



LANSDALE  
LIFE IN MOTION

# LANSDALE BOROUGH

## 2026 Day Camp Family Handbook

LIFE IN MOTION



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# WELCOME

Welcome to Summer Day Camp with Lansdale Borough. At our Summer Camp, children (ages 6-10 years) will experience new activities, develop communication skills and make new friends in a safe, secure environment. The primary goal of our summer playground program is to nurture the potential of every camper, helping them grow into confident, capable individuals. We aim to provide a supportive environment where children can:

- **Youth Development:** Care for the growth, education, and development of young people through engaging activities and mentorship.
- **Experience New Activities:** Encourage exploration and discovery through a variety of fun and engaging programs.
- **Make New Friends:** Develop social connections in a welcoming and inclusive atmosphere.
- **Enhance Personal Growth:** Support individual development and self-esteem through challenging yet enjoyable experiences.
- **Foster Leadership Skills:** Prepare campers to be leaders and supportive peers in their communities.
- **Have Fun:** Ensure that every camper enjoys a memorable summer filled with laughter and adventure.

Thank you for choosing Lansdale Borough's Camp. Through these experiences, we strive to create a positive impact on every camper's life, making their summer one to remember!

# ADMISSION POLICY

## REGISTRATION PROCEDURES

Registration is available for both residents and non-residents. To sign up for camp, each child must have an active Rec Desk account. Parents or guardians are required to complete all necessary forms for their camper within the account prior to registration. Full payment is due at the time of registration for each individual camp week your child will be attending with us.

## WAITLIST

If the program is full and you are placed on a waiting list, the LB Parks & Recreation Office will contact you if a space becomes available. We ask that parents update us if they register for another camp program or their plans change. Openings are dependent on meeting appropriate ratios with staffing.

## HOURS OF OPERATION

Atypical day at our traditional Summer Day Camp runs from 9:00 AM to 3:00 PM. All children enrolled in the program must be picked up promptly at the end of the camp day. For families in need of additional care, we offer extended hours both before and after the regular camp day, available for an additional fee. Extended care is available from 8:00 AM to 5:00 PM for an additional fee (\*See Rec Desk).

## CAMP LOCATION

*WHITE'S ROAD PARK*  
400 White's Road  
Lansdale, PA 19446

Amenities: Basketball Court, Tennis Court,  
Playground, Open Space, Nature Path,  
Restroom Facilities, and nearby Pool!

## INCLEMENT WEATHER LOCATION

*WISSAHICKON PARK BUILDING (Corner of Main St & Lakeview Dr)*  
765 E Main Street  
Lansdale, PA 19446

# PAYMENTS/FEES

## CAMP WEEK PAYMENTS

We accept credit cards(Discover, MasterCard, and VISA), cash, and checks. If there is a waiting list, your child's spot will depend on registered participants dropping out. If a spot becomes available, the first person on the waitlist will be promptly notified and must submit payment to secure their child's place. If payment is not received within 24 hours, we will contact the next family on the list.

## SUMMER CAMP CREDIT/ REFUND POLICY

- **Cancellation Policy:**
  - **More than 30 days before camp starts: Refund minus 10% for admin fee**
  - **11 to 29 days before camp starts: 50% refund / Credit**
  - **Less than 10 days before camp starts: Credit Only**
- **Medical Emergencies:**

If a camper cannot attend due to a medical emergency, a full refund will be issued upon receipt of a doctor's note.
- **Transfer Policy:**

Campers may transfer their registration to another week, provided the request is made at least 14 days before the start of the camp week and availability.
- **Exceptions:**

In the event of other emergencies, requests will be handled on a case-by-case basis. Refunds/Credits will be determined at the discretion of the LB Parks & Recreation Department.

# SUMMER CAMP STRUCTURE

## DAILY PROGRAM

Daily activities at camp are designed to offer a dynamic and engaging experience. Each week a new theme & curriculum will be implemented to bring something new. Typical daily elements include: group games, sports, swimming, arts and crafts, playground fun, and weekly specialty days. Each week offers an opportunity for campers to explore new interests and develop skills.

