



Dear Summer Day Camp Families:

Welcome to the 2024 Summer Day Camp with Carlisle Parks and Recreation! We are delighted to serve you this summer and are sure your children will enjoy the activities we have planned. The well-being of our campers, families and staff is our highest priority.

Each day your children will need to wear sneakers, comfortable play clothes, bring a refillable water bottle, packed lunch/snacks (that do not require refrigeration). Please apply sunscreen/sun protection to your children daily. A lot of our time will be spent outdoors; please dress your child accordingly. Please label all personal items with your child's name. *Please note: Carlisle Parks and Recreation is NOT responsible for lost, stolen, or damaged property.*

CAMP HOURS: Camp runs from 8:00am to 4:00pm. Extended hours are available for an additional fee. Early extended care is from 7:30-8:00am and late extended care is from 4:00-5:00pm.

Drop-off time: 8:00am- 9:00am @ Stuart Community Center, 415 Franklin St
**Please drop-off your child by 9:00am because activities are planned for the day.*

Pick-up time (M/W/Th): 3:00pm-4:00pm @ Stuart Community Center, 415 Franklin St
Pick-up time (Tu/F): 3:30pm-4:00pm @ Carlisle Community Pool, 1236 Franklin St

Please complete the Emergency Information Form and **return 2 weeks prior to your child's first week of camp.** Email the form to parksandrec@carlislepa.org or drop off at the Stuart Community Center.

The Emergency Information Form and all camp information is available on the website: www.CarlislePA.org/CAMP

If you have any questions as you are reading the handbook, please do not hesitate to contact me. We look forward to a fun and memorable summer with your children!

Regarding all necessary contact this summer, including early pick-ups, not attending camp a certain day, please notify me via my cell phone (717-906-8284) or communicate information to the counselors at drop-off.

Sincerely,

Miss Kelsey

Kelsey Paul

Recreation and Community Center Manager

Carlisle Parks and Recreation

C: 717-906-8284 W: 717-240-6953

Email: kpaul@carlislepa.org

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CAMP HIGHLIGHTS

Carlisle Parks and Recreation’s Summer Day Camp is designed for children ages 5-12. This full-day camp is packed with fun weekly themed games and crafts, sports and other challenges. Camp will take walking field trips; have guest speakers and educational demonstrations relating to the weekly themes, and pool days twice a week to the Carlisle Community Pool. Campers will make amazing friendships, great memories, and have positive role models. Summer Day Camp runs 10 weeks, Monday- Friday, June 10- August 16 (*no 7/4*). Drop-off children starting at 8:00am and pick-up by 4:00pm.

CAMP STRUCTURE

Carlisle Parks and Recreation’s Summer Day Camp is a traditional camp style with a wide variety of activities and opportunity for campers to try new activities.

In order for your child to succeed in our camp, he/she must be able to:

- ✓ Follow directions
- ✓ Use bathroom independently
- ✓ Keep pace with group on walking field trips (*up to 2 miles round trip*)
- ✓ Use pool without one-on-one assistance

REGISTRATION

- ✓ Sign up for one week at a time or in bulk. Payment is due at the time of registration.
- ✓ Registration is required at least a week in advance (*by Monday of the week prior or a late fee applies*).
- ✓ Registration closes at 12:00 p.m. on Friday of the week prior.

LATE REGISTRATION/ CANCELLATIONS/ REFUND POLICY

- ✓ A \$10 late fee will apply if registering after Monday of the week prior (a week in advance).
- ✓ No transfers/refunds less than one week prior to the start of the camp week.
- ✓ A 10% fee will be kept for all refunds.

SUPPORT STAFF

If your child requires one-on-one assistance for certain activities, we ask that an aide attends camp with your child. If your child has an IEP and requires an aide (TSS/BSC) during the school year, please notify the P+R department to discuss an aide attending camp with your child. ID and background clearances required.

SCHEDULE OVERVIEW

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:00AM	FREE PLAY	FREE PLAY	FREE PLAY	FREE PLAY	FREE PLAY
9:00AM	THEMED ACTIVITIES	THEMED ACTIVITIES	WALKING FIELD TRIP + LUNCH	THEMED ACTIVITIES	THEMED ACTIVITIES
11:00AM	LUNCH	LUNCH		LUNCH	LUNCH
11:30AM	FREE PLAY	POOL PREP		FREE PLAY	POOL PREP
12:00PM	THEMED ACTIVITIES	POOL	THEMED ACTIVITIES	THEMED ACTIVITIES	POOL
1:00PM					
3:00PM	FREE PLAY		FREE PLAY	FREE PLAY	
4:00PM					

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COMMUNICATION/PARENT INVOLVEMENT

In the event that the pick-up location has changed, the email address on your child's account will receive the email. In the event of inclement weather and less notice, a sign will be posted on the door at the Stuart Community Center. In the event of an emergency, the parent listed on the Emergency Information Form will be contacted.

