



Sarah Heinz House Boys & Girls Club



Boys' Resident Camp Handbook 2020

Table of Contents

Important Dates to Remember	Page 2
Payment and Refund Policy.....	Page 2
Forms Required for Campers	Page 2
Camp Meeting	Page 3
Camp Store	Page 3
Staff	Page 3
Arrival and Departure Times (from SHH and to SHH)	Page 3
Procedures for Departure	Page 4
Permission to Treat and General Release.....	Page 4
Medication Going to Camp	Page 4
Hospital/Doctor Visits	Page 5
Luggage	Page 5
Helpful Hints When Packing for Camp	Page 5
What to Pack and Bring to Camp	Page 5
Items Not to Bring	Page 6
Laundry Run	Page 6
Camp Lost and Found	Page 6
Contacting Heinz House Camp.....	Page 7
Other Helpful Hints	Page 7
Pick up or Drop off Procedures (from Heinz House Camp Campus)	Page 7
Tent Groups	Page 8
Off-Site Activities	Page 8
Apparel	Page 8
Mattress Covers	Page 8
Code of Conduct.....	Page 8
Typical Day	Page 9
Non-Discrimination policy and Disagreement with (any) policy.....	Page 10

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 formsMay 29, 2020
- Last day for refunds (minus \$25 per session registration fee)May 29, 2020
- Boys Camp Meeting at 6 PM.....June 16, 2020

-Girls Camp Meeting at 6 PM-----July 13, 2020

-Boys' Resident Camp First Session

Depart SHH on Thursday, June 25 at 2 pm Return to SHH on Sunday, July 5 at 12 pm

-Boys' Resident Camp Second Session

Depart SHH on Sunday, July 5 at 2 pm Return to SHH on Wednesday, July 15 at 12 pm

-Girls' Resident Camp First Session

Depart SHH on Saturday, July 18 at 2 pm Return to SHH on Tuesday, July 28 at 12 pm

-Girls' Resident Camp Second Session

Depart SHH on Tuesday, July 28 at 2 pm Return to SHH on Friday, August 7 at 12 pm

Payment and Refund Policies

- **Full Payment** is due at time of registration.
- ****No refunds** are given to individuals who withdraw **after May 29**, or get suspended from camp or membership because of behavior. ******
- To qualify for Membership Rates, a **member must finish the program year "in good standing"**, regarding attendance and behavior / discipline. If a full member of Sarah Heinz House **does not finish the program year "in good standing"**, because of behavior or less than 50% cumulative attendance in their required programs, then their charges for summer programs will be changed to **Nonmember Rates**.
- **Last day for refunds (minus \$25 per session registration fee) is May 29, 2020**
- An **Administrative "Change Fee" of \$10** will be charged for the processing of every registration "transfer" requested by a camper's family.

Forms Required for Campers

- **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.

- **Signature form** - outlines the permissions the parent(s) give to Sarah Heinz House.
- **Confidential/Physical form** - provides additional information about your child so the staff at Sarah Heinz House can better serve him/her.
- **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.
- **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, **is due to Sarah Heinz House by May 29, 2020**. 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 are not received by the due date, your child could lose their spot in camp and it will be given to the next person on the waiting list. They will then go to the bottom of the waiting list. Your payment will not be refunded.**

Camper and Parent Meeting

This year, campers are **NOT** required to have a physical before going to camp. We still ask that you attend the camper meeting. The Boys Camp Meeting will be held on **Tuesday, June 16th at 6pm** and the Girls Camp Meeting will be held on **Monday, July 13th at 6pm**. You will receive important information at the meeting and your child will pick their preferred tent mates for the session.

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, Paintball, Boating, and Leave No Trace). The entire Heinz House Camp staff completes a staff training that focuses on best practices and other topics such as Child Abuse Awareness & Prevention and Outdoor Education. At least 80% of our staff is 18 years old or older. All staff who are over 18 have completed and passed a Background Check as outlined in SHH policy and state and federal law. Camper's families 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

Each Session (both Boys' and Girls' Camp) leaves and returns at the times listed below. See Departure and Arrival dates on Page 2 of this handbook.

DEPARTURE to Heinz House Camp 2:00 P.M.

- **Be at Heinz House no later than 1:30 P.M.**

RETURN to Sarah Heinz House 12:00 P.M.

- 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.
- Carry your luggage and fishing rod onto the luggage bus.
- Go **into** Heinz House to check in and turn in ALL medications (including vitamins) - SEE PROCEDURE BELOW

- Roll will be called, then the campers will board the bus and leave.

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 understand that Camp Staff certifications do not extend beyond Basic First Aid.** 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.

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, your child will be taken to the closest Emergency Room, UPMC Jameson in New Castle, PA. On route to the hospital, you will be contacted by a staff member. If your child requires medical attention (for example: ear infection, strep throat, etc.), we will contact the family to help decide the appropriate hospital or urgent care. 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.

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).

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.

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	

Items NOT to bring

- Cell Phones-Cell Phones will be confiscated and stored with the Camp Director if brought to camp and will be returned at the end of the campers' experience at 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 (We do not have anything to purchase at camp-no money needed);
- Food - Please **do not send food with or to camp** (it may attract unwanted animals into camp);

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, 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, you will be **charged a \$50 additional cleaning fee.**

Parents/Guardians or a designated person can pick up and drop off laundry at SHH.

Boys Camp

- **Laundry Pick Up**
 - Thursday, July 2nd from 12:00-6:00pm
- **Laundry Drop-Off**
 - Sunday, July 5th between 12:45-1:45pm
 - Please return clean laundry **with the camper's name on it**
 - Please put it straight onto the luggage bus. Do not bring it into the building

Girls Camp

- **Laundry Pick Up**
 - Monday, July 27th from 12:00-6:00pm
- **Laundry Drop-Off**
 - Tuesday, July 28th between 12:45-1:45pm
 - Please return clean laundry **with the camper's name on it**
 - Please put it straight onto the luggage bus. Do not bring it into the building

Camp Lost and Found

Items will be held for **48 hours** after the camp session 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 who 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 overnightcamps@sarahheinzhouse.com .

Other Helpful Hints

- Send a lot of mail to your child. It is the one connection the camper 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.

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:

- Name of your child;
- what time they will be leaving;
- who will be picking up your child and the relationship to the child; and
- 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 this policy.

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

Resident Camp apparel is not sold at Sarah Heinz House.

Resident Camp apparel will be available online. The link will be shared at www.sarahheinzhouse.org and on Heinz House Camp's Facebook page when the store is available.

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.
 - **Knives are NOT PERMITTED and will be confiscated.**
- 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 AFTER MAY 31, OR GET 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-3:00 pm	Camp Store
3:00 pm-5:15 pm	Afternoon Program Session
5:30 pm-6:30 pm	Dinner
7:15 pm-9:30 pm	Evening Program Session
9:30 pm-10:00 pm	Campers Prepare for Sleep
10:00 pm	Lights Out

Statement on Diversity, Equity, and Inclusion (DEI)

“Sarah Heinz House commits to promoting a safe, positive and inclusive environment for all youth and teens of every race, ethnicity, gender, gender expression, sexual orientation, ability, socio-economic status, and religion in reaching their full potential”.

Special Accommodations or Extra Support

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.

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 your child 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 Sarah Heinz House discriminates against any person on the basis of race, color, religion, gender, gender identity or expression, sexual orientation, ancestry, national origin, handicap or disability. It is the strict policy of Sarah Heinz House that any discrimination will not be tolerated. Furthermore, any act of discrimination that 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 at Heinz House**, and may result in declined membership and/or 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!

Let's
Have
FUN
TODAY

