

Crash's Summer Adventure Camp Handbook

Spring, 2019

Welcome to the Club!

Are your kids ready to embark on the summer adventure of a lifetime? Well get ready for an all-new summer camp experience at the Clubhouse that they will never forget.

Crash's Summer Adventure Camp at Heritage Hills Resort is a summer program geared for K-8 grade students that will keep your child active and engaged as they learn new skills, make new friendships, and ultimately have a fantastic summer camp experience!

We are excited about the remarkable camp program we've created this year with its variety of weekly themes and great team of qualified camp counselors.

Thanks for joining us!

Sincerely,

Tracey Cantabene
Camp Director

MISSION

To provide a safe and caring environment where kids can Discover! Create! Collaborate!

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Camp Activities Information

BEHAVIORAL GUIDELINES

The expectation is that campers will treat each other in a respectful manner. Camp staff will model expectations and use positive reinforcement to encourage appropriate behavior.

Campers need to appropriately respect camp and Heritage Hills Resort staff authority, camp and resort property, fellow campers, members, and themselves. Behaviors consistently demonstrating a choice to disrespect the afore mentioned include but are not limited to talking back, refusing to follow directions, negative talking. Aggressive and dangerous acts such as hitting, bullying or harassment, bringing a weapon or anything intended to be used as a weapon will also not be tolerated.

In the event of the behaviors outlined above, parents may be called to pick up their child and/or meet with the Camp Director. Disciplinary actions may vary according to the camper's age and severity of the situation and may include suspension or removal from the camp for the day, week, or summer. No refunds will be given as a result of a camper's suspension.

Rules

Be Respectful
Be Careful
Be Safe
Have Fun

Consequences

Review the rules / verbal warning
Restrict Activity
Removal to discuss with Camp Director
Report to parents

All parents of campers involved in situations causing harm to themselves or others, will be notified. If Camp Staff is unable to resolve a serious behavior problem such as aggression, abusive, disturbing, or destructive acts, the Camp Director will request a conference to establish a plan to resolve the problem. If there is no change in behavior, the Camp Director reserves the right to dismiss the child from camp. Any child dismissed from camp for behavioral issues will not receive a refund.

BIRTHDAYS

Camper's with a summer birthday are allowed to celebrate their special day at camp. Easy-to-manage snacks such as muffins, cupcakes, or popsicles are encouraged should you elect to have your child celebrate during camp. Please communicate with camp staff a few days before the celebration.

CAMP HOURS

Full day camp runs from 9am-4pm, Monday thru Friday with the exception of the first week in July. Camp will run July 1st – 3rd. Before and after care is available on a weekly basis.

DROP OFF AND PICK UP PROCEDURES

For safety reasons, campers must be signed in and out daily and will only be released to people on the Authorized Pick-Up list. Please share with those individuals with authorization that a photo ID will be required. A parent, regardless of custodial arrangements, has the authority to obtain the child from camp at any time, unless a copy of the court order is on file at the camp office.

In the event an unauthorized person attempts to gain access to a child, the parent/guardian and/or emergency contact will be notified immediately. Local law enforcement officials may be contacted if necessary.

ELECTRONIC DEVICES

Personal handheld devices brought to camp must be turned over to Camp Counselor for safe keeping. Parents will sign-in and out the device at the time of drop off and pick up. Devices will be allowed during lunch and afternoon extended care. Devices should be clearly marked with the camper's name.

Campers bringing electronic devices do so *at their own risk*. Crash's Summer Adventure Camp will not be held responsible for lost, stolen, broken, or damaged items.

EMERGENCY PROCEDURES

Counselors will familiarize campers with fire, lockdown, lost child, and hazardous weather procedures. For medical injuries, please see the Injuries section.

For life threatening emergencies, 911 will be called first. For non-life-threatening situations, camp counselors will determine appropriate next steps. For both cases, parents will be notified. If we are unable to reach the parents, the other emergency contacts will be notified. Please keep current the emergency names and contact information on file.

FACILITY

Crash's Summer Adventure Camp will primarily be held at the Heritage Hills Athletic Club however, based on the activity, campers will experience other places on the Heritage Hills Resort property.

FIELD TRIPS

Advance noticed will be given for any coordinated field trips. Written consent will need to be provided and fees, if any, will be additional to the listed Crash's Summer Adventure Camp fees.

FOOD

Campers must bring their own lunch and snacks. Campers are not to bring food items that need heated or refrigerated and should pack utensils. Please use ice packs if bringing items that need to stay cold. Due to potential food allergies, campers are not permitted to share food.

In the event a camper forgets lunch, a lunch will be provided and \$5 will be added to your bill.

LOST OR STOLEN ITEMS

Missing items such as clothing, backpacks, lunch boxes, and water bottles will be kept in the "Lost and Found" bin. Please clearly label all items brought to camp. Crash's Summer Adventure Camp, including counselors, are not responsible for lost or stolen items.

SHOES

For safety purposes, campers should wear sneakers rather than sandals or flip flops. Many activities involve sports or physical activity and campers wearing sandals or flip flops might not be able to participate. Campers will not be allowed to participate if the proper footwear is not worn.

SUNSCREEN

Campers should apply sunscreen prior to arriving at camp. Campers can select to bring sunblock daily or leave a labeled bottle at camp. Due to the number of campers, spray sunblock is preferred.

