

Project Destiny Of Pittsburgh



PARENT INFORMATION HANDBOOK, SUMMER CAMP



Project Destiny of Pittsburgh

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Rev. Brenda J. Greag, Founder and Executive Director

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Welcome

Project Destiny of Pittsburgh Summer Camp

A non-profit organization dedicated to the Pittsburgh community. Our **mission** is to **reach** out to the community, **educate**, **inspire**, **grow leaders**, and **nurture children**, **youth**, and **families** in the Pittsburgh area.

Becoming enrolled in Camp Destiny is **easy**. Just complete an application, meet with our Camp Coordinator to review your child's information and come to a brief parent orientation. It is important for parents and their children to know the camp schedule and rules so that you and your child are comfortable with the staff and the camp environment.

Come and see what we have to offer and review our handbook to become familiar with our summer program, guidelines and fees. We are positive that your child will have many fun learning experiences, make lots of new friends and have a wonderful time.

Our camp is a 6 week camp for all school age children. It operates from 8:00 am to 4:00 pm Monday through Friday. The last week of camp will be an overnight camp at the International Conservation Center in Somerset, Pennsylvania.



Camp Activities



Every week at Camp Destiny is filled with fun learning and field trips. Activities are designed to keep children active, learning and engaged. Children are placed in age appropriate groups for the duration of the camp and each group is given a name. Bowling, swimming, playing ball, science and writing are all part of the curriculum. Our goal is to promote good behaviors, healthy habits and to get children excited about exploring and learning.

We also provide art and music instruction and encourage children to perform and show what they've learned.



Swimming will occur only in designated areas during designated times. Children are required to abide by the camp staff as well as the lifeguard's instructions. Failure to do so will result in immediate loss of swimming privileges. Swimming is voluntary but we strongly encourage all children to participate. We do not provide alternative activities. Swimmers who have personal



floatation devices should wear them correctly. There is no running or diving, no horseplay, pushing, or shoving permitted. Swimmers must wear appropriate swimwear and we strongly encourage the use of water shoes. For boys---board shorts or similar, for girls---one piece swimsuits **only**. Absolutely no jean shorts or other attire is permitted which is deemed inappropriate by the staff or life guard.

Weekly **field trips** are scheduled to places like Heinz Field, tour Ed's Mine, the Pittsburgh Zoo, Laurel Caverns, Carnegie Science Center and a number of other interesting and fun places. Children are required to wear their camp T-shirt on all field trips.

Meals



Children receive breakfast, lunch and an afternoon snack. Meal time is a wonderful time to teach children how to share and to learn social skills and manners that they can take with them through life.

Counselors

Our staff is experienced and trained in working with children. Their priority is to keep children safe and engaged while making sure they have a positive camp experience. Counselors provide structure, guidance and direction and keep children on-task so that they get the full benefits that our camp has to offer.



Application Process

There is a **\$50 non-refundable** application fee per family. This fee is used to hold your child's spot in the camp and covers the cost of a T-shirt, ID card and processing. The completed application and the application fee must be paid two weeks prior to the start of camp. Parents are required to meet with the Camp Coordinator to review policies and procedures and to make sure that we have all the appropriate consents signed and medical information in the child's record. Children cannot attend camp unless their medical records (vaccinations/health exam) are current.



Fees and Payment

The cost for camp is \$20 a day per child. This covers meals, field trips, transportation, craft supplies and miscellaneous items used for camp. If more than one child is enrolled per family there is a 50% discount for the second child. Parents are expected to pay the fee in full in advance. In special circumstances payment arrangements may be made if this is brought to the attention of the Camp Coordinator in advance. There are no "credits" or "make-up days" for days the child does not attend and payment has already been made. All money orders/checks should be made **payable to Project Destiny**. Driver's license number needs to be written on the top of the check. Project Destiny does accept subsidy and scholarships are available. Parents must meet with the Camp Coordinator to discuss payment arrangements and to complete these applications at least **two weeks** before the beginning of camp.

Transportation

Transportation is provided to and from camp for those children who have no other means of getting to Summer Camp. Parents who need this service are expected to have the children ready when the driver arrives at their home. Children are required to wear seat belts, no eating is permitted in the van and no horse play is permitted.



Emergencies

In case of emergency we require parents/guardians to provide us with the names of other persons who have permission to pick up their child. Parents should contact these emergency contacts to notify them that they have been designated as an emergency contact. People designated as an emergency contact will be

required to show a photo ID and sign the child out when they come to pick up the child.

Medical History and Health Information



Every child attending summer camp is required to have a physical and current immunization records on file. We also require parents to complete the medical section of the application form noting any special **medical issues, food allergies or medications** the child is taking. Parent/guardians must also sign an emergency consent form giving the camp and its representative's authorization of consent for emergency treatment if it is needed during camp. All records will remain confidential and are maintained in a locked file.

