



# CAMP LMT

## Lower Makefield Township Parks and Recreation

Parent Survival Guide



Dear Parents and Guardians,

Hello, and welcome to Camp LMT! 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 Camp LMT is to foster a safe environment for your child where they feel comfortable expressing their unique personality and creativity. We will provide diverse activities daily, including sports, arts and crafts, camp games, jamborees, and in-house entertainment. We hope these activities will allow your child to have fun, make new friends, and grow as an individual in a healthy environment.

Enclosed in this document is essential information regarding 2024 Camp LMT. Please carefully review all the information in this document with your child. This information is necessary for you and your child to understand so we can work together to 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,

Monica A. Tierney, MBA, MEd., CPRE.  
Director of Parks and Recreation  
Office: 267-274-1112  
Lower Makefield Township  
1550 Oxford Valley Rd.  
Yardley, PA 19067

## GENERAL CAMP INFORMATION

### About Camp LMT

Each day, Camp LMT will offer campers a wide variety of activities and experiences. Whether 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 Camp LMT's primary objectives is to provide children in and out of Lower Makefield with worthwhile experiences that they will recognize as some of the extraordinary moments of their childhood.

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

It is our goal to maintain a 6:1 camper-counselor ratio; the recommended camper-counselor ratio for this age range is 9:1. 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.

Two campsites will be divided after registration. The younger group will be housed at Edgewood School, and the older Campers will be at the Community Center. We will utilize other facilities in the area, including The Pool at LMT, the Fred Allan Complex, and the Caiola Complex, all within walking distance. We will have trips every Wednesday and pool time every Friday. Trips we will be bringing experiences to our campers; more information will follow with a schedule. Using a variety of facilities allows us to provide a diverse set of activities so that each camper will be engaged, learn, and have fun!

### 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. When campers are getting picked up, each parent/legal guardian must park, walk into the Community Center, and sign out their child, as parents may come at varying times. Please notify our staff if you plan to pick up your camper early.

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 permitting you 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) who 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 daily. Children will only be released to one of the authorized people 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 any special arrangements or legal restrictions 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 snacks and lunches. Food will not be provided or sold by Camp LMT. There will be days when we treat campers to a special lunch or snack. However, this will be uncommon, and campers should always have a packed lunch.

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

The camper is responsible for bringing their own sunscreen/bug spray. Camp LMT will not provide sunscreen/bug spray for campers. Activities will be taking place inside and outside throughout camp. Camp LMT staff members are not permitted to apply sunscreen or bug spray to any camper, so parents should teach their children how to use their own before the first day of camp. Counselors will allow campers to apply sunscreen/bug spray before 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 Camp LMT is not responsible for any items that may be lost or stolen. If spending money is needed for day trips, campers are responsible for safeguarding their money and other valuables.

## Camp Schedule

The standard schedule for a camp day is as follows:

<b>Time</b>	<b>Activity</b>
7:30AM-9:00am	Before Care
8:45-9:00 am	Drop-off
9:00-9:15am	Welcome
9:15-10:45am	Activities
10:45-11:00am	Snack
11:00 am-12:30 pm	Activities
12:30-1:00 pm	Lunch
1:00-2:30 pm	Activities
2:30-2:45 pm	Snack
2:45-3:45 pm	Activities
3:45-4:00 pm	Closing
4:00 pm	Pick-up/After Care
6:00 pm	After Care pick-up

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

## Camp Newsletter

Camp LMT will distribute a weekly newsletter to each family containing a recap of the week and what will be expected in the upcoming week. A weekly itinerary will be available in each newsletter, so parents know what is happening at camp each week. The newsletter will be the primary way parents are notified of updates to trip schedules or policy changes.

## 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. If a camper is dressed inappropriately, Camp LMT will have extra camp t-shirts on hand that the camper will wear. Campers could be asked to go home and change in more severe cases.

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 cannot participate in the physical activities planned for that day. Cleats of any kind are also prohibited.

We recommend that all 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. A five-minute grace period will be 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

Camp LMT recognizes the desire for parents to be able to communicate with their children during camp days. However, cell phones or other electronic devices will be prohibited during camp hours. We encourage your child not to bring these devices to camp. If they do bring a cell phone or electronic device to camp, we will ask that it be 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 the Camp Manager. The Camp Manager's contact information will be provided to you before the start of camp. If the Camp Manager does not answer, then you may call Lower Makefield Parks and Recreation at 267-274-1110.

