

Kids University Program

Parent Handbook – 2019



Montgomery Township
Community and Recreation Center
1030 Horsham Road
Montgomeryville, PA 18936
267-649-7200

www.montcrc.com
kidsu@montgomerytwp.org

Welcome!

Dear Kids University Parent,

Welcome to Montgomery Township's Kids University program! The program will be held at Montgomery Elementary School, 1221 Stump Road, North Wales, PA 19454, Monday through Thursday and at the Montgomery Township Community & Recreation Center, 1030 Horsham Road, Montgomeryville, PA 18936 on Friday. **The program will also be at the Montgomery Township Community & Recreation Center on Monday, June 17th.** This handbook is designed to help answer questions on topics relative to you and your child's experience with us.

We are looking forward to a successful Kids University program, designed to meet the needs of the community. We strive to make the environment a secure, fun and comfortable place for your child's growth and development. We hope that it will be a place that your child will form new friendships as well as foster old ones. Feel free to speak to us daily to keep us informed about the small, but important, changes that could affect your child's ongoing development. Our goal is to establish a positive relationship with you and your child throughout the course of the program.

We encourage you to ask questions and to meet and get to know the staff. Montgomery Township knows that your suggestions, participation and support help improve our Kids University Program.

Upon receiving the handbook, please sign and date the Receipt and Acknowledgment form. The signed form should be received the first week your child attends the program.

Please feel free to contact the Community & Recreation Center staff with any questions/concerns at 267-649-7200. You may also contact Kids University Staff at kidsu@montgomerytwp.org

Thank you for choosing Montgomery Township's Kids University Program as your child's summer experience!

Sincerely,
Community & Recreation Center Staff

Overview & Important Information

Camp Day

- Regular camp hours 9 am to 4 pm, or Extended hours 8 am to 6 pm, 5 days a week.
- Participants cannot be dropped off earlier than 5 minutes prior to their registered start time.
 - (i.e., if registered for 9am-4pm, drop off no earlier 8:55am).
- Please be on time.
- You **MUST** have a photo ID at pick-up at the end of the day
 - Drop-off and Pick-up procedures..... *Page 2*

Snacks & Lunch

- AM & PM snack offered to all campers.
- On theme days & select other days, Special Lunches will be served to all campers, no signup needed!
 - Special Lunches will be added to our calendar, and our weekly newsletters, which will be emailed to all parents in our system, will include reminders of these Special Lunches.
- Kona Ice will be visiting on Monday's beginning on June 24th (Weke 2) (additional cost).
 - Lunch & Snack Information..... *Page 3*

Field Trips

- Field Trips will be typically be on Fridays; pool trips on Tuesday & Thursdays.
 - There are a few exceptions – Please look out for emails and check the camp calendar provided.
- Campers **MUST** wear their 2019 **Kelly Green** Kids U shirt on all trips.
- All campers attending a field trip are responsible for their own items and will carry their own lunch/snack/supplies with them. We strongly recommend brown paper bags for lunches on trips.
 - Trip Information..... *Page 4*

Medical Form

- **MUST** be completed and turned in to keep on file.
 - Medical Form.....*Appendix A*

Handbook Receipt

- **MUST** be signed and returned to acknowledge you have read the handbook
 - Handbook Receipt Form.....*Page 9*

Sign in/Sign out Procedures

For the safety and well-being of the children, the designated areas for drop-off and pick-up are:

At Montgomery Elementary (1221 Stump Road, North Wales, PA 19454) –Monday thru Thursday

- Enter the left side of Montgomery Elementary's parking lot (facing the building)
- You may use the bus drop-off area straight ahead after you enter the parking lot
- Alternatively, you are welcome to park in the parking spaces near the bus lane.

At Montgomery Community & Recreation Center (1030 Horsham Road, Montgomeryville, PA 18936) – Friday

- Pull into the bus drop-off directly in front of the main entrance to Mont CRC. You may temporarily park there to sign your child in. Alternatively, you may use the provided parking spaces throughout the Mont CRC parking lot.
- Participants cannot be dropped off earlier than five minutes prior to their registered start time (i.e., if registered for 9am-4pm, drop off no earlier 8:55am). Please be on time.

