



2018 Parent Handbook

WELCOME! Our entire staff at Colonial Sports is looking forward to serving you and your children this summer. If you have any questions or concerns, please do not hesitate to contact us personally at sportscenterinfo@chbsports.com or by calling 610-777-9651. The following sections will address important information about policies, procedures, and other information to help make you and your camper's experience enjoyable.

HOURS OF OPERATION

Day Camp Hours: 6:30am – 6:00pm Monday through Friday

REGISTRATION

The following things are needed at time of registration or shortly after to ensure proper enrollment:

- * A completed registration packet including the registration form, summer camp agreement, emergency contact/parental consent form, and child health assessment form.
- * The child health assessment form/physical examination form **MUST** include a physician's signature and up-to-date immunization records and is due **PRIOR** to the first day of camp.
- * A registration fee of \$35 per camper or \$50 per family is due at the time of registration. Registration fees will increase by \$20 per camper or \$40 per family after May 31st.
- * A non-refundable/non-transferable deposit of \$25 is due for each week for which a camper registers. This deposit will be deducted from tuition balance on a weekly basis throughout the summer. Please see Summer Camp Registration Packet for detailed directions on how to complete each form. A camper's registration is not complete until all of the above mentioned things are submitted in full.

Registration for Weeks 10 & 11

- *These weeks have limited enrollment!
- *Registration is on a first come, first serve basis.
- *A Wait List will be created for all campers registered after Colonial Sports has met their initial enrollment number.
- *Deposits for these weeks are **NOT TRANSFERABLE** or **REFUNDABLE**.
- *Schedule changes **WILL NOT** be accepted after initial registration for these weeks.
- *Adjustments to the tuition rates **WILL NOT** be made for these weeks.
- *If a camper wants to be placed on a wait list for these weeks a \$25 dollar deposit must be given at that time.
- *If a space does not become available for a wait listed camper, then and only then Colonial Sports will transfer or refund the deposit money given for week 10 or 11.

Late Registration

All registration packets submitted after the first day of summer camp will be subject to a \$15 late registration fee.

EXTENDED CARE

Extended care is any care over 9 ½ hours per day. The fee is \$25 per week, or \$5 a day. Please inform us upon registration if extended time is needed. This way our desk staff can have your tuition balance properly calculated. **However, any time a camper is in attendance for more than 9 ½ hours in a single day the extended care fee will be added to your camper's weekly tuition balance even if notification was not given in advance.**

TUITION POLICIES

Colonial Sports Summer Camp is one of the most flexible camps in Berks County. With weekly and daily options, as well as the ability to change your child's schedule from week to week, parents have great flexibility. Many camps require camp balances to be paid for the entire summer and payment is required even if you are on vacation. Our flexibility is one of the reasons that there are so many payment variables. Please be patient with our desk staff as they process your payment on Mondays.

Also, it is important for parents to remember that we base our counselor work schedule and our field trip bookings on your child's reported attendance. We can no longer allow walk-ins or last minute changes in schedule with no tuition adjustment. Please read over the following policies carefully.

Tuition Rates

Colonial Sports offers both daily and weekly tuition rates. Tuition rate options can flex between weekly rate and the daily rate from week to week but not within the week. Please refer to the 2018 Summer Camp Rates sheet for additional information.

Tuition Discounts

A 10% discount will be given off the original rates for a second child.

A 20% discount will be given off the original rates for a third child.

Discounts will be applied to additional children.

Discounts will NOT be applied for field trip fees.

Tuition Deposits

A \$25 deposit is due at time of registration for each week a camper is registered. These deposits secure the camper's space at camp. Weeks without deposit money paid cannot be guaranteed. Deposits made at registration will be deducted from the total tuition balance due for each week of camp that the camper attends. **Deposits are NON-REFUNDABLE / NON-TRANSFERABLE.**

Tuition Balance

Tuition balance for each week of camp is based on the previously registered/scheduled days submitted by the parent/guardian in accordance with the Summer Camp registration form supplied and signed at the time of registration. The tuition balance due will include either daily or weekly tuition amount and field trip fees minus any paid deposit money. **Tuition balance due for the next registered week will not be adjusted after 6pm on the Wednesday prior to their next week of camp.**

Late Pick-Up Fee

The Colonial Sports Summer Camp Program hours end at 6:00 pm. Parents are expected to pick up and sign out their children by that time. **A late fee of \$1.00 per minute per child after 6pm will be charged for late pick-ups.** Although this will not affect the late fee charge, if you are running late, please call Colonial Sports at 610-777-9651 to let them know as soon as possible.