## Liability

Neither Camp LMT nor Lower Makefield Township is responsible for replacing or reimbursing any personal items, belongings, money, or valuables if they are lost, stolen, damaged, or otherwise altered.

## Allergies

The Camp Manager and counselors must be aware of any camper's allergies. Parents must notify the Camp Manager of their child's allergies during registration. There may be occasions when Camp LMT administers food to campers, so all allergies must be known to provide a safe environment for 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 14th**. Camp LMT must 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, to 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. Camp LMT does not administer medication to campers under any circumstance (except for Anaphylaxis, Epinephrine Auto-Injectors, and liquid Benadryl, as further provided below). However, we will store any medication a parent/legal guardian brings and present the camper(s) with their medicine at the proper time of day. The facility has secure areas to maintain medication, which 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. Camp LMT 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.

Camp LMT counselors are trained to contact emergency personnel immediately and use CPR, AED, First Aid, Anaphylaxis, and Epinephrine Auto-Injectors in a medical emergency. 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 14th, 2024**. **Counselors will always follow the direction of emergency personnel.**

Camp LMT will have liquid Benadryl on hand for emergency allergic reactions. The medicine can only be administered if authorized by the 9-1-1 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.

If a camper experiences any medical emergency where they must be transported to the hospital, emergency medical personnel and the camper's parents/legal guardians will be contacted immediately. Only an ambulance can transport campers to the hospital; no staff or township transportation will be utilized. Suppose a parent/legal guardian cannot accompany their child in the ambulance, in that case, a staff member will stay with the child on the ambulance and at the hospital until a parent can arrive.

The Camp Manager will fill out an incident report for medical situations, and the parent/guardian will receive a copy.

### Parent Visitor Policy

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

### Diversity Equity and Inclusion

Lower Makefield Township is proud to serve a diverse community and is committed to fostering an inclusive environment in all public spaces, facilities, and programs. Diversity covers a broad range of individual differences, which include but are not limited to race, ethnicity, religion, disability, age, national origin, gender identity, sexual orientation, and socio-economic status. Appreciating and respecting these differences through inclusion simply means that all people are welcome, and that they will be valued, heard, and free to engage or participate in the Township's governmental processes, public spaces, and programs.

All leaders, managers, and employees play a role in making the Township a diverse and inclusive place to live, and the Township recognizes that the commitment to these values is an ongoing journey. The Township is committed to evaluating existing programs and adapting or introducing new initiatives as its diversity and inclusion goals evolve.

The Township always welcomes suggestions about how to increase inclusivity and how to address and improve diversity issues. Comments, concerns, and suggestions can be directed to the Parks and Recreation Director.

## CAMPER BEHAVIOR

### Expectations

Camp LMT 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, Camp LMT has a strict policy against disruptive behavior, pushing/shoving, bullying, inappropriate touching, or any other behavior that hinders a child's ability to enjoy their camp experience fully. 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 instructions, all campers should be quiet and attentive. All campers should maintain silence and be alert when staff members give instructions.
- Dispose of trash and clean their eating area after lunch/snack breaks.
- No child is permitted to go outside the campsite without being accompanied by a counselor or the Camp Manager.
- All camp rules apply to areas outside the Community Center, including the bus. Campers are expected to follow all regulations administered by the bus driver, including but not limited to:
  - The bus driver is always in full charge of the bus and passengers.
  - At all times, campers/ passengers should be seated and facing forward.
  - No parts of the body should be hanging out of the window at any time during the bus ride.
  - Remain in the same seat while the bus is moving.
  - Keep the center aisle clear at all times.

### Behavior Transgressions

If a camper violates camp rules or creates a hostile/uncomfortable environment for others, Camp LMT 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 misbehaves 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 rest of the day or until the staff feels 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 Camp LMT.

## Pushing/Shoving

If a child intentionally pushes or shoves another camper or staff member, 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 LMT for one day after the day of the incident. If the behavior continues past this, they will be considered for permanent dismissal from Camp LMT.

## Bullying

If a child is bullying another child, as determined by camp staff, they will sit out from all camp activities until the staff feels the child is ready to participate again. The camper's parents/legal guardians 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 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 day. Parents/legal guardians will be notified upon arrival at the end of the day, and the child will be suspended from Camp LMT for one day after the incident.
- Second Incident: After the incident, the child will sit out of all camp activities for the day. Parents/legal guardians will be notified upon arrival at the end of the day, and the child will be suspended from Camp LMT 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 day. Parents/legal guardians will be notified upon arrival at the end of the day, and the child will be permanently dismissed from Camp LMT.

**\*If 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.**

