

The seal of Amity Township is a circular emblem. The outer ring contains the text "AMITY TOWNSHIP" at the top and "FIRST IN BERKS SINCE 1719" at the bottom. The inner circle is divided into four quadrants by a vertical line. The top-left quadrant shows a Native American figure holding a bow and arrow. The top-right quadrant shows a plow. The bottom-left quadrant shows a church with a steeple. The bottom-right quadrant shows a landscape with a house and a fence. A central torch with a flame is positioned vertically across the center of the seal.

**Summer Playground
Parent Handbook
2019**

Welcome

Welcome to Amity Township's 2019 Summer Playground Program! Our 8-Week Playground Program will run from June 17th - August 9th. This program is open to any child ages 6-12, or entering first grade who reside in Amity Township. We are dedicated to making sure your child has a fun, safe, and positive experience with us. Please take a few moments to review the following policies and procedures. Bear in mind that all procedures have been implemented to ensure the safety of your child(ren).

Location

Amity Community Park
1967 Weavertown Road
Douglassville, PA 19518

Hours of Operation

The Program will operate between the hours of 8:30am and 4pm.

Week at a Glance

During our 8-week program, your child can look forward to a variety of activities, events, and field trips. The Playground Program hosts daily arts and crafts, as well as games and sports. Each day, Playground Leaders give a run-down of the rules and schedule with the children. Field Trips may be offered on select Fridays and may include an additional charge (see Field Trips section below for more details). Playgrounds will not be open on Fridays when there is a field trip.

Drop Off and Pick Up

Campers can be dropped off any time after 8:30am and must be picked up by 4pm. Participants must be signed in AND signed out by a parent or guardian. In order for us to safely keep attendance and ratios, participants must stay with us until they are signed out. Participants who are dropped off by parents or guardians MAY NOT sign themselves in or out.

- Each parent must show a driver's license when picking up their child. The name on the ID must match with the parent name on the registration form.
- **Each parent MUST walk their child to the sign-in table and sign them in and out.**
- **If someone other than the parent on the registration form is picking up their camper, a note MUST be sent in.** This person must also show ID when picking up your child.
- **No campers will be released unless proper and correct identification is presented.**
- **For car pools, a permission slip will need to be filled out to allow for your child to ride with another camper.**

Thank you for helping us keep your child safe. We appreciate your understanding that there will be no exceptions to this procedure.

Walkers

We are aware that some of you live close enough to our parks to allow your older children to walk down to Playground or to allow siblings to come together. Parents of walkers must sign a waiver and permission slip. Walkers must sign in upon arrival and are not allowed to "come and go" during the day. **There will be no exceptions to this rule. We take our attendance, numbers, and ratios very seriously - any participants who break this rule are subject to immediate suspension or expulsion.**

Playground Safety

Safety is always our FIRST PRIORITY. In all playground activities safety is the first of all considerations. All leaders are CPR/First Aid Certified. Children may wear colored ID bracelets for leader identification purposes.

Illness/Injury

If your child does become ill or injured while at the playground you will be notified immediately by the Coordinator or Head Leader on duty; if you are unavailable we will contact your alternative emergency contacts. Your child may be sent home. Please do not increase the risk of other participants becoming ill, by sending your child to the program when they are ill.

All participants are required to have their own health and hospitalization insurance. Amity Parks & Recreation is not responsible for payment of medical expense for injuries or illness incurred by program participants. Parents are required to acknowledge the waiver upon completion of registration online or by signing the registration form.

Medical Information

It is necessary that we have all medical information concerning your child. This information will be referenced on your child's registration form if applicable.

The responsibility for administering medications rests with the camper's legal parents or guardian. **No camp staff is permitted to administer medication.** It is important that all medication is to 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:

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

**All medical information is kept strictly confidential.

Rules

1. Follow playground leader directions the first time given.
2. Keep your hands, feet and objects to yourself - Any child engaged in a physical fight (no matter who "started it") will be banned from Playground for at least one day.
3. Use kind words and actions towards others - Name-calling, racial remarks, and hurtful words will not be tolerated! Immediate dismissal from the program is possible for extremely offensive remarks.
4. Use appropriate language - the use of profane language will not be tolerated. Also, please be mindful that some words, while not swear words, are still inappropriate for use, especially around younger participants.
5. Bikes and scooters must remain on bike rack while attending program.
6. No rollerblading or skateboarding while at the program.
7. Use Equipment Properly – When equipment is damaged or broken, it may not always be replaced. By showing respect for the equipment provided, everyone will have a chance to use our supplies. Your child may be held accountable for broken equipment or supplies.
8. Respect yourself, others, and the playground - children should throw away any trash in the appropriate receptacles and respect the nature around them by leaving the spaces the way they found them.
9. ONE CRAFT PER PERSON – By only completing one craft per person per day, we ensure that there will be enough supplies for all who want to make the daily craft.
10. Always stay with a designated leader – no child is to leave their group unattended and without acknowledgement at any time during the program.
11. Other rules necessary will be posted.

Discipline

It is important that your child remember that, although we are outside and it is a summer playground program, rules must be followed to keep everyone safe. Please remind your child the importance of following rules and listening to the leaders to ensure the safety of the entire program.

Procedures for Discipline

Procedures for uncooperative children will follow a "ladder of discipline," according to the severity of the behavior.

1. **First Offense**- A simple request or non-verbal request, stated without great concern, to stop or change behavior.
2. **Second Offense**- A phone call/notice to parent or guardian and loss of privilege.
3. **Third Offense**- A parent will be notified by the playground leader.
 - a. The child will have a disciplinary report written up. A copy will be emailed/mailed home to inform you why your child has received a discipline report. It will be mandatory that the parent/guardian sign the discipline report before returning to the program.
 - b. Should your child receive 2 disciplinary reports, they will be dismissed from the program for a minimum of 3 days. After 3 disciplinary reports, they will be dismissed from the program for the remainder of the summer.
4. **Removal from park program** - If necessary and at the discretion of the Playground Coordinator or his/her designee, your child may be removed from the playground for behavior/disciplinary actions.

Our staff uses positive reinforcement whenever possible to mold behavior. Please note that REFUNDS will NOT be issued in the case of a suspension or expulsion from the program.

What to Bring/Wear to Playground*

SHIRT AND SHOES: Everyone must wear shoes and a shirt when present at Playground. We recommend sneakers and socks, especially for our participants who are engaging in active activities such as climbing on playground equipment or participating in sports.

LUNCH: We will host a lunch time each day around noon. Children are responsible for bringing their own lunch and refillable water bottle every day.

WATER: There are many VERY hot days! Please send an additional water bottle with your participants.

SUNSCREEN: While our pavilions provide shaded areas, we recommend you send extra sunscreen with your participants daily, especially fair-skinned children who have a tendency to burn.

**A note about cell phones: We understand that many children have been given cell phones by their parents in order to establish an emergency contact line. We understand this, and do not currently restrict cell phone usage. HOWEVER – we encourage children to leave their cell phones in a safe place like a lunch box, and focus on the fresh air, sunshine, games, sports, friends and fun. All child belongings are kept under supervision of a leader throughout the day, so their belongings will remain safe. Older participants need to be mindful of little eyes and minds – participants who are found looking at inappropriate content may lose cell phone privileges at Playground.*

What NOT to Bring/Wear to Playground

CLOTHING WITH INAPPROPRIATE IMAGES OR WORDS: Please, keep it wholesome.

ELECTRONICS: Gameboys, iPods, CD players, Beats, etc.

TOYS that cannot be shared with the entire group. The leaders nor the Parks and Recreation are responsible for items brought to the park.

DRUGS: We have a zero-tolerance policy for illicit drugs, alcohol, and cigarettes.

WEAPONS: Please leave even small “weapons” at home – these include pocket-knives, etc.

Field Trips and Special Events

Field trips are held on Fridays. Please have your child at the playground in a timely manner to get the bus for all field trips (**drop-off for Amity AC Pool days will be at the pool**). Buses will not be held up for a few children. No refunds will be given for children who do not show up for field trips. Transportation from the park, to the destination will be provided by New Rhoads Transportation; and, we will maintain proper ratios of staff to participants. Field trips are not mandatory; however, the playgrounds will NOT be open for those who do not join us on the trip. Field trips are also an additional fee, depending on the transportation fee and ticket or admission fees for a given trip. A field trip and fee schedule will be made available on our Facebook and online on our website. All trips must be paid for and permission slips must be turned in by the WEDNESDAY PRIOR TO THE TRIP - **Check or Money Order required**. Parents may attend field trips and are subject to the same fees as children. Our Program Coordinator and Head Leader are always present for off-site trips. Children will be given a colored wrist band to wear on each field trip as well.

Rain Days

The park will remain open during a light rain shower. All activities will be conducted under the pavilion. In the event of a major rainstorm, thunder or lightening, the park will relocate to the **Daniel Boone Middle School (DBMS)**. An announcement will be made that morning. Schedules for rain days include arts and crafts, activity stations, circle games, and group activities. On these days, please drop-off and pick-up at the DBMS Gymnasium entrance.

Communication

Our staff will communicate with parents through Facebook, email and phone calls. We recommend that you follow our Facebook page at <https://www.facebook.com/AmityTownship/> and that you provide accurate and legible email and phone number information on your registration forms. An email from AmityPlayground@amitytownship.com will be sent out each week to parents and families of upcoming events, announcements and reminders. Financial questions should be sent to accountspayable@amitytownship.com

Registration and Payment Policies

Registration will be held thru May 17th. Parents may register in person and should remit payment at that time. You may register for the full 8 weeks, or you may register for specific weeks. We do not currently offer a daily rate. All withdrawals from the program must be communicated to the Township by 4:00 P.M. on May 31st. We can accept checks, money orders or credit cards (at Township office only) for your children's payments. Your pre-registration GREATLY helps us plan our staffing and supply needs. Payment must be made in advance of the program start date (by June 3rd). Refunds will only be issued due to program cancellation or severe illness/medical condition of a participant. There is a \$30 returned check charge.

RESIDENT FULL 8 WEEKS	NON-RESIDENT FULL 8 WEEKS
Regular Playground - \$500	Regular Playground - \$640
Additional Child - \$475	Additional Child - \$575
RESIDENT WEEKLY RATE	NON-RESIDENT WEEKLY FEE
Regular Playground – \$65	Regular Playground – \$85
Additional Child(ren) - \$60	Additional Child(ren) - \$80
All Fees must be paid in advance prior to the start of the program (by June 3rd).	

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 PIC-UP FEES will apply:

4:00 – 4:05 pm	NO CHARGE	4:46 – 5:00 pm	\$20 per car
4:06 – 4:15 pm	\$5 per car	5:01 pm & later	\$30 + \$1/min.
4:16 – 4:30 pm	\$10 per car		thereafter per car
4:36 – 4:45 pm	\$15 per car		

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

Staff

Our Playground Coordinator, Alyssa Bingaman, has a BS Degree in Education with a dual in Special Education, and more than 8 years of experience in managing children’s programs and summer camps. Our head leader has over 6 years of experience in working with children and managing children’s programs & summer camps. Our leaders are a mix of college students and mature, responsible high school students who are planning to major in education or sports related fields many of which have prior camp experience. We also have a small group of youth volunteers who round out our seasonal help. All staff members have child abuse clearances, criminal background clearance, passed a drug screen and are CPR/First Aid certified.

In 2019, every registrant will receive an Amity Township Summer Playground T-shirt, the cost of which is covered in the participant fees. **Participants must wear these T-shirts on Field Trip days**, if they are choosing to be in attendance.