



Parent/Guardian Handbook

 **CRANBERRY TOWNSHIP**
CAMP CRANBERRY
A Parks & Recreation Program

**Summer
2026**

WELCOME!

Hello and welcome to Camp Cranberry! This handbook is specially designed for you, parents and guardians, to become familiar with how our unique program operates. This booklet covers all policies, procedures, and requirements that children must adhere by to attend Camp Cranberry.

CAMP CRANBERRY DIRECTOR FOR LITTLE ACHIEVERS, YOUTH CAMPS, & FUTURE LEADERS

Hunter Berneberg
724-779-4FUN (4386) x1173
hunter.berneburg@cranberrytownship.org

CAMP CRANBERRY DIRECTOR FOR MINI MOVERS

Amanda Bartell
724-779-4FUN (4386) x1194
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CAMP PHONE NUMBERS

Mini Movers: 724-779-4386 x1193

Little Achievers: 724-841-8061

Youth Camp 6-8: 724-841-8556

Youth Camp 9-12: 724-841-9111

Lead Camp Coordinator: 724-841-9752

PARKS & RECREATION DIRECTOR

Dave Blair
724-779-4FUN (4386) x1120
dave.blair@cranberrytownship.org

PARKS & RECREATION ASSISTANT DIRECTOR

Dave Hutner
724-779-4FUN (4386) x1021
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PARKS & RECREATION PROGRAM MANAGER

Kyle Kenia
724-779-4FUN (4386) x1118
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CUSTOMER SERVICE

724-779-4FUN (4386)


• CRANBERRY TOWNSHIP •
PARKS & RECREATION
CRANBERRY4FUN.COM/CAMPCRANBERRY



Fun in the Sun

CAMP CRANBERRY 2026 DATES

| Weeks | Dates |
|-------|--------------------|
| 1 | June 8-12 |
| 2 | June 15-19 |
| 3 | June 22-26 |
| 4 | *June 29 – July 2* |
| 5 | July 6-10 |
| 6 | July 13-17 |
| 7 | July 20-24 |
| 8 | July 27-31 |
| 9 | August 3-7 |

****NO CAMP HELD ON FRIDAY JULY 3RD,2026****

CAMP CRANBERRY HOURS

Half Day (Mini Movers & Little Achievers only)

Drop Off Hours: 8:30-9:30AM

Pick Up Hours: 12:00-12:30PM

Full Day

Drop Off Hours: 8:30-9:30AM

Pick Up Hours: 4:00-4:30PM

Extended Care Hours

Morning 7:30-8:30AM | Afternoon 4:30-6:00PM

CAMP CRANBERRY 2026 THEMES

| Weeks | Mini Movers | Little Achievers | Youth Camp 6-8 & 9-12 |
|------------------------------|--------------------------|---|----------------------------|
| 1 June 8-12 | Crazy Colors | Creative Campers | Carnival Kickoff to Summer |
| 2 June 15-19 | Passport to Fun | Passport to Adventures | Creative campers |
| 3 June 22-26 | Imagination Station | Construction week | Animal Palooza |
| 4 *June 29-July 2* | Stars and Stripes | Fourth of July Blast Off | Fourth of July Blast off |
| 5 July 6-10 | Mad Science | **Cranberry Hero's (held in Community Park) | Olympic games week |
| 6 July 13-17 | Under the Sea | Silly Science Lab | Under the sea |
| 7 July 20-24 | Superheroes & Princesses | Under the Sea Week | Spirit Week |
| 8 July 27-31 | Animal Safari | Little Astronauts | Mad Science Week |
| 9 August 3-7 | Space Cadet | Summer send off | Summer Send Off |

*** Please note on July 6th-10th Little Achievers Camp will be located at Community Park- Jaycee Shelter the entire week**

****NO CAMP HELD ON FRIDAY JULY 3RD,2026****

PICK UP & DROP OFF

EXTENDED CARE:

Extended care is available for an additional fee. Morning Extended Care starts as early as 7:30AM and Afternoon Extended Care runs as late as 6:00PM for \$40/week. Pre-registration for Extended Care is required. (Extended Care is not available for the Mini Movers Camp.)

