

2023 Parent/Camper Handbook



Office Information

Ridge Hours: Monday through Friday, 8:30am-4:30pm

Avenue Office Phone: (609)-645-8413

Camp Hours & Location

Ridge Avenue Facility: 2542 Ridge Avenue, EHT. Opens at 7:30 and closes at 5:30 pm.

Camp Day: 9 am – 3 pm

Before care is available 7:30 to 8am with advance notice & payment for \$5 a day.

Must be for all days of that week attending camp

Aftercare is available 5pm to 5:30pm with advance notice & payment for \$5 a day.

Must be for all days of that week attending camp

Late fee:

- If you did not schedule “after care” there is a late fee of \$10 for every 15 mins after 5pm per child.
- If you did schedule “after care” there is a late fee of \$20 for every 15 mins after 5:30pm per child.

Late fees are to be paid to the counselor **that night at pick up or when dropping off the next morning to the office.**

Staff

Executive PAL Director: Captain Hector Tavarez (EHTPAL@comcast.net)

Assistant to the Executive Director: Lisa Souder (Lisa.souder@ehtpal.org)

Ridge Ave Summer Camp Director:

Ridge Avenue Assistant Summer Camp Directors:

Athletic Director: Amanda Williams amanda.williams@ehtpal.org

STEM Summer Camp Assistant Director: Michelle Riordan (Michelle.Riordan@ehtpal.org)

Field Trips

Most trips leave the PAL centers promptly at 9am. All campers need to arrive to PAL prior to 9am to participate in the trips. In the event of a late arrival to the PAL center on a trip day, parents will be responsible for getting their camper(s) to the trip location as long as there is room on the bus going back to PAL. You may not leave your camper with another group that may be at the PAL Center.

What To Bring & What Not To Bring To Camp

Each camper is required to bring the following items EVERY DAY, properly labeled with your camper’s full name. Failure to provide these items may result in your child missing an activity.

- **BATHING SUIT and TOWEL:** The children will have frequent opportunities for water play. Please send your camper with a bathing suit and towel *every day*.
- **SUNSCREEN:** Sunscreen should be applied at home prior to arriving to camp. Please label your child’s full name on their sunscreen with an adhesive label or tape (rather

than writing directly on the bottle which rubs off). We highly recommend parents send their child to camp with spray sunscreen. Failure to provide your child's sunscreen will result in the purchase of sunscreen from PAL for an additional fee.

- **AN EXTRA CHANGE OF CLOTHES:** All children must have a full set of extra clothes each day. Spills and other accidents do happen.
- **SNEAKERS and SOCKS:** All campers should have a pair of sneakers and socks with them each day.
- **BAGGED LUNCH:** Campers are required to bring a bagged lunch to camp every day of the week. However, an optional camp lunch will be offered for purchase on Fridays and possibly other days of the week. Please refer to our online weekly calendar.
- **PURCHASED CAMP LUNCH:** On non-trip days, lunches can be purchased through the camp. Upon arrival, parents must sign-up for the meal selected and forward lunch fees to the head counselor.
- **PAL CAMP SHIRT:** *Campers must wear their PAL Camp shirt every day that they attend camp.* Each camper registered for at least 10 days will receive one PAL Camp shirt. Full time campers (campers registered 5 days a week for 7 weeks or more) will receive two shirts as part of their registration. *Shirts MUST be worn on all trips as noted on the weekly schedule.* This will be strictly enforced for safety reasons. If your camper comes to camp on a trip day without their shirt, you will be charged a fee of \$20 to purchase a t-shirt. Additional shirts can be purchased ahead of time for \$15. All fees are to be forwarded to the main office at time of purchase.
- **BOTTLE of WATER:** Labeled with full name with an adhesive label or tape (rather than writing directly on the bottle which rubs off).
- **SNACKS:** Children will be allowed to eat their own snacks from home in the morning and afternoon. Snacks will also be available for purchase at the Ridge Avenue PAL Center.
- **ELECTRONICS:** EHTPAL reserves the right to restrict the uses of electronics at all campuses. Although electronics are not prohibited by our camp should you allow your camper to bring any electronic item, EHTPAL is not responsible for lost, stolen or damaged electronics and accessories. This is a summer camp, with the opportunity for plenty of outdoor fun. Videotaping and/or photography is strictly prohibited unless written permission is granted from the parent.

Full Time Camper Defined

A full time camper is defined as a camper attending camp 5 days a week for 7 weeks or more.

Campers with Special Needs

We welcome every child who would like to come and enjoy the opportunity of our summer camp. However, when a child with special needs requires a one-on-one aide or additional supervision during the school year, the same is required to attend our summer camp. It is the parent or guardian's responsibility to obtain and secure a certified aide.

Lost & Found

There will be a lost and found at each camp location where campers and parents can look for misplaced items. All items will be disposed of every Friday evening.

Schedule Procedure

Camp schedules, activities and trips will be posted to our website, www.EHTPAL.org, every Sunday night by 6pm for the upcoming week on the Summer Camp pages (which are located in the "CAMP" tab). Please check the website regularly, as activity schedules may be subject to change based on weather and unique circumstances beyond our control. Please be sure that your camper can attend the days of camp that you have registered for. Refunds will not be given. Due to the complicated process of scheduling activities, transportation, etc. for all of our campers, days cannot be switched or exchanged. However, days may be added if space for your child is available.

Child Care Network/Child Care Assistance Program (CCAP)

PAL of EHT & Atlantic County participates in these programs. All contracts ***must be finalized*** before we can accept your registration and hold your child's place in camp. In the event that the camp fee is not entirely covered by the contract, the Parent or Guardian will be responsible for the payment of that difference.

