General Camp Information

Welcome to the 2016 camp season! This summer we are pleased to offer 34 week-long camps for students. Our staff is dedicated to providing an educational and fun summer camp experience for your child.

Every year we strive to improve and provide the best possible programs in the safest environment. We review our camp’s policies and procedures annually, and institute any necessary changes to better ensure the well-being of our campers. Some of the measures we take to ensure that all students have an enjoyable and safe camp experience are listed below.

Please do not hesitate to contact us at 724-334-6010 if you have any questions about our camps and our campus procedures. The camp office is located in the Office of Continuing Education in the Conference Center Building.

Location

All camps are conducted at the Penn State New Kensington campus. Camps will take place in various indoor/outdoor areas throughout campus.

Camp Staff

Staff instructors are a mix of University faculty members and University-approved local school teachers. Our team of counselors/camp assistants consists of current Penn State students and local area students.

All instructors and counselors receive training and information about their responsibilities and expectations, campus policies, procedures, and enforcement, appropriate crisis/emergency responses and reporting procedures, safety and security procedures, and confidentiality issues involving minors. All camp instructors and counselors are required to pass reference and background checks, including a criminal background check and child abuse check.

Average camp size is between 10 to 20 students. Each camp has a minimum of one teaching-certified instructor and one counselor. The number of counselors assigned to each camp will depend on the enrollment and needs for each camp.

Supervision

Counselors and staff members supervise campers throughout their entire day on campus. All campers and students on campus who are under the age of 18 are considered minors. All camp staff adhere to University policies outlining appropriate supervision of minors involved in University-sponsored programs. Policies are available upon request.

During the day, campers are escorted and supervised to and from all destinations. Counselors and adult camp staff are responsible for the supervision of campers during the entire lunch period. Campers are not permitted to leave their camp area and/or classroom buildings without supervision by instructors and/or counselors. Additionally, campers are not allowed to leave the campus for any reason without written permission from their parents/guardians.
Camp Hours

Most camps meet Monday through Thursday, 9:00 – 11:30 am or Noon – 2:30 pm. However, there are camps that do not meet at these times. Please check each specific camp description for hours.

Pick-Up and Drop-Off

Drop-off and pick-up takes place at the main entrance. Campers may be dropped off no more than 15 minutes prior to the start of camp. Parents must pick up their child within 15 minutes of the end of camp.

Parents/guardians of minors are required to bring their child/children to the check-in desk. Once they are checked in, they will be taken to their classroom. At the end of the camp session, parents will need to return to the check-in desk area to sign out their child.

**Early Pick Up

Parents/guardians who need to pick up students before the designated end time of camp must provide a signed note stating the time of pick up and who will be picking up the student. During early pick up, a parent/guardian will be required to sign out and pick up the student directly from their camp classroom.

**Late Drop Off

Campers arriving late to camp should notify the camp office at 724-334-6010 to find out the location of the classroom.

Illness

Please call 724-334-6010 if your child is not able to attend class due to illness or any other circumstance.

Contacting Your Child During Camp

If you need to reach your child for any reason during the camp day, please contact the Continuing Education/Camp office at 724-334-6010.

Cell Phones

If your child must bring a cell phone to camp, we ask that they are turned off during class time. Also, they are not permitted to take pictures, videos or use cell phones during camps.

Summer Camp Safety/First Aid/Emergencies

Protecting our campers is our number one priority on campus. That means being ready for the unexpected. We are continually reassessing our safety practices to ensure an enjoyable experience by all.

During any issue involving injury, parents/guardians will be notified immediately. Penn State New Kensington does not have a nurse on campus during the summer. In the event of an illness or injury that would require more extensive evaluation, every reasonable attempt will be made to contact the parent/guardian. An ambulance will be called if necessary. Please note that The Pennsylvania State
University does not provide medical insurance to cover emergency care or medical treatment of your child.

**Medications**

Penn State New Kensington program officials are not permitted to administer any topical or oral substances to students, including topical antibiotic creams, sunscreens or insect repellents. Penn State New Kensington program officials will not dispense over-the-counter or prescription medications to participants. Students will be allowed to possess and take medications on their own per the following conditions:

- Parents/Guardians must provide written permission and instructions for any medications taken during the program by any student under the age of 18.
- The student’s family must provide the medicine in its original pharmacy container labeled with the student’s name, medicine name, dosage and timing of consumption.
- Over-the-counter medications must be provided in their manufacturers’ container.
- Students must keep the medicine in their possession during the program.
- Students must self-administer medications per instructions.
- Parents/Guardians are expected to make arrangements for the administration of any medicine that the participant cannot self-administer.
- Personal “epi” pens and inhalers must be carried by the student during all camp activities.

Parents/Guardians of students with severe allergies are required to complete an Emergency Health Care Plan. A copy of this plan will remain with the student’s counselor and instructor at all times.

**Please notify the CE Department if your child will be self-administering medication.**

**Special Accommodations and Special Needs**

Penn State encourages qualified individuals with disabilities to participate in its programs and activities. Information involving special accommodations must be received by our office in writing at least one month prior to the start of the program for which you are registering your child. This information will be kept confidential and revealed only to the necessary staff and health professionals. Parents are encouraged to share any special issues that the program director and instructors should be aware of (diet restrictions, learning challenges, behavioral challenges, etc.)
Behavior Expectations

Students are expected to be respectful and courteous to one another and all staff members, participate fully in the camp program, observe the camp rules, and respect the campus facilities. Program participants and staff are expected to abide by all University regulations and may be removed from the program for non-compliance of rules. Students must abide by the following program rules:

1. The possession or use of alcohol and other drugs, fireworks, guns and other weapons is prohibited.
2. Rules and procedures governing when and under what circumstances participants may leave University property during the program.
3. No violence, including sexual abuse or harassment, will be tolerated.
4. Hazing of any kind is prohibited. Bullying including verbal, physical, and cyber bullying are prohibited.
5. No theft or use of tobacco products (smoking is prohibited in all University buildings) will be tolerated.
6. Misuse or damage of University property is prohibited. Charges will be assessed against those participants who are responsible for damage or misusing University property.
7. The inappropriate use of cameras, imaging, or digital devices is prohibited including use of such devices in showers, restrooms, or other areas where privacy is expected by participants.

Behavioral problems will be handled as follows -

- First Incident - Warning and discussion with student
- Second Incident - Discussion with parent/guardian
- Third Incident - Student will be withdrawn from the program and the parent/guardian will be contacted to pick up the child immediately. No refund will be given.

Lunch

For students who will be here all day for morning and afternoon camps, they have the option of bringing a brown bag lunch or purchasing a lunch at our Kiosk (the Kiosk, located in the main lobby, is open Monday – Thursday ONLY). The campus Kiosk offers a wide selection of items. Instructors and counselors are on hand during the lunch period to assist and supervise.

Snacks are not provided during the morning or afternoon segments of camp. If needed, students are welcome to bring their own snacks.
Enrollment

Enrollment is limited in all of our camps to ensure a quality learning experience for everyone involved. We encourage you to register early.

Camp Cancellation

The University reserves the right to cancel or postpone any camp due to insufficient enrollment or unforeseen circumstances. If a camp is cancelled by the University, registrants will be notified immediately and registration fee refunds will be processed.

If you need to cancel or withdraw from a camp, please notify the Outreach Non-Credit Registration Office at 814-867-4973 or by email at nc_reg_office@outreach.psu.edu. No refunds will be given after a camp begins.

Theater Camp Productions

Students are permitted to bring a snack/drink each day during camp.

No recorders are permitted during the productions.