## GROUP ACTIVITIES

Campers are grouped with peers of similar ages and participate in most camp activities with this group. This group will have the same counselors with them for the week. This allows the counselors to get to know each camper in depth.

## SUPERVISION POLICY

Supervision is essential in preventing accidents, injuries, and harm to children in our summer camp program. Camp staff must be equipped with the skills to assess potential risks and make necessary adjustments to supervision to ensure safety.

# CAMP STAFF

## STAFF QUALIFICATIONS & TRAINING

Our staff is highly trained but does not have specialized expertise in behavioral or mental health and cannot provide 1:1 support. If your child receives support at school, please consider having their support staff accompany them at camp. We will require a copy of all clearances for any support staff attending. Contact LB Parks & Rec Office at [parksandrec@lansdale.org](mailto:parksandrec@lansdale.org) to discuss how we can best support your camper. Please provide a copy of your child's IEP, if available, to help us tailor the care plan, which will remain confidential. We can assist in determining if our camp program is a good fit.

All staff working directly with children in our camp programs are required to have the following trainings/clearances:

- Child Abuse Clearance – renewed every 5 years
- FBI clearance (fingerprint) – renewed every 5 years
- State Police Clearance – renewed every 5 years
- Experience working with children
- References
- Annual trainings including, but not limited to:
  - o New Staff Orientation (upon hire)
  - o Water Safety (annual)
  - o Emergency Action Plan (annual)
  - o First Aid, CPR certification (2 years)
  - o Mandated Reporter Training (5 years)

# PROCEDURES & DRILLS

## INCLEMENT WEATHER

In the event of inclement weather, the Camp Manager will assess whether the camp needs to be relocated for the day. If a relocation is necessary, families will be notified by via email and text that camp will be held at the Wissahickon Park Building on Main Street.

## EMERGENCY CLOSINGS

Should severe weather conditions or other emergency situations arise during the time of Summer Day Camp operation, the Camp Manager, or designated person will determine what action is to be taken. Should it be determined that the camp is to be closed, all will be advised as soon as possible for immediate pick up.

## **EMERGENCY PROCEDURES**

All emergency drills are recorded and reviewed to achieve the best possible results in the event of a real emergency. All events are recorded and reviewed to ensure the best possible response in subsequent events.

### **FIRE DRILL**

Fire drills are done if using the Inclement Weather location – Wissahickon Park Building. An alarm is heard and the staff and children proceed in an appropriate manner to a designated meeting place. A record of drills is kept on file noting the date, time, and length of drill.

## **DROP-OFF & PICK-UP**

### **SIGN IN/OUT**

All children must be escorted to the program by an adult (18+) and placed under direct supervision of Camp staff. Children must also be accompanied by an adult when leaving the program at the end of the day. You must sign your child in and out EVERY DAY.

### **CAMPER RELEASE**

Children will only be released to individuals listed as authorized persons on the child's file. Every person picking up a child must present ID. Staff will verify IDs of unrecognized individuals to ensure they are authorized. Even if staff know you, please be prepared to show ID due to possible staff turnover. Emergency contact forms must list the full names of all authorized persons, who must be 18 or older. Children will not be released to anyone not on the list without written consent or proper ID. Notify camp staff immediately of any changes to authorized persons.

### **CUSTODY AGREEMENTS & COURT ORDERS**

If there is a court-ordered custody agreement or any updates to previous orders, it is important for you and your child's well-being to provide a copy to the center to be kept in the child's file. This is particularly crucial if there is an order preventing a biological parent from seeing or obtaining the child. Any information shared with the Camp Staff will remain confidential and will only be discussed with relevant parties on a need-to-know basis.

### **LATE PICK-UPS**

Children must be picked up by closing time. A late fee will be charged for each minute a parent is late, and payment should not be given directly to staff. If you are running late, call the program with an estimated arrival time. Staff will try to contact the parent or emergency contacts if no call is received. If no one can be reached and the child is still at the camp 30 minutes after closing, the police will be contacted. Repeated lateness may lead to dismissal from the program.

### **STAFF TRANSPORTATION & BABYSITTING POLICY**

Lansdale Borough employees are not allowed to transport or babysit program participants outside of work hours. Staff are also prohibited from contacting children through the internet or phone. This includes requests for staff to care for your children outside of camp. We appreciate your cooperation with this policy.

