



TWEEN Adventures

Parent survival Guide



Dear Parents and Guardians,

Hello and welcome to Tween Adventures! We are excited to have your child join us this year, we look forward to a summer filled with fun, laughter, and memories that will last a lifetime!

Our goal at Lower Makefield is to foster a safe environment for your child where they feel comfortable expressing their unique personality and creativity. Each day we will be providing a diverse combination of activities, including sports, arts and crafts, camp games, jamborees, and in-house entertainment. Our hope is that these activities will provide your child with an opportunity to have fun, make new friends, and grow as individuals in a healthy environment.

Enclosed in this document is important information regarding 2023 Tween Adventures. Please carefully review all of the information in this document with your child. This information is essential for you and your child to understand so we can work together to provide and create a positive and safe environment for campers and staff.

If you have any questions regarding any of this information, please feel free to contact me. We are looking forward to a fun-filled summer!

Sincerely,

Elizabeth Lawson
Program Manager
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1550 Oxford Valley Rd.
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GENERAL CAMP INFORMATION

About Tween Adventures

Each day at camp we will be offering a wide variety of activities and experiences to campers. Whether it be sports, arts and crafts, or educational experiences, we want each child to be active, express their creativity, and explore new interests and skills. One of Lower Makefield's primary objectives is to provide children in and out of Lower Makefield with worthwhile experiences that they will recognize as some of the truly special moments of their childhood.

Our staff will be fully trained, and there will be comprehensive background checks conducted for anyone who will be in contact with your child, including parent chaperones. The safety of your child is our top priority, and we believe it is essential to creating a healthy camp environment.

It is our goal to maintain a 10:1 camper-counselor ratio, the recommended camper-counselor ratio. Our low camper-counselor ratio allows us to manage all camp activities effectively, deliver a clean safe atmosphere, provide individual support to campers, and enhance supervision during all camp functions.

Throughout camp this year we will be spending majority of our time outside. We will have the Community Center available in the event of poor weather and for some of our smaller activities during the day. We will be utilizing other facilities in the area, including: The Pool at LMT, the Fred Allan Complex, Caiola Complex and Kids Kingdom which are all within walking distance. The summer Tween Adventures will be going on 8 field trips throughout the summer, check the weeks you signed your child up for to see where they will be going. No child will be allowed on a trip without a signed release form.

Drop Off and Pick Up Procedure

Camp begins at 9:00 am. Campers cannot be dropped off any earlier than 8:45 am.

When campers arrive, the parent/legal guardian will drive up to the Community Center and we will have a car side sign in process. A camp counselor will approach the vehicle and sign out your camper and escort them to their designated area. When campers are getting picked up, each parent/legal guardian must park and walk towards the sign out table located on the side of the Community Center and sign out their child as parents may come at varying times. If you are planning to pick up your camper early please notify our staff.

If you have more than one child attending camp, you must sign your name to each child you are dropping off and picking up. If you are picking up someone else's child, the Camp Manager must be given a signed note from the other child's parent/legal guardian giving you permission to pick them up from camp. If the Camp Manager does not receive a note, the child will not be released and his or her parent/legal guardian will be contacted to confirm their transportation arrangement.

When registering for camp, parents will be prompted to provide the names of up to four people (must be above the age of 16) that have permission to pick up their child. **Photo identification of each person is required during both registration and pick up.** Each person picking up a child from camp should be prepared to show photo identification to a counselor or the Camp Manager on a daily basis. Children will only be released to an authorized person provided to Camp LMT during registration, and only after said person presents photo identification and a signature claiming they picked up their child.

*Please note if there are any special arrangements or legal restrictions that impact the drop off and pick up of a child please submit that paperwork for our records.

Personal Belongings

What to Bring

- Closed-toed, athletic footwear
- Comfortable athletic attire
- Snacks/drinks
- Lunch
- Reusable water bottle
- Sunscreen/Bug Spray
- Medication (please refer to our medication policy for more details)

Each child should come to camp with their own snacks and lunches. Food will not be provided or sold by Tween Adventures Camp. There will be days where we treat campers to a special lunch or snack, however this will be uncommon, and campers should always have a packed lunch. There will also be days where campers can buy ice cream or other treats if you wish to send them with extra money, please note this is not mandatory.

Campers are encouraged to bring reusable water bottles to camp each day. There will be filtered water fountains available at the Community Center for children to refill their water bottles.

It is the responsibility of the camper to bring their own sunscreen/bug spray. Tween Adventures Camp will not provide sunscreen/bug spray for campers. Activities will be taking place inside and outside throughout the duration of camp. Tween Adventures staff members are not permitted to apply sunscreen or bug spray to any camper, so parents should teach their child how to apply their own prior to the first day of camp. Counselors will allocate time for campers to apply sunscreen/bug spray prior to outdoor activities.

