

# Welcome!

Dear Parents/Guardians,

We would like to welcome you and your child/children to the Moon Township Parks and Recreation Summer Camp Program. We hope you will find them enjoyable for your whole family. We have planned a variety of engaging activities for the summer.

This packet contains information regarding camp policies as well as updated policies and procedures. Please read over them carefully. We hope this packet will be helpful for you and your child/children in planning this summer.

Sincerely,

**Lisa Shaughnessy**

Youth Programming Coordinator

Summer Camp Director

Office: 412-262-1703 ext 403

Work Cell: 412-709-0259

**Josh Werner**

Parks and Recreation Director

Office: 412-262-1703 ext 401

## **Camp Overview:**

The Moon Parks and Recreation Summer Camp program is a traditional day camp that is based mostly outside and in the facilities at Moon Park. Our camp day begins at 8:00am at Brewer Airport Pavilion in Moon Park. Through the day children will have activity options that their groups will rotate through. Activities will include sports, group games, art/craft, nature activities, hiking, and more. Children will be broken into smaller groups in the morning and will stay with that small group and their counselors through the week. A morning snack time and afternoon snack time as well as lunch with free time are all worked into our daily schedule. The day ends at 5:00pm.

Our Summer Camp Director will email out invites to join our Class Dojo App, late May. This is a great way for you to see what your child is up to throughout the day. It is also a convenient way for our lead counselors to communicate with parents in non-emergency situations as well as send out reminders as needed. Everything posted on the Class Dojo App is only seen by families and summer camp staff. In the event of an emergency, staff will contact parents by phone.

Moon Parks and Recreation summer camp runs rain or shine! Although our campers are based at an outside pavilion at Moon Park, we do have an indoor space for us to use in the Moon Park office if needed. If camp must move to that indoor space during bad weather, parents will be notified via Class Dojo app and it will be posted at the pavilion, to inform parents picking up.

Our camp counselors are a wonderful group of young people who have education/experience working with children or are enthusiastic and looking to gain experience. Each counselor comes to us with a variety of interests, education and talent. Counselors are trained in all of our policies and procedures for camp and are prepared to provide a safe and enriching summer experience for your child.

## Your Child Needs...

### To wear:

- Dress for the weather
- Closed Toed Shoes are mandatory.

### To bring:

- **2 snacks:** 1 morning snack and 1 afternoon snack, snacks provided on some days.
- **Refillable water bottle filled with WATER** w/ your child's name on it
- **Lunch** (please include ice pack)
- **Full change of clothes** (all ages)
- **SPRAY or PUMP Sunscreen**
- **We ask that children wear shorts and t-shirt or tank top into the splash pad, no swimsuits.**

**Toys and electronics from home are not permitted.** Please do not send any personal belongings with your child, other than what is on the list above. All of the child's belongings should be labeled and contained within their backpack. Please do not send any loose items. Phones must be kept in backpacks.

Please discuss your child's needs with the Summer Camp Director and **include all allergy and special needs information on the registration form.** The only medications that we will administer are inhalers and Epi-Pens with a prescription. Please do not send any other type of medication with your child. (This includes Aspirin, Advil etc.) If other types of medication need to be given, a parent or guardian will need to bring medication to camp and administer to the child themselves.

### **Payment Schedule and Cancellation Policy:**

Payment for all Summer Camp fees are due by June 1, 2024.

Failure to pay on the above date could result in your child being removed from the scheduled weeks.

Cancellations made after June 1<sup>st</sup>: \$25 cancellation fee, per week cancelled. \*

\*To receive refund of camp fees paid, minus cancellation fee, cancellations must be made at least one week (7 days) in advance. No refunds will be given if cancellation less than one week (7 days) in advance.

### **Behavior Management Plan**

Moon Township Parks and Recreation has adopted the following plan for all children. We approach behavior management in a serious, yet positive manner. In the event that the child exhibits inappropriate or negative behavior, the staff shall talk to the child and assist he/she in solving the immediate problem. The following procedure will be discussed with all children.

**Minor Incident:** Those incidents that relate to behavior and do not endanger the health and safety of themselves or others. **Examples:** Using inappropriate language around child or staff, teasing, not obeying rules and counselor instruction.

1. Verbal Warning
2. Age appropriate length of break from activities (1 min per age of child)
3. Parents will be contacted.

**Major Incident:** Those incidents that endanger the health, safety or well-being of the child, other children or staff. **Examples:** Pushing, shoving, hitting, throwing objects at/around others, theft, running off, destruction of camp property, bullying or acting in a way that presents a health hazard. Documentation of all major incidents will be kept by staff.

1. Age appropriate length of break from activities (1 min per age of child)
2. Parents will be contacted.
4. Parents called to come pick up the child.
5. Child removed from the program

**Immediate Dismissal:** Some incidents require immediate dismissal. These will be up to the discretion of the Youth Program Coordinator and the Parks and Recreation Director. Parents will be notified immediately.

## **Program Policies Review**

The following is a review of the expectations of the Moon Township Summer Camp Program.

1. Children are to arrive no earlier than 8:00am and picked up by 5:00pm.
2. Children are not permitted open-toed shoes, close toed shoes must be worn.
3. Children are to know they must be supervised at all times.
4. Children are not permitted beyond the playground, pavilion and field areas and must stay with group counselors at all times.
5. Children must listen to the counselors and obey all rules and policies.
6. Playground facilities and equipment must be used appropriately.
7. Climbing on anything other than playground equipment is prohibited.
8. Children are to treat each other and counselors with respect.
9. Bullying is prohibited.
10. HAVE FUN!

## **\*SPECIAL ADDITIONS TO THE PROGRAM POLICIES\***

- All children should come to camp familiar with proper handwashing/hand sanitizing techniques.
- Children should come to camp with an understanding that we must be sure to keep our hands and bodies to ourselves.
- At this time masks are optional indoors and outdoors.
- Field Trips:
  - Children should bring two snacks and a paper bag lunch with all disposable items.
  - Children should wear their MOON SUMMER CAMP shirts on field trips.
  - Parents will be notified if there are any specifics for trips in relation to what children should wear or bring with them.
  - Campers will be given a draw string backpack to carry their water bottles and lunches during field trips.
  - Campers and staff will travel on an STA School Bus together to and from the location.
  - Field Trips for campers are included in the Summer Program fees, thanks to our sponsors: Dillon McCandless King Coulter & Graham Attorneys at Law LLP, Steel City Pediatric and Club Pilates.

## **Late Pick Up Policy**

You MUST pick up your child by 5:00pm at the latest. Parents will be charged \$20 if parent is late picking up.

## **Allergy Medication Policy- PLEASE READ CAREFULLY:**

Moon Township Parks and Recreation Department (hereinafter referred to as the "Department") staff will only administer lifesaving medication including Epi-pens and Asthma Inhalers. All other medication must be administered by a parent/guardian/designated adult. Medication (Epi-pen/Inhaler) must be left with the Summer Camp staff if it is not required to be kept on the child. Such medication must be in the original container, and be clearly labeled with your child's full name, prescriber's name, directions for administration and expiration date.

By signing the Summer Camp registration form you authorize and recommend self-medication by your child for the epi-pen/inhaler medication. In the event your child is unable to self-administer such medication Summer Camp staff will be authorized to administer the epi-pen/inhaler and its medication for your child in the event of an actual or perceived allergic reaction.