



Summer Camp
Parent & Guardian
Handbook
2021

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WELCOME INTRODUCTION

Dear Parents,

Welcome to PGH Summer Camp. We're glad that you've chosen to make some memorable moments with us this summer. We look forward to providing an exciting summer, filled with tremendous summertime experiences that only PGH Summer Camp can offer at Oxford Athletic Club. Each summer program we offer is especially designed to provide opportunities for children to try new things, learn, grow, and make friendships that last forever. Additionally, we strive to offer a healthy, safe, and fun environment that promotes positive interactions with peers and adults to help build strong character. A PGH summer can make an impression that lasts a lifetime! Whether you are new to PGH Summer Camp or a seasoned camper, we are pleased to welcome you to our 2021camp.

This handbook has been created as a reference guide for families to become more familiar with general camp procedures and policies. Your camper's safety is our top priority and we take this responsibility very seriously. Please take time to read and review the entire handbook. If you have any questions or comments, please call us at 724.933.1911.

CAMP HOURS

Full Day Camps – 9:00am – 3:00pm

Half Day Camps – 9:00am – 12:30pm

Before Care

7:00am – 8:00am \$50/Week

7:00am – 9:00am \$100/Week

After Care

3:00pm – 4:00pm \$50/Week

3:00pm – 5:00pm \$100/Week

CAMP SESSIONS AND DATES:

Camp Week	Camp Dates
1	June 14 – 18
2	June 21 – 25
3	June 28 – July 2
4	July 5 - 9
5	July 12 - 16
6	July 19 – 23
7	July 26 - 30
8	August 2 - 6
9	August 9 - 13
10	August 16 - 20

2021 SUMMER CAMP OPEN HOUSE EVENTS

Come join us for an informational, yet fun, Open House Event at our convenient Oxford Athletic Club location. On select days leading up to the kick-off of camp, our staff will be there to answer any questions you may have, and we will have computers available for you to enroll your camper right there! **This will also be your last chance to receive our best deal of the year, our early bird discount.** Learn all you need to know about PGH Summer Camp while your camper begins to make friendships that will last the whole summer and beyond!

Dates and times of all upcoming Open House Events will be held at Oxford and advertised exclusively on Oxford Athletic Club's social media accounts. Please stay tuned for details!

Address: Oxford Athletic Club | 100 Village Club Drive, Wexford, PA 19090 | 724.933.1911

If you have questions regarding this event please email us at info@pghsummercamp.com or you may call Oxford Athletic Club today to speak to a staff member regarding the location and logistics.

ARRIVAL AND DEPARTURE OF CAMPERS:

ADDRESSES:

Oxford Athletic Club – 100 Village Club Drive, Wexford, PA 15090

ARRIVAL:

Before Care Drop-off: Parents or guardians dropping off their child for Before Care should park and walk in the designated entrance of the facility. Parents can arrive as early as 6:50am.

Summer Camp Drop-off: Campers arriving for Camp without Before Care can arrive as early as 8:45am. Regular check in time runs from 8:45am-9:15am. Anyone arriving before 8:45am will be charged for Before Care. **Parents checking in or out must park and walk their child in through the designated entrance of the facility.**

Oxford Athletic Club – Drop-off & pick-up will be held at the Side Entrance located to the right of the building from the parking lot and closest to the Outdoor Turf Field. This will be marked with signs. Do not park in the roundabout in front of the main entrance nor in the throughway of the parking lot as this will cause traffic jams and will be unsafe for our visitors.

CHECK OUT:

Check Out is at 12:30pm (after lunch) for half day camps and at 3:00pm for full day camps.

Half Day Check Out: Parents picking up their child from after care or lessons should park and walk in the designated camp entrance of the facility.

Full Day Camp Check Out: Parents picking up their child from full day camps should park and walk into the designated camp entrance of the facility. Pick up starts NO EARLIER than 2:45pm. Parents wishing to pick up their child earlier than 2:45pm should write a note to their counselor and walk in for pick up at the desired time.

After Care Check Out: Parents picking up their child from after care or lessons should park and walk in the designated camp entrance of the facility.

