



TPP Summer Camp

Parent Handbook

June 10th - July 26th, 2019

Roxborough Church
8230 Ridge Ave
Philadelphia Pa. 19128
www.thephiladelphiaproject.com
camp@thephiladelphiaproject.com
267-388-0772

Join us for a fun-filled summer learning about Jesus, playing games, singing songs, making crafts, learning new skills, and so much more!

The Philadelphia Project in partnership with Roxborough Church strives to provide affordable, Christian children's programming to the Northwest section of Philadelphia. We do this by offering early childhood education through our preschool, education assistance through our afterschool program, and planned activities through our summer camp.

Summer Camp is for children ages 3-entering 6th grade (all students must be potty-trained) and students will be divided into two main groups of age 3-entering Kindergarten (PreFuel) and entering 1st-6th grade (ReFuel).

DAYS OF OPERATION:

- First day of camp: Monday, June 10th, 2019
- Last day of camp: Friday, July 26th, 2019
- *There will be no camp July 4th*

HOURS OF OPERATION:

- 8:30AM-3:00PM Camp
- 3:00PM-6PM Aftercare

TUITION:

- \$75/week
- Aftercare is available until 6:00PM for an additional \$45/week (*space is limited*)
- All tuition must be paid in full by June 1st, 2019

Method of Payment

All online tuition payments will be collected through Brightwheel, our communication and payment App. If you prefer to pay via check or money order (made payable to "The Philadelphia Project" with your child's name in the memo line), you can still do so by filling out a payment envelope and placing it in the safety deposit box hanging on the wall in the Welcome Center. Description of payment should be noted on the bottom portion of the check. For example: "Camp Tuition for Jane Doe." There is a \$20 fee for all returned checks. Receipts will be issued upon request.

BRIGHTWHEEL:

Our camp will use the application Brightwheel for payments but also for communicating with you while your camper is at camp. We will be able to post activities, share pictures, message parents, and more. Instructions on how to create an account will be sent via email. At least one parent **MUST** have an account with Brightwheel.

PARKING LOT SAFETY:

Enter the parking lot from the narrow driveway located on Ridge Ave. Pull straight in as you approach the building on your right. Park near the Welcome Center. Enter through the Welcome Center to drop off and pick up your child. Exit onto Ridge Ave.

ARRIVAL PROCEDURES:

Each child enrolled in The Philadelphia Project Summer Camp must be checked in each day by an adult at the front desk. Any special concerns or instruction should be communicated to the teacher at this time.

DEPARTURE PROCEDURES:

Children will be released only to the parent or to another adult designated on the child's Emergency Form. If someone else is to pick up a child they must provide photo ID at pickup, and the director must be notified in writing (or email) in advance.

LATE PICK-UP:

The fee for late pick up is \$15 per 15 minute interval. Excessive lateness will be reviewed. The late fee is to be paid to the teacher on duty at the time the child is picked up.

WALKING FIELD TRIPS:

Walking Field Trips may be scheduled this year to enrich our camp curriculum. You will be notified in advance of any walking field trip.

FOOD SERVICES:

You will have the option to pack a lunch for your camper each day at camp or sign up to use the meals provided by The City of Philadelphia. Snack will be provided daily during the camp day. Please pack an ice pack for food in a lunch box requiring refrigeration.

It is important that we be notified in writing of any allergy or food intolerance. Children sometimes trade goodies without thinking of these things. Food will not be withheld from any child for any reason. Refrigeration is available for any food pertaining to allergies or food intolerance only.

HEALTH:

Children who are obviously ill with the flu, a cold, a fever or a communicable disease, such as ringworm, head lice, or pink eye will not be admitted to the program that day. If your child develops a fever or other symptoms of a contagious illness during camp, he/she will be separated from other campers and we will contact you to pick up your child. If parents/guardians can not be reached, we will phone the names of the secondary contacts provided on the child's registration.

The child will be permitted to return with a doctor's note when his or her temperature is normal for

24 hours without the aid of fever-reducing medication and other signs of the condition have gone. If your child will be absent for any reason, please inform the camp at 267-388-0772 or camp@thephiladelphiaproject.com no later than 8:00am.

Every child enrolled in The Philadelphia Project Children's Programs must have an annual physical and completed Child's Health Assessment signed by a doctor on file in the Camp Office.

It is required that all children enrolled in The Philadelphia Project Summer Camp be toilet taught prior to the start of camp. Parents of campers entering Pre-K or Kindergarten must supply a complete change of clothes to be kept in the child's school bag to be used in the event of an accident.

MEDICATION:

All prescriptions and nonprescription medications shall be maintained with the child's name and shall be dated. Prescriptions and nonprescription medications must be stored in the original bottle with unaltered label. Medications requiring refrigeration must be properly stored. Prescription and nonprescription medication shall be administered in accordance with the label directions.

Written Consent must be provided from the parent, permitting TPP staff to administer medications to the child. Instructions shall not conflict with the prescription label or product label directions.

CLOTHING:

It is our recommendation that each child be dressed in comfortable play clothes appropriate for the day's weather. Flip-flops, sandals and slippers are not safe on our playground. Closed-toed shoes are required, and gym shoes are preferred. **Please write your child's name on all items worn or carried to camp.**

For campers entering Pre-K or Kindergarten, parents are required to supply a complete change of clothing (shirt, pants, underwear and socks) to be kept in your child's backpack to be used in the event of an accident. If your child has an accident, please send another set of clothing in the next school day.

OTHER INFORMATION:

Toys from home will not be allowed in The Philadelphia Project Summer Camp program. Children too often exchange these items or fight over them. We will provide many fun activities and games throughout the day.

DISCIPLINE:

Children will be guided and will be encouraged to follow all rules and safety instructions. Corporal punishment is not permitted and will never be used. The safety of all children is our highest priority.

The program reserves the right to exclude any child whose behavior is such that he or she requires the continuous individual attention of a teacher or in any way endangers the other children or staff. A child who displays chronically disruptive behavior may be suspended or discharged at the discretion of the camp supervisors.

Unacceptable Behavior of the Participant:

- Spitting, biting, or hitting
- Inflicting physical harm on other children on staff
- Inappropriate language or drawings
- Using profanities or obscenities
- Ridiculing or bullying other children
- Taking other children’s belongings
- Destruction of school or personal property
- Ignoring or disobeying the rules during the program times

PARENT’S COMMENTS:

Your comments are always welcome. Please contact us at camp@thephiladelphiaproject.com. We welcome comments, suggestions and criticism at any time. Your contribution is one way to help us keep your children, their welfare and their development clearly at the center of our attention and concern.

THE PHILADELPHIA PROJECT SUMMER CAMP:

The Philadelphia Project Summer Camp operates under the auspices of the board of The Philadelphia Project. The Philadelphia Project determines the program and policy for the Summer Camp, utilizing recommendations from staff, congregation and community members.

The Philadelphia Project is an equal opportunity employer. The Philadelphia Project Summer Camp admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the camp.

The Philadelphia Project Summer Camp does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies, scholarships and loan programs and athletic and other school administered programs.

REGISTRATION AND ENROLLMENT:

Enrollment is based on availability of space. For each child, the following must be completed and on file with the program each year the child attends:

1. TPP Summer Camp Application
2. Child Health Report