CRANBERRY TOWNSHIP
CAMP CRANBERRY
A Parks & Recreation Program

2020
PARENT/GUARDIAN
HANDBOOK
WELCOME!

Hello and welcome Camp Cranberry! This parent/guardian handbook is designed for you, the parent/guardian, to become familiar with how our unique program is run. This book will cover all aspects of the summer camps that Camp Cranberry provides. It is our hope to answer any of your unanswered questions about our program. As a community organization, we want to make you feel comfortable and have peace of mind while your child is at our camp programs.

PAYMENT INFORMATION:

There are two payment options:

- Camp Registration Fees: paid in full at the time of registration.
- Weekly Payment Plan: A non-refundable $25 deposit is due at registration.
  - The remaining balance due will be scheduled in a payment plan.
  - The remaining balance due for each camp will be charged 2 weeks prior to the start of the camp.

Payments can be made by cash, check, or credit card, in-person, online or by phone.

DROP OFF/PICK UP PROCEDURES:

Each Camp will have a specific location where participants are to be dropped off and picked up. Each child must be signed in and out each day of camp. Campers may only be picked up by individuals on the child’s authorized pick up list. If you wish to add more people to the authorized pick up list for your child, there will be a form provided to fill out and return to the camp counselors or you may add by contacting our customer service during normal business hours. Camper Medical/Information forms must be completed and turned in prior to your camper’s first day of camp.

CAMP CRANBERRY HOURS:

Full Day
Drop Off Hours: 8:30 – 9:00 AM
Pick Up Hours: 4:00 – 4:30 PM

Half Day (Mini Movers & Little Achievers only)
Drop Off Hours: 8:30 – 9:00 AM
Pick Up Hours: 12:00 – 12:30 PM

Extended Care Drop Off/Pick Up Hours
Morning 7:30 - 8:30 AM
Afternoon 4:30 - 6:00 PM
LATE PICK UP INFORMATION:

**Late Pick Up:** If you are late to pick up your child, your child will go to Extended Care at 4:30 PM, and a $30 fee will be charged to your account.

**Extended Care Late Pick Up:** There is a $30 late fee per camper for arrivals after 6:00 PM. After the first 15 minutes, there is an additional $1 per minute charge.

Please call the camp phone if you know you will be late to notify the staff.

LUNCH/SNACKS: Please send a drink, a nutritionally balanced lunch, and an optional snack to camp. Campers will have a lunch break between noon and 1:00 pm. We do allow campers to eat a snack in the afternoons if they become hungry. Due to potential allergy concerns all snacks must be presented to staff before the camper can eat them. We recommend a hard cooler because of the animal visitors in the park. We take frequent water fountain breaks throughout the day, but please send a water bottle to camp with your camper as well. Please label all items.

Please Note: An optional afternoon snack is not provided by Camp Cranberry.

MEAL PLAN: We offer an option of a bag lunch for our campers. For a fee of $25 a week, campers are provided a nutritious lunch, delivered daily from the Cranberry Highlands Golf Course. Select your sandwich (turkey, ham, or peanut butter and jelly), and we’ll add the rest from a rotating menu.

Below is a sample menu for a week.

<table>
<thead>
<tr>
<th>Mon &amp; Wed</th>
<th>Tues &amp; Thurs</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Choice of Sandwich</td>
<td>Choice of Sandwich</td>
<td>Choice of Sandwich</td>
</tr>
<tr>
<td>Apple Slices</td>
<td>Yogurt</td>
<td>Cookie</td>
</tr>
<tr>
<td>Fruit Snacks</td>
<td>Applesauce</td>
<td>Pudding</td>
</tr>
<tr>
<td>Drink</td>
<td>Drink</td>
<td>Drink</td>
</tr>
</tbody>
</table>
CAMP CRANBERRY COVID-19 PROCEDURES

We request that all campers and staff refrain from handshakes, high-fives, fist bumps and other physical contact with fellow campers and staff.

We will comply with CDC recommendations for summer camp.

