



BETHEL PARK

Department of Recreation and Leisure Services

5151 Park Avenue

Bethel Park, PA 15102

412-831-1328

recreation@bethelpark.net

www.bethelpark.net

2019

Dear Parents:

Welcome, all parents and children, to the Bethel Park Recreation Camp Programs! We look forward to seeing many returning faces and of course, many NEW ones.

My name is Michele Pilotta and this will be my fourteenth summer as the Youth Programs Coordinator in charge of the Summer Day Camp Programs. Although it is early, I am hoping to have a number of our returning staff members join us for the summer, and I am sure we will be hiring a few NEW Counselors as well!

This year, we will once again be utilizing the **CAFETERIA** area of Independence Middle School for the **Youth Summer Day Camp Program**. The **Summer Fun Camp Program** will continue to take place at the Bethel Park Community Center.

You can begin registering your Child for Day Camp as early as January 2019! Because we have opened up registration SO EARLY (for your convenience), we will no longer be offering the former "Payment Plan" option. You now have the option of making payments as often as you wish. Please keep in mind, your child will ONLY be registered for the weeks you have paid for in advance. Because we are giving everyone months to plan and prepare, we will no longer be holding spaces for unpaid weeks. You can still continue to pay as you go, but spaces are not guaranteed. During the summers of 2017 & 2018 we filled to capacity for multiple weeks.

Throughout the summer, if you have any questions or concerns, please feel free to call me or speak to the camp staff directly. We will be more than happy to help you. We are all here to do our best to make sure that your children have a fantastic summer!

This packet of information gives a full description of each camp as well as contact phone numbers for emergencies. Camp officially begins on Monday, June 10 and will continue through Friday, August 2.

We are very excited about the 2019 Summer Day Camps and look forward to providing your children with a memorable Day Camp experience this summer.

Sincerely,

Michele Pilotta

Youth Programs Coordinator

412-831-6800 x224

Emergency Contact Phone Numbers:

Recreation Office: 412-831-1328 **Community Center:** 412-851-2910

Michele Pilotta (Program Coordinator): 412-831-6800 x224

****Please contact either office if you need a message relayed to your child's Counselors.****

FEE STRUCTURE:

Fees by session and week are listed on each registration form. Bethel Park Recreation Camps have a "NO REFUND" policy. When you enroll in camp, your child's spot is held, possibly causing other children to be turned away from camp. **Please be sure when you sign your child up for a camp that you do not have any prior commitments or vacations planned for the same time because you will not be refunded for cancellations.** *Exception: In case of severe illness or injury, a doctor's excuse will be required.* You are responsible to pay for all contracted days regardless of actual days and hours of attendance. Attendance cannot be "made up" during other sessions. ***Our former payment plan is no longer available.**

HOURS OF OPERATION:

<u>Youth Summer Day Camp (IMS)</u>		<u>Additional Fees (if applicable)</u>
Early Drop-off:	7:00 AM – 9:00 AM →	\$20.00 per week fee charged
Morning Session only:	9:00 AM – 12:00 PM	
All Day:	9:00 AM – 3:30 PM	
Afternoon Session only:	12:30 PM – 3:30 PM	
Late Pick-up:	3:30 PM – 6:00 PM →	\$20.00 per week fee charged

<u>Summer Fun (Community Center)</u>		<u>Additional Fees (if applicable)</u>
Early Drop-off:	7:00 AM – 9:00 AM →	\$20.00 per week fee charged
All Day:	9:00 AM – 3:30 PM	
Afternoon Session only:	12:30 PM – 3:30 PM	
Late Pick-up:	3:30 PM – 6:00 PM →	\$20.00 per week fee charged

DROP-OFF & PICK-UP:

The hours for each camp are listed above. **Children are NOT to be dropped off before or picked up after these times.** Only you or the persons authorized by you on the Emergency Form will be allowed to pick up your child. If you are not personally picking up your child, the person authorized to do so will need a note signed by you and current photo ID before your child will be released to them. Children may not enter or leave camp without an adult present to sign them in and out. ***Changes to the Emergency Form may only be made by the Parent/Guardian who has signed and completed the form initially.***

