

2024



PrimaryZone  
Completed K - age 8

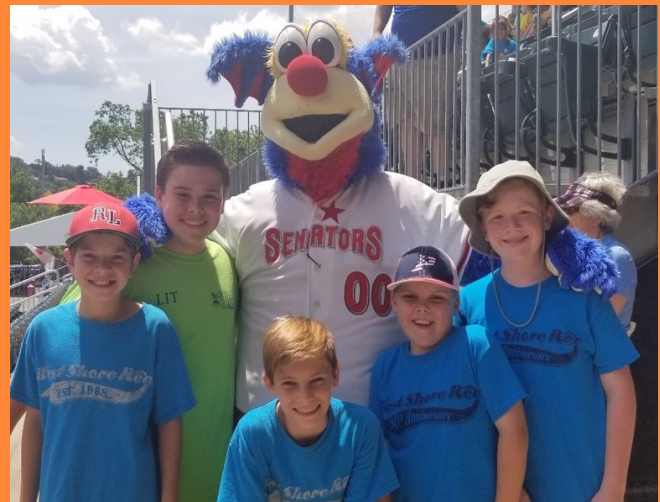
SecondaryZone  
ages 9 - 12

West Shore Recreation Commission

# PLAYZONE SUMMER DAY CAMP

## Parent Guide

June 10–August 2



**West Shore Recreation Commission**

PO Box 413  
507 Fishing Creek Rd

Phone: 717-920-9515 Fax: 717-920-9518

E-mail: [wsrec@wsrec.org](mailto:wsrec@wsrec.org)

Website: [www.wsrec.org](http://www.wsrec.org)

# Welcome to PlayZone 2024 Summer Day Camp!

Thank you for giving West Shore Recreation Commission (WSRec) the opportunity to be a part of your child(ren)'s summer through our Summer Day Camp. This is the 32nd year WSRec has offered this program. We've highlighted the major points of our program in this Parent Guide. Questions and concerns are always welcome. We can't wait to meet your kiddos!

**PLEASE READ CAREFULLY!!!**  
**THERE ARE SOME CHANGES TO PLAYZONE 2024**

**The 2024 PlayZone information has been released!!!**

You are receiving this e-mail because you either requested to be put on our "PlayZone Interest List" or your child was enrolled in our 2023 or 2022 camp. Either way, we are excited to present this parent guide designed to prepare and assist you with sending your child to PlayZone. It contains helpful and pertinent information that will make camp a positive experience for your whole family. Please read this guide carefully and we hope you will consider enrolling your child in a summer of fun with West Shore Recreation Commission!

PlayZone is a quality, structured DAY CAMP experience that will keep your child engaged and active this summer. Program includes organized activities and special events such as games, arts & crafts, sports, special visitors, educational activities, swimming, field trips and more! Come to PlayZone and create summer memories!

## PlayZone Age Groups

- **PrimaryZone** - completed K thru age 8
- **SecondaryZone** – ages 9-12

## PlayZone 2024 at a Glance

- The WSSD school year is scheduled to end on June 7.
- Camp is currently set to get started on Monday, June 10.
- There are 8 weeks of camp, June 10 - August 2 (no camp 7/4)
- **NEW Location for 2024 Camp:**  
**Highland ES - 1325 Carlisle Rd, Camp Hill**
- Monday-Friday, 7:30 am - 5:15 pm



## Facility

- Due to a large scale heating project at FCES, we are not able to use that facility this summer. We thank the WSSD for working with us to be able to continue with PlayZone at this summer's location: **Highland Elementary**. Both age groups will meet at HGES and will be together for the unstructured early mornings and late afternoons as well as certain activities and field trips. The plan would be to utilize the cafeteria, gymnasium and outdoor spaces at HGES, however the specifics will be a work in progress leading up to summer. We **will** be spending the bulk of our time outside, so be sure you and your camper are ok with this.
- Once again, our thanks to the WSSD for allowing this Camp to continue at Highland ES this summer!

## FAQs

The FAQs were recently revised. Even if you have reviewed this document recently, please take a look at the revised FAQs for revisions and additions. Check out the updated PlayZone Frequently Ask Questions (FAQs) link on the "[PlayZone Day Camp](#)" page of our website.



## Registration Costs

### Resident rate - \$214 per week

Resident processing begins March 26, 2024

(Resident rate applies to: Lemoyne, New Cumberland, Goldsboro & Lewisberry Boroughs and Fairview & Lower Allen Townships)

### Non-resident rate - \$278 per week

Non-Resident processing begins April 2, 2024

\*\*\* Non-resident pricing and enrollment (including Newberry Twp).

Special Rate for Week 4 due to July 4<sup>th</sup> Holiday: Resident: \$171/week Non-resident: \$222/ week

## Payments, Transfers & Refund Policy

The payment plan for 2024 will consist of 2 payments:

- \$100 per week deposit is due at time of registration to ensure your enrollment.
- The 2nd payment (all remaining balance) will be due no later than May 10, 2024.
- Registration fees must be included for your registration to be processed.
- Spots will not be held without proper payment.
- The option to have us “Automatically” process the 2nd payment using your credit card is available. Simply check the box in the lower left corner of the registration form.
- We reserve the right to remove a child from the program minus appropriate refund fees on all accounts past due.
- We do not expect this to be an issue, but minimum enrollment must be met in each week for that week of PlayZone to be held.

## Review Transfer & Refund Policies

- All transfers thru May 10 will be subject to a \$20 per week transfer fee. Dependent on availability.
- All transfers May 11 and after will be subject to a \$40 per week transfer fee. Dependent on availability.
- All refunds thru May 10 will be subject to a \$50 per week refund fee.
- **There are NO refunds available after May 10, 2024.**

## Summer Camp Staff

All campers will be under the supervision of staff members which are carefully selected by experience, attitude, and work ethic. All staff members are interviewed, reference checked, undergo a background check, and a comprehensive training.

Each counselor has participated in hours of staff development and planning. We take pride in the high expectations we set for our Summer Camp staff, and we evaluate both our staff and our programs regularly throughout the summer.

Say “HELLO” to the Team Members list with biographies will be available in mid-May on our website. Look for the “2024 PlayZone Program Staff Bios”



## General Information

- Be sure to have a conversation with your child about behavior expectations. Bullying (emotional & physical) is not acceptable. See page 6 of this packet for more information.
- Campers must leave the mobile phones & electronic games at home. If you let your child bring a mobile phone to the program, it **must** remain in their bag/backpack and be used for an emergency only.
- Health & Safety: Please use common sense, if your child is not feeling well, do not bring them to Camp. It is preferred that every attempt to administer medications is taken care of by a parent/guardian prior to or after the camp hours. See *PlayZone FAQs* for more details.
- Understand that your camper will be touching surfaces, supplies and equipment that other campers and staff will also be touching. Understand that your camper will be in close proximity of other campers and staff frequently.
- Please be aware that policies and procedures for the 2024 PlayZone program may change at any time before or during the program. Thank you for your patience and understanding.
- A weekly flyer that will detail each week activities will be available on Thursday before that week is to take place. They are made available to all participants at the PlayZone sites and via the website at [www.westshorerec.org](http://www.westshorerec.org).
- Campers are transported by a school bus on most field trips, including swimming days at the W.S. Natatorium at Red Land HS.



## Daily Activities & Field Trip Information

- Structured activity times will be held between approximately 9:00 am to 3:30 pm. Includes organized activities and special events such as games, arts & crafts, sports, special visitors, educational activities, swimming and more.
- It is important to understand that a considerable amount of time will be spent outside. There is plenty of outdoor space available at HGES and next door at CCHS. The weather may be hot, but we will be outside much of the time.
- We plan on taking a weekly field trip over the course of the summer. Some trips may be to locations such as local parks. PlayZone T-shirts are required on field trip days.



## Lunch & Snacks

- A bag lunch and large water bottle or two must be sent with your child each day. Refrigeration will not be available, so cooler bags are recommended. A water bottle filler is available at HGES.
- WSRRec will not be providing a small afternoon snack. Please pack enough food in your camper's cooler bag that they have enough for a mid-afternoon snack.





## Dress Code

- Campers should wear loose fitting clothing and sneakers are preferred (flip flops/sandals/etc. are not appropriate for safe, active play).
- Swimming Activities require swimsuit, towel, goggles, and a non-inflatable flotation device if needed. (bring plastic bag for wet clothes on swimming days)
- Campers should bring sunscreen (we will often be in the sun) & insect repellent. A hat may also be a good idea.
- Field Trip Days - **Must wear PlayZone T-shirt**
- Campers are responsible for their own belongings. Staff will not carry items for them.
- Personal belongings should be labeled including, backpacks, lunches, water bottles, etc.

## Camper T-Shirts

One camp shirt will be provided to all campers. Campers may wear their shirt anytime throughout the camp; however, campers will be required to wear their camp shirt on off-site field trip days. No replacement shirts will be available the day of a field trip.

- Extra t-shirts will not be offered. Bright t-shirts help improve visibility of campers when in a group setting.
- Campers will receive the size noted on the registration form. (registrations after May 3, size not guaranteed).

## Communication During The Camp Day

WSRec uses the “*Remind App*” for the PlayZone program. *Remind* is “user-friendly” and will allow you to receive important reminders and time-sensitive information related to PlayZone quickly.

Receiving text alerts from West Shore Rec through the *Remind App* is optional, however we strongly urge you to opt-in. You may miss out on important and helpful info throughout the summer otherwise. West Shore Rec will be using this as our only method of communicating these types of alerts to our parents/guardians and campers. We will not be sending e-mails or placing phone calls for these types of alerts.

## Drop off & Pick Up

Children many not be dropped off prior to 7:30 am and must be picked up no later than 5:15 pm. If children are not picked up by that time, a fine of \$1 per minute will be assessed. Chronically late pick-ups may result in termination from the program.

Upon arriving at camp, we ask that you sign your child(ren) in with your signature as well as the time of drop off. Check-in/out procedures will be communicated to parents closer to the start of camp.

Only the names submitted on the child(ren)'s Welcome - Consent-Personality Form are permitted to remove your child(ren) from our care. These are necessary safety precautions.



## Camper Behavior

### *While at PlayZone, campers will:*

- Show respect and kindness to other campers and staff
- Function cooperatively and appropriately in a group setting
- Respect the property of PlayZone, the WSSD and other campers
- Use tolerance in respect to differences in opinions and feelings of peers
- Have fun and help to create a fun environment for others

As we strive to make all camper experiences positive ones, the staff of PlayZone has the responsibility of supporting and protecting each child in the camp environment by following all safety protocols, including behavior management. Campers have the responsibility of behaving appropriately while at PlayZone.

Physical or emotional mistreatment, bullying, inappropriate language or actions, and repeated offenses, including but not limited to straying from the group, refusal to follow directions in regards to safety, and any action that puts the physical or emotional safety of themselves, fellow campers, or staff at risk, by a camper will not be tolerated. We will be following this behavior plan at camp:

1. Verbal redirection and warning
2. Time-out/break from activity or loss of swim time
3. Sit and chat with counselor or supervisor
4. Call to parent/guardian
5. Parent/guardian pickup for the remainder of the day

As a result of further violations or if the behavior issue is severe, the camper may be subject to dismissal from camp with no refunds or credits. We reserve the right to make these decisions in order to maintain the overall physical and emotional safety of all campers and staff.

## Registration

The registration form is following. Please be sure to print and legibly fill out completely. It is important that we can easily read what you send us. A separate form must be used for each child you are registering.

There is a lengthy process involved in developing the PlayZone Payment Plan and Payment Log accurately, but we will process your registration as quickly as we can. Please be patient as we will e-mail you when everything has been processed. This may not happen the same day your registration form is received, but forms will be numbered/processed in the order they are received.

Your e-mail address is required to send you PlayZone related correspondence.

### **You may submit your registration form with initial payments as follows:**

- **In-Person** - the WSRC Office is located in the WSSD Administration Building (507 Fishing Creek Rd., Lewisberry). If dropping registration form off in person, please drive to the front of the WSSD Admin Building and look for the flag poles. The WSRC Office entrance is just around the corner from these flag poles. Office hours are M-F, 8:30 am-4:30 pm.
- **After-Hours** - look for the black "WSRec" drop box located at the main entrance to the WSSD Admin Bldg. Drop-box is located on the backside of the right stone column at the main door.
- **Faxing**, please fax it to 717-920-9518. Be sure to write neatly, so we have correct contact and enrollment info. - Our mailing address is PO Box 413, Lewisberry, PA 17339 However we do not recommend mailing the form as mail service has been slow.
- **Scanning and E-mailing** - please send it to [wsrec@wsrec.org](mailto:wsrec@wsrec.org)
- Online & Telephone registrations will not be accepted.

