



# **Limerick Township Parks and Recreation Camp Shamrock Parent Information Packet**

Dear Parents/Guardians:

Welcome to Camp Shamrock Summer Camp! Thank you in advance for choosing Limerick Township Parks and Recreation. This handbook contains important information regarding camp, please read it in its entirety.

Our Camp Shamrock program will be hosted at: Limerick Elementary School.

If you have any questions regarding Camp Shamrock, please feel free to contact Angela Russell, Director of Parks and Recreation, at 610-495-6432 or [angelar@limerickpa.org](mailto:angelar@limerickpa.org).

Our **#1 goal** is to make sure your child has a safe and fun summer with LTP&R! We are looking forward to a great season.

See you at camp!

***Camp Shamrock Staff***

## GENERAL CAMP INFORMATION

Camp Shamrock is designed for children who are entering 1<sup>st</sup> grade through 4<sup>th</sup> grade. Each week is different with a variety of carefully planned activities – including arts and crafts, organized games, and special events. Campers are grouped by age and have an Assistant Site Supervisor and campers assigned to them to lead age-appropriate activities.

Camp Shamrock runs Monday through Friday at Limerick Elementary. Camp hours are 9:00 am to 4:00 pm. Extended Hours Program is available from 8:00 am to 9:00 am in the morning and 4:00 – 5:00 pm in the afternoon.

Camp Shamrock will be CLOSED on July 5<sup>th</sup> due the Holiday.

Parents are reminded that our staff supervision is during camp hours only. Please be sure to pick-up and drop-off your children at the stated times.

All registered campers will receive a Camp Shamrock t-shirt to wear for camp. *If you are interested in purchasing extra camp shirts, they can be bought at the Parks & Recreation office for \$10.00 a shirt.*

## STAFFING

The Camp Shamrock site is managed by a qualified staff of Site Supervisors, Assistant Site Supervisors, Camp Counselors and Counselors in Training Volunteers (CITs).

All members of the Camp Shamrock staff are trained to provide quality care for our campers. All staff members have obtained successful criminal background checks, child abuse clearances and FBI clearances. All staff has completed a screening process that meets the requirements set forth by the Limerick Township Parks & Recreation Department and all staff members are required to attend an in-service training orientation. All Supervisors are CPR and First Aid certified.

The camp program and staff are supervised by Angela Russell, Director of Parks and Recreation.

## CAMP RULES & REGULATIONS

Your child should wear comfortable clothing and **sneakers** each day. **Open toe/open heel shoes are not permitted.** Children will get dirty at camp, please dress them accordingly.

Children are responsible for helping to keep the school and playground areas clean. They are expected to clean up after lunch, snacks, and crafts. Please keep in mind that we are guests at the SFSD Limerick Elementary School.

Children are expected to use appropriate playground structures and equipment as they are intended. Rules for use will be explained each Monday to all campers. Children may be prohibited from using the structure or equipment if problems persist. Camp staff will be monitoring bathroom breaks as well as supervising bathroom facilities from the outside. All campers need to be able to use the restrooms unassisted.

Children must listen to the staff at all times; failure to do so may result in removal from camp.

On hot days, children may be participating in water activities, such as water balloons, sponge relays, etc. When indicated, please have your child wear their bathing suit under their clothes. These days will be clearly marked on the white board near the sign in/out table.

Backpacks are permitted at camp, but we suggest that anything valuable be left at home. We are not responsible if something is stolen or lost, but we will make every effort to prevent it. **Please make sure any and all items are clearly labeled with your child's name.** The following list of items is prohibited at camp:

- iPods/ iPads
- Handheld gaming electronics
- Knives/weapons of any kind
- Toy guns
- Cell phones\*

\*It is recommended cell phones are left at home. The Site Supervisor has access to a phone if parents need to be contacted. If a parent or guardian needs to contact their child or camp staff for any reason, please contact the Parks & Recreation Department at 610-495-6432. If a child must bring a cell phone, their cell phone must remain in the camper's backpack during camp hours. Campers are not permitted to carry cell phones during camp hours.

If a child brings any prohibited items to camp, the item will be confiscated and returned to his/her parent at the end of the day. These items are banned in order to eliminate any disruption or safety concerns that may arise from their use.

Lost & Found items will be kept in a Lost & Found bin at the camp site. If items are not claimed by the end of camp, all items will be donated.

