



Sarah Heinz House  
Boys & Girls Club



**Summer On-site Camps**  
**(Preschool, 1<sup>st</sup>-8<sup>th</sup>, Robotics, and Leadership)**  
**Program Handbook**  
**2018**

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## Important Dates to Remember

**Deadline to turn in forms (signature form and confidential form) & pay in full**----Friday, June 1

Last day for refunds (minus \$25 per session registration fee) -----Friday, June 1

Mandatory Preschool Open House ----- Wednesday, June 13

Preschool -- 6:30-7:15pm or 7:15-8:00pm Orientation for New Families

1<sup>st</sup> -12<sup>th</sup> and Robotics/ Technology Camps -- Tours by Appointment

Session 1 - Monday, June 18 - Friday, June 29

Session 2 - Monday, July 2 - Friday, July 13 **\*\*Note - Building is closed on Wednesday, July 4\*\***

Session 3 - Monday, July 16 - Friday, July 27

Session 4 - Monday, July 30- Friday, August 10

## Forms Required for Campers

Campers for ALL camps are required to fill out two forms:

1. **Signature form** - outlines permissions the parent(s) give Sarah Heinz House
2. **Confidential/Physical form** - provides additional information about your child so the staff at Sarah Heinz House can better serve him/her.

## Session Running Times

Day Camp (1<sup>st</sup>-8<sup>th</sup> graders) Monday – Friday; 10:00AM - 4:00PM

Robotics Camp Monday – Friday; 10:00AM - 4:00PM

Leadership Development Camp Monday – Friday; 10:00AM - 4:00PM

Preschool Camp Monday – Friday; 10:00AM - 4:00PM

**\*Please see pre and post care policies. Any child that arrives more than 30 minutes before camp begins, or leaves more than 30 minutes after camp ends will be charged accordingly.\***

## What to (and not to) bring

### Items to bring EVERYDAY:

- Bathing suit and towel
- Tennis Shoes and Socks
  - Please NO Crocks or Sandals! These items make it nearly impossible for your child to participate in all of our daily activities. These items should be worn ONLY in the pool area!
- Medically required items **with a signed medical release** (examples include Inhalers, Epi pens, etc.)
- Kids are responsible for applying and storing their own sunscreen (Pre-School Day Campers need to provide their own sunscreen, but staff will apply sunscreen to Pre-School Day Campers).
- **Pre-School Campers only** - Bring a change of clothes to stay at camp throughout the summer.
- **Pre-School Campers only** - Each Monday, campers can bring a sheet or blanket for rest time. It will be sent home each Friday to be washed over the weekend.
- All campers should **put their name on all of their belongings and bagged lunch.**

Items NOT to bring

- Electronics (including, but not limited to cell phones, iPods, MP3 Players, tablets, etc.)
- Hand Held Video Games (including but not limited to Nintendo DS, PSP, etc.)
- Valuables of any kind

**There is no need for your child to bring any of these materials to camp.**

**Sarah Heinz House has no means of protecting these items and therefore cannot be held responsible if these are lost or stolen.**

**\*A special note about phones\***

While we encourage campers to keep their electronic devices, especially phones, at home, we understand that some parents may wish for their children to have them in case of emergencies. Phone use is discouraged during program hours from 10:00-4:00. If staff sees phones out, campers may be instructed to put them away and to participate in our activities. **Phones are not under any circumstances to be used at Sarah Heinz House at any time for the following purposes:**

- taking photos or video of other campers
- publishing photos or videos to social media
- going on inappropriate websites
- any other purposes deem inappropriate by the Day Camp directors

**Contacting Sarah Heinz House**

If a situation arises or you have any questions and need to get in contact with our camp, please call Sarah Heinz House directly at (412) 231-2377. All questions or concerns should be directed to the Camp Director who oversees your child's age group and program.

Preschool Camp Director – Matt Nichols [nichols@sarahheinzhouse.com](mailto:nichols@sarahheinzhouse.com)

1<sup>st</sup>-4<sup>th</sup> Grade Camp Director – Hannah Komita [komita@sarahheinzhouse.com](mailto:komita@sarahheinzhouse.com)

5<sup>th</sup>-8<sup>th</sup> Grade Camp Director – Deon Butler [butler@sarahheinzhouse.com](mailto:butler@sarahheinzhouse.com)

Leadership Development Camp Director – Chris Basel [cbasel@sarahheinzhouse.com](mailto:cbasel@sarahheinzhouse.com)

Robotics Camp Directors- [roboticscamp@sarahheinzhouse.com](mailto:roboticscamp@sarahheinzhouse.com)

If you and/or your family would like a tour of the facility or to learn more about the Day Camp program before your child's first day, please reach out to Danica Van Volkenburg, Director of Wellness and Family Engagement, at [VanVolkenburg@sarahheinzhouse.com](mailto:VanVolkenburg@sarahheinzhouse.com) or 412-231-2377 ext. 25.