- Each child must be signed in by a parent or designated guardian. *Children may not be sent in at drop off without an adult.*

- **Photo ID will be requested at pick up before we will release the child/ren. Please have it with you at all times for your convenience.**

- Child/ren may be released to individuals other than parents; however, the individual **must** be listed on the emergency contact form signed by the parent/guardian or a note must be provided by the parent/guardian when the child is signed in. **Photo ID must be presented before we will release the child/ren to emergency contacts.**
- A Kids University Director should be notified **in writing** of any situations regarding the pick-up or the welfare of any participant such as (early dismissal, transportation by bicycle, and medical information).
 - Please email kidsu@montgomerytp.org with this information.

Lateness Policy

Montgomery Township understands that extenuating circumstances sometimes prohibit you from picking up your child on time. A call must be made to the Community and Recreation Center staff notifying them that you will not be there in time for scheduled pick up. If your child is not picked up within 15 minutes of the scheduled pick up time, you will be subject to late charges, which are as follows:

- First Occurrence: No Charge
- 2nd occurrence (every 15 Minutes): \$10 per Child
- Additional Incidents: Fees will be charged as stated above and must be paid before the child is allowed to return to the program.

All late fees must be paid directly to the Community and Recreation Center; no money is accepted by Kids University staff.

Snacks & Lunch

Participants must bring a bagged lunch and a water bottle every day, clearly marked with the child's full name. Lunch will be stored in a refrigerator. All participants will go to lunch at 12:00 pm.

The Township will be providing two snacks per day (AM and PM) on a daily basis as well as lunch on Theme Days & select other days. These days will be communicated via our calendar, email, and weekly newsletters. The Kona Ice truck will be at Montgomery Elementary on Mondays beginning on June 24th (Week 2), so please send money with your children if they wish to buy a treat. **Please make sure staff is aware of any food allergies or restrictions prior to attendance at Kids U.**

Attire/Sunscreen Policy

All personal items such as water bottle, sunscreen, towel, etc. must be clearly labeled with child's full name and sent in a bag/backpack.

We require that your child dress appropriately for the weather and daily activities. We will be spending a lot of our time in the sun, so we ask that your child wear a hat to protect his or her face and head from sunburn.

Sunscreen is an important part of protecting your child's skin from the harmful rays of the sun. Parents should apply sunscreen to children prior to dropping them off for the day. In addition, we encourage your child to bring extra sunscreen as well.

PLEASE NOTE: Kids University staff will not apply sunscreen to children and will not be responsible for maintaining sunscreen for each child. Staff will remind children to reapply.

Comfortable, closed-toed shoes (sneakers preferably), and socks should be worn at all times. Sandals, flip flops and other open toe shoes are not permitted. Children with uncovered feet will not be able to participate in certain activities and games.

All participants will receive two Kids University t-shirts on their first day of attendance. Additional shirts may be purchased for \$10.00.

General Information

Children are not permitted to bring the following items – personal toys, video games, skateboards, iPods, cell phones, tablets, etc. **Montgomery Township is not responsible for lost or damaged items.**

In the event of inclement weather (extreme heat or rain), Kids University will remain indoors for the day.

Trips

Kids University provides optional trips at an additional cost. Trip brochures are available at the Community and Recreation Center and online. Trip/class registration forms & payment must either be received before the start of the program or on the specified due dates. Registrations will NOT be accepted the day of the trip, **no exceptions** will be made. Trip registrations will NOT be accepted by the counselors, you must register at the Community and Recreation Center. **All trip fees must be paid prior to the trip.**

The Community and Recreation Center must receive trip cancellation in writing at least one week prior to the trip to be considered for an account credit. There will be no exceptions to this policy! Please email this to kidsu@montgomerytwp.org

Space is limited on all trips and registrations are taken on a first-come, first-serve basis. Please review the brochure for arrival/departure times, restrictions, lunch & snacks, etc. The bus will leave **promptly** at the scheduled departure time and refunds will not be issued for late arrival time.

Children attending swimming trips must be able to swim independently! Swimsuits must be worn underneath clothing prior to arrival the day of the trip. If your child wishes to swim in the deeper pools, he/she will be tested for swimming ability at Hatfield Aquatic Center by their staff of certified lifeguards. Please send a change of clothes in a bag with your child to swim trips.

Accidents and Emergencies

- Essential Kids University counselors are CPR and First Aid certified.
- Incidents and injuries will be reported to parents via an Accident Report Form, within 24 hours of such an occurrence.
- First aid kits and ice packs will be on site to treat minor accidents, such as cuts and scrapes, bruises and bumps.

In the case of a more serious accidental injury, we will make an immediate attempt to contact a parent/guardian. If the injury is deemed severe enough by staff an ambulance will be called. Staff will abide by emergency personnel protocol regarding accompanying your child in transport. A staff member may be permitted to accompany your child in the ambulance to a hospital and remain with your child until you arrive. You will be expected to assume responsibility for any resultant expense.

