



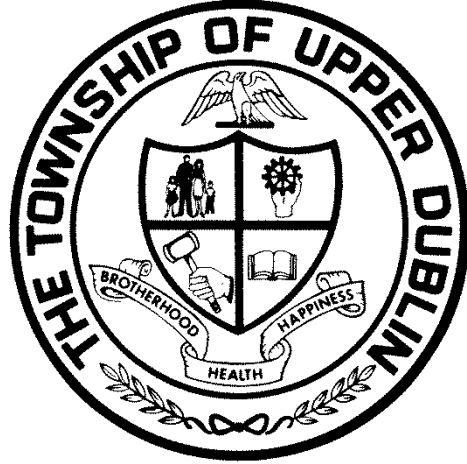
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# UDP&R PARENT HANDBOOK

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*QUESTIONS?*

Contact UDP&R at (215) 643-1600 x3443



Dear Parents/Guardians:

Welcome to UDP&R's Summer Programs! We are very happy to have your child join us for some summer fun. We have plenty of activities and new events planned for our time together.

For decades, UDP&R has offered a quality summer program for the children in the community. We have hosted children and grandchildren of past participants at our sites. The Summer of 2020, will present new opportunities to explore and enjoy each other's company!

- \* Each week is different with a variety of carefully planned activities - including arts and crafts, organized games and social distancing games and activities
- \* Group games and activities are planned by on-site staff around a weekly theme. So that you know what's going on every day during the upcoming week, theme sheets will be available at each site and online at [www.upperdublinrec.net](http://www.upperdublinrec.net).

Our #1 goal is to make sure your child has a safe and happy summer with UDP&R!

Tammy Echevarria  
Recreation Superintendent  
215-643-1600 ext. 3241  
215-360-8500 (cell)  
[techevarria@upperdublin.net](mailto:techevarria@upperdublin.net)

# TWINING VALLEY DAY CAMP

Twining Valley Park  
1400 Twining Road  
Dresher, PA 19025

Monday, July 6 - Friday, August 14 (6 weeks)

8:00a\* - 3:00p

\*staggered drop-offs

# STAFFING

## Twining Valley Day Camp

Liz Allman	Site Supervisor	Cell: 215-601-5275 (Site Supervisor)
Keely Clauson	K-4 Cohort Coordinator	Cell: 215-803-5384
Erica Young	5-8 Cohort Coordinator	Cell: 215-479-1552

Andrew Enck	Counselor
Sarah Hanlon	Counselor
Rachel Madnick	Counselor
Carter Pestrack	Counselor
Claudia Peter-Sabino	Counselor
Jessica Sobieski	Counselor
Brian Wulf	Counselor

Ashley Berman	CIT
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<b>Tammy Echevarria</b>	(215) 643-1600 x3241 (Office)
Recreation Superintendent	(215) 360-8500 (Cell)

<b>Parks &amp; Recreation Office</b>	(215) 643-1600 x3443 (Office)
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All staff members have been subjected to a criminal background check, child abuse clearance and FBI clearance.

## CAMP RULES & REGULATIONS

- Children are responsible for helping keep the building and field areas clean. They are expected to clean up after lunch, snacks and crafts.
- Children are expected to use equipment as they were intended. Rules for use will be explained each Monday to all participants.
- Backpacks are permitted on site, but we suggest that anything of value should be left at home. We are not responsible if something is lost, broken or stolen. We will make every effort to prevent it. Please make sure all personal items are clearly marked with your child's name.
- Lost and Found items will be kept on site.
- Staff will monitor bathroom facilities. Children must be able to use the restroom unassisted.

The following are prohibited on site:

- Digital devices
- Video games/players
- Knives or any type of weapon
- Toy guns
- Cell phones\*

If a child brings any prohibited items to camp, the item will be confiscated and returned to his/her parent at the end of the day.

