

Camp Meadowbrook

Summer Camp Procedures &
Guidelines



Welcome To Camp Meadowbrook!

Dear Camp Families,

We have updated our policy and procedures in accordance with CDC Youth Programs and Camps, PA Department of Health, and American Camp Association. The information enclosed will help you prepare for camp. Please review these policies and procedures outlined in this document as they have been put in place as an effort to keep our campers and staff safe this summer. If you have any questions or concerns regarding this document, please email us at summercamps@themeadowbrookschool.org.

Updated as of January 2024

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Camp Overview

Camp Meadowbrook operates from 8:00am to 3:00pm, Monday through Friday. Our summer day camps run from June to August, with the exception of the July 4th week. We provide up to 12 programs for children ages 3 to 12 years old. Each program is academic based, offering age appropriate, skill building activities. Our hands-on summer programs challenge campers to explore and learn new things while having fun. This is a time for campers to master a new skill, make memories, build new friendships, and explore through art, science, music, computer programming, and physical activities.

Programs & Registration

Registration

Registration for summer programs must be completed online. Families have the option to pay a ‘Deposit Only’ at the time of registrations. In order to reserve your child’s spot, the full amount or deposit may be paid in full at the time of registration.

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 is 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.

Refunds & Cancellations

If you withdraw your child from a camp program, a refund will be applied according to the dates/program listed below. 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.

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)
Beyond The Spectrum	June 17 - June 28	9:00am	3:00pm
Art Camp	June 24 - June 28	9:00am	3:00pm
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	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

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

Refund Policy:

100% refund until **March 15th**, 50% refund until **April 15th**.

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

Extended Camp

Please email summercamps@themeadowbrookschool.org for extended camp availability. If Extended Camp is available, it will run from 3 pm to 5:30 pm for all campers attending a full day program. Families must register online in order to add their camper(s) to Extended Camp. Payment for drop-ins are due at pick-up. The price for Extended Camp is \$95 per week.

Required Camp Forms

The following forms must be completed and returned before your child can start camp.

- Camp Medical Form
- Allergy Form
- Emergency Contact Form
- Participation Waiver
- Authorization To Pick-Up
- Parent Handbook Form
- Field Trip Form (based on specific camp program)

Program Requirements

Campers **must** be potty trained before attending Camp Meadowbrook programs.

Group Sizes

Each program has a limited number of campers. Groups should not exceed more than 60 campers, no less than 15. Campers are divided into groups based on the number of campers attending each program.

Counselor to Camper Ratio

The counselor to camper ratio is 1 Counselor to every 6 campers, along with an additional counselor or Instructor for support and supervision.

Health & Safety Standards

The most important responsibility is the safety of our campers. The following health and safety standards and practices are important in maintaining a safe environment and camp.

Seasonal Allergies

If your child experiences seasonal allergies, please let us know prior to the start of camp. Please complete the Medication Policy Form if your child needs to bring allergy medication to camp.

Medication Policy

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 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.

Absence

If your child will be absent on a day when he or she is scheduled to attend camp, please contact the office at 215-884-3238, ext. 138 or email summercamps@themeadowbrookschool.org by 8:00 AM and let us know. Please note that the camp fee for that day is non-refundable.

Sick Policy

If during camp hours a camper/staff member is determined by the camp nurse to be sick, with fever over 100.4 degrees Fahrenheit or higher, stomach issues, respiratory infection or any other symptoms, the camper/staff member will be sent home immediately.

Parents are advised to keep their camper(s) home if any of the following symptoms are applicable:

- Fever 100 F or more
- Diarrhea or abdominal cramps
- Head Lice
- Unidentifiable or contagious rashes
- Eye, ear, or throat infections
- Nausea and/or vomiting
- Any known or suspected communicable disease
- Positive COVID test results

Any camper with the above signs and symptoms will have his/her parent/guardian notified immediately. If a parent/guardian cannot be reached, a phone call will be made to the emergency contact person on file.

Campers must be symptom or fever free for 24 hours without medication. A note (if needed) from a physician stating they have received treatment and are no longer contagious may be required for.

Camper Showing Signs of COVID-19

The following procedures will be followed in the event of a camper or staff member showing signs of a COVID-19 (such as fever, shortness of breath, or cough):

- The camper will be separated from their camp group and taken to our quarantine room by a designated Staff member
- A Counselor will contact his/her parents for pick-up. Parents are encouraged to contact their healthcare provider for an evaluation and possible COVID-19 test.
- Camp Staff will clean and disinfect the areas the camper occupied according to CDC requirements.

Confirmed Case of COVID-19

New CDC guidance has reduced the recommended time for isolation and quarantine periods to 5 days. [Learn why CDC updated guidance for the general public](#). If the camper received a positive COVID-19 test result, the following will take place:

- Stay home and quarantine, review the CDC Procedures regarding how long to quarantine. [Isolation](#).
- Camp Administration works with local health officials to assess spread and support follow up with staff, parents, guardians, or caregivers of camper(s) that had contact with the ill camper(s)
- Parents, guardians, or caregivers of close contacts are advised to keep their children home (quarantine for up to 5 days) and to consult with the camper(s)' healthcare provider for evaluation and possible COVID-19 test.
- In order to maintain confidentiality, the name and any potentially identifying information of the confirmed individual will not be provided.
- The campus will be cleaned and disinfected after 24-hours
- If a shut down is required, parents/guardians within each summer program will be notified.