## **BEHAVIOR ISSUES**

Limerick Township Parks and Recreation takes behavior issues very seriously and has protocols to deal with situations involving misbehavior. Appropriate behavior is expected of all participants during the summer camp programs. Respectful interactions between program participants and staff are essential to having a successful program experience. Bullying, fighting, inappropriate behavior/language and continual disregard for camp policies and procedures will not be tolerated. Camp staff will do their best to redirect any misbehavior and resolve any issues to achieve a positive outcome for all involved. If positive outcomes cannot be achieved, or if a camper exhibits continuous disruptive behavior, Limerick Township reserves the right to suspend or dismiss the camper from the program without refund.

Please keep in mind that Limerick Township Parks and Recreation reserves the right to change our behavior procedures based on the severity of the incident.

## **REFUND POLICY**

No refunds will be issued for camp cancellations unless requests are made in writing prior to 14 days of the start of the camp program. After this date, no refunds will be issued. All refunds are subject to a \$10 administrative fee. No refunds are given for field trips/activities.



Limerick Township  
Parks and Recreation Department

DISCIPLINE INFRACTION GRID

Name: \_\_\_\_\_ Age: \_\_\_\_\_

OFFENSE	1	2	3
Drugs, Alcohol  Sexual Harassment	IMMEDIATE REMOVAL FROM CAMP (No refund)  ____/____/____ Parent Initial		
<ul style="list-style-type: none"> <li>• Disrespect towards staff</li> <li>• Fighting</li> <li>• Bullying</li> <li>• Cursing</li> <li>• Inappropriate behavior</li> <li>• Breaking camp, trip and playground rules</li> </ul>	Write Up & Phone Call Date, Time, Staff Initial  _____ Parent Initial  _____	Write Up, Loss of Privilege, Discussion of removal  Date, Time, Staff Initial  _____ Parent Initial  _____	<b>Immediate removal            from camp</b>  Date, Time, Staff Initial  _____ Parent Initial  _____

Limerick Township Parks & Recreation reserves the right to change or alter the above procedures based on the severity of each individual incident.

## **DAILY LUNCH INFORMATION**

Children are responsible for bringing their own lunch and refillable water bottle every day. It is recommended that they have an insulated lunch bag as there is no refrigeration available. Bags must be clearly marked with your child's name. Each day campers will have a break for lunch and two snacks.

Every Wednesday will be Pizza Party Wednesday. The cost for the Pizza Party is \$5.00 and includes 2 slices of pizza, 1 juice drink and 1 snack (chips, pretzels, etc.). This is not mandatory, just a special treat we offer for the campers. Sign-up sheets will be available at your camp site and **must** be handed in by the end of the camp day on Tuesday. **No exceptions.**

Every Friday will be Pretzel Friday. The cost is \$1 per pretzel. This is not mandatory, just a special treat we offer for the campers. Sign-up sheets will be available at your camp site and **must** be handed in by the end of camp on Thursday. **No exceptions.**

## **SIGN IN & SIGN OUT PROCEDURES**

### **Drive Through Drop Off**

This year we will be implementing a Drive Through Drop Off/Pick Up Routine each day.

- Upon arrival at camp, parents should drive to the designated drop off location, and wait for a camp staff member to walk over to the car and perform a wellness check from a safe distance on each child.
- If another car is in the designated drop off location, please pull up at a safe distance behind the other car and wait for the car to pull away.

### **Drive Through Pick Up**

When arriving to pick up children, parents should drive to the designated pick-up location and wait in their vehicle for a camp staff member to walk over to the car.

- The camp staff will ask which camper(s) the parent is picking up and send for the child to gather any belongings and leave with the parent.
- Although we strongly encourage the same parent drop off and pick-up children each day, campers may be released to individuals other than parents; however, they must be listed on the registration form or a note must be provided by the parent/guardian.
- Further details will be emailed on specific pickup instructions.

### **Additional Sign In/Sign Out Info**

- No camper may sign him/herself in or out of camp.
- We recommend the same parent drop off and pick-up children each day.

## **PICK UP AND DROP OFF TIMES**

Regular Camp Hours run Monday through Friday from **9:00am to 4:00pm**. The Extended Hours program runs Monday through Friday **8:00am to 5:00pm**. Please note that Extended Hours are **ONLY** for campers who are registered for these hours and will be charged an additional fee if dropped off early or picked up late.

