



Dear Camp Families,

This handbook is a reference guide that includes general information and Frequently Asked Questions.

Knowledge of this information makes the summer easier for Twin Spring Farm Day Camp families. We want every child to enjoy camp! The entire Twin Spring Farm family looks forward to sharing the summer with you and your family. We will do our utmost to provide a memorable experience!

Sincerely;

Beatrice R. Hood
Founder and Executive Director

Richard Hood, Jr.
Camp Director

Karen E.H. Salvatori
Co-Director

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A. GENERAL INFORMATION

PHONE: 215-646-2665

FAX: 215-646-4546

info@twinspringfarm.com

CAMP HOURS:

Dawners (AM extended hours)	7:15 AM - 8:45 AM
Camp Arrival	8:50 AM - 9:15 AM
Normal Camp Activities	9:15 AM - 3:20 PM
Camp Transportation Dismissal	3:40 PM - 4:00 PM
Parent car-line dismissal	4:00 PM - 4:25 PM
Sundowners (PM extended hours)	3:45 PM - 5:45 PM

CAMP OFFICE TELEPHONE: 215-646-2665

For AM Transportation and Attendance needs	7:00 AM - 8:30 AM
For General Camp Business	8:30 AM - 4:00 PM
For PM Transportation Concerns	4:00 PM - 5:30 PM
General Camp Business	8:30 AM - 4:30 PM

CAMP INFIRMARY HOURS

9:00 AM - 4:45 PM

B. ORIENTATION DAY

On the Saturday before camp opens, at assigned times, you and your child will meet with their Senior and Junior Bunk Counselors to tour the camp. It is an opportunity for the campers to meet each other and become comfortable about their first day at camp. You will receive a packet of information and instructions to prepare for your first day of camp. If you are unable to attend, this will be sent home Monday. Any questions parents have can be answered on that day.

In addition to meeting the bunk counselors, for your convenience, there are a variety of interactive areas...Transportation and After-Camp Information, Swim Testing and Camp Clothing Sale.

If you cannot attend Orientation Day, be assured your child will be introduced to their bunk counselors and receive a tour of the camp on the first day. They also will bring home a packet of information. This will ensure their happiness and comfort.

C. FREQUENTLY ASKED QUESTIONS

WHEN WILL I RECEIVE MY CAMP INFORMATION?

There will be a mailing in early June. At that time, you will receive name tags, group assignments, and transportation information.

HOW IS MY CHILD GETTING TO CAMP?

Drivers will be driving practice runs to introduce themselves to you. If you happen not to be home, they will leave a driver calling card for your family.

Drivers will continue to try to reach you through the Sunday before camp. If your child's driver has not been able to reach you by 11:00 AM Sunday, administrative staff will be in the office 11:00 AM to 1:00 PM. to answer questions

WHAT HAPPENS ON MY CHILD'S FIRST DAY?

The first day of camp is an exciting time for both first time and returning campers and the day will be full of new and fun filled activities. Friendships begin! Friendships rekindled!

As your child arrives to camp staff will direct them to a specific location. Early morning arrivals go to Dawners located across from the Big Top. Campers arriving at 8:40 or later, will be directed under the Big Top to their own group where the counselors and campers of each group are located. It is here that campers, staff, specialists, and directors gather each day to begin the day.

It is recommended you let your child come to camp on the bus from the very beginning so a routine is started. Should a challenging situation arise at your home about boarding the bus, confer with the driver so that your child's needs can be met successfully.

The campers will receive colored armbands while riding the bus. These indicate which bus they return home on or how they go home. It is requested these armbands remain on at least 10 days until the campers learn their transportation home system.

MY CHILD'S FIRST DAY (cont.)

Suggested recommendations:

1. At Twin Spring Farm children are encouraged to ask questions. Please reinforce this idea. Your child will begin camp feeling comfortable to speak up and feel more secure.
2. Put a mildly upset child in the vehicle in care of the counselor or bus monitor.
3. Call the camp about 10:00 AM to find out about your child's progress.
4. The first day of camp we **CANNOT** allow parents to bring their children to introduce them to their counselors. It will not enable us to do our best job in getting all campers settled. Our first day is meticulously well planned and organized to ease children into camp using care, comfort, and a loving approach. This calm entry fosters feelings of security.

HOW DO I KNOW WHERE TO GO WHEN I GET TO CAMP?

As the buses, cars and vans arrive at camp, each child is escorted to their assembly area. Junior, Senior, and Specialist Counselors help with the escort procedure making each child feel comfortable.

ARE THERE ACTIVITIES THE DAY CAMP OPENS?

ABSOLUTELY! Our fun begins on Day One! Introductions and orienteering everyone to camp will be a special part of the day. Action-packed activities abound as joyous noises fill the air. Make sure to include your lunch and swim suits in your camp bag!