**Preschool Family Orientation Night, on Wednesday, June 13<sup>th</sup> 6:30-7:15pm or 7:15-8:00pm**

There is a **mandatory orientation**, for all preschool camp families on Wednesday, June 13<sup>th</sup>. However, all families are invited to come, check on the status of their paperwork, and see what is new for the summer. This orientation is a chance for campers and parents alike to meet the Directors, find out more about the program, take a tour and ask questions. Orientations for preschool families will run from 6:30-7:15pm or 7:15-8:00pm. If you as the preschool parent cannot attend, we encourage you to designate an adult to attend and represent you. If you are unable to send someone in your stead, we encourage you to set up an alternate appointment with the Preschool Camp Director or Danica Van Volkenburg. You will be responsible for the information covered at the orientation.

**Procedures for First Day of Day Camp**

Whether it's at the start of the 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> or 4<sup>th</sup> session of camp, on the first day your child attends day camp, **a parent MUST come into the building** and check in with the Front Desk staff. This is to ensure that we have all necessary paperwork, fees, and everything else in place so your child has a great time at camp. We encourage you to visit our front desk before your first day of camp to ensure all your paperwork is in order before you arrive for your first day.

**Free Lunch**

**For the first time Sarah Heinz House will be offering ALL campers a free lunch onsite every day of camp.** Prior to the first week of camp we will be providing the menu ahead of time to families via a post on our website. Families can expect a mix of hot and cold meals that will be nutritious and of a wide assortment. Alternatives will be provided for any allergies or dietary restrictions that are reported to Sarah Heinz House prior to the beginning of camp. We encourage you to consult the planned menu on a daily basis so you can plan accordingly for your camper. Please note that the free lunch is not mandatory; campers who wish to bring their own lunch may still do so. We will hold the lunch for them until lunchtime as we have done in the past. **Like in the past, Sarah Heinz House cannot offer any refrigeration or heating for lunches campers bring themselves.**

We also want to inform families that we are listed as an “open site” for non-campers under the age of 18 to receive a free meal. These non-campers may be seated with campers for the duration of their meal, but will not leave the cafe area of the building or participate in any additional SHH activities. **No adults will be allowed into the cafe area at any time during Day Camp.**

We will also continue to offer a nutritious snack every afternoon for all campers.

### **Color Groups (1<sup>st</sup>-8<sup>th</sup> Grade Camps ONLY)**

- Campers will be assigned to color groups according to their age and grade: Purple (Completed 1<sup>st</sup> Grade), Red (Completed 2<sup>nd</sup> Grade), Blue (Completed 3<sup>rd</sup> Grade), Green (Completed 4<sup>th</sup> Grade), Orange (5<sup>th</sup>- 6<sup>th</sup> Grade) or Gold (7<sup>th</sup>-8<sup>th</sup> Grade).
- These groups are a way to ensure appropriate ratios of counselors to campers. Any issue with your child’s color group can be brought to your child’s specific camp director, but changes will be at the Camp Director’s discretion.

The Camp Director reserves the right to move your child down to a different camp if they deem it necessary. A child can also be moved up into a different camp (i.e. from the 5<sup>th</sup>-8<sup>th</sup> Grade Camp to our Leadership Development Program). If the Camp Director decides to move your child to a different camp so we can better serve them, you will be notified and may receive a credit or a charge for any difference in fees.

### **Off-Site Activities and Field Trips**

Occasionally Sarah Heinz House Summer Program staff may take campers off-campus to local attractions in the area (Spray Park, Roving Art Cart, etc). The off-site attractions are both within walking distance or via bus transportation. For this reason, it is important to send appropriate clothing and equipment (i.e. sunscreen) with your child each day. Field trip destinations and plans are subject to last minute changes (i.e. weather and closings) at the discretion of the Camp Director.