PHOTO IDENTIFICATION THAT MATCHES THE APPROVED PICK-UP GUARDIAN LIST MUST BE SHOWN AT TIME OF CHECK-OUT IN ORDER FOR YOUR CHILD TO BE RELEASED.

Early Pick Up: If your camper is going to be picked up early from camp, please write a note in the morning and give it to his or her camp counselor so your child will be ready for you upon your arrival. Please call if a note was not handed in to inform the camp Administrative Assistant.

Late Arrival: If you are arriving late to camp, please enter the facility from the front door where your camper will be assisted to their camp.

Before Care and After Care: Before and After Care drop off and pick up is in the lobby of each facility.

CHILDREN AT RISK

Parents who arrive at PGH Summer Camp in an incapacitated condition (i.e. alcohol, drugs) present a risk to their child. The staff in charge will advise the parent of their options regarding the transportation of their child to his/her home. Some options that may be exercised are:

- Call another person on the child's emergency contact list
- Call the other parent
- Call a taxi
- Call a nearby neighbor / friend

If a reasonable conclusion cannot be reached, the parent will be advised that either Child Protective Services or the Police will be called.

BABYSITTING

Employees of Camp are permitted to babysit for campers at their own discretion. Babysitting must take place off PGH Summer Camp premises. PGH Summer Camp has no responsibilities for any parties who wish to take part in these activities.

CAMP ATTIRE

Please remember to dress your child appropriately for camp. Most of our camps use discovery and play as a major part of our camp program, thus we encourage you to dress your child in clothing that you do not mind getting dirty or stained with art materials in the course of your child engaging in a fun activity. Here are some other reminders for clothes at camp:

- T-Shirts
- Shorts (be mindful of skirts)
- Socks
- Sneakers
- LABEL EVERYTHING!!

POTTY TRAINING

All campers must be fully potty trained in order to attend PGH Summer Camp. Any campers who still use diapers or pull ups will not be permitted in camp.

COMMUNICATION

On the Monday prior to each camp week session you are enrolled in, you will receive important information via email regarding schedules, special events, etc. Please read all information carefully and save it for future reference. Also please check our website for information about your child's camp at PGHSummerCamp.com.

DISABILITIES

In order for PGH Summer Camp to provide the best day camp experience for your child, we ask that prior to registration, you consult with the camp directors regarding any special needs of your child.

Due to the fact that there are some medical treatments and procedures that legally PGH Summer Camp staff is not qualified to perform, children will be enrolled on an individual basis. We will make every attempt to serve all children. Please make sure to note any disabilities in your child's health form through the Camp Minder Parent Portal.

CODE OF CONDUCT

PGH Summer Camp is interested in the welfare of all children. Participants in PGH Summer Camp programs are expected to follow the rules of the program and obey the direction of staff, whether paid or volunteer, and other adults in supervisory positions. A child's failure or inability to follow rules and obey directions may cause a serious discipline problem. A serious discipline problem may also occur when a child inhibits the smooth flow of the program by requiring constant one-on-one attention, inflicts physical or emotional harm on other children, abuses staff and adults, or is otherwise unable to conform to the rules and guidelines of the program. Kicking, biting, abusive behavior towards others, name-calling, unwanted displays of affection, and inappropriate language are examples of such unacceptable behavior.

All summer program registrants are expected to follow the rules of the program and obey the direction of the summer program leaders and other adults in supervisory positions. When a child's behavior creates a discipline problem as described in the above Discipline and Dismissal Policy, the following procedures shall be followed:

The child shall be separated from the problem activity or situation. Staff shall help the child rejoin the group when they are ready.

Staff shall listen to the child and discuss the consequences of further misbehavior.

Repeated misbehavior shall be handled through conversations with a parent.

The parent, child, and staff shall agree to a plan that improves behavior.

If improvement does not occur or a solution cannot be determined, staff may recommend that the child be dismissed from the program. (There are no refunds if your child is dismissed from the program.)

ENROLLMENT/ WITHDRAWAL, PAYMENT & CANCELTION POLICIES

Camp reserves the right to cancel or change program schedules due to low enrollment.