The following guidelines will be in place and enforced during camp:

ARRIVAL TO CAMP LOCATION:
* All parents/guardians & campers must adhere to six-foot physical distancing while at camp location and on premises.
* Parents/guardians must conduct daily symptom assessment on their child(ren) pre check-in. Anyone experiencing symptoms must stay home.
* During daily check-in (drop off), all parents/guardians, campers, and staff will wear face coverings.

CAMP DISMISSAL/DEPARTURE:
* All parents/guardians, campers, & staff must adhere to six-foot physical distancing while at camp location and on premises.
* During daily dismissal (pick up), all parents/guardians, campers, and staff must wear face coverings.
* Individuals should not congregate in parking lot or open areas following camp drop off.

ACTIVE PARTICIPATION DURING CAMP:
* Campers and staff must adhere to six-foot distancing recommendation.
* During active play, face coverings will NOT be required.
* Multiple hand sanitizers and disinfection items will be set up with frequent hand washing breaks.
* Staff will be provided gloves if required.
* Equipment used at each station will be sanitized and disinfected throughout the day and at the end of each day.
* Campers are required to bring their own water jug or refillable water bottle that CANNOT be shared. A single, gloved Staff member will oversee refilling water bottles at each water cooler station located in each playing area.

LUNCH:
* Campers may only eat with their assigned group and staff in own designated area.
* Absolutely no sharing or trading of lunch items.
* Six-foot social distancing guideline will be in effect if required.
* Cleansing of hands at drop off, before & after lunch will be administered
* All uneaten food items, drinks, wrappers, packaging, and plastic utensils must be disposed of at conclusion of lunch. We want to limit what goes home from camp.
BATHROOM:
* Pre-scheduled bathroom breaks will be given frequently throughout the camp day. There are several restroom facilities throughout the park available for each age group. Of course, “emergency” bathroom breaks will be granted.

SICK CHILD PROCEDURE:
* Any sick children or staff cannot come back to work until they meet the CDC criteria on discontinuing home isolation.
* If any staff or camper experience any symptoms at camp they will be immediately separated and will be sent home ASAP.
* Areas will be closed until cleaned and disinfected 24 hours after the sick person has left the facility.
* All staff and campers that were in contact with the sick individual must stay at home and self-monitor for symptoms.

PERSONAL BELONGINGS: Please do not send any personal belongings to camp, such as toys, cell phones, handheld video games, iPods, trading cards, makeup etc... Cranberry Township is not responsible for any broken, lost or stolen items. Any lost and found that is collected by camp will be held until the week’s end. Please label everything! Each Friday there will be a lost and found table at pickup. Please look closely and take anything that belongs to you. If items are not claimed they will be discarded at the end of each week.

RAINY DAY POLICY: If it begins raining, but not threatening thunderstorms, camp will remain at the park. If the weather is threatening, camp will be cancelled the night before. Please remember to sign up for Camp Cranberry 2020 alerts. This is the only means for us to communicate with you. If inclement weather is forecasted for the next day of camp an alert will be sent that evening as notification. Any location changes will be sent via the alert system.

TEXT MESSAGE ALERT SIGN UP: Visit CranberryTownship.org/Connect. Please sign up for Camp Cranberry 2020 alerts. If you were registered for alerts in years past, it will NOT carry over. You may sign up for both email and text alerts.

DRESS CODE: Play clothes, socks, sneakers, and sunscreen are appropriate camp attire. No open toed shoes. Please dress in weather appropriate clothing (i.e. sweatshirts, raincoats, swimming suits, etc.). Label all items sent to camp with first and last name. Please send sunscreen with your child.
Be aware that campers do tend to get dirty!
**POTTY-TRAINING POLICY:** Campers must be potty-trained to prior to coming to camp. This means no diapers or pull-ups. Your child must be able to tell the counselors if he/she needs to use the restroom. He/she should be able to pull up clothing and take care of personal hygiene. Counselors do not enter the stalls with the campers.

**MANDATORY WRITTEN NOTES:** If you find it necessary to arrive late or leave early from camp, please provide a written note that includes the child’s name, date(s) effective, parent/guardian who will be picking child up and your signature. Be sure to ask a staff member where the group will be during the time you need to drop off or pick up.

**UNAUTHORIZED DEPARTURES:** If a camper leaves or runs away from the camp program without authorization the following steps will be taken:

1. Staff will encourage the child to return voluntarily.
2. If the child leaves camp grounds:
   - Counselors will not follow the child.
   - The police will be notified to locate the child.
   - The parents will be contacted.
   - A conduct report form will be completed.
   - Repeat occurrences will result in suspension or termination from the program without refund.

**ILLNESS:** If your child exhibits the following symptoms, please wait 24 hours after the symptoms have passed before sending him/her back to camp:

- Fever above 99°F
- Vomiting
- Diarrhea
- Runny nose with green or yellow mucus
- Sore throat
- Rash
- Pink eye

If your child is diagnosed with a contagious disease (chicken pox, measles, mumps, pink eye, lice, etc.) please notify the camp director immediately so appropriate precautions may be taken.

If a child becomes ill during a program, the parent/guardian will be notified and asked to pick up the child. If the parent/guardian is unavailable, the emergency contacts will be called.

**MEDICAL EMERGENCIES:** If your child is injured and requires more than basic first aid, 911 will be called and the following steps will be taken:

- The parent/guardian will be contacted.
- If parent/guardian is not available; the persons listed on the emergency contacts list will be called.
- The injured child will be taken to the nearest medical emergency facility.

You will be responsible for the emergency medical charges for all services rendered. Your authorization for program staff to secure emergency medical care for your child and your commitment for payment, thereof, is part of your registration agreement.

Medical forms must be returned to the Parks and Recreation department prior to the first day of camp. If the medical form is not filled out for your child before camp starts, we cannot accept your child for camp until it is filled out.
MEDICATION: We prefer not to dispense medication during camp hours. If a child must have medication, the parents or guardians are required to do the following:

- Communicate the need to the camp director for approval, prior to the first day of camp.
- Put all directions in writing on designated medical forms.
- Present written instructions from a doctor.
- Have medication in proper container, in proper dosage for each day. We will not hold medication overnight.

*We reserve the right to refuse to dispense medication*

CAMP CRANBERRY BEHAVIOR POLICY: The staff at Camp Cranberry provides a fun and safe environment for the entire summer and will not let damaging behavior falter the experience of our campers. The following procedures will be followed when there are behavioral issues with any campers. These steps may be bypassed if a situation is determined as serious. Please review these guidelines and consequences with your child. Please do not hesitate to ask any questions you may have. Any problems or issues will be brought to the attention of the camper’s parent or guardian. Cranberry Township Parks and Recreation may suspend or expel any camper from the program for continual discipline problems, regardless if all the steps in our discipline procedure have been completed. Please see below for Camp Cranberry Behavioral general guidelines:

**Minor Offenses:** Disrespect of staff or participants, inappropriate behavior, and breaking general program rules.

- 1st Offense – Verbal warning.
- 2nd Offense – Loss of activity time.
- 3rd Offense – Written conduct for (3 in a week will result in suspension).
- 4th Offense – Termination from program or session. This will be at the Recreation Program Manager’s discretion. No refunds will be given.

**Serious Offenses:** Endangering another person’s well-being, swearing or verbal abuse of staff or participants, stealing or destruction of property, general disregard for camp staff or other campers. If we need to remove a camper from the program immediately, the parent will be notified and responsible for picking up the camper immediately.

- 1st Offense – Written conduct form (3 in a week will result in suspension).
- 2nd Offense – Removal from program, camper will be with the Camp Director, and a parent/guardian will be notified to pick up the child.
- 3rd Offense – Termination from program or session. This will be up to the Recreation Program Manager’s discretion. No refunds will be given.

GENERAL GUIDELINES: (Please review with your child)

* Personal items (electronics, cards, toys, etc.) are only allowed during extended care, or if a camp activity allows it. You will be notified in advance if your child can bring these items.

* Avoid all forms of horseplay including piggyback rides, pool dunking, wrestling, hitting, kicking, pinching and picking each other up.
GENERAL GUIDELINES:  (continued)
* Sticks, rocks, dirt, sand and mulch should not be picked up!
* Keep hands and feet to yourself.
* Profanity or negative talk will not be tolerated.
* Always show good sportsmanship.
* If you do not feel well, tell your counselor.
* If there is a problem, notify a counselor immediately.
* Respect other campers, staff, equipment, facilities and yourself.
* Always pick up and put equipment away.
* Campers must be accompanied by a staff person.
* Campers should ALWAYS be with their counselor unless they have permission to be somewhere else.
* Always ask permission from counselor to use restroom or to get a drink from the water fountain.
* Stay in program areas, with your group always.
* If a camper continually refuses to follow directions (especially those that apply to his or her safety) the parent/guardian will be contacted immediately.
* Makeup, hairspray, body spray, cologne, etc. should not be brought to camp.
* Please leave cell phones, cameras, or any other type of electronic devices at home.

OUR PARKS AND FACILITIES:
INFORMATION ABOUT OUR PARKS AND FACILITIES:

1. CRANBERRY MUNICIPAL CENTER  2525 Rochester Rd.
   Administration, Police, Library, Cranberry Early Learning Center, Council Chambers,
   Grange Hall, Meeting Rooms, Gazebo/Garden/Schoolhouse, Gym, AE Skate Park

2. GRAHAM PARK  260 Graham Park Dr.
   Baseball Fields, Miracle League Field, Soccer Fields, Football/Lacrosse Fields,
   Concessions, Restrooms, Scouting Plaza and Fishing Lake, Little Free Library, Pirates
   Charities ‘Out of the Park’ Playground, Bicycle/Walking Trail, Bike Repair Station, Dek
   Hockey Rink, Fitness Stations, ATM, CTCC SportCourts: Pickleball, Bocce, Basketball,
   Tennis, and Horseshoe Courts

3. COMMUNITY PARK  111 Ernie Mashuda Dr.
   Rotary Amphitheater, Picnic Shelters, Sand Volleyball Courts, Baseball/Softball Fields,
   Football/Multi-purpose Field, Basketball Court, Tennis Court/ Pickleball, Rotary Dog
   Park, Kids Castle Playground, Nature Trail, Little Free Library, Restrooms

4. CRANBERRY HIGHLANDS GOLF COURSE  5601 Freshcorn Rd
   18 hole, Par 70 Course, Clubhouse, Pro Shop, Food and Beverage Services, Banquet
   & Meeting Rooms, Grill Room & Patio, Locker Rooms, Audubon Pavilion, USGA
   Handicapping, Rental Club Rental, Driving Range, Golf Instruction, Audubon Nature
   Trail

5. NORTH BOUNDARY PARK  1171 North Boundary Rd.
   Waterpark, Veterans Memorial, Picnic Shelters, Baseball Field, Soccer Fields,
   Concessions, ATM, Playground, Restrooms, Walking Trail, Bike Repair Station, Fitness
   Station, Disc Golf Course, Nature Trail, CT’s Crocodile Cove Playground

Sign up for ALERTS of cancellations, delays, or changes online: CranberryTownship.org/Connect

Please sign up for Camp Cranberry 2020 alerts.
CRANBERRY TOWNSHIP PARKS & RECREATION
2525 Rochester Road, Suite 600
Cranberry Twp., PA 16066
724-779-4FUN (4386)
Cranberry4FUN.com/Register

PETE GEIS, DIRECTOR OF PARKS & RECREATION

CAMP CRANBERRY DIRECTOR
Cody Russell
724-779-4386 x1022
Cody.Russell@cranberrytownship.org

RECREATION PROGRAM MANAGER
Dave Hutner
724-779-4386 x1021
Dave.Hutner@cranberrytownship.org

CAMP PHONE NUMBERS
Mini Movers: 724-779-4386
Little Achievers: 412-585-9377
Youth Camp 6-8: 412-585-7358
Youth Camp 9-12: 412-585-9369
Future Leaders: 412-585-9382