Medication Permission

When a child requires medication during the day, a medication permission form must be filled out by the parent/guardian. Staff cannot administer medication to children. Please leave the completed form (See Appendix A) and medication in the original bottle with a Director.

Allergy Procedures

Parents must report all allergies so that the staff may be alerted prior to the start of the program. If a child has severe allergies to environmental allergens or food, it should be noted on the child's registration form and should indicate what procedures are to be taken if an allergy or asthma attack occurs.

Staff will be allowed to administer EpiPens or can supervise any child that can self-administer the EpiPen. Please leave the completed form (See Appendix A) and EpiPen with a Director at the start of your child's participation in Kids U.

Sick Child Procedure

In the event that a child should get sick during the day, a Kids University Director will contact a parent/guardian to arrange for the child to be picked up.

If a child gets sick while on a field trip and does not need an ambulance, a Kids University Director will notify a parent and arrange for pick-up.

Refund Policy

Montgomery Township has a very concise refund policy and this document is included in Appendix B of this handbook. Counselors cannot address questions about refunds. Any inquiries about refunds should be directed to the Community and Recreation Center at 267-649-7200.

Code of Conduct

Kids University's Code of Conduct is designed to encourage participants to respect each other and promote good sportsmanship. The Code of Conduct sets forth guidelines for acceptable behavior so participants and parents know what is expected of them.

Kids University's Code of Conduct:

- All participants should treat one another, staff, and property with respect.
- All participants should act and behave in a way which does not endanger, intimidate or interfere with the participation of others.
- All participants should respect others right to privacy. Participants should comply with instructions given by any members of staff and should willingly participate in the daily routine of the program.
- All participants should conduct themselves in a safe, healthy and environmentally friendly manner towards other participants, staff, the facilities and the natural environment.
- All participants should behave according to this code and accept the consequences if it is breached. All staff should fairly, reasonably and consistently implement this code. Staff and parents should support the counselors in implementing the Code of Conduct.

Discipline Policy

Montgomery Township Community and Recreation Staff strive to provide an environment for children to be successful and adhere to a positive approach to modify behaviors. To varying degrees, children will require assistance from their counselors in controlling their own behavior. It is critically important to remember that it is the role of the counselor to assist them in regaining control. Whenever possible, children should be encouraged to resolve conflicts independently.

We understand that children will sometimes have a bad day, just like adults, and we will try to work with the child as much as possible.

The following behaviors are unacceptable and will result in disciplinary action:

1. Inappropriate behavior or language
 - a. Making fun of other participants, including teasing or bullying
 - b. Using profanity
 - c. Hitting or constantly touching other participants
2. Hitting or going after a counselor
3. Communication problems
 - a. Not listening to counselors
 - b. Running away from the counselors

c. Not able to sit still for a break/time out

When children act out by displaying behaviors such as those outlined above, some or all of the below steps will be taken, as applicable:

1. Verbal warning from the Counselor and/or Director
2. Warning with a time out from activities ranging from 5-10 minutes
3. Discipline report written by the Counselor and/or Director
 - a. Follow-up call to parent/guardian by Program Director/Administrator
4. Meeting with participant's parent/guardian
 - a. Program suspension for 1-5 days may occur (depending on severity of problem)
5. Participant removed from the program
 - a. No refund is given with this occurrence

Appendix A

Medication and Allergy Administration Permission Form

MEDICINE AUTHORIZATION

I hereby grant the Kids University Administrator/Director(s) the authority to carry and store medication (medication name) _____ and for my child _____ (child's name) to self-administer it as directed by the prescribing physician or according to written directions when needed.

The above-named child may possess and use _____ (medication name) by self-administration.

He/she has been instructed in its proper possession and use.

In granting this permission for Kids University to carry and store the above-named medication and for my child to self-medicate, I hereby absolve Montgomery Township and all of their respective agents, employees, parents, administrators, and affiliates thereof from any liability or legal responsibility for any condition that may arise from the administration or lack of administration of such medication.

Parent/Guardian Signature: _____

Date: _____

NOTE: A completed and signed copy of this form must be given to a Kids University Administrator/Director(s) no later than the first day of the program or on the first day that the child brings the medication.