DROP OFF PROCEDURE

Campers will be checked in each morning by a member of camp staff on a designated iPad. Parents and/or guardians **are required exit their vehicles** and meet with a team member to drop off their child. Camp staff will have parents and/or guardians sign off on the iPad to acknowledge that their child has been dropped off at camp.

PICK UP PROCEDURE

Campers will be checked out each afternoon by a member of camp staff on a designated iPad. Parents and/or guardians should exit their vehicles and meet with a team member before leaving with their child. All parents and/or guardians are required to show **photo ID prior** to release of the child. Camp staff will have parents and/or guardians sign off on the iPad to acknowledge that their child has been picked up.

LATE PICK UP/DROP OFF

If your child must be dropped off and/or picked up late, please inform camp staff at your earliest convenience so that our team members can inform you of where to drop off and/or pick up your child.

If someone other than the designated parents and/or guardians will be dropping off and/or picking up your child, please access your ePact account to add any additional authorized guardians.

WHAT TO BRING TO CAMP

CAMPERS SHOULD BRING:

- Sunscreen (spray preferred)
- Reusable water bottle
- Extra set of clothes
- Swimsuit and towel
- Packed lunch
- Extra snacks



CAMPERS SHOULD NOT BRING:

- Valuable items
- Money
- Cell phones and/or electronic devices
- Toys (e.g. Pokemon cards, action figures, stuffed animals, etc)

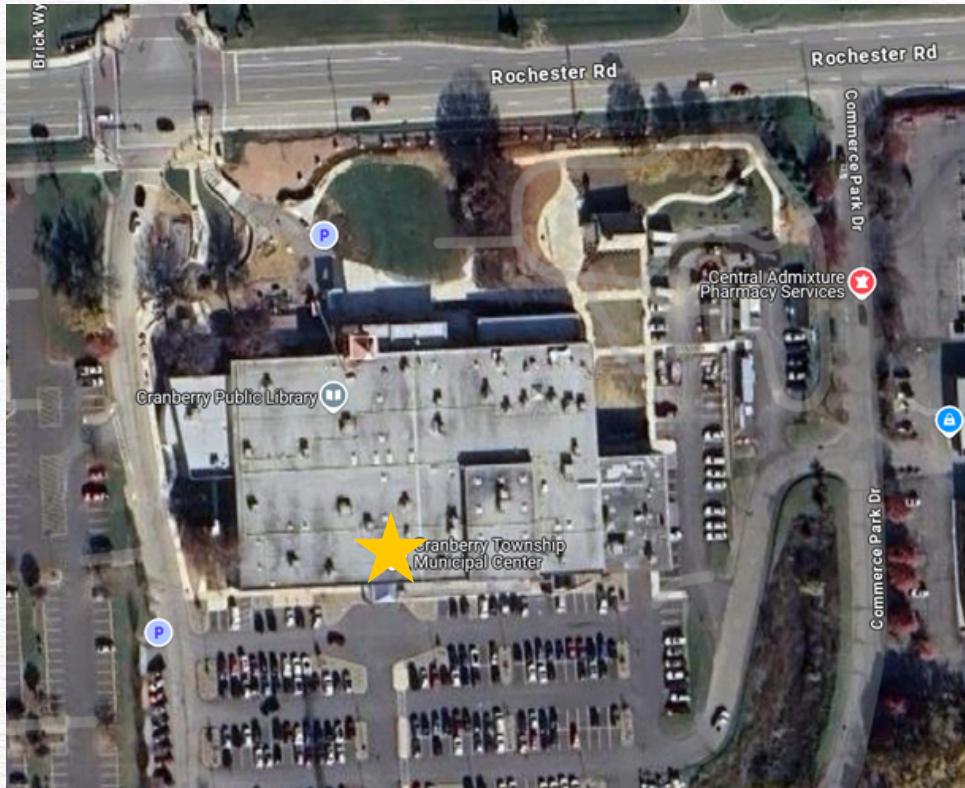
Please label all items that are sent to camp!

