



TWEEN Adventures

Parent survival Guide



LOWER MAKEFIELD TOWNSHIP Parks & Recreation



Dear Parents and Guardians,

Hello and welcome to Tween Adventures! We are thrilled to welcome your child to our third session of this exciting Tween Adventures, anticipating a summer filled with joy, laughter, and unforgettable memories!

At Lower Makefield, our primary goal is to cultivate a safe and nurturing environment where your child can freely express their unique personality and creativity. Each day, we have planned a diverse array of activities, including sports, arts and crafts, Tween Adventures games, jamborees, and in-house entertainment. Our aim is to offer your child a chance to have a blast, forge new friendships, and experience personal growth in a wholesome setting.

Enclosed in this document, you will find crucial information regarding the 2024 Tween Adventures program. We kindly ask you to thoroughly review this material with your child, as it contains essential details necessary for both you and your child to fully grasp, ensuring that we can collaborate effectively to create a positive and secure environment for all participants and staff.

Should you have any questions or require clarification on any of the provided information, please do not hesitate to reach out to me. We are eagerly anticipating a summer filled with excitement and are committed to making it a memorable and enjoyable experience for everyone!

Sincerely,

Monica Tierney, MEd, MBA, CPRE
Director of Parks and Recreation
Lower Makefield Township
Office: 267-274-1112
1550 Oxford Valley Rd.
Yardley PA 19067

GENERAL TWEEN ADVENTURES INFORMATION

About Tween Adventures

Each day at Tween Adventures, we will offer a wide variety of activities and experiences to Tween Adventurers. Whether sports, arts and crafts, or educational experiences, we want each child to be active, express their creativity, and explore new interests and skills. One of Lower Makefield's primary objectives is to provide children in and out of Lower Makefield with worthwhile experiences that they will recognize as some of the truly special moments of their childhood.

Our staff will be fully trained, and comprehensive background checks will be conducted for anyone in contact with your child, including parent chaperones. Your child's safety is our top priority, and we believe it is essential to creating a healthy Tween Adventures environment.

We aim to maintain a 10:1 Tween Adventures-counselor ratio. Our low participant/counselor ratio allows us to manage all Tween Adventures activities effectively, deliver a clean, safe atmosphere, provide individual support to participants, and enhance supervision during all Tween Adventures functions.

Throughout the summer, we will be spending most of our time outside. We will have the Community Center available in the event of poor weather and for some of our more minor activities during the day. We will utilize other facilities in the area, including The Pool at LMT, the Fred Allan Complex, the Caiola Complex, and Kids Kingdom, all within walking distance. This summer, Tween Adventures will be going on eight field trips, check the weeks you signed your child up for to see where they will be going. No child will be allowed on a trip without a signed release form.

Drop Off and Pick Up Procedure

Tween Adventures begins at 9:00 am. Participants cannot be dropped off any earlier than 8:45 am.

When participants arrive, the parent/legal guardian will drive up to the Community Center, and we will have a car-side sign-in process. A Tween Adventures counselor will approach the vehicle and sign in your Tween Adventurer, and escort them to their designated area. When Tween Adventurers are getting picked up, each parent/legal guardian must park and walk towards the sign-out table located on the side of the Community Center and sign out their child, as parents may come at varying times. If you plan to pick up your Tween Adventurer early, please notify our staff.

If you have more than one child attending Tween Adventures, you must sign your name to each child you are dropping off and picking up. If you are picking up someone else's child, the Tween Adventures Manager must be given a signed note from the other child's parent/legal guardian permitting you to pick them up from Tween Adventures. If the Tween Adventures Manager does not receive a note, the child will not be released and his or her

parent/legal guardian will be contacted to confirm their transportation arrangement.

When registering for Tween Adventures, parents will be prompted to provide the names of up to four people (must be above the age of 16) who have permission to pick up their child.

Photo identification of each person is required during both registration and pick-up.

Each person picking up a child from Tween Adventures should be prepared to show photo identification to a counselor or the Tween Adventures Manager daily. Children will only be released to an authorized person provided to Tween Adventures during registration and only after said person presents photo identification and a signature claiming they picked up their child.