PAYMENT POLICIES

Tuition Payment

Payment for tuition is preferred the Friday prior to a registered week of camp **BUT IS DUE no later than Monday of each week that a camper is registered.** Payment can be made in person at our desk, over the phone or an automatic draft can be set up that will be charged on the Monday of every week your camper is registered. Please see desk for more details. A late payment fee will be added to your weekly tuition rate if your payment is not made by the close of business Tuesday.

Field Trip Payment

Field trip payment is due on the first day of each week that a camper is scheduled. It can be paid in conjunction with tuition payment or separately. Please let the desk staff know if you need this to be a separate transaction.

Delinquent Tuition Payments & Accounts

Any tuition payment not received by 6pm on Tuesdays will be subject to a *\$5 late payment fee.*

Termination for Non-Payment

Any tuition balance that remains unpaid after the camper's 1st day at camp for a scheduled week may result in termination of the child's enrollment for all consecutive days in the week unless tuition is made current. Once "terminated", the child would be subject to space availability for the rest of the scheduled days in that particular camp week.

Forms of Payment

Colonial Sports accepts cash, debit cards, checks made out to "Colonial Sports", Visa, MasterCard and Discover.

Returned Checks

All checks received will be deposited the next business day. Checks cannot be post-dated. A \$30 fee will be charged for all checks returned for insufficient funds.

Refund/Pro-rating

If your child is registered and scheduled to be in attendance and does not come one day, there will be NO REFUNDS or PRO-RATING unless proper notification has been given. Any and all deposits are not refundable. Please make sure to review Registration and/or Schedule Changes policies for more information.

Schedule Changes

Schedule Changes must be made NO LATER THAN 6pm on Wednesday the week prior to the change. Changes made after this deadline will be subject to the original tuition and field trip fees.

Please do not put our wonderful desk staff on the spot by asking them to credit a payment to a subsequent week or refund your money. Any special circumstances will need to be discussed and approved by the Director.

DROP OFF & PICK UP

Parents/Guardians of all children **must** come into the facility to sign their children in and out on our designated daily attendance sheets. All children must be signed in when they arrive and signed out when they leave by an authorized parent or guardian, 18 years of age or older. If someone other than the adults listed on your registration form will be picking up your child, this must be noted by the authorized parent or guardian *upon check-in that day*. Children will only be released to authorized individuals. All adults should be prepared to show a photo ID when picking up children. Colonial Sports has a very flexible period of time to drop off and pick up on most days. There are, however, a few days that campers must be dropped off by a specific time in order to be prepared to board our vehicles for transportation to our next activity. These times are listed as part of our Weekly Gazette.

PARKING

Safety trumps convenience!! Please park your car in a designated parking space when dropping off and picking up your child from camp. Vehicles parked along the curb will obstruct access to the building by emergency vehicles. Colonial Sports buses also need to access the front doors when returning from field trips and swimming. Parked cars at the curb also make it very difficult for oncoming cars to see people entering and exiting the building.

WHAT TO BRING TO CAMP

BACKPACK - This is the best way to keep track of the child's belongings.

SUNSCREEN – we are outside every day at camp. Please apply sunscreen to your child before camp. Send the appropriate sun protection with your child to camp; we will remind campers to reapply sunscreen throughout the day.

WATER BOTTLE – extremely helpful on park and field trip days! It is a good idea to freeze the water bottle at night so your child has ice cold water throughout the day.

If your camper has special dietary needs, you may also send personal snacks with them.

Every item brought to camp must be clearly labeled for easy identification!

Please take a closer look at our Week at a Glance section for a day-to-day break down about additional items and information for each specific day of the week.