Participants who cancel 24 hours prior to the start of the day may submit a Camp Credit Voucher request, which is subject to a \$20 processing fee. All credits will also be less a \$50 non-refundable deposit per week and the non-refundable registration fee. Refunds will not be given at any time for programs cancelled by participants. Camp credit vouchers are good up to one year.

TRANSFER POLICY

Any participant wanting to transfer camp weeks or camp programs must do so before April 30th. Any transfers after May 1st are subject to a \$20 processing fee.

LATE FEE

Those who enroll in camp within 24 hours of the start of the week will be charged a \$5 late fee to their account.

ELECTRONIC POLICY

Our Electronic Policy is designed to encourage the campers to spend more time outdoors and promote socialization between their counselors and peers. Therefore, campers are not permitted to have electronics during the camp day. If this policy is violated, the first offense will result in a verbal warning. The second offense will result in confiscation of the camper's electronic and returned during check out. If there is a third offense, the camper's electronic will be confiscated and a parent/guardian must pick it up at our facility during regular hours.

Regarding After Care (3:00-5:00 pm), the campers may be allowed electronics based on the counselor's discretion. However, if the campers earn this privilege, he/she is responsible for all damaged or lost items. Those include, are not limited to:

- Laptops
- iPads

- Gameboys
- PsP
- Nintendo DS
- IPod

We understand that some campers may bring a cell phone as a safety precaution; however, we encourage all campers to leave them in their bags. If, for any reason, they need to use their phones, they must inform a counselor.

If a camper goes against this policy, he/she is responsible for all damaged or lost items that may arise during the camp day.

EVALUATIONS

Camp Summer Camp program is always looking for feedback from the parents to further improve our camp program. We will be distributing evaluations to parents over the course of the summer via email. We ask that you do your best to complete the survey. Parental assessment of the camp's strengths and weaknesses will aid in the improvement of camp programs and in the facilitation of new ideas. Parents are invited to give regular assessments of the camp program to the site director at any time.

LOST AND FOUND

We have a lost and found area where we keep left behind items. It is highly recommended that you label all items (clothing, towels, lunch boxes, water bottles, sunscreen, etc.) with your child's name. While we make every effort to keep all campers' belongings in their backpack or on their person, Camp will not be held responsible for lost or stolen items. At the end of the summer, we will display the found items and then take any remaining items to Goodwill. Please make a quick check of your child's backpack at the end of the camp day before leaving. Lost items are much easier to recover on the same day.

LUNCHESES AND SNACKS

All campers should bring a non-perishable lunch and a beverage to camp daily unless you have purchased the lunch package upon signing up for PGH Summer Camp. Please pack a healthy, low sugar and balanced meal, no soda please! Do not send food or drinks in glass containers. Lunches will not be refrigerated; therefore, we ask that you send lunches that do not contain food items that will spoil if not kept cold. Freezing lunches and juice the day before and/or inserting a cold pack in the lunch

container will help preserve the food. Please mark all lunches (and all containers inside lunches) with the camper's first and last name.

Please do not provide your camper with food that will need heating or to be microwaved. Camp staff is not responsible for food preparation or pre-heating meals.

There is no scheduled snack period and no snacks will be provided by PGH Summer Camp at this time.

PGH Summer Camp is a NUT- FREE ZONE. We ask that you do not provide lunch or snacks that contain nuts, nut butters or other nut products (this includes Nutella) at camp to ensure the safety of all children. Please note that if your child brings a lunch or snack that contains nuts or nut products, staff will contact the parent or guardian, your snack/lunch will be thrown away due to risk of allergic reactions and ask you to replace the lunch. If you pack a lunch containing soy butter or sunflower butter, please label the item(s) so that counselors can easily identify the food.

Your understanding and support in helping us to provide a NUT- FREE ZONE is greatly appreciated. PGH Summer Camp continues to work toward an inclusive environment that supports and acknowledges the right of each person to be fully included in all activities that occur in our programs.

PURCHASED LUNCH PROGRAM

The Lunch Program was designed by our management team to make a nice healthy lunch for your child. All campers who purchase lunch must give their lunch order to their counselors upon arrival.

Lunch is a weekly program. If a camper wishes to buy lunch, he or she must be signed up for the entire week of lunch. Lunches will not be offered on a daily basis.