*Please note if there are any special arrangements or legal restrictions that impact the drop-off and pick up of a child, please submit that paperwork for our records.

Personal Belongings

What to Bring

- Closed-toed, athletic footwear
- Comfortable athletic attire
- Snacks/drinks
- Lunch
- Reusable water bottle
- Sunscreen/Bug Spray
- Medication (please refer to our medication policy for more details)

Each child should come to Tween Adventures with their own snacks and lunches. Food will not be provided or sold by Tween Adventures. There will be days where we treat Tween Adventuress to a special lunch or snack, however this will be uncommon, and Tween Adventuress should always have a packed lunch. There will also be days where Tween Adventuress can buy ice cream or other treats if you wish to send them with extra money, please note this is not mandatory.

Tween Adventuress are encouraged to bring reusable water bottles to Tween Adventures each day. There will be filtered water fountains available at the Community Center for children to refill their water bottles.

It is the responsibility of the participant to bring their own sunscreen/bug spray. Staff will not provide sunscreen/bug spray for participants. Activities will be taking place inside and outside throughout the duration of Tween Adventures. Staff members are not permitted to apply sunscreen or bug spray to any participants, so parents should teach their child how to apply their own prior to the first day of Tween Adventures. Counselors will allocate time for participants to apply sunscreen/bug spray prior to outdoor activities.

What to Leave Home

- Valuable items
- Money
- Cell Phone/Electronic Devices
- Toys

Tween Adventuress are encouraged to leave valuables such as money, electronics, and toys at home as Tween Adventures staff are not responsible for any items that may be lost or stolen. In the event spending money is needed for day trips, Tween Adventuress are responsible for safeguarding their own money and other valuables.

Schedule

Time	Activity
7:30AM-9:00am	Before Care
8:45-9:00am	Drop-off
9:00-9:15am	Welcome
9:15-10:45am	Free Play
10:45-11:00am	Snack
11:00am-12:30pm	Craft
12:30-1:00pm	Lunch
1:00-2:30pm	Activities
2:30-2:45pm	Snack
2:45-3:45pm	Activities
3:45-4:00pm	Closing
4:00pm	Pick-up/After Care
6:00 pm	Pick-up for after care

*Daily schedule is flexible. Rest periods (lunch and snacks) may be extended on certain days or there may only be one snack time in a day.

Before and after care will be combined with Camp LMT and located at the Community Center.

POLICIES

Dress Code

Tween Adventuress are expected to wear comfortable and appropriate athletic attire each day. Whether a participant is dressed appropriately or not will be at the discretion of the Camp

Manager. In the event a participant is dressed inappropriately, participants will have extra Tween Adventures T-shirts on hand that the participant will wear. In more severe cases, participants could be asked to go home and change.

Tween Adventurers are NOT permitted to wear flip-flops, sandals, crocs, or any other open-toed footwear to Tween Adventures. If a child is not wearing closed-toed shoes, they will not be able to participate in the physical activities planned for that specific day. Cleats of any kind are also prohibited.

We recommend that jewelry be kept to a minimum. For safety reasons, we suggest only wearing stud earrings and no other jewelry that hangs/dangles off the body.

Lateness Policy

Tween Adventures begins each day at 9:00 am. Participants are expected to be on time and ready to participate in programs.

Tween Adventures concludes each day at 4:00 pm. It is the responsibility of the parent/legal guardian to coordinate the pickup of their child. There will be a five-minute grace period provided; however, for every five minutes you are late picking up your child after the initial five minutes, your CommunityPass account will be charged \$5.

Cell Phones/Electronic Devices

Tween Adventures recognizes the desire for parents to be able to communicate with their children during the day. However, cell phones or other electronic devices will be prohibited during Tween Adventures hours.

We encourage your child not to bring these devices to Tween Adventures. If they do bring a cell phone or electronic device to Tween Adventures, we will ask that it is turned off and stored with their other belongings. If any participant is seen using their cell phone without permission, it will be removed from their possession by counselors or the Camp Manager. The Tween's cell phone will be returned to the parent at the end of the day.

If you, as a parent or legal guardian, need to contact your child, please call the Tween Adventures Manager at (267)924-4534 or message via the Remind App. If the Tween Adventures Manager does not answer, you may call Lower Makefield Parks and Recreation at 267-274-1110.

