



BCCC Kids on Campus 2023
Important Camp Information
NEWTOWN CAMPUS

Welcome! Please also visit our website at bucks.edu/kidsoncampus/campinformation for further policies, details, and information about camp.

In order to serve your child in a safe, supervised atmosphere, we ask that you take note of the following important information:

Camp Emergency Card Information:

- Please fill out the Camp Emergency Information Card for each camper that is attending camp this Summer. The emergency card is included in this Camp Welcome Packet and extra emergency card forms can be found on our website at bucks.edu/kidsoncampus/campinformation.
- It is imperative that Kids on Campus receives the emergency card information for our nursing staff. For your child's safety and protection, **this information must be returned at least two weeks** prior to the start date of your child's camp. We will need this information to contact you in case your child experiences an accident or illness. You can also email the emergency card information to kidsoncampus@bucks.edu.
- The security, confidentiality and privacy of your camper's personal health information will always be protected. Only Kids on Campus's administrative and health staff will have access to camper health information.
- **Camper will not be admitted to camp without a completed Camp Emergency Information Card.**

EMERGENCY Text Alert Information:

- If an emergency occurs, and you need to notify your child, please call the Office of Continuing Education at 215-968-8409 or 215-968-8016. We will contact your child. **We discourage the use of cell phones during our camp day as it is disruptive to the camp program. Please make sure your camper keeps his/her cell phone in his/her bag during the camp day.**
- Bucks County Community College also **provides a free emergency text alert** to notify you if there are unexpected closings due to weather, power outages, or an unsafe situation on campus. **To sign up for the service that will send a message on your phone please text BUCKSCAMP to 79516.**
- You can also sign up for the free emergency system by scanning the QR Code below or by visiting bucks.omnilert.net/subscriber.php



Medical Information:

- Prior to attending camp, an emergency card will be sent in the Camp Welcome Packet. Please fill out the emergency card and return it to Kids on Campus. The emergency card information is for our nursing staff.
- If you did not receive a Camp Emergency Card, please contact the Registration Office at 215-968-8409 and they will be able to send you the form.
- If your camper needs to take medication, please see the nurses on your camper's first day of camp. We have included a Permission to Administer Medication form in the Camp Welcome Packet. You may also visit bucks.edu/kidsoncampus/campinformation to print out more permission forms.
- The College does not provide insurance for possible injury during the sessions. Participants should be prepared to show that adequate coverage has been obtained from other sources.
- If a camper is sick the morning of or the night before camp, especially with a fever, please keep camper home to recover for at least 24 hours.
- If a camper is sick during the day, it is the nurse's responsibility, not the camper's, to contact the parent/guardian of the camper to pick the camper up.
- Kids on Campus staff reserve the right to decline entry for any camper who looks and/or sounds unwell.
- All injuries, illness, or emotional related incidents are to be referred to the nurse first. The nurse will assess the situation and, if necessary, contact additional resources for assistance.
- The nurse will determine if:
 - Camper's parent/guardian is to be called
 - Camper is okay to return to the group but will be observed by the camp instructor and if the camper is still complaining will be taken back to the nurse
 - If a camper is deemed not fit to return to camp for any reason, the parents/guardians must pick camper up and take camper home.
- Your child may **NOT** carry medication at camp without a specific doctor's order to do so (ex. Inhalers, insulin, epinephrine, etc.) The nurses must see the note and medication. Otherwise, the nurse will hold all medications.
- Every Monday, please see the nurses at the tent with all medication and documentation.
- You must have the prescription label on the medication and action plan. Also, please check expiration dates.
- Every Friday, you must see the nurses to pick up your child's medication.

Cottage 3 Offices:

- Kids on Campus Office hours are Monday – Friday, 8:30 am – 4:30 pm.
- Registration Summer Office Hours are Monday – Thursday, 8:30 am – 4:30 pm.

Lunches:

- **All Campers are required to bring their own packed lunch each day to camp.**
- **If a camper forgets his/her lunch, then we will call the parent/guardian who must bring a packed lunch for the camper. We are unable to provide a lunch to campers who forgot to bring their lunch and it is the parent/guardian's responsibility that the camper has a lunch each day for camp.**
- **In your camper's lunch, please make sure to pack extra water, snacks, and utensils.**

Weather:

Rainy/Inclement

- Please make sure you pack your camper with the appropriate rain gear if rain is expected on any camp day. Outdoor activities will be held indoors during inclement weather.
- If rain is expected on any camp day, **please be sure your child has a raincoat and/or umbrella since he/she will be walking to and from Lot "S4."** The Pavilion will provide shelter during inclement weather while all children are arriving for camps or waiting for pick-up. Please be patient; this can take a little longer than usual.

Hot Summer Days

- Outdoor camps will do their best to stay cool during the day.
- Due to the nature of some outdoor camps, they will be outside all day, but will stay in the shade and encourage campers to drink and refill their water bottles throughout the day.
- Other outside camps will be going outside during the morning but will be back in the classroom during the afternoon heat.
- In general, our camps will have outside recess and/or conduct outside activities during the summer, unless there is stormy weather where they will need to stay inside to conduct their activities.
- We highly recommend campers bring with them extra water, hat, and sunscreen that they can self-apply to all camps during the hot summer weeks.

Electronic Forms:

- Please use the following QR Codes to complete the required Camper Responsibility and Discipline Contract and the Model Release Form.
- If you are experiencing any difficulty with these QR Codes, please email kidsoncampus@bucks.edu and we will email a copy to sign and complete.

