

# EAST GOSHEN TOWNSHIP

Department of Parks & Recreation



*In the business of making memories...*

2025

East Goshen Township  
Department of Parks and Recreation  
REC Camp

# PARENT HANDBOOK

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## INTRODUCTION

WELCOME TO EAST GOSHEN PARKS AND RECREATION REC CAMP! We pride ourselves in giving our campers the best experience possible. To ensure we have a fun and safe experience for everyone involved, please take time to read over our camp overview, policies and procedures. Our goal is to make this summer the best one yet, after all we are in the business of making memories....

## CAMP OVERVIEW

East Goshen Parks and Recreation's REC Camp is offered for 5 weeks during the summer, June 25<sup>th</sup> to July 27<sup>th</sup>. East Goshen offers two different options: Half Day Camp which operates from 9:00am to 12:00pm and Full Day Camp which operates from 8:00am to 5:30pm. Monday through Friday, with the exception of July 4<sup>th</sup> week.

### OUR GOALS

- Provide a safe environment for campers to have fun
- Provide a variety of activities that interest all campers
- Provide organized and structured recreational activities that encourage campers to grow intellectually socially, emotionally and physically
- Encourage campers to develop friendships
- Develop and improve team working skills
- Provide a fun camp experience that makes lasting memories

### COMMUNICATION

On-going and open communication between parents/guardians is essential for a positive experience for each camper. Parents/guardians are encouraged to discuss questions and concerns with either the Parks and Recreation Director, Recreation Program Coordinator or Camp Director. Should there be something your camper is experiencing at camp or in their personal life which may reflect in their behavior or attitude towards camp, please inform a staff member of the situation.

The Parks and Recreation Director/Recreation Program Coordinator should be contacted when you need to notify staff that another person listed on the authorization form will be picking up a camper, communicate behavior issues, as well as discuss health concerns, camp procedures or camper medication.

### STAFF STRUCTURE

Operating a summer day camp is a team effort. Full Time Staff, Camp Directors, and Camp Leaders with assistance from Counselors in Training are expected to work together to produce a safe and fun experience where campers can feel accepted, successful and energized. The following information gives the chain of command for the REC Camp program, as well as a general description of the responsibilities of each position.

**Parks and Recreation Director** - Is a full time staff member at East Goshen Township. The Parks and Recreation Director is responsible for planning and implementing the entire camp including but not limited to; camp dates, camp time, trips and hiring of staff. They will supervise, monitor and participate in all activities on a regular basis including but not limited to arts & crafts, sports, science/cooking and anything goes. While doing so, the Parks and Recreation Director is expected to serve as an appropriate role model for the camp staff and children in his/her care.

**Recreation Program Coordinator** - Is a full time staff member at East Goshen Township. They assist the Parks and Recreation Director as needed with planning and implementing of camp and is responsible for camp themes and coming up with activities that represent the themes. They will supervise, monitor and participate in all activities on a regular basis including but not limited to arts & crafts, sports, science/cooking and anything goes. While doing so, they are expected to serve as an appropriate role model for the camp staff and children in his/her care.

**Camp Director (AM/PM)** - Is a seasonal staff member at East Goshen Township. Under moderate supervision, the Camp Director responsibility is to provide a safe summer day camp experience by giving direction and guidance to camp staff and volunteers. Assists in implementing and directing all activities including but not limited to arts & crafts, sports, science/cooking and anything goes. While doing so, the Director is expected to serve as an appropriate role model for the staff and children in his/her care.

**Activity Coordinators (Arts & Crafts, Sports, Music, Science/Cooking, Anything Goes)** - Can be any one of our full time or seasonal staff. They are asked to lead a specific activity during the morning program.

**Camp Supervisors & Camp Leaders** - Under the supervision of the Camp Director and Activity Coordinators assists in directing in all activities including but not limited to arts & crafts, sports, science/cooking and anything goes. While doing so, they are expected to serve as an appropriate role model for the children in his/her care.

**Counselors in Training** - Under the supervision of the Camp Director and Camp Leader assists in directing in all activities including but not limited to arts & crafts, sports, science/cooking and anything goes. While doing so, the Counselors in Training are expected to serve as an appropriate role model for the children in his/her care.

## WEEKLY STANDARDS

Parents will get a welcome email the week prior to camp with details on trip departures and arrival back at camp as well as any other planned activities such as walking trips, camp visitors, etc.

