

POLICE ACTIVITIES LEAGUE

EGG HARBOR TOWNSHIP & ATLANTIC COUNTY

Non-profit 501(c)(3) Volunteer Youth Organization
2542 Ridge Avenue, Egg Harbor Township, NJ 08234
609.645.8413 / EHTPAL.org / EHTPAL@comcast.net

2026 Parent/Camper Handbook

Office Information

Office Phone: (609) 645-8413

Office Hours: 8:00 a.m. - 5:30 p.m.

Camp Supervisor Directory:

Executive Director/Founder: Captain Hector Tavarez (hector.tavarez@ehtpal.org)

Summer Camp: (summercampdirector@ehtpal.org)

STEM Camp: (stemcampdirector@ehtpal.org)

Registration questions: registration@ehtpal.org

Financial questions: accounting@ehtpal.org

Summer Camp Hours & Location

Camp Location: 2542 Ridge Avenue, EHT.

Opens at 6:30 am and closes at 6 pm.

Camp Day: 7:30 am – 5:00 pm

Before Care is available 6:30 am to 7:30 am

Aftercare is available 5 pm to 6 pm

Before/After Care - All Programs

We encourage you to register for all of your before/after care needs prior to the start of the camp season. However, if you choose to purchase this service on a weekly basis, you must register by 3pm the day before.

All non-registered use of before/after care will result in a charge of \$17 per child per occurrence. Charges will be processed the next business day using the primary card on file.

Before Care and Morning Drop Off - All Programs

Parents must come into the building and sign in their campers, each and every morning.

Before Care: drop off begins at 6:30 a.m.

Summer Camp: drop off starts at 7:30 a.m. and concludes at 9 a.m.

All non-registered use of before care will result in a charge of \$17 per child per occurrence. Charges will be processed the next business day using the primary card on file.

Summer Camp Late Arrival

Campers arriving after 9 a.m. will need to report to the main office to be signed in by a parent/guardian. Please note, that if the campers group has left the property for a trip the child may not be permitted to remain at camp.

Summer Camp Early Departure

Early pick up is anytime prior to 3 p.m. and **REQUIRES** an advance phone call to the main office at 609-645-8413. The advance phone call should be made at least 60 minutes prior to the pickup.

Early pick up requests on field trip days should be made 24hrs in advance. If your camper is scheduled for a field trip we might not be able to accommodate the early departure. Campers are **NOT** permitted to be picked up from a field trip.

Afternoon Pick up - All Programs

Summer Camp: normal pick up is 3 p.m. to 5 p.m. with after care 5pm to 6pm

School Break Camp: after care is 4pm to 6pm

All non-registered use of after care for any program will result in a charge of \$17 per child per occurrence. Charges will be processed the next business day using the primary card on file. If charges cannot be processed, your child may not attend camp until payment is made.

Late Pick-Up for All Programs: If your child has been scheduled for “after care,” and has not been picked by 6 p.m., there is a late fee of \$20 for every 15 mins after 6 p.m. per child. Late fees will be processed the next business day using the primary card on file. If late fees are not paid, your child may not attend camp until payment is made.

Summer Camp Field Trips

Most trips leave the PAL center promptly at 9 a.m. All campers must arrive at PAL prior to 9 a.m. to participate in trips. In the event of a late arrival on a trip day, and the bus has left, your camper will not be allowed to participate in camp that day.

Summer Camp Shirt

Wearing a camp t-shirt is vitally important to the safety of campers and will be strictly enforced. The number of days a camper is registered determines the number of camp t-shirts supplied as follows:

*Registered 23 days or more = 3 PAL Camp shirts

*Registered 12 days or 22 days per week = 2 PAL Camp shirts

*Registered 1 to 11 days per week = 1 PAL Camp shirts

*Additional shirts can be purchased for \$15.