If you are interested in the Extended Hours program, please stop by the Parks and Recreation Office at the Limerick Township Building and register for the Extended Hours program.

## IT HAPPENS – LATE PICK-UP FEES

We understand that sometimes extenuating circumstances prohibit a parent from picking up a child on time. However, we are also concerned with fairness to our staff members. With this in mind, the following DAILY LATE PICK-UP FEES will be charged:

### REGULAR CAMP HOURS

4:00 - 4:05 pm	NO CHARGE
4:06 - 4:10 pm	\$5 per car
4:11- 4:15 pm	\$10 per car
4:16- 4:20 pm	\$15 per car
4:21- 4:25 pm	\$20 per car
4:30 pm & later	\$30 +\$1/min. thereafter per car



### EXTENDED CAMP HOURS

5:00 – 5:05	NO CHARGE
5:06 – 5:10 pm	\$5 per car
5:11 - 5:15 pm	\$10 per car
5:16 - 5:20 pm	\$15 per car
5:21 - 5:25 pm	\$20 per car
5:30 pm & later	\$30 +\$1/min. thereafter per car

- **1<sup>st</sup> incident:** fees will be charged after 15 min.; must be paid before child is permitted to return to site.
- **2<sup>nd</sup> & 3<sup>rd</sup> incidents:** fees charged as published; must be paid before child is permitted to return to site.
- **4<sup>th</sup> incidents:** child is dismissed from the program with no refund of registration fees.

## ABSENCES

Notifying LTP&R of an absence is not required. We do ask if your child is absent due to a contagious condition, please notify the office so that other parents can be notified that their child may have been exposed. If your child has been ill, we require them to stay home for at least 24 hours after the symptoms have subsided. Please help us keep our campers and staff safe by keeping your camper home if they are not feeling well.

NOTE: There will be no fee reduction or reimbursement for absences.



## WEATHER ALERT!!

If there is rain or a high heat index, camp will still **go on**. Activities will take place indoors.

## **MEDICAL INFORMATION**

It is extremely important that we have all necessary medical information concerning your child.

The responsibility for administering medications rests with the camper's legal parent or guardian. **No camp staff is permitted to administer medication.** It is important that all medication be taken at home. No medication is to be sent to camp unless it is a prescription drug for preventive reasons or emergency conditions such as seizures, heart conditions, asthma, bee stings or allergy conditions.

These preventive or emergency medications may be sent to camp if the rules listed below are followed:

- 1. Note from the doctor stating name of medication, how it is to be given, amount, time, and diagnosis of illness. The medication must have the prescription label on the container.**
- 2. Note from the parent or legal guardian giving approval for the medication to be administered by the camper under staff supervision.**
- 3. For emergency conditions such as bee sting reaction, the Site Supervisor will call the parents/guardians.**

All medical information is kept strictly confidential.

## **SUNSCREEN**

Please apply sunscreen to your child daily. We request sunscreen be sent to camp daily, labeled with your child's name. **Staff members are not permitted to apply lotion to children. All groups take several water breaks and to reapply sunscreen throughout the day.** Please speak to your child how important it is to reapply at each break as they spend a great amount of time each day outdoors. Also, take time before camp starts to practice with your child how and where (back of neck, face, etc.) to apply sunscreen correctly.

## **FIELD TRIP INFORMATION – for 2021 only**

Due to Covid-19, all activities will be brought into camp for this summer. Campers will not leave the camp site for any activities. All activities are included in the cost of camp and campers are invited to participate in all activities.

Camp activities are scheduled at various times. Please be sure that your camper is on time for camp on special activity days. Refunds are not given for missed activities.

## **EMAIL ADDRESSES**

On Thursdays, a weekly camp flyer will be e-mailed to the e-mail address provided on the registration form. If you have not provided us with an email address, please do so as soon as possible to keep updated!

## Limerick Township Parks and Recreation Health and Safety Plan

### **Introduction**

Limerick Township Parks and Recreation has put together this Health and Safety Plan to ensure everyone is aware and prepared for the safety measures in place for camp this summer. Our plan is put in place to ensure camp will be provided in the safest environment possible. Ultimately there is inherent risk with camp, and we encourage parents/legal guardians of higher-risk campers to consult their child's medical provider to assess their risk and determine if attendance is acceptable. Below you will see the additional measures taken to prevent Covid-19.