Camp Cranberry is not responsible for any items that may be lost or stolen.



MINI MOVERS

DAILY DROP OFF & PICK UP LOCATION



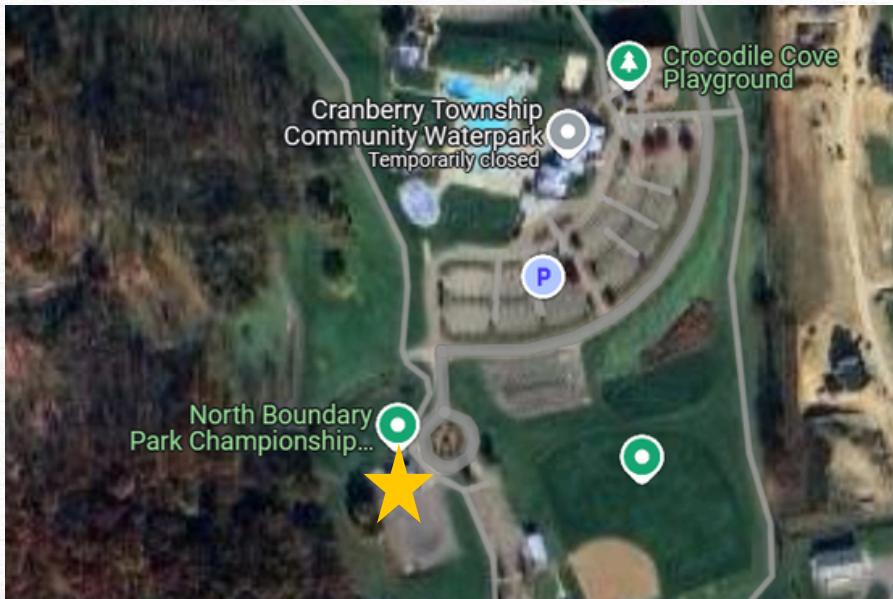
Mini Movers is located in the Early Learning Center at the **Cranberry Township Municipal Center**:

2525 Rochester Road, Cranberry Township, PA, 16066

Please enter the Township building through the rear entrance. Upon entering, make a left turn into the first hallway. The Welcome Center is located through the first door on your left.

LITTLE ACHIEVERS

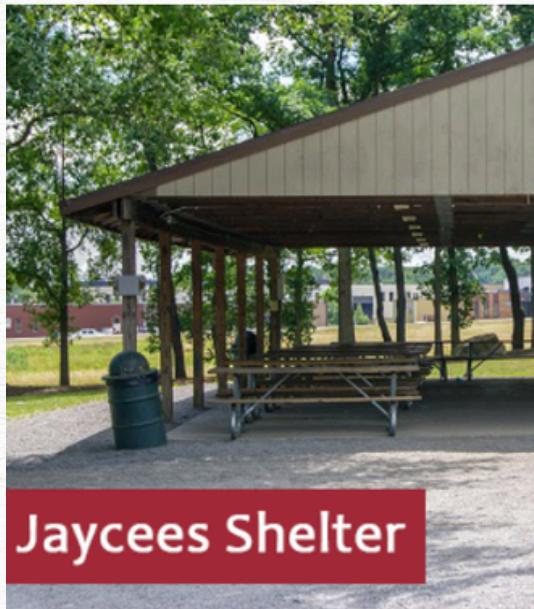
DAILY DROP OFF & PICK UP LOCATION



Little Achievers is located at the Veterans Memorial Shelter
at **North Boundary Park**