If your camper comes to camp without his/her shirt, you will be charged a fee of \$25 to purchase a same day t-shirt. All fees are to be forwarded to the main office at time of purchase or prior to the end of the day.

What To Bring & What Not To Bring To Summer Camp

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

PAL CAMP SHIRT: Campers must wear their PAL Camp shirt every day. Wearing camp shirts is vitally important for the safety of our campers and will be strictly enforced.

BATHING SUIT and TOWEL: Campers 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 at camp. Please label your child's full name on his/her 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 must wear sneakers and socks at camp. Flip-flop or open-toed shoes are not allowed at camp.

BAGGED LUNCH: Campers are required to bring a bagged lunch to camp every day of the week.

REFILLABLE 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 PAL Center.

ELECTRONICS - All Programs

The use of electronics will be restricted to designated times during the camp day. Should you allow your camper to bring any electronic item, PAL is not responsible for lost, stolen or damaged electronics and accessories. The use of electronic devices in the form of bullying will not be tolerated and will result in the confiscation of the device. Campers may not take photos or video without the specific permission of a camp administrator.

Campers with Special Needs - All Programs

We welcome all children to participate and enjoy our programs. However, when a child with special needs requires extraordinary accommodations, and/or 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/guardian's responsibility to provide the means for extraordinary accommodations and/or one-on-one aide prior to the start of summer camp.

Lost & Found - All Programs

There will be a lost and found where campers and parents can look for misplaced items. All items not retrieved within 5 days will be discarded.

Summer Camp Daily Activities Schedule

PAL summer camp schedule is posted to your CampSite account, on a weekly basis, for your review. Field trips for each group are scheduled based on the number of campers per group in attendance each week. Please, check your account regularly, as activities that are scheduled may be subject to change, based on weather and/or unique circumstances beyond our control.

No Refunds, Transfers or Exchanges for any missed days - All Programs

Note: Please be sure that your camper can attend the days of camp for which you have registered. Due to the complicated process of scheduling activities, transportation, unforeseen circumstances, etc., for all of our campers, **days cannot be switched, refunded or exchanged.** However, days may be added if space for your child is available and must be paid for at the time of registration.

Child Care Network (CCN)/Child Care Assistance Program (CCAP)

PAL of EHT & Atlantic County participates in CCAP programs. Parents should confirm contract approval before registering for summer camp. A non-refundable deposit is required to hold your child's place in camp. In the event that camp fees or any other camp-related costs are not entirely covered by the contract, the Parent or Guardian will

be responsible for the payment of that difference. All CCAP co-payments for summer camp must be paid prior to the start of camp.

Parents/Foster Parents/DYFS Visits - All Programs

If you need to arrange special visits between campers and health/human services personnel and/or parents, a 24-hour advanced notice is required to make these arrangements. If the camper is on a field trip, we will not provide additional transportation to accommodate the visit. Requests for visits at the Ridge Avenue site can be sent to: trish.vaughan@ehtpal.org.

Health & Emergency Forms & Allergies - All Programs

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 attending camp. 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 - All Programs

To help keep children and staff members as healthy as possible, please keep your child home when ill, until the following symptoms are no longer present:

Fever, 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 - All Programs

All medications, even over the counter, must be dropped off at the main office. No child may have medicine on their person or in their backpack. All medicines, even over the counter, must be administered by staff. If your child needs medication of any kind during camp hours you must complete the Individual Permission for Medication/Health

Procedure form found in the main office. All prescribed medications must be in their original labeled bottle.

Discipline Policy - All Programs

The goal of the PAL 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 in PAL Programs is a privilege and not a right. Any camper who does not conform to the standards and regulations of EHT PAL may forfeit this privilege. The PAL Camp Directors 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 for all EHT PAL Programs.

Minor Disciplinary Offenses

Examples may include, but are not limited to: lack of respect shown to a fellow camper or staff member(s), using profanity, bullying, and/or refusing to follow directions given by staff members.

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 and the camper will be sent home immediately and/or serve a 1-day suspension.

5th Offense: Camper may be dismissed from the EHT PAL Program.

Serious Disciplinary Offenses

Examples may include, but are not limited to: Endangering self or others, hitting others, 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 and may include a 1-day suspension for the camper.

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

3rd Offense: Camper will serve a 3-day suspension and may be dismissed from summer camp.

Immediate Dismissal - All Programs

Some violations may require immediate dismissal. These violations will be up to the discretion of the Executive Director of the organization. Parents will be notified immediately. The 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 NOR 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.

Payment Due Dates/Past Due/Return Checks - All Programs

When Payments Are Due: All registrations and payment plans must be paid in full prior to the date of service. Families who purchase summer camp services after June 1st are required to pay in full at the time of registration. Payments will be processed at the due

date on the primary credit card on file unless otherwise specified. If your account is overdue 15 days or more, late fees will apply, and your child will not be able to attend camp until full payment is made.

Prior Outstanding Balances: Any parent with a prior balance on their account before the start of summer camp or a new program season will not be allowed to register or have their child(ren) attend until the balance is paid in full. For questions about your bill or past due balances, please contact the main office at (609) 645-8413.

Child Care Assistance Program Co-payments: All Co-payments are due prior to service. Summer Camp final payments are due no later than June 15th. If your account is overdue 15 days or more, late fees will apply, and your child will not be able to attend camp until full payment is made. Payments will be processed at the due date on the primary credit card on file unless otherwise specified.

Return Drafts or Checks for Non-Sufficient Funds: Any overdraft checks or checks returned for Non-Sufficient Funds (NSF) will be subjected to an additional \$65 service charge.

Photo Release - All Programs

By registering your child for summer camp, you agree to allow the Egg Harbor Township Police Athletic/Activities League to use any photos of your child during summer camp for public promotions, including but not limited to, brochures, our website, and social media. Please contact the office if there are legal circumstances that would not allow your child's photo to be released.

Permission To Treat - All Programs

This health history is correct and accurately reflects the health status of the camper to whom it pertains. My child has permission to participate in all camp activities except as noted by me and/or an examining physician. In the event of a medical emergency, I authorize the staff of EHT PAL to seek appropriate medical care for my child. I understand that every effort will be made to contact me prior to treatment. However, if I cannot be reached in a timely manner, I give permission for emergency medical

personnel and physicians selected by the camp staff to hospitalize, secure proper treatment for, and order anesthesia or surgery for my child listed above.

Assumption of Risk - All Programs

I, the undersigned, as the parent or legal guardian of the enrolled minor child named above, acknowledge that participation in all summer camp activities, field trips, and play on an amusement device, such as inflatables, entails both known and unanticipated risks. These risks include, but are not limited to, physical injury from falling, slipping, crashing or colliding, emotional injury, paralysis, distress, damage, death, and other potential hazards to any participant.

Release and Waiver of Liability - All Programs

To the fullest extent permitted by law, I hereby waive, release, and discharge the Egg Harbor Township Police Athletic/Activities League, and its officers, employees, agents, volunteers, sponsoring agencies, advertisers and representatives from any and all liability, claims, demands, and causes of action arising out of or related to any loss, damage, or injury, including death, that may be sustained by the minor child while participating in or traveling to/from summer camp activities, field trips, and play on an amusement device such as inflatables.

Hold Harmless - All Programs

I agree to indemnify and hold harmless the Egg Harbor Township Police Athletic/Activities League from any and all claims, actions, suits, procedures, costs, expenses, damages, and liabilities, including attorney's fees, brought as a result of the minor child's involvement in the activity.

Thank You!

We appreciate your choice of PAL of EHT & Atlantic County for your child's enrichment programs and are looking forward to providing an exciting and safe experience for your child. Please do not hesitate to contact our office to speak to the Camp Director with any questions or concerns.

Updated 01/09/2026