friends or playing games, they will be creating memories that will last a lifetime!

- Camper to Counselor ratio: Ages 5 - 6, 6 to 1; Ages 7 - 8, 8 to 1; Ages 9 to 14, 10 - 1
- Trips and Weekly swimming.

CAMP BASICS

- 2024 Camp dates - June 19 - August 18
- Daily camp Monday thru Friday from 9 AM – 4 PM
 - Drop off: 7:50 AM – 9 AM
 - Pickup: 4 PM – 5:15 PM
- Daily transportation is NOT available.
- All employees screened in accordance with Township and ACA policies.
- Before/After care NOT available.
- Parent/Guardian pickup passes daily.
- Our staff is trained to administer emergency medications ONLY.
- If a child leaves for an illness or injury, a doctor's clearance must be submitted upon return to camp.
- All program policies are subject to change at the Parks and Recreation Director's discretion.
- **No refunds are given for any reason.**

DAILY ACTIVITIES

Baseball – Volleyball – Softball – Theatre – Basketball – Soccer – Gaga – Bocce Ball – Dance – Talent Shows – Wii Games – Pickleball – Swimming – Flag Football – Crafts – Trips – Capture the Flag – Team Building Games – Special Visitors – and many new activities and surprises each week!

FIELD TRIP INFORMATION

Trips are included in the price of camp. Trip information will be sent out a week before. If you choose not to send your child on a trip, you must keep your child home that day. Trip details will be sent home the week of the trip. Same camp times for drop off and pickup.

CAMP POLICIES

PROGRAM ELIGIBILITY FOR CAMP PROGRAMS

All camp activities are designed for children of all ages, sizes, mental/emotional/social/physical abilities for fair play and participation.

ILLNESS

Upper Southampton Township cannot provide care for sick children. Please do not send your child to camp if he/she feels ill. We ask that you keep your child home if the following symptoms occur:

- Fever within 24 hours (99° F or higher)
- Vomiting, Diarrhea
- Contagious or Rashes of Unknown Origin
- Congestion with Sneezing, Nasal Drainage and Coughing
- Ear, Eye, Throat Infections - Unless on Antibiotics for 24 hours
- Nits and/or Head Lice (we maintain a 24 hour “No Nit” policy)
- Dizziness or Upset Stomach
- Difficult or Rapid Breathing

We are concerned about the health and welfare of each child. In the event that he/she becomes ill or injured at camp, you will be contacted immediately and are required to pick up your child as soon as possible. Please be sure information on the Emergency Form is completed, accurate and up-to-date. Upper Southampton utilizes a “24 hour fever free policy.” This policy mandates that any child sent home with a fever (see above) may not return to camp within the next 24 hours. Children sent home with vomiting and/or diarrhea will be sent home or need to stay home until free of symptoms for 24 hours, without the use of medication. If a child leaves for illness or injury and medical attention is needed, a doctor's clearance must be submitted upon return to camp.

COVID-19

Upper Southampton Township follows the CDC's protocol for COVID-19. See the quarantine and isolation quick guides on our website.

COMMUNICABLE DISEASES

It is imperative that the Camp Program Coordinator be notified if your child contracts a disease:

Chicken Pox: Excluded until at least six days after the last outbreak of “pox.”

Conjunctivitis, Acute (“Pink Eye”): Excluded until prescribed treatment has been given for 24 hours.

Head Lice: Excluded until treated with a pediculocide shampoo and combed for nit removal. A parent is required to accompany the student to the Camp office with the pediculocide box or container for a recheck after treatment, before the student is readmitted to camp.

Impetigo: Excluded until judged non-infective by the child's physician or the school nurse.

Measles: Excluded until four days from onset of rash.

Mumps: Excluded nine days from the onset or until swelling subsides.

Pertussis (Whooping Cough): Excluded four weeks from onset or seven days from start of antibiotic treatment.