LATE POLICY (IMS and Community Center):

A late fee of \$20 will be assessed for any part of each 15 minute increment that you are late in picking up your child. Our policy is the same for both All Day & Half Day Campers. ***If you are scheduled to pick up your child at Noon and you arrive at 12:05, you will be assessed a Fee.*** All late fees MUST be paid prior to your child attending Camp the following day. Late fees must be paid at the Community Center front desk. ***Counselors are not permitted to take any money.*** Additionally, if you are late more than 3 times, your child may not be permitted to attend camp for the remainder of this summer. ***Refunds will not be given.***

Please be advised, if you have children attending BOTH Camps, you may need to pick one child up earlier. Having to stop at two locations is never an acceptable reason for being late. If this is a concern for you, you may want to consider registering for the LATE PICK-UP option for one or both of your children.

Week	Theme	FIELD TRIPS	Trip Dates	Departure Time	Arrival Time
				From camp	At camp
1			6/14		
2			6/21		
3			6/28		
4			7/5		
5			7/12		
6			7/19		
7			7/26		
8			8/2		

To Be Updated in Spring 2019

** There will be NO Day Camp on Thursday, July 4.*

Please note: ALL Field Trips are subject to change (times/locations).

FIELD TRIPS:

Field trips are generally taken on Fridays. When you register your child, the **Permission Form** for the field trips is also required so that we have it on record ahead of time and can make appropriate reservations.

Youth Summer Day Camp (IMS) and Summer Fun Camp (Community Center) board the buses at those locations. Please note the arrival time that we will plan to return back at camp. *We do our best to arrive back at camp on time. We have no control over traffic and construction delays.*

When packing your child a lunch, please make sure that the *bag is disposable* and has your *child's name on it*. Children are welcome to bring money for possible shopping. However, *they will be responsible for their own money*. **Please remember that your child is responsible for the choices they make when purchasing food, souvenirs, etc.**

Camp T-shirts are to be worn on **ALL** field trip days and will be distributed before the first field trip that your child attends. **Please make sure your child wears the camp issued T-shirt to every field trip!** Each child will receive only **ONE** orange, Camp T-shirt for the entire summer.

Since field trips are part of our summer camp program (included in your registration fees), all children (**BOTH half day & full day**) must attend the outing if they are coming to camp that day.

All children must pay attention to the staff, especially while on field trips, for safety reasons. If a child continually does not follow directions, he or she will not be allowed to attend the next field trip. **PLEASE NOTE:** *We will not provide alternative care at camp during field trips. Parents are responsible for making other care arrangements for children who do not attend a field trip.*

If you know in advance that your child will not be attending a field trip, please let us know asap.

SWIMMING:

Children attending Youth Summer Day Camp (IMS) all day or in the afternoon only will swim at the High School Pool twice a week. ALL Children (ages 6-10) will swim on **Tuesday** and **Thursday** afternoon. Children will walk to the pool with the counselors, arriving back in the Cafeteria in time for 3:30 PM pick-up. Please send a swimsuit and towel on those days.

Summer Fun (Community Center) campers will swim on **Wednesdays** of each week. They will walk from the Community Center to the High School pool and back, in time for the 3:30 pick-up.

****If there are any changes to the swim days, we will do our best to notify you immediately.*

STORMY DAY POLICY:

The Youth Summer Day Camp (IMS) and Summer Fun Camp (Community Center) both have indoor shelters and will generally not be affected by a stormy day. Appropriate activities will be available inside.

ILLNESS:

Most children will become ill from time to time. **Refunds will not be given for absences due to illness.** Parents are encouraged to have a contingency plan should your child become ill and unable to attend camp. In the event of long-term illness, special arrangements may be made with the Recreation Department. If your child will not be attending camp due to illness, please call the Recreation Department at 412-831-1328 so that we know not to expect him/her. **Please do not increase the risk of other children becoming sick by sending your child to camp when he/she is ill, especially in the cases of vomiting, diarrhea, fever higher than 100, rash, etc.** We will not allow a sick child to stay at camp and you will be called at home/work to come and pick-up your child. If your child should become ill during camp, we will notify you or your emergency contact person and will expect the child to be taken home as soon as possible. We will dispense prescription medicine only in the original labeled container with physician's instructions. Please make note of any medications on the Emergency Form and give medication to counselors each day of camp so that they are aware that medication will need to be administered to your child. For the safety of your child, all medication must go home with your child each day and will not be kept at the Camp facility overnight.

