



SUMMER PARK STANDARD OPERATING PROCEDURES AND POLICIES

Adopted on March 12, 2025

LOWER NAZARETH TOWNSHIP
SUMMER PARK
OPERATIONAL POLICIES AND PROCEDURES

Lower Nazareth Township's summer park program is a four-week experience for children ages five through ten. The program provides various activities throughout the four-week program to entertain children. The Lower Nazareth Township summer park program is not an educational program.

Lower Nazareth Township is committed to providing a safe and welcoming environment for all members and guests. To ensure safety and comfort for all, we ask individuals to act appropriately while they are attending the summer park program. **This applies to staff, campers, AND their parents.** We expect anyone attending the summer park program to behave in a mature and responsible manner, and to respect the rights and dignity of others.

Campers are entitled to a pleasant and safe environment while participating in our summer park program. We know that everyone is not always going to get along or agree on things, especially when competition is involved. However, we expect that these disagreements will be handled in a non-violent and non-threatening manner. We aim to have all campers be active participants in all activities offered and be open to trying everything at least once. We want everyone at camp to feel they are in a safe environment. Weekly schedules are available for parents or guardians for any information of what activities your child will be participating in in any given week.

HOURS AND FEES:

The summer park program operates for a four-week period from the end of June through the third week of July. The hours of operation are 9:00 a.m. to 12:00 p.m. Fees are established annually based on the costs to operate the program. Fees shall be set for Resident rates and Non-resident rates. The Township adheres to a strict "No Refund" policy. Fees are due at the time of enrollment.

HOLIDAYS:

The summer park program will be closed for Fourth of July holiday and any other holiday established by the Lower Nazareth Township Board of Supervisors during the four weeks of operation. If the holiday falls on the Saturday or Sunday, the holiday shall be observed on the alternative day established by the Lower Nazareth Township Board of Supervisors.

ENROLLMENT FORMS

Parents are responsible for completing enrollment forms prior to their child coming to the summer park program. It is the responsibility of parents to provide complete and concise information on their child in order for our camp leaders to adequately do their jobs.

Enrollments forms include a registration form, health form, release form, waiver, and a media release form.

NON-DISCRIMINATION POLICY

Lower Nazareth Township operates an equal opportunity program that does not discriminate based on race, color, national origin, sex, age, political beliefs, or religion.

ADA COMPLIANCE

Lower Nazareth Township does not discriminate based on disability. Reasonable accommodation shall be made to the greatest extent possible for children with disabilities, whether that includes physical disabilities or neurodivergence. Reasonable accommodations are defined as changes or alterations to accommodate a disability as defined by the federal Americans with Disabilities Act that do not place undue financial burden or change the fundamental nature of the program.

In accordance with 42 U.S.C., Section 12187, a child can be denied admission under the following four situations:

1. **Admitting the child into the program requires changes in policies, practices, or procedures that would fundamentally change the nature of the program and there are no reasonable alternatives available.**

For example, a child needs regular diapering and toilet assistance due to a disability, but the family childcare provider has a policy of never providing toilet assistance to children in their care. Further, admitting the child with the disability would require that the provider leave other children unattended while diapering/providing toilet assistance and the child's parent is unable to provide diapering/toilet assistance during the hours that the child is in provider's care.

2. **A particular child's condition poses a direct threat to the health or safety of the disabled child or of any other children or staff and there is no reasonable way of eliminating the threat through changes in policies, practices, procedures, equipment, or services.**

For example, despite extra naps, time outs or changes in his/her diet or medication, a child regularly hits and bites other children in the program.

3. **Accommodating the child's needs requires structural changes which are extremely expensive or difficult to carry out and there are no reasonable alternatives available.**

For example, a child that cannot walk and uses a wheelchair seeks admittance into a family childcare program, but installing a ramp outside of the family childcare home and widening doors would be extremely expensive and difficult for the provider.

- 4. Accommodating the child's needs requires the provision of auxiliary aids and services which would fundamentally alter the nature of the program or would result in an undue burden (i.e., significant difficulty or expense) and there are no reasonable alternatives available.**

For example, a child is deaf and requires the assistance of a sign language interpreter, but the childcare provider and the parents of the child are unable to afford a service.

ARRIVAL SIGN IN AND DEPARTURE SIGN OUT

Parents are required to sign the attendance sheet upon arrival and the sign out sheet upon departure. Every child must be signed in and signed out by an individual designated by the parent(s) or legal guardian. Children will not be released to any individual not on the designated pickup list. No child will be released prior to 12:00 p.m. Parents that arrive after 12:15 p.m. for pickup will be charged an additional fee. Valid ID will be required from individuals that are not recognized by staff. Please do not allow children to wander off unattended or leave the building ahead of you.