# COMMUNICATION

## EMERGENCY CONTACTS

Emergency information, including contact persons, must be completed before the start of camp. It is the parent's responsibility to update this information if there are any changes. Please inform your emergency contacts of their role and ensure they are aware of camp procedures in case you cannot be reached.

## EMAIL UPDATES

The Camp Manager will send out a detailed newsletter via email by the Friday before your child's scheduled camp week. This newsletter will provide important information about the drop-off and pick-up procedures, swim days, and a list of what to pack for camp. The newsletter will be sent to the email address provided during your child's registration, so please be sure to check your inbox for this helpful information.

## PARENT CALL-IN

*Campers are not allowed to bring cell phones to camp.* In addition to the risk of losing or damaging expensive devices, cell phones can distract campers from fully participating and enjoying their camp experience. If a child is found using a phone during camp hours, we will collect it and return it to the parents at pickup. Parents are encouraged to call the Camp Phone for updates, messages, or any concerns. If your child will be absent on a scheduled day, please notify the camp by calling before 8:30 a.m. You may leave a voicemail or text, if the camp staff is unavailable.

# HEALTH, INJURY, AND MEDICATION

## ILLNESS POLICY

The health of all children in Lansdale Borough programs is a priority. If a child is too ill to participate in daily activities, they should not attend. If a staff member determines that your child is unwell, you will be contacted and must pick them up within 2 hours. If we cannot reach you, we will contact someone listed on the emergency form. Please ensure you have a backup contact.

Children should not attend camp if they have symptoms such as a fever over 100.4°, contagious illnesses, pink eye, severe cold, vomiting, diarrhea, or other listed conditions. A child must be symptom-free for 24 hours before returning. If a child has a communicable disease, they may return only with a doctor's note stating they are no longer contagious.

## INJURY & ACCIDENT PROCEDURES

It is important to keep the Camp Staff updated with your current contact and emergency information. For minor injuries, the staff will provide care and notify the parents. An incident report will be completed, and depending on the severity of the injury, parents may be asked to pick up their child.

In the case of a severe injury, staff will seek emergency medical care and attempt to contact you or your emergency contact. If we cannot reach you, the child will be taken to the nearest emergency room, accompanied by a staff member, and the hospital will be provided with your health insurance information. We will try to honor a preferred hospital request, but the EMTs will make the final decision.

## **MEDICATION ADMINISTRATION**

Parents must sign the medication log before any medication is administered. Medications must be in their original labeled package (prescription or over-the-counter), given directly to staff, and entered on the medication log. Do not alter food or liquids with medication without a doctor's note and notifying the primary staff.

Key medication guidelines include:

- Medications should not be within reach of children.
- Only administer as per the label or prescription instructions.
- Over-the-counter medications cannot be given without a doctor's note.
- A doctor's note may be required for any medication.

Medications must remain in the original container and be administered only with written instructions from the prescribing professional. Medication will be stored in a locked area and handled according to the manufacturer's guidelines. Written consent from the parent is required, and a medication log will be maintained, including details such as the medication name, child's name, dosage, time, and staff initials.

## **SEVERE ALLERGY TREATMENT**

Children with severe allergies, such as to bee stings or peanuts, may be at risk of anaphylaxis, a severe allergic reaction that can lead to symptoms like swelling, hives, vomiting, shortness of breath, and potentially death. To ensure safety, parents of children with life-threatening allergies must include this information in the camp registration forms. As well, provide the necessary medications (e.g., EpiPen) in their original containers. Parents are responsible for ensuring medication is labeled, in date, and replaced as needed.

## **DIABETES MANAGEMENT**

To ensure the safety of children with diabetes, parents must provide updated medical information, including treatment plans and dietary restrictions, and supply necessary medications such as insulin, glucose meters, and test strips in their original packaging. An emergency action plan must also be provided. Staff, trained in CPR and first aid, will assist with blood sugar monitoring and administer fast-acting carbohydrates for low blood sugar, notifying parents as needed. For high blood sugar, staff will follow the action plan and notify parents. Staff cannot administer insulin. Parents should maintain open communication about any changes to the child's condition. In case of a severe emergency, emergency services will be contacted. This policy ensures safe participation for children with diabetes, with cooperation between parents and staff.