1171 North Boundary Park Dr., Cranberry Township, PA, 16066

LITTLE ACHIEVERS: DAILY DROP OFF & PICK UP LOCATION WEEK OF JULY 6TH-10TH



Jaycees Shelter

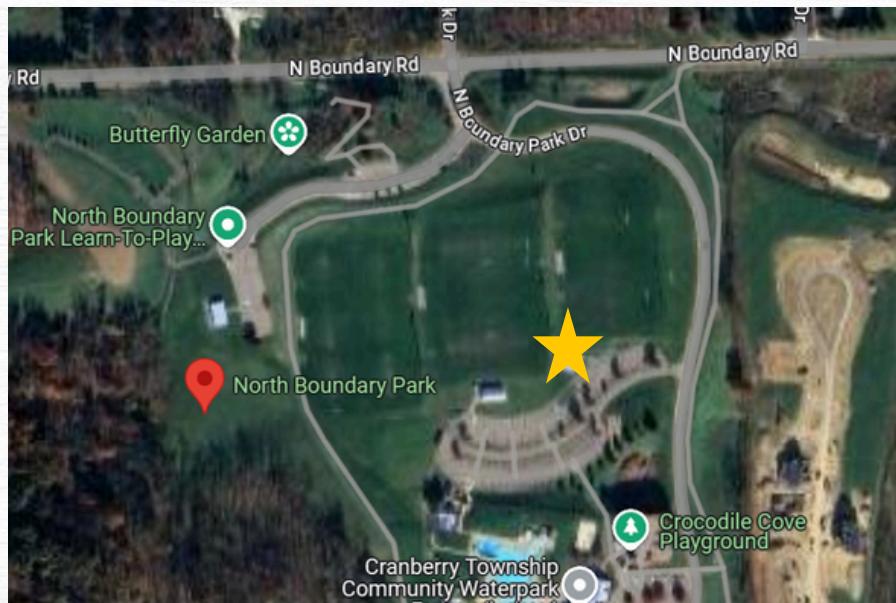


Little Achievers is located at the Jaycee Shelter at
COMMUNITY PARK

111 Ernie Mashuda Dr. Cranberry Township, PA, 16066

YOUTH CAMP (6-8)

DAILY DROP OFF & PICK UP LOCATION

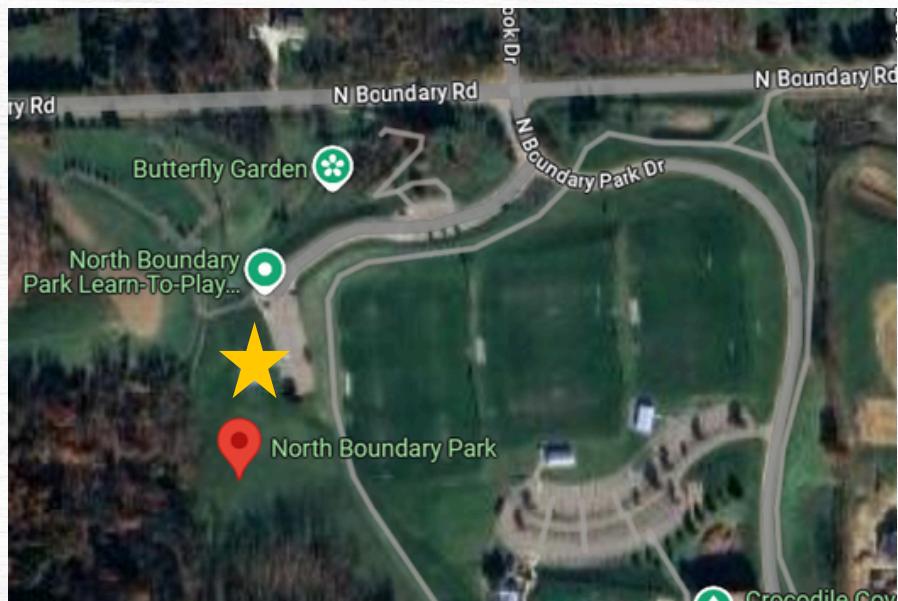


Youth Camp (6-8) is located at the Dan Baker Shelter at
North Boundary Park

1171 North Boundary Park Dr., Cranberry Township, PA, 16066

YOUTH CAMP (9-12)

DAILY DROP OFF & PICK UP LOCATION



Youth Camp (9-12) is located at the Penn Power Shelter at
North Boundary Park

1171 North Boundary Park Dr., Cranberry Township, PA, 16066

LUNCHES & SNACKS

LUNCHES

If your child is attending full day/extended day camp, please pack them a lunch daily. Lunch will begin each day around 12:00PM. Please note that fridge space and microwave usage will be unavailable. Lunches should be packed in reusable lunch boxes (labeled with name) or in a brown paper bag. Please provide campers with all necessary utensils for their meal.

