Serendipity Day Camp

SERENDIPITY DAY CAMP (SDC) 2018 POLICIES

Serendipity Day Camp (SDC) welcomes campers ages 6-13 to Haverford College’s campus (located at 370 Lancaster Avenue, Haverford, Pennsylvania 19041-1392) for seven weeks during the summer, starting in late June and ending the first week of August. SDC is staffed by Senior Counselors from Haverford and other colleges and universities -- many of whom are former campers themselves as well as Junior Counselors from the local community.

The following policies and guidelines are set in place for the well-being of all campers and SDC staff. The information contained in this document should be read carefully before completing and submitting to Serendipity Day Camp along with the medical/general release form and the photo release. The forms can be submitted at the Open House on Friday, June 15 from 6:00-7:30 at the Cricket Shed, via email to Patty Rawlings at prawling@haverford.edu, by mail to Patty Rawlings, Serendipity Day Camp, Haverford College, 370 Lancaster Avenue, Haverford, PA 19041-1392, or on the first day of camp.

Please read all the sections and initial each section to signify your understanding of, and agreement with the policy.

Camp Hours of Operation
Serendipity Day Camp (SDC) will begin on June 18, 2018 and run through Thursday, August 2, 2018 with the exception of July 4. The Camp starts promptly at 9:00 a.m. and ends at 3:00 p.m. with extended day running through 4:45 p.m. Campers should not be dropped off before 8:30 a.m.; Serendipity will not be responsible for their safety before the designated time. Parent(s) and/or legal guardian(s) of campers who do not drop off or pick up their child/children on time will be charged a late fee of $15.00 for the initial fifteen-minute increment, and $10.00 for every five minutes thereafter.

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Camp Fees
Camp fees are $220/week; $245 for extended day. Fees are not pro-rated, but are adjusted for those who have completed the financial aid process and have been notified that they are receiving support. Camp fees are due on the Monday of each camp week; checks can be made out to “Haverford College” with “Serendipity” and the name of your camper(s) on the memo line, and should be placed in a sealed envelope labelled “Serendipity Day Camp Fee” with the date, and the camper’s name written on the front of the envelope and given to one of the Camp Directors. PLEASE DO NOT SUBMIT CASH.

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Drop off and Pick up
Campers should be taken to and dropped off at the camp site on College Circle which is accessible from the main entrance on 370 Lancaster Avenue. All cars must be parked on the right side of College Circle for drop off and pick up; please be respectful of the households that live at College Circle and make sure that you are not blocking residents’ vehicles and/or
entrances. Should you wish to speak with the Camp Directors for any reason, please park your vehicle in the Visitors’ Parking Lot.

Campers must check in at the sign-in table before checking in with their designated counselors and before engaging in any camp activities.

Only those individual(s) whom you (parent/legal guardian) have authorized will be permitted to pick up your camper(s) from SDC. The person picking up the camper will be required to present a valid ID at the sign-out table before leaving Haverford’s campus. If there are changes on your pick-up roster, those modifications must be communicated to Patty Rawlings in writing. Ms. Rawlings can be contacted at 610-896-1183, or via email at prawling@haverford.edu.

A camper must have authorization from the parent/legal guardian to walk or cycle home.

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**Camp Attendance**
Campers are expected to be present Monday through Friday during the weeks that they are enrolled; any expected absences during the week should be communicated to Patty Rawlings (prawling@haverford.edu) or 610-896-1183 in advance (camp fees are not prorated). Please contact Ms. Rawlings by Wednesday at noon if you must make changes your camper’s following week(s) of enrollment; SDC cannot guarantee enrollment in weeks not confirmed in your initial registration.

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**Field Trips**
Field trips typically take place on Wednesdays (the week of July 4, the field trip will take place on Thursday, July 5). Field trip permission forms must be completed and submitted by the Tuesday prior to the trip. All campers are required to wear the Serendipity T-shirt on all field trips (t-shirts are available for purchase at $10.00)

Permission forms note that in case of an emergency during a field trip, authorization must be granted to the SDC to call a licensed physician, or take whatever measures deemed necessary including but not limited to transportation of the camper to the nearest hospital or urgent care center in the vicinity at the expense of the parent(s)/legal guardian(s).