Liability

Lower Makefield Township is responsible for the replacement or reimbursement of any personal items, belongings, money, or valuables if they are lost, stolen, damaged, or otherwise altered.

Allergies

It is important that the Camp Manager and counselors be aware of any allergies a Tween Adventuress may possess. Parents must notify the Tween Adventures Manager of their tween's allergies during registration. There may be occasions where Tween Adventures administers food to Tween Adventuress, so all allergies must be known to provide a safe environment to all Tween Adventuress. Parents should also note the severity of the allergy in case Tween Adventuress needs to be placed at different tables during snack and lunch periods.

Medication

Parents/legal guardians whose child takes medication (including inhalers) during the day must supply this information no later than **June 1st**. It is essential for Tween Adventures to be aware of any relevant medical information, so we are well-prepared to handle any issues.

Parents/legal guardians who wish medication, whether prescription or over the counter, to be available to a child must bring in a signed note stating (1) the name of the medication, (2) the dosage, and (3) the time(s) the medication shall be taken. Staff will not administer medication to participants under any circumstance (except Anaphylaxis and Epinephrine Auto-Injectors and liquid Benadryl as further discussed below). However, we will store any medication brought in by a parent/legal guardian and present the participant with their medicine at the proper time of day. The facility possesses secure areas to maintain medication and the area is only accessible to employees. Participants are not permitted to store any medications on their person or in their backpacks, purses, etc. Any unauthorized medication will be confiscated and given to the parent/legal guardian at the end of the day. Participants will not present any medication to a participant that is not brought in by a parent/legal guardian and accompanied by a signed note. All prescription medicine **MUST** be in the original packaging from the pharmacist.

In a medical emergency, Tween Adventures counselors are trained to immediately contact emergency personnel and use CPR, AED, First Aid, anaphylaxis, and Epinephrine Auto-Injectors. Parents must consent to counselors performing CPR, AED, and First Aid on their child. A consent form will be enclosed with this document and must be returned to the Community Center no later than **June 1st, 2024**.

Counselors will always follow the direction of emergency personnel.

Tween Adventures counselors will have liquid Benadryl on hand for emergency allergic reactions. The medicine can only be administered if authorized by the 9-11 operator and with prior consent from the parent. If the participant has an EpiPen, they must help themselves. If the reaction is so severe that he or she cannot administer the EpiPen themselves, a trained counselor will do so. Parents must consent to this before the start of Tween Adventures.

If a participant experiences any medical emergency where they must be transported to the hospital, emergency medical personnel will be contacted immediately along with the

Adventuress parents/legal guardians. Only an ambulance can transport the Participant to the hospital. If a parent/legal guardian cannot accompany their child in the ambulance the Director of Parks and Recreation and or staff member will accompany the Tween Adventuress at the hospital.

The Tween Adventures Manager will fill out an Incident Report for any medical situations, and the parent will receive a copy.

Parent Visitor Policy

Parents will not be permitted to visit the facility during Tween Adventures hours unless authorized by the Director of Parks and Recreation.

Diversity Equity and Inclusion

Lower Makefield Township is proud to serve a diverse community and is committed to fostering an inclusive environment in all public spaces, facilities, and programs. Diversity covers a broad range of individual differences, which include but are not limited to race, ethnicity, religion, disability, age, national origin, gender identity, sexual orientation, and socio-economic status. Appreciating and respecting these differences through inclusion simply means that all people are welcome, and that they will be valued, heard, and free to engage or participate in the Township's governmental processes, public spaces, and programs.

All leaders, managers, and employees play a role in making the Township a diverse and inclusive place to live, and the Township recognizes that the commitment to these values is an ongoing journey. The Township is committed to evaluating existing programs and adapting or introducing new initiatives as its diversity and inclusion goals evolve.

The Township always welcomes suggestions about how to increase inclusivity and how to address and improve diversity issues. Comments, concerns, and suggestions can be directed to the Parks and Recreation Director.

