

2018 Summer Camp Parent Handbook



Mission Statement: Pittsburgh Indoor Sports Arena intends to improve and enable kids through instruction and physical development. All exercises are intended to give a feeling of pride and accomplishment. Campers will be placed in a safe environment which fosters respect toward their peers and counselors.

Our mission is to build lasting memories through organized activities and fun!



Welcome to Pittsburgh Indoor Sports Arena

Summer Camp 2018

Pittsburgh Indoor Sports Arena Summer Camp 2018 is designed to provide enriching summer activities for elementary age students, 6-12 years of age, within a safe and comfortable environment. A trained and caring staff supervises all programs. Educational, recreational, and motivational activities geared to the interested of the participants are provided and may include a variety of activities within a focused theme each week.

PROGRAM OBJECTIVES

- To provide enriching experience for all participants
- To provide a wide variety of quality, recreational, motivational, and educational activities in a safe, healthy, and positive atmosphere
- Create positive staff/participant interaction, communication, and guidance
- Promote self-confidence and accomplishment through participation and completion of program activities

ADMISSION POLICY

-Admission to summer camp shall be granted without regard to race, sex, religion, ability, or natural origin. All enrollments are accepted on a first come, first serve basis until filled.

REGISTRATION

Children must be registered and paid in full before they can attend the program. Online registration must be completed, and all necessary health forms must be completed for each individual child attending a camp. Please notify the staff of any changes in residence, telephone numbers, medications, and/or health issues as soon as possible.

WAITING LIST PROCEDURES

In the event that all of the spaces for your desired Summer Day Camp Program are filled, you will have the opportunity to put your child's name on our waiting list. If a spot becomes available, you will be notified. These spots are filled on a first come, first serve basis.



FEE POLICY

Pittsburgh Indoor Sports Arena intends to provide the highest quality services at a reasonable cost to parents/guardians. Fees associated with the summer day camp programs are based on weekly charges. Full payment is due at the time of registration and checks should be made payable to Pittsburgh Indoor Sports Arena if not paid online (strongly preferred).

REFUND POLICY

- If PISA is responsible for the cancellation of a program or class, then a full refund will be issued to all registered participants.
- No refunds will be given after the start of the program session or class
- All refund requests must be made in writing and received no less than 7 days prior to the first day of the class or program.
- After the seven (7) business day deadline, refunds, may not be granted without a written medical excuse from a licensed physician.
- Request must be received from, and refunds will be issued to, the individual who registered the participant.
- In unusual situations (patron is relocating or has an illness or becomes physically unable to continue with the program for which he/she is registered) where a refund is requested for services that have been paid in advance, the balance of the remaining value may be refunded after receipt of a written request.
- Behavior related dismissals might not be eligible for a refund.
- All requests for refunds will be forwarded to PISA management for final approval.

SIGN IN/SIGN OUT PROCEDURES

- A daily attendance sheet is kept on all participants who attend the program. Upon arrival of the participants, a staff member will take roll and make sure everyone is accounted for.
- If parent/guardian needs to pick up child for a scheduled appointment, parent/guardian will need to send a note and check in at the facility upon arrival.
- If child will not attend camp on a particular day for an appointment, please send a note and remind the staff the day before if possible.
- If child will be absent, please call the camp to inform the staff, with an approximate date for the child to return.
- When picking the child up from the program, check him/her out by signing your name and time of pick up beside the child's name on the sign-out sheet. This will be done at the front desk and the child will not be permitted to leave until sign out is complete and the staff has approved.



EARLY DROP-OFF/LATE PICK-UP POLICY (EXTENDED DAY SERVICE)

PISA Summer Camp 2018 offers parents the opportunity to drop off their child early and/or pick up their child after camp ends. Early drop-off is at 8 AM and late pick up is until 6 PM. Pick-up should occur within 15 minutes of the regular camp day. Any child remaining beyond that time should be enrolled in extended day services. Any parent picking up a child beyond the designated departure time will be assessed a fee of \$10 for every 15 minutes beyond designated departure time.