Ringworm: Excluded until judged non-infective by the child's physician or nurse.

Rubella (German Measles): Excluded four days from the onset of rash.

Scabies: Excluded until determined to be non-infective by the child's physician or nurse.

Streptococcal Pharyngitis (Strep Throat and Scarlet Fever): Excluded until 24 hours after treatment has begun.

Other Communicable Diseases Not Otherwise Specified: Upper Southampton Township follows the recommendations of county and federal public health officials.

HEALTH CARE POLICY

Our health care policy is to provide basic first aid (AED/CPR) as appropriately trained. If injury requires more assistance, the parents would be notified for the camper to be seen by their own health care professional.

SAFETY

You will be provided with only two pickup passes for each parent/guardian. If someone else is picking up your child, **you must provide them with your pass.** No child will be released without a pickup pass so please keep these passes in your vehicle or a safe place. You are responsible to pass along the pickup pass. We are aware, however, that emergencies arise so please contact the office at 215-355-9781 if a pickup pass cannot be provided. The pick-up pass will be given to the parent whose name is on the camper(s) registration.

The Directors reserve the right to send a camper home whose physical condition, conduct or influence is deemed unsatisfactory or detrimental to the best interests of the camp.

No refunds are given for any reason.

In the event of any emergency where the parent cannot be contacted, the Directors reserve the right and are hereby authorized to have the camper hospitalized and all such expenses shall be the responsibility of the parent.

BOUNDARIES

Camp boundaries will be defined as the property grounds of the Community Center. Camp activities should not take place off these grounds. Some areas to avoid include parking lots and roads.

PICKUP AND DROP OFF POLICY

Parents, please drop off your child from the right (passenger side) of your vehicle. We will have employees waiting for your child's arrival to help them out of the vehicle and walk them to their designated group. **NO ONE** is permitted on camp grounds for any reason. You must check in with an attendant and be escorted to your child, or vice versa. All of our employees have undergone CPSL mandated clearances. For the protection of all our staff and children, please follow the rules for the safety of everyone. Please stay in your vehicle for drop-off and pickup.

- Camp runs from 9 AM – 4 PM Monday thru Friday. Camp drop-off begins at 7:50 AM & pickup is from 4 PM – 5:15 PM.
- When picking up your child, you will be required to bring the pickup card which you will receive after all the necessary paperwork has been handed in. Each camper's safety is our number one priority and the pickup cards help ensure that your child does not go home with an unauthorized person.

- On the first day of camp, signs will be posted and staff will be directing your drop-off procedures. The same will go for pickup.
- **Late Arrival or Early Pickup:** If you drop your child off after 9:00 AM, you must park your vehicle and accompany your child into camp. Upon entering there will be a sign-in/out sheet that must be filled out daily. Please let the Directors know if your child is being picked up early or will not be attending camp due to illness or vacation. *If a child is being picked up by someone other than documented persons, follow the same procedures for pickup and use the pickup passes.*
- Pickup should be done between the hours of 4:00 PM and 5:15 PM. **Late pickup will result in a fee of \$20 per child for every 15 minutes our staff must wait starting at 5:16pm.** An invoice will be sent to you with the late fees.

VISITORS

To protect the safety of all campers, Upper Southampton Township Camp will not permit visitors during camp hours. All employees receive child abuse and criminal history clearances prior to employment. If you would like to visit our camp, you must make an appointment with the Camp Director. **Please do not come unannounced due to safety precautions for all of our children.**

RELEASE OF CHILDREN

Any individual to whom children may be dismissed must be given the pickup pass by the parent. Campers will be released only to those individuals who carry pickup passes for those children.

Pickup passes (*proof of township residency required*) will be issued at **“Camp Open House Night”** Thursday, June 13 from 6:00 PM until 8:00 PM at the Community Center located at 913 Willow Street for a Camper Orientation Meet and Greet. *Please call 215-355-9781 to make other arrangements if you cannot come during those times.* Check our website, ustwprec.com for updates and special announcements.