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**Dressing and packing for Camp**
Campers should be dressed for activities ranging from field games to arts and crafts and are required to wear sneakers/closed toed shoes for camp (flip-flops, sandals and any form of open-toed shoes are not permitted except when travelling to/from the pool). Campers should pack a swimsuit and a towel, sunblock, bug spray, and a water bottle, and should have rain gear in their back packs at all times. All items should be labelled with the camper’s name.
Campers should **not** bring and valuables including cell phones, laptops, tablets or other electronic devices. SDC will not be liable for lost or damaged item(s).

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**Lunch**
Campers should bring their lunches and beverages (lunch bags and beverage containers should be labelled with the camper's name); frozen beverages can be placed in the lunch boxes to help keep the lunches cool. Hugs beverages will be available for purchase at .25 cents per bottle.

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**Swimming**
The lifeguards who are on duty at the Haverford pool are present to ensure campers' safety. SDC does not offer swimming lessons. Campers are required to wear wristbands denoting their swimming ability as determined by the parent/legal guardian on the registration form, and are required to stay within the boundaries established at the pool for differing levels of experience.

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**Sunscreen policy**
Camp staff will regularly remind campers to apply sunscreen. Campers are responsible for applying their own sunscreen since camp staff are not authorized to apply sunscreen to campers.

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**Medical Information & Medication**
The SDC Directors will maintain private access to the medical information shared by parent(s)/legal guardian(s) regarding allergies, medications, etc. The information will be shared with the camp staff only on a need-to-know basis. Medications should be clearly labelled with the camper's name and placed in a zipped plastic bag with instructions (i.e. any need for refrigeration of the medicine, times at which medication should be administered, etc.) If the camper must take medication in the morning, parent(s)/legal guardian(s) should make sure the child gets the dosage before arriving at camp.

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**Emergency Authorization (First Aid, Hospital or Medical Treatment)**
Camp Directors and counselors are trained to administer basic first aid (i.e. antiseptic and bandages for minor cuts and scrapes) and work with Health Services and with Haverford College Campus Safety to address more significant concerns. The Camper's parent/legal guardian is required to complete and submit the Serendipity Day Camp 2018 Medical and General Release Form. Parents and legal guardians should understand that health/accident insurance coverage is their responsibility.

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Photo Release
Serendipity Day Camp staff will seek authorization to have and use photographs, slides, audio or video tapes, of campers solely for SDC and Haverford’s Communications Office.

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Maintaining a safe and supportive environment:
We work to create and maintain a safe and supportive environment for campers, counselors, and Serendipity families. Any concerns regarding a camper’s well being should be addressed to the Camp Directors. In the event that a camper behaves in a manner that is contrary to the spirit of Serendipity Day Camp and is disruptive to other campers’ experience, the Camp Directors will be in touch with parents/legal guardians. We look to you for your support in working with campers to ensure the overall safety and success of the camp. If issues persist, a camper may be furloughed from camp for a set time (refunds will not be issued under these circumstances). Should a parent or legal guardian act in a manner that is hostile or threatening to camp staff, SDC will work with Campus Safety to ensure the well-being of all involved with the camp.

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An electronic copy of the guidelines can be found on the Serendipity Day Camp’s website at: https://www.haverford.edu/serendipity. This document should be submitted with the Registration form. Please be sure to print and keep a copy of the guidelines your personal records.

I, _______________________________, hereby confirm that I am the parent/legal guardian of:

1st Child’s full name __________________________;

2nd Child’s full name __________________________;

3rd Child’s full name __________________________;

and I that have read the policies for Serendipity Day Camp and that I fully understand the contents and agree to adhere to follow the rules.

Full Name (print): _______________________________

Signature: ________________________ Date: ______