Campers who start during the remaining weeks will be introduced to their group and counselor in the morning under the Big Top. Then they will move onto assembly and participate in activities. Ongoing orientation will be provided as new campers experience the fun!

WHAT SHOULD I WEAR TO CAMP?

Camp uniform is required daily for all campers and staff members. The camp uniform consists of a camp T-shirt and solid navy blue colored shorts. On cold or rainy days, rain gear, camp sweatshirts and long pants are the norm.

Sneakers are required for daily footwear. Enclosed "Keen" style shoes are also fine. Open toe sandals and flip flops are not allowed. Water shoes/crocs are great for the water park. Dangling earrings and loose jewelry are not permitted for safety reasons, only post stud style earrings.

HOW DO I PURCHASE MY CAMP UNIFORM?

Uniform sales are on the first Saturday in May and Camp Orientation Saturday. It is possible that additional times will be posted on the website. Uniforms will not be sold the week before camp. Accessories, as in backpacks, hats, lunch bags, water bottles will also be available. Before or after shopping, feel free to take some time to enjoy the grounds.

If you need to order extra camp clothing during camp, you may purchase it at any time through the camp business office by a phone call or note.

Camp t-shirts are available at the camp in child and adult sizes. A minimum of three per child is suggested.

HOW DO I PURCHASE MY CAMP UNIFORM? (cont.)

Camp shorts

Navy blue shorts for children in the Mini, Junior, Middler, and Senior Camps. Khaki shorts are for Teen Scene. All shorts will need to be purchased at a store of your choice. You may wish to try Target, Kids R-Us, Walmart or Lands' End.

Twin Spring Farm Day Camp Sweat Shirts are available for purchase for use on cool days. Solid gray or navy sweatshirt without writing are also acceptable.

Camp Back Packs are available from the camp store at a reasonable cost. It is a soft, nylon, washable backpack with your child's name printed on the front and is easily carried with daily needs.

Lunch Bags soft, washable fabric with a name plate area and velcro closure are available in many colors. They are a good size, keep lunches dry and intact while under refrigeration.

Permanent markers, hats and visors, water bottles, water bottle straps and sun screen/bug repellent are available.

WHAT DOES MY CHILD NEED TO BRING TO CAMP?

Each day the campers need 1 bathing suit and towel...2 on Water Park days. A quick drying, well-fitted bathing suit is ideal. These suits are also ideal on very hot days for wearing with the camp shorts and occasionally using the sprinklers, water park, water tag, and splash pad to cool down,

Children in years past have worn their bathing suits under their shorts and camp shirt. This allows them to be quick change artists for swimming and water park. Afterwards, the wet suit may be put in a plastic bag which they are encouraged to bring each day and kept in their back pack. Navy blue, quick dry, shorts style bathing suits can be worn as camp shorts with the camp shirt.

If your child has sensitive eyes, swimming goggles are recommended. Children like to open their eyes underwater. To insure the protection of your child's health, the pool water is tested every hour by the director. It is also tested once a week by professional labs and the township health department.

Sunscreen lotion for fair and sensitive skin should be kept in your youngster's tote bag. At any time they request, the counselors will apply the lotion. Full name on the container please. The sunscreen we have available is blue when applied so children can see the coverage when applying it. The blue color fades after application. It also protects against ticks and mosquitoes.

Water shoes (**no open sandals**) are recommended for traveling to and from the pool and are required for the Water Park. Your child's full name should be written on the outside soles with a wide line permanent marker.

Rest blankets are necessary for the 3 year old campers. A pillow and a stuffed animal are nice too. All must be left at camp.

A lunch in a brown bag with your child's full name and bunk/group written on the front in wide line marker is super. Durable, washable fabric with a name plate area and velcro closure are available in many colors. They are a good size, keep lunches dry, and intact while being refrigerated.

DO I NEED TO BRING ANY SPECIAL EQUIPMENT?

We provide all of the necessary equipment including safety helmets (where and when needed) to enjoy all of the camp activities. Occasionally a camper prefers their own baseball glove or tennis racquet. Be sure it has the camper's name permanently and prominently displayed. All toys, collectible/trading cards, electronic games, radios, tape recorders, cassettes, and CD players are not permissible in camp or on the bus to and from camp. We feel that this type of equipment is not necessary at camp. Therefore, these items must be left at home. Campers should leave jewelry, watches, and other valuable items at home.

SHOULD I PUT MY CHILD'S NAME ON THEIR CLOTHES & BELONGINGS?