Staff have access to their personal cell phones if parents need to be contacted. If a parent needs to reach their child for any reason, please contact the P+R department. Children may only have access to their cell phone during the free time hours (8-9AM, 3-4PM)

Carlisle Parks and Recreation believes that parents and caregivers must work together to create a stable and effective environment for all children. We recognize that effective partnerships are characterized by clearly defined responsibilities, open communication, understanding, mutual respect and a common goal of always doing what is best for the child. Carlisle Parks and Recreation asks that all families notify the P+R department immediately of any issues or concerns.

STAFFING

All camp staff are qualified and trained to provide quality care during our summer camp program. All staff have completed strict clearances. The Summer Day Camp program and staff are led by the Head Camp Counselor and supervised by the Recreation and Community Center Manager, under the Director of Parks and Recreation.

DROP-OFF & PICK-UP PROCESS

DROP-OFF: We ask that campers arrive between 8:00am – 9:00am. Staff will greet you to sign in your camper. In the event of inclement weather, pull up to the main entrance or come into the gym (inclement weather).

PICK-UP: Pick-up is available between 3:00pm – 4:00pm. Campers will be at the playground OR in the gym (inclement weather). On pool days, campers will be ready at the front of the pool building for pick up after 3:30pm.

Please be sure that everyone with permission to pick up your child is listed on your Emergency Information Form. Please communicate with the P+R department if someone who is NOT listed is picking up that day. Children may not be dropped off prior to 8:00am and must be picked up no later than 4:00pm, unless enrolled in extended care that week. Continued late pick-up may result in being charged a late fee or dismissal from the camp program without refund. Also, children become anxious when they are not picked up at a regular time. If you are running late, please text to relay the information.

LATE ARRIVAL/ EARLY PICK-UP/ ABSENCES

Please notify the Recreation Manager by text if your child will be arriving late or be absent (717-906-8284). We ask that campers arrive by 9:00am, when activities start for the day. If your child is absent due to an illness, please refer to the illness policy and consult with your physician before returning to camp. If you are picking up your child earlier than 3:00pm, let staff know at drop-off or text the Recreation Manager.

NOTE: There will be no fee reduction or reimbursement for absences.

CAMP RULES & REGULATIONS

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Your child should wear comfortable play clothing and sneakers each day. A jacket/sweatshirt is recommended on cool days. Children can get dirty or wet at camp; please dress them accordingly or pack a change of clothes!

- ✓ Children are responsible for bringing their own packed lunch that does not require refrigeration or need to be heated up and **refillable** water bottle every day. Bags should be clearly marked with your camper's name. Pizza lunch will be provided every Wednesday.
- ✓ Children are responsible for helping to keep the facilities clean. They are expected to clean up after snacks, lunch, and crafts.
- ✓ Children are expected to use playground structures and equipment as they were intended. Rules for use will be explained at the beginning of camp. Children may be prohibited from using the structure or equipment if a problem persists.
- ✓ Camp staff will be monitoring bathroom breaks, as well as supervising bathroom facilities. All campers need to be able to use the restrooms unassisted. If a child becomes sick or injured, camp staff will offer assistance.
- ✓ Backpacks are encouraged at camp. We recommend valuable items be left at home, however you are permitted to send electronics, such as handheld video games, with your child to camp if you desire. The use of electronics is at the discretion of the camp counselors (ex: only able to be used during free play).

***Please make sure all items are clearly labeled with your child's name. Carlisle Parks and Recreation is NOT responsible for lost, stolen or damaged property.**

What NOT to bring to camp:

- Pocket knives or any type of weapon
- Toy guns
- Cell phones
- Anything valuable/ irreplaceable



- Comfortable Play Clothes
- Refillable Water Bottle
- Packed Lunch/Snacks
- Sunscreen/Sun Protection
- Wear Sneakers

****If a child brings one of the following items to camp, the item will be confiscated and returned to his/her parent at the end of the day. These items may cause disruption or safety concerns that may arise from their use. Cell phones are NOT needed at camp. If you send a cell phone with your child, it must be kept in the child's backpack the entirety of the day and may only be used during free time (8-9AM/3-4PM).**

FIELD TRIPS/EXCURSIONS

We plan to walk to the pool and local parks throughout the summer. We will always return to the Stuart Community Center by 3:00pm, unless it is a pool day. off and pick-up location: Stuart Community Center, 415 Franklin Street, except pick-up for Monday and Friday afternoons: Carlisle Community Pool, 1236 Franklin Street. *See schedule for details.*