Quarantine and Isolation: Learn the [latest recommendations](#) after COVID-19 exposure or if you are sick.

Hygiene Practices

Campers will be instructed to wash their hands and/or use hand sanitizer throughout the day. Sanitizing stations will be placed throughout the campus for use.

Cleaning / Disinfecting

Indoor spaces will be cleaned and disinfected between each camp session/activity. All items, furniture, and frequently touched surfaces will be cleaned and disinfected throughout the day and at the end of each day. At the end of each week, each camp room receives a deep clean by our Facilities Team.

Morning Drop Off

Parents must check-in their child at the main entrance or art room entrance of the school. Signs will be placed throughout campus directing parents to each camp program. A Counselor will check-in your child upon arrival and direct them to their camp group. If arriving late, please call the office at **215-884-323** prior to dropping off campers. A Counselor will assist you upon arrival.

Afternoon Pick Up:

Campers will be dismissed from the main entrance and/or art room entrance. Signs will be placed throughout campus directing parents to each camp program. Counselors will dismiss campers when parents or guardians arrive.

Late Pick-Ups

Campers must be picked up at the end of their program. Please review the times of each program to ensure you arrive on time. If a camper is not picked up 15 minutes after the end of the program, they will be sent to Extended Camp. Parents will be invoiced for the drop-in.

Authorization-Pick Up Form

Your child's safety is one of our top priorities. For this reason, you will need to fill out and turn in an authorized pick up form if multiple individuals will assist in pickup. This states who is allowed to pick your child up from camp. Your child will not be released to anyone not on the list without your written consent.

Visitors at Camp

When parents/guardians wish to visit, they must first check in with the Camp Director, unless the activity has been advertised as a time for visitation by parents/guardians.

Craft Supplies

Campers will be given a crate or cubby for personal belongings. Each camper will receive their own personal craft supplies to use during the program to limit the sharing of items.

Sunscreen/Insect Repellent

Apply sunscreen and insect repellent to your child prior to arriving at camp.

Please pack a bottle of sunscreen/insect repellent to keep at camp labeled with your child's name.

Water Bottles

Each camper is required to bring a large water bottle to camp each day. We recommend at least a 32 oz bottle. Campers will be able to refill their water throughout the day at our water bottle filling stations. Please write your child's name on their water bottle.

Clothing

Campers should arrive at camp appropriately dressed for the day and weather. Each camper must wear closed-toe shoes to protect their feet during outdoor activities. Please write your child's name on all belongings.

Lunch & Snacks

Lunch Program

Camp Meadowbrook offers a summer lunch program which includes a healthy snack. Families can register for the entire summer or for selected weeks.

Registration must be completed online. If a camper is not registered for the lunch program, they must bring a lunch and snack each day.

Bag Lunch

Campers that bring lunch are encouraged to bring healthy food. Please do not send in sugary drinks or candy.

Camp Meadowbrook is nut aware - nuts are allowed to be brought in a packed lunch to camp. Campers with nut allergies will have a 'nut-free' lunch area to enjoy their lunch safely.

Behavioral Policy & Procedures

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. We understand that mistakes and challenges are part of learning, and there will be children who will experience difficulty with structure.

The following behavior guidelines have been established to ensure a successful and safe summer program:

- Campers and parents/guardians will be provided with information regarding behavior expectations at the beginning of the summer program.
- Staff will work cooperatively to create a safe space and positive environment which minimizes the potential for inappropriate behavior
- Parents/guardians will be contacted to discuss any behavioral issues, either by phone or in person.
- Inappropriate behavior will be documented each time it occurs

Camp Rules of Conduct

All campers must understand and follow the guidelines set forth by Camp Meadowbrook. The following will not be tolerated in any Camp Meadowbrook summer program:

- Bullying
- Interference with Staff duties
- Harassment and/or inappropriate or indecent behavior or language
- Use of illegal substance, intoxicants, or weapons (anything that can be used to cause bodily harm)
- Altering or defacing The Meadowbrook School or Camp Meadowbrook property
- Any conduct that may jeopardize the safety and well being of others.

Reasons for Dismissal From Program

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.

Weather Emergencies

Inclement Weather

Camp will not be canceled due to rain or excessive heat. If we cannot be outdoors, activities will take place indoors. Each camp program will have a designated space to continue their program. If the rain is light and the weather is warm, campers may be outside for at least a portion of the day. Please be sure your child brings appropriate clothing for the weather.

Excessively Hot Weather

In case of excessively hot weather, camp activities will be indoors. Our campers will have access to the gym. Water will always be provided to our campers throughout the day.

Lightning Safety

During the summer, there will be occasional thunderstorms. In the event of lightning, campers will remain indoors and use the gym for recreational activities.

Power Outages

If we receive communication from PECO regarding a local power outage that will affect our facility for an extended period of time, all camp programs will be canceled. Parents will be contacted to pick up their campers.