



POLICE ACTIVITIES LEAGUE

EGG HARBOR TOWNSHIP & ATLANTIC COUNTY

Non-profit 501(c)(3) Volunteer Youth Organization
2542 Ridge Avenue, Egg Harbor Township, NJ 08234
609.645.8413 / EHTPAL.org / EHTPAL@comcast.net



2024 Parent/Camper Handbook

Office Information

Office Phone: (609)-645-8413

Office Hours: 9:30 pm - 5:30 pm

Camp Hours & Location

Camp Location: 2542 Ridge Avenue, EHT.

Opens at 6:30 am and closes at 6 pm.

Camp Day: 8 am – 4 pm

Before Care is available 6:30 am to 8 am

Aftercare is available 4 pm to 6 pm

Summer Camp childcare is typically scheduled well in advance of the beginning of summer camp. There are exceptions to meet family needs that fit within the limits of what our organization is able to provide. For those families who have not selected before/aftercare prior to the start of summer camp, parents can purchase this service by Wednesday of the prior week in which the service is required.

Morning Drop Off

Parents must come into the building and sign in their campers in, each and every morning.

Before care drop off begins at 6:30am. There will be a charge of \$20 per child for child(ren) dropped off prior to 8am who have not paid for Before Care services.

Summer Camp normal drop off starts at 8am and concludes at 9am. There will be a charge of \$20 per child for child(ren) dropped off prior to 8am who have not paid for Before Care services.

Campers arriving after 9am will need to report to the main office to be signed in by a parent/guardian. Please note, that if the campers group has left the property for a trip the child may not be permitted to remain at camp.

Afternoon Pick up

Early pick up is anytime prior to 3pm and **REQUIRES** an advance phone call to the main office at 609-645-8413. The advance phone call should be made at least 60 minutes prior to the pickup.

Normal end of camp day pick ups will begin at 3pm and run until 4pm. If your child has not been scheduled for “after care,” there will be a late fee of \$20 for every 15 mins after 4pm per child.

If your child has been scheduled for “after care,” and has not been picked up prior to 6pm, there is a late fee of \$20 for every 15 mins after 6pm per child. Late fees are to be paid to the aftercare counselor in cash **at pick-up**. If late fees are not paid, your child may not attend camp until payment is made.

Galloway Bus Pickup

We offer camper transport from the Galloway Township Imagination Station parking lot at 7:45 am. Campers will depart the PAL center at 3:00pm for an arrival time back to Galloway Imagination Station at 3:30pm. Children who are not promptly picked up will be transported back to PAL for our after care services.

Staff

Executive Director/Founder: Captain Hector Tavaréz (MREHTPAL@comcast.net)

Camp Director: Anthony Calandrillo (anthony.calandrillo@ehtpal.org)

Assistant to the Executive Director: Trish Vaughan (trish.vaughan@ehtpal.org)
(Financial/Payment Issues)

Camp Team Leaders: Ty Bishop, Ted Gray, Lexi Martin

STEM Director: Michelle Riordan (Michelle.Riordan@ehtpal.org)

Field Trips

Most trips leave the PAL center promptly at 9am. All campers must arrive at PAL prior to 9am to participate in trips. In the event of a late arrival on a trip day, and the bus has left, your camper will not be allowed to participate in camp that day.

What To Bring & What Not To Bring To Camp

Each camper is required to bring the following items **EVERY DAY**, labeled with your camper’s full name. Failure to provide these items may result in your child missing an activity.

- **BATHING SUIT and TOWEL:** Campers will have frequent opportunities for water play. Please send your camper with a bathing suit and towel *every day*.