WHAT NOT TO BRING TO CAMP

Valuables, toy weapons, and gum. *Please see electronics policy for guidelines!*

CLOTHING

Children participating in Summer Camp should wear non-restrictive clothing due to the activities in which they will participate. In accordance with PA State Health Regulations, all children **must wear socks**. Closed toe shoes are required. **Sandals may be worn on pool day only!** Inappropriate footwear may impede your child's ability to participate in the scheduled activities. Colonial Sports discourages girls from wearing dresses during camp. Please make sure campers are dressed modestly for their age and that clothing does not display inappropriate language or pictures.

CAMP T-SHIRT/Thursdays

Your child will receive a free 2018 camp T-shirt upon registration. *This t-shirt is to be worn every Thursday for the field trip.* This is a safety procedure – it makes our campers distinctive from other groups that may be in attendance at the location. If your child does not wear the camp shirt on Thursday, **you will be required to purchase another camp T-shirt that morning** or your child will not be able to accompany us on the field trip. Additional camp T-shirts may be purchased for \$10/shirt at registration or during camp while supplies last.

FIELD TRIPS

As indicated on the Registration Form, campers will be taking off-site field trips. These take place on Thursdays. Field trips are an additional fee that will be collected at the front desk. *If you send money with your child for gift shop purchases, we can hold it for them if you would like us to. \$5-\$10 is plenty for any field trip!* (See Spending Money policy.) **The departure time for each field trip will vary on a weekly basis!** PLEASE check each week to see what time your camper MUST arrive. This information will be provided to you through the Weekly Gazette! The Weekly Gazette is sent as an email, posted to our Facebook page and printed in hard copy at our front desk. **The buses cannot be held for late arrivals and ALL of our field trips are pre-booked and pre-scheduled! We cannot afford to run the risk of arriving late to our field trip destination. There are NO REFUNDS or TRANSFERS of funds due to arriving too late to board or missing field trip transportation.**

LUNCH

Orders are taken on a daily basis, and can be made in advance. Lunch payments are due when an order is placed. **Orders must be placed by 10:15am.**

Monday, Wednesday and Friday, lunches may be packed or purchased. **Pizza, hot dogs, a box lunch from Subway, or various American grill meals (chicken nuggets, burgers, grilled cheese, and salads) can be purchased on Monday and Wednesday. On Fridays, pizza, hot dogs and Subway are the available options.**

Tuesdays and Thursdays, “bag” lunches are needed because we are off-site for lunch. **Colonial Sports offers a bag lunch for purchase on Tuesdays and Thursdays** or you may pack a nutritious lunch for your child. If your camper has any special dietary needs or restrictions we do not suggest the purchase of our bagged lunch. Lunches should include foods and drinks that sustain energy throughout the busy camp day. Make sure to include enough water/ beverages for the day. *Please limit candy with lunches; this type of energy is short lived.*

SNACKS

An afternoon snack will be provided by Colonial Sports. Campers may also purchase a snack from the vending machine, or bring a snack from home. Bottled water and healthy snacks from home may be stored in the child’s locker. We ask that campers choose 1 item to have as a snack. If a camper has special circumstances please make the staff aware.

HYDRATION STATION

We understand the challenges that parents face in providing their kids with healthy meals, snacks and beverages. Our Kid’s Shakes are formulated to provide the correct ratios of macronutrients that their growing bodies need. These drinks are 100% natural, totally nutritious, and amazingly delicious. We encourage you to consider this healthy alternative to a fast food breakfast or candy from the vending machine at snack time. Order forms will be available in the morning if you wish to preorder and prepay for a smoothie for your child. We will allow them to have a smoothie before 9 a.m., during lunch, or during snack time.

COMMUNICATION

Communication with parents is extremely important to us. Colonial Sports uses several methods throughout the summer to communicate with our parents and families. We will utilize the following to disseminate necessary information: **Constant Contact** for emails, **RainedOut** for text messages, **Facebook** messages via social media, and the **Weekly Gazette** for a schedule of events. Whenever possible, hard copies will be available at the front desk. Colonial Sports strongly urges you to carefully read our weekly correspondence. These communications help campers and their families better prepare for the week ahead. They are also used to supply families with vital information about trips, programming changes, and more up-to-date arrival times from day trips.

