



2210 High Tech Road, State College, PA 16803

814-357-6898 fax

814-357-6897

www.pennskates.com

Dear Summer Camp Parents,

Welcome to our 2017 Summer Day Camp program! Your children will have the opportunity to participate in a wide variety of planned recreation ranging from indoor and outdoor activities, sports, arts and crafts, group activities, guest speakers, themed days, and field trips. Attached to this is the information about our Summer Camp. Please read through the entire Parent Handbook for detailed camp information. For information about specific events/activities, times and locations, please be sure to read our Weekly Camp Newsletter that will be distributed to all parents every Friday for the following week. If you have any other questions feel free to ask our helpful staff members or email Valerie Dench (vdench@pennskates.com).

We can ensure that your children will have a fun and safe summer participating in our program. If at any time you as a parent/guardian are interested in assisting with certain activities or providing supervision or transportation for a field trip please feel free to contact us in advance.

A few reminders for the summer program:

Camp runs from June 8th through August 11th (Mondays-Fridays), from 7:30 am – 5:30 pm at Penn Skates. Your child can attend the entire week or just a few days each week. Lunches are not provided, but a hot lunch can be purchased for \$3.50 daily. Morning and afternoon snacks are included. Children are welcome to bring extra snacks, or they can be purchased at our snack bar. If you have any questions please feel free to call Penn Skates or email Valerie Dench at vdench@pennskates.com. Thanks again for registering for Summer Day Camp!

Sincerely,

Penn Skates Staff



Penn Skates Summer Camp

2017

Our Staff is very excited and looking forward to a wonderful year. This handbook contains Penn Skates Summer Camp policies and procedures, which are important to you and your child. By signing the following, you agree to follow the policies, procedures, and practices placed before you within the Penn Skates Summer Camp Handbook.

Name of Child _____

Name of Parent (s) _____ Start Date _____

Signature _____ Date _____

Please remember to notify Penn Skates Summer Camp if your child will be absent.

Financial Policy: If outside assistance is required to collect any outstanding balances on your account, all costs incurred, including any and all attorney fees, collection fees, and/or court costs will be added to your account.

I understand Penn Skates Summer Camp's Financial Policy _____.

Initial

Summer Camp Registration

Please fill out this form in full. The information you provide here will be processed prior to your arrival at our facility. Please submit one form per child.

Child's Name:

Gender: Male Female

Age:

Birth Date:

Grade Next Fall:

Parent's Names:

Address:

City:

State:

Zip Code:

Home Phone:

Cell Phone:

Work Phone:

E-mail Address:

How did you hear about camp?

T-Shirt Size: Youth 6-8 Youth 10-12 Youth 18-20

Adult S Adult M Adult L Adult XL

Is your child in good health, and can he/she participate without any accommodations?

Yes No

Summer Camp Fees	
Daily Rate	\$39. (Minimum of 2 days per week is required. Additional fee may apply if attending on a day that includes a field trip).
Weekly Rate if attending at least 4 weeks	\$170.00 per week. There may be additional fees for some field trips. 10% sibling discount.
Single Week	\$175.00, 10% sibling discount.
Bonus Week 11 & 12	Reserved for full time campers, then on space available basis. Registration very limited. Registration for these weeks opens 6/19.
Registration fee	\$20. For those new to our program.
	5% discount for full time campers if you prepay for entire summer