\*It is recommended that cell phones are left at home. The Site Supervisor has access to a phone if parents need to be contacted. If a parent or guardian needs to contact their child or camp staff for any reason, please call the Site Supervisor cell phone. If a child must bring a cell phone, the cell phone must remain in the child's backpack during camp hours. Staff will not be responsible for the storage or security of cell phones.

## GROUPS

- Smaller group size will enable us to manage program and facilitate COVID-19 guidance. Average group size is 10 campers:1 counselor. Active spaces will be limited to 50 participants. Children will be grouped by ages, where feasible.

## CALENDAR AND DAILY SCHEDULE

- The calendar and daily schedule are still being developed. We have made the difficult decision to cancel all trips and on-site special entertainers, but are working very hard to incorporate other on-site activities to replace those special days.

## SIGN IN & SIGN OUT PROCEDURES

ALL children MUST have an Authorization to Release on file.

- Site arrival: Each child will be issued a car placard, which should be placed on the dashboard of the passenger side window for easy identification during drop-off and pick-up. This year we are staggering arrivals for families to help minimize congestion at the drop off area. Drop off will take slightly longer than usual because of the screening procedures. We asked you to select a drop-off time at the time of registration. All details will be confirmed the week prior to your child's first day with UDP&R. We will allow some flexibility based on individual situations. Arrivals before 8am will not be permitted. When you pull up to the drop off point, drivers MUST stay in the vehicle, and a gloved and masked greeter will open the passenger side door and take the temperature, using an infra-red thermometer, of all participants in the car. Children passing protocol will be instructed to join their co-hort.
- Children exhibiting an Elevated Temperature or Obvious Symptoms: A child with a temperature above 100.4° will be asked to remain in the vehicle and be directed to the "waiting area" of the parking lot for an additional screening by the staff. Our staff will re-take temperature and screen for physical symptoms. If cleared by the staff, the child will join their cohort. If a child is not cleared, they will be required to return home. No credit will be given for that day. To be admitted back into UDP&R, the staff may require a doctor's written consent stating the child is cleared to return to UDP&R.
- A note signed by the parent/ guardian needs to be submitted to the Site Supervisor if your child needs to leave early on his/her own (prior to 2:00p) or will be picked up by someone not on your Authorization of Release form.
- *Always call the Site Supervisor to check your child in or out if they arrive or leave at odd times. Liz Allman - 267-225-2592.*

## ACTIVITIES

- The majority of our day will be outdoors, so campers should dress appropriately, bring a hat and sunscreen. There will be indoor breaks on a rotating basis, limiting the number of cohorts that are inside at one time. Activity supplies will be distributed to each individual camper, where feasible, limiting the number of shared objects. Shared objects will be cleaned and sanitized after each use.

## PHYSICAL DISTANCING

- 6' physical distancing shall be maintained by: having staff monitor and remind campers to keep space; utilizing outdoor spaces; physical markers indoors; having campers sit at least six feet apart from other campers; by eliminating games and activities requiring close proximity

## OUTSIDE VENUE

- We will be exploring the Twining Valley Park during our day. Be sure to check your child for ticks and insect bites upon their return home. Dress your child appropriately.

## DAILY LUNCH INFORMATION

- Children are responsible for bringing their own lunch and drinks every day. Disposable lunch bags are REQUIRED this summer - reusable lunch bags or storage containers for food storage will not be permitted. All uneaten food will be thrown away. Bags should be clearly marked with your child's name. Please pack daily snacks for your child. Children must bring their own disposable water bottles each day as well. A refrigerator is available for food storage.

## RAINY DAY CAMP POLICY

- Our goal is to provide as complete a program as possible on rainy days. We do have plenty of indoor/semi indoor space to safely absorb a few showers or quick afternoon storm. Even with lower numbers of campers per group, as you can imagine, programming cohorts during a full day of rain will be a challenge. Children should bring rain gear on rainy or rain threatened days. We will keep children active and stimulated. Please be patient and follow directions of the staff.