PROGRAM LOCATION AND GUIDELINES

The Lower Nazareth Township summer park program is conducted in our public parks. While every measure will be taken to close the areas of the parks where the camp will be operated, parents shall be advised and acknowledge that periodically it can occur where their child will come into contact with an individual (child or adult) who is not affiliated with the program.

Camp counselor ratio is one counselor to ten children. Counselors will escort children to the bathroom; however, no counselor is to provide toilet assistance to any child. Children attending the program must be fully potty trained and capable of handling their own toilet needs. If a parent has an issue with one of the camp counselors, the parent should reach out to the Township office staff directly at (610) 759-7434.

Camp counselors and Township staff are trained in basic first aid only. From time to time, we are fortunate to employ a counselor with professional training such as a school nurse or special education teacher; however, this is not always the case. If your child has specific needs, it is the parent's responsibility to provide an aide or service provider for your child during camp hours at your expense. All camp counselors have passed state and federal background checks. Any aide or service provider attending the summer park program must provide their state and federal background clearances to the Township office prior to being permitted to participate in the program.

All children are expected to adhere to the following rules:

1. Listen to the staff and follow directions.
2. During camp time, each camper shall remain in their designated groups unless given permission to leave.
3. Campers should not be alone at any time while in camp.

4. No cell phones or electronic devices are allowed. Any of these items brought to camp will be confiscated by the camp counselors until parent pick up.
5. Please do not climb trees.
6. Please respect nature; do not pick leaves, grass, and do not harm plants or animals.
7. Do not throw sticks, stones, dirt or any objects.
8. Keep the park area clean, including picking up and disposing of any garbage you create, no writing graffiti, and respecting all camp equipment.
9. No fighting. If you have a problem with a fellow camper, walk away from the situation and tell a counselor.
10. Appropriate footwear must always be worn (sneakers or water shoes)
11. No angry or vulgar language including swearing, name calling, shouting, or making threats of physical harm, which includes, harassment or intimidation with words, gestures, body language or other menacing behavior.
12. Any demonstration of sexual activity or sexual contact with another person, including, but not limited to, exposing of genitals or buttocks to others.
13. Carrying or concealing any weapons or devices that may be used as weapons.

Camp counselors shall determine if a verbal correction can correct the inappropriate behavior. If a camp counselor feels the violation of the rules is so severe, the camp counselor shall make a phone call to the child's parent(s) or guardian to pick the child up immediately for the day. Continued infractions of summer park program rules will result in expulsion from the Lower Nazareth Township summer park program with no refund.

The Lower Nazareth Township summer park program has a zero-tolerance policy for serious behavior infractions since our goal is to provide a healthy, safe, and fun environment for every camper. Serious behavior infractions are grounds for immediate removal from camp for the remainder of the current day and additional days as deemed necessary by camp staff for the safety and well-being of the other campers. Each incident will be considered on a case-by-case basis to determine if the child is capable of functioning in a group setting while at camp.

We reserve the right to refuse or discontinue service with no refund if a child exhibits a pattern of defiance towards authority, uses excessive harsh language, bites, or poses a threat against self, staff or other children in the summer park program.

WATER PLAY

Periodically, Lower Nazareth Township summer park program will have water play or spend the day at the Newburg Park Splash Pad. Your child will be required to wear the appropriate swimming apparel. Children's swimsuits shall fully cover their genitals and buttocks and shall fully cover the chest area for females. Swimsuits must not be transparent when wet or provocative in nature. If your child is deemed to have inappropriate swimwear, the camp counselor will reach out to the parent to bring the child appropriate swimwear immediately prior to the child participating in water play. Summer park counselors are the final judge of appropriate vs. inappropriate.

CHILDREN'S ILLNESS

Every effort is made to prevent the spread of disease. Even with precautions, children entering care are likely to experience an increase in mild illnesses. The frequency and severity of these will vary from child to child.

When a child is ill, they need a special level of attention and care that we are not able to provide for that child. If your child is so ill that they need special care, and they are not able to participate normally in summer park activities, they should remain at home. If they become ill at summer park, you will be called to take your child home immediately. If we cannot locate a parent, we will contact the person designated by the parent(s) on the emergency care form and ask them to pick up your child. The Township camp counselors are the final judgment on the severity of illness.