Payments must be made in full in order to receive your pickup passes. Additional passes can be purchased for \$5 per card. **IT IS YOUR RESPONSIBILITY TO PASS THEM ALONG TO THE PERSON PICKING UP YOUR CHILD.**

PARKING

Please park in designated parking areas. Vehicles are **not** to pull up or park in front of the building unless you are just dropping off your child directly to an adult.

SECURITY

The Community Center’s front doors will remain locked throughout the day. The building will never be left unattended. Please call the Site Director’s phone number prior to coming onto the camp site so we can be ready for you.

LUNCH AND SNACKS

Please send drinks (three bottles of water) and a nutritionally balanced, nonperishable lunch to camp. We do not have refrigeration so include ice packs in the lunches. Our daily lunchtime is between Noon and 1:00 PM. Also, please provide your child with a snack for regularly scheduled snack time. Please try to avoid foods containing peanuts and/or peanut oil (see Food Allergies Below).

Please do not send in **glass bottles, soda or candy**. Send in shatter-resistant water bottles with your child's name on them so they have plenty of water to stay hydrated each day. Mark water bottles with a **permanent marker**, name on top.

We do not have access to a microwave. We suggest that you do not send in food that needs to be reheated. We will be having some special activities that will include food. You will be notified when these events take place. If you wish to bring in a treat to share with the camp, be sure to let the Director know beforehand.

FOOD ALLERGIES

We work carefully to educate our staff about food allergies. Campers with food allergies should contact the Parks & Recreation Director for additional information. In an effort to allow all campers to participate fully in all camp activities, we ask that you do not send in any food for snacks or meals that may contain peanuts or peanut oil. Any campers who bring products containing peanuts or peanut oil will be asked to sit in a designated area. **Campers with food allergies should complete a food allergy form and contact the Parks & Recreation Director to schedule an appointment to review the form.**

TWO ADULT RULE

Two adults will be with your child **at all times**. We do not allow minors to be alone with one adult on our premises or at any sponsored activity.

RESTROOM GUIDELINES AND POLICY

Two workers will check the bathrooms to make sure they are clear. The workers will remain outside the bathroom door and escort the children back to camp. For the protection of all, workers will never be alone with a child in the bathroom with the door closed. We provide training on child protection to all our summer staff and strive to provide opportunities for additional training classes or events on a regular basis. All workers are required to attend these training classes.

POOL

A swim test will be given to all campers the first three days of camp. If they pass they will receive a bracelet which proves that they passed the swim test. They must wear the bracelet each day so the lifeguards and counselors are aware of who has passed the test. If your child does not pass the swim test they will be required to wear a life jacket while swimming. Life jackets will be issued by Upper Southampton Township. Our life jackets are U.S. Coastguard-compliant. *No water play toys or floating devices are allowed.* Please let the Director know if your child can't swim. Each group will have a designated swim time each day. Please be aware of your child's swim time, in case of late arrival and early pickup.

Campers will be transported by Centennial School District busses to William Tennent High School for swimming.

SUNSCREEN

Please apply sunscreen on your child before he or she arrives to camp.

Sunscreen sent into camp must be sealed in a bag with your child's name labeled on the bag. We are not permitted to apply sunscreen unless you have signed the Sunscreen Policy and the sunscreen is in a *spray bottle*. Your child can reapply sunscreen as needed with adult supervision only. Make sure the sunscreen permission slip form is completed online.