Scheduled Weeks	Requested Days
(WEEK 1) June 8,9	Thurs- <input type="checkbox"/> Fri- <input type="checkbox"/>
(WEEK 2) June 12-16	Entire Week- <input type="checkbox"/> Mon- <input type="checkbox"/> Tue- <input type="checkbox"/> Wed- <input type="checkbox"/> Thurs- <input type="checkbox"/> Fri- <input type="checkbox"/>
(WEEK 3) June 19-23	Entire Week- <input type="checkbox"/> Mon- <input type="checkbox"/> Tue- <input type="checkbox"/> Wed- <input type="checkbox"/> Thurs- <input type="checkbox"/> Fri- <input type="checkbox"/>
(WEEK 4) June 26-30	Entire Week- <input type="checkbox"/> Mon- <input type="checkbox"/> Tue- <input type="checkbox"/> Wed- <input type="checkbox"/> Thurs- <input type="checkbox"/> Fri- <input type="checkbox"/>
(WEEK 5) July 3-7	Entire Week- <input type="checkbox"/> Mon- <input type="checkbox"/> CLOSED Tue Wed- <input type="checkbox"/> Thurs- <input type="checkbox"/> Fri- <input type="checkbox"/>
(WEEK 6) July 10-14	Entire Week- <input type="checkbox"/> Mon- <input type="checkbox"/> Tue- <input type="checkbox"/> Wed- <input type="checkbox"/> Thurs- <input type="checkbox"/> Fri- <input type="checkbox"/>
(WEEK 7) July 17-21	Entire Week- <input type="checkbox"/> Mon- <input type="checkbox"/> Tue- <input type="checkbox"/> Wed- <input type="checkbox"/> Thurs- <input type="checkbox"/> Fri- <input type="checkbox"/>
(WEEK 8) July 24-28	Entire Week- <input type="checkbox"/> Mon- <input type="checkbox"/> Tue- <input type="checkbox"/> Wed- <input type="checkbox"/> Thurs- <input type="checkbox"/> Fri- <input type="checkbox"/>
(WEEK 9) July 31-August 4	Entire Week- <input type="checkbox"/> Mon- <input type="checkbox"/> Tue- <input type="checkbox"/> Wed- <input type="checkbox"/> Thurs- <input type="checkbox"/> Fri- <input type="checkbox"/>
(WEEK 10) August 7-11	Entire Week- <input type="checkbox"/> Mon- <input type="checkbox"/> Tue- <input type="checkbox"/> Wed- <input type="checkbox"/> Thurs- <input type="checkbox"/> Fri- <input type="checkbox"/>
<u>BONUS WEEK August 14-18</u> Enrollment limited. Reserved for children attending at least 4 weeks of camp.	Entire Week- <input type="checkbox"/> Mon- <input type="checkbox"/> Tue- <input type="checkbox"/> Wed- <input type="checkbox"/> Thurs- <input type="checkbox"/> Fri- <input type="checkbox"/>
<u>BONUS WEEK August 21-25</u> Enrollment very limited. Full time summer children will be registered first. <u>Not available as the only week of attendance.</u>	Entire Week- <input type="checkbox"/> Mon- <input type="checkbox"/> Tue- <input type="checkbox"/> Wed- <input type="checkbox"/> Thurs- <input type="checkbox"/> Fri- <input type="checkbox"/>

Payment in full for at least the first two weeks the child is scheduled to attend, is due at registration.
Please make checks payable to: Penn Skates
Payments for continuing weeks are due the Monday prior to the weeks your child will be attending.

Financial Policies

There is a non-refundable registration fee of \$20. per family for those new to our program. Registration fee is waived for campers that attended at least 4 weeks in the summer of 2016. Program fees are not prorated, refunded or credited based upon attendance. If a refund request is made 21 calendar days or more before the first day of the camp session, a full refund (less a \$20 administrative processing fee) will be provided for the camp. If a refund request is made less than 21 calendar days before the first day of camp session, a full refund (less a \$20 administrative processing fee) is provided for the camp **ONLY IF** a participant from the wait list can be placed in the reserved slot. If no replacement is found, no refund will be provided.

Camp registrations are not transferable to another individual.

Payment in full for at least the first two weeks the child is scheduled to attend, is due at registration.

Please make checks payable to: Penn Skates

Payments for continuing weeks are due the Monday prior to the weeks your child will be attending.

Late Pick Up Fee's

There will be a late fee if your child is picked up after 5:30 pm. **This fee must be made at the time of the late pick up on the day applicable.**

Late Pick Up Fees	
	Late Fee
1 to 15 minutes	\$5.00
16 to 30 minutes	\$10.00
31 to 45 minutes	\$20.00
46 to 60 minutes	\$40.00

Penn Skates
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PHOTO CONSENT

I give permission for my child _____ to be photographed while
 child's name

attending Penn Skates Summer Camp. I understand that the photograph(s)/Image (**to include first name only**) may be used for:

- Display at Penn Skates Summer Camp
- Publications (magazines, newspapers, flyers, etc.)
- Publicity for Penn Skates Summer Camp (TV commercials etc.)
- Penn Skates Summer Camp's website
- Facebook

I understand that there are potential dangers associated with the posting of personally identifiable information on a web site since global access to the Internet does not allow us to control who may access such information. These dangers have always existed; however, we as schools do want to celebrate your child and his/her work. The law requires that we ask for your permission to use information about your child.

Pursuant to law, we will not release any personally identifiable information without written consent from you as parent or guardian. Personally identifiable information includes child's first name and photo or image. (Please see below)

If you, as the parent or guardian, wish to rescind this agreement, you may do so at any time in writing by sending a letter to Penn Skates Summer Camp and such rescission will take effect upon receipt by Penn Skates Summer Camp.

This consent releases from liability all personnel of the school, and any others who have received permission by the staff to take photos at the school or school-related activities.

Check one of the following choices:

I/We GRANT permission for this child's photo/image to be published on Penn Skates Summer Camp's website, Penn Skates Summer Camp's Face book page, displayed at Penn Skates Summer Camp, in publications for Penn Skates Summer Camp, or publicity for Penn Skates Summer Camp.

I/We DO NOT GRANT permission for photo/image that includes this child to be published on Penn Skates Summer Camp's website, Penn Skates Summer Camp's Face book page, displayed at Penn Skates Summer Camp, in publications for Penn Skates Summer Camp, or publicity for Penn Skates Summer Camp.

Student's Name: (please print) _____ Student's Grade: _____

Print name of Parent/Guardian: (print) _____

Signature of Parent/Guardian: (sign) _____

Relation to Student: _____

Date: _____

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PARENTAL PERMISSION SLIP

Please fill out the permission slip below for all the off-site trips that your child is planning on attending.

My child _____ has permission to participate in off-site trips with Penn Skates Summer Camp. Possible trip locations may include but are not limited to the following destinations. The finalized trip schedule will be available prior to the start of summer camp. Possible trips may include bowling, local and State Parks, Spikes Stadium, Indian Caverns, Mini Golf, Boalsburg Military Museum, Del Grosso's, Local fairs and festivals.....Penn Skates reserves the right to adjust program schedules pending weather conditions and facility availability. Penn Skates reserves the right to change a trip location without prior notice. We also reserve the right to change any daily activity, Monday-Friday, as it seems appropriate for the benefit of your child. This may include the transporting of your child to an off-site location for an unscheduled trip.

Is your child a... Non-Swimmer Beginner Swimmer _____
Parental Initial

Parents Authorization :*The person herein described has permission to engage in all prescribed activities, except as noted by me. In the event I cannot be reached for emergency, I hereby give permission to the physician selected by the Penn Skates Director to hospitalize, secure proper treatment for, and to order injection, anesthesia or surgery for my child.*

I understand that all trips are off site and that my child will be transported by bus or other vehicle to each off site location. I agree that in case of an injury to my child that is due to natural causes or by accident which involved no neglect by any Penn Skates Summer Camp staff that I will not hold Penn Skates Summer Camp or the staff liable. Penn Skates Summer Camp reserves the right to change a trip location without prior notice to parent or guardian.

Parent Signature

Date

General Policies and Procedures

Personal Property

Please label personal property with your children's name.