LUNCHES:

Children participating all day will need to bring a packed lunch. There are refrigerators available at each of our sites. Please *do not* pack any glass items as they are breakable and can cause a dangerous situation. Please do not pack any food that requires heating or being cooked. Lunches *must* have your child's name on them and are to be in disposable bags on field trip days, so that there is no chance of personal belongings being left behind. **A select few of our field trips will require the children to purchase their lunch on site. Specific information will be given, prior to Friday, during the weeks this will occur.**

DRESS CODE:

For safety reasons, your child **MUST wear athletic/tennis shoes and socks at all times while at camp.** NO sandals or flip-flops will be permitted as your child will be participating in field games and/or sports daily. **Please dress your child for the weather (jacket, sunscreen, etc.), as your child will be spending a great deal of time outdoors.** The Orange Day Camp T-shirt (*which is provided*) must be worn on field trip days for safety reasons.

PERSONAL ITEMS:

Personal items such as toys, games, electronics of all kinds, cell phones, etc. should not be brought to camp. We have more than enough games and activities to keep your child busy and happy and to promote interactive play. Personal items that are brought to camp stand the chance of being damaged, broken, stolen, or lost and tend to cause contention among the children. Anything your child brings such as a jacket or swimsuit and towel **should be labeled** with your child's name so that nothing gets lost or left behind. Bethel Park Recreation will not be held responsible for lost, stolen, or damaged items.

DISCIPLINE:

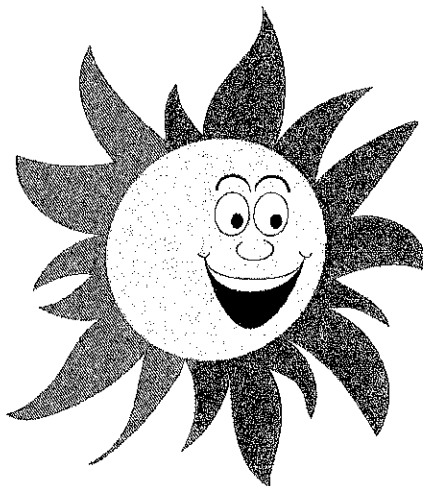
Procedures for uncooperative or destructive children will be conducted as follows:

- Simple request will be made to stop or change behavior.
- Staff will interact with child on his/her level using eye contact and state what the child must do to stop or change behavior in order to avoid time-out.
- Child will sit in time-out away from the other children.
- If child repeatedly ends up in time-out, a camp leader or supervisor will discuss the matter with the parent/guardian to determine a more productive solution.
- Serious offenses will result in the child being immediately removed from the other children and a parent/guardian will be called to pick-up the child from camp.
- **We reserve the right to cancel your child's attendance at camp as necessary or appropriate due to continued behavior problems. No refunds will be given.**

With any grouping of children, control must be maintained for safety and program continuity. Appropriate measures will be taken to ensure control and safety in the camp.

Parental support is essential to achieve these goals.

We have a ZERO tolerance policy for bullying.



Please keep in mind each day, as you prepare your child for Camp, that Campers will be spending the majority of their day outdoors. Our staff does their very best to ensure that your child is kept hydrated. Sunscreen is at your discretion. **A water bottle, with your child's name on it, is a daily necessity.** Each day of sunshine, even "liquid sunshine", brings a smile to our faces!



2019 Camper Medical Information



Camper Name: _____ IMS Community Ctr
 Camper Birthdate: ____/____/____ Age: _____
 Parents/Guardians Name: _____
 Address: _____ City: _____
 Phone (Home): _____ (Cell): _____ (Work): _____
 Insurance Company: _____ Policy Number: _____

> In an attempt for us to provide the best care possible, please complete the following info.