## UDPD

- Each Wednesday, children will participate in Summer Safety University, hosted by officers from The Upper Dublin Police Department. Topics which will be covered are: Bullying, Social Media, Police Work, Drugs & Alcohol, Stranger Danger, EMS and much more. The UDPD will host special events, water pistol range, bike safety/bike ride and a physical fitness event, as well.

## FIELD TRIP INFORMATION

- There will be NO field trips this summer.

## SWIMMING

- There will be NO swimming this summer. We will incorporate "water activities" in the weekly program, where appropriate. Notice will be given prior to any water days. Most weeks, Tuesdays and Thursdays will be water days.

## ATTIRE POLICY

- Please send your child in family friendly shorts, t-shirts and sneakers. Flip-flops and sandals are not permitted (except during pool time and water activities). Consider sending a change of clothes, a hat and towel with your child each day.
- REMINDER - children will remain outside for the majority of the camp day, please dress children appropriately.

## SUNSCREEN POLICY

- Please be sure to apply sunscreen to your child prior to arriving at camp. If your child requires additional sunscreen throughout the day, please send a bottle with their name on it. Children must be able to apply their own sunscreen.
- Please note: Staff will not apply sunscreen to children.

## MASKS/FACE COVERINGS

All staff must wear face coverings during child care and summer program operations unless they fit one of the exceptions included in Section 3 of the Secretary of Health's Universal Face Covering Order. Summer programs and staff should consult [Department of Health guidance on homemade masks](#).

Children 2 years old and older are required to wear a face covering, unless they fit one of the exceptions included in Section 3 of the Secretary of Health's Universal Face Covering Order.

The Department of Health recognizes that getting younger children to be comfortable wearing face coverings and to keep them on may create some difficulties. Under these circumstances, parents, guardians, licensed child care providers in community-based and school settings or responsible persons may consider prioritizing the wearing of face coverings to times when it is difficult for the child to maintain a social distance of at least six feet from others who are not a part of their household (e.g., during carpool drop off or pick up, or when standing in line at school). Ensuring proper face covering size and fit and providing children with frequent reminders and education on the importance and proper wearing of cloth face coverings may help address these issues.

Any child who cannot wear a mask or face shield due to a medical condition, including those with respiratory issues that impede breathing, a mental health condition, or disability, and children who would be unable to remove a face covering without assistance are not required to wear face coverings. Individuals who are communicating or seeking to communicate with someone who is hearing impaired or who has another disability, where the ability to see the mouth is essential to communication, also are not required to wear a mask. Other face coverings, such as plastic face shields, may also accommodate such disabilities.

Children do not need to wear face coverings if they are outdoors and able to maintain six feet from individuals who are not members of their household.

Additionally, child care and summer programs may allow children to remove their face coverings when they are:

1. Eating or drinking when spaced at least six feet apart;
2. Seated at desks or assigned learning or play spaces at least six feet apart; or
3. Engaged in any activity at least six feet apart (e.g. face covering breaks, recess, etc.).

As of Monday, July 13, 2020, ALL participants of the Twining Valley Day Camp MUST wear face coverings, unless you meet one of the above mentioned exceptions. If a medical condition exists, please provide the appropriate documentation by emailing, [techevarria@upperdublin.net](mailto:techevarria@upperdublin.net).

We will continue to encourage social distancing and outside play as much as possible, but when not possible masks must be worn.



## GUEST POLICY

- No guests will be permitted this summer

## VISITORS

- All non-UDP&R staff are considered visitors. This includes parents, observers, family, etc. Visitors are not permitted to enter the building.

## BEHAVIOR ISSUES

UDP&R takes behavior issues very seriously and has protocols to deal with situations involving misbehavior. Parents and Guardians will be notified on the day of the offense.

- Bullying, fighting, inappropriate behavior/language and breaking of site rules will NOT be tolerated. Consequences depend on the severity of the offense. A report will be filled out for each individual incident.
- Children must understand if they break any rules, there will be consequences and possible dismissal from the program.

**UDP&R reserves the right to suspend or dismiss the child from the program without a refund.**

## CHANGE OF STATUS

- If your child's status changes due to illness, injury or change of plans, YOU are responsible to contact UDP&R to document the change. Please DO NOT rely on camp staff to alert the office of any changes.