Penn Skates Summer Camp is not responsible for damaged, lost or stolen items, to include items that are left overnight. Cell phones and electronics can be used during designated electronic times during the day.

Clothes

Children should wear sneakers, **with socks, everyday** (unless otherwise specified on trip days). Clothing should be weather appropriate and children should **BRING A BATHING SUIT AND TOWEL TO PENN SKATES SUMMER CAMP EVERY DAY. WEDNESDAY ARE RESERVED FOR WATER DAY, BUT DUE TO WEATHER WE MAY HAVE WATER ACTIVITIES ON ALTERNATE DAYS.**

Sun Protection

Please **put sun protection on your child prior to coming to Penn Skates Summer Camp** (SPF 30 recommended). We ask that you also pack (labeled) sun protection with your child.

Lost and Found

Lost and found items are displayed near the front door every day. These items will be kept for a short period before being donated. Please remember it is important to have all items labeled with your child's name.

Schedule

Summer Camp will follow the same basic schedule every day except for field trips days.

A. Camp Hours	7:30 am – 5:30 pm	G. Activity 3	1:00 pm – 2:00 pm
B. Drop Off	7:30 am – 9:00 am	H. Activity 4	2:00 pm – 3:00 pm
C. Morning mtg & snack	9:00 am – 9:30 am	I. Snack Break	3:00 pm – 3:30 pm
D. Activity 1	9:30am – 10:45 am	J. Camper's choice	3:45 pm – 5:00 pm
E. Activity 2	10:45 am – 12:00 pm	K. Pick-Up Time	4:00 pm – 5:30 pm
F. Lunch	12:15 pm – 1:00 pm		

Drop Off Procedure

Children must be walked into the building. Parents or authorized individuals should sign each child in. **At no time should you drop our child off at the front door.** When **picking up** your child, you **MUST** come in and sign your child out at the front desk. This is for the safety of your child. Remember to notify Penn Skates Summer Camp if someone other than yourself will be picking up your child.

Lunch

Penn Skates Summer Camp is a **peanut free facility**. Due to the severe allergic reaction of some of our children, **ALL PEANUT products are prohibited**. Lunch is not included in the weekly fee. Your child should bring a bag lunch. Lunch will be available for purchase daily \$3.50. Lunch orders must be received for the week Monday morning. Lunches will not be available for purchase on Trip Days. **On trip days your child must bring a bag lunch, including a drink (no glass)**. The lunch menu will vary and will be available by Friday for the following week. A drink will always be served with Penn Skates Summer Camp provided lunches. Morning and afternoon snacks are included in your weekly fees.

Snack

Additional snacks are available at our snack bar area. **We recommend that parents pay for their child's snack at the beginning of each week. Pre-paid snack money will be kept in a "bank" and a snack log will be maintained for each individual.** Penn Skates Summer Camp **will not** be responsible for lost or stolen money if a child keeps his or her own money.

Discipline Policy

The Penn Skates Summer Camp director reserves the right to suspend or expel a camper at any time due to misbehavior. A **Zero Tolerance** policy is in effect for any child who demonstrates conduct that could cause themselves, another child or staff member harm. **Vulgar language will not be tolerated.** Disrespect toward another child or staff member will not be allowed. A staff member will call or personally speak to a parent/guardian when their child demonstrates misconduct. In camp consequences include time-out or loss of participation in selected camp activities.

Trips

Please make sure that your child has sunscreen applied prior to arriving to Penn Skates Summer Camp. Also, please provide all needed items listed so they can have an enjoyable day.

Penn Skates reserves the right to change a trip location without prior notice to parent or guardian. Changes will be made due to weather, availability or safety concerns. Penn Skates also reserves the right to change any daily activity, Monday-Friday as it deems appropriate for the benefit of your child. This may include the transporting of your child to an off-site location for an unscheduled trip. It is imperative that your child arrive each day by 9:00 a.m. except where indicated differently.