YES! Understandably, a child does not know what is theirs, and often times does not remember what they carried or wore to camp. Please check to see your child has their own shirt, jacket, underwear, etc., as if there is a mix-up or a loss, we need to have the item returned to camp to be sent home with the right camper.

Please place full names in prominent places on articles and in legible sized letters. The bottom inside hemline of the camp shirt is an excellent place for the full name. We also check the sole of the sock, and the ends of the towels. Name tape is needed in navy shorts or you can write the name on white pockets. Any extra articles sent on rainy days or for special purposes should always be **clearly** marked.

Twin Spring Farm will do their very best getting your child's things home, but please put full names on everything. Children will not claim unmarked underwear or socks and most of the time they do not know their towels. It is really important you provide the camp staff and your child's counselor with full names!

WHO IS RESPONSIBLE FOR VALUABLES AND PERSONAL BELONGINGS?

Twin Spring Farm cannot be responsible for personal or athletic equipment brought to camp.

We cannot be responsible for articles sent to camp with your child, i.e., clothing, watches, jewelry, toys, earplugs, ear molds, glasses, cell phones...etc. We always make every effort that your camper's personal belongings are well taken care of at all times but cannot guarantee that items won't be lost or damaged. **The use of cell phones are not permitted at camp and should not be brought to camp.**

Teen Scene Campers.

Twin Spring Farm cannot be responsible for personal item brought on trips. Storage lockers should be used when on trips that require storage and safe keeping of personal items. Please note the bus is unable to be locked.

HOW DO I FIND LOST ITEMS?

When our schedule allows we display the lost items at the morning assembly. Items that have names on them will be read daily and displayed. Lost items are displayed and then placed in storage containers on the assembly stage. The lost and found storage containers are very accessible to campers.

It is suggested that you check with your child each evening as they arrive home to make sure that items have not been left at camp. If an item has been left, please call. Our office will be most happy to assist you in locating the lost items. At the close of camp all unclaimed items will be donated to a children's charity.

LEFTOVER ARTS & CRAFTS ITEMS

Arts and Crafts projects are returned to campers following the Art Show held the last week of camp. You will be notified of all Arts + Crafts items left at camp. They will remain at Camp for a month. After that time, they will be discarded.

IF MY CHILD DOES NOT START CAMP ON THE OPENING DAY

Please call the office one week before your child begins camp if your driver has not contacted you. Other questions can be answered at that time. Ongoing orientation will be provided by the counselor throughout the day. Special identification will be provided for new campers so that everyone can make an extra effort to make your child feel welcome.

DO I BRING MY LUNCH?

Campers bring their lunch and a drink every day except the days of their group cookout. Each child should bring their lunch in a paper or soft cloth lunch bag. The camper should have their full name written on the outside of the bag. Cookouts are listed on your calendar. Please note those days.

A child must bring his own can or box drink. We make every effort not to provide any food or drink with artificial preservatives, coloring or flavoring. **NO GLASS BOTTLES PLEASE. NO THERMOS BOTTLES PLEASE.**

All lunches in paper bags will be refrigerated. **NO CHEWING GUM** is permitted at any time in camp or during transportation. **CANDY** is discouraged in lunches and during camp. If a lunch is forgotten, a replacement lunch will be prepared in the camp kitchen at a cost of \$3.00. Please send payment for this lunch to the office on the next camp day.

Optional catered lunches are available each day during the summer. Advance purchase is required.

CAMP PHOTOGRAPHS

PICTURES: Each child must wear the camp uniform to appear in the pictures. You will be given the opportunity to purchase group and individual photographs. Check your camp calendar for the date (2nd Monday of camp season) and be certain your picture registration and money are sent in well in advance. Only children in correct colored uniforms will be included in the pictures. Picture money is refundable if the pictures are not to your liking. Twin Spring Farm cannot be responsible for pictures desired if monies are not sent in well in advance. Picture orders are due in the Twin Spring Farm office either on Orientation Day or by the first day of camp. This allows time for your order to be processed and your child's photograph to be taken.

ARE THERE OUT OF CAMP ACTIVITIES AND TRIPS?

Middler and Senior campers will go bowling every Friday morning, leaving at 9:40 AM and returning to camp by 12:00 PM. A pair of heavy white athletic socks with the child's full name should be brought to camp for bowling. Please be conservative with respect to the amount of cash you allow your child to bring on these trips for snacks. Teen Scene goes on trips regularly and the Senior Camp will also go on trips on certain days during the last week of camp.

D. MEDICAL INFORMATION

CAMP NURSE/EMERGENCY MEDICAL TECHNICIAN

We employ Camp Nurses or Emergency Medical Technicians (EMT) daily for the entire summer. Their basic responsibilities are to convey all necessary medical information to the counseling staff, take care of your child in a medical emergency, and contact you and your physician in an emergency. Daily responsibilities consist of caring for minor first aid injuries, administering medication brought from home, record keeping, and communicating with parents. The camp nurse is not able to care for accidents or illnesses that occur at home.

