



Inspire Me

Summer Camp 2023

Handbook

Dear Parents,

As the Director of the Inspire Me Summer Camp, I would like to extend a warm welcome to you and your child. We are thrilled to have your child join us for what promises to be an unforgettable summer experience.

At Inspire Me, we are dedicated to providing a safe and fun environment where children can learn, grow, and make new friends. We believe that summer camp is a time for exploration, adventure, and personal growth, and we are committed to creating an experience that will inspire and challenge your child in all the right ways.

I want to take a moment to thank you for choosing Inspire Me as your child's summer camp destination. We know that there are many options available, and we feel honored that you have entrusted us with your child's care and enrichment.

We have put together a dynamic program that includes a wide variety of activities and experiences, all designed to help your child learn, grow, and have fun. From arts and crafts to sports and outdoor adventures, there is something for everyone at Inspire Me.

Our experienced staff members are passionate about working with children, and they are dedicated to providing a safe and nurturing environment where your child can thrive. We have taken every precaution to ensure that your child's experience with us is both safe and enjoyable.

Once again, thank you for choosing Inspire Me as your child's summer camp destination. We look forward to getting to know your child and helping them create lasting memories and friendships.

Sincerely,

Tashya Adamcik
Camp Director, Inspire Me Summer Camp

Inspire Me Summer Camp Philosophy

At our camp, we believe that summer camp is more than just a fun summer activity for your children. It's an opportunity for them to grow, learn, and create lifelong memories.

We believe that inclusivity is key to creating a successful summer camp experience. Our camp is a welcoming and inclusive environment where every child is valued for who they are, regardless of their background, abilities, or interests.

We also believe that adventure is an important part of the summer camp experience. Our camp provides opportunities for children to try new activities, challenge themselves, and discover their passions.

Program Goals

- ❖ To develop self-discipline and self-motivation; awareness of abilities and increased self-control, self-confidence and self-esteem.
- ❖ To develop and encourage positive personal growth, respect for others, property, environment, supplies, and equipment.
- ❖ To develop a better understanding of group dynamics, group interactions, and teamwork
- ❖ To develop and refine recreational, artistic, and creative skills; enjoy and reflect upon personal achievements.
- ❖ To avoid possible problems by providing guidance in worthwhile activities that can occupy leisure time.
- ❖ To have safe experiences with limits and supervision
- ❖ To learn more about S.T.E.A.M education practices
- ❖ To accept, respect, be responsive and understanding of individuals of varied ethnic and cultural backgrounds, habits, and environments.
- ❖ To increase the individual's awareness of the local and the surrounding area and all that it has to offer them.
- ❖ To provide a positive camp environment for campers to develop and maintain friendships.

Summer Camp Program Policies and Procedures

Camp runs from June 19th to August 25th. (There will be NO CAMP on Tuesday July 4th)

Weekly Themes

Themes will be presented each week to add fun to all activities, education, games, crafts, activities, and more! By the end of the program your child will have made many new friends.

Literacy & Mathematics

Inspire Me will keep students reading throughout the summer! Students from ages 4 – 15 years old will have a weekly tutoring session in Reading and Mathematics. They will practice skills that will make them prepared for the upcoming school year.

Food and Nutrition

Please send a water bottle with your child that can be refilled throughout the day. All campers must bring a lunch to camp every day, unless otherwise notified. Inspire Me is a nut free facility. Food items containing nuts are not permitted. Please pack a healthy lunch for your child and do not send perishable food items or food items that need to be reheated. For the safety of your child and the rest of the campers No Glass Bottles Are Permitted!! Make sure to mark all belongings with your child's name.

A morning snack and afternoon snack will be provided by Inspire Me to all campers.

Rainy Days

This program runs rain or shine. Inspire Me provides a safe location for rain days. We have no control over the weather, there will be no refunds for days when there is severe weather and camp must be canceled.

Extreme Temperatures

When there is an excessive heat warning camp will be held inside the Inspire Me building for the camp day.

Drop Off and Pick Up

We will have an assigned pick up and drop off area so that we can safely transition your child to and from camp. All parents and/or approved persons must sign in and out of camp each day through the HiMama app (invitations to the app will be sent one week prior to camp beginning). Tablets will also be available at Inspire Me for parents to use for sign in and sign out. Children will only be released to those individuals whose names appear on the registration form. There will be no exceptions to this rule!

Camp begins at 8:30AM. Camp ends at 5:30PM (3:00PM if you have selected a half day schedule for your child). There is a \$1.00 per minute/per child late charge for parents who fail to pick up their child by their scheduled time listed on the registration form. You are required to pay this fee in CASH on the day of the late pick up. If the late fee is not paid, your child will not be permitted to attend the program until the fee is paid. The camp teacher will wait 10 minutes before calling the parents. Afterwards, a fee will be applied.

Financial Responsibilities

All camp tuition fees for the first week of camp must be paid in full by May 19th, No Exceptions! No Payments will be taken at the campsites on the first day. There are no refunds given for no shows if you choose to withdraw your child or your child is suspended from the program. Parents must give two weeks notice via email in order to withdraw from the program.

