

# LIMERICK TOWNSHIP Parks & Recreation



## 2010 Lil' Shamrocks - PARENT INFORMATION PACKET

Dear Parents/Guardians:

Welcome to Lil' Shamrocks Summer Camp! 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 at the **Veteran's Park**, located behind the Limerick Township Building.

This information packet includes camp rules, behavior grid, a calendar of events, and general camp information. Please look over everything carefully so that you are aware of what we have planned this summer.

If you have any questions regarding Lil' Shamrocks, please feel free to contact Angela Russell, Recreation Specialist at 610-495-6432x129.

Our **#1 goal** is to make sure your child has a safe and fun summer with LTP&R!

See you at Camp on June 28th,

*Stacey DiCola-Paige, Site Supervisor*

*Cori Armstrong, Assistant Site Supervisor*

*Will Ward, Camp Counselor*

*Caroline Drumgole, Camp Counselor*

*Josh Cratsenberg, Camp Counselor*

## **GENERAL CAMP INFORMATION**

Lil' Shamrocks Camp is designed for pre-school children aged 3 to 5 years old who may have been in a day care or preschool setting throughout the school year. Three year olds must be potty trained. Children will participate in games, arts & crafts, free play time and other activities. "Special Guests" are scheduled throughout the summer

Lil' Shamrocks runs Monday through Friday, June 28<sup>th</sup> through August 6<sup>th</sup> at Veteran's Park. Camp hours are 9:00 am to 12:00 pm. Lunch Bunch Program is available from 12 noon to 1:30 pm.

Lil' Shamrocks will be CLOSED on Monday, July 5<sup>th</sup> due the Holiday.

Parents are reminded that our staff supervision is during camp hours only. Please be sure to pick-up and drop-off your children at the stated times.

All registered campers will receive a Lil' Shamrock t-shirt to wear at camp. *If you are interested in ordering extra camp shirts, they can be ordered at the Parks & Recreation office for \$8.00 a shirt. These can be ordered between now and June 21<sup>st</sup>.*

## **STAFFING**

The Lil' Shamrock site is managed by a qualified staff of (1) Site Supervisor, (1) Assistant Site Supervisors, (3) Camp Counselors and (2-3) Counselors In Training Volunteers (CITs).

All members of the Lil' Shamrock staff is qualified and trained to provide quality care for our campers. All camper staff has completed a screening process that meets the requirements set forth by the Limerick Township Parks & Recreation Department and all staff members are required to attend an in-service training process. All staff members have obtained successful criminal background checks, child abuse clearances and FBI clearances.

The Recreation Specialist, Angela Russell, from the Parks & Recreation Department is the coordinator of the Summer Shamrock Camps.

## **CAMP RULES & REGULATIONS**

Parents are asked to have their children wear apparel which is appropriate for summer camp activities. We strongly recommend that all campers wear sneakers each day. "HEELIES" are not permitted and "open toe shoes" are not recommended at camp.

Children are responsible for helping to keep the park and playground area clean. They are expected to clean up after snacks and crafts.

Children are expected to use appropriate playground structures and equipment as they were intended. Rules for use will be explained each Monday to all campers, and posted at camp. Children may be prohibited from using the structure or equipment if problems persist.

Camp staff will be monitoring bathroom breaks as well as supervising bathroom facilities from the outside. All campers need to be able to use the restrooms unassisted.

Children must listen to the staff at all times; failure to do so may result in removal from camp.

On hot days, children may be participating in water activities, such as water balloons, sponge relays, etc. Please have your child wear their bathing suit under their clothes. These will be clearly marked on the weekly activities calendar.

Backpacks are permitted at camp but we suggest that anything valuable be left at home. We are not responsible if something is stolen or lost, but we will make every effort to prevent it. Please make sure any and all items are clearly labeled with your child's name. The following list of items is prohibited at camp:

- Video games (Gameboy/DS/DSi)
- Knives/any type of weapons
- Toy guns

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. These items are banned in order to eliminate any disruption or safety concerns that may arise from their use.

Lost & Found items will be kept in a Lost & Found bin at the camp site. At the end of camp, all items will be taken to Goodwill.

## **BEHAVIOR ISSUES**

Limerick Township Parks and Recreation 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, so you know what is going on from the very beginning.

Bullying, fighting, inappropriate behavior/language and breaking camp rules will NOT be tolerated. Please refer to the behavior grid to learn how our system works. Your child will have the same behavior grid all summer. Consequences depend on the severity of the offense. A report will be filled out for each individual incident and will be available for review upon request.

Please keep in mind that Limerick Township Parks and Recreation reserves the right to change our behavior procedures based on the severity of the incident.



Limerick Township  
Parks and Recreation Department

DISCIPLINE INFRACTION GRID – SUMMER 2010

Camper Name: \_\_\_\_\_ Age: \_\_\_\_\_

OFFENSE	1	2	3	4	5
<b>Drugs, Alcohol</b>	IMMEDIATE REMOVAL FROM CAMP (No refund)				
<b>Sexual Harassment</b>	____/____/____				
<b>Disrespect Towards Staff</b>	Write Up & Phone Call  ____/____/____	Write Up, Loss of Privilege, Discussion of removal  ____/____/____	IMMEDIATE REMOVAL FROM CAMP (No refund)  ____/____/____		
<b>Fighting, Bullying, Cursing, Inappropriate behavior</b>	Write Up & Phone Call  ____/____/____	Write Up, Phone Call, Loss of Privilege  ____/____/____	Write Up, Loss of Privilege, Discussion of removal  ____/____/____	IMMEDIATE REMOVAL FROM CAMP (No refund)  ____/____/____	
<b>Breaking Camp, Trip &amp; Playground Rules</b>	Write Up & Phone Call  ____/____/____	Write Up & Phone Call  ____/____/____	Write Up, Phone Call, Loss of Privilege  ____/____/____	Write Up, Loss of Privilege, Discussion of removal  ____/____/____	IMMEDIATE REMOVAL FROM CAMP (No refund)  ____/____/____

Limerick Township Parks & Recreation reserves the right to change or alter the above procedures based on the severity of each individual incident.