The Ambler Ambulance service is readily available should there be an emergency that is beyond our domain. No situation is left to question and we also have two medical groups on call as well. Our first action will be to contact you or your emergency contact person or physician. If we cannot reach the parents, grandparents or your physician, the attending doctor will make the necessary decisions. We feel that because we are in a day camp setting and, in most instances, you are within an hour's drive from our facility, you are the initial contact. It is important that in the event of an emergency, you or someone designated by you, be available to come to camp and pick up your child or meet the camp administrators at the place of emergency care.

EMERGENCY PHONE NUMBERS

Applications are required yearly and it is necessary that it is filled out completely to be sure information is as current as possible. Please be certain you advise the office of any changes that may occur.

TWIN SPRING FARM'S POLICY ON HEALTH ISSUES

Parents often have questions regarding the camp health policies. The following guidelines were formulated by a physician to help answer these questions:

1. Children with a temperature should be kept at home until their temperature is normal for 24 hours
2. Diarrhea: Children with diarrhea should be kept at home until they have had a normal bowel movement.
3. Conjunctivitis: (Inflammation of the eye characterized by redness, itch and discharge) Should be treated by your family doctor. Camp attendance and Swimming are not allowed until 48 hours after treatment has begun.
4. Impetigo: A highly contagious skin disease must be treated by your family doctor. Child must remain out of camp until 48 hours after treatment.
5. Poison Ivy, Poison Oak, Poison Sumac: It is contracted by direct contact with the plant, animals, and smoke from burning leaves. An oily substance from the leaf may cause an allergic reaction in sensitive individuals. The rash is accompanied by itching and small blisters. It is not contagious but can be spread by scratching. Clothing may pick up and retain the oil poison upon contact with the plant or with the contaminated skin. Be sure to wash the contaminated clothing and allow it to hang for several days before wearing. Exposed skin should be thoroughly washed with soap and water. If the rash becomes severe, contact your family doctor.

POLICY ON HEALTH ISSUES (cont.)

6. Upper Respiratory Infection: Contact your doctor for advice. Child should remain home until temperature is normal for 24 hours. The insurance company requires that all children on medication remain at home until the medication period is completed.
7. Lice: Check regularly. Contact your doctor if your child keeps scratching their head. Child must stay home two days or until all nits are absent from the hair.
8. Ticks: Check regularly. Obtain your doctor's advice.

IF YOUR CHILD BECOMES ILL?

Our camp nurse may make the decision that the child is too ill to remain at camp. In that case, parent(s) will be called and asked to pick up the child. If it is not possible to come in and pick your child up yourself, we would then contact the person listed on your child's emergency form. Please report to the Gazebo and you will be directed to the nursing office.

MEDICATION POLICY

It is our policy that children on medication should remain home the first 24 hours or until no longer contagious. The insurance company requires all medicine and medical treatment be handled at home due to the liabilities of transporting medication and the administration of medication and/or treatment.

If your child is taking prescribed medication for allergies, asthma, etc., which must be administered at camp, a parent must deliver it to the camp nurse. It must be in a sealed bag with your child's name on it. The medication should be clearly marked with first and last names. The instructions for usage and a permission form for administering the medication should accompany the medication. This form is required to administer the medication. All medications are kept in a locked area. At the conclusion of the summer, upon request, the medication may be picked up or it will be disposed of if not claimed within thirty days.

F. ATTENDANCE and VISITING

ATTENDANCE

If you wish to send your child for a week for which they are not regularly scheduled, please call in advance and we will make every effort to meet your needs. Transportation space and group space will dictate the possibility.

In the event of an absence, please call the camp office or your driver before 7:30 AM on the day of the absence or the evening before if at all possible.

Camp will be closed for Independence Day. We observe legal holidays when they occur during the camp season.

CAMPERS ARE NOT ALLOWED TO SWITCH BUSES OR VEHICLES TO OR FROM CAMP. IF CAMPERS ARE GOING TO SOMEONE ELSE'S HOME TO STAY OVERNIGHT OR ANOTHER DESTINATION, THEN OUTSIDE TRANSPORTATION MUST BE PROVIDED BY THE PARENT.

SHOULD I VISIT CAMP?

Parents are encouraged to take advantage of our "open door" visitation policy. Please check our 8 week calendar for any trips. We request parents do not visit the first or second week of camp or visit any camper in their first or second week of attendance so that they have time to settle in. Visiting Days are Tuesdays, Wednesdays, and Thursdays.

