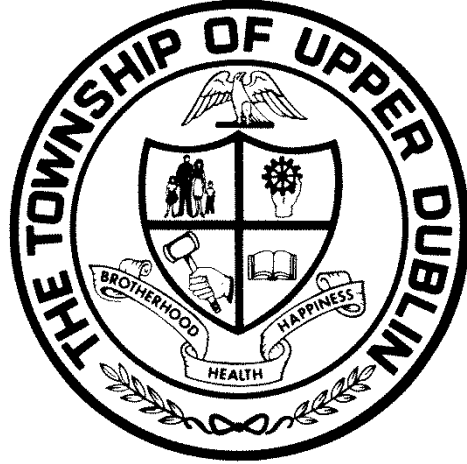




UDP&R PARENT HANDBOOK

QUESTIONS?

Contact UDP&R at (215) 643-1600 x3443



Dear Parents/Guardians:

Welcome to UDP&R's Summer Programs! We are very happy to have your child join us for some summer fun. We have plenty of activities and new events planned for our time together.

For decades, UDP&R has offered a quality summer program for the children in the community. We have hosted children and grandchildren of past participants at our sites .

- * Each week is different with a variety of carefully planned activities - including swimming, arts and crafts, organized games, off-site visits and special events.
- * Group games and activities are planned by on-site staff around a weekly theme. So that you know what's going on every day during the upcoming week, theme sheets will be available at each site and online at www.upperdublinrec.net.

Our #1 goal is to make sure your child has a safe and happy summer with UDP&R!

Tammy Echevarria
Recreation Superintendent
215-643-1600 ext. 3241
215-360-8500 (cell)
techevarria@upperdublin.net

KIDZONE

(2 SITES)

Fort Washington Site
1010 Fort Washington Avenue
Fort Washington, PA 19034

Jarrettown Site
1520 Limekiln Pike
Dresher, PA 19025

Monday, June 26 – Friday, August 4 (6 weeks)
8:30a – 3:00p

EXTENDED DAY

Upper Dublin Township Building
801 Loch Alsh Avenue
Fort Washington, PA 19034

Monday, June 26 – Friday, August 4 (6 weeks)
3:00p – 5:30p

KIDZONE PLUS

Upper Dublin Township Building
801 Loch Alsh Avenue
Fort Washington, PA 19034

Monday, August 7 – Friday, August 11 (1 week)
8:30a – 3:00p

KIDZONE PLUS EXTENDED DAY

Upper Dublin Township Building
801 Loch Alsh Avenue
Fort Washington, PA 19034

Monday, August 7 – Friday, August 11 (1 week)
3:00p – 5:30p

X-ZONE

Upper Dublin Township Building - Community Room "D"
801 Loch Alsh Avenue
Fort Washington, PA 19034

Monday, June 26 – Friday, August 18 (8 weeks)
9:00a – 3:00p*

*see trip details for extended trip times

STAFFING

FORT WASHINGTON

Kirsten Lynd	Site Supervisor	Cell: 215-206-0248 (Site Supervisor)
Kristen Szczepaniak	Art Supervisor	
Jared Pollack	Sport Supervisor	Cell: 215-920-1309 (Sport Supervisor)
Caroline Juelke	Counselor	
Blake Bayles	Counselor	
Nicholas LaSorsa	Counselor	
Naomi Wilford	CI T	

JARRETTOWN

Liz Allman	Site Supervisor	Cell: 215-601-5275 (Site Supervisor)
Julia Bayles	Art Supervisor	
Andrew Crompton	Sport Supervisor	Cell: 215-803-7139 (Sport Supervisor)
Rachel Madnick	Counselor	
Erica Young	Counselor	
Kyle Strachan	Counselor	

X-ZONE

Erin Burke	Site Supervisor	Cell: 215-479-1552
Patrick Echevarria	Counselor	
Sara Sweeney	Counselor	
Jake Haney	Counselor	

Julia Kozak (215) 407-3722 (cell)
Summer Program Supervisor

Tammy Echevarria (215) 643-1600 x3241 (Office)
Recreation Superintendent (215) 360-8500 (Cell)

Parks & Recreation Office (215) 643-1600 x3443 (Office)

All staff members have been subjected to a criminal background check, child abuse clearance and FBI clearance.