What to Leave Home

- Valuable items
- Money
- Cell Phone/Electronic Devices
- Toys

Campers are encouraged to leave valuables such as money, electronics, and toys at home as Tween Adventures staff is not responsible for any items that may be lost or stolen. In the event spending money is needed for day trips, campers are responsible for safeguarding their own money and other valuables.

Camp Schedule

The standard schedule for a camp day is as follows:

Time	Activity
7:30AM-9:00am	Before Care
8:45-9:00am	Drop-off
9:00-9:15am	Welcome
9:15-10:45am	Free Play
10:45-11:00am	Snack
11:00am-12:30pm	Craft
12:30-1:00pm	Lunch
1:00-2:30pm	Activities
2:30-2:45pm	Snack
2:45-3:45pm	Activities
3:45-4:00pm	Closing
4:00pm	Pick-up/After Care

*Daily schedule is flexible. Rest periods (lunch and snacks) may be extended on certain days or there may only be one snack time in a day.

Before and after care will be combined with Camp LMT and will be in the LMT Community Center.

POLICIES

Dress Code

Campers are expected to wear comfortable and appropriate athletic attire each day. Whether a camper is dressed appropriately or not will be at the discretion of the Camp Manager. In the event a camper is dressed inappropriately, Tween Adventures will have extra camp t-shirts on hand that the camper will wear. In more severe cases, campers could be asked to go home and change.

Campers are NOT permitted to wear flip-flops, sandals, crocs, or any other open-toed footwear to camp. If a child is not wearing closed-toed shoes, they will not be able to participate in the physical activities planned for that specific day. Cleats of any kind are also prohibited.

We recommend that any jewelry be kept to a minimum. For safety reasons, we suggest only wearing stud earrings and no other jewelry that hangs/dangles off the body.

Lateness Policy

Camp begins each day at 9:00 am. Campers are expected to be on time and ready to participate at the beginning of camp.

Camp concludes each day at 4:00 pm. It is the responsibility of the parent/legal guardian to coordinate the pickup of their child. There will be a five-minute grace period provided, however for every five minutes you are late picking up your child after the initial five minutes, your CommunityPass account will be charged \$5.

Cell Phones/Electronic Devices

Tween Adventures Camp recognizes the desire for parents to be able to communicate with their children during camp days. However, the use of cell phones or other electronic devices will be prohibited during camp hours. We encourage that your child does not bring these devices to camp. If they do bring a cell phone or electronic device to camp, we will ask that it is turned off and stored with their other belongings. If any camper is seen

using their cell phone without permission, it will be removed from their possession by counselors or the Camp Manager. The camper's cell phone will be returned to the parent at the end of the day.

If you, as a parent or legal guardian, need to contact your child, please call Miss Jamie the Camp Manager at (267)924-4534 or message via the Remind App. If the Camp Manager does not answer, then you may call Lower Makefield Parks and Recreation at 267-274-1110.

Liability

Neither Tween Adventures nor Lower Makefield Township is responsible for the replacement or reimbursement of any personal items, belongings, money, or valuables in the event they are lost, stolen, damaged, or otherwise altered.

Allergies

It is important that the Camp Manager and counselors be aware of any allergies a camper may possess. Parents must notify the Camp Manager of any allergies their child may have during registration. There may be occasions where Tween Adventures administers food to campers, so all allergies must be known in order to provide a safe environment to all campers. Parents should also note the severity of the allergy in case campers need to be placed at different tables during snack and lunch periods.

Medication

Parents/legal guardians whose child takes medication (including inhalers) during the day must supply this information no later than **June 1st**. It is important for Tween Adventures to be aware of any relevant medical information, so we are well prepared to handle any issues.

Parents/legal guardians who wish medication, whether prescription or over-the-counter, be available to a child must bring in a signed note stating (1) the name of the medication, (2) the dosage, and (3) the time(s) the medication shall be taken. Tween Adventures does not administer medication to campers under any circumstance (with the exception of Anaphylaxis and Epinephrine Auto Injectors and liquid Benadryl as further provided below), however, we will store any medication brought in by a parent/legal guardian and present the camper(s) with their medicine at the proper time of day. The facility possesses secure areas to maintain medication and the area is only accessible to employees. Campers are not permitted to store any medications on their person or in their backpacks, purses, etc. Any unauthorized medication will be confiscated and given to the parent/legal guardian at the end of the day. Tween Adventures will not present any medication to a camper that is not brought in by a parent/legal guardian and accompanied by a signed note. All prescription medicine **MUST** be in the original packaging from the pharmacist.

In the event of a medical emergency, Tween Adventures counselors are trained to immediately contact emergency personnel and use CPR, AED, First Aid, and Anaphylaxis and Epinephrine Auto Injectors. Parents must consent to counselors performing CPR, AED, and First Aid on their child. A consent form will be enclosed with this document and must be returned to the Community Center no later than **June 1st, 2023**.

Counselors will always follow the direction of emergency personnel.

