

# PARENT HANDBOOK



SASD Summer Camp 2024

# WELCOME TO OUR CAMP

The goal of the Souderton Area Community Education Summer Recreation Program is to provide quality instructional and recreational experiences for the children of the Souderton Area School District and surrounding communities.

Creating a safe, fun, memorable experience for our campers will be our main purpose this summer.

For more info on the camp please visit our website at: [www.soudertonsd.org/sace-camps](http://www.soudertonsd.org/sace-camps)



# Great Adventures Camp 2024

## West Broad Street Elementary

342 West Broad Street  
Souderton, PA 18964  
Director: Leticia Clark  
Camp Phone:  
267-382-9321

## Oak Ridge Elementary

465 Moyer Rd  
Harleysville, PA 19438  
Director: Jeff Zaleta  
Camp Phone:  
267-382-7578

## Club Adventure Workshops

Souderton Area High School  
625 Lower Rd  
Souderton, PA 18964  
Workshop Coordinator: Rachel Groff  
267-382-9277

## Souderton Area Community Education

Joe O'Hara: Coordinator of Community Education  
Office: 215-721-1551  
Email: [communityed@soudertonsd.org](mailto:communityed@soudertonsd.org)

# **WEEKLY THEMES**

**Week 1: June 17-21 Summer Adventures**

**Week 2: June 24-28 Underground Adventures**

**Week 3: July 1-5 Americana Adventures**

**Week 4: July 8-12 Splish Splash Adventures**

**Week 5: July 15-19 Wild and Woolly Adventures**

**Week 6: July 22-26 Clean and Green Adventures**

**Week 7: July 29-August 2 Around the World Adventures**

**Week 8: August 5-9 Sports Adventures**

**Week 9: August 12-16 TRIP WEEK**

# DAILY SCHEDULE

*Please note: Schedule may vary at the discretion of the Directors*

## Day Camp Drop Off: 7:00am

- 7:00am-9:00am** **Free Extended Care** - Campers may choose an activity that interest them such as art and crafts, puzzles, games, science projects, reading, ect.
- 9:00am-9:45am** Camp Opening- All campers start the day with a cheerful greeting, information regarding the day's events and fun camp-wide games, songs, and activities
- 9:45am-10:00am** Morning Break and Snack Time
- 10:00am-12:00pm** Campers rotate with age appropriate groups through planned activities
- 12:00pm-1:00pm** Lunch & Recess (**Lunch included in camp fee**)
- 1:00pm-1:45pm** Free Time and Activities
- 1:45pm-3:15pm** Campers rotate with age appropriate groups through planned activities
- 3:15pm-3:45pm** Full Camp Activities - and snack
- 3:45pm-4:00pm** Camp Closing Activity
- 4:00pm-6pm** **Free Extended Care** - Campers may choose an activity that interest them such as arts and crafts, puzzles, games, science projects, reading, etc.

## Day Camp Pick Up by 6:00pm

# FIELD TRIPS AND EVENTS

<b>Week 1</b>	First Week of CAMP!
<b>Week 2</b>	Crystal Cave - June 26th -- Downtown Scoop Social June 27th
<b>Week 3</b>	3 Day week - 4th of July and the 5th are closed
<b>Week 4</b>	Magician, Water Day, Tie Dye, Ice Cream
<b>Week 5</b>	Academy of Natural Sciences - July 17th, Rocco's Social July 18th, SPCA
<b>Week 6</b>	TBA
<b>Week 7</b>	Bowling - WBS July 30th / OR August 1st, Alex's Lemonade August 2nd, North Penn Water Authority
<b>Week 8</b>	Field Day
<b>Week 9</b>	TRIP WEEK Arnold's Family Fun - August 12th Gilbertsville Farm - August 13th Crayola Factory - August 14th Philadelphia Zoo - August 15th Franconia Park/Broad Theater - August 16th

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**Please join us at the scheduled social events and encourage your campers to bring their families. These events work as a fundraiser for our camp and will help us bring special guest and other activities to the camp.**

# Registration/Payment Policy

## Registration

A completed Registration Form is required to register your child for Day Camp, Trips, and Workshops. This Registration Form can be found in our Summer Adventure Brochure, and online at [sace.soudertonsd.org](http://sace.soudertonsd.org), or can be obtained by calling the Community Education office at 215-721-1551. Registration Forms and payment should be returned to:

Souderton Area Community Education  
760 Lower Road, Souderton, PA 18964

Campers **MUST** be registered no later than the Wednesday before the week your child plans to attend. We cannot accept walk-in registration at camp.

## Payment

All cost **MUST** be paid in full by the start of camp. Online registration will close one week prior to the start of camp or workshops. We accept checks and money orders payable to SACE, as well as Mastercard, Visa, and Discover. Online registration is quick and convenient. There will be a \$25 charge for returned checks.

**There will be no deductions or prorating due to “extenuating circumstances” such as days missed, illness, personal emergencies, vacations, oversleeping, or any other event that is beyond our control.**

## Tax receipts

At your request, payment receipts can be provided. Receipts are also available when registering online.

## Refunds/Changes

A \$25 non-refundable Registration Fee is included in each Day Camp, Trip, and Workshop.

A **REFUND** is when you ask for your money back after payment is made. A refund will be granted (less the \$25 Registration Fee per activity) with written notice received in the Community Education Office two weeks prior to the canceled event.

A **CHANGE** is when you substitute one event or day for another and no money is refunded to you.

If you require your child’s participation day be exchanged for another, you must call the Community Education Office with your request 48 hours in advance to allow time to process the request.

Changes will be granted only when availability exists. There will be no refund of payments for changes that are made or unable to be made.

You will be permitted to make two changes on your child’s registration at no charge. A surcharge of \$5 will be charged for each additional change.

## Procedures

### Sign in/Out

Parents are required to sign their child in and out of camp each day. Upon picking up your child, ID's will be checked so please be prepared and patient. We ask for your cooperation with these matters in order to keep your child(ren) safe.

**Please advise the pick up person to be prepared to show ID.  
Your child will not be released without it!**

### Custody Issues

All custody issues must be brought to the attention of the Community Education Office and we in turn, will notify the Site Directors. If custody papers exist, a copy must be provided. Please express any concerns in writing to:

**Joe O'Hara, Coordinator of Community Education  
Souderton Area School District  
760 Lower Road, Souderton, PA 18964**

### Camp Schedule

Our Day Camp hours are from 7:00am to 6:00pm. Extended care hours are 7:00am-9:00am and 4:00pm-6:00pm and are FREE OF CHARGE. Campers should not arrive at camp before 7:00am and must be picked up by 6:00pm. Buildings are not open and staff is not on duty before and after these times. In case of an emergency, have someone available to pick up your child. If you are late picking up your child we have to pay several staff members overtime. Therefore, **After 6:00pm you will be charged a \$25 late for for the first 15 minutes and a fee of \$2 a minute thereafter.**

### Message Board

Each camp has a Message Board. Check this daily for special notices, announcements, and possible changes to the camp schedule.

### Summer Tee Shirts

A Free Camp Tee Shirt will be issued to all campers. Campers are asked to wear their shirt on ALL TRIPS.

### Contacting the Camp

We understand there are cases in which you need to contact our camp sites. Each camp has a mobile phone to be used for parent contact. Parents are asked NOT to call the West Broad Street or Oak Ridge Elementary Schools.



## Trips

Trips are offered throughout the summer for all campers at additional cost. All trips require registration a head of time and some will sell out. Due to available seating on the bus, we cannot hold spots for anyone who has not registered.

Trip departure time will vary per trip. Please check with the Front Desk at your camp location on Monday morning for an official update. Due to time restraints, we will not be able to wait for campers who are late. Be sure to arrive 30 minutes before the bus departs.

Campers are expected to wear Camp Tee Shirts for all trips. Snacks, drinks, and lunches will be provided.

## Trip Week

The last and final week of camp is Trip Week! Each day every paid camper will attend the trip. Trip Week trips are included in the cost of camp for that week. There will be no programs for campers who do not attend the trips during Trip Week. Please have your child at camp at least 30 minutes before the trip departure time. Due to schedule kept by the bus company and our destination site, we cannot wait for late arrivals. **We highly discourage bringing electronics or any valuables on a trip as they can be easily lost or stolen. Send spending money or valuables on trip days at your own risk!**

## Swimming

All campers who have paid the weekly swimming fee are permitted to go swimming on the days designated for their camp. If a child's name is not on the Weekly Swimming list, the child will not be allowed to attend.

Summer Camp Open Swim will take place during camp sessions at the Souderton Area High School pool. Campers signed up to swim should arrive at camp by 9:00am with their bathing suites on under their clothes. They should bring a towel, a dry change of clothes, and a plastic bag to hold their wet items afterwards. If your child is late arriving to camp and you have missed the bus to the pool, parents are not to drop their children off at the High School pool. Please be reminded we do not allow flip flops or slide shoes to be worn to camp. All belongings should be labeled with your child's name.