A small percentage of parents visit. Occasionally, there are postponements due to inclement weather and schedule changes, so be sure that what you are planning to see is still on the day's schedule. Most of our visitation occurs during the Art Show early in the last week of camp.

VISITING PROCEDURES

Any visitor/parent is **required to check in at the GAZEBO and obtain a visitor's name tag**. Anyone on camp property without a name tag will be stopped and escorted to the office. This is our security check, so please cooperate.

1. Park in the Visitors' parking area.
2. Report directly to the GAZEBO and obtain a name badge with the time and date on it.
3. You will be escorted to your child's group or activity.
4. Plan to visit one hour or less.
5. Sign out in the GAZEBO before you leave.
6. If you plan to take your child home after your visit, you must notify the office staff.
7. Please do not hold lengthy discussions with the counselors (especially at the pool area). Their primary focus is the children even while you are visiting. The administrative team is always glad to speak with you regarding any aspect of your child's camp experience.
8. Meet your child at an activity. Do not enter a changing area. It is distracting for the counselor and more so for the campers. (especially your child).
9. Thanks in advance for your adherence to these guidelines.

GUESTS IN CAMP

You may have one of your child's relatives or friends attend camp for one or two days. If we have the available space, we will be most happy to accommodate you. You must have a completed medical release form that accompanies the guest and also a tuition payment for that day. The tuition is the listed daily rate as found in the payment schedule. Please plan ahead of time with our office.

G. SPECIAL PROGRAMS

ACADEMIC ENRICHMENT

We offer opportunities for those children attending the regular day camp program to maintain and continue academic growth and remediation during the summer. This program is for children at 1st grade level or higher. Concentrated educational development will be offered in Math, Reading and Language Arts. Enrollment is one to five days per week. Your child will spend 30-60 minutes each day selected. They will miss only one or two activity periods in camp. Because camp activities vary daily, your child will not likely miss the same activity each time they attend the academic program. Please complete the application form found on our web site. There is an additional cost for this program.

THREE YEAR OLDS

This camp program is a special program established for toilet trained three year old children. It is held at the Twin Spring Farm site. These campers will have a separate activity schedule that includes a daily rest period. Our camp staff recognizes the needs of a 3 year old child and therefore will provide a program well suited to enrich the lives of these young children in a true camp environment. There is an optional 1:30 carline pickup time if you want your child to be picked up early.

There is also an option for three year old children that are almost toilet trained. These children can be in the camp program with the other three year olds. To keep cool and have fun, they will use the Splash pad instead of the swimming pools or the water park.

COUNSELOR IN LEADERSHIP TRAINING (C.I.L.T. = Entering Grades 10 through 12)

Counselors In Leadership Training are interviewed and screened before hiring. They receive orientation before camp and instruction and guidance throughout the summer from the directors, administrative aides, and the senior staff. Senior Staff at Twin Spring Farm are mainly teachers and mature specialists who can guide and train young people in camping, proper work attitudes, and habits. Their experience and training will be recorded for future reference. In later years, the CILTS often use Twin Spring Farm Day Camp as a reference for new jobs or college applications. Evaluations of these high school students are done throughout the summer to ensure they are providing a very positive experience for your children.

H. FINANCIAL POLICIES

RE-ENROLLMENT

Each year Twin Spring Farm offers discounted re-enrollment tuition prices for the following year. Re-enrollment applications and deposits must be received prior to the advertised deadline. Should you not receive the re-enrollment forms, usually mailed the 6th week of camp, please contact our office for a replacement. Re-enrollment discounts will not be available to families with outstanding account balances. Re-enrollment prices are only available to campers of the current season. Please, no exceptions or requests.

FINANCIAL POLICY

We offer the following statement in order to avoid any misunderstanding or embarrassment.

- All tuition, unless prior arrangements exist, must be paid in full by May 1st. If not received by May 1st, your child's tuition fees will be adjusted to the current advertised rates.
- Decreased enrollment reservations: before June 1st of the present season will be billed at the current tuition fees. No financial adjustment for decreased enrollment after June 1st.
- Increased enrollment reservations: will be charged at present published tuition fees of the time of the request...when space is available.
- Enrollments made for space available after May 1st are payable in full at the time of the application.
- All NSF checks will have a 25.00 charge.
- A camper may not begin camp before the account is paid in full.
- Past due service charges on the unpaid balance after June 1st are \$25.00 per month after tuition has been adjusted to the current fees.

We appreciate your cooperation with these policies.

TIPPING POLICY

Tipping always come up among our camp parents. In response to your questions, we hope that this will be helpful.