Early Drop-Off is \$10 for non-members, \$5 for members
Late Pick-Up is \$10 for non-members, \$5 for members

ALTERNATIVE PICK-UP POLICY

- In the event that someone else must pick up your child, staff must be properly notified. There is a specific form that needs to be filled out for this purpose.
- In order for someone else to pick up your child, that person's name must be written in the designated space on the registration or pick up form and signed by the parent/guardian.
- Parent/Guardian may notify staff calling the camp office or by sending a note with child. If staff is not notified prior to checkout, child will not be allowed to leave the program until staff has communicated with parent/guardian. Please note this procedure is imperative for the safety and security of the child.
- The person picking up your child must show a photo ID, preferably a driver's license. We also require you to update your photo onto your DASH account, so we can match the photo to your license when picking up.
- Department's sign-out policy is unwavering. ONLY persons that have previously been approved will be permitted to sign for children.

HEALTH REQUIREMENTS

- The parent/guardian has a responsibility to monitor the daily health and physical condition of their child and to determine the child's ability to actively participate in the program.
- If the child has a fever, is experiencing nausea, headaches, intestinal/stomach problems, infectious conditions, head lice, strep throat, or is ill it is imperative that he or she stay home for the day, here they can be more comfortable and return when they are feeling better.
- When a child shows signs of illness while participating in the program, the parent/guardian (or other emergency contact) will be notified and they must pick up child immediately.
- All minor scrapes and scratches will be treated and reported to parent/guardian at the end of the day



MEDICATION POLICY

- All medication should be administered at home whenever possible. If it is necessary for a child or teen to take a prescribed medication during program hours, a medical authorization form must be completed in full by a physician and signed by the parent or guardian, outline specific instructions. In most the cases, the child or teen, as per physician statement, will administer all medications under adult supervision.
- PISA will not knowingly allow anyone to take either prescription or over the counter medication during program hours without the parent and/or physicians authorization.
- After staff receives the appropriate authorizations, the camp director will store the medication in the secured area that is accessible only to authorized personnel. Exceptions will only be made if permission is given by the teen's parent and physician for the child or teen to carry medication during program hours certifying that he/she can safely self-administer the dosage.
- Parents/guardians are expected to hand deliver medication the camp director, unless the child is authorized by the parent and physician to carry the medication.
- No over-the-counter drugs will be administer unless authorized by a parent or guardian (i.e. Tylenol, Benadryl, or cough medicines).
- Medication must be in its original pharmaceutical container and labeled with the child's name , medication dosage, and schedule.
- Parents should not provide more medication that is necessary for the program session . if the parent does send more than the specific quantity and does not collect the unused medication within one week after the program has ended, the department will destroy the unused medication.
- A complete written and signed request from the parent/guardian must be on file prior to the administering of any medication (over the counter or otherwise)
- All measuring utensils used for administering medications must be labeled with the child's name on the utensil and brought in with the medication.
- Pills may not be broken in half by the program director. All half dosages need to be split prior to the program.
- A parent/guardian must submit a new authorization whenever there is a change in dosage or medication or a change in the conditions under which the child is to take the medication.
- If child has any allergies (i.e. food medications, etc., or dietary restrictions, please advise staff in writing immediately.
- The lead counselor each day is responsible for checking all medication needs / dosage information prior to 9 am. All medications should be administered as indicated by the parent (after they have signed the consent to administer medication form) and documented on the medication log-in the café as to the time, dosage administered, and who gave the medication)



SITE EMERGENCIES

- If a major or life-threatening injury or accident occurs during scheduled program hours, it will be handled in the following manner:
 - i. 911 will be called immediately
 - ii. The parent/guardian will be notified
 - iii. Based on the professional decision of the EMT unit, the child may be transported to the nearest medical facility for immediate care or the EMT may advise the parent/guardian or program staff as to how to treat or care for the child.
- All camps have personnel trained CPR and Basic First Aid
- In the event of an emergency or natural disaster, the following procedures will be in effect
 - Children will remain on site until an authorized person picks them up
 - In the event of a site evacuation, children will be taken to a local emergency shelter. The location will be posted on the site door. Efforts will be made to contact parents/guardians should evacuation be necessary; and
 - Program staff will remain with the children until an authorized person arrives.

