



## 2023 Camp RAD Operating Handbook and Behavior/Disciplinary Plan

**\*\*This document is evolving and subject to change\*\***

### Health Protocol

- Camp RAD will follow guidance issued by the Bucks County Health Department (BCHD). Individuals are no longer required to report testing positive for COVID-19 to Camp RAD. Camp RAD is no longer required to report individuals who have reported testing positive for COVID-19 to BCHD. Please consult with your primary care provider and follow personal illness protocols that you would follow for any other illness.
- Per the BCHD, the predetermined period of isolation and quarantine are no longer required. Instead, an individual who test positive for COVID should not attend Camp RAD until he/she have resolving symptoms and have been fever-free for 24-hours without medication. For campers, all normal absence reporting expectations remain in place. (Please call or text 215-572-0469 and/or email [info@CampRAD.net](mailto:info@CampRAD.net) to report your child's absence for the day.)
- All children and staff (with the guidance of his/her parent or guardian) are required to complete a daily health check at home before drop off. If your child is not feeling well the day/night before camp (belly ache, diarrhea, vomiting, sore throat, fever, etc.), please do not send them to camp.
- Campers must be fever-free without the use of fever reducing medication for a period of 24-hours before returning to camp.

### Packed Snack and Lunch Requirements

- You will provide a snack and lunch daily for your child. We will have special treat days with pre-packaged popsicles/water ice, ice cream and soft pretzels. (If your child has an allergy to any of these products, you can send in a treat that particular day.)
- All lunches should be LABELED.
- Lunches should be packed with disposable utensils. We will put Tupperware back into your child's bag.
- Please provide a separate LABELED snack for regular day and aftercare. If your child needs more than one snack, you can store them inside his/her bag.
- PEANUT FREE: We are peanut free at Camp RAD.
  - If you send a sandwich with Nutella, Almond Butter, Sunflower Butter, WOW or a substitute filler that looks like peanut butter, please label your sandwich.
  - Please remember not to send peanut products; trail Mix, granola bars, candy, cookies, etc.
- Lunches and snacks will be refrigerated upon arrival. If your child does not want his/her refrigerated, please leave a note on the bag.
- A microwave is available to heat up your child's lunch. Please stick a label on the item to let us know how long to heat up.

### Personal Item Requirements

- Campers are not permitted to use personal cell phones, cameras, or any electronic devices at camp.
- All personal items (goggles, masks, swim suits, towels, and camp shirts); should be taken home daily and washed after each camp day.
- Please label your child's camp shirt, camp bag, lunch bag, snack, towel, sunblock, goggles, etc.

### Required Medical Form

- Camp RAD requires up to date immunization records. Camp RAD also requires an up-to-date wellness visit on file. (Our Pennsylvania Health Assessment form is located on our website.) Please send your child's medical forms to [info@camprad.net](mailto:info@camprad.net). All medical forms were due on May 1<sup>st</sup>, 2023. If your child's appointment is between May 2<sup>nd</sup> and August 18<sup>th</sup>, we still need a medical form provided up until your visit. Please email us to provide your wellness appointment date.
- If your child has an allergy or medical condition, please fill out our Allergy/Medical Condition form before 6/11/2023.
- Please remember to bring your child's inhaler, epi-pen, medicine, etc. to Camp RAD before/on your child's first day. We will keep at Camp RAD until your child's last day at camp.

### Medical Procedures:

- We will have Camp RAD nurse staff on site Monday-Friday. Please fill out and return our Allergy/Medical Condition form if your child has any medical issues, allergies, etc. Camp RAD Supervisors will also be handling all medical issues throughout the day.
- Camp RAD staff will perform minor first aide to your child. You will be notified of an incident at pick up or called by staff to discuss. If more significant illness or injury occurs, parents will be contacted immediately and/or emergency personal called if necessary.



- We will not administer any medication unless you have provided written consent or permission over the phone.
- Your child may not have any medication in his/her possession while in our care. All medication must be given to a staff member and accompanied by a note and signature to dispense. (Please do not put medicine in your child's lunch box and ask he/she to take at lunch.)

#### Changing Schedules:

- Refunds of camp fees are not provided after May 15<sup>th</sup> for any reason, including, without limitations: absences, suspensions, dismissals, and withdrawals. Schedules are FINAL as of May 15<sup>th</sup>, 2023.
- All unpaid fees shall be due and payable in the amounts and at the times designated in the contract.
- For extended illness, credits will be on a per day basis after the 3<sup>rd</sup> day of absence. A letter from a physician is required for a refund. Credit will be applied to your child's 2024 camp season.
- Please notify Camp RAD with timely, accurate, and honest information. Absences from Camp RAD will be monitored. (Please email, text or call your child out when he/she is not coming for a scheduled day.)

