



Sarah Heinz House

Girls' Resident Camp

Handbook

2018



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**Heinz House Camp is designed as a home away from home. The emphasis is on "Fun While Learning."
FUN is exactly what is planned: swimming, hiking, crafts, cookouts, archery, boating, canoeing,
overnights and more exciting special events.**

Important Dates to Remember

Deadline to turn in forms & pay in full -----	July 2, 2018
Last day for refunds (minus \$25 per session registration fee) -----	July 2, 2018
Camp Meeting 6pm-----	July 9, 2018
Girls' Resident Camp First Session	
Depart SHH on Saturday, July 14 at 2 pm	Return to SHH on Tuesday, July 24 at 12 PM
Girls' Resident Camp Second Session	
Depart SHH on Tuesday, July 24 at 2 pm	Return to SHH on Friday, August 3 at 12 PM

Forms Required for Campers

1. **Summer Food Program Application-** Government regulations state that all of the campers need to have a Summer Food Program Application completely filled out. This is not on line.
Campers attending resident camp are **required to submit this hardcopy form to the Front Desk.**

The forms below should have been completed **online** as part of the registration process.

1. **Signature form** - outlines the permissions the parent(s) give to 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.
3. **Ropes Course Waiver**-gives or refuses permission from the parent(s)/guardian(s) for their child to participate in the High Ropes Course. Indicate your **consent or dissent** on the form. We must have a completed form on record for each camper.
4. **Paintball Waiver (for children 12 and older only)** -gives or refuses permission from the parent(s)/guardian(s) for their child to participate in Paintball at Heinz House Camp. Indicate your **consent or dissent** on the form. We must have a completed form on record for each camper.

The Summer Food Application is included in the camp mailing and it, **along with your final payment, are due to Sarah Heinz House by July 2, 2018.** You can fax them (412-231-2428), email them to fodor@sarahheinzhouse.com, mail them in or stop in and drop them off at the Front Desk during business hours.

***If your child's completed forms and payment in full is not received by the due date, your child will lose his/her spot in camp and it will be given to the next person on the waiting list. He/she will then go to the bottom of the waiting list. Your deposit is not refundable and will not be refunded.**

Camp Meeting (NO Physical)

This year, campers are **NOT** required to have a physical examination before going to camp. We ask that you attend the camper meeting on **July 9th at 6pm**. You will receive important information at the meeting and your child will pick who he/she wants to tent with for the session.

Camp Store

Daily Camp Store (snacks & necessities) will still be offered, but at no additional cost or separate account. No Additional money will be needed by the camper. If the camper has unusual or repetitive needs which become costly, they will be handled on a case by case basis. If necessary, the Camp Director may contact the parents to work out some alternative arrangement or additional payment to meet that camper's needs.

Camp Apparel will only be sold at Heinz House and at specified times, on camper travel days of departure and/or return.

Staff

Our counselors are selected from a qualified pool of applicants. Staff have backgrounds in or are currently studying a variety of fields, but the majority of them are former Heinz House Campers. Many have gone through and completed our Counselor in Training Program. All Heinz House Camp Staff are certified in at least one area of expertise (Lifeguarding, Ropes Course, First Aid, and Paintball). The entire Heinz House Camp staff completes a staff training that focuses on best practices and other topics such as Child Abuse and Outdoor Education. At least 80% of our staff is 18 years old or older. Our entire staff has completed and passed a Background Check as outlined in SHH policy and state and federal law. I understand and agree that neither Sarah Heinz House, nor any person associated with them, has any responsibility of any kind to me or my child from any claims arising from any accident, injury or illness, which my child may suffer as a result of participation or any related health care or medical treatment.

Arrival and Departure Times

Departure to Heinz House Camp 2:00 P.M. (July 14th -1st session and July 24th - 2nd Session)

- **Be at Heinz House no later than 12:30 P.M.**

Return to Sarah Heinz House 12:00 P.M. (July 24th -1st session and August 3rd - 2nd Session)

- Parents should be in the parking lot as the bus arrives. The campers look forward to seeing you as much as you look forward to seeing them!