HEALTH INFORMATION: to be completed by parent or guardian

Does your Child have any restrictions from physical activity? Yes No
 *If Yes, Specify _____



Does your Child have any Allergies? Yes No
 *If Yes, Specify _____

While your child is in our care, will he/she require medication for allergies/ADD-ADHD/hypersensitivities or any other reason? Yes No
 *If Yes, Specify _____

**All medication MUST come in the Original Prescription bottle (including the child's name).*

**Please use the back of the form, if needed to expand upon any of your answers.*

EMERGENCY TREATMENT RELEASE: In the event the parent(s) or guardian(s) of my child cannot be reached during a medical emergency, I (we) give permission for the Bethel Park Day Camp to direct the treatment given to my child. I (we) verify that the information provided on this form is complete and accurate. I (we) also give my (our) consent for my (our) child to receive emergency medical care and/or be transported by Recreation staff or EMS personnel. By my signature, I agree to hold harmless and blameless the Municipality of Bethel Park, Bethel Park School District and any employee thereof as to and regarding any liability, claims, damages or any item whatsoever resulting from any accident or injury which I or those under my supervision or care might receive while participating in the Summer 2019 Recreation Day Camp.

 _____ Relationship _____ Date _____
 _____ Relationship _____ Date _____



2019 Emergency & Pickup Permission

Camper Name: _____ IMS Community Ctr

Parent Information

Parent 1: _____ Parent 2: _____

Home Phone: _____ Home Phone: _____

Cell Phone: _____ Cell Phone: _____

Work Phone: _____ Work Phone: _____

Email: _____ Email: _____

Bethel Park Day Camp will release camper(s) to either parent unless specific arrangements have been made with the Camp Director. Each Emergency Contact you list will be authorized to drive your child/children home and must be able to provide identification when picking up. We may also contact these individuals, in case your child needs to be picked up from camp due to illness or injury and we cannot reach a parent. Please be sure to sign the bottom of the page.

EMERGENCY CONTACT INFORMATION

Name:		
Relationship to Child:		
Address:		
Home Phone:	Cell Phone:	Work Phone:

Name:		
Relationship to Child:		
Address:		
Home Phone:	Cell Phone:	Work Phone:

Name:		
Relationship to Child:		
Address:		
Home Phone:	Cell Phone:	Work Phone:

Sign Here

Date _____



PERMISSION FORM

Camper Name: _____ IMS Community Ctr

Parent/Guardian Name: _____

Daytime Phone: _____ Other Phone: _____

Our goal at the Bethel Park Recreation Day Camps is to provide your child with a summer of FUN experiences. In addition to a wide variety of activities each day at camp, we will provide weekly FIELD TRIPS. Please be assured that our priority is to keep your child SAFE while they are enjoying these NEW ADVENTURES!

Our safety precautions include:

- Travelling in small, supervised groups while on field trips
- Monitoring kids water consumption & sunscreen application when needed
- Requiring kids to wear their PROVIDED Day Camp Orange T-shirt

TRANSPORTATION PERMISSION: I give my consent for my camper to be transported, via bus, to the various Field Trip locations and understand that if I choose to not allow my child to attend a Field Trip, Bethel Park Recreation does NOT provide alternate care. A complete list of all Field Trip destinations is provided in this Packet.

I have read and give my consent to have my child participate in the Bethel Park Summer 2019 Field Trips. _____

SUNSCREEN PERMISSION: I give my consent to have my camper use sunscreen she/he has brought to camp, which is FDA approved for over-the-counter use to avoid overexposure to the sun. My camper may be assisted by camp staff if she/he requests.

I have read and give my consent _____.

PHOTOGRAPHY PERMISSION: I give permission for my camper to be photographed, videotaped, and/or filmed, while participating in Bethel Park Day Camp activities, and for the resulting images to be used by Bethel Park Recreation for promotional purposes only.

I have read and give my consent _____.



Relationship _____ Date _____