SNACKS

All campers will have the opportunity each day to eat a snack (provided by parent/guardian) around 10:15AM. It is recommended that extended day campers also bring an extra snack for the late afternoon.

***Please Note: Camp Cranberry will not provide a morning or afternoon snack option.**

ALLERGIES

We kindly ask that parents and/or guardians be sensitive towards potential food allergies and avoid packing foods with peanuts and/or tree nuts. Our camp staff carefully monitors lunch and snack times, but taking this extra precaution helps make Camp Cranberry an even safer place to be!



POLICIES & PROCEDURES

POTTY TRAINING POLICY

Campers must be potty-trained prior to coming to camp. This means no diapers or pull-ups. Your child must be able to tell the counselors if they need to use the restroom. They should be able to pull up clothing and take care of personal hygiene. Counselors do not enter the stalls with the campers. 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.

MEDICATIONS & EPI-PENS

Please make sure to inform camp staff of where your child's medication is located in their backpack upon their arrival to camp. Camp staff members are not permitted to administer medication outside of EpiPens. Please contact the camp director with specific questions.

INJURIES

All Camp Cranberry staff members are CPR certified and trained in first aid. Should your camper become injured, staff will administer basic first aid. If the injury requires treatment beyond the scope of basic first aid, staff will call the appropriate medical personnel and parents and/or guardians will be notified immediately.



POLICIES & PROCEDURES

INCLEMENT WEATHER

Camp Cranberry is an outdoor day camp. In the case of severe inclement weather such as thunderstorms or excessive rain, Camp Cranberry reserves the right to switch locations to the Cranberry Township Municipal Center, which will be done at the discretion of the Program Manager / Camp Director. Communication regarding camp relocation will go out to all parents and/or guardians.

LOST AND FOUND

All camps have a designated bin for lost and found items. This bin will be placed out every Friday for you to collect any items left behind during the week. If an item is found and labelled with a first and last name, it will be set aside to be returned to the camper the following day. If any items are not claimed by the end of camp, they will be donated. Please be sure to check the lost and found each Friday for missing items.



Fee-Fi-Foam-Fun



Best Buddies

POLICIES & PROCEDURES

CAMP BEHAVIOR

Campers will:

- Show respect and kindness to other campers and staff.
- Function cooperatively and appropriately in a group setting.
- Respect the property of camp and other campers.
- Use tolerance in respect to differences in opinions and feelings of peers.
- Have fun and help create a safe and enjoyable environment for themselves and others.

RESPONSIBILITIES

Camp staff have the responsibility of supporting and protecting each camper by following all safety protocols, including behavior management. Campers have the responsibility of behaving appropriately while at camp. Physical or emotional mistreatment, bullying, inappropriate language or actions, and repeat offenses, including but not limited to straying from the group, refusal to follow directions, and any action that puts the safety of themselves, fellow campers, or staff at risk will not be tolerated.

BEHAVIOR PLAN

In the event of a camper displaying inappropriate behavior, the following steps will be taken by camp staff:

1. Verbal Redirection and Warning
2. Five minute time-out / break from activity
3. Sit and talk with camp coordinator and camp director/program manager
4. Call to parent and/or guardian
5. Dismissal for parent and/or guardian to pick up for the day

POLICIES & PROCEDURES

ILLNESS/SICK CHILD PROCEDURE:

If your child exhibits any of the following symptoms, **please keep them home and notify the Camp Director immediately for further information and necessary actions:**