Jarrettown KidZone Staff



Name: Liz Allman

Position: Jarrettown Site Supervisor



Name: Julia Bayles

Position: Jarrettown Art Supervisor



Name: Andrew Crompton

Position: Jarrettown Sport Supervisor



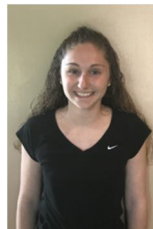
Name: Kyle Strachan

Position: Jarrettown Counselor



Name: Erica Young

Position: Jarrettown Counselor



Name: Rachel Madnick

Position: Jarrettown Counselor

X-Zone Staff



Name: Erin Burke **Position: X-Zone Site Supervisor**



Name: Patrick Echevarria **Position: X-Zone Counselor**



Name: Sara Sweeney **Position: X-Zone Counselor**



Name: Jake Haney **Position: X-Zone Counselor**

Fort Washington KidZone Staff



Name: Kirsten Lynd Position: Fort Washington Site Supervisor



Name: Jared Pollack Position: Fort Washington Sport Supervisor



Name: Kristen Szczepaniak Position: Fort Washington Art Supervisor



Name: Blake Bayles Position: Fort Washington Counselor



Name: Nicholas LaSorsa Position: Fort Washington Counselor



Name: Caroline Juelke Position: Fort Washington Counselor

CAMP RULES & REGULATIONS

Children are responsible for helping keep the school and field areas clean. They are expected to clean up after lunch, snacks and crafts. Please keep in mind we are guests of the Upper Dublin School District.

Children are expected to use playground structures and equipment as they were intended. Rules for use will be explained each Monday to all participants.

Backpacks are permitted on site, but we suggest that anything of value should be left at home. We are not responsible if something is lost or stolen. We will make every effort to prevent it. Please make sure all personal items are clearly marked with your child's name.

The following are prohibited on site:

- Digital devices
- Video games/players (PSP/DS/DSi, etc)
- Knives or any type of weapon
- Toy guns
- Cell phones*

If a child brings any prohibited items to camp, the item will be confiscated and returned to his/her parent at the end of the day.

*It is recommended that cell phones are left at home. The Site Supervisor has access to a phone if parents need to be contacted. If a parent or guardian needs to contact their child or camp staff for any reason, please call the Site Supervisor cell phone. If a child must bring a cell phone, the cell phone must remain in the child's backpack during camp hours. Staff will not be responsible for the storage or security of cell phones.

Lost and Found items will be kept at the Staff table on site.

Staff will monitor bathroom facilities. Children must be able to use the restroom unassisted.

CHANGE OF STATUS

If your child's status changes due to illness, injury or change of plans, YOU are responsible to contact UDP&R to document the change. Please DO NOT rely on camp staff to alert the office of any changes.

BEHAVIOR ISSUES

UDP&R takes behavior issues very seriously and has protocols to deal with situations involving misbehavior. Parents and Guardians will be notified on the day of the offense.

Bullying, fighting, inappropriate behavior/language and breaking of site rules will NOT be tolerated. Consequences depend on the severity of the offense. A report will be filled out for each individual incident.

Children must understand if they break any rules, there will be consequences and possible dismissal from the program.

For X-Zone participants, an Acceptable Behavior Agreement is required to be signed and on file for each participant.

UDP&R reserves the right to suspend or dismiss the child from the program without a refund.

DAILY LUNCH INFORMATION

Children are responsible for bringing their own lunch and drinks every day (KidZone - except for the last day of camp – lunch will be provided; X-Zone – see detailed trip information for days that lunch will be provided). It is recommended that lunch be packed in an insulated lunch bag, as refrigeration is not available on site. Bags should be clearly marked with your child's name. Please pack daily snacks for your child.

SIGN IN & SIGN OUT PROCEDURES

ALL children MUST have an Authorization to Release on file.

- * So that we know they are on site, children MUST check-in daily at the entry area.
- * Please plan for your child's arrival no earlier than the opening of the site.
- * Unless they are attending Extended Day (KidZone ONLY), children should be picked up no later than 3p.
- * Children who ride bikes are required to wear helmets.
- * A note signed by the parent/ guardian needs to be submitted to the Site Supervisor if your child needs to leave early on his/her own (prior to 2:30p) or will be picked up by someone not on your Authorization of Release form.
- * *Always seek out a Supervisor to sign your child in or out if they arrive or leave at odd times.*

GUEST POLICY

KidZone participants are able to bring a friend for up to 3 days per week (space permitting). Just be sure to call the UDP&R office to make sure there is space, then come into the **UDP&R office to sign them up**. Although guests are not permitted to attend the swimming program or trip days, they can enjoy all of the other benefits that the site has to offer. Adults must sign in guests with the Site Supervisor on each day of attendance.

All other programs are unable to accept guests.

LATE PICK UP

IT HAPPENS - LATE PICK-UP FEES (Regular & Extended Day)

We understand that sometimes extenuating circumstances prohibit a parent from picking up a child on time. However, we are also concerned with fairness to our staff members; their days end at 3p. With this in mind, the following DAILY LATE PICK-UP FEES will be charged:

REGULAR / EXTENDED DAY

3:00p - 3:05p / 5:30p - 5:35p	NO CHARGE
3:06p - 3:15p / 5:35p - 5:40p	\$5 <i>per car</i>
3:16p - 3:20p / 5:45p - 5:50p	\$10 <i>per car</i>
3:21p - 3:25p / 5:50p - 5:55p	\$15 <i>per car</i>
3:26p - 3:30p / 5:55p - 6:00p	\$20 <i>per car</i>
3:31p & later / 6:01p & later	\$30+\$1/min <i>per car</i>

1st incident: fees will be charged after 15 minutes; must be paid before child is permitted to return to site

2nd & 3rd incidents: fees charged as published; must be paid before child is permitted to return to site

4th incident: child is dismissed from the program with no refund of registration or swimming fees.

MEDICAL INFORMATION

It is extremely important that we have all necessary information concerning your child.

The responsibility for administering medications rests with the child's legal parent or guardian. **NO STAFF IS PERMITTED TO ADMINISTER MEDICATION.** It is important that all medication be taken at home. No medication is to be sent to the site unless it is a prescription drug for preventive reasons or emergency conditions.

Preventive or emergency medications may be sent to camp if the rules listed below are followed:

Note from the doctor stating the name of the medication, how it is to be given, amount, time and diagnosis of illness. The medication must be presented in the original package with the prescription label attached.

Note from the parent or legal guardian giving approval for the medication to be administered by the child under staff supervision.

All medication will be kept in a locked storage box of the facility, out of reach of children.

ABSENT

If able, please let the Site Supervisor know if your child will not be attending camp. There will be no fee reduction or reimbursement.

ACCIDENTS/EMERGENCIES

First Aid kits & ice packs are available to treat minor accidents. Parents will be notified at pick-up for minor injuries.

For moderate injuries (not requiring 911), a phone call will be made to the emergency designee with details.

In the case of a more serious injury, 911 will be called. We will then make an immediate attempt to contact a parent/guardian. A staff person will accompany the child to the hospital and remain with your child until you arrive.

SICK CHILD/CONTAGIOUS ILLNESSES

We expect your child to attend when healthy. If your child is diagnosed with a contagious illness, immediate notification is necessary. A doctor's note would be required for the child's return to the site.

We will notify participants based on the illness.

FIELD TRIP INFORMATION

All trips are included in your registration. All children and staff will attend all scheduled trips and the site will be closed. If you do not want your child to attend a trip, the child will have to be picked-up prior to the bus departure. We will not hold up the bus if you are late. The Summer Program Supervisor will remain with the child until you arrive.

Field trips leave at different times and changes do occur. Please refer to site information sheets and site signage for trip details.

Arrival back on site sometimes is delayed due to circumstances out of our control. If busses are going to be more than 15 minutes after the scheduled arrival time, an email will be sent to participants. Please be sure your email information is correct, by checking your online profile.

TSS/AID REQUIREMENTS

If your child requires a TSS or an aid, we welcome these services. Please provide UDP&R the person's name and agency information. You will be contacted by a staff member for further information.

SWIMMING

Proper swimming attire is required for swimming. There is a separate release form required for children who are participating in the swimming program. Please send your child to camp wearing their bathing suits on swim days and pack a change of clothes and a towel. Flip-flops, sandals or water shoes can be worn for water activities.

ATTIRE POLICY

Please send your child in family friendly shorts, t-shirts and sneakers. Flip-flops and sandals are not permitted (except during pool time and water activities)

SUNSCREEN POLICY

Please be sure to apply sunscreen to your child prior to arriving at camp. If your child requires additional sunscreen throughout the day, please send a bottle with their name on it. Children must be able to apply their own sunscreen.

Please note: Staff will not apply sunscreen to children and will not be responsible for maintaining sunscreen for each child.

UNHAPPY CAMPER POLICY

Some children are overwhelmed. If this happens to your child, you can expect the following refund of fees by meeting both criteria listed below:

- 1. Parent calls UDP&R to withdraw child by 10a Tuesday morning of the first week the child is registered to attend.**
- 2. Child has attended no more than 1 day.**

REFUND POLICY

We know that plans can change, but UDP&R makes commitments to summer staff, performers and entertainment venues based upon registration numbers.

We urge you to consider these policies when registering:

Cancellation before 5p on Friday, May 27 results in a full refund minus \$10 Administrative Fee *per child per week.*

Cancellation until 5p on Monday, June 6 results in a 50% refund minus \$10 Administrative Fee *per child per week.*

Refund for cancellation after 5p on Monday, June 6 is not guaranteed. Requests are handled on a case-by-case basis and are dependent upon overall registration numbers. Refunds will be at the discretion of the UDP&R management team and based upon years of established precedent.