DRESS ATTIRE AND WHAT TO BRING TO CAMP

- Please send your child in with sneakers, water shoes or closed-toed shoes. This is to ensure your child's safety.
- Campers will need to bring a lunch, preferably in a lunch box with an ice pack compartment to keep the food cold as refrigeration will not be available.
- Campers should also bring three water bottles, sunscreen and shoes daily.
- Sunscreen must be applied before arriving to camp. See above.
- All items will need to have your child's name on it, including backpack, lunch box and any other items brought to camp.
- Campers should arrive to camp with their bathing suits on to ensure more time in the pool and less time preparing.
- Due to food allergies, *we strongly discourage* our campers to share their food with others.
- It is also important to bring enough water daily and to **avoid** bringing soda or juice due to bees and insects being attracted to these beverages. Three bottles of water are suggested, one frozen and two cold, labeled with your child's name in permanent marker.

PERSONAL ITEMS

Campers should wear comfortable play clothes, socks, sneakers and sunscreen. Please dress in weather-appropriate clothing (sweatshirts, raincoats, etc.). No open-toed shoes, sandals or flip-flops - for safety reasons. **LABEL ALL YOUR CHILD'S ITEMS SENT TO CAMP.** Please do not send toys, games, cards, etc. to camp; we cannot be responsible for these items. If you choose to send in electronic devices with your child, please include these items on your homeowner's insurance policy; *the camp will not be responsible for the loss or damage of any personal property brought to camp.* Firearms, ammunition, weapons or any item that we deem unsafe or program disrupting are **NOT ALLOWED!** Lost and Found will be put out each Friday at each site at the pickup area. No animals permitted at Camp without prior permission from the Parks and Recreation Director.

CAMP EXPERIENCE EVALUATION

At the end of summer camp, a google form will be sent out to all parents/guardians to collect feedback regarding camp as a whole, staff, activities, safety, enjoyment, and issues/concerns. Feedback received from the form will be implemented into the following year's camp procedures in hopes of improvement.

LOST AND FOUND

All items found on the playground or in the building are placed outside the office where they are stored. Eyeglasses, lost money or jewelry is given to the Site Director. Please have your child check the Lost and Found tables if he/she has lost anything. It is a good idea to put your child's name on lunch boxes, sunscreen bottles, jackets, etc. to avoid confusion. Unclaimed items will be donated to a charitable organization if not claimed at the end of the Summer.

MEDICATIONS

Our staff is trained to administer emergency medication **ONLY**. Parents must make arrangements to administer their child's medication. *EpiPens, inhalers and other emergency type medication* must be marked clearly with your child's name and phone number on it. Two must be provided to the Parks and Recreation Director who will give one to the child's group leader and the other to the Site Director the first day of camp (see personal accommodations).

PERSONAL ACCOMMODATIONS

If your child needs an inhaler or an EpiPen you must contact the Site Director and fill out the necessary paperwork. You will need to meet with the Parks and Recreation Director to create a care plan. Please bring any inhalers or EpiPens to camp in a marked sandwich bag with your child's name and age. Upper Southampton Summer Camp is in compliance with the state and federal laws and will attempt to accommodate children with special needs to the extent feasible. If any of these services are needed during the camp day, please contact Alexandria Munshaw, Parks and Recreation Director of Upper Southampton at 215-355-9781.

PARENT COMMUNICATION

A Camp Newsletter is distributed each Friday via email during camp outlining the daily activities, special events and guest speakers for the week. We ask that the parents only call the Site Directors with concerns during **camp hours**. Please be mindful that Directors cannot be called outside of camp hours. Please leave a message on their phone and they will return any calls the following day. All Site Director's phone numbers will be given out with your Newsletter each week. You can also speak with the Camp Director at drop-off and pickup times.

CELL PHONES

We recognize the continued need for camper cell phone use; however, cell phones are **NOT** permitted to be used during camp hours. We encourage parents to discuss appropriate cell phone usage with your child.

CAMPER RIGHTS AND RESPONSIBILITIES

Upper Southampton's policies on Camper Rights and Responsibilities assume that all campers are law-abiding citizens and respect public and personal property, as well as the rights of others. However, when camper conduct disturbs the camp environment or threatens the health, safety, and welfare of themselves or others, they are subject to camp disciplinary action. Such action could be in the form of parent phone calls, a parent conference with Directors, or removal from camp.