CARLISLE COMMUNITY POOL DAYS

- Tuesdays/Friday (*weather permitting*): Walk to pool around 12:00pm until the end of the camp day.
- Pack a bathing suit, towel, sunscreen, and vending machine money (*optional*)
- All campers will be tested on their swimming ability on the first pool day & will be assigned a safety zone necklace to wear while at the pool.
- If your child is a non-swimmer, you are **REQUIRED** to bring a US Coast Guard Approved Life Vest.
 - Non-swimmers will stay with an assigned counselor and must wear a life vest while entering the pool.
- If you are picking up early, please go to the pool front desk to notify staff.
- Staying at the pool after camp hours: Children 12 years of age and younger **MUST** be accompanied by a responsible person 18 years of age or older who will accept the responsibility for the safety of the child. They need to be signed out of camp by the adult and have a pool pass/pay the admission fee.

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SUNSCREEN POLICY

Please apply sunscreen to your child daily. You may send sunscreen to camp with your child; however, **staff members are not permitted to apply lotion sunscreen to your child**. Staff can apply spray sunscreen and will remind the children to re-apply sunscreen to themselves throughout the day.

BEHAVIOR /DISCIPLINE POLICY

Appropriate behavior is expected of all participants during the summer camp program. Respectful interactions between program participants and staff are essential to having a successful program experience. **Harassment, bullying, fighting, inappropriate behavior/language and continual disregard for camp policies and procedures will not be tolerated. Retaliation is also prohibited.**

Camp staff will do their best to redirect any misbehavior and resolve any issues to achieve a positive outcome for all involved. If positive outcomes cannot be achieved, or if a camper exhibits continuous disruptive behavior,

Carlisle Parks and Recreation reserves the right to suspend or dismiss any camper whose behavior interferes with his/her safety, the rights or safety of others, or with the smooth functioning of the group/activity. At the dismissal, no refund for that week will be given.

Ladder of Discipline:

1. **Simple Request** to stop or change behavior
2. **Redirect** the child away from the problem situation to another activity
3. **Time Out Away** from other children
4. **Written Discipline Report on Behavior Log** filled out by Head Camp Counselor to share with parent/guardian
5. Following a written discipline report, if the camper continues to display inappropriate behavior – conference/conversation required.
6. The next step is a **One-Day** or **Two-Day Suspension** from Summer Day Camp.
7. Finally, the child may be **dismissed** from Summer Day Camp.

Staff will review guidelines and encourage child to think about what he/she did, what his/her action meant and to avoid difficult uncooperative behavior in the future. Appropriate consequences for problem behavior will be given at this time. Depending upon the severity of the situation, steps of the ladder may be skipped, or the child may be dismissed immediately.

Parent Involvement with Discipline:

Staff will communicate disciplinary actions with parent/guardians. In the event that a child experiences repetitive behavioral difficulties, the parent will receive a discipline report highlighting the behaviors observed and the procedures used thus far to correct the situation. We encourage parents to communicate at this time with both staff and child so that the problem can be resolved. **Regarding behavior issues/discipline – contact the Head Camp Counselor or Recreation Manager directly.**

ILLNESS POLICY

- If your child is sick, **DO NOT BRING HIM/HER TO CAMP**.
- If your child becomes ill while at camp, the parent will be called to come and pick-up the child. In the event that a parent

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cannot be reached, an individual on the Emergency Information Form will be notified.

- It is the parent/guardian's responsibility to keep emergency contact information up to date.

Illness includes, but is not limited to, one or more of the following:

- Fever of 100 ° F or higher
- Vomiting
- Diarrhea
- Rash with fever
- Strep Throat
- Head Lice
- Chickenpox
- Pink Eye

Children who have been sick may return when:

- They are free of fever, vomiting and diarrhea for 24 hours without the use of fever reducing medicine/
- They have been treated with an antibiotic for 24 hours.
- They are able to participate comfortably in all usual activities.
- If a child had a reportable communicable disease, a physician's note stating that the child is no longer contagious and may return to our program may be required.

MEDICATION POLICY

It is extremely important that we have all necessary medical information concerning your child. Per American Camp Association (ACA) standards, campers are not permitted to have over-the-counter (OTC) medicines in their possession. OTC medicines will not be provided by staff. Epi-pens and inhalers are allowed, but must be clearly marked with the child's name and must be kept in the child's backpack at all times. **No camp staff is permitted to administer medication.**

WAIVER & RELEASE

You are adhering to Carlisle Parks and Recreation's WAIVER & RELEASE when registering for programs. If you have any questions, please let us know. Your safety is our number one priority.

PHOTO RELEASE

Carlisle Parks and Recreation will be taking pictures/videos at Summer Day Camp. By signing the hold harmless statement, you are allowing permission of photography/videos taken while at camp. If you do not wish for your children to be photographed, please specify that on your Emergency Information Form.