Camp welcome letters will include how to:

- Contact Camp Staff
- Report absences
- Obtain field trip updates and swim schedules, if applicable
- Report lost and found items

As well as:

- Sign-in and out/ Drop-off Pick-up Procedures and Locations
- Camper and staff requirements
- What camper(s) should bring daily
- What a “typical day” will look like or indicate special activities

On the first day of camp, staff will go over the camp routine and schedule for the week. Campers will rotate to all activities throughout the week (Arts & Crafts, Sports, Music, Science/Cooking, Anything Goes) and will be expected to participate in each one.

Free Play - Opportunities for free play exist each day during drop off and pick up times. During free play, staff facilitates the flow of activities, initiates games, helps to solve conflicts, takes time to talk with campers and provides constant overall supervision. Boundaries are well established.

Bus Trips: A trip is scheduled for every Wednesday (unless otherwise noted) for all campers. If your camper is dropped off at camp they are expected to go on the trip.

All full day campers will go on an additional bus trip to Marsh Creek Pool on Friday afternoons. If you do not want your camper to go on swim trips they will need to be picked up before 1:00pm.

## CAMP POLICIES AND PROCEDURES

### ATTENDANCE, DROP OFF AND PICK UP

The safety of all campers is our number one concern and it is crucial that each camper is accounted for daily. Parents/guardians or authorized adults will be required to show a picture ID to staff during pick-up the first few days of the program or if picking up for the first time. Your patience during the sign-in and sign-out procedure is appreciated.

We will be doing a car line at the school entrance on BOOT ROAD. At drop-off, a staff member will greet you and escort your child inside the school. For pick up, you will again pull up to the carline and a staff member will bring your child to your vehicle. The only exception is written permission from parent for campers who walks/rides bike to/from camp. This is only available to Senior Camp participants, ages 12-13. This child would sign himself/herself in and out and we request they text camp staff when they arrive home at the end of the camp day.

### DROP-OFF TIMES

- Half Day Campers can be dropped off anytime between 8:45am-9:15am to our car line staff. If a drop-off will occur after 9:15am, parents will need to arrange with staff ahead of time.
- Full Day Campers can be dropped off anytime between 7:45am-8:15am to our car line staff. If a drop-off will occur after 8:15am, parents will need to arrange with staff ahead of time.

## PICK-UP TIMES

- Half Day Campers can be picked up between 11:45am-12:15pm. If a pick-up will occur before 11:45am, parents will need to arrange with the staff ahead of time.
- Full Day Campers can be picked up between 4:30pm-5:30pm. If a pick-up will occur before 4:30pm, parents will need to arrange with the staff ahead of time.

If your camper will be late in arriving or picked up early from camp for any reason, please call or email the Parks and Recreation Director or Recreation Program Coordinator in advance at the phone number/email provided in your Camp Welcome Letter. If you are calling before the start of the workday, please leave a recorded message. This is very important so that all campers can be accounted for each day.

## LATE PICK-UPS

Parents are expected to pick up their children on time. If you are running late please notify the Parks and Recreation Director or Recreation Program Coordinator. We will wait 5 minutes before calling the parents. If no contact with the parents within 15 minutes can be made the Emergency Contact will be called. After 30 minutes, if neither the parent's nor the emergency contact can be reached the Police Department will be called. Habitual lateness may result in your child being withdrawn from the camp.

## CAMP ATTIRE

Campers are encouraged to wear loose and comfortable clothing that may get dirty during daily camp activities. Sandals may be worn on Fridays for water day. All other day we suggest sneakers.

## BEHAVIOR MANAGEMENT

Campers will be provided with information regarding expectations at the first day of camp, including camper code of conduct, playground rules and bus rules see pages ???. Camp staff will work cooperatively to create a positive climate which minimizes the potential for inappropriate behavior. When inappropriate behaviors occur, based on the circumstance, appropriate action will be taken.

## CORRECTIVE ACTION PLAN

### Step One: Correction

- Campers is reminded of the rules and is asked once again to follow them.

### Step Two: Sit out

- Campers is asked to "sit out" (no longer than 10 minutes) in order to cool-off and calm down. The counselor will talk with the camper and see if something is causing the inappropriate behavior. Staff will write a discipline form up about the incident and inform Camp Director.

**Step Three: Communication with Parents**

- Serious problems will be conveyed to the parent immediately by phone. Continual sit outs or small problems will be communicated at the end of the camp day. A completed discipline form will be handed to parent at time of pick up so they are aware of issue.

**Step Four: Parent Conference**

- If the behavior continues to happen after communication the parent, the camper's parent will be called to pick up their camper. At the time of pickup, we will talk to parents and create a plan on how to fix the behavior for the next day of camp.

**Step Five: Suspension/Withdrawal**

- Serious or continuing problems may result in suspension and/or immediate withdrawal. No refund will be issued for suspension or withdrawal

Some situations may call for immediate withdrawal from REC Camp without going through all the steps of this Corrective Action Plan.

## **CHILD ABUSE**

All staff working with children are Mandated Reporters of child abuse. Each staff member has gone through the hiring process, including state mandated background checks. At our staff orientation, they are trained to identify child abuse and their role as Mandated Reporters.

## **CAMPER HEALTH**

East Goshen Township will not be responsible for medical expenses due to any injury or illness incurred by a child enrolled in the East Goshen Parks and Recreation's REC Camp. All participants are required to have their own health insurance.

The Parks and Recreation Director, Recreation Program Coordinator, Camp Directors and some counselors are trained in first aid and CPR. There will always be a staff member who has been trained in first aid and CPR at camp at all times. In case of a major accident, injury or health emergency, local paramedics will be notified by calling 911.

Any child exhibiting signs of illness will be isolated until he or she leaves the campsite. Parents will be notified and may be asked to pick up their child. If the situation involves care beyond basic first aid your child may be transported by EMS to the local hospital emergency room. Every effort will be made to contact parents/guardians immediately. A staff member will accompany your child until the parents/guardian is able to get there. It is important to list an emergency contact on your campers registration form. A Medical Release is a part of the registration process, authorizing camp staff to administer first aid, to call 9-11 in emergency health situation and consent to ambulance travel to a hospital if needed.

## COMMUNICABLE DISEASES

Please notify camp staff in the case of communicable diseases (COVID-19, Chicken Pox, Lice, Ringworm, etc.) spread to your child. We will notify all parents if deemed necessary. The following precautions will be taken for children suspected of having a communicable disease.

A child with any of the following conditions will be immediately isolated and discharged to his/her parent.

- Diarrhea
- Severe coughing
- Difficult or rapid breathing
- Yellowish skin or eyes
- Conjunctivitis
- A temperature of 100.4 degrees
- Untreated infected skin patches

A child isolated due to suspected communicable disease will be cared for in an area away from other children until their parents/guardian pick them up. The camper will need to have written documentation from a health care provider before returning to camp.

A child with any of the following signs of illness will be immediately isolated from other children but not discharged without further observation or discussion with parent. The child will be carefully watched for addition of symptoms listed in the above section and will be discharged from the program by decision of the Parks and Recreation Director should these symptoms become obvious.

- Unusual spots or rashes
- Sore throat or difficulty swallowing
- Elevated temperature
- Vomiting
- Evidence of lice, scabies or other parasitic infections

## MEDICATIONS

If your camper takes any kind of medications, please indicate this on the Camper Registration Form. It is preferred that medication schedules be planned around the camp program when possible. All approved medications should be brought on the first day of camp and given to the Parks and Recreation Director in zip lock bag. The zip lock bag should also include the following: name on bag, picture of child, medications in the original bottle with specific directions for their use described on the form. The Parks and Recreation Director, Recreation Program Coordinator or Camp Director will supervise the distribution of any medication that must be taken during the camp day. The medication will be placed in the REC Camp backpack and taken with us on all trips, walking and bus.

## FINANCIAL RESPONSIBILITIES

All camp fees must be paid in full at the time of signing up. No Payments will be taken at the campsite. There are **no refunds** given for no shows, if you choose to withdraw your child or your child is suspended from the program. See the camp registration website for the camp refund schedule.



## **Food and Drinks**

All campers are asked to bring a reusable water bottle with their name on it.

Full Day Campers must provide their own lunch each day of camp (Campers are required to bring a drink for lunch, as well). Since lunch at camp may not be until noon or 12:30 p.m., we strongly encourage campers to eat breakfast before arriving at camp.

Please be aware that campers suffering from severe health allergies may be in attendance and that we may count on your cooperation to make alternate food choices for the safety of all campers. If severe allergies exist, you will be notified prior to the start of camp.

## **LOST AND FOUND**

There will be a designated bin for any lost items. At the end of each week the lost and found will be placed outside during pick up. Any lost article of clothing or other items that are not claimed by the end of the entire camp will be donated.

## **PHOTO RELEASE**

Throughout the camp season, the Parks and Recreation Director and/or Recreation Program Coordinator may take photos of your camper participating in an activity. Any photos taken at camp could be used for promotional material on social media, East Goshen Township's newsletter or the website. If you do not want your child's photo taken please inform the Parks and Recreation Director in writing, you can note that in the online registration paperwork.