In addition, Colonial Sports uses a variety of notes to communicate specific information about a camper's day. We use them to inform you of minor injuries and first aid or affirm a camper's helpful or kind act. We may need to notify parents of a behavioral concern that staff needed to address that day. These notes are given directly to parents to read at time of pick up unless the issue is of a more urgent nature. A camp administrator or supervisor will usually be available for you to speak with if you have any questions in regards to a note. We always encourage you to share with us anything that you believe will help us deal most effectively with your child this summer. Please come to us with any issues that your child is unable to handle on his own.

Weekly Gazette

Each week a one page publication/schedule of events will be made available to parents via email, Facebook and in hard copy at the front desk. This publication is called the Weekly Gazette. It includes information about our daily activities and what specific items your child may need for camp each day. The Weekly Gazette also lists the times that campers need to arrive for our weekly trips as well as what time our campers arrive back to Colonial after a trip.

RainedOut

Our organization uses *RainedOut* to inform you about cancelled events, changed plans, new directions, and more. *RainedOut* delivers our urgent alerts to you as a text message or email.

Please Text **Colonial** to **84483** to receive alerts from Colonial Sports Summer Camp Program to your cell phone or email address. This will be helpful on days that we are off-site and/or should any extenuating circumstances occur.

Injury Notes

These pink colored notes outline the circumstances of any physical concern your child has brought to our attention or occurred throughout the camp day. It will also briefly describe any first aid that was administered. If the camper's circumstances are of a more urgent nature, Colonial Sports will inform parents as soon as possible and follow our Emergency Procedures.

MVP (Most Valuable Player) Notes

These green colored notes affirm a camper for behavior that is kind, helpful or shows an effort to improve behavior. These notes can be written by any staff member that spots a camper going above and beyond the average behavioral expectations. There is no limit to the number of MVP notes that a camper may receive in a day, week or summer at Colonial Sports. We strive to seek the positive and reinforce good choices whenever possible!

Red Card Notes

These red colored notes briefly describe any unacceptable behavior that the child chose to continue even after being redirected. The counselor with whom the behavior occurred will fill out the note and it will be reviewed by an administrator as well. Unless the behavior is of a severe nature these notes will be held until time of pick-up and then discussed with the parent as necessary.

BEHAVIOR MANAGEMENT

Colonial Sports asks campers to have respect for their counselors and our other staff members as well as their fellow campers. We ask that they approach each day at camp and new situation with a positive attitude. We encourage campers to be mindful of others and address any concerns in an appropriate way. If a child is unsure of an appropriate way to communicate concerns and find resolution Colonial Sports staff will make every effort, within our means, to help address the camper's concerns. However, we understand there may be moments and even days when a camper struggles to make good choices. Campers who are struggling with respect, a positive attitude, appropriate behavior and good choices will receive a color change if we have not been able to redirect their behavior in a positive way. A Red Card note will be filled out to inform the parents of the specific behavioral concern from the day. Please note that Colonial Sports and their camp counselors do emphasize positive discipline. This is a *process* of teaching children how to behave appropriately. Re-direction, individualized attention, time-to cool off, offering choices, natural consequences, and group decision-making are all examples of positive discipline that will be used. Each week will have some sort of individual and/or team reward system to provide incentive for good behavior. Physical discipline is prohibited and will not be used. Physical redirection may be used in extreme and potentially dangerous behavioral occurrences.

Participation in summer camp is a privilege. Violent, abusive, disrespectful, or inappropriate behavior by children will not be tolerated. Colonial Sports reserves the right to suspend or expel any child who exhibits inappropriate behavior that threatens the emotional, physical, or mental health and safety of others. We would appreciate parental follow-up at home in response to a color change. Excessive Red Card notes and/or color changes may result in a temporary suspension of your child's attendance at camp.

SAFETY

Your child's safety and well being is our biggest concern. No child will be left unsupervised at any time while attending our summer camp. Camp counselors will enforce rules that will apply to all participants to ensure safety for everyone.

EMERGENCY PROCEDURES

Although most injuries that occur at camp can be treated with basic first aid, soap, water, band-aid and/or ice, parents will be contacted immediately in the event of an emergency. Please keep us informed of any changes in your home or business address and phone numbers so we can reach you without delay. If you or the listed emergency contact person cannot be reached, we will call the physician identified by you on the Registration Form. In case of serious emergency requiring immediate medical attention, we will call for an ambulance. A staff member will accompany your child to the emergency room in an ambulance. Please recognize that any medical expense will be the responsibility of the parent. Incident reports will be completed and signed by a witnessing staff person and parent.