Procedures for Departure

- Be at Sarah Heinz House no later than 1:30 P.M. for either session
- **DO NOT BLOCK THE ENTRANCE OR TURNAROUND TO THE PARKING LOT**
- Park in the designated parking lot (or overflow lot). **Do not block the turn around.** Cars left in the turnaround will be towed immediately. The **luggage bus** and the **camper bus** will be in the turn around.
 1. Carry your luggage and fishing rod (if applicable) onto the luggage bus.
 2. Go **into** Heinz House to check in and turn in ALL medications (including vitamins) - SEE PROCEDURE BELOW
 3. Roll will be called, then the campers will board the bus and leave 1pm.

Permission to Treat and General Release

By signing registration forms, parents give permission for over-the counter and non-prescription medication to be given to the above named child. Parents give permission to Sarah Heinz House to treat the above named child with basic first aid when necessary. Parents also give permission to the health care providers selected by the camp director to order X-rays, routine tests and treatment for the health of the above named child, and, in the event of an emergency, parents also give permission to the health care providers selected by the camp director to provide whatever treatment they deem necessary until such time as parent may be 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 the above named 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 the above named child's actions.

Medication Going To Camp

On the day of departure, bring the following.

- Put all medications in a Ziploc bag
- Print or write clearly the camper's name on the top of the bag.
- Does it need refrigeration? Write REFRIGERATE after the name.
- Fill out the medication form (available online and at SHH) and place it in the zip lock bag.
- On the day of departure, a counselor/first aid staff will collect the medication bags.
- Please do not send over the counter medication (such as Benadryl, Advil, Tylenol, etc.). Simply state on your child's confidential form and medical form what they use and why they need it. We will supply any over the counter medication.

Luggage

- One suitcase, one bedroll (or duffel bag), and a book bag are permitted. A **small bag** is permitted on the bus (**small, please - book bags are not permitted on the camper bus.**)
- No trunks or footlockers are permitted.
- Fishing rods need a name tag (many children bring similar fishing rods and can be easily mistaken as another's fishing rod).

What to Pack and Bring to Camp

Please write the camper's name on every item with a permanent marker. This makes it easier for the staff to identify the owner of an article of clothing/object if it is lost during the session. Please use luggage tags provided to identify your child's items.

Sleeping Bag	Toothbrush, toothpaste, soap
Small Pillow (if desired)	Soap box, shampoo, comb, brush
Small old rug (if desired)	Pajamas or night clothes
Additional Blankets (if desired, nights get cold)	Tennis shoes and hiking shoes
Flashlight (extra batteries & bulbs)	Old play clothes, shirts, shorts, jeans
Cloth/Mesh laundry bag (NO Plastic Bags)	Extra underwear
Rope (16ft for a clothes line)	Swimsuit/trunks (at least 2)
Disposable Camera (if desired)	Flip-flops, creek shoes (water socks)
Pre Addressed Envelopes/Postcards	Fishing gear (if desired)
Stamps, pen/pencil	Plastic ground cloth
Towels (at least 3 bath/beach towels)	Baseball glove (if desired)
Sweatshirt/hoodie and pants (at least 3-4 each)	Plastic bucket for shower articles
Mattress Cover - \$15 available at SHH	Feminine hygiene products (if applicable)

Helpful Hints When Packing for Camp

- Having extra clothes is better than running out of things to wear. Please pack extra underwear, socks, shirts, shorts, and pants.
- Shoes get wet at camp. Send more than one old pair of tennis shoes or boots (even if they are tight to be

used as creek shoes). Do not only send a pair of sandals.

- A lot of our waterfront activities require shoes with backs on them. Make sure you have water shoes that are sturdy and have a strap or back to them so you can fully participate in the activities we offer.
- An old extra swim suit/trunks are nice as well. We swim a lot, and wet suits/trunks are not comfortable to put on.
- Nights can be cold at camp, please be sure to pack suitable bedding. An indoor slumber bag is **NOT** a substitute for a camper's "sleeping bag." Extra blankets still need to be packed for cold nights.