Tipping is common and practiced in many camps. It has been a policy of Twin Spring Farm to leave it entirely to the discretion of the parents. It is by no means required or requested, but is very acceptable and greatly appreciated. Certainly it should be an earned situation. Please clearly identify your envelopes. Checks are safer than cash. We are often questioned concerning amount. This is a personal decision directly related to the quality of service and the experience your child has received.

I. LET'S TALK ABOUT TRANSPORTATION

Introduction

This section has been written to provide you with greater insight as to Twin Spring Farms transportation program. It will answer many questions, provide you with new information and assist you in becoming better acquainted with this phase of our camp program.

Historical Information

We have been providing transportation for day campers since our inception in 1945. We provide at least 99% of the transportation door to door. Through the years, our use of four door automobiles and station wagons has been replaced basically by state approved school buses.

Inspection

Our buses are maintained and inspected regularly during the school year. Just prior to the commencement of summer, the vehicles are given another camp transportation inspection. Yearly inspections are performed by the Pennsylvania State Police Certified Inspectors. The inspection not only includes the physical vehicle, but also an accountability of maintenance records. In order to maintain our fleet we employ a part-time mechanic; there is also a mechanic on call for those buses that are being leased. Preventive maintenance is the key to our bus safety program, and we practice it at all times.

Driver Preparation

Each driver is a Pennsylvania State certified school bus driver. The Department for Motor Vehicles requires that each driver be at least 18 years of age (we require age 21 or over), possess a current Pennsylvania license and good driving record. The driver must also complete a medical examination and the Class II driving examination. Training for each driver consists of minimum of thirty-two hours of behind the wheel and classroom instruction. Classroom education consists of learning safety awareness, bus rules, emergency procedures, first aid, route preparation and parent/camper relations. In order to provide for the best driver preparation possible, we hire State Certified School Bus Drivers.

Seat Belts

Seat belts are not required by the state of Pennsylvania on conventional school buses as safety of children seat belted in buses is questionable. Quick evacuation needs could prove fatal. Buses are designed with padded compartments for child safety. School bus records are incredibly good. You can help protect your child by reminding your child to stay in their bus seat. When seat belts are available, it is mandatory that they be worn.

Establishing the Route

A short ride to camp for each child is desirable...your home location has a direct bearing on the length of time your child is on the bus. Each route is planned in order to allow minimal driving time, maximum comfort, and efficiency for the camper. If your home is located on that part of the route that causes your child to be the first on picked up and the last one dropped off then you may have the option to meet the bus at a different pick-up and drop-off point and time. You may also participate in parent transportation. The routes are organized in such a way that the driver starts from the farthest point from camp and terminates at the closest point. Certain routes are completely localized, make a circle and cover a very small pick-up area. When this occurs, then the driver will make every attempt to drop off

first that child who was the first to be picked up. This can be done only if travel and time conditions make it possible.

Pick-up Time the First Week

Your schedule will fall quickly in place after the first 3-4 days. For many first year campers, this is an exciting day filled with anticipation and possible anxiousness. A sudden bathroom stop or parents taking pictures or videos of the eventful day can occur. This is understandable and due consideration is requested by all families the first day. Once past the eventful first day, the AM time schedule falls quickly in place.

Arrival Home Time

The first day and throughout the week, dismissal is a very slow procedure. We must teach the children where to go for their bus or car in a very methodical, calm routine. You can expect your child to be 20-30 minutes late the first day with gradual improvement each day. By the second week the children will understand. You will be able to estimate a regular arrival home time within a 10 minute range by the second week. For your child's comfort, you should be at home awaiting your child's arrival from 3:45 P.M. (for those living locally) on. Any bus arriving at a child's home where no one is waiting will return the child to camp for you to pick up unless we have other written permission instructions in our office.

Parental View

As an adult living in our modern society you are used to driving in an automobile that provides for comfort and convenience. Camp bus rides can be very enjoyable too! Riding the camp bus is fun, different, and it is a very definite part of camp! Our philosophy is based on the fact that the camp day begins when your child enters the bus and not just when they arrive at camp. Each morning the camper, when entering the bus, is greeted by the driver, supervisors, and camp friends. Songs are sung, games are played, experiences are shared and the child becomes a part of camp even before arriving at the camp location. Each bus has a stuffed animal that becomes both a mascot and means of identification for each camper. Growth takes place away from camp and while riding the camp bus. Please allow your child to have this experience by projecting positive thoughts about the bus ride to and from camp.