VISITATION AND COMMUNICATION

- Staff welcomes parents/guardians to visit our camps any time. Staff recommends scheduling in advance so that parents/guardians may be informed of the camper's location.
- Parents/guardian must report to the front desk before entering any area where the children may be occupying at that time. Please ring the bell if no one is at the front desk.
- Feedback is essential to programs, please share your thoughts with staff.

CLOTHING AND PERSONAL BELONGINGS

Participants should be dressed in appropriate clothing for the program. Closed-toe shoes (preferably tennis shoes) should be worn. Campers should also bring a sack lunch IF PACKING (we will not refrigerate lunches), backpack, sunscreen, & water. You may provide your child with lunch money to purchase snacks and additional lunch items at allotted times throughout the day. The money must be placed in ziplock bag labeled with your child's name. We can store money in a safe lock/box if your choose. We also will be allowing locker spaces with zip-ties for each camper. The maximum amount of money a child can bring with them each day is \$10.00. Only cash will be accepted. Please put a name label on everything!!!



LUNCHTIME

Pittsburgh Indoor Sports Arena provides snacks daily. If you are not choosing from our lunch options, parents must provide children with a balanced lunch which does not require refrigeration or heating. Food/allergies preferences: PISA will do our best to provide children with a variety of snacks that are both nutritious and that they will enjoy. Should your child have a food allergy, please provide your child with a snack that meets his or her needs. If your child brings his or her snacks, it may only be eaten at designated snack time and should not require refrigeration or preparation. Please **DO NOT** send soda or candy for snack or lunch.

PERSONAL ITEMS

PISA is **NOT** responsible for lost, stolen or damaged items. Parents should be cautioned when leaving valuable information with children in the morning. Lockers will be provided for children to store/hang personal items, backpacks, sports equipment, etc. Again, we are **NOT** responsible for anything left in these lockers.

PARTICIPANT BEHAVIOR MANAGEMENT POLICY

In order to maintain a friendly, fun, and safe environment in our summer program, we have adopted the following policies regarding behavior management of campers. These policies ensure that each camper will achieve the most positive experience possible.

The following are basic guidelines and are not all inclusive.

Participants Will:

- Show respect and considering for other participants and staff,
- Exhibit proper manners;
- Respect equipment, supplies, and facilities
- Communicate positively with other participants and with staff
- Respect belongings of others
- Listen and follow instructions from staff
- Participant in activities

Participants will NOT

- Use violence, force, intimidation, or other negative behavior
- Use inappropriate language or name calling
- Destroy supplies or property
- Bring inappropriate items to the program (weapons, etc.)

The consequence of misbehavior depends on its severity and will be handled according to Pittsburgh Indoor Sport's Arena's Code of Conduct by the camp director and upper management.



SUMMER CAMP

MEDICAL INFORMATION FORM:

Name of Camper: _____
(Last) (First) (MI)

Home Address: _____

Parent Phone 1: _____ Name: _____

Parent Phone 2: _____ Name: _____

Emergency Phone #: _____ Name: _____

DOB: _____ Camp Dates: From _____ To _____

MEDICAL INFORMATION:

Please list any allergies: _____

Please list any medication currently taking: _____

Date of last Tetanus Toxioid Injection: _____

Additional Comments: _____

I, _____ hereby Do/Do not give Pittsburgh Indoor
Parent/Guardian **circle one**

Sports Arena permission to secure emergency treatment for my child in case of illness or accident, I shall pay or assume responsibility for all expenses. I understand that PISA does not provide accident/health insurance coverage to camp participants, and that my insurance is my primary coverage.

Signature of Parent/Guardian

Date