The following conditions are causes for exclusion from the summer park program:

1. Fever over 100 degrees – Children should stay at home at least 24 hours after a normal temperature is achieved WITHOUT the assistance of fever-reducing medications.
2. Fever over 99 degrees with a stiff neck or back – Children may return only with a doctor's written permission.
3. Diarrhea (watery, bad-smelling stools more than once in succession) – Children may return when normal function returns.
4. Vomiting (two or more episodes in the last 24 hours) – Children may return when they can retain a light meal.
5. Persistent hacking or congested cough with sore throat – Children may return with doctor's written permission.
6. Green nasal discharge – Children may return with doctor's written permission.
7. Difficulty in breathing – to the point where the child is very uncomfortable or unable to sleep normally.
8. Convulsions
9. Persistent pain in the abdomen
10. Swelling, redness, or throbbing in an injured part of the body
11. Undiagnosed profuse rash or blisters on parts of the body.
12. Unexpected profuse sweating
13. Head lice – Children may return after treatment and removal of all nits.
14. Infectious skin or eye conditions (such as ringworm, impetigo, or pink eye) Children may return after 24 hours of treatment with an antibiotic.

MEDICATIONS

The Lower Nazareth Township staff will not administer any medications to the children in our care with the exception of basic first aid as long as the parent has signed a release permitting the Township staff to administer basic first aid.

IMMUNIZATIONS

Lower Nazareth Township requires all children attending the summer park program to have the appropriate immunizations administered on the appropriate medically recommended schedule. Proof of immunization must be provided at the time of registration. No exceptions to this requirement will be made.

SNACKS AND FOOD ALLERGIES

The most common food allergies are eggs, wheat, milk, peanuts, tree nuts, soy, fish and shellfish; however, this is not an all-inclusive list. Parents should avoid sending snacks with their child that includes the above list. Parents are responsible for identifying their child's allergies prior to the start of the program. There is no cure for food allergies. The only protection is to be prepared and offer an environment free of food allergens.

Anaphylaxis is a severe allergic reaction that can occur with food allergies, and it can be life-threatening if not treated quickly or promptly. Lower Nazareth Township does not have a supply of epi-pens. If your child has a prescription for an epi-pen, the medication must be sent with your child, and it will be returned to the parent at the end of the day. An authorization form will need to be signed by the doctor for Lower Nazareth Township staff to administer this medication if needed.

CLOTHING AND PERSONAL BELONGINGS

Lower Nazareth Township is not responsible for any personal belongings brought from home by a child. Any personal belongings that become damaged or missing will not be replaced by Lower Nazareth Township. It is best for your child to leave personal belongings such as electronics, jewelry, or toys at home. Periodically, items such as water bottles, hats, sunglasses, etc. are left behind at the end of the day. If your child has forgotten items, all items that are found will be placed into a lost and found. All unclaimed items at the end of the summer park program will be disposed of by the Township.

EMERGENCY

Inclement Weather – In the event of severe weather, Lower Nazareth Township will make the determination to potentially cancel the summer park program for the day. Weather events such as thunderstorms, lightning, hail, heavy rain, tropical storms or hurricanes are all events that will result in the cancellation of the summer park program for that day. Communications will be sent to parents at least one hour prior to the start of camp to notify them of the cancellation.

If an inclement weather event occurs while camp is in session, camp counselors shall move the children quickly and safely from the outdoor areas to an indoor area immediately. Counselors may show movies with a G-Rating by the American Picture Association or have the children work on arts and crafts until parent pick up occurs.

Medical Event – If a child is suffering a severe medical event, the summer park counselor shall immediately call 911 to dispatch emergency services to the scene to render medical assistance. The summer park counselor shall contact parents to notify them of the medical event. The summer park personnel shall adhere to the directions of Northampton County 911, Colonial Regional Police Department, and /or Bethlehem Township Volunteer Fire Company (EMS) and act in a manner that will not hinder medical assistance to the child.

Missing Child – If a child wanders away from the group, summer park personnel shall survey the immediate area to determine if a visual can be obtained on the child. If so, summer park personnel should go to the child's location and bring them back to the group area. If the child's location cannot be visually determined, summer park personnel should immediately contact Northampton County 911 and Colonial Regional Police Department. Summer park personnel should follow the directions of Northampton County Emergency and Colonial Regional Police officers in assisting to locate the missing child. The child's parents should be contacted immediately by summer park personnel.

Active Shooter – If the presence of an individual is menacing or threatening or the summer park personnel become aware of an active shooter on Lower Nazareth Township Park property, the first priority is to get the children to an indoor shelter quickly. The door of the indoor facility shall be locked and secured. The children and staff will move away from all windows and move towards the interior rooms of the building. Once summer park personnel have secured the children, they should immediately call Northampton County 911 to dispatch the necessary emergency services to render immediate aid. Parents will be notified as soon as practically possible by the Lower Nazareth Township office staff and will be allowed on scene to pick up their child once Colonial Regional Police deem the area to be safe through the apprehension of the suspect(s).

In the event of an emergency, parents are required to be available by phone at all times and a parent or an adult designated by the parent shall be within 15 minutes travel time of Butztown Park in order to respond to an emergency at any given time.