DRUG POLICY

A camper caught using or being in the possession of a controlled substance will immediately be removed from camp. Law enforcement will be contacted.

TOBACCO USAGE

The use of tobacco is prohibited on camp grounds for campers and all employees. Campers or employees in violation of the tobacco usage policy will be subject to the same disciplinary actions as listed in Camper Rights and Responsibilities. For purposes of this policy, **tobacco use** shall be defined as use and/or possession of a lighted or unlighted cigarette, cigar, pipe and/or other lighted smoking product, and smokeless tobacco in any form.

WEAPONS POLICY

Upper Southampton Summer Camp recognizes the importance of a safe environment. Possession of weapons in the camp setting is a threat to the safety of camp and staff and is prohibited by law.

Weapon: The term shall include, but not be limited to, any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, and/or any other tool, instrument or implement capable of inflicting serious bodily injury. “Look alike” or replicas of weapons will be treated as a “weapon” for purposes of this Camp Policy.

CAMP BEHAVIOR AND DISCIPLINARY MANAGEMENT POLICY

PURPOSE:

In order to guarantee a safe, positive and enjoyable environment for each camper, Upper Southampton Township is utilizing the following discipline plan, which will be enforced by our camp staff. The following procedure will be followed when children misbehave or break camp rules. We reserve the right to bypass one or more steps in the process if a situation warrants. Please review the rules with your child and make sure they are understood. We believe that you as a parent/guardian will appreciate knowing of any problem that your child may experience. Upper Southampton Township reserves the right to suspend or expel any camper from the program who poses serious continual discipline problems, whether or not all of the steps in our discipline procedure have been completed.

CAMPER EXPECTATIONS:

- A. Use appropriate language.
- B. Respect the physical and mental wellbeing of themselves, other participants and staff.
- C. Use equipment, supplies and facilities as they are designed to be used.

DEFINITION OF AGGRESSIVE BEHAVIOR:

- A. Aggressive behaviors are those actions which may cause potential injury to self, campers or staff, or destruction of property.
- B. Bullying is when one or more people exclude, taunt, tease, gossip, hit, kick or put down another person with the intent to hurt.
- C. Disruptive behaviors are those that include foul or unacceptable language that disrupt, annoy or irritate others and/or that interrupt or interfere with normal camp activities.

DISCIPLINE PROCEDURES:

- A. **First Verbal Warning** – This warning comes from the counselor who is in charge of the child. The counselor is to make the point clear that the behavior or action was inappropriate and/or unwelcomed.
- B. **First Written Warning** – Written warning will be issued and given to parent/guardian if a child persists in unacceptable behavior. The Recreation Coordinator or Lead Counselor will

Speak with the child and their parent/guardian. Written warning will be signed by the camper, parent/guardian, camp counselor and camp director.

- C. **Second Written Warning** – Written warning will be issued and given to parent/guardian if a child persists in unacceptable behavior. Camper may be removed from the activity and can be reinstated when the counselor and camper feel that he/she is ready to participate in an appropriate manner. Written warning will be signed by the camper, parent/guardian, camp counselor and camp director.

****After receiving two written warnings the camper will be dropped from camp without refund.**

INTERNET POLICY

Cyber-bullying and harassment are not tolerated at Upper Southampton Summer Camp. Rude, demeaning, intimidating or vulgar emails, texts, social posts, instant messages or other such notes, sent to or about other USTWP campers are absolutely unacceptable. Likewise, creating false screen names or accounts to harass members of our camp community, or to spread false and damaging information about them, is unacceptable.

BULLYING

Upper Southampton Township, like every township and camp, must face that teasing and bullying occur within our community, and it hurts everyone – perpetrators, bystanders and victims alike. However, one of the more difficult aspects of teasing and bullying is that it so often can degenerate into a “he said/she said” situation. To prevent this from occurring, we have outlined the definition of teasing and bullying below.