## DAILY SNACK INFORMATION

Children are responsible for bringing their own snack every day. It is recommended that they have 1 small snack bag only for time reasons. Bags must be clearly marked with your child's name. Water bottles are HIGHLY recommended.

Each Friday, we will have a Surprise Snack Party! The cost of the Snack Party is \$2.00. Each camper that signs up will be able to help counselors make a fun and healthy snack for the day. This is not mandatory, but a fun treat we offer to the campers. Sign up sheets will be available at your camp site, and must be handed in by the end of the camp day on Thursdays.

## LUNCH BUNCH

Every day after camp, your child can participate in our **NEW** Lunch Bunch group! It runs from 12:00 pm to 1:30 pm, at the camp site. Your camper will eat their packed lunch, play a fun game and make a cool craft! Cost is \$20.00 per week. Please sign up at the Park and Recreation office at the Limerick Township Building.

## SIGN IN & SIGN OUT PROCEDURES

In the interests of extended safety for all our campers, Lil' Shamrocks has sign in and sign out procedures for camp. The system is simple, but will require the cooperative efforts of parents and staff. *The idea is to assure that the proper person picks up the proper camper(s) each day.*

- ◆ Each camp group will be assigned to a special station for all camp day starts/ends. This is where all parents should drop-off & pick-up their campers each day.
- ◆ Each parent must show a drivers license when picking up their child. The name on the ID must match with the parent name on the registration form.
- ◆ Each parent **MUST** walk their camper to the sign in station and sign them in. No camper is allowed to sign themselves into camp.
- ◆ If someone other than the parent on the registration form is picking up your camper, a note **MUST** be sent in. This person must also show ID when picking up.
- ◆ **NO CAMPERS WILL BE RELEASED UNLESS PROPER AND CORRECT IDENTIFICATION IS PRESENTED. NO EXCEPTIONS!**

Thank you for helping us keep your campers safe. We appreciate your understanding that there will be no exceptions to this procedure. For car pools, it is suggested that days be divided, rather than dividing up drop-offs and pick-ups each day.

## IT HAPPENS – LATE PICK-UP FEES

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. With this in mind, the following DAILY LATE PICK-UP FEES will be charged:

12:00 -12:05 pm	NO CHARGE
12:06 -12:10 pm	\$5 per car
12:11-12:15 pm	\$10 per car
12:16-12:20 pm	\$15 per car
12:21-12:25 pm	\$20 per car
12:26 pm & later	\$30 +\$1/min. thereafter per car



### LUNCH BUNCH

1:30 – 1:35pm	NO CHARGE
1:36 – 1:40pm	\$5 per car
1:41 – 1:45pm	\$10 per car
1:46 – 1:50pm	\$15 per car
1:51 – 1:55pm	\$20 per car
1:56 pm & later	\$30 + \$1/min. thereafter per car

- **1<sup>st</sup> incident:** fees will be charged after 15 min.; must be paid before child is permitted to return to site.
- **2<sup>nd</sup> & 3<sup>rd</sup> incidents:** fees charged as published; must be paid before child is permitted to return to site.
- **4<sup>th</sup> incidents:** child is dismissed from the program with no refund of registration fees.



## WEATHER ALERT!!

If there is rain or a high heat index, camp will still go on. Camp will move into the Limerick Township Building.

## **MEDICAL INFORMATION**

It is extremely important that we have all necessary medical information concerning your child. This also includes any learning disabilities.

The responsibility for administering medications rests with the camper's legal parent or guardian. **No camp staff is permitted to administer medication.** It is important that all medication be taken at home. No medication is to be sent to camp unless it is a prescription drug for preventive reasons or emergency conditions such as seizures, heart conditions, asthma, bee stings or allergy conditions.

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

- 1. Note from the doctor stating name of medication, how it is to be given, amount, time and diagnosis of illness. The medication must have the prescription label on the container.**
- 2. Note from the parent or legal guardian giving approval for the medication to be administered by the camper under staff supervision.**
- 3. For emergency conditions such as bee sting reaction, the Site Supervisor will call the parents/guardians.**

All medical information is kept strictly confidential.

Please apply sunscreen to your child daily. If your child is susceptible to sunburn, please send some to camp in a Ziploc bag with child's name on it. Staff members are not permitted to apply lotion to children but will remind the children to re-apply it.

It is important to remind your children that they need to stay hydrated during the hot weather. Camp staff will have water/drink breaks through out the day.

## LIL' SHAMROCKS MEET & GREET

Lil' Shamrocks Meet and Greet will be held at the Limerick Elementary School on Friday, June 25<sup>th</sup> from 9:00 am until 12:00 pm.

Feel free to stop by the camp site regardless of what weeks your child is registered to attend. All staff will be on hand and activities will be ready to enjoy. Ask questions and get acquainted.

This is our way of showing how committed we are to your child's well - being and comfort during summer camp.

Children must be registered at the site in order to attend the Meet & Greet.

## \*\* Lil' Shamrocks is Going Green! \*\*

On Thursdays, the next week camp flyer will be e-mailed to the e-mail address provided on the registration form. If you have not provided us with an email address, please do so as soon as possible to keep updated!