Camper Responsibility and Discipline Contract:



Model Release Form:



After Care:

- After Care costs \$250 per week
- After Care Hours – 3:30 pm to 5:30 pm
- **Parents/Guardians must register their camper for After Care the Monday before camper's camp begins.** Campers who are enrolled in the After Care program will be taken to After Care at the end of the regular camp day. The After Care Program is located in the Gallagher Room in the Rollins building on campus. Parents/Guardians must show Photo I.D. when picking up their camper.
- **Parents/Guardians must talk with the After Care Leader for any issues or concerns that occurred during After Care hours.**

Child Abuse Reporting Policy

- Kids on Campus takes camper safety seriously and everyone who works with children are Mandated Reporters. If we see and/or hear about a camper who is abused and/or there is a cause for concern about abuse, by law we must report the incident to Child Line Services. Once we make the report, it is up to Child Line Services to determine what actions will be taken. Please do not direct anger towards us for reporting. Kids on Campus is only looking out for the safety and well-being of all our campers.

Bucks County Community College's Diversity Policy

- Kids on Campus and Bucks County Community College are dedicated to providing diversity, equity, and inclusion in the classroom and camps we offer. We ask that all visitors and campers are mindful and respectful to each other while on and off campus.

Bucks County Community College Health & Safety Plan Updates:

- This pandemic continues to drive the college's decisions and policies. Please be aware that Kids on Campus adheres to these decisions and policies set forth by Bucks County Community College. Kids on Campus will update parents and guardians as soon as we receive any changes and/or updated information from the college. We thank you in advance for your patience and understanding for any last-minute changes to procedures and policies the college provides us with in dealing with COVID-19.
- Please check bucks.edu/coronavirus for updates and the current COVID-19 safety procedures that are in place at the college.

Where to go for Camps: DROP-OFF & PICK-UP DIRECTIONS

ALL TRAFFIC IS ENCOURAGED TO ENTER BY THE EAST GATE
(This is the entrance with the traffic light, closest to Newtown)

Parents/Guardians, along with their camper(s), must know which camp your camper(s) are registered each week to make the drop-off and pick-up a smooth process. Please factor in extra wait time in the mornings and afternoons for drop-off and pick-up of campers.

Directions to Kids on Campus:

- From the Newtown Bypass, drive past Tyler State Park Entrance onto Swamp Road to a traffic light. Make a left at this traffic light to enter the college campus at the EAST GATE. After turning left, continue straight ahead to lower Parking Lot 'S4' and turn right into the parking lot. **Please park your vehicle and escort your child to and from the Tent Check-in/out area.**

DROP-OFF (8:30-9:00am):

- Parents/Guardians and their camper(s) can check-in with their registered camp by locating the Camp's Sign underneath the Pavilion and Tent area. The Camp Instructor will be able to check your camper in and answer any questions. Camp Instructors will watch their campers and ensure they are socially distanced as best as possible while waiting for all their campers to arrive. Once all the campers arrive, the instructor will walk their campers to the assigned classroom for the day.
- In the mornings, there will be an area where parents/guardians will have the ability to give the nurse any medication the camper needs to take during the day. On Fridays, parents/guardians will be able to pick up their camper's medication from this area.

- **For the safety of all campers and for an accurate attendance, campers must only be dropped off at the Tent Check-in/out Area each day. Please do not go to the classrooms to drop off your camper. If the camper is late or arriving late due to an appointment, please see the Late Drop Off section for instructions.**

PICK-UP (3:30pm):

- Instructors will be waiting with their campers under their camp sign in the Pavilion and Tent waiting area trying to be socially distanced as possible. Please go to your camper's camp and check-out your camper with the instructor before you and your camper leaves for the day. Please factor in extra waiting time as some camps have further to walk from the campus to the pick-up/drop-off area.
- **Campers must only be picked-up at the Tent Check-in/out Area each day. If the camper is leaving early due to an appointment, is sick, and/or needs to be picked-up early, please see the Early Pick-Up section for instructions.**

ARRIVING LATE:

- Please note that all camps begin promptly at 9:00 am and campers will depart from the Pavilion at that time. Parents/guardians who drop off their campers after the morning camper drop off will need to go to Cottage 3 to drop-off your camper. **When you have parked in the parking lot for Cottage 3, please enter Cottage 3 and go upstairs to the Kids on Campus Office to drop off your camper. A Kids on Campus Assistant will escort the camper from Cottage 3 to the camper's camp classroom.**

EARLY PICK-UP:

- If you need to pick-up your child early from camp, please use the Early Dismissal Form found on the Kids on Campus website at bucks.edu/kidsoncampus/campinformation. **You must hand this form in at morning check-in.** Your camper will be escorted by a camp assistant to Cottage 3 close to the scheduled time of early dismissal. **Your camper will wait in the upstairs Kids on Campus Office area until you arrive for pick-up.** Please come upstairs to ***SIGN OUT your camper with identification.***

TEENS ON CAMPUS

- Teen Experiences for Ages 15-17 have different drop-off and pick-up times than Kids on Campus and Teens on Campus Camps for Ages 13-15.
- Teens on Campus drop-off and pick-up will be in the same location as the Kids on Campus Camps, unless the program is located at a different Bucks County Community College Campus.
- Teens on Campus follows the same policies and procedures as Kids on Campus.

ANY QUESTIONS?

- If you have any questions or concerns regarding these procedures, please feel free to call us at 215-968-8409 or email kidsoncampus@bucks.edu. We appreciate your cooperation so we may provide a safe, secure, and fun-filled environment for your child. Thank you!