Once registered, you will receive a Registration Statement via e-mail that will show the weeks you are registered for, the amount you paid and the amount owed before the final payment due date. The same information will be sent once again after your final payment is received.

### **EIN Number for Federal Income Tax**

The EIN or Employer Identification Number is located on the payment log e-mailed after every payment made. It appears on the right-hand bottom corner of the form.

### **Eligibility for Resident registration rates**

Our supporting municipalities include: Lemoyne, New Cumberland, Goldsboro & Lewisberry Boroughs and Fairview & Lower Allen Townships.

### **Welcome-Consent-Personality/Site Rules Form**

The registration form and deposit is due at the time of enrollment. Completed Welcome-Consent-Personality Forms and Site Rules must be submitted prior to the first day of camp.

# 2024 PlayZone (PrimaryZone & SecondaryZone) Registration Form

**Please print clearly**

Child's Name: \_\_\_\_\_ Birthdate: \_\_\_\_\_ Age: \_\_\_\_\_

Address: \_\_\_\_\_ Gender: \_\_\_\_\_

\_\_\_\_\_ Boro/Twp: \_\_\_\_\_

School Child Attends: \_\_\_\_\_

Phone: Mobile \_\_\_\_\_ Home \_\_\_\_\_ Work \_\_\_\_\_

E-mail: \_\_\_\_\_

( E-mail address will be used for West Shore Rec communication only and will not be shared with any outside party. )

Zone Location: \_\_\_\_\_ PrimaryZone (completed K - age 8) \_\_\_\_\_ SecondaryZone (ages 9-12)

A camp t-shirt is included with your registration. As with last summer, we will not be offering the option to purchase additional t-shirts.

Check weeks you are registering for:

\_\_\_\_\_ Week 1) **June 10 - 14**

**Please Circle One:** Youth T-shirt Size - **Small (6-8)** **Medium (10-12)** **Large (14-16)**

\_\_\_\_\_ Week 2) **June 17 - 21**

Adult T-shirt Size - **Small** **Medium** **Large** **X-Large**

\_\_\_\_\_ Week 3) **June 24 - 28**

1st Payment Total Amt : \_\_\_\_\_ **(Include a \$100 deposit for each week)**

\_\_\_\_\_ Week 4) **July 1 - 5**  
(no 7/4, special rate)

**Rate: Residents - \$214/week (Non-Residents - \$278/week)**

**Special Week 4 Rate: Residents - \$171 (Non-Resident - \$222)**

\_\_\_\_\_ Week 5) **July 8 - 12**

*Once registered, you will receive a Registration Payment Log via e-mail that will show the weeks you are registered for, the amount you paid and the amount owed before the final payment due date.*

\_\_\_\_\_ Week 6) **July 15 - 19**

\_\_\_\_\_ Week 7) **July 22 - 26**

I understand that West Shore Recreation Commission, the organizers/supervisors of the 2024 PlayZone program, and the owners/providers of the facilities, assume no responsibility for accident or injury sustained by the above individual while taking part in this program. I will be responsible for maintaining medical insurance for the participant. All participants must adhere to camp rules or risk being removed from the program.

\_\_\_\_\_ Week 8) **July 29 - Aug 2**

I affirm that I have thoroughly read all PlayZone Information contained in the same document as this registration form. Refund exceptions will not be considered or granted due to policy or procedure changes.

Parent/Guardian Printed Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

If paying by Visa, MC, DISC, AMX

Card Number: \_\_\_\_\_

please provide card info:

Expiration Date: \_\_\_\_\_ CSV Code (back of card): \_\_\_\_\_

Check if you would like final payment processed automatically on May 10th

Card Holder's Signature: \_\_\_\_\_



**We Look Forward to Seeing Your Child This Summer!**

# **PlayZone 2024**



***A West Shore  
Recreation Commission  
camp since 1992***