#### Pick Up/Drop Off procedures

- Before Care: Starts at 7:30am-8:45am. Please park your car in the main parking lot and walk to the LEFT of the white main VE building. Camp RAD's Office is located on the hill as you walk down the path. You will sign in your child every morning. A staff member will then take them to our Before Care activity area.
  - Please let the staff know any information you want to pass along for your child. (Change of pick-up time, staying for after care, left something at camp, someone else is picking up, etc.) NOTES ARE NICE
- RAINY DAY PROCEDURE (Before Care)
  - Please park your car in the main parking lot and walk towards the Camp RAD office/main VE building to be greeted by our staff. We will walk your child down to our Camp RAD building or into the main VE building. (Rain jackets/Sweatshirts/Umbrellas are helpful on rainy days.)
- Regular Day Carline Drop Off: (MAIN PARKING LOT)
  - Junior Camp (Pink, Orange, Purple, Teal, Kiwi, Yellow, Coral)
    - Drop off time is 8:45am to 9:00am. (If you have a sibling in Senior Camp, it is okay to drop off at the earlier time)
  - Senior Camp (Kelly Green, Red, Gray, Blue)
    - Drop off time is 9am to 9:15am. (Please don't come earlier than 9am. We need to stagger arrival)
  - Please proceed to the main parking lot. There will be a carline forming for drop off. You will follow the staff/signs to the directed drop off area.
  - Please be patient. Your child's safety and health are our top priorities. When it is your turn in line to drop off:
    - Please remain in your car.
    - Our staff will get your child out of the car. (Placing them on the right side of the car is very helpful)
    - Please let the staff know any information you want to pass along for your child. (Change of pick-up time, staying for after care, left something at camp, someone else is picking up, etc.) NOTES ARE HELPFUL
- Regular Day Carline Pick Up:
  - Junior Camp (Pink, Orange, Purple, Teal, Kiwi, Yellow, Coral)
    - Pick up time is 3:10pm-3:30pm (If you have a child in Senior Camp, he/she will be ready for pick up at this time)
  - Senior Camp (Kelly Green, Red, Gray, Blue)
    - Pick up time is 3:25pm-3:40pm
  - Please proceed to the main parking lot. You will follow the staff/signs to the directed pick-up area.
  - Please be patient. Your child's safety is our top priority. When it is your turn in line to pick up:
    - Please remain in your car. Please have your car tag showing on your dashboard or visor.
    - We will bring your child to the car.
    - Carline stops at 3:40pm. We will bring your child to after care if not picked up by 3:40pm. Fees Apply.
- After Care: 3:30pm-5:30pm. Please park your car in the main parking lot and walk to the LEFT of the white main VE building. Camp RAD's Office is located on the hill as you walk down the path. You will sign out your child every afternoon. A staff member will have he/she come up to the office/back patio area. (Remember your license on cartag for pick up. Our staff will get to know you within the first few weeks and won't need identification daily.)
- RAINY DAY PROCEDURE (After Care)
  - Please park your car in the main parking lot and walk towards the Camp RAD office/main VE building to be greeted by our staff. (We will post sign on the location for pick up.) (Usually, we are in the VE main building.) If weather is bad, please park your car in the main lot and call 215-572-0469 for a carline style pick up. We will bring out your child out to you in the carline circle.
- Arriving after 9:15am/Pick up before 3:10pm:
  - Please call 215-572-0469 (camp office cell number).



#### Pool Procedures:

- We will be at the pool from 9:30am to 1pm daily; Monday to Friday. Your child's swim time will be posted on his/her daily schedule.
  - (VE members will not be in pool area during this time.)
- Shallow end of the pool will go up to 3FT. If your child cannot swim, please provide a swim vest.
  - Swim vests are required for campers who cannot swim. They will remain at camp as long as you are enrolled. We do not recommend taking them home daily/week. (Puddle Jumper Brand is recommended) PLEASE LABEL
- Your child will be tested to go into to our deep end of the pool (4FT-10FT).
  - Deep End Test with a lifeguard: Campers will have to tread water for 60 seconds and then swim from the wall to the rope and back without looking like he/she is in distress or need help. If your child passes the deep end test, he/she will be wearing a deep end band daily. If your child comes home with a swim band, please send back the band daily.
- We follow Bucks County Health Department; Pool Operation Policies are under The VE Club Management.