Parents/Foster Parents/DYFS Visits

If you need to arrange special visits between campers and social workers and/or parents, a 72-hour advanced notice is required to make these arrangements. We will not be responsible for additional transportation if the camper is on a field trip. Requests for the Ridge Avenue site can be sent to: lisa.souder@ehtpal.org. COMMUNICATION IS KEY.

Drop Off Procedures

Parents/Guardians are ***required*** to come into the building and sign in and out when dropping off and picking up their child. The week's schedule and other important information will be on the white board at the sign in table, as well as a checklist where parents should confirm their child has all required items for camp that day.

Health & Emergency Forms

We are required by the Department of Children and Families to have an emergency form and a copy of immunization records on file for each camper. The attached emergency form and immunization record ***must be completed and turned in prior to attendance***. It is very important that we know about any allergies your child has to food, bee stings, pollen, etc. Please list this information on the emergency form so we can inform your child's camp Counselor. In the event that changes or additions need to be made, please contact your child's Counselor or the PAL office as soon as possible.

Illnesses

To help keep the children and staff as healthy as possible, please keep your child home if he/she has any of the following symptoms:

- Fever – Child must be without a fever for 24 hours before returning to camp
- Diarrhea, vomiting, cough, cold, yellowish or green discharge from the nose
- Undiagnosed or contagious rash.

Children should be symptom free for 24 hours or have a doctor's note before returning to camp.

Medications

If a child needs medicine during camp hours or in case of an emergency, a medical release form (found at your doctor's office) should be filled out and signed by a parent/guardian. If this form is not completed, camp staff will not be able to administer any medications. Children with allergies or asthma should have proper medication left with their child's camp counselor at all times.

Discipline Policy

The goal of the PAL Summer Camp Staff is to keep all campers safe and engaged in active, wholesome fun! In order to provide a positive environment for all, we must all behave in an appropriate manner. Each camper tries to do his/her best every day, but if a difficult day comes along, we will work together to identify the issue and modify the behavior.

PAL of EHT & Atlantic County has a zero tolerance for bullying!

Attendance at PAL Summer Camp is a privilege and not a right. Any camper who does not conform to the standards and regulations of PAL Summer Camp may forfeit this privilege. The PAL Summer Camp Director may, at any time, suspend or expel a camper whose behavior, in the opinion of the camp director, is adverse to the safety and well-being of other campers or staff. Below is an outline of the discipline plan used at the PAL Summer Camp.

Minor Offenses

Examples may include, but not limited to: lack of respect shown to a fellow camper or staff member, using profanity, bullying, not obeying counselors.

1st Offense: Verbal warning.

2nd Offense: Removal from the activity, incident will be reported by the Head Counselor to the Camp Director.

3rd Offense: Written warning describing the behavior will be issued to the Parent/Guardian

4th Offense: Parent/Guardian will be contacted immediately and the camper will be sent home and/or 1-day suspension.

5th Offense: Camper may be dismissed from the Summer Camp Program.

Serious Offenses

Examples: Endangering self or another person, hitting, throwing objects at or around others, theft and running off.

1st Offense: Camper will be removed from activity and a written warning describing the incident will be issued to the Parent/Guardian to a 1-day suspension.

2nd Offense: Camper will be removed from activity and a written warning describing the incident will be issued to the Parent/Guardian, Parent/Guardian will be contacted to a 3-day suspension.

3rd Offense: 3-day suspension to camper being dismissed from the summer camp.

Immediate Dismissal

Some violations may require immediate suspension or dismissal. These violations will be up to the discretion of the Summer Camp Director and Executive Director of the organization.

Parents will be notified immediately. The Summer Camp Director may suspend any camper whose disruptive behavior adversely affects the operation of the camp.

IF ANY SUSPENSION AND/OR DISMISSAL SHOULD OCCUR, NO REDUCTION OR RETURN OF FEES WILL BE MADE.

We approach discipline in a serious, yet positive manner. Desirable behavior will be rewarded with positive reinforcement. In the event that the child exhibits inappropriate or negative behavior, the staff shall talk to the child, and enlist his/her help in solving the immediate problem. The discipline procedures will be discussed with your child on the first day of camp and will be posted for future reference. PARENTS please make sure that you discuss the discipline policy with your child.

Extreme Trips

Extreme Trips are extra special trips and safety of all involved is our number one priority. Campers that receive any disciplinary action will not attend the trip and will forfeit the fee paid. Space is limited to 13 children ages 10+ yrs. old. Once payment is made we cannot offer any reduction or return of fees made.

Late payments/Past Due/Return checks

Late payment: If payment is not made as required and in a timely fashion, the camper's space may be forfeited. Any balances over 30 days will also receive a \$25 late fee for every 30 days the fee is overdue.

Past Due Balances: Any parent with a past due balance with the Police Activities League of EHT & Atlantic County before the start of summer camp will not be allowed to register or have children attend until the amount is paid in full. For questions about your bill or past due balances please contact the main office at (609) 645-8413.

Return Drafts or Checks for Non-Sufficient Funds: Any drafts or checks returned for Non-Sufficient Funds (NSF) will be subjected to an additional \$40 service charge.

Thank You!

We appreciate your choice of PAL of EHT & Atlantic County for your child's Summer Camp and are looking forward to providing an exciting and safe experience for your child. Please do not hesitate to contact our office, Camp Directors or your child's Head Counselor with any questions or concerns.