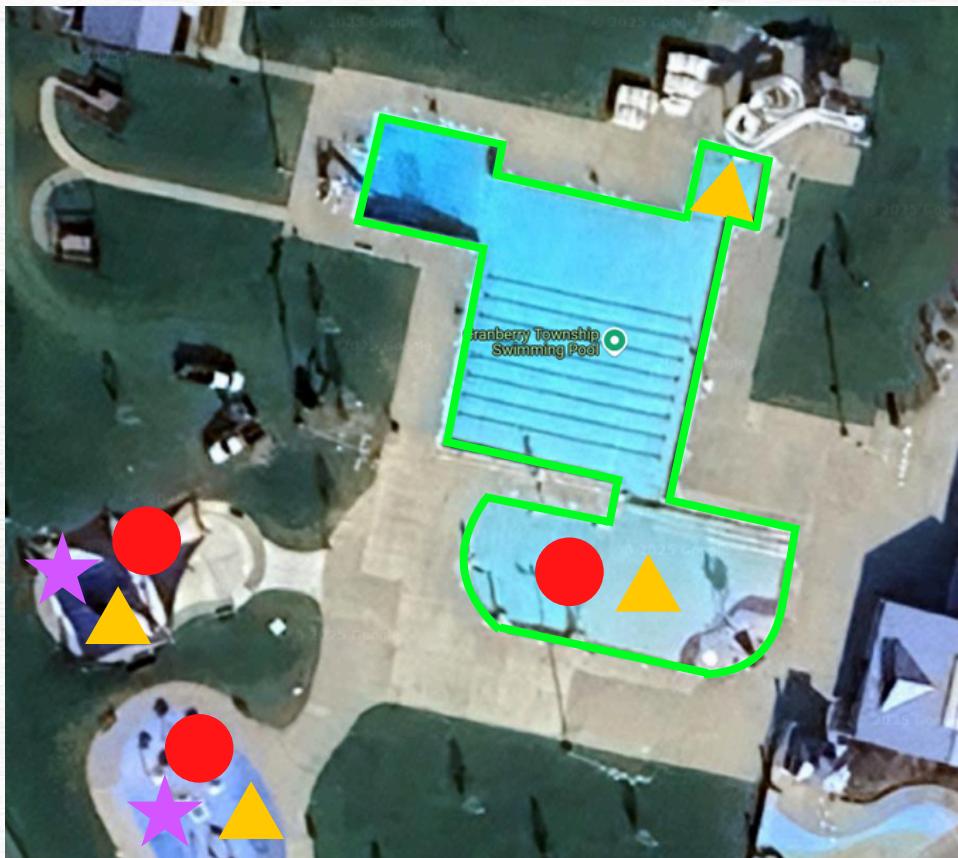
| | |
|---|----------------------|
| Fever (over 100.4 degrees F) | Cough |
| Shortness of breath or difficulty breathing | Fatigue |
| Congestion or runny nose | Nausea or vomiting |
| Diarrhea | Muscle or body aches |
| Headache | Sore throat |
| New loss of taste or smell | |

GENERAL GUIDELINES: (Please review with your child)

1. 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.
2. Avoid all forms of horseplay including piggyback rides, pool dunking, wrestling, hitting, kicking, pinching, and picking each other up.
3. Sticks, rocks, dirt, sand, and mulch should not be touched!
4. Keep hands and feet to yourself.
5. Profanity and negative language will not be tolerated.
6. Always show good sportsmanship.
7. If you do not feel well, tell your counselor.
8. If there is a problem, notify a counselor immediately.
9. Respect other campers, staff, equipment, facilities, and yourself.
10. Always pick up and put equipment away.
11. Campers must be accompanied by a staff person.
12. Campers should **ALWAYS** be with their counselor unless they have permission to be somewhere else.
13. Always ask permission from counselor to use restroom or to get a drink from the water fountain.
14. Always stay with your group in program areas.
15. If a camper continually refuses to follow directions (especially those that apply to safety) the parent/guardian will be contacted immediately.
16. Makeup, hairspray, body spray, cologne, etc. should not be brought to camp.