Tween Adventures counselors will have liquid Benadryl on hand for emergency allergic reactions. The medicine can only be administered if authorized by the 9-11 operator and with prior consent from the parent. If a camper has an EpiPen, they must administer it themselves. If the reaction is so severe that he or she cannot administer the EpiPen themselves, a trained counselor will do so. Parents must consent to this prior to the start of camp.

In the event a camper experiences any sort of medical emergency where they must be transported to the hospital, emergency medical personnel will be contacted immediately along with the parents/legal guardians of the camper. Only an ambulance will be allowed to transport campers to the hospital; no staff or township

transportation will be utilized. If a parent/legal guardian is not available to accompany their child in the ambulance, the Director of Parks and Recreation and one staff member will use their personal vehicles to meet the camper at the hospital.

The Camp Manager will fill out an Incident Report for any medical situations, and the parent will receive a copy of the report.

Parent Visitor Policy

Parents will not be permitted to visit the facility during camp hours unless authorized by the Director of Parks and Recreation.

CAMPER BEHAVIOR

Expectations

Tween Adventures is committed to providing campers with a safe, friendly environment where they feel free to have fun and socialize. To make each child feel comfortable at camp, Tween Adventures has a strict policy against disruptive behavior, pushing/shoving, bullying, inappropriate touching, or any other behavior that hinders a child's ability to fully enjoy their camp experience. Staff members will review our behavior policy with all campers at the beginning of camp and then intermittently throughout the camp season as needed. Each camper will be expected to:

- Be respectful to others, themselves, staff members, and camp equipment/materials
- Listen to Camp Staff – when any staff member is speaking or giving instruction, all campers should be quiet and attentive
- Dispose of any trash and clean their eating area after lunch/snack periods
- No child is permitted to go anywhere outside of the camp site without being accompanied by a counselor or the Camp Manager
- All camp rules apply to areas outside of the Community Center, including the bus. Campers are expected to follow all rules administered by the bus driver, including but not limited to:
 - The bus driver is in full charge of the bus and passengers at all times
 - Being seated and facing forward at all times
 - No parts of the body hanging out the window
 - No changing seats while the bus is moving
 - Keeping the center aisle clear at all times

Behavior Transgressions

In the event a camper violates camp rules or creates a hostile/uncomfortable environment for others, Tween Adventures reserves the right to respond to the behavior accordingly. The consequences for specific actions are as follows:

Foul Language/Inappropriate Behavior

Inappropriate behavior is any act that negatively impacts another camper's experience or impedes a counselor's ability to perform their responsibilities.

During camp, if a child exhibits inappropriate behavior as determined by camp staff, the child will sit out for five minutes and then can request to rejoin the activity. This is their first warning.

If the same child continues to act inappropriately after their first warning, they will sit out for the remainder of the activity. This is their second warning.

If the same child has not changed their behavior, they will sit out for the remainder of the day or until the staff has felt they have sat out long enough. This will be their third and final warning. Parents will be notified of their behavior upon arrival at the end of the day.

If the child has a reoccurring theme of inappropriate behavior, they will be considered for dismissal from Tween Adventures.

Pushing/Shoving

In the event that a child pushes or shoves another camper or staff member intentionally, they will sit out for the remainder of the activity. Parents/legal guardians will be notified upon arrival at the end of the day. This will be their first warning.

If the behavior continues after the first warning, they will sit out the remainder of the day. Parents/legal guardians will be notified upon arrival at the end of the day. This will be their second warning.

After the second warning, if the behavior continues, the camper will be suspended from camp for one day after the day of the incident. If the behavior continues past this, they will be considered for permanent dismissal from camp.

Bullying

In the event that a child is bullying another as determined by camp staff, they will sit out from all camp activities until staff feels as though they are ready to participate again. The parents/legal guardian of the camper will be notified upon arrival. This will be their first warning.

If the behavior persists, the child will sit out of camp activities for the rest of the day. The parent/legal guardian will be notified upon arrival. The camper will also be suspended for one day after the day of the incident.

If the behavior continues after the suspension, then they will be considered for permanent dismissal from the camp program.

Striking/Hitting

In the event a child should strike another camper, staff member, or other person, the following will occur:

- First Incident: After the incident, the child will sit out of all camp activities for the remainder of the day. Parents/legal guardians will be notified upon arrival at the end of the day and the child will be suspended from camp for one day after the day of the incident.
- Second Incident: After the incident, the child will sit out of all camp activities for the remainder of the day. Parents/legal guardians will be notified upon arrival at the end of the day and the child will be suspended from camp for two days after the day of the incident.
- Third Incident: After the incident, the child will sit out of all camp activities for the remainder of the day. Parents/legal guardians will be notified upon arrival at the end of the day and the child will be permanently dismissed from camp.

***In the event a camper is suspended or permanently dismissed from Camp LMT, parents/legal guardians WILL NOT be reimbursed financially for the time their camper is suspended or permanently dismissed.**