- Both boys and girls can be bullies. We, as a community, will not tolerate an attitude of “boys will be boys” or “girls will be girls” as an excuse for cruel behavior.
- Bullying can be direct or indirect, blatant or subtle. It involves an imbalance of power, repeated actions and intentional actions.
- Bullying is any behavior considered physical aggression, social aggression, verbal aggression, intimidation, written aggression, sexual harassment, vandalism of personal property or racial or ethnic harassment.
- Bullying is cutting someone off from essential relationships.
- Bullying includes isolating the victim and making them feel rejected by his/her community.
- Bullying is malicious gossip and rumor spreading.

Teasing and bullying can obviously occur outside of the physical community grounds, yet these actions still impact the safety of our children as if they have occurred on community grounds. Any bullying behavior demonstrated within the community grounds, or outside, which impacts our community will be addressed by the Township. Examples of bullying outside the community grounds can be (but are not limited to) the following:

- Aggressive behavior and/or inappropriate language on trips.
- Emails, text messages and Instagram comments that include disrespectful language, malicious gossip and/or slander.

- “Hit lists” via email or other methods of communication naming specific children and/or counselors.
- Changing other people’s email personal profiles.

Upper Southampton Township will take any report of bullying seriously. The Township will notify you if your child is bullying. Bullying will be responded to swiftly and sternly through a continuum of consequences and interventions depending on the frequency and severity of the behavior. Some situations, including less severe first offenses, may be handled by the Township through conferences, mediation or other interventions without a phone call home.

If the bullying continues, the child could be suspended or expelled from an activity. Subsequent consequences could include camp suspension or expulsion. It is vitally important that parents and Township personnel work together to hold children accountable for bullying behavior.

If your child is targeted, please describe the situation in writing in either a letter or an email addressed to the Township personnel in charge where the bullying is taking place. Please give us all of your contact information, including the best times to reach you. We will address any problems of this nature as fast as possible but please allow us up to 48 hours upon receipt of your letter or email to respond.

Please understand that we want all of our children to feel valued and respected in our Township. These situations are hard for everyone – parents, administrators and children alike, but it is in these moments where we truly show what we stand for as a community. Working together we will succeed in making sure that our Township is a safe environment where every child can succeed.

Incident reporting and analysis

Leaders and directors are required to complete incident reports for any type of accident, injury, conflict, or other situations where staff feels an incident report is warranted. Incident reports are then to be filed with the parks and rec director, fire marshal, and insurance company.

TRIP PROCEDURES

Safety Regulations

Fire Exits: Upon arrival at each trip, Directors, Group Leaders and Counselors will make note of all of trip’s Fire Exits.

Trip House Rules: Directors, Group Leaders and Counselors will be made aware of trip house rules prior to trip and make it known to campers. Camp rules still apply with addition to all the trip house rules.

Rosters: A Director from each camp will have the camp roster for those attending the trip. The Group leader of each group will have an individual group roster for their group.

Head Counts: Head Counts are to be taken at minimal once every hour by Directors, Group Leaders and Counselors. Whenever a group changes locations at a trip, a head count will be taken before relocation and after relocation.

Emergency Evacuation: In the event of an emergency evacuation, the Group Leader, along with the group counselors, will escort their group outside and line up at the place of the bus drop off. Head counts will be done twice before leaving the building and twice again when outside. Camp Directors will oversee the evacuation and help out with any wandering children, keeping order, making sure each group is safely outside and addressing camp problems.

Medication: Group Leaders will at all times carry a group backpack with EpiPens, inhalers and first aid supplies for all the campers in their group with allergies and/or a medical condition. Group leaders at all times stay by the children with allergies and/or medical condition. If one child with a medical condition has to separate from their group (restroom, injury, etc.), the group leader will escort that child, along with all the other children with allergies and/or medical condition, to that separate location.