WHAT TO BRING

Campers should bring a filled, reusable water every day to camp, along with their lunch and any snacks. Additionally, camp can sometimes be messy so one complete set of extra clothes, including socks and underwear, should be clearly labeled and brought to camp. Extra clothes and sun block can be brought, and left, at camp. Camp cinch bag should be used for personal belongs and the camp t-shirt will be worn on specific days.

[Business Details](#)

This section is where the registration and camp business information are found.

BABYSITTING

While we prefer staff is not solicited for outside babysitting services to eliminate any conflicts of interest, we do recognize we strive to employ the best staff possible. Crash's Summer Adventure Camp cannot and does not endorse or recommend present or former staff members as babysitters. Any babysitting arrangements with present or former staff of Crash's Summer Adventure Camp is separate and independent from Crash's Summer Adventure Camp and must be based on the independent investigation, responsibility, and/or judgement of the parent/guardian.

BACKGROUND CLEARANCES

All full and part-time staff is required to submit state and federal background clearances as condition of employment.

REPORTING CHILD ABUSE AND NEGLECT

Pennsylvania law requires professionals working with children to report child abuse and/or neglect whenever they have reasonable suspicion of child abuse/neglect. If camp staff suspects a child is being emotionally, sexually, or physically abused or neglected, they are required by law to directly report their suspicions to ChildLine (800-932-0313) and to notify their supervisor a report has been made. Child Services determines whether or not to conduct an investigation.

Medical Information

This section is where health and safety information are located.

FIRST AID

Camp Counselors will have current First Aid certification and will carry a medical kit, emergency forms, and medical forms with them at all times. Heritage Hills Athletic Club also has a medical kit and defibrillator on site.

ILLNESS

Please do not send a sick child to camp. Children exhibiting any of the following symptoms should be kept home:

- Fever (must be fever-free for 24 hours)
- Vomiting
- Diarrhea
- Undiagnosed or contagious rash
- Inflamed, watery, or crusty eyes
- Severe cold or sore throat
- Lice
- Any other communicable diseases

IMMUNIZATION REQUIREMENT

Crash's Summer Adventure Camp follows the Pennsylvania School Immunization requirements set by the Pennsylvania Department of Health.

INJURIES

While we strive to maintain a safe environment for your child, we recognize accidents do happen. In the event of a serious accident, every attempt will be made to contact the parent immediately. If the parent cannot be reached, the next person on the Emergency Form will be contacted.

When immediate medical attention is needed, the staff person will call 911 first followed by the parent and/or next person listed on the Emergency Form. If the medical team determines that emergency treatment is necessary, they will be transported to the hospital indicated on the Emergency Form or the closest hospital depending on the decision of the medical team.

MEDICINE

Campers needing to taking prescription or non-prescription medicine during the day, must give the medicine to Camp Staff in its original container, clearly labeled with the camper's name with detailed dosage times and amounts. Camp staff will document when medicine is given to campers. Parent's will need to sign an authorization form. Medicine will only be accepted and returned from an adult and will not be sent back and forth with campers. Medicine will be store in a secure location and not accessible to campers.

Registration and Fees

CANCELLATIONS

Four weeks, before the Monday camp starts, is required for a 100% refund, less \$50 for administrative fees. Two weeks before the Monday camp starts, is required for a 50% refund. One week before the Monday camp starts is required for a 25% refund. No refunds will be given for less than a one-week notice. All cancellation requests must be made in writing to the Camp Director.

ELIGIBILITY

Camp is open to children entering Kindergarten for the 2019-2020 school year through rising 8th graders. Campers must be toilet trained.

EXTENDED CARE

Extended Care is available from 7:30am through 9:00am and 4pm – 5:30pm for \$5 per day. Campers picked up after 4pm will automatically be billed for extended care and payment will be expected with the next camp tuition payment or start of the next session if camp fees are paid in full.

FINANCIAL POLICY and LATE FEES

Tuition and fees are required by the preceding Monday of camp. A \$10 late fee will be assessed for payments received after Monday. A balance owed for more than two weeks will incur an additional late fee of \$10 each week and will limit the camper's ability to attend camp. Extended Care charges will be billed to the camper by the Monday following the week the extended care was provided.

Campers not picked up by 5:30pm will incur a late fee of \$5 per minute. Payment will be expected with the next camp tuition payment or start of the next week whichever is earlier.

Credit Card payments are assessed a 3% charge per occurrence.

LUNCH

Camper's missing a lunch will be given a lunch and the account will be charged \$5.

REGISTRATION FEES

Item	Rate
Early Bird Full Summer Rate (by April 12, 2019)	\$1,730 / 10 weeks (\$36/day)
Full Summer Rate (as of April 13, 2019)	\$1,825 / 10 weeks
Counselor-In-Training (7 th and 8 th graders only)	\$1,344 / 10 weeks
Weekly Rate Option	\$200 / week
Day Rate Option	\$45 / day

Other Items	Rate
Early Bird Registration Fee (by April 12, 2019)	\$0
Early Bird Before and After Care (by April 12, 2019)	\$0
Registration Fee (as of April 13, 2019)	\$25
Registration Fee, additional child	\$15
Before and After Care (as of April 13, 2019)	\$5/day
Multiple Child Discount	10%

RETURN DRAFTS or CHECKS FOR NON-SUFFICIENT FUNDS

Any drafts or checks returned for Non-Sufficient Funds will be subjected to an additional \$25 service fee.

RECEIPTS FOR TAXES

If documentation for tax records is needed, requests should be given to the Camp Director, with at least two weeks' notice.