## MEDICAL INFORMATION

- It is extremely important that we have all necessary information concerning your child.
- The responsibility for administering medications rests with the child's legal parent or guardian. **NO STAFF IS PERMITTED TO ADMINISTER MEDICATION.** It is important that all medication be taken at home. No medication is to be sent to the site unless it is a prescription drug for preventive reasons or emergency conditions.
- Preventive or emergency medications may be sent to camp if the rules listed below are followed:
  - Note from the doctor stating the name of the medication, how it is to be given, amount, time and diagnosis of illness. The medication must be presented in the original package with the prescription label attached.
  - Note from the parent or legal guardian giving approval for the medication to be administered by the child under staff supervision.
  - All medication will be kept in a locked box in the facility, out of reach of children.

## ABSENT

- If able, please let the Site Supervisor know if your child will not be attending camp. There will be no fee reduction or reimbursement.

### ACCIDENTS/EMERGENCIES

- First Aid kits & ice packs are available to treat minor accidents. Parents will be notified at pick-up of minor injuries.
- For moderate injuries (not requiring 911), a phone call will be made to the emergency designee with details.
- In the case of a more serious injury, 911 will be called. We will then make an immediate attempt to contact a parent/guardian. A staff person will accompany the child to the hospital and remain with your child until you arrive.

### SICK CHILD/CONTAGIOUS ILLNESSES

- We expect your child to attend when healthy. If your child is diagnosed with a contagious illness, immediate notification is necessary. A doctor's note would be required for the child's return to the site.
- We will notify participants based on the illness.

### TSS AID/OBSERVERS REQUIREMENTS

- If your child requires a TSS or an aid, we welcome these services. Please provide UDP&R the person's name and agency information. You will be contacted by a staff member for further information.
- From time to time campers with special needs require an observer to visit the site during camp. These visits must have 24-hour notice. If an observer arrives without prior notice, they will not be permitted to remain at camp. All Observers are required to register with Mrs. Echevarria by calling 215-643-1600 x3241.

PLEASE REFER TO THE UDP&R HEALTH & SAFETY GUIDELINES FOR MORE INFORMATION REGARDING COVID-19.

## LATE PICK UP

### IT HAPPENS - LATE PICK-UP FEES

We understand that sometimes extenuating circumstances prohibit a parent from picking up a child on time. However, we are also concerned with fairness to our staff members; their days end at 3p. With this in mind, the following DAILY LATE PICK-UP FEES will be charged:

#### REGULAR / EXTENDED DAY

3:00p - 3:05p	NO CHARGE
3:06p - 3:15p	\$5 per car
3:16p - 3:20p	\$10 per car
3:21p - 3:25p	\$15 per car
3:26p - 3:30p	\$20 per car
3:31p & later	\$30+\$1/min per car

**1st incident:** fees will be charged after 15 minutes; must be paid before child is permitted to return to site

**2nd & 3rd incidents:** fees charged as published; must be paid before child is permitted to return to site

**4th incident:** child is dismissed from the program with no refund of registration or swimming fees.

## UNHAPPY CAMPER POLICY

Some children are overwhelmed. If this happens to your child, you can expect the following refund of fees by meeting both criteria listed below:

1. Parent calls UDP&R to withdraw child by 10a Tuesday morning of the first week the child is registered to attend.

2. Child has attended no more than 1 day.

## REFUND POLICY

We know that plans can change, but UDP&R makes commitments to summer staff, purchase supplies and plan based upon registration numbers.

*We urge you to consider these policies when registering:*

Cancellation before 5p more than 7 days prior to the child's first day of camp, results in a full refund minus \$10 Administrative Fee per child per week.

Cancellation less than 7 days prior to the child's first day of camp, is not guaranteed. Requests are handled on a case-by-case basis and are dependent upon overall registration numbers.

Refunds will be at the discretion of the UDP&R management team and based upon years of established precedent.