Hazards: Any hazards for campers will be determined by Camp Directors for each trip. After assessing hazards, the Directors will initiate a safety procedure in the event of a hazardous condition. Directors will make Group Leaders aware of hazards and appropriate safety procedures. Group Leaders will make Group Counselors aware of hazards and safety procedures.

Emergency and Rescue Procedures: The same rules apply for missing child and kidnapping procedures as they do for camp. In the event of a medical emergency, missing child, rescue situation or other related emergencies, call 911.

Pickup/Drop Off

Bus Trips: For each trip, pickup from trip will be at the same location as trip drop off. In the event of an early dismissal or emergency, the trip drop off location will be your rendezvous spot.

Passenger Expectations:

1. All body parts in the bus. No body parts out of the window.
2. Do not distract the bus driver.
3. Stay in your seat, facing forward at all times.
4. Follow the driver's emergency evacuation procedures if necessary.
5. No throwing any objects.
6. Keep belongings in the seat with you. Keep aisles clear.
7. No screaming.

Policies Regarding Supervision during Transport of Campers for Trips

- I. Accounting Passengers
 - All campers will be assigned to groups with counselors prior to the trip. There will be at minimum two counselors for every thirteen campers.
 - All children will be counted before boarding the bus, as well as role call taken. A list of children's names and emergency contact information will be brought on the trip by a director or counselor. The information will also be located in the township building with the Parks and Recreation Director.

- Once children are boarded another headcount and role call is to be done to ensure all the campers are on board.
- Repeat the previous steps before boarding the bus prior to leaving or returning from a trip.
- In the event you leave a destination and later discover you are short a camper, proceed back to get the camper, or to the nearest telephone, whichever is closer. If the camper is easily picked up and only a short time has elapsed, and no calls have been placed to any third parties. Return to camp, and report the incident to the Camp Director. If you are closer to a phone, call camp on the emergency number and report the matter right away. They will help guide you through the emergency.

II. Unloading Campers

- Unloading of campers should be done in a safe, predetermined area.
- The bus shall be parked, with parking brake on and transmission in “park” prior to unloading.
- If the engine is running when loading and unloading, the driver must be seated in the driver's seat, with flasher lights showing. When the engine is off, or the driver leaves his/her seat, keys must be removed so a camper may not accidentally released the safety locks or breaks.
- Campers will line up outside the bus in a safe area to allow the director or counselor to count heads and confirm the counts with the required role call.
- Keys will never be left in a bus that is unattended.

III. Safety Rules for When the Bus is in Motion

- All the children must be seated and must wear seat belts where available.
- Staff members will ensure that they enforce discipline for any camper that is not following the rules or is acting inappropriately.
- Directors and counselors will enforce that campers are not permitted to participate in any horseplay or create obnoxious noises while in the bus
- Campers are not permitted to stand up, put their arms or hands out the windows or throw anything in the bus.
- In the event of a break down, the bus will pull to the side of the road, put their emergency flashers on, put out a reflector or marker and you must remove the children quickly from the vehicle to position them well clear of the road and of the vehicle should it be struck by oncoming traffic. Call camp at once, and the Executive Director will arrange for your pick up and will give you any other important instructions.

When transporting persons:

- A. In vehicles where seat belts are required by law, all persons must wear restraint devices when provided (excluded: school buses)
- B. Vehicles are loaded only within the passenger seating limit established by the vehicle manufacturer
- C. All passengers are to remain seated while the vehicle is moving
- D. All vehicles follow convoy travel procedures (when applicable)
- E. A list of individuals on each trip should be readily available either in the vehicle(s) or at the camp office
- F. Persons in wheelchairs are to be seat belted into wheelchairs that are in locked positions and secured to the vehicle
- G. Exit doors should never be blocked with equipment or personal belongings
- H. Do not allow the driver to become distracted