Bus Supervision

Even though the State Law does not require supervision on a bus, other than the driver, we will make every attempt to provide a supervisor on each bus. This person will be either a senior staff member or a volunteer junior counselor. The role of this person will be to assist with campers on the bus in the areas of entering and exiting, control for safety, song leading and any other assistance that is needed. **Some buses may not have a supervisor; therefore, the driver will be completely in charge.**

Driver Communication

The transportation director is in the office each day by 7:00 AM. The director sees each driver every morning, delivers last minute information, and provides for schedule changes for that day. Anytime you have a need for a change or an addition you must contact the central office. **All changes must go through the office and not the driver.** If you are aware of an advance schedule change please call the office **after 10:00 AM before 3:00 PM Monday through Friday.** If your child is sick the night before or the morning of camp then call immediately. Either the transportation director or the answering tape will take your message and this will save time for the driver and children that morning. By two days

prior to the start of camp your driver will contact you either by phone, in person, or with a printed door hanger notification. This will provide you with the driver's name, description of the vehicle and an approximate time for pick up. If a driver does not make contact, then please call our office Sunday between 11:00 AM and 1:00 PM. Once camp begins and you have met the driver, please keep your conversations to a minimum in the morning when the bus and driver appear. They have many children to pick up.

Home Pick Up and Delivery

Campers will be picked up between 7:55 AM and 9:00 AM and dropped off between 3:50 PM and 5:15 PM unless our office stipulates differently at the time of registration or when camp begins. Often a route may change considerably just prior to the start of camp or during the first three weeks. We reserve the right to change the camper's pick up time and driver. It will, however, remain within the listed time found above. Please make every effort to have your child ready each morning. At the close of the day when a child is dropped off: **please make sure you are present when your child arrives home.**

Pick-up Points

When a family lives in an inaccessible area (this area is determined by our transportation office and is based on time traveled, geographical location, road accessibility and safety) we must arrange a pick-up and drop-off point. It is preferable to arrange this with another camp family local to your area. We will provide you with the name but you must make the arrangements. When this is not available, then the driver will contact you to determine the most logical and practical pick-up point. Parents are required to wait with the child until the pick-up is made and they must be available to meet the child at the end of the day. Drivers will wait only 1 minute. In the evening they will continue on their route with the child on board. They will return to camp at the completion of the route in hopes that the parent will have arrived at camp and is waiting.

Daily Time Changes

Because of our desire to meet family needs, we provide for flexible scheduling in our camp program and transportation. Consequently, your child's pick-up time may vary as much as 15 to 25 minutes from day to day depending on attendance and traffic delays each day. Hopefully this will help your child wait patiently for the bus. We leave camp at 4:00 PM at the latest. However, a bus may encounter a traffic problem. Our office will be informed of these problems; therefore, you may call to inquire about a late bus. Once again, we ask that you allow up to 25 minutes past the usual drop off time before you call the office.

Bus Assignments

Campers are assigned to a specific route and bus at the onset of the summer. The transportation director may elect to assign your child to another bus. Usually this change takes place within the first three weeks of the summer based on the need to modify a route or add a bus. Three weeks is the average time it takes to stabilize a route due to adjustments and additional campers that don't begin camp until the second and third weeks. **You are reminded that once a child is assigned to a bus, they are not allowed to switch to another bus.** We are limited in seating capacity and we do not wish to provide confusion for the camper or the driver. When there is a divorced family situation we can provide pick up and drop off at alternate homes for an additional charge. When a child is desirous of going to another child's home, and that child is on the same bus route, a written note in advance is acceptable. Friends or relations may not pick up the child without written permission from the parents. Our transportation is

Bus Assignments (cont.)

carefully planned with a seat for every child. Please do not ask for your child to go home in a different vehicle. All vehicles are filled to their safe capacity. Our insurance does not cover an extra adult passenger so please do not embarrass the driver by asking to ride.

Campers Bus Identification

Campers riding on the buses will have an armband put on their left wrists that identifies the home bus they ride and their drivers or how they go home. Each armband will be a specific color and matching identification will also be adhered to both sides of the bus. In addition, the driver will wear the same color identification in a piney while driving to camp and standing by his bus for visual ease of boarding. Also, a Disney stuffed animal will identify the bus and be the bus mascot. You are requested to leave these arm bands on for at least ten days. Most buses will have a monitor for directing verbal games, singing, riddles, jokes and travel games. Attendance is taken in the morning and the bus does not depart in the afternoon until all campers are on board.

Rainy Days

When transportation is altered from normal pick up, you will be notified by staff.

Teen Scene Transportation

Teen Scene transportation **WILL NOT** be provided for trips that are scheduled to return late. The Teen Scene calendar will be published prior to the first day of camp. Please make arrangements to arrive at camp at the scheduled return time of the trip.

Parental Concerns

Please contact us if you have any transportation concern. **SAFETY IS ALWAYS OF UTMOST IMPORTANCE!**

Office Procedures

Please call the office **after 10:00 AM** to make any arrangement for the future. We will do everything possible to accommodate your needs. If there is an office error or a bus does not stop, we will send another bus for your child; however, the wait can take as long as an hour. If the bus stopped and you were not waiting, it will be your responsibility to deliver your child to camp. Transportation calls from 7:00 - 10:00 AM must only be for immediate situations.