## Camp Attire

Children should wear appropriate attire to camp and on field trips. No Flip-Flops or slides allowed.

## **Belongings, Valuables, and Electronics**

Be sure to label all of your child's belongings prior to sending them to camp. DO NOT send any valuables to camp. Community Education is not responsible for lost, stolen, or broken items.

We ask that no electronic toys, tablets, music players, or laptops be sent to camp. We have no way of securing them and cannot guarantee their safety. Much thought and energy has been put into planning daily activities for your child's enjoyment. These toys are a distraction and make it difficult for our staff to motivate children to be active, creative, and build social skills. If you choose to send electronics, you are sending them at your own risk. With a parent's written permission, electronics (excluding laptops) may be used during our extended camp hours only. We do not allow children to bring laptops or other computers to camp at any time.

## **Food Service**

### **Breakfast**

Breakfast is provided daily from 8:00-9:00 at an additional cost

### **Lunch**

Lunch and two snacks are included daily for all paid Day Campers. Lunches are prepared in our school cafeteria and campers will go through the cafeteria line just as they do during the school year. Parents will be provided with lunch menus prior to the start of camp and will be asked to assist their child with their lunch selection upon signing in each morning. We must be mindful of all of our campers and possible food allergies so we ask that you please do not send lunch and/or snacks to camp. A la carte items may be available for purchase. Further details will be provided at each camp location.

### **Allergies**

If your child is allergic to any foods, substances, or insect bites, please advise our office in writing. If your child has medicine to take in the event of an allergy attack, please note on our Medication Records/Disbursement Form.

### **Illness Policy**

Please do not send your child to camp with a fever and/or ailment that would hinder his/her participation and jeopardize the wellbeing of other campers. In the event your child becomes ill during the day program, you will be called and asked to pick up your child. Please do not return your child to camp until he/she is well.

### **Motion Sickness**

If your child experiences motion sickness, please check with your doctor for a remedy for trip days. Please bring this to the attention of the Site Director in advance. A child cannot enjoy a trip when he/she experiences motion sickness.

### **Discipline**

Students who participate in all Community Education Programs are required to follow the Souderton Area School District Disciplinary Code. This can be found on the Districts website at [www.soudertonsd.org](http://www.soudertonsd.org). Copies of this code/policy can be obtained by contacting the Community Education office.

Camp staff members will follow and communicate the "Three Strikes" policy with campers. When a child's behavior requires a staff member to take disciplinary actions, it will be counted as a "strike". After the third "Strike", the parent will be contacted to pick up the child. Camp staff will be working with remediation techniques and positive communication to correct inappropriate behavior at all times.

## **Parents Will Be Contacted Immediately When:**

- Your child has received an injury. (Accident Report will be filed)
- Your child exhibits a medical condition that could be contagious or threatening to others in the program.
- Your child is ill and unable to participate in planned activities.
- Your child must be picked up due to unacceptable behavior. (Incident Report will be filed)

## **Parents Will Be Notified At Pick-Up When:**

- Your child complains of a non-emergency condition or symptom.
- Your child exhibits unusual or inappropriate behavior.
- We want to share your child's accomplishments and positive social experiences.

## **The Site Director And/Or The Program Manager Will Schedule A Parent Conference When:**

- Your child exhibits a pattern of disruptive behavior that interferes with the quality of the program or management of other children.
- The staff observes unusual patterns of behavior or participation.

## **Required Forms**

### **Emergency Contact Form**

Children will not be allowed to remain in ANY camp program if this form has not been completed, signed, and returned to the Community Education office by the first day your child attends camp. It is the parent's responsibility to ensure that this form contains up-to-date information. The Emergency Contact Form is included in the Parent Information Packet and in the Summer Camp Registration Booklet. It is also a REQUIRED field to complete when registering online. If any Emergency Information has changed since you registered your child, it is the parent's responsibility to alert the Camp Director of those changes. Copies of all camper Emergency Forms are at each camp site and may be reviewed by parents at camp.

### **Medication Record/Disbursement Form (if needed)**

In accordance with our Medication Policy, this form is required along with a signed Doctor's order for medication to be administered to your child.

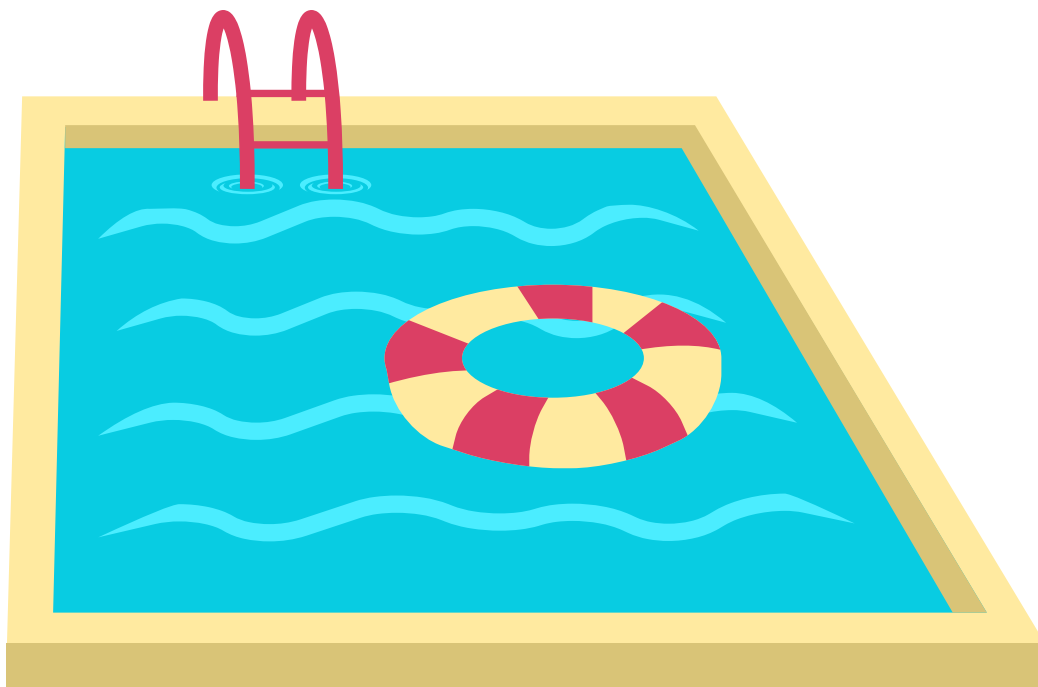
### **Substitute Pick-Up Form**

If someone other than the legal parent/guardian is picking up your child, your permission is required in writing in the form of a Substitute Pick-Up Form.

# SOUDERTON AREA COMMUNITY AQUATIC PROGRAM POOL RULES

**In addition to the regulations and policies established by the Souderton Area School District while on school grounds the following rules apply to persons using the pool:**

1. Authority of the lifeguard must be respected at all times.
2. Children under the age of 15 must be accompanied by a parent or designated adult.
3. No street shoes permitted on deck. Bare feet or clean pool shoes only.
4. Shower before entering pool.— SACE CAMPERS DO NOT SHOWER
5. No food permitted on the pool deck.—CAMPERS HAVE SNACKS AT CAMP BEFORE LEAVING FOR POOL.
6. No running in the pool area.
7. No diving, except those areas designated in the deep end.
8. No horseplay, such as dunking or pushing swimmers into the pool.
9. You must pass a deep water test in order to go off the diving board or swim on the deep water side.
10. Swimmers are not permitted to jump or dive off the bulkhead.
11. Swimming under the bulkhead is prohibited.
12. Use of foul language is prohibited.
13. Masks, fins, snorkels, inner tubes and noodles will be permitted in the pool with permission of the lifeguard on duty.
14. Children are not to be thrown, nor should they be on anyone's shoulders.
15. Gum chewing is not permitted.
16. T-shirts or cut-off shorts are not permitted.
17. All bandaids must be removed before swimming.
18. You may not swim with any open wounds or rashes or infectious diseases.



# **SOUDERTON AREA COMMUNITY AQUATIC PROGRAM DIVING BOARD RULES FOR THE POOL**

1. You must pass a deep water test in order to go off the board.
2. No stunt/splash diving (cannonballs, can opener, etc.)
3. No more than one person at a time on the diving board.
4. One bounce only, double springing is not permitted.
5. Dive straight from the board, not off to the side and swim to the nearest ladder.
6. No running on the board.
7. No swimming across the diving area.
8. Do not dive until the person in front has reached the ladder.

# SUMMER ADVENTURE CAMP 2024



## OUR CONTACT



[www.soudertonsd.org/sace-camps](http://www.soudertonsd.org/sace-camps)



215-721-1551



[communityed@soudertonsd.org](mailto:communityed@soudertonsd.org)



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Souderton, PA 18964