Illness/Accidents

Children are not to be sent to camp when they are feeling ill. Examples are if the child has a fever, sore throat, rash, vomiting, pink eye, eye discharge or diarrhea. If a child becomes ill while at camp they will be isolated from the other children and made as comfortable as possible. Parents/guardians will be notified to pick up or to send someone from the emergency list to pick up the child immediately. The camp has the right to refuse admittance to any child who appears ill because of the safety of other campers and staff.



To help prevent the spread of illness to others, your child should be symptom-free for 24 hours before returning to camp.

If your child develops a contagious disease such as measles, fifth disease, pink eye, mumps or chicken pox,

please contact the Camp Coordinator immediately so that other parents can be notified.

If a child should have an accident such as a scrapped knee or small cut during camp we will contact the parent/guardian immediately and complete an accident/incident report form. The original form will be given to the parent and a copy will be filed in the Camp Office. The camp staff can provide minor first aid treatment such as cleaning the scrape/cut and placing a band aid on the injury and comforting the child with a big hug.

If a parent cannot be reached in the event of a minor incident, the designated emergency contact adult will be called (as determined by the administrative office).

In the event of a major emergency, staff will call 911 and the person/parent designated as the emergency contact. After treatment, the parent or designated emergency contact adult will take the child home and provide any additional care if necessary.

R_X Medications

The staff cannot dispense any medications (over the counter or prescriptions) to any child with the exception of inhalers. Should your child require an inhaler, it should be given to the Camp Coordinator. The Coordinator will see that the child's group leader carries this with them throughout the day and if/when the camper needs the inhaler they can ask the group leader for it. Children are not permitted to carry medicine (even vitamins) with them.

Sign in and out procedure

Parents/guardians and designated emergency contacts who drop off and pick up a child will be required to come into Project Destiny and sign the child in at the beginning of camp and out when camp is over. This is to insure the safety of all children. Children will not be permitted to leave the building until a parent/guardian comes to collect them and sign them out. Designated emergency contacts will be required to present a picture ID. Parents who have anyone else pick up their child must notify Project Destiny in advance. **Children will only be released to those individuals that the parent had listed as emergency contacts.** Camp ends at 4:00pm daily and it is expected that parents collect their children promptly to avoid a late pick-up fee.

Early Dismissal



If a child is to be picked up early from camp please contact Project Destiny in advance or let the Camp Coordinator know when you drop the child off in the morning. The staff will make sure that the child is ready to leave at the time designated by the parent. If there is a field trip scheduled on the day of early discharge parent/guardians may want to keep the child at home since many of our field trips are all day events. Please check the Camp Schedule given to you at orientation or check with the Camp Coordinator if there are questions regarding this.

Late Pick-Up Policy

Our camp ends at 4:00pm. If the parent/guardian contacts Project Destiny in advance to let us know that they may be late picking the child up there will be no late fee charged. Parents/guardians who collect their children after this time **without prior notice given** to Project Destiny will be charged a

late fee of \$10.00 for the first 30 minutes and \$1 for every minute after this. This will be payable at the time of pick-up.

The staff will make every attempt to contact the parent/legal guardian, emergency contact person(s) or authorized person(s) to whom child may be released.

Dress Code



Children should wear closed toed shoes (no flip flops) to camp. Athletic shoes are strongly suggested. Children should be dressed appropriately in play clothing and also dressed for weather conditions. Sweat shirts or sweaters and long pants should be worn if the weather is cool. Camp T-shirts must be worn for all field trips so children can be readily identified. When we go swimming parents should make sure that the child has a towel, sun screen etc.



Field Trips

We require consents to be signed for all field trips. Lunch is provided and admission fees are covered for all field trips. This is not an additional cost for parents.

Camp T-shirts must be worn on all field trips.

Inclement Weather



In many instances, rain is not enough to cancel Camp's outdoor activities. However, in the event of a thunderstorm or heavy downpour, all outdoor activities will cease. Camp Destiny has plenty of pre-planned rainy day activities. In addition, our counselors monitor a weather radio to make sure we plan appropriately for our activities.

What NOT to bring to camp



Please make sure your child understands that they are not permitted to bring toys, walkmans, CD players, comic books, video games, IPODS or PSP cubes to camp.

Cell phones may be brought for parent/child emergency communication however these may be temporarily kept by the Camp Coordinator depending on the activity or field trip where these may interfere with the activity. The camp staff will not be responsible for items such as those listed above if they are brought to camp. Children who are found texting or making phone calls during camp activities and do not cease when asked by the camp staff may be disciplined.

What your child will need for the overnight Camp



At the ICC, International Conservation Center in Somerset, PA we have warm cozy cabins, indoor shower and bathroom facilities and a mess hall for eating and cooking. Children have assigned cabins for the week and counselors also stay in the cabins with the children to make sure there is proper supervision at all times.

Children are expected to:

- Keep their cabin clean by picking up their personal items and making up their bunk each morning.
- No food is permitted in the cabins.
- No items of value or jewelry-please leave these at home.
- Cell phones are permitted but not to be used during camp activities. At the ICC reception is limited due to the location of the camp. Campers also have limited access to electrical outlets so there is no need to bring hair dryers, curling irons etc.