Bus Rules

We would appreciate it if you would discuss with your child the importance of safety rules on the bus. These rules are to be followed at all times.

1. Stay on the curb or sidewalk with parent or guardian until the vehicle arrives.
2. Wait until the vehicle comes to a complete stop before you approach it.
3. When crossing a street to board your bus, or after leaving your bus, wait until the driver or supervisor checks the traffic for you and then allows you to cross.
4. Always stop, look and listen before crossing any street when going to the bus. Automobile drivers do not always observe bus lights.
5. Never chase a vehicle.
6. Once seated in the bus, do not change seats.
7. If you have a seat belt, wear it.
8. Do not get out of your seat to depart from the vehicle until it has come to a full stop.
9. Talk quietly with your neighbor, do not yell in the bus.
10. Do not put your arms or head out of the window.
11. Never throw anything out of the window.
12. Sit with your back against the seat at all times.
13. Do not sit on your knees or turn around at anytime.
14. Do not chew gum or eat on the bus.
15. Follow all directions from the driver and the supervisor.

WHAT IS THE PROCEDURE IF I TRANSPORT MY OWN CHILDREN?

Due to the large amount of traffic during arrival and dismissal times, cars will NOT be allowed to park or wait along the driveway

AM Extended Hours (7:15-8:45) = Dawners: You will enter the transportation loop in the blacktop area across from the BIG Top... the morning staff will unload your car and escort the children to the staffed playground

AM Arrival: (8:50-9:10) Enter driveway and stop at the "Stage End" of the Big Top assembly area. Camp Staff will take your child from the car and escort them to their bunk counselors. You will be directed to turn left to exit the driveway.

PM Dismissal: (4:00-4:25 at the Assembly area) Full day campers whose parents are providing their own transportation are dismissed after the camp buses/vehicles leave the driveway area. Parents are requested to remain in their cars and to line up on the right side of the drive, entering the camp along the Rock Climbing, Tetherball, and Archery areas. Please have your car-line sign visibly placed on the dashboard of your car. When directed, move forward to the assembly area to one of the 4 colored station cones where Camp Staff will help your child into the car. No child may leave this area without assistance.

PM Extended Hours (3:45-5:45) = Sundowners: Please park in the parking spaces in front of the pools or office. Sundowners are usually divided into 4 small groups that are assigned different areas every 2 weeks. You will need to check out with the staff member in charge of your child's area.

CAMPERS ARRIVING LATE OR PICKING UP CAMPERS EARLY

If you are arriving late to camp, park in the visitors parking area and walk down the driveway to the **GAZEBO**. Please sign in at the **GAZEBO** so that we can account for your child. He or she has been marked absent until such time that you arrive with the child. Camp Staff will escort your child to their group.

If you need to pick up your child from camp early, we ask that you plan to pick them up no later than **2:30 PM**. This will eliminate the possibility of you being detained by bus traffic as we prepare for our normal dismissal. Please inform your child's driver, send a note for the counselor and office, and inform your child that morning. If you are sending someone that has not been previously authorized for pick up, please call and identify this person or have a written note authorizing this person to take your child.

Park in the visitor's parking area and walk down the driveway to meet your child at the **GAZEBO**. Please cooperate with the camp's guest relations staff assisting you. We will ask for proper identification and that you sign your child out.

BEFORE CAMP DROP OFF AND AFTER CAMP PICK UP

Early Drop Off and Late Pick Up...Early drop off before 7:00 a.m. and tardy pickup after 6:00 pm will have an additional charge of \$1.00 per minute per child to be paid directly to the staff member of service at your time of arrival. A staff member will care for your child, but it's their personal time being given to cover your absence. **He or she will expect payment upon your arrival.**

PARENT SOCIAL NETWORKING CONNECTIONS WITH STAFF

It is the policy of Twin Spring Farm Day School and Camp that employees of Twin Spring Farm not connect to parents, students, or campers using any of the many social networking applications.

While these social networking applications certainly have their places in our personal worlds, Twin Spring Farm Administration feels that the professional relationships our staff maintains with parents, students, and campers, should not cross over into the private social networking media.

Due to this belief, it is a policy of Twin Spring Farm Day School and Camp that the use of social networking with parents, clients, students, or campers while employed by Twin Spring Farm is forbidden and should not be engaged in. Requests from parents to engage or connect via social networking sites should be declined and never accepted by staff members.

We want to thank everyone in advance for your understanding and cooperation with this policy and suggest communication be accomplished through email, a written note or phone call.