Summer Camp Notifications

We will be using the HiMama application as the main communication between parents and camp teachers. Please make sure you have notifications turned on for HiMama so you can receive updates about Inspire Me and your child throughout the day.

Bus Trips (4 – 15 years old)

Campers will wear their provided camp T-Shirts for field trips. These shirts MUST be worn on EVERY bus trip!! There are no exceptions to this rule. Please drop your child off promptly the morning of a bus trip. Failure to do so may result in your child missing camp trip for the day. All lunches should be packed in a bag and made suitable for traveling and easy disposal. Please send a refillable water bottle on the bus trips.

Lost and Found

There is a lost and found bin right behind the wooden door inside of our entrance. If there are any missing items be sure to check here. Any lost article of clothing or other items that are not claimed by the close of camp will be collected and given to charity.

Personal Property (7 – 15 years old)

Children will be responsible for their own personal belongings. We are not responsible for the loss or damage of any personally owned items. No personal items such as Cell Phones, Tablets, Electronic Handheld game, etc. may be brought to camp unless directed by their camp teacher. If your child brings an unapproved item to camp, it will be taken away and stored until dismissal time.

Shorts, shirts, hats, or any other article of clothing that may in anyway convey the wrong message (Smoking, drinking, drugs, religion, and sex or any other inappropriate characters or logos) will not be permitted by campers or counselors.

No pets or animals may be brought to the summer program.

Health/Emergency Accident

All participants are required to have their own health and hospitalization insurance. Inspire Me will not be responsible for medical expenses due to any injury or illness incurred by a child enrolled in our program.

Any child exhibiting signs of illness will be isolated until he or she leaves the premises. Parents will be notified and, if deemed necessary by staff, will be asked to pick up their child immediately. Situations involving care beyond basic first aid may require your child to be transported by EMS to the hospital emergency room. A staff member will accompany your child until the parents, or their designee assumes responsibility.

Summer Camp staff are required to review registration forms of all children within the first 24 hours of your child's arrival at camp. Particular attention will be paid to allergies, diet restrictions and any other pertinent health conditions. Please keep staff updated and verify any new health conditions while your child attends camp. Staff members will not dispense medications, nor will participants be permitted to take medications during the program with exceptions being made on a case-by-case basis.

Medical Procedures and Emergencies

The Camp Director and Camp teachers are trained in First Aid and CPR. In case of a minor injury or illness, the staff member notifies the Camp Director and assistance is sent. Incident report forms will be filled out by the staff member present at the time of the incident and a copy will be given to the parent once it is signed.

In case of emergency, 9-1-1 is called, and then the parents and the Supervisor are notified. The child is released to the parents or taken to the hospital, depending on the situation. If by calling the numbers provided on the registration forms the parents couldn't be located, the emergency contact will be called.

A staff member will accompany the child to the emergency room at the hospital and take the child's registration form if a parent cannot be located. The incident report is recorded, and a copy is given to the parent. If the parent arrives at the program site prior to the ambulance departure, the responsibility of accompanying the child to the hospital will be relinquished to the parent.

Communicable Diseases

Please notify the Camp Director in the case of communicable diseases. (Chicken Pox, Lice, Ringworm, etc.) spread to your child. We will notify all parents if deemed necessary. All children will be observed as they enter the program for signs of communicable diseases. The staff is trained in recognition of signs of communicable diseases. The following precautions will be taken for children suspected of having a communicable disease.

- ☐ Staff will notify the parent of the child's condition.
- ☐ A child with any of the following conditions will be immediately isolated and discharged to his/her parent.
 - Diarrhea
 - Severe coughing causing the child to become red in the face or to make a whooping sound
 - Difficult or rapid breathing
 - Yellowish skin or eyes
 - Conjunctivitis
 - A temperature of 101 degrees in combination with any other sign of illness
 - Untreated infected skin patches
 - Stiff neck
- ☐ A child with any of the following signs of illness will be immediately isolated from other children but not discharged without further observation or discussion with parent. The child will be carefully watched for addition of symptoms listed in the above section and will be discharged from the program by decision of the camp teacher and parent should these symptoms become obvious.
 - Unusual spots or rashes

- Sore throat or difficulty swallowing
- Elevated temperature
- Vomiting
- Evidence of lice, scabies, or other parasitic infections

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- ☐ A child isolated due to suspected communicable disease will be:
 - Cared for in an area away from other children.
 - Within sight and hearing of a staff member at all times
 - Observed for worsening condition.
 - Discharged to parent upon decision of Summer Camp Staff

Child Abuse

All staff have gone through a thorough hiring process, including a background check. All staff has been trained to identify child abuse. All staff members associated with the summer camp program are Mandated Reporters of child abuse.