- **SUNSCREEN:** Sunscreen should be applied at home prior to arriving at camp. Please label your child's full name on his/her sunscreen with an adhesive label or tape (rather than writing directly on the bottle, which rubs off). We highly recommend parents send their child to camp with spray sunscreen. Failure to provide your child's sunscreen will result in the purchase of sunscreen from PAL for an additional fee.
- **AN EXTRA CHANGE OF CLOTHES:** All children must have a full set of extra clothes each day. Spills and other accidents do happen.
- **SNEAKERS and SOCKS:** All campers must wear sneakers and socks at camp. Flip-flop or open-toed shoes are not allowed at camp.
- **BAGGED LUNCH:** Campers are required to bring a bagged lunch to camp every day of the week.
- **PAL CAMP SHIRT:** *Campers must wear their PAL Camp shirt every day.*
 - Campers who are registered for 54 days of camp will receive 5 PAL Camp shirts;
 - Campers who are registered for 44 days to 53 days will receive 4 PAL Camp shirts;
 - Campers who are registered for 33 to 43 days will receive 3 PAL Camp shirts;
 - Campers who are registered for 22 to 32 days will receive 2 PAL Camp shirts; and
 - Campers who are registered for 11 to 21 days will receive 1 PAL Camp shirt.
 - If your camper comes to camp without his/her shirt, you will be charged a fee of \$25 to purchase a new t-shirt. All fees are to be forwarded to the main office at time of purchase or prior to the end of the day
 - Additional shirts can be purchased ahead of time for \$15.

Wearing camp shirts is vitally important for the safety of our campers and will be strictly enforced.

- **BOTTLE of WATER:** Labeled with full name with an adhesive label or tape (rather than writing directly on the bottle, which rubs off).
- **SNACKS:** Children will be allowed to eat their own snacks from home in the morning and afternoon. Snacks will also be available for purchase at the PAL Center.
- **ELECTRONICS:** PAL reserves the right to restrict the use of electronics at all campuses. Although electronics are not prohibited by our camp, should you allow your camper to bring any electronic item, *PAL is not responsible for lost, stolen or damaged electronics and accessories.* This is a summer camp, with the opportunity for plenty of outdoor fun.

Campers with Special Needs

We welcome all children to participate and enjoy our summer camp programs. However, when a child with special needs requires extraordinary accommodations, and/or a one-on-one aide, or additional supervision during the school year, the same is required to attend our summer camp. It is the parent/guardian's responsibility to provide the means for extraordinary accommodations and/or one-on-one aid prior to the start of summer camp.

Lost & Found

There will be a lost and found where campers and parents can look for misplaced items. All items not retrieved within 5 days will be discarded.

Schedule Procedure

PAL summer camp schedule is posted to your **CampSite** account, on a weekly basis, for your review. Please, check your account regularly, as activities that are scheduled may be subject to change, based on weather and/or unique circumstances beyond our control.

Please be sure that your camper can attend the days of camp for which you have registered. Due to the complicated process of scheduling activities, transportation, unforeseen circumstances, etc., for all of our campers, days cannot be switched or exchanged. However, days may be added if space for your child is available and must be paid prior to the camp day.

Refunds will not be given for any missed days.

Child Care Network (CCN)/Child Care Assistance Program (CCAP)

PAL of EHT & Atlantic County participates in CCN and CCAP programs. All contracts ***must be finalized*** before we can accept your registration and hold your child's place in camp. In the event that camp fees or any other camp-related costs are not entirely covered by the contract, the Parent or Guardian will be responsible for the payment of that difference.

Parents/Foster Parents/DYFS Visits

If you need to arrange special visits between campers and health/human services personnel and/or parents, a 72-hour advanced notice is required to make these arrangements. If the camper is on a field trip, we will not provide additional transportation to accommodate the visit. Requests for visits at the Ridge Avenue site can be sent to: trish.vaughan@ehtpal.org.

Health & Emergency Forms

We are required by the Department of Children and Families to have **an emergency form and a copy of immunization records** on file for each camper. The attached emergency form and immunization record ***must be completed and turned in prior to attending camp***. It is very important that we know about any allergies your child has to food, bee stings, pollen, etc. Please list this information on the emergency form so we can inform your child's camp Counselor. In the event that changes or additions need to be made, please contact your child's Counselor or the PAL office as soon as possible.

Illnesses

To help keep children and staff members as healthy as possible, please keep your child home when ill, until the following symptoms are no longer present:

- Fever – Child must be without a fever for 24 hours before returning to camp
- Diarrhea, vomiting, cough, cold, yellowish or green discharge from the nose
- Undiagnosed or contagious rash.

Children should be symptom-free for 24 hours or have a doctor's note before returning to camp.

Medications

If your child needs medicine during camp hours or in case of an emergency, a medical release form (found at your doctor's office) must be filled out and signed by a parent/guardian. If this form is not completed, camp staff will not be able to administer any medications. Children with allergies or asthma should have proper medication and appropriate documents left with the main office. It is required that the parent/guardian of the child submit the medical release form and the medication to the main office.

Discipline Policy

The goal of the PAL Summer Camp Staff is to keep all campers safe and engaged in active, wholesome fun! In order to provide a positive environment for all, we must all behave in an appropriate manner. Each camper tries to do his/her best every day, but if a difficult day comes along, we will work together to identify the issue and modify the behavior.

PAL of EHT & Atlantic County has a zero tolerance for bullying!

Attendance at PAL Summer Camp is a privilege and not a right. Any camper who does not conform to the standards and regulations of PAL Summer Camp may forfeit this privilege. The PAL Summer Camp Director may, at any time, suspend or expel a camper whose behavior, in the opinion of the camp director, is adverse to the safety and well-being of other campers or staff. Below is an outline of the discipline plan used at the PAL Summer Camp.

Minor Offenses

Examples may include, but or not limited to: lack of respect shown to a fellow camper or staff member(s), using profanity, bullying, and/or refusing to follow directions given by staff members.

1st Offense: Verbal warning.

2nd Offense: Removal from the activity, incident will be reported by the Head Counselor to the Camp Director.

3rd Offense: Written warning describing the behavior will be issued to the Parent/Guardian

4th Offense: Parent/Guardian will be contacted and the camper will be sent home immediately and/or serve a 1-day suspension.

5th Offense: Camper may be dismissed from the Summer Camp Program.

Serious Offenses

Examples: Endangering self or others, hitting others, throwing objects at or around others, theft and running off.

1st Offense: Camper will be removed from activity and a written warning, describing the incident, will be issued to the Parent/Guardian and may include a 1-day suspension for the camper.

2nd Offense: Camper will be removed from activity and a written warning describing the incident will be issued to the Parent/Guardian, and the camper will serve a 3-day suspension.

3rd Offense: Camper will serve a 3-day suspension and may be dismissed from summer camp.

Immediate Dismissal

Some violations may require immediate dismissal. These violations will be up to the discretion of the Executive Director of the organization. Parents will be notified immediately. The Summer Camp Director may suspend any camper whose disruptive behavior adversely affects the operation of the camp. **IF ANY SUSPENSION AND/OR DISMISSAL SHOULD OCCUR, NO REDUCTION NOR RETURN OF FEES WILL BE MADE**

We approach discipline in a serious, yet positive manner. Desirable behavior will be rewarded with positive reinforcement. In the event that the child exhibits inappropriate or negative behavior, the staff shall talk to the child, and enlist his/her help in solving the immediate problem. The discipline procedures will be discussed with your child on the first day of camp and will be posted for future reference. PARENTS please make sure that you discuss the discipline policy with your child.

Payment Due Dates/Past Due/Return checks

When payments are due: Payments are due 30 days before the start of service. If you have a balance 30 days or less before the start of service, a late fee of \$20 will be incurred. If full payment is not made 15 days before the start of service, your child will not be able to attend camp until full payment is made.

Past Due Balances: Any parent with a past due balance with the Police Activities League of EHT & Atlantic County before the start of summer camp will not be allowed to register or have their child(ren) attend camp until the amount is paid in full. For questions about your bill or past due balances, please contact the main office at (609) 645-8413.

Child Care Network Copayments: Copayment is due 30 days before the month of service. Lack of payment may result in your child not being able to attend camp.

Return Drafts or Checks for Non-Sufficient Funds: Any overdraft checks or checks returned for Non-Sufficient Funds (NSF) will be subjected to an additional \$40 service charge.

Photo Release

By registering your child for summer camp, you agree to allow the Egg Harbor Township Police Activities League to use any photos of your child during summer camp for public promotions,

including but not limited to, brochures, our website, and social media. Please contact the office if there are legal circumstances that would not allow your child's photo to be released.

Thank You!

We appreciate your choice of PAL of EHT & Atlantic County for your child's Summer Camp and are looking forward to providing an exciting and safe experience for your child. Please do not hesitate to contact our office to speak to the Camp Director with any questions or concerns.