### **Sign in/Sign out Procedures**

#### **Drive Through Drop Off**

This year we will be implementing a Drive Through Drop Off/Pick Up Routine each day.

- Upon arrival at camp, parents should drive to the designated drop off location, and wait for a camp staff member to walk over to the car and perform a wellness check from a safe distance on each child.
- If another car is in the designated drop off location, please pull up at a safe distance behind the other car and wait for the car to pull away.

#### **Wellness Check steps**

1. While the family is still in the car, Staff will take all campers temperatures. If a person has a temperature of 100.4 degrees or above or exhibits any signs or symptoms of Covid-19, the family will not be allowed to participate in camp.
2. After the wellness check is complete, the touchless thermometer will be wiped down with a wet disinfecting wipe.

#### **Drive Through Pick Up**

When arriving to pick up children, parents should drive to the designated pick-up location and wait in their vehicle for a camp staff member to walk over to the car.

- The camp staff will ask which camper(s) the parent is picking up and send for the child to gather any belongings and leave with the parent.
- Although we strongly encourage the same parent drop off and pick-up children each day, campers may be released to individuals other than parents; however, they must be listed on the registration form or a note must be provided by the parent/guardian.

#### **Additional Sign In/Sign Out Info**

- No camper may sign him/herself in or out of camp.
- We recommend the same parent drop off and pick-up children each day.

#### **When to stay home?**



Although we want our campers to be at camp every day, there are certain instances when it is important to not compromise the safety of others by staying home.

- Employees and campers should stay home if they have tested positive for or are showing Covid-19 symptoms. They may return:
  - 10 days after their symptoms first appeared **and**
  - 24 hours with no fever without the use of fever-reducing medications **and**
  - Other symptoms of COVID-19 are improving.
- Employees and campers who have been diagnosed with Covid-19 but show no symptoms should stay home for 10 days after their positive test.
- Employees and campers who have recently had close contact with a person with Covid-19 should also stay home and monitor their health for 14 days since their last exposure to that person.
- In addition, those who are sick should notify LTP&R's Director of Parks and Recreation if they or anyone in their family becomes sick with Covid-19 symptoms, test positive for Covid-19, or has been exposed to someone with symptoms or a confirmed or suspected case. Also, in the event of a Covid-19 issue the township Emergency Management Coordinator/Pandemic Safety Officer will be notified.

## **Health, Safety, Sanitization, and Hygiene Procedures**

### **Staff Opening Procedures**

- Upon arrival, staff should set up any necessary equipment for the day, such as tables, chairs, tents, storage boxes, arts, and crafts, etc.
- Next, a designated staff member will perform health screenings on campers as they arrive, while the other staff members will begin to gather campers into their groups and begin activities.

### **Staff During Camp Procedures**

- Staff will clean, sanitize, and disinfect frequently touched surfaces throughout the day, such as tables, chairs, door handles, camp supplies, and equipment.
- Personal items should be contained and remain separate from other children's belongings.
- Staff will implement the hand washing/sanitizing procedures outlined in the Handwashing portion of this document.

### **Staff Closing Procedures**

- Staff will clean and disinfect frequently touched surfaces at the end of camp each day, including surfaces such as tables, chairs, door handles, camp supplies, and equipment.
- Staff should break down any relevant equipment or supplies, such as tables, chairs, tents, etc.
- Before leaving, staff should wash hands with soap and water or use hand sanitizer.

### **Hand Washing/Sanitizing**

All campers and staff are required to wash hands with soap and water, or use hand sanitizer at the following times:

- Arrival to the camp and after breaks
- Before and after eating or handling food

- Before and after administering medication or medical ointment
- After using the bathroom
- After coming in contact with bodily fluid
- After handling garbage

We also encourage all staff and campers to cover coughs and sneezes with the inside of their elbow or a tissue. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds. If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol can be used.

### **Personal Protective Equipment (PPE)**

All Campers and camp staff are required to wear facemasks while at camp. A mask break area will be provided.

- Staff will keep necessary PPE near workstations in the camp where they will be used.
- Face masks will be available at camp if someone should forget theirs.
- Face masks must be worn by counselors, staff, and campers.
- Cleaning staff must wear disposable gloves and facemask for all tasks that involve cleaning, including handling trash.
- Gloves and masks should be removed carefully to avoid contamination of the wearer and the surrounding area. The wearer should clean hands after removing gloves.
- Staff must immediately report breaches in PPE (e.g., tear in gloves) or any potential exposures to their supervisor.
- Cleaning staff and others should clean hands often, including immediately after removing gloves, by washing hands with soap and water for 20 seconds. If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains 60%-95% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.
- The Limerick Township Emergency Management Coordinator/Pandemic Safety Officer will be training staff to monitor the campers (how to appropriately take temps, how to don and doff PPE, how to sanitize equipment, to appropriately recognize the signs and symptoms of Covid-19 and how to appropriately respond if they believe someone at the camp may be exhibiting signs and/or symptoms of Covid-19.

### **Social Distancing Procedures & Camp Activities**

- **Cohorting:** Cohorts or “groups” are campers and staff that stay together throughout the day to minimize exposure to other people while at camp. Groups should have the same staff stay with the same group of campers and remain together as much as possible. Limit mixing between groups. Groups should not replace other prevention measures, including wearing masks. Campers and staff in the same group should continue to wear masks at all times, except when eating and drinking, playing water games or while participating in high-exertion outdoor activities such as sports or exercising. To adhere to these guidelines, our camp groups will consist of the same campers each week and staff will remain with the same group.
- **Maintaining Physical Distance:** Physical distancing provides protection by reducing risk of exposure and limiting the number of close contacts when someone is infected with

COVID-19. Staff must implement strategies to promote physical distancing, indoors and outdoors, of

- At least 3 feet between all campers within a group
- At least 6 feet between all campers outside of their group
- At least 6 feet while eating and drinking, including among people within the same group
- At least 6 feet between campers and staff
- At least 6 feet between staff
- Camp groups and staff will not intermingle or have larger group activities that may promote transmission.
- We will limit the mixing of children, such as staggering field use times and keeping groups separate for special activities.
- Per CDC Guidelines, physical activity conducted as part of summer programming is allowed. We will alter activities and games when feasible to limit them to little or no physical contact.

### **Personal belongings and Shared items**

- Each camper's belongings will be separated from others and each camper will have a designated area to keep their belongings. All belongings must be labeled with camper's names.
- We will ensure adequate supplies to minimize sharing of high-touch materials to every extent possible or by limiting use of supplies and equipment to one group of campers at a time and cleaning and disinfecting between use.
- We will avoid sharing electronic devices, toys, books, and other games where possible.

### **Rules and Guidelines for Campers**

At the beginning of each camp day, staff will have a demonstration with all campers in their group, discussing behaviors and precautions campers should abide by to prevent the spread of Covid-19, including:

- How and when to effectively wash and sanitize hands
- How to practice physical distancing in various settings (outside, inside, bathrooms, etc.)
- Which symptoms to look out for and when to report them and to whom
- When to stay home
- Coughing etiquette
- Any other camp-specific policies or guidelines

### **Signage**

Posters related to Health & Safety Awareness/Tips will be displayed at various locations of camp. Signage will include Handwashing Information, Coughing Etiquette, and Symptoms of Covid-19.

### **In the Event of a Potential Exposure to COVID-19**

- We will close off all areas used by a sick person and not use these areas until after cleaning and disinfecting them (for outdoor areas, this includes surfaces or shared objects in the area, if applicable).
- Camp may need to stop operations for a recommended period of time.

#### **Notification**

- In accordance with state and local laws and regulations, LTP&R will notify local health officials, staff, and families immediately of any case of Covid-19 while maintaining confidentiality and follow all HIPPA standards and guidelines.
- We will advise those who have had close contact with a person diagnosed with Covid-19 to stay home, self-monitor for symptoms, and follow CDC guidance if symptoms develop.

### **Camp Details- Number of Campers/Staff, Registration Information**

Camp will be located Limerick Elementary. There will be a maximum registration of 120 campers per week. Campers will then be split by age group and then split into smaller groups from there. Counselors will be assigned to one group only and not intermingle with other groups. There will be two Site Supervisors at camp who will manage all staff at the camp site.

\*\* These guidelines may change as CDC protocols change. \*\*