***Quest Summer Camp Parent Handbook 2023***



**Welcome to the Quest Summer Adventure Camps** offered by the Quest Leadership Development Program at Bloomsburg University. We hope to build upon the great success that we have experienced over the years and provide your child with even greater excitement and enjoyment this year. If you are new to the program, we are thrilled to welcome you and your child into the program. We hope that our diverse program offerings, themes, and outstanding customer service will become the *benchmark* for future camp development.

The Quest Adventure camp philosophy is to serve youth, ages 8-13 years old, and provide hands-on, engaging, adventure-filled programming. Our activities are designed to help each camper become more independent, enhance self-confidence, develop self-awareness and develop both mind and body in a fun and safe learning environment.

We pride ourselves in our outstanding staff that we have working for and overseeing the camps.

Camp Goals**:**

* Emphasize the teaching and learning of skills and activities
* Teach and instill the concept of teamwork through planned activities
* Create mutual respect for other people and their ideas, thoughts and actions
* Introduce campers to new activities
* Teach campers the proper way to act during activities, i.e., good sportsmanship
* Maintain a safe and respectful learning environment
* De-emphasize competition and emphasize fun in activities
* Provide positive role models for the children

**Some highlights include:**

* Each week will have some unique aspects allowing for multiple weeks for the same child.  Some activities also repeat such as our climbing wall and high ropes programs.
* Each week a child comes to camp they will get a free camp t-shirt.
* 20 camp spots available each week.  The campers will be divided into two groups.
* The groups will do many activities separately but will combine for some such as field games.
* Camper to staff ratio, 5:1 is our goal.
* Our goal is to keep camp sizes small and maximize instructor/student interactions.
* Activities such as rafting/kayaking, high ropes course, low ropes course, zip lines, climbing wall, nature hikes, team development, field games, tie dyeing, crafts and more!

Quest is an organization that leads groups on activities to various locations in the U.S and abroad. We take safety very seriously. Our camp staff is put through series of trainings in our various program areas which should give you peace of mind that your child will be safe. These trainings include, but not limited to child management, leadership development, first aid and a variety of outdoor activity skills.

As staff members, we want to have fun with the children enrolled in the camp. The camp activities are planned to be interactive between staff and campers. We believe that this interaction will allow staff members to have fun and enjoy work more. We also believe that the campers will enjoy themselves more if they are aware that the staff is also having fun. For a profile on each of our summer staff visits our camp page on our website.

In summary, the overall theme of the camp is to provide the children with the positive aspects of recreation while at the same time allowing both the campers and the staff the opportunity to interact and learn from each other.

**What to expect:**

* You will receive an email usually on the Wednesday before your child’s scheduled camp week to remind you.
* Please allow yourself about 10 extra minutes on the first morning of your child’s camp week to meet our staff. At that time you will be given a staff contact list. Each day, there will be a board on our porch stating the location where you child will be, as well as the staff who are assigned to them. Should you have a family emergency and need to pick up your child, you could speak to the staff directly and find out the group’s location for pick-up. In this situation, the counselors cannot leave their group to return one child to the office. If it is not an emergency situation, please call the office.
* There is a mandatory daily sign-in/sign-out process. If you plan on having someone other than yourself permitted to drop-off/pick-up your child, please complete the permission form for pick-up.

***Daily Camper Supplies***

\*\*\*Each day, the child should bring the following items to camp (please label all important items sent to camp with your child’s name):

* They should dress for being active outside. Shorts are fine.
* Please have them wear sneakers each day, not sandals, as sandals a pose greater risk for toe/foot injury.
* Extra change of clothes
* Water Shoes/old sneakers for water activities (in addition to the sneakers they wear to camp)
* Towel
* Refillable Water Bottle
* Backpack (To store items not being used)
* Non-refrigerated lunch (use ice packs if needed)
* Snacks (Please send plenty of food/snacks as the children are active & get very hungry)
* Prescribed Medication in original packing (If necessary)
* Insect repellent
* Sun block – Spray on is preferred

**The camp staff requests that you do not send any electronics, phone, toys or money with your child when they come to camp.** If it is essential that they have a cell phone, please instruct them that they are not to be used during camp hours and it needs to remain in their backpack. Phones, toys and games from home may tend to provide an unnecessary distraction for the other campers when the staff is trying to implement a game or activity. In addition, we do not want a child to lose or misplace a phone, electronic game or toys. The camp will not be held responsible for lost or stolen items. Parents and/or guardians will be notified should the child need to bring other items to camp. Parents are strongly encouraged to help the child pack for camp daily to ensure that inappropriate items are not brought to camp**. All items should be clearly labeled with full first and last name.**

Quest Office (Main Line) 570- 389-2100

**Nicholas McCormack (Main Line) 570-389-4707**

Campus Police (*Non-Emergency* Number) (570) 389-4168

**Quest Professional Staff**

Nicholas McCormack, Director **Emergency Only, when no one answers office phone**

Cell-570-336-3693

**CAMP POLICIES & PROCEDURES**

***Camper Eligibility***

In order to provide activities suited to the varying ages of children, campers may be grouped according to age. Physical, emotional and social maturity varies by age and gender. Each week of camp will be divided into two groups. The Quest Adventure camps are for children between the ages of 8 and 13.

***Registration Policies***

Parents may enroll their child from the beginning of registration (typically mid-February) until the Thursday before each session or until all sessions are filled. Reservations are accepted on a first-come first-serve basis with payment needed to secure a space for their child in camp. The camp director reserves the right to cancel future reservations for non-payment or children that pose disciplinary problems in camp.