- No video games, recorders etc. They may bring a digital or disposable camera.

Things to bring to overnight camp

- Children will need to bring some warm clothing since evenings can sometimes be cool even during the summer.
- Jacket/Sweater and/or Sweat Shirt
- Hat
- Sunglasses
- Sunscreen
- Tooth brush/tooth paste
- Towels and wash cloth and bath soap
- Enough clothing for the week. At least 7 outfits or change of clothing. Shorts/jeans/underwear/tops/socks.
- Extra pair of closed toe shoes and tennis shoes. No flip-flops
- Medications-Only at overnight camp do staff help with the administration of medications. Meds need to be in their original containers and clearly labeled and marked with the child's name. Prescription medications will only be distributed in a manner consistent with the label. Only medications listed on the Medication Form may be brought to camp. All medications both non-prescription and prescription will be kept in a locked box and will be managed/distributed by the camp counselor. **Project Destiny is not responsible for lost, stolen or damaged items**

Behavior

- No one will be subject to a harmful situation
- Everyone is required to play fair
- Everyone is required to be polite and helpful

- Everyone will respect others and their belongings
- No one will invade another person's space, i.e. put hands on someone unless it is a part of a game or activity
- **ABSOLUTELY NO FIGHTING!**
- Each camper will stay with their assigned group at all times
- No screaming, yelling or **cursing** at any time towards anyone
- All campers must listen and follow instructions as given by staff

Causes for Suspension



- Use of abusive/foul language
- Biting/Fighting/Bullying
- Endangering the health or safety of campers or staff
- Running away from the group and refusing to return
- Going off-grounds without consent of camp staff
- Stealing or destroying other people's property
- Deliberate destruction of property
- Parent's behavior that is abusive towards campers or staff
- Inappropriate behavior which includes unsuitable touching or conversation not appropriate for campers' environment.

Discipline Policy

No child will be subject to physical or corporal punishment, verbal abuse or threats. No child or group of children will be allowed to discipline another child.

MINOR OFFENSES:

Lack of respect shown to a fellow camper or staff member

1st Offense: Verbal warning (will not be reported to Parent/Guardian)

2nd Offense: Written warning describing the behavior will be issued to the Parent/Guardian

3rd Offense: Removal from the activity- Camper and staff member will report to Director for discussion of behavior

4th Offense: Parent/Guardian will be contacted immediately and the camper will receive a 3-day suspension from camp.

5th Offense: Camper will be suspended from the Summer Camp Program

SERIOUS OFFENSES:

Endangering another person's well-being

1st Offense: Camper will be removed from activity and a written warning describing the incident will be issued to the Parent/Guardian.

2nd Offense: Parent/Guardian will be contacted immediately and the camper will receive a 3-day suspension from camp.

3rd Offense: Camper will be suspended from the Summer Camp Program.

IMMEDIATE SUSPENSION:

The Summer Camp Director may suspend any camper whose disruptive behavior adversely affects the operation of the center. IF ANY SUSPENSION SHOULD OCCUR, NO REDUCTION OR RETURN OF FEES WILL BE MADE.

Mandated Reporters

Employees of Project Destiny are required to report or cause a report to be made when there is reasonable cause to suspect that a child is being abused or neglected.

Non-discrimination Policy



In order to provide equal employment and advancement opportunities to all individuals, employment decisions at Project Destiny will be based on merit, qualifications, and abilities. Project Destiny of Pittsburgh does not discriminate with regards to race, color, sex, national origin, disability, age or any other characteristic protected by law.

Emergency Numbers and Contact Information

Youth Program Coordinator, Barbara Joy

Office Number: 412-231-1258

Cell Number: 412-508-7530

Camp Counselor, LaKaira Becker

412-302-2882

Documents needed when enrolling for camp Destiny

- Completed Application for each child enrolling
- Application fee (\$50) paid in advance (non-refundable)
- Application for Scholarship (if applying for this assistance)
- Documentation of CCIS eligibility (If child is eligible)
- Up to date immunization records
- Current physical examination
- Signed Consents
- Method of payment and payment of fees/co-pays

Every parent/guardian is required to meet with the Camp Coordinator and sign-off on the camp booklet prior to the beginning of camp

Child's Name: _____

Parent Name: _____

Parent Phone No.: _____

Parent Home Address:

Project Destiny of Pittsburgh Summer Camp Parent Information Handbook

Parent Acknowledgement

I have reviewed all the information in the Project Destiny of Pittsburgh Parent Camp Information Handbook for summer camp. In addition, I have gone over the rules with my child/children and we both understand that these are in place to protect them and the other participants at the camp. We will comply with what we have read to ensure a safe, fun and enjoyable summer.

Child/Children Name: _____

Parents/Guardians Signature: _____

Date: _____

Copy to file and copy to parent