SWIMMING & WATERPARK TRIPS

Little Achievers, Youth Camps, and Future Leaders will be visiting the Cranberry Township Waterpark on a daily basis, contingent upon weather conditions. Participation for Little Achievers will be restricted to the splash pad area exclusively. Meanwhile, Youth Camp and Future Leaders will undergo a swim assessment on Monday mornings to establish the designated swimming zones based on their individual swimming capabilities. Please find the details regarding the swim zones and swim test outlined below. ***Mini Movers does NOT go to the waterpark***



450 North Boundary Road
Cranberry Township, PA, 16066

Swim tests are held on Monday mornings at 10AM



SWIMMING & WATERPARK TRIPS

MAP KEY:

Each symbol corresponds to the zones where swimmers are permitted:



Little Achievers (permitted at splash pad only)



Zone 1 (red wrist band)



Zone 2 (yellow/orange wrist band)



Zone 3 (green wrist band)

| Zone Level | Band Color | Swimming Locations | Swim Tests |
|------------|---------------|---|--|
| Zone 1 | Red | Swimmers are limited to spray, splash pad and baby pool. | Unable to pass all parts of level 2 and/or level 3 of swim test |
| Zone 2 | Yellow/Orange | Swimmers are limited to baby pool and main pool. They cannot use features including rock wall, diving board, or drop slide. | <ul style="list-style-type: none">• 15 second back float• 25 second tread• Swim one length of the diving well |
| Zone 3 | Green | Swimmers can use any area of the facility. | <ul style="list-style-type: none">• 20 second back float• 35 second tread• Swim length of diving well and back |



ePACT APP

Cranberry Township Parks & Recreation is proud to announce our adoption of ePact Network for better safety! ePact is a secure emergency network that we will use to collect medical and emergency contact information electronically. Not only will ePact replace paper forms, but it will also ensure we have a way to communicate with you in the event of an unexpected situation.

WHY WE ARE USING ePACT

- **To save you time** – with ePact, you only need to complete your child's information once and can then use that same record for other programs and/or subsequent years.
- **Improved privacy & security** – eliminating paper forms ensures that your key information is up-to-date and secure. ePact maintains the same level of security as online banking, and limits access only to administrators assigned for enhanced protection.
- **Better support** – ePact makes it easy for you to share comprehensive health and emergency contact details, so we can provide the best support for your child. Plus, you can update this anytime and we will automatically be notified.
- **Timely communication** – families can add in verified home and cell phone numbers, as well as preferred email addresses, where program communications will be sent via text, phone call, and/or email regarding inclement weather, program closures, etc.
- **Reduction of paper waste** – although forms can be printed, families can always see what information is submitted by simply logging into ePact.

How It Works:

All forms are program specific, so if your child is enrolled in multiples programs, you may be prompted to complete different forms. Programs requiring different forms include

- Cranberry Township Before and After School Program
- Cranberry Township Summer Camps
- Cranberry Township Preschool



ePACT APP

New Users:

- You'll receive an email invite to share information with Cranberry Township Parks and Recreation.
- Click 'Complete Request' to create a free account, or log-in if you already have an existing ePact account.
- Enter the required information (such as medical conditions, allergies, etc.).
- Confirm and sign all consent forms and waivers.
- Click 'Submit' and all information will be sent to Cranberry Township Parks and Recreation. You will receive a confirmation email when successfully submitted.

Existing Users – Reconfirm Information Requests:

- Existing users will receive an email invite to reconfirm your child's emergency information previously submitted in ePact with Cranberry Township Parks and Recreation.
- Click 'Complete Request' in the email to log-in to your existing Epect account.
- Update and confirm all required information shown in the portal.
- Confirm and sign all consent forms and waivers.
- Click 'Submit' and all information will be sent to Cranberry Township Parks and Recreation. You will receive a confirmation email when successfully submitted.

Existing Users – Update My Information:

- Visit epactnetwork.com to log-in to your existing Epect account.
- Update any necessary information such as medical conditions, allergies, phone numbers, emergency contacts, etc.
- Confirm and sign all consent forms and waivers.
- Click 'Submit' to and all information will be sent to Cranberry Township Parks and Recreation. You will receive a confirmation email when successfully submitted.

Have additional questions or feedback? Contact help@epactnetwork.com or call **1-855-773-7228 ext. 1** to speak with ePact's Customer Success team.

ePACT APP

Here is an example email of what you will receive from ePact:



REMINDER: Emergency information request for [REDACTED]

Hello Guardian of [REDACTED]

We have not yet received emergency information for [REDACTED]. Please provide this information via ePACT as soon as possible so that we can best support [REDACTED].

Cranberry Township Summer Camp and Kids Club is using ePACT to securely collect and manage critical emergency information.

Using ePACT replaces the need to fill out multiple paper forms and ensures we have the most up-to-date and accurate contact and medical information in case of emergency.

Getting started

ePACT is quick and easy. Click on the button below to create an account or log in to your existing account to securely share [REDACTED] emergency information with Cranberry Township Summer Camp and Kids Club.

[Complete Request](#)

Note: you will receive one email invite per child. To avoid duplication, one parent (one email address) should accept the invites and complete the detailed emergency record for ALL family members.

Thank you,

Cranberry Township Summer Camp and Kids Club

PAYMENTS & WITHDRAWAL FEE

To request a refund for your summer camp registration, you must contact Cranberry Township at least 17 days prior to the start of the week you wish to cancel. Cancellations or changes made within the 17-day period will not be eligible for a refund. All cancellations must be communicated to Parks and Recreation by noon of the due date. If the date lies on a holiday, the communication needs to be submitted the day before by noon. **A non-refundable fee of \$20 applies to any changes or cancellations PER WEEK***

To receive any refund your changes will need to be made prior to the last date of withdraw period – see in chart below



| Camp Week/Session | Last Date to Withdraw | Payment Run Dates |
|---------------------|-----------------------|-------------------|
| Session 1 (6/8/26)* | 5/22/26 by 12PM* | 5/24/26* |
| Session 2 (6/15/26) | 5/29/26 by 12PM | 5/31/26 |
| Session 3 (6/22/26) | 6/5/26 by 12PM | 6/7/26 |
| Session 4 (6/29/26) | 6/12/26 by 12PM | 6/14/26 |
| Session 5 (7/6/26) | 6/19/26 by 12PM | 6/21/26 |
| Session 6 (7/13/26) | 6/26/26 by 12PM | 6/28/26 |
| Session 7 (7/20/26) | 7/2/26 by 12PM | 7/5/26 |
| Session 8 (7/27/26) | 7/10/26 by 12PM | 7/12/26 |
| Session 9 (8/3/26) | 7/17/26 by 12PM | 7/19/26 |

*In most instances, Week 1 was paid for at the time of registration.



HAPPY FACE TESTIMONIALS!



Jurassic Visitors



Magical Memories



In the Splash Zone



Fairytale Fun



Feathered Friends



FOX - tastic Facepaint

NORTH BOUNDARY PARK

1171 North Boundary Rd.

Waterpark, Veterans Memorial, Picnic Shelters, Baseball Field, Soccer Fields, Concessions, ATM, Playground, Restrooms, Nextier Walking Trail, Bike Repair Station, Fitness Station, Disc Golf Course, Nature Trail, Pollinator Meadow Garden, CT's Crocodile Cove Playground



North Boundary Park



COMMUNITY PARK

111 Ernie Mashuda Dr., Cranberry Township, PA 16066

Rotary Amphitheater sponsored by Armstrong, Kids Castle Playground, Rotary Dog Park, 3 Picnic Shelters with grills and picnic tables (Jaycees Shelter, Lions Shelter, Rotary Shelter), Athletic Fields, 2 Sand Volleyball Courts, 5 lighted Baseball Fields, a lighted Football Field with bleacher seating, Basketball Court, 4 lighted Tennis Courts open to the public, 2 public play pickleball courts.



Community Park



CRANBERRY TOWNSHIP built for you.

WiFi
Provided by
ARMSTRONG
ONE WIRE. INFINITE POSSIBILITIES.



• CRANBERRY TOWNSHIP •

PARKS & RECREATION

2525 ROCHESTER ROAD, SUITE 600

CRANBERRY TOWNSHIP, PA 16066

724-779-4FUN

Cranberry4FUN.com/Register

DAVE BLAIR, DIRECTOR OF PARKS & RECREATION

SEE YOU AT CAMP!



IT WAS
HERE

THANK YOU SPONSORS!