Items NOT to bring - There is no need for your child to bring any of these materials to camp.

- Electronics (including, but not limited to cell phones, iPods, MP3 Players, etc.)
- Hand Held Video Games (including but not limited to Nintendo DS, PSP, etc.)
- Valuables of any kind
- Money
- Food - Please **do not send food with or to camp** (it **will** attract unwanted animals into camp)

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

Laundry Run - For campers staying both sessions.

For campers staying both sessions, laundry can be sent home for cleaning. If you do not pick up your child's laundry, your child will not have clean clothes for second session.

Parents/Guardians or a designated person can pick up laundry at SHH on Monday, July 23rd, between 12:00-7:30pm. Return clean laundry **with the camper's name on it** between 1:25-1:45 PM on Tuesday, July 25th. Please put it straight onto the luggage bus. Do not bring it into the building.

Camp Lost and Found

Items will be held for **one week** after the camp season ends. At that time, if the items are not claimed, they will be donated to Goodwill.

Contacting Heinz House Camp

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. They will contact the Resident Camp Director and he/she will contact you directly. **Our camp phone number is blocked. If your phone does not allow blocked phone numbers, you may want to disconnect that service while your child is at camp. We will get in touch with you if necessary.**

THE CAMP ADDRESS IS:

**Camper's Name
Heinz House Camp
2534 Heinz Camp Road
Ellwood City Pa 16117**

E-mail will only be used for communication with staff, not your child. You **will not** be able to write letters to your child through e-mail. The e-mail address to contact camp and the Camp Director is kotwica@sarahheinzhouse.com .

Other Helpful Hints

Feel free to call with any questions and/or concerns by calling Sarah Heinz House at (412) 231-2377 between the hours of 6:00am and 4:00pm - Monday through Friday.

- Send a lot of mail to your child. It is the one connection he/she has with you.
- Sending packages to your child is permitted, but please do not send food. We have plenty of food during meals and in the camp store. All food outside the camp store and dining hall will be held until your child returns home. Instead of food, send puzzles, games, books, etc.

Hospital/Doctor Visits

All of the programs we run at camp focus on fun, learning, and safety, but accidents do happen. In the event of a serious illness or injury to your child, you will be contacted by a staff member. If your child requires medical attention (for example: ear infection, strep throat, etc.), he/she will be taken to the Ellwood City Emergency Department. The hospital will call to receive permission to treat your child and will call later to tell you what they have decided to do. After the visit to the emergency room, we will contact you to let you know how your child is doing.

Early Pick Up or Late Drop off Procedure (from the Heinz House Camp Campus)

Circumstances may occur where your child needs to be picked up early or dropped off from Heinz House Camp. For the safety of your child/children, please provide in advance a completed early pick up form (we will have forms at SHH and online). If you do not have a form, please write a note with the following information:

1. Name of your child;
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.

If your child is NOT taking the bus from or to Sarah Heinz House on the above mentioned dates and times, you are responsible for picking up and/or dropping off your child from Camp (you may obtain directions from the Front Desk Staff at Sarah Heinz House). Please do not go any further than the Dining Hall until you are greeted by a staff person!!

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 MUST come into the Dining Hall, have PHOTO I.D., and check in with a camp staff member.

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

AT NO POINT ARE YOU PERMITTED TO ENTER HEINZ HOUSE CAMP PROPERTY WITHOUT WRITTEN, ADVANCED NOTICE. If you enter without permission, we reserve the right to deny you access to our campus and local authorities may be called. This is a security measure to help protect your child from intruders. Please respect it.

Tent Groups

Campers will be assigned to tent groups according to their age group. Camp directors will make every effort to place children in appropriate tent groups with whom they have requested. Any issue with your child's tent group can be brought to the camp director, but changes will be at the Camp Director's discretion.

Off-Site Activities

Occasionally Sarah Heinz House Summer Program staff may take campers off-campus to local attractions in the area (McConnell's Mills, Moraine State Park, etc.). The off-site attractions are within walking distance and do not last the entire camp day.