SPECIAL DIETS

PGH Summer Camp must be made aware of any child who requires a special diet due to medical or religious reasons. Please provide this info on your child's health form, filled out through the Camp Minder Parent Portal.

ILLNESS

In the case that your child becomes ill during the program, you will be contacted as soon as possible. If the parent or guardian is unable to be reached, the child's emergency contact will be notified. It is the responsibility of the parents to arrange for the child to be picked up from PGH Summer Camp as soon as possible.

ACCIDENTS/EMERGENCIES

All precautions will be taken to prevent serious health risks to all campers.

In the event that a minor injury occurs, First Aid will be administered at the camp location by the camp staff. The following procedures will be followed:

First Aid will be provided, and the incident recorded in the camp log.

The child will periodically be observed after First Aid has been applied.

In the event of a medical emergency, immediate action will be taken by the staff as per your orders on the camp registration form and policies and waivers. Please be sure to keep these forms updated at all times. If parents or other responsible adults are unable to be reached, the child will be taken to the nearest hospital for any necessary treatment.

In general, in the event that a major injury or health problem arises, and professional medical care is required, the following steps will be taken:

1. Immediate First Aid will be administered by the camp staff person until professional services arrive.
2. 911 will be called.
3. You will be contacted. If you cannot be reached, the emergency contact person will be notified.
4. A staff person will accompany your child to the hospital and remain until you or your emergency contact person arrives.
5. The incident will be described in writing on the PGH Summer Camp incident report.

Emergency information is very important for us to provide the safest possible environment for your children.

**** Please notify us right away when there is a new work or home phone number, or if you have moved and have a new address. If your child is sick or injured, it is important for us to be able to contact you right away. Please keep these accurate at all times.*

PGH Summer Camp does not incur the cost of medical treatment and it is imperative that you indicate on your child's health history / registration form (filled out through Camp Minder Parent Portal) what type of health insurance you carry.

If a camper gets injured and the injury that may impede the rest of his or her camp day parents will be notified via phone at the time of the injury. If a camper is injured and the injury does not impede his or her camp experience, parent's will be notified at the end of the day with an accident report.

In the event of a medical emergency 911 will be called and children will be transported to the closest medical center via ambulance. The camp manager will call the parent as soon as possible.

EMERGENCY PLAN

Each camp site will have a site-specific emergency plan including an assembly area program, facility evacuation plan, notification (sounding of alarms) system, shelter-in-place plan, locations of fire extinguishers and first aid kits, etc. Staff have been trained and are expected to be well-versed in emergency procedures. PGH Summer Camp sites' emergency plans are available for parents to read. Please see the Camp Director for a copy of this plan.

The following are general procedures for Camp Summer Camp in case of emergencies:

Shelter-in-Place: In the event of an emergency that requires an on-site shelter-in-place, campers, members, and staff will assemble in the designated area on site (please refer to site-specific plans for actual locations).

Facility Evacuation (in case of fire, or other emergency): In the event of an emergency requiring facility evacuation, campers and staff will exit the building through the nearest exit and meet at pre-determined assembly areas. Camp staff will take roll of campers in their groups, counselors will take a total count to assure that all children have left the building safely, directors are responsible for medication, first aid kits and evacuation kits.

Chemical / Biological / Terrorist Emergency Plan: In the event of any of these emergencies, campers and staff are required to relocate to the on-site shelter in place location. Once there, no one (including parents and children) will be allowed to enter or exit the building until there is further notification from a camp director.

Severe Inclement Weather: In the case of severe inclement weather campers will meet at their designated camp area. All campers will remain in their groups until the weather passes or the parents pick the camper up.

MEDICATION POLICY

Our medication policy is primarily established to accommodate the administration of medication(s) commonly prescribed by physicians for the treatment of short-term illnesses. Prescription and "over-the-counter" medications will not be dispensed without written consent from the child's physician or parent.

Keep all medication in the original container with the prescription label / direction label attached. Medication must be labeled with the child's name, the name of medication, the dosage amount, and the time(s) to be given.

Hand all medication (including inhalers, etc.) to the Head Coach. Campers are not allowed to keep medications on their person, in their backpacks or lunch bags.