ILLNESS POLICY

In order to maintain a safe and healthy environment, we ask that you PLEASE keep your child at home a ***minimum of 24 hours*** if he or she shows any signs of illness or contagious disease such as:

- temperature over 100 degrees
- discharge from ears or eyes
- reddened or pink eyes
- excessive signs of sore throat, runny nose, cold, flu or lethargy
- unusual skin eruptions
- vomiting or diarrhea
- head lice

If your child shows any of the above symptoms while at summer camp you will be contacted immediately and asked to make arrangements to pick your child up. Children may return once they are fever/symptom free for 24 hours and without medication OR with a note from their physician.

MEDICATION

A physician's current written instructions and parental written consent are required in order for our staff to administer prescription medications. We require that **all medication** (prescription or non-prescription) be in its **original container** with the label clearly noting:

- child's name
- name of the medication
- dosage and directions for administering medication
- date filled
- pharmacy label and phone number
- physician's name and phone number

Medication will be administered by the Administrative Staff and noted on the Log form. The administration of Medicine during summer camp will be permitted only if the medications are absolutely necessary and failure to administer them would jeopardize the health of the child. At no time should a camper keep medications in their possession. **ALL medications MUST BE handed directly to the desk staff upon arrival.**

**Colonial Sports staff will not accept responsibility for dispensing any medication not presented in this manner.*

ELECTRONICS POLICY

PURPOSE: Our electronics policy is designed to support our mission. We believe that our policy is a reasonable approach to the realities of the world that we live in. On the one hand, summer camp is about community, developing interdependence, social skills, and gaining self-confidence. On the other hand, some quiet time to read a book, listen to music, or play a video game during a long, busy day of activities can be helpful for many children.

Electronic devices have come a long way and the dangers are real. These devices can be portals to the outside world, including much that parents send their children to camp to avoid. We want to ensure that your children are not exposed to age-inappropriate material. We want to ensure that your children cannot post their camp photos or access material on the internet that is inappropriate. We want to ensure that cyber-bullying is not occurring at camp. We want to prevent your children from hearing about situations and incidents concerning world/political events before their parents have had a chance to communicate with them. We are also aware that many parents have given their children access to a cell phone for an added sense of security.

In light of these issues, Colonial Sports has adopted the following **guidelines** for all electronics:

1. Devices should be put on "AIRPLANE" mode or password protected to prevent access to Wifi.
2. All games, apps, and music loaded to these devices must be age appropriate for camp.
 - a. Music should not contain explicit lyrics or content.
 - b. Content should have a rating equal to or less than 9+ when rated.
 - c. Games and applications that are rated TEEN or MATURE are prohibited.
3. Taking photographs with anything other than a digital camera is prohibited.
4. Campers are not allowed to share individual games or game systems or any other accessories with other campers.
5. All game systems, games, chargers, and cases should be labeled with the child's name.
6. Devices are to be used for games and music only. Texting is prohibited. If your child needs to communicate with a parent via call or text, he/she must ask to come to the front desk with their device.
7. Colonial Sports reserves the right to determine the times during a camp day when these devices may be used.

A PARENT ELECTRONIC WAIVER must be signed in order for your child to have ANY electronic devices in their possession at Colonial Sports Summer Camp.

SPENDING MONEY

The topic of spending money often comes up throughout camp. There are a fair amount of opportunities for children to believe that they NEED to have spending money. The vending machine at Colonial, gift shops at some field trip locations, and the snack bar at Ken-Grill pool are the most likely culprits! Many parents cannot afford to supply their children with spending money on top of the cost of tuition. Other parents have more flexibility in this area. Some children earn spending money by doing chores at home. Some parents do not want their children to buy less healthy snacks or unnecessary items at gift shops. As a result of this disparity in circumstances, Colonial has several policies in regard to spending money.

1. *Children absolutely may not borrow, lend or give money to other campers.* Disregard of this policy leads children with no money to pressure children with extra money to “buy me something”. Or a child with cash playing favorites with their friends or attempting to “buy” their way into favor with others. To say nothing of parents who are not prepared to finance 2 or 3 other children’s treats for the summer! Please explain to your children that any spending money you give them is for them alone. They should report any requests to borrow money to a counselor.