Non-discriminatory clause

Inspire Me Summer Camp is committed to providing a safe and inclusive environment for all children regardless of race, color, religion, national origin, sex, sexual orientation, gender identity, or disability. We do not discriminate against any child on the basis of these factors in our admissions policies, programming, or staffing.

We strive to foster an environment where children can learn, grow, and make new friends, and we believe that diversity is essential to achieving this goal. We welcome all children to our summer camp and celebrate the unique talents, backgrounds, and perspectives that each child brings.

At Inspire Me, we believe that every child has the potential to be great, and we are committed to creating a culture of respect and inclusivity that enables all children to thrive. We believe that by fostering an environment where diversity is celebrated, we can help our campers develop a deeper appreciation and understanding of the world around them. We are committed to working with families to ensure that every child has a positive and meaningful summer camp experience at Inspire Me.

Discipline

We will use assertive discipline guidelines when teaching the children. Children displaying unacceptable or disruptive behavior will be instructed by the staff to take a "Break" and be isolated until acceptable behavior is restored. "Breaks" are 2-10 minutes in length depending on age. A discipline report will be written whenever a child's unacceptable behavior has not been corrected following the Break Time. A copy of the discipline report will be given to the parent. A child exhibiting disruptive or unacceptable behavior may be expelled from the program if all alternate methods including parent involvement have failed. If a child is expelled from the program due to disciplinary problems they will not be permitted to participate in the program for a period of one year. No refunds for the week of the incident will be issued. A refund for any remaining weeks paid will be refunded in full.

Discipline Problem Procedure

We use a "One, Two, and you are isolated" discipline procedure. However, certain actions such as, but not limited to, fighting, bullying and stealing are grounds for immediate dismissal from the program.

- A verbal warning to the child and a written warning will be issued to the parents.
- Meeting with the parents and appropriate staff followed by a two-day suspension.
- One-week suspension.
- Dismissal from the program for a period of one year.

Minor Violations – Those violations that relate to the behavior and do not endanger the safety of themselves or others. Minor Violations will be handled as follows:

First Offense	Second Offense	Third Offense
Verbal Warning	Call parents to pick up child	Call parents to pick up child
	Meeting with Parent	Meeting with Parent
	2-day suspension	1-week suspension

Major Violations – Those violations that endanger the safety and well-being of the child or other children or staff. (Example: pushing, shoving, physical fighting, throwing toys around staff or other campers, discrimination, leaving premises without permission.)

Three major violations are subject to immediate dismissal at the Camp Directors discretion. No refunds are given to dismissed patrons. Camp Directors and/or Camp Supervisors may be allowed to dismiss a camper prior to three strikes depending on the extremity of the offense.

Important Notes

- Please contact Inspire Me office at telephone no. 484-461-8008 or email us @ inspiremelearning@gmail.com with any problems or concerns.
- Camp opens at 8:30A.M. do not arrive earlier, as you will not be able to drop your child off without signing them in.
- You must pick your child up by the designated time on your registration form. If you are going to be late please call the Camp Teacher or Director and let them know. There will still be a late fee, however we can let your child know so they don't worry.
- Camp T-Shirts MUST be worn on all bus trips.
- Any special instructions must be discussed with the Summer Camp Staff
- Art related projects will be done weekly.
- Special activities will be taught to the children teaching them cooperative games and activities that will require teamwork and communication.
- If your child regularly attends camp and will not be attending due to scheduled vacations, please inform the Director.
- This program will be run outdoors. Please apply sun block to your children before you drop them off. Please send additional sun block that can be applied by your child throughout the day.
- We will dispense a weekly newsletter every Friday to keep you aware of our week's activities!
- Parents MUST sign their children in and out EVERYDAY! If your child is not signed into the program by the parent, the child is considered absent for the day.
- If someone other than a parent is permitted to pick up the child from camp, then you MUST write a note to notify your child's camp teacher or camp director or who will be picking them up. We will check for identification!
- The Camp Director, Head Summer Camp Coach, and Summer Camp Coaches will be trying their best to make sure that your child has a GREAT SUMMER!! Thank you for your cooperation and support.

Camp Safety Rules

- Safety First.
- Follow directions.
- Be respectful to other campers and staff at all times.
- Stay with an assigned staff at all times.
- Respect Camp Property other people's belongings and camp equipment.
- Use all equipment properly.
- Ask for help when you need it or with problems.
- Provide help when others are in need.
- No inappropriate or unnecessary physical behavior towards any camper or staff member.
- Biting, fighting, hitting, kicking, pinching and pushing will not be tolerated.
- Use nice words.
- Treat people the way you want to be treated.
- Remain quiet when others are speaking.
- Ask first before going to the bathroom
- A positive attitude makes a great day!

The Inspire Me 2023 Summer Camp Handbook Agreement must be completed before the first day of summer camp (June 19th, 2023) Please email this form signed and dated to inspirelearning@gmail.com .

I, _____ have received, read and understand all of the information presented to me and my child in Inspire Me 2023 Summer Camp Handbook.

Parent's Name (Print):

Parent's Signature: _____ Date:
