

Camp Meadowbrook



Summer Camp Parent Handbook



Table Of Contents

Introduction.....2
Camp Mission.....2
Camp Goals.....2
Contact Information.....3
Specialty Camp Instructors.....3
General Camp Information.....4
Camp Programs.....4
Registration,Camp Forms, Refunds.....5
Program Activities.....5
Discipline Guidelines.....6
Arrival & Dismissal.....7
Authorization to Pick-Up.....7
Absent Campers.....7
Extended Camp.....7
Lunch & Snacks.....8
Allergies.....8
Injury & First Aid.....8
Medication.....8
Sick Camper.....9
Sunscreen.....9
Camp Attire.....9
Personal Property.....9
Cancellation & Early Dismissal.....10

Welcome to Camp Meadowbrook Summer Programs. We are pleased that you have chosen this camp for your family. This parent handbook was written to help you better understand our programs and policies. Whether this is your child's first or fifth year with our day camp programming, we ask that you read and thoroughly understand this handbook. If you have any questions please call 215-884-3238 ext. 138 or email us at summercamps@themeadowbrookschool.org. Feel free to ask a member of the summer staff because the safety and well-being of your child is just as important to us as it is to you.

Camp Mission

Our mission at Camp Meadowbrook is to provide a safe, fun, and memorable experience to all our campers. Through our summer programs, we introduce campers to activities that provide a fun filled approach to academic learning. We encourage them to learn new skills, to be expressive, independent, build friendships, and to have fun. Our staff is committed to providing a safe environment in which campers feel like they belong and are a part of a family.

Goals

- Safety first, last and always.
- To provide children with organized and structured recreation activities which contribute to intellectual, social, emotional, and physical growth.
- To provide a variety of activities (games, sports, arts/crafts, field trips) which entertain, educate, and motivate campers.
- Promote each camper's appreciation of fair play, sportsmanship, and consideration of others.
- Provide experience which will allow each camper to increase one's self-esteem and self-confidence.
- Encourage campers to develop new friendships.
- Introduce campers to new activities and ideas.



Contact Information

Camp Location: 1641 Hampton Rd
Meadowbrook, PA 19046
(215) 884-3238

Contact Us By: (email) summercamps@themeadowbrookscool.org
(phone) (215) 884-3238 ext. 100

Camp Director: Aleatheia Rahman
lahman@themeadowbrookscool.org
(215) 884-3238 ext 138

Camp Coordinator: Sofia Sulligan
ssulligan@themeadowbrookscool.org
(215) 884-3238 ext 119

Business Manager: Heather Sowden
business@themeadowbrookscool.org

Specialty Camp Instructors

- Dance Camp - Tommi Crump from The Pointe Dance Institute
- Art Camp - Jessica Finlay from The Meadowbrook School
- Drama Camp - Amanda Provost from The Meadowbrook School
- Coding Camp - Coding With Kids
- Lacrosse Camp - Laura D'Angelo from The Meadowbrook School
- Writing Camp - Kelly Mosteller from The Meadowbrook School
- Basketball Camp - ProBound Training Camp
- Cooking Camp - Chef Jim from CulinArt
- Sports & Fitness Camp - Jeff Stever from Scholar Athlete Academy

General Camp Information

2024 Camp Programs

Science Camp	June 10 - June 14	8:00am	4:00pm
Little Adventurers Camp	June 17 - August 9	8:00am	12:30pm(half day) 3:00pm(full day)
Art Camp	June 24 - June 28	9:00am	3:00pm
CSI STEM Camp	June 17 - June 21	9:00am	12:00pm
Drama Camp	July 8 - July 12	9:00am	3:00pm
Coding Camp	July 15 - July 19	9:00am	1:00pm
Lacrosse Camp	July 15 - July 19	9:00am	3:00pm
Writing Camp	July 22 - July 26	9:00am	3:00pm
Cooking Camp	July 29 - August 2 Aug 12 - Aug 16	9:00am	3:00pm
Basketball Camp	July 29 - August 2	9:00am	12:00pm
Sports & Fitness Camp	August 5 - August 9	9:00am	3:00pm
Art Camp	Aug 12 - Aug 16	9:00am	3:00pm

***NOTE:** Camp programs are subject to change. Please review the camp website for official times of each program.

Schedule Changes

In an effort to be as flexible as possible for our families, we are able to accommodate any schedule changes throughout the summer. Please send an email to summercamps@themeadowbrookschool.org.

Registration

Registration for summer programs must be completed online. In order to reserve your child's spot, the full amount or deposit must be paid in full at the time of registration. Camp deposits are nonrefundable.

Payments made by check must be made payable to The Meadowbrook School. All checks must be received within 5 business days after the registration form has been submitted. Full payment for all summer programs are due on or before May 1st. If your program is not paid in full by May 1st, your child will be removed from the program, unless other arrangements have been made.

Refunds & Cancellations

If you withdraw your child from a camp program, a refund will be applied according to the refund policy. All camp prices and dates are subject to change at any time. Furthermore, Camp Meadowbrook reserves the right to cancel or postpone any camp due to insufficient enrollment or unforeseen circumstances. If a camp is canceled by the school, registrants will be notified immediately and registration fee refunds will be processed.

Refund Policy:

100% refund until **March 15th**, 50% refund until **April 15th**. The refund policy applies to accounts that have been paid in full before the refund dates listed. **Camp deposits are non-refundable.**

Note: **A processing fee of \$50 (per camper) will be charged for all refunds.**

Program Activities

Program activities are based around the camp program. Program Instructors from each specialty camp will provide information regarding their program activities.

Campers registered under the *Little Adventures* program will participate in water activities that consist of water tables, sprinklers, and water slides. There will be designated days for water activities, which will be listed on the Little Adventurers Calendar.

Discipline Guidelines

Camp Meadowbrook staff will treat each child with respect and set clear expectations and boundaries each day. Campers are expected to show respect to their peers and staff. Clear expectations will be set each week and staff will reinforce appropriate behavior through positive reinforcement and encouraging children to make the right choice.

All campers must understand and follow ALL camp rules and guidelines listed below. Be sure to review them with your child:

- ❖ Campers must be respectful to other campers, staff, and facilities at all times.
- ❖ Campers must remain in designated camp areas at all times.
- ❖ Campers must stay with their specified counselors at all times.
- ❖ Campers must walk when in Meadowbrook halls, rooms, and other buildings.
- ❖ Campers must use appropriate language with other campers and staff at all times.
- ❖ Campers must refrain from any horseplay, physical violence, and or engaging in any dangerous activities.
- ❖ Campers must abide by all rules and policies established by any contracted field trip company or facility.
- ❖ Campers are only permitted to leave camp when they are signed out by a parent/guardian or other authorized person.
- ❖ No weapons, projectiles, alcohol, drugs, pets, or illegal substances will be allowed. Possession will result in immediate expulsion from all camp programs.

We will make every effort to meet the needs of your camper and provide a happy, safe environment for all children. Camp staff will focus on the prevention of negative behavior.

All children are expected to behave in a proper and respectful manner. We will not tolerate any physical violence, name calling, foul language, destruction of property, or any other behavior deemed inappropriate by the staff. In accordance with the severity and frequency of the behavior, a behavior tracking form may be completed and kept on file. Parents will be notified and receive a copy of any such form.

Camp Meadowbrook reserves the right to dismiss a camper at any time for not following the rules and guidelines set forth. Refunds (if any) will be processed according to our Refund Policy.



Arrival & Dismissal

Morning Drop Off

Parents must check-in their child at the main entrance of the school. A Counselor will check-in your child upon arrival and direct them to their camp group. If arriving late, parents must call the office at [215-884-3238](tel:215-884-3238) prior to dropping off campers. A Counselor will assist you upon arrival.

Afternoon Pick Up

Campers will be brought to their assigned location for pickup. Signs will be placed throughout campus directing parents to each camp program. Only those designated on the camper's Pick-Up Authorization form will be allowed to sign your camper out upon display of a photo ID. All campers must be signed out before they will be released from camp care

Authorization to Pick-Up

If you need to authorize someone to pick up your child for one or several specific days, ask a staff member for a one- day sign-out authorization BEFORE the particular afternoon. If this is an emergency that arises during the camp day, please contact us with the name of the person that will be picking up your child. If you are picking up your child early, you must go directly to the camp office to sign out your child.

Late Pick-Up Policy

All campers must be picked up on time. **Review the Arrival/Dismissal Chart below to find the time for your child's camp program.** Our staff is not permitted, under any circumstances, to provide transportation home for any child.

Absent Campers

If your child will be absent on a day when he/she is scheduled to attend camp, please call 215-884-3238, or email summercamps@themeadowbrookschoool.org to let us know. Please note that the camp fee for that day is non-refundable.

Extended Camp

Extended camp runs from 3:00pm to 5:30pm. Campers must be registered to attend Extended Camp. Please email summercamps@themeadowbrookschoool.org if you are interested in using this service. Parents will be charged \$10.00 for every increment of 15 minutes after the close of camp before the child is picked up. Parents will be billed immediately for all late charges.

Lunch & Snacks

Camp Meadowbrook offers a lunch program for the entire summer. If your child is not registered for the lunch program, they must bring lunch everyday. Please do not send sugary juices or flavored water to camp. Be mindful to pack a healthy lunch each day. **Camp Meadowbrook is nut aware - while nuts are allowed to be brought in a packed lunch, a designated table will be arranged for those with nut allergies.**

Allergies

If your child has a food/medical/bee allergy, please let us know prior to the first day of camp. It is imperative that you complete the *Food Allergy Action Plan* form to provide guidance in prevention and outline steps to take in case of exposure. If your child has a food allergy that requires medication, please send in all medication labeled with your child's full name. A *Medication Form* must be completed and on file in order for camp staff to dispense any medication to a camper.