### **Traffic Issues**

Due to the large quantity of cars arriving for pick up at 4:00pm, **you cannot park in the turnaround loop.** We understand that traffic issues may arise when picking your child up on time. Please note that camp ends at 4:00pm and you are permitted a 30-minute grace period before Post Care begins. Even if you are late and are not intending to have your child in post care, we must automatically send your child to Post Care at 4:30pm and place them on our list so he/she will be safely supervised until your arrival. If your child is sent to Post Care, then he/she will be subject to Post Care fees.

### **ID Badges**

Campers are required to wear ID badges during camp. ID badges are left at SHH each day. If the child loses or damages their ID badge, they will be charged \$2 for a new ID badge. After 2 replacement badges, badges will cost \$5.

### **T-Shirts**

All Sarah Heinz House Campers will receive one t-shirt with their registration to camp. Campers are required to wear these shirts for all field trips.

### **Drop-off and Pick up Procedures (regular times)**

**\*\*Note - If your child uses pre and/or post care, these procedures will be modified slightly. Please see Pre and Post Care procedures.\*\***

**At Drop-off time (between 9:30 am-10am):** Your child will pick up their name tag at the front door and scan in. We encourage you to come in with your child each morning. When you do, PLEASE park in the parking lot. **PLEASE DO NOT PARK IN THE DROP OFF CIRCLE.** After scanning in, the child will drop their stuff off in their assigned cubby area and go to their designated area for opening.

**At the end of the camp day:** Campers will be dismissed by color group. If they are not staying for post-care, they will scan out and turn their ID in to a staff member at the door. For their safety, we will **not** permit the campers to wait outside for their ride. A counselor will be posted at the front door in the Great Hall to observe any unusual occurrences. If your child has a problem with being picked up, please instruct them see a counselor. Please park in the parking lot and **NOT** in the turnaround. If your child is not picked up by 4:30, you will be charged for post-care.

### **Early Pick Up Policy**

For the safety of your child/children, if you know your child will be picked up early from camp, please provide a note in advance with the following information:

1. Name of your child and their Color Group/grade completed;
2. What time he/she will be leaving;
3. Who will be picking up your child and the relationship to the child; and
4. A contact number where the parent/guardian can be reached for confirmation.

While the staff of Sarah Heinz House will make every effort to make sure your child is ready to be picked up early, we cannot promise that your child will be waiting for you in the Great Hall at the time you would like to pick them up (unless it is normal departure time at 4:00pm). However, if you follow the guidelines above, it will increase the likelihood that your child will be ready at the time you need them to be. If you need to pick up your child unexpectedly throughout the day, please call Sarah Heinz House as soon as possible at (412) 231-2377 prior to picking up your child while also providing the same information noted above to the Front Desk.

Please understand that only in exceptional cases will early dismissals be accommodated. While we understand that families sometimes have things come up, we cannot regularly accommodate non-regular pickup or dropoff times. Sarah Heinz House is dedicated to maintaining proper ratios of campers to staff persons and those ratios are disrupted by pickup or dropoff at unusual times. We consider early pickups to be for the purposes of appointments or other special engagements and not simply as a matter of convenience. **Early pick-up will not be honored after 3:30pm. Regularly requested early pick-ups will not be accommodated.**

**We may also ask for photo ID of any individual picking up a child that is not recognizable by the child and/or staff.** Sarah Heinz House requires that all parents/guardians and/or person's picking up your child come into the Great Hall, with photo ID available upon request, and check in with secretary or day camp staff so we can dismiss your child for the day.

We reserve the right to not allow your child to leave Sarah Heinz House if we do not know the person picking up your child, they do not have a photo I.D. and/or if we cannot get in contact with the parent/guardian. This is a safety precaution.

### **Pre and Post Care Guidelines (PLEASE SEE BELOW FOR PRESCHOOL)**

Sarah Heinz House's Pre and Post Care program is provided to help parents and guardians with their children prior to and/or after the regularly scheduled day of summer day camp. This time is for supervised unstructured play. The program was created as a means of assisting those parents who cannot bring their children to camp during its normal operating hours. Even if you do not plan on your child attending Pre and or Post Care, we ask that you read over these guidelines, as some of its rules will still apply directly to your child. **\*\* Pre & post care is a flat fee for the two week session. Once the fee is paid, campers can attend pre/post care as many times as needed throughout that two week session. If you have not signed up for pre and/or post care by the end of the first day of each session, you will be charged a rate of \$10 for each day you utilize either pre and/or post care.\*\***

#### Regular Pre and Post Care

**Pre Care is from 7:30 am to 9:30 am.** \$30 per two week session

**Post Care is from 4:30 pm to 5:30 pm.** \$20 per two week session

**Rate for both combined pre and post care - \$50 per two week session** (If purchased on or prior to first day of session)

**Daily Rate for both combined pre and/or post care - \$10 per day** (flat fee, no pro-rating)

#### Guidelines and Procedures

##### Pre Care

- Upon enter the building, your child must check in at the table for campers, pick up and scan in their ID.
- After checking in, they will be directed to an appropriate area of the building.
- All payments must be made in person or online for Pre and/or Post Care. In-person payments will be made directly to the Front Desk staff.

