



Summer Camp 2020 Parent Handbook

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Parent Handbook

WELCOME! Our entire staff at Colonial Sports is looking forward to serving you and your children this summer. Our Parent Handbook will address important information about policies, procedures, and other information to help make you and your camper's experience enjoyable! 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.

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:

1. Campers must be between the ages of 5 to 12 years old and have completed Kindergarten.
2. A completed registration packet including the registration form, summer camp agreement, emergency contact/parental consent form, and child health assessment form.
3. The child health assessment form/physical examination form **MUST** include a physician's signature and up-to-date immunization records and is due within 30 days of the first day of camp.
4. A registration fee of \$35 per camper or \$50 per family is due at the time of registration.
5. A non-refundable/non-transferable deposit of \$25 is due for each week you wish to register your camper for. 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.

Wait List

Registration is on a first come, first served basis. A Wait List will be created for all campers registered after Colonial Sports has met their initial enrollment number. If a camper wants to be placed on a Wait List, a \$25 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 the week.

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. Our flexibility is one of the reasons that there are 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. Please refer to the 2020 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 but 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 on their registration form. The tuition balance due will include either daily or weekly tuition amount and field trip fees, minus any paid deposits. Tuition balance due for the next registered week will not be adjusted after 6:00pm on the Wednesday prior to their next week of camp.

Late Pick-Up Fee

The Colonial Sports Summer Camp Program hours end at 6:00pm. A late fee of \$1.00 per minute per child after 6:00pm will be charged for late pick-ups. If you are running late, please call Colonial Sports at 610-777-9651 to let them know as soon as possible.

SCHEDULES & PAYMENT POLICIES

Schedule Changes

The deadline for Schedule Changes is NO LATER THAN 6:00pm on Wednesday the week prior. Changes made after this deadline will be subject to the original tuition and fees. Please note that schedule changes ALSO apply to Field Trips. If your camper is scheduled to come on a Thursday field trip the next week and a change is made after the deadline, field trip payment is still due, regardless of attendance. We understand that last-minute conflicts occur; however, field trip tickets are pre-purchased.

Accepted Forms of Payment

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

Tuition Payment

Tuition payments are due every Monday or the first day your child is attending camp that week.

Payments can be made in person at our desk, over the phone, or an automatic draft can be set up that will be charged on Monday every week that your camper is registered. Please see the desk for details.

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 and also note the section on page 3 detailing Field Trip Schedule Changes.

Delinquent Tuition Payments & Accounts

Any tuition payment not received by 6:00pm on Wednesday will be subject to a **\$5 late payment fee.**

Termination for Non-Payment

Any delinquent balances that remain unpaid after two weeks of attendance may result in termination of the child's enrollment for the rest of summer. Once "terminated", the child would be subject to space availability and would have to pay a registration fee before returning.

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. Any and all deposits are non-refundable. Please make sure to review Registration and/or Schedule Changes policies for more information.

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/out 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. Please see Communication for more details.

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 for emergency vehicles. Colonial Sports buses and vehicles must also have easy access to the building. 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 your child's belongings.
- **SUNSCREEN** – We are outside almost every day at camp. Send the appropriate sun protection with your child to camp; we will remind campers to reapply sunscreen throughout the day. Please apply sunscreen to your child before camp as well.
- **WATER BOTTLE** – We play a lot and go hard at camp! Please send a water bottle with your camper, especially on Tuesday, Thursday, and Friday. Camp Tip: 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, gum, and inappropriate games (see electronics policy).

If an item is brought to camp that is inappropriate or is being used inappropriately, it will be kept at the desk and returned to a parent/guardian at pick up. Colonial Sports is not liable for stolen/lost items.

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

Your child will receive a free 2020 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. If we do not have shirts available for purchase, your child may be unable to attend the field trip that day.

FIELD TRIPS

As indicated on the Registration Form, campers will be taking off-site field trips every Thursday. 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)

New this year, the departure time for each field trip will be 8:15am EVERY THURSDAY.

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. **As such, any child arriving after 8:15am cannot be guaranteed a field trip spot.** There are NO REFUNDS/TRANSFERS due to arriving too late/missing field trip transportation.

LUNCH

Colonial Sports has a variety of options for lunch. Options are limited to certain days of the week due to our weekly schedule. 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 10:00am. **A \$1 late fee will be added to any late orders.**

- Monday and Wednesday: Hot lunch menu, Subway, or a packed lunch from home
- Tuesday and Thursday: Colonial's Brown Bag lunch or a packed lunch from home
- Friday: Limited hot lunch menu, Subway, or a packed lunch from home

In addition, make sure to send enough water/beverages with your child for the day and please limit candy with lunches- this type of energy is short-lived. We are not a peanut/tree nut free facility.

SNACKS

An afternoon snack will be provided by Colonial Sports. Campers may also purchase a snack from the vending machine, order a smoothie at the front desk, or bring a snack from home. We ask that campers choose 1 item to have as a snack. If a camper has special circumstances, please let us know.

COMMUNICATION

Communication with parents is extremely important to us. Colonial Sports uses several methods throughout the summer to communicate with our parents and families. Colonial Sports strongly urges you to carefully read our weekly correspondences. These communications help campers and their families better prepare for the week ahead with vital information about trips, programming changes, and more up-to-date arrival times from day trips. We will utilize the following to disseminate information:

- **Constant Contact** for emails
- **RainedOut** for text messages (text COLONIAL to 84483 to receive alerts)
- **Facebook** postings/messages via social media
- **Weekly Gazette** for a schedule of weekly events

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.

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/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. If inappropriate behavior continues, the child will no longer be permitted to attend.

SAFETY

Your child's safety and wellbeing are our biggest concerns. 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, 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 necessary and failure to administer them would jeopardize the child's health. 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 you 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 electronics:

1. Devices should be put on “AIRPLANE” mode or password protected to prevent access to Wi-Fi.
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. Some campers cannot be photographed or recorded, so we prohibit photos and videos being taken by campers. Please see the desk if your camper would like one for making memories with new friends and we can seek special permission.
4. Campers are not allowed to share individual games, 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 day when these devices may be used.

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

SPENDING MONEY

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! Here are our guidelines for spending money here at Colonial.

1. *Children 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 them something”. Or a child with cash playing favorites with their friends or attempting to “buy” their way into favor with others. 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 1-3pm. 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 staff are handpicked to be a part of our Colonial Sports Summer team. All staff members have their Child Abuse Clearance, PA Criminal Clearance Check, FBI Fingerprinting, NSOR Clearance, Child First Aid and CPR certifications, fire and water safety training, and so much more. We maintain a ratio of 1:12 which allows for staff to be available to help with your campers needs and maintain a safe and fun environment. The Camp Directors 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 and 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! Arrive by 8:15am. 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 sunscreen, 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. Return by 4:15pm.

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

Thank you for your time. We are looking forward to a great summer with your children!
~ THE COLONIAL SPORTS SUMMER CAMP STAFF

2020 Summer Camp Rates

Registration Fees

Child	\$35
Family	\$50

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

New Camper Rate	\$168
A.S. Member Rate	\$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 – Registration of 5 or more weeks results in a \$25 credit that can be used toward any week of camp. Excludes deposits, field trips, lunches, snacks, vending, merchandise, and smoothies.

Field Trips

\$20

Additional Fees

Late Pick-up Fee – <i>per minute after 6pm</i>	\$1 x total # minutes
Late Payment Fee – added to payments made after Tuesday	\$5
Returned Check Fee - <i>Additional bank fees may apply</i>	\$30

Please see Parent Handbook for complete explanation of fees