PARTICIPANT BEHAVIOR

Expectations

Tween Adventures is committed to providing participants with a safe, friendly environment for fun and socializing. To make each child feel comfortable at Tween Adventures, Tween Adventures has a strict policy against disruptive behavior, pushing/shoving, bullying, inappropriate touching, or any other behavior hindering a child's ability to fully enjoy their experience. Staff members will review our behavior policy with all Tween Adventuress at the beginning of Tween Adventures and then intermittently throughout the Tween Adventures season as needed. Each participant will be expected to:

- Be respectful to others, themselves, staff members, and Tween Adventures equipment/materials.
- Listen to Tween Adventures Staff – when any staff member is speaking or giving instruction, all Tween Adventuress should be quiet and attentive
- Dispose of any trash and clean their eating area after lunch/snack periods
- No child is permitted to go anywhere outside of the Tween Adventures site without being accompanied by a counselor or the Tween Adventures Manager
- All Tween Adventures rules apply to areas outside of the Community Center, including the bus. Tween Adventuress are expected to follow all rules administered by the bus driver, including but not limited to:
 - The bus driver is in full charge of the bus and passengers at all times
 - Being seated and facing forward at all times
 - No parts of the body hanging out the window
 - No changing seats while the bus is moving
 - Keeping the center aisle clear at all times

Behavior Transgressions

If a participant violates Tween Adventures rules or creates a hostile/uncomfortable environment for others, Tween Adventures reserves the right to respond to the behavior accordingly. The consequences for specific actions are as follows:

Foul Language/Inappropriate Behavior

Inappropriate behavior is any act that negatively impacts another Adventuress experience or impedes a counselor's ability to perform their responsibilities.

During Tween Adventures, if a participant exhibits inappropriate behavior as determined by Tween Adventures staff, the child will sit out for five minutes and then can request to rejoin the activity. This is their first warning.

If the same Adventuress misbehaves after their first warning, they will sit out for the remainder of the activity. This is their second warning.

If the same participant has not changed their behavior, they will sit out for the rest of the day or until the staff feels they have sat out long enough. This will be their third and final warning. Parents will be notified of their behavior upon arrival at the end of the day.

If the Adventuress has a reoccurring theme of inappropriate behavior, they will be considered for dismissal from Tween Adventures.

Pushing/Shoving

If a participant intentionally pushes or shoves another participant or staff member, they will sit out for the remainder of the activity. Parents/legal guardians will be notified upon arrival at the end of the day. This will be their first warning.

If the behavior continues after the first warning, they will sit out the remainder of the day. Parents/legal guardians will be notified upon arrival at the end of the day. This will be their second warning.

After the second warning, if the behavior continues, the Adventuress will be suspended from Tween Adventures for one day after the day of the incident. If the behavior continues past this, they will be considered for permanent dismissal from Tween Adventures.

Bullying

If a participant is bullying another, as determined by Tween Adventures staff, they will sit out from all activities until staff feels as though they are ready to participate again. The parents/legal guardian of the participant will be notified upon arrival. This will be their first warning.

If the behavior persists, the participant will sit out of Tween Adventures activities for the rest of the day. The parent/legal guardian will be notified upon arrival. The participant will also be suspended for one day after the incident.

If the behavior continues after the suspension, they will be considered for permanent dismissal from the Tween Adventures program.

Striking/Hitting

In the event a participant should strike another staff member or other person, the following will occur:

- First Incident: After the incident, the participant will sit out of all Tween Adventures activities for the day. Parents/legal guardians will be notified upon arrival at the end of the day, and the Adventuress will be suspended from Tween Adventures for one day after the incident.
- Second Incident: After the incident, the participant will sit out of all Tween Adventures activities for the remainder of the day. Parents/legal guardians will be notified upon arrival at the end of the day, and the Adventuress will be suspended from Tween Adventures for two days after the day of the incident.
- Third Incident: After the incident, the participant will sit out of all Tween Adventures activities for the remainder of the day. Parents/legal guardians will be notified upon arrival at the end of the day, and the Adventuress will be permanently dismissed from Tween Adventures.

***If a Adventuress is suspended or permanently dismissed from Tween Adventures LMT,**

parents/legal guardians WILL NOT be reimbursed financially for the time their Tween Adventures is suspended or permanently dismissed.