#### Things to bring to camp daily:

- Please send your child in wearing his/her camp t-shirt daily. We provide one with enrollment and you can purchase additional shirts for \$10 each. Please label his/her shirt.
- Please send your child in his/her bathing suit (under their clothes) and pack a pair of underwear/shorts to change in to after swim. This will help with less campers in the changing area. We recommend 2-piece bathing suits for girls. If your child doesn't like to wear his/her bathing suit into camp, please send a bathing suit with them daily.
- Please sunblock your child before arriving to camp daily.
- Please send a labeled bottle/can of sunscreen with each camper to keep in his/her bag. You can also provide us with a face stick. Staff will apply sunscreen throughout the day. (Spray is preferred)
- Please provide a plastic bag daily for child's wet clothes.
- Please send your child in sneakers. You may put sandals/flip flops/slides in his/her bag for the pool.
- Please send your child with a labeled towel.
- Please send a filled water bottle (labeled) in with your child daily. (Does not have to be large) We have water coolers and ice to fill them throughout the day.
- Bags: Please provide your child with a bag that is easy to carry to and from the pool.
- Lunch Bags: Please write his/her name on their lunch bag. If you send Tupperware, please label your item so it can be returned.  
NO PEANUT PRODUCTS: We are peanut free!
- Snack Bags: Please send your child with a regular day snack and after care snack if he/she is attending. Please write his/her name on the bag/product. NO PEANUT PRODUCTS.

#### BEHAVIOR AGREEMENT

We will follow regular behavior policies. Bad behavior will not be tolerated. Please talk to your child about his/her behavior and the importance to follow the rules. We will not tolerate inappropriate behavior. For the safety of all other campers and staff, any camper that cannot follow these safety rules will be dismissed immediately. We will call you and ask you to come pick up your child, should their behavior warrant such.

#### Camper must:

- Stay with assigned group at all times.
- Be responsible for his/her own actions.
- Never hit, push, shove, bump other campers or staff.
- Respect others in what you say and do.
- Listen to Camp RAD Staff and follow directions.
- Use appropriate language.
- Keep hands to oneself and maintain self-control.
- Take care of own belongings.
- Use equipment and supplies in a safe and appropriate manner.
- Teasing and bullying are not tolerated and children should report these incidents immediately to his/her counselor.
- Communicate properly; no foul language/gestures/harsh words.



## DISCIPLINE PROCEDURES

For the benefit of all participants, there may be situations that require some form of disciplinary action taken by Camp RAD. While most of this discipline is minor (sit out of an activity), it is possible that additional discipline may be warranted. In these cases, campers may be suspended from the program for a period of one day or more. If problem(s) continue, campers may be expelled from the program and forfeit all payments for the season.

If a camper interferes with the proper and/or safe function of the program, we will notify the parents of the situation and ask for the parents' help in resolving the problem. In many instances, making the parent aware of the situation will correct any problems.

We will not tolerate vandalism, fighting, foul language, bullying or troublesome and unsafe behavior. Additionally, any campers found to be abusing others personal property or rummaging through other's belongings will be suspended and/or expelled from the program. No weapons of any kind are allowed in the program.

All disciplinary actions will be recorded on our Disciplinary Report form. Parents or Guardians are responsible for paying for any damages or repairs caused by participants.

### Steps for Disciplinary Action:

In an effort to better acquaint the participants and parents of our discipline procedures, Camp RAD is providing our policy for dealing with disciplinary concerns during our camp program. On the first day of the program our leaders will establish site rules. We review these rules with all campers and ask them to acknowledge that they understand our rules and boundaries. We stress to each of our leaders to be fair to all parties involved, listen to all sides, make the discipline fit the offense, and do not pre-determine an individual's guilt based on previous behavior or other circumstances.

Disciplinary actions will be taken in this order...

#### Step 1: Verbal Warning

- Staff will inform the camper that behavior was not appropriate and redirect them to our behavioral agreement.

#### Step 2: Time-Out

- Staff will make the child aware that he/she have crossed a defined boundary, have them acknowledge their wrong-doing; explain why they need to sit out of an activity for a brief period of time. He/she will be given time to self-calm or alternative activity until ready to return to scheduled activities with their group.

#### Step 3: Discipline Report Sent Home / Parental Notification

- If the behavior persists, our Senior Counselor will report the child to the Supervisor/Director and a discipline report will be recorded. The Supervisor/Director then notifies the parents that a discipline report is being sent home. A parent needs to sign the form and return it to the Supervisor/Director that same day or the next day. The Supervisor/Director also copies the signed form.

#### Step 4: Parental Meeting / Behavior Contract

- If the behavior persists, the Director will contact the parents. The parents are asked to meet with the Supervisor, Senior Counselor and Director. Meetings will be scheduled during regular operation hours. Behavior issues will be discussed, resolutions will be determined, and a behavior contract will be created and signed by the child, parent, and Director.

#### Step 5: Program Suspension / Expulsion

- If the behavior persists, Camp RAD reserves the right to suspend the child for a period or to expel the child pending severity. If a child is expelled all fees paid are forfeited. Camp RAD reserves the right to skip steps should the situation warrant.

Kelly Degorski (Owner/Camp Director) 215-601-1771 (call or text) Email: [info@CampRAD.net](mailto:info@CampRAD.net)

Camp RAD (Office) 215-572-0469 (Call or text)

Camp RAD Location: 130 Davisville Road, Warminster, PA 18974 (Property of The Vereinigung Erzgebirge Club- VE Club)