##### Post Care

- **At 4:30pm all campers who have not been picked up, regardless of cause, will be Automatically and Immediately sent to Post Care, and will be subject to the daily rate of \$10 if they have not pre-paid for Post Care.**

- All campers who are a part of Post Care will be signed in by a counselor at 4:30pm and then sent immediately to the Post Care program area.
- When picking up your child from Post Care:
  - The adult picking up the camper must come into the building and speak directly to the staff member in the Great Hall coordinating pick up.
    - The staff member will send for your child to come the Great Hall.
    - A parent may not take their child from the building without speaking directly to the staff member. This is a safety precaution for all campers and staff.

### **There is NO Extended Pre or Post Care**

- Day camp staff do NOT arrive at camp before 7:30am. Children must be accompanied by an adult until staff arrive. For any child that is dropped off before 7:30am, parents will be charged \$15 for any portion of every 15 minutes segment their child is there, and will receive one warning. **Any subsequent abuse of this rule will result in camper's loss of pre and post care privileges. If the camper attempts to use pre/post care after this point, they will be removed from the camp without refund.**
- Day camp staff leave the building at 5:30pm. Children must be picked up by an adult by that time. For any child that is picked up after 5:30pm, parents will be charged \$15 for any portion of each 15 minutes segment their child is there, and will receive one warning. **Any subsequent abuse of this rule will result in camper's loss of pre and post care privileges. If the camper attempts to use pre/post care after this point, they will be removed from the camp without refund.**

### **PRESCHOOL Drop-off and Pick up Procedures (regular times)**

\*\*Note - If your child uses pre and/or post care, these procedures will be modified slightly. Please see the typical day and the Pre and Post Care procedures.\*\*

**At Drop-off time (between 9:30am-10am):** Each morning parents will bring their child into the building. Your child will pick up their name tag at the front door and "scan in". Parents will then walk their child to the preschool area on the basement level. When you arrive, PLEASE park in the parking lot. **DO NOT PARK IN THE DROP OFF CIRCLE.**

**At the end of the camp day:** All preschool campers will be dismissed from the basement. They will "scan out" and turn their ID in to a staff member. We will **not** permit the campers to wait outside of the basement for their ride. A counselor will be posted at the front door in the Great Hall to observe any unusual occurrences. Please park in the parking lot and **NOT** in the turnaround. If your child is not picked up by 4:30pm, we will take your child to post-care (described above).

#### **Preschool Pre and Post Care Times and Rates:**

**Pre Care is from 7:30 am to 9:30 am.** \$30 per two week session

**Post Care is from 4:30 pm to 5:30 pm.** \$20 per two week session

**Rate for both combined pre and post care - \$50 per two week session** (If purchased on or prior to first day of session)

**Daily Rate for pre, post or both- Flat \$10 rate per day**

### **Code of Conduct for Campers, Parents, and Staff**

Sarah Heinz House staff will respond to incidents of inappropriate behaviors with a plan designed to document, monitor, and intervene for all threats or incidents in violation of the Sarah Heinz House Code of Conduct.

To ensure the best care of our campers, it is necessary to maintain good communication with parents and guardians in a calm atmosphere at Sarah Heinz House. However, it is important that all campers and their families know that Sarah Heinz House and its operating bodies are no place for:

- Bullying (Verbal or Physical)
- Verbal or physical fighting, includes rough-housing, spitting, etc.
- Hostile tones of voice and disrespect with defiant attitude to any staff, campers, members, etc.
- Rude, profane, racist, or culturally offensive remarks
- Threats of physical harm, intimidation, or coercive behavior
- Inappropriate Clothing and Attire (listed below)
- Weapons of any type: play toys, guns, knives, pepper spray, etc.
- Alcohol, illegal drugs or behavior indicating drug or alcohol use
- Stealing
- Vandalism of any property belonging to Sarah Heinz House, staff, campers, members, etc
- Defiance of policies, staff instruction, or staff direction
- Any other inappropriate behavior as determined by the Camp Director.