Apparel

T-shirts will be sold during SHH departure days, change days and return days. (see Camp Store section)

Mattress Covers

A Mattress will be provided for each camper. Each camper is required to bring a mattress cover and/or a fitted sheet for a twin bed. If you do not bring a mattress cover to camp, a charge of \$15 will be charged to your son's account. Mattress covers may be purchased at Sarah Heinz House for \$15.

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
- 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
- Weapons of any type: play toys, guns, pepper spray, etc.
 - **Campers are permitted to bring knives for fishing (i.e. Swiss Army Knife), but they are required to give it to their Counselor. The Counselor will hold it for them for the entire session. If your child wants to use his/her knife, he/she must obtain permission from the Counselor who will give it out at his/her discretion.**
- Alcohol, illegal drugs or behavior indicating drug or alcohol use
- Stealing
- Vandalism of any property belonging to Sarah Heinz House, staff, campers, members, etc
- Being down Waterfront without permission/supervision
- Being outside of permitted areas or boundaries
- 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 SUSPENDED FROM MEMBERSHIP BECAUSE OF BEHAVIOR.****

If your child/children are reprimanded for participating in any of the above incidents or inappropriate behaviors, the parent and/or guardian must comply with any discipline given by the Camp Director and must have a meeting with the Sarah Heinz House staff to review the guidelines set forth by this Code of Conduct.

Typical Day

The schedule is tentative and subject to change.

7:30 am	Wake Up
7:30 am -7:45 am	Morning Roll Call and Activity
7:45 am-8:30 am	Tent Clean-Up
8:30 am -9:30 am	Breakfast
9:30 am -10:00 am	Squads (chores)
10:00 am-12:15 pm	Morning Program Session
12:30 pm-1:30 pm	Lunch
1:30 pm-2:30 pm	Rest Hour
2:30 pm-5:15 pm	Afternoon Program Session
5:30 pm-6:30 pm	Dinner
6:30 pm-7:15 pm	Camp Store
7:15 pm-9:30 pm	Evening Program Session
9:30 pm-10:00 pm	Campers Prepare for Sleep
10:00 pm	Lights Out

SHH welcomes all children and our staff strives to respond to the needs of the youth we serve. We are, however, unable to provide individualized care for any child except for extenuating circumstances, such as injuries, discipline and personal care needs customarily provided to each children. To the extent it is reasonable able to do so, SHH staff will provide services to youth with disabilities or any special needs in the same manner as services are provided for other children of comparable age.

We want all participants to have the opportunity to succeed and to have a positive experience. Attendance and full participation for each camp is listed in the handbook and other materials. Our resident camp is open to children who have completed 1st Grade through teens who have completed 11th Grade, without regard to race, color, religion, or national origin. Some participants do require additional support beyond the normal scope of our services to be successful. A certain level of maturity and independence is required. It is the discretion of Sarah Heinz House to discern whether or not we think a child can be successful at our camps, without additional support. If Heinz House determines that situation regarding any participant, and if that additional support or service is not available, then Sarah Heinz House reserves the right, in the best interests of all participants and programs, to decline a participant the opportunity to participate in programs. If my child requires additional support in a school setting, or other afterschool settings, or if s/he normally requires more than 1:10 supervision ratio, I will set an appointment and meet with the appropriate Camp Director at least one week before my child attends any session of camp.

Sarah Heinz House Non-Discrimination Policy

It is the policy and strict intention of the Sarah Heinz House that no member or employee of the Sarah Heinz House discriminates against any person on the basis of race, color, religion, sex, ancestry, national origin, handicap or disability. It is the strict policy of the Sarah Heinz House that any discrimination will not be tolerated. Furthermore, any act of discrimination that the Sarah Heinz House becomes aware of will be dealt with by a fair and prompt investigation into the matter.

Disagreement with any of the policies in this handbook or other membership documentation must be presented in writing to Bob Bechtold, Director of Program Services, and may result in declined membership and/or participation.

Let's
Have
FUN
TODAY