All children must have standing orders from a doctor uploaded to their Camp Minder account in order to have medication at camp.

All medications will be locked up and given to your child at the prescribed time.

All medication must be picked up on Friday when your child leaves camp at the end of every week.

SUNSCREEN

Parents or legal guardians will be responsible for applying the first layer of sunscreen prior to arrival at camp. Campers will be instructed to reapply sunscreen throughout the day. Camp staff are permitted to spray sunscreen on campers; however, they are NOT permitted to apply/rub sunscreen on campers. Parents or Guardians are responsible for providing enough sunscreen for the entire day. Please, one bottle per camper. Spray on sunscreen would be appreciated because it is the easiest and quickest to apply. For campers who are fair skinned and tend to burn easily we recommend an extra tee-shirt brought to wear in the water for extra protection. Hats are also recommended.

ALLERGIES

Please make sure your child's allergies as well as how they react are updated in the health history form (This was filled out through the Camp Minder Parent Portal). Please provide all necessary medication in case of an allergic reaction.

CHILD ABUSE

As camp professionals serving in loco parentis, we are required by law to call the proper authorities when allegations of abuse are revealed. Child abuse in Pennsylvania is defined as:

Any recent act or failure to act which causes non-accidental serious physical injury (defined as an injury that either causes the "child severe pain" or "significantly impairs the child's physical functioning, either temporarily or permanently")

An act or failure to act which causes non-accidental serious mental, injury or sexual abuse or sexual exploitation;

Any recent act, failure to act or series of such acts or failures to act which creates an imminent risk of serious physical injury, sexual abuse or sexual exploitation;

Serious physical neglect which endangers a child's life or development or impairs a child's functioning.

GUARDIAN PARTICIPATION

You are always welcome in the program either on an on-going or isolated basis to share special interests or expertise. Please contact the camp office to volunteer your services or schedule a visiting appointment. Parents must schedule visits with the camp office if they would like to see their child during the camp day.

STAFF

PGH Summer Camp strives to hire a highly qualified, well-trained staff to conduct all childcare programs. The summer camp staff is comprised primarily of college students, recent graduates, school teachers, and our professional PGH Summer Camp childcare staff. The day camp staff members are innovative and creative individuals who love working with children. All staff meet requirements set forth by the State, County and PGH Summer Camp, as applicable. Camp staff members participate in planned training and education process to further their skills in child development and recreation. All staff have Local, State & Federal Clearances. The camper to staff ratio is determined by the camper's age as well as their behavior history.

On average the ratios are as follows:

1:6 - - 4-5-year olds

1:8 - - 6-8-year olds

1:10 - - 9+ year olds

SWIMMING

If your child is in a full day camp at Oxford Athletic Club, send your child to camp dressed in a swimsuit and pack a change of clothes for them EVERYDAY. No other camps will participate in swimming unless notified otherwise.

Children will be swim tested at the beginning of each session and grouped accordingly. Day camp staff, as well as certified lifeguards, will supervise all pool times.

Campers who do not pass the swim test will be provided with a floatation device which they must wear during their time in the pool complex. Campers who do not wish to wear the device will not be permitted to swim.

WEATHER

Outdoor play is an important part of our daily camp schedule. Parents are asked to dress their children appropriately for the weather conditions. A light sweater or jacket may be needed in the mornings.

During periods of extreme heat, the camp staff will scale down the physical camp activities. Campers will not be able to be outside for more than 15-20 minutes at a time. Indoor facilities will be utilized by programming more crafts and low-activity events or activities. The staff will take children inside to increase their water intake on these days. All precautions will be taken to prevent heat related injuries during these times.

PERSONAL PROPERTY POLICY

At no time are campers permitted to bring alcohol, drugs, vehicles, weapons, or animals onto the camp site. Campers will never be asked to bring any sports or gaming equipment to camp. Any personal property that is lost on our campus while at camp is at the risk of the camper and PGH Summer Camp will not be held liable.

PHOTOGRAPHY & VIDEO

Images and video of our campers having fun may be taken during the course of camp. These materials are used to share with our families and friends who follow us on our social media channels. The personal details of the children featured in the images will never be shared without explicit consent from the parent or guardian in advance to provide a safe and secure environment for all.