## **PERSONAL PROPERTY**

Please label all of your camper's items to prevent loss. No games, toys, sports equipment, expensive jewelry, animals/pets, electronics or other valuables should be brought to camp. No camper should share items brought in with any other camper or staff. We ask that campers are responsible to collect all belongings each day.

What are acceptable items your child can and should bring to camp daily?

- lunch (and snack) in a disposable paper bag or a labeled non-disposable container
- Water bottle (disposable or a labeled non-disposable bottle) No Glass!
- Sunscreen
- Bug Spray
- Change of clothes if needed
- Bathing suit and towel for water day/ Swim trip on Fridays

Shorts, shirts, hats or any other article of clothing that may in anyway convey the wrong message (Smoking, drinking, drugs, religion, and sex or any other inappropriate characters or logos) will not be permitted by campers or counselors.

We understand your child may have a cell phone. If it is brought to camp, they assume all liability and it may only be in their bag during camp hours.

## **SUNSCREEN**

It is recommended that you apply sunscreen (at least SPF 30) to your camper before camp and send a labeled bottle with them to camp, as the majority of camp is spent outdoors. You may let us know, in writing, of additional times throughout the day that you would like your camper to apply more sunscreen. Camp staff will not apply sunscreen to your camper, but they will supervise the application by the campers.

## **UNAUTHORIZED PERSON(S)**

Unauthorized person(s) are not permitted to visit the camp site during camp hours and will be asked to leave. Any visitor who refuses to follow these policies or who generally seems inappropriate for any reason will be reported to the police.

## **VISITORS AT CAMP**

Visitors are not encouraged as they can become a distraction, and camp staff is not permitted to bring guests. When parents/guardians wish to visit, they must first check in with the Camp Director, unless the activity has been advertised as a time for visitation by parents/guardians

## **WEATHER**

In the interest of safety for all of our campers and staff, everyone will be brought inside in the event of rain or excessive heat, if located outdoors.

Lightning Safety - When Lightning is seen followed by thunder, campers will be moved inside. Campers will not be allowed back outside until 30 minutes after the last flash of lightning is seen, as long as no further thunderstorms are evident.

- If lightning happens during a swim trip, the Parks and Recreation Director and/or Program Coordinator will make the decision to return home based on Marsh Creek policies and the weather radar.

Tornadoes - When a tornado watch is issued all recreational staff involved with outdoors activities will monitor conditions that may affect them. When a tornado warning is issued all outdoors recreational activities will cease and all activities will be moved indoors. The safety of our staff and campers is foremost. All persons are to stay away from windows, doors, and outside walls. Always go to the most interior section of a building at its lowest level.

## **CAMPER RULES OF CONDUCT**

To ensure the safety and enjoyment of all campers, the following behavior code of conduct will be used as a guideline for program participants:

- Will show respect to fellow campers and staff.

- Will follow direction from staff and volunteers.
- Will show respect to equipment, supplies and facilities.

The following will NOT be tolerated at East Goshen REC Camp:

- Bullying.
- Interference with Staff duties.
- Harassment and/or inappropriate or indecent conduct or language.
- Use of illegal drugs, intoxicants, or weapons (anything that can be used to cause bodily harm).
- Altering or defacing school, camp or personal property (indoors or outdoors).
- Any other conduct that may jeopardize the safety and well-being of others.

## **PLAYGROUND RULES**

Campers should follow the rules below to ensure their safety and the safety of others:

- Show respect for camp equipment, supplies, facilities and their surroundings.
- Campers must not throw rocks/mulch, etc.
- Campers are not allowed to jump off or stand-up on swings.
- Campers must slide down the slides on their bottoms.
- Children are restricted from climbing on top of any of the tunnels or slides and from climbing up slides.
- Campers are only allowed to climb on equipment designed for climbing.
- Running is permitted on grass only.
- Animals and plants should be treated with respect. No chasing or feeding of animals, no pulling on or eating plants.
- Campers should never interact with adults who are not associated with the camp.

## **BUS RULES**

All rules apply during all bus transportation

- Stay in designated area while waiting for the bus.
- Do not approach the bus until it has completely stopped.
- Upon entering the bus, go directly to your seat.
- Stay seated when the bus is moving
- Keep hands and head inside the bus at all times.
- Demonstrate appropriate behavior
- Don't throw anything out of the windows.
- Keep the bus clean at all times.
- Keep the aisles clear.
- No camper should harass other riders or the driver.
- Personal belongings should not be left on the bus unless bus driver gives permission.
- Remain on the bus in the event of a road emergency until instructions are given by the driver.
- Remember that unnecessary confusion diverts the driver's attention and could result in a serious accident.
- Never tamper with the bus or any of its equipment.