# BEHAVIOR MANAGEMENT

## CONDUCT POLICIES

Campers are expected to follow camp rules to ensure a safe and enjoyable experience for all. Counselors will guide campers to make positive choices. If a child's behavior disrupts the camp experience, we will address it immediately and work with you to create a plan for success. Persistent harmful behavior may result in removal from camp or a modified schedule. All decisions will prioritize the camper's best interests. We will communicate with you regarding any behavioral concerns.

## ZERO TOLERANCE

We stand firm in our commitment to creating a safe and respectful environment for all. There is zero tolerance for bullying in any form—whether physical, verbal, or emotional. Every individual deserves to feel valued, supported, and safe. We are dedicated to addressing and preventing bullying to ensure a positive, inclusive space for everyone.

## IMMEDIATE EXPULSION

There are certain situations where a child may need to be expelled from our program, either temporarily or permanently. We will make every effort to work with families before taking this step. However, if a child or parent/guardian poses a direct threat to their own safety or that of others, including staff and participants, the Lansdale Borough Parks & Recreation Department may enforce an immediate expulsion. Such threats may include, physical violence or verbal or implied threats.

## IEP REQUEST

The goal for children with disabilities is the same as for all children: to help them access the curriculum and reach their full potential. Observing the child will help identify their needs, and an Individual Education Plan (IEP) can guide us in developing strategies to support their summer. If your child has an IEP, please provide a copy. We will collaborate with you to set specific goals for your child's success during their time in our care.

## SUBSTANCE FREE

Lansdale Borough Summer Camp and programs are substance (drug, alcohol, tobacco) free environments. Any camper who brings drugs, alcohol or tobacco to camp, or on Borough property will be expelled from the program - No refunds or credits will be issued.

# THINGS TO KNOW

## RULES & REGULATIONS

Children are responsible for helping keep the park and pool areas clean from their . They should assist with cleanup after games, crafts, lunch, and snacks. Please remember, we are in a public space and should leave things better than we found it. Children must use playground equipment as intended. Rules will be explained each camp week.

Camp staff will supervise bathroom breaks from outside the stalls, but all campers must be able to use the restrooms independently.

## **PUBLIC SPACE**

Lansdale Borough parks and facilities are open to the public, so there may be other visitors nearby, including around our camp space. Although our staff will be supervising the area, we kindly ask that you take a moment to talk with your children about the importance of being cautious and aware when interacting with strangers. Ensuring they understand how to stay safe and alert while enjoying the outdoors will help everyone have a positive experience.

## **RECREATIONAL SWIMMING**

Children may participate in recreational swim. Prior to any swimming activity, campers will be swim-tested and assigned to appropriate swim level. Campers will receive a level-appropriate band to let the counselors and lifeguards know the differing swimming levels of each child. Campers will have an opportunity to be re-tested (Mondays).

## **ATTIRE**

- Children should be dressed in “camp clothes” such as shorts and t-shirts. Please do not dress children in clothing that cannot get dirty. Campers will be engaging in arts and crafts, sports, games and special events- all have the potential to be messy!
- Children may NOT wear sandals, open-toed shoes or jelly shoes. Closed shoes only.

## **SUNSCREEN**

Parents should apply sunscreen to children prior to attending Summer Camp or other program where the child will be exposed to the sun. Each child is required to bring their own sunscreen, labeled with their name. Camp staff will not apply sunscreen to children and will not be responsible for maintaining sunscreen containers for each child. Staff will provide regular reminders to reapply through the day.

## **LOST ITEMS**

Children’s belongings should have the camper’s name on it with permanent marker. To prevent loss, campers are encouraged to bring and keep their belongings in a labeled backpack. Lost items will be held in the camp’s lost and found until the end of the week. Articles not claimed will be donated to organizations for families in need. Lansdale Borough Parks & Recreation Department is not responsible for lost, damaged, or stolen items.

## **PHOTOGRAPHS AND VIDEOS**

By signing the waiver you have agreed to allow Lansdale Borough Parks & Recreation to use pictures of your child at camp for promotional material. No compensation will be paid and at no time will a child’s name be used in the promotional material.

# WHAT TO BRING VS. WHAT TO LEAVE

## BRING TO CAMP

Campers will need to wear clothing, footwear and socks suitable for sports, being outdoors, doing crafts and generally getting hot and dirty. All items that a child brings to camp must be labeled with their name.

### Campers will need to bring in a bag or backpack daily: (LABEL EVERYTHING)

- Appropriate clothing for outdoor activities
- Bathing suit & towel for the days that swimming or water play
- Plastic bag for wet bathing suit
- Water bottle
- Sunscreen / Bug Spray
- Sweatshirt or rain gear if inclement weather
- Lunch (Lunch should be stored in a small lunch bag, lunchbox or cooler, with a re-usable frozen icepack daily) \*Lunches are not refrigerated.
- Two snacks (one for the AM and other for the PM)

## LEAVE AT HOME

- Cell phones
- Any electronic device including those capable of taking pictures & video playback or a Cellular/Internet connection (i.e., smart phone, smart watch, tablets, etc.)
- Weapons – IMMEDIATE EXPULSION
- Pets
- Toys including: Pokemon cards, dolls, stuffed animals, toy weapons (nerf guns, swords) etc.
- Sports equipment
- Valuable jewelry
- Bikes, skateboards, roller blades and scooters

**\*\*\*Lansdale Borough Parks & Recreation is not liable to any lost, damage, or stolen items.** Be mindful of what you pack your camper every day. Less is best.



## Support Staff Expectations

- Support Staff will provide Lansdale Borough Parks & Recreation Department with official documentation, including contact information (Name, Phone, Email) for their Agency Supervisor.
- Support Staff will assist in identifying and monitoring any specific behavioral concerns for clients.
- Support Staff will implement their agency's strategies to aid clients' participation in Parks & Recreation programs and activities.
- Support Staff will assist in crisis intervention by removing clients from dangerous situations, using de-escalation techniques, and contacting the Agency supervisor if needed.
- Support Staff will seek authorized Lansdale Borough Parks & Recreation Department staff signature when required, as documentation and indication of the hours worked at the end of their workday/ work week.
- Support Staff will not transport clients or accompany them into bathrooms unless specified in the camper's care plan/IEP.
- Support Staff must not be alone with the client or other children without Parks & Recreation staff within visual range to ensure appropriate supervision.
- Support Staff cannot provide supervision/responsibility for children other than their client while at Lansdale Borough Parks & Recreation Department program site.
- Support Staff should wear comfortable and weather-appropriate clothing suitable for outdoor activities. Clothing should be practical for physical activities, such as running, walking, and playing with children.
- Support Staff will avoid personal activities (e.g., texting, phone conversations, reading) that could distract them from supporting their client.
- Support Staff will not leave their client, unless they notify Lansdale Borough Parks & Recreation Department Staff of their intentions and time of their approximate return in instances (i.e., lunch)
- Support staff will participate in all activities that their client is participating in, including swimming, as indicated in the camper's care plan.
- Support Staff are dedicated solely to supporting their client's participation in camp activities. They are not to be used in place of or to be assigned any other responsibility by a Lansdale Borough Parks & Recreation Department staff.

Support Staff Name \_\_\_\_\_

Support Staff Signature \_\_\_\_\_

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_

*\*EACH SUPPORT STAFF IS TO SUBMIT THIS FORM PRIOR TO ATTENDING THE SUMMER CAMP AS WELL AS INCLUDING THEIR CLEARANCES.*



**\*\*PARENT/GUARDIAN COPY\*\***

## **ACKNOWLEDGMENT OF CAMP HANDBOOK**

I acknowledge that I have received a copy of the Lansdale Borough Day Camp Family Handbook. I understand that this handbook serves as a guide to the camp's policies, procedures, program overview, and resources.

By signing this acknowledgment, I confirm that I have read and understood the information contained in the handbook. I am aware that the handbook outlines the responsibilities of both the parents/guardians and the Lansdale Borough Parks & Recreation Department in relation to the camp program.

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Parent/Guardian Signature

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Date

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Child's Name

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Child's Age