All forms are required to be completed and submitted to the Quest office prior to the session enrolled.

***Payment Policies***

All payments are due in advance to reserve spots in camp.

**Enrollment Fees and Refund Policy (Fees are per one week session)**Registration is complete when required fee is paid. There are no refunds. You may find a substitute to fill in for your child but it is not our responsibility to collect payment from the substitute as you will deal directly with the financial aspect.

***Daily Camp Times***

Each session will run from 9:00 am through 4:00 pm, Monday through Friday. Please drop off your child no earlier than 8:50 am and pick up between 3:50-4:00.

If your child is sick or will not attend a day of camp please leave us a message @ 570-389-2100 or email nmccormack@bloomu.edu no later than 9:00 that morning or let us know the day before.

***Check-in/Check-out***

Each child’s safety is the top priority for the Quest Adventure Camp; therefore, policies that have been established are not subject to change unless the staff has made prior arrangements with the parent or guardian of the child.

All camps will meet and be picked up at the **Quest office on the upper campus of Bloomsburg University**. (See map the end of this handbook) It may be possible pick up will be elsewhere, locally. If this is going to occur, you will be notified ahead of time for arrangements.

It is important to our camp’s success that campers are here by 9am daily. Our activity sessions cannot begin until we have all staff and campers present. If you know that you will be running late, please let us know so that we can plan our staffing needs accordingly.

Daily check-in/check-out will be ten (10) minutes prior to camp and after camp.

***If the child is to be picked up by a different person then their parent/guardian, please complete the permission slip that was emailed to you or printed from the website, or give us a signed note listing your 1)child’s name, 2) camp week, and 3) the name(s) of those allowed to transport your child.***

If the parent or guardian is running late, please call the Quest office at (570) 389-2100 and leave a message.

If the child will be walking or biking himself/herself home, please inform camp staff and a signed note should be submitted by the first day of the camp week.

If the child is to be picked up early, prior to the conclusion of a day’s activities, please provide a signed note stating the date and time of pick-up, as the sign-out sheets remain in the office. The staff is not able to stop an activity to transport the child to the parent. The child will need to be picked up at the location where the group will be.

***Camper Illness/Accidents***

In the event the camper becomes ill or has an accident, the Camp Supervisor and/or Camp Director will notify the parent or guardian. Due to the large concentration of children, there are circumstances when the Camp Supervisor and Camp Director will ask that children do not attend or must be picked up early from camp. These instances will include; a camper who has two or more episodes of diarrhea, a camper who is running a fever of 100 degrees or more, a camper who has thrown up more than once or the combination of any of the above symptoms. If your child is suffering from any of these or other symptoms (such as pink eye or other contagious illnesses), please call the camp to alert the staff. For minor accidents/illness, the camp staff will provide appropriate first aid.

***Camper Emergencies***

For camper emergencies, the Camp Director or Camp Supervisor or Office Manager will notify the parent or guardian of the situation. If the parent/guardian is unavailable or cannot be reached the camp staff will seek emergency medical treatment from qualified medical professionals. In the event emergency medical treatment is necessary, the physician is authorized to provide necessary medical care as needed unless otherwise indicated. The parent or guardian if still unable to be reached, the camp staff will notify the authorized emergency contact. If the parent or guardian has an **emergency**, **they should call the Quest office at (570) 389-2100.**

***Camper Medication***

If a camper is required to take any form of medication during the day, the Assumption of Risk Form should contain the information. The parent/guardian of the camper should provide the staff with the medication in a clearly labeled container with exact directions for administration. Asthma inhalers, inject able medication must be provided by the parent/guardian, and can be under the direct supervision of the child’s staff member or the child. Each counselor will be aware of each child’s medical needs as noted in the Assumption of Risk form. Campers will self-administer inhalers, inject able medication, and apply sunscreen and bug spray when needed unless the parent has made prior arrangements with the Camp Director. For safety reasons, campers may not maintain possession of their medication while in camp; the direct counselor will assume responsibility for the medication.

***Parental Concerns***

If the parent/guardian has a concern, suggestion, or complaint, please contact the Quest office.

***Assumption of Risk Agreement***

The parent/guardian will be responsible for signing the Quest AOR-Medical Form, an Assumption of Risk Agreement for each child that they enroll in camp. This form notifies the parent of the hazards and inherent risks of participating in a summer day camp. The form also notifies parents that the Quest Adventure Camp does not provide insurance for the campers. The parent/guardian should contact their insurance agent regarding insurance coverage for their child.

***Camper Discipline***

There will be times during camp when it becomes necessary to administer discipline to a camper. The methods of discipline used by this camp are to:

a. Speak individually with the camper,

b. Remove the camper from the activity for a short period of time,

c. Time-Out, and/or

d. Have the Camp Supervisor speak with the camper, and/or

e. Have the Camp Director speak with the camper.

If the child meets with either the Camp Director or Camp Supervisor, a Discipline Report will be filed and a parent or guardian will be contacted. If any child accrues two Discipline Reports in the same week time may be lost for the remainder of the week. If the problem persists during the week, under extreme conditions, the parent will be called to pick the child up early from camp. The camp staff does not want to be placed in the position of removing time. We ask that the parent speak with the child and let them know the importance of following the instructions of the camp staff. If a child is sent home early from camp there will be no refund of enrollment fees for the camper. This camp will be a community of many people working together. If a child threatens the safety or well-being of other campers, the child will not be allowed to return to Quest Adventure Camps.

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