2. *There are specific times and ways that spending money is to be used.* Your child will be informed of the times when he/she will be allowed to buy snacks from the vending machine. At the pool, we allow children to purchase food items between 1 and 3 p.m. During field trips, your child’s counselor will tell their group if and when they will be visiting the gift shop.

3. *We encourage you to allow us to be the “banker”.* Older children may be capable of handling their own money, but many children are not. We will keep your child’s cash in an envelope with his/her name on it. These envelopes accompany us on field trips and to the pool. You can specify how much money your child may spend per day or put restrictions on the type of items to be purchased. Colonial Sports and staff will not be held responsible for lost funds.

STAFF

Our wonderful camp staff is made up of young men and women who are education majors, young teachers, and a few moms who are young-at-heart! All staff members have their Child Abuse Clearance, PA Criminal Clearance Check and FBI Fingerprinting. We maintain a ratio of approximately 1:12. On any given day, we have a minimum of 12 counselors on the floor running our activities, games, sports and challenges, in addition to 2 to 4 administrative and leadership staff. The Camp Director and/or Assistant Camp Director are always in attendance when we leave the building (park days, pool days, field trips). What we all have in common is that we love summer camp and want this to be a safe, fun experience for your child!

Week at a Glance

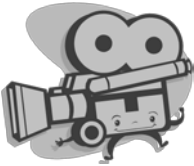


Monday –We stay at Colonial and enjoy theme related activities, games, and crafts, plus a weekly tournament! Camp balance is due for the week.



Tuesday – We go to the park in the morning. Children will enjoy some unstructured outdoor play time as well as counselor-led activities.

PLEASE send your child with a water bottle today. You **MUST** pack a lunch today (or purchase a bag lunch).



Wednesday – Movie Day! We stay at Colonial and enjoy theme related activities in the morning, compete in a big camp challenge, and watch a movie in the afternoon.



Thursday –Wear your camp T-shirt, we are going on a field trip! If you send money with your child for gift shops, we can hold it for them if you would like us to. You **MUST** pack a lunch today (or purchase a bag lunch).



Friday – Bring suntan lotion, we are going to the Pool! We participate in theme related activities in the morning, and leave for the pool after lunch. Wear your swim suit under clothing or change at Colonial. Bring clothes (including undergarments) to change back into after swimming. Bring a plastic bag to put your wet suit in. Your child may wear sandals or flip-flops today, and you may also want to send money for the snack bar.

Thank you for your time. We are looking forward to a great summer with your children!

THE COLONIAL SPORTS SUMMER CAMP STAFF



*****Colonial Sports reserves the right to alter daily activities, field trips, scheduled events and activity-based fees in the event of special circumstances and/or emergencies.*****

2018 Summer Camp Rates

Registration Fees

Registration Fee – <i>by May 31, 2018</i>	
Child	\$35
Family	\$50
Previous Camper/School Year Member – <i>by May 31, 2018</i>	
Child	\$25
Family	\$40
Registration Fee – <i>June 1 – June 8, 2018</i>	
Child	\$50
Family	\$90
Registration Fee – <i>after June 8, 2018</i>	
Child	\$60
Family	\$110

Deposits

\$25

A non-refundable/non-transferable deposit of \$25 is due at time of registration for each week for which a camper registers. This deposit will be deducted from the tuition balance on a weekly basis throughout the summer.

Weekly Tuition Rates

Camper	\$168
School Year Program Member	\$148

Daily Tuition Rate

\$42

Discounts

A 10% discount will be given off the original rates for a second child.

A 20% discount will be given off the original rates for a third child.

Discounts will be applied to additional children.

Discounts will NOT be applied for field trip fees.

Multi-week discount – registrations of 3 days or more for a minimum of 5 weeks receive an additional \$5 off per week.

Field Trips

\$20

Additional Fees

Extended Care Charge – *Camp Tuition covers 9 ½ hours of care*

 Daily \$5

 Weekly \$25

Late Pick-up Fee – *per minute after 6 pm* \$1 x total # minutes

Late Payment Fee – *added to payments made after Tuesday* \$5

Returned Check Fee - *Additional bank fees may apply* \$30

*****Please see Parent Handbook for complete explanation of fees*****