**For the safety and comfort of all, Sarah Heinz House staff may remove campers from daily activities, an entire session and/or the rest of camp depending on the severity of the incident.**

**\*\* NO REFUNDS ARE GIVEN TO INDIVIDUALS WHO WITHDRAW OR ARE SUSPENDED FROM CAMP PROGRAM BECAUSE OF BEHAVIOR. \*\***

**If your child is reprimanded for participating in any of the above incidents or inappropriate behaviors you and your child will be expected to comply with the discipline determined by the Camp Director.** Discipline issues will carry over from session to session.

**Clothing and Attire:** Please dress your camper so they will have the best experience possible:

- Open-toed shoes or sandals are not to be worn as their permanent pair of shoes for the day (only during swimming).
- Visibility of undergarments
- Profane, drug, and/or alcohol related referenced clothing
- Other inappropriate or inadequate clothing attire
- Chains, dangly earrings, and other jewelry that can harm themselves or other campers during the physically active activities planned for the day.

If your child is in violation of any of the above inappropriate attire, a written warning will be given to both the child and parent/guardian. The child in question will be given alternative clothing attire to be worn for the rest of the day. If this happens consistently, the child may be sent home for the rest of the day and asked not to return to camp until the child is dressed appropriately.

### **Permission to Treat and General Release**

By signing their registration paperwork, parents give permission for Sarah Heinz House to treat campers with basic first aid when necessary. Except in the event of an emergency, it is the parent's discretion and responsibility to proceed with additional medical treatment beyond basic first aid. In event of emergency, if parents cannot be reached, then parents give permission to health care providers selected by the camp director to order X-rays, routine tests, and treatment for the health of the above named child. Also, in the event of an emergency if a parent cannot be reached, parents give permission to the health care providers selected by the camp director to provide whatever treatment they deem necessary until a parent is reached. Parents further understand, acknowledge, and agree to waive, release, and discharge Sarah Heinz House, and all those affiliated with the organization, from



any and all claims of liabilities for harm, personal injuries or damages of any kind, which arise out of or relate to their child's participation in summer camp activities. Parents also expressly release and discharge Sarah Heinz House, and those affiliated with the organization, from any liabilities or claims associated with the rendering of, or failure to render, any type of emergency, medical and/or first-aid services. Parents further agree to indemnify and hold Sarah Heinz House harmless for any harm, injury or property damage resulting from or arising out of their child's actions.

### **Prescription Medication Policy**

The purpose of this policy is to provide control over the administration and use of prescription medications by the youth participants of Sarah Heinz House summer programs, to assure that such drugs are prescribed and administered according to the instructions of a physician, and to promote good health and medical treatment of summer youth participants at Sarah Heinz House, at the One Heinz Street location. I hereby acknowledge that I have reviewed and understand the medication policy related to the specific camp(s) that my child attends. (This policy is separate and distinct from the medications policy at "Resident" Heinz House Camp, where the children actually reside and stay for extended periods.)

**Sarah Heinz House urges the parent, if possible,** to schedule any prescription medication that needs to be taken outside of scheduled Sarah Heinz House summer program attendance. If prescription medication must be administered during summer program hours, it must be done according to the Prescription Medication Policy. **The parent must set an appointment with the appropriate Camp Director at least one week before** the camper begins attending programming, to complete the "Prescription Medication Distribution Form" and discuss the camper's specific situation and needs.

**Over the counter, or non-prescription medications, are not administered at Sarah Heinz House.** Staff are trained in and provides only Basic First Aid and CPR. We do not have a nurse employed on-site. If a camper is not feeling well and/or unable to participate, staff will attempt to contact the parent or guardian listed on the registration documents. It is the parent's responsibility to arrange and implement any medical treatment or care beyond basic first aid.

### **Special Accommodations or Extra Support**

If your child requires support from an aide or Therapeutic Support Staff (TSS) in the classroom during the school year, we highly recommend having a similar support in our day camp environment. At this time, Sarah Heinz House is currently unable to provide a 1:1 ratio for any of our campers. Please contact your child's camp director to collaborate on a plan that will help your child thrive.

### **Final Note**

Disagreement with any of the policies in this handbook or other camp documentation must be presented in writing to Bob Bechtold (bechtold@sarahheinzhouse.com), and may result in declined camp participation.

**Thank you for signing your child up for summer programs at Sarah Heinz House! We are so glad to have the opportunity to serve your camper, your family and you!**