Epi-pen ADMINISTRATION AUTHORIZATION

I give permission to allow the administration of epinephrine by auto-injection (Epi-pen) by the Kids University staff who have been properly trained in its use, to my child _____ (child's name) in the event of an emergency. I hereby absolve Montgomery Township and all of their respective agents, employees, parents, administrators, and affiliates thereof from any liability or legal responsibility for any condition that may arise from the administration or lack of administration of such medication.

Parent/Guardian Signature: _____

Date: _____

NOTE: A completed and signed copy of this form must be given to a Kids University Director(s) no later than the first day of the program or on the first day that the child brings the medication.

Appendix B

Montgomery Township - Recreation Refund Policy (Revised May 26, 2014)

The following is Montgomery Township's policy on refunds for recreational activities and programs. Please read thoroughly before registering for a program. A registrant's **written request** will initiate the refund process. Allow 3-4 weeks for a refund check to be processed. No refunds will be issued in cash or to a credit card.

General Refund Policy

- Registrants will receive a full refund if, for any reason, the program is cancelled by Montgomery Township.
- Registrants withdrawing a minimum of ten business days *prior to* the start of a program will receive a full refund, less a \$10 processing fee.
- Within ten business days of the start of a program or after the start of a program, a pro-rated Township credit may apply, however, refunds will not be given, except for certified medical reasons; see **Pro-rated Township Credit** and **Exception** below.
- If a registrant's withdrawal results in the class not meeting the minimum number of participants, a refund or pro-rated credit will not be issued to that registrant.
- Refunds or pro-rated credits will not be given for seasonal discount tickets (theme parks, ski tickets, etc.).

Pro-Rated Township Credit (towards future programs)

- Registrants withdrawing less than ten business days prior to the start of a program or after attendance to the first class will be issued a pro-rated credit toward a future program. No processing fee will be charged for credits.

Credit Card Refund Policy

- **No refunds will be issued back to a credit card. Any approved refunds from a credit card payment will be issued in accordance with our policies and in the form of a Township check.**
- **Any fees incurred with the use of a credit card are non-refundable.**

Exception – Medical Reasons

- Credit or refund requests submitted after the second class attendance and beyond are not issued, unless written documentation of a medical reason related to the registrant only, is received. The refund request must be accompanied by a physician's note certifying the absence.

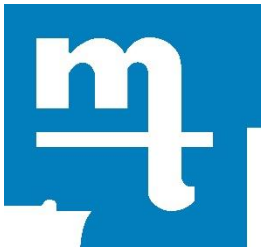
Kids University Program Refund Policy

A **full refund** will be issued for any cancellation requests received up to two weeks prior to the first day of the program, minus a \$10 processing fee.

Cancellation requests received within the two-week period prior to the first day of the program and up to the start of the program will be issued a **50% refund**.

No refunds will be given after the start of the program.

Montgomery Township reserves the right to render all final decisions regarding any credit or refund requests.



Kids University Handbook Receipt and Acknowledgment

PLEASE NOTE: In order for your child to participate in the Kids University Program, you must sign and turn in this page by your child's first day of attendance.

I, _____, (print name) have received the Parent Handbook for the Montgomery Township Kids University Program.

Each child must be signed in by a parent or designated guardian. *Children may not be sent in at drop off without an adult.*

Photo ID will be requested at pick up before we will release the child/ren.
Please bring your ID with you at all times for your convenience.

I acknowledge that I understand and will follow the Parent Handbook and should I have any questions regarding the contents, I will contact the Township at 267-649-7200.

Parent/Legal Guardian's Signature


























Date
























Child's Full Name

Child's Full Name

Child's Full Name

Kids University 2019 Camp Calendar

Weeks	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1 6/17-6/21	17 	18 	19  	20 	21 
Week 2 6/24-6/28	24  	25 	26  	27 	28  <small>water gardening store & fishing pond 1616 Valley Forge Rd, Lancaster, Pa 17608</small>
Week 3 7/1-7/5	1  Canvas Painting	2 	3 	4  NO CAMP	5 NO CAMP
Week 4 7/8-7/12	8  	9 	10  	11 	12  

Weeks	Monday	Tuesday	Wednesday	Thursday	Friday
Week 5 7/15-7/19	15  	16 	17  	18 	19 
Week 6 7/22-7/26	22  Storyteller	23 	24  WET N WILD DAY	25 	26 
Week 7 7/29-8/2	29  Virtual reality	30 	31  OLYMPIC DAY	1 	2 
Week 8 8/5-8/9	5  IMPROV SHOW	6 	7  FULL CAMP TRIP 	8 	9 

*The calendar is subject to changes and updates as we continue to plan our fun season at Kids University. Stay tuned!