Injury & First Aid

Specific members of our staff are First Aid and CPR certified and responsible for the immediate, on site administration of basic first aid and/or CPR for any injuries occurring at camp. If the injury or illness is beyond common occurrence injuries (scraped knees, bumps and bruises, overheating) and proves to be a more serious condition (head injuries, sprains/breaks, heat exhaustion, severe allergic reaction, heart injury), we will contact parents or guardians and any necessary emergency medical services immediately if necessary. We will treat to the best of our abilities on site as well. In the event of such an emergency, the camp staff will first attempt to contact the child's parents/guardians. If unsuccessful, we will continue to try emergency contacts until we are able to reach someone. Please inform your emergency contacts of their responsibilities and be sure that they are readily available to receive and respond to such a call.

Medication Administration

The Medication Policy form must be filled out by a parent or guardian in order for Camp Meadowbrook staff to administer medication at any time, for any reason. All medications must be received in the original prescription container with original date and instructions. When the prescription or over-the-counter medication is to be administered to a camper, we ask for a written order from a physician giving the name of the drug, dosage, when the medication is to be taken, and/or the reason the medication is being given.



Sick Campers

If your child is sick, please keep him/her home. Please report any communicable diseases promptly, i.e. Chicken Pox, Head Lice, Pink Eye, etc., to the instructor of your program. If your child becomes sick during the camp day, a parent/guardian will be contacted immediately and asked to pick up the camper as soon as possible.

If sent home with a fever or has vomited, a camper will not be allowed to be signed in the following day. If sent home with a communicable disease, a camper will not be allowed to be signed in without a doctor's note stating that he/she is no longer contagious.

Refunds or credits are not given for missed camp days.

Sunscreen

Our goal is to enjoy the outdoors as much as possible, therefore, sunscreen is **highly recommended**. Parents are responsible for applying the first layer of sunscreen prior to morning drop-off. Parents must provide a labeled bottle or spray-on can of sunscreen with the camper's full name for use during the camp season. The camp has emergency sunblock if needed.

Camp Attire

We recommend that each child wears comfortable clothing that is weather appropriate. We will be outside as much as possible, please dress your camper accordingly. In order to avoid blisters and cuts, we highly recommend children wear sneakers. Sandals, flip flops, and jelly shoes are NOT PERMITTED. **Please write your camper's name in all clothing and bags.**

What **Not** to Bring to Camp

- Electronics (including Game Boys, iPods, Cell Phones, etc.)
- Valuable/Precious items
- Money (unless attending a field trip)
- Flip flops/ Sandals (Except for use at pool)
- Other types of games or toys from home (i.e. Pokemon cards etc.)

Electronics and Personal Property

Please do not send your child with electronics (i.e. DS, cell phones, iPods, etc.) or other expensive toys to camp. We are not responsible for lost, stolen, or damaged items. Any item brought to camp that is deemed inappropriate, or is used in an inappropriate manner, will be held by the Camp Director and returned to the parent/guardian at the close of the

camp day. Cell Phone use during camp hours is not allowed. If you and your child need to be in contact during the day, please use the camp phone at 860-721-2780.

Camp Meadowbrook is not responsible for any items lost, stolen, misplaced, soiled, or damaged.

Cancellation, Delay, or Early Dismissal

If camp is delayed or canceled due to severe weather, power supply damage, or other unforeseen circumstances, you will be notified by email. If camp must be dismissed early for any reason, all families will be notified immediately. Please note that any changes in the daily plans within camp hours will NOT be cause for immediate parent notification. If you have any questions regarding our location or other specifics in regards to late sign-in or early sign-out on an individual basis, please email summercamps@themeadowbrookschool.org.

Excessively Hot Weather

In case of excessively hot weather, camp activities will be held indoors. Our campers will have access to the gym.

Camp Photographs

We like to celebrate our campers' achievements and fun times experienced at summer camp. As a result, images of your child may appear on our camp website and/or other publications. Pictures will not be taken unless you grant permission. Please review the Photography Consent Form at the end of the handbook.

*****PLEASE SIGN AND RETURN THIS PAGE*****

I have read and received the policies set forth in the Summer Camp Parent Handbook. I understand and agree to follow these policies. Failure to do so may result in removal from the camp program.

Parent/Guardian Signature

Date

Camper's Name (Print)

Camp Program Attending

Camper's Name (Print)

Camp Program Attending

*****PHOTOGRAPHY RELEASE*****

In consideration of child(ren)'s participation at Camp Meadowbrook, and without any further consideration from the School, I hereby grant permission to Camp Meadowbrook, to take and use photographs and/or digital images of my child(ren)'s for the purpose of promotion, reporting or publication. I understand that no royalty, fee or any other compensation of any kind shall become payable to me by reason of such release and use of any photograph.

I